

Dickinson

Club Training Fall 2022

Jessee Vasold

(He/Him/His)

Associate Director of Campus Life for Student Activities

Dickinson College

September 1, 2022

Land Acknowledgement

Dickinson College is on the unceded lands of the Susquehannock nation. We acknowledge the many Indigenous peoples that lived with these lands, as well as the thousands of Indigenous children forced into the Carlisle Indian Industrial School (CIIS) in 1879 as part of a federal cultural eradication effort.

[Additional Information](#)

Agenda

- Introduction
- EngageD
- Events
- Club Resources
- Campus Policies
- Club Finances

Introduction- Goals of Club Training Program

- Introduce the basics of what it means to be an officer of a student group at Dickinson College and address issues of concern and questions for beginning and returning leaders relative to policies and procedures of being a student group on campus.
- This program intends to educate students on concepts of leadership and how their leadership will be useful in other aspects of their career here at Dickinson and beyond.
- In addition, it will introduce new and returning officers to issues of cultural awareness, community service, advertising, leadership, recruitment, etc.

Introduction- Outcomes of Club Training Program

Students will understand the obligations of being a student group officer on campus including policies and procedures relative to holding events/meetings, planning trips, etc.

After a series of workshops, students will be able to facilitate club meetings and elections, work cooperatively as part of a team (especially with people different from themselves), speak in front of a large group in order to provide direction based on their group's mission, and increasing recruitment and retention efforts.

Introduction- Clubs & Organizations Umbrella Terms

College Recognized Clubs

- Must register on EngageD to reserve space
- Examples include fraternities & sororities, hat societies, new clubs

Senate Recognized Clubs

- May apply for an annual budget from Senate during annual club budget process
- Media Board & Sports Club Council also recognize & fund clubs

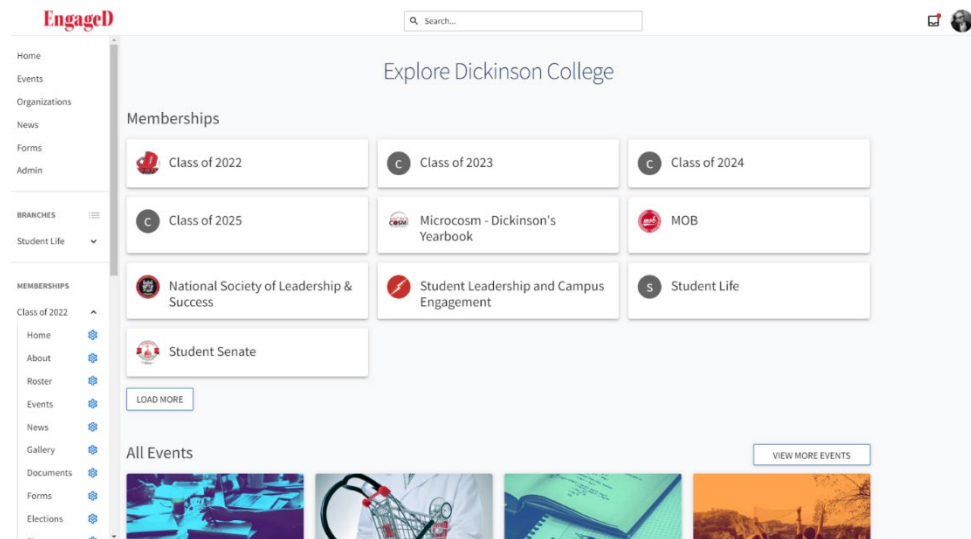
Organizations

- Comprised of multiple clubs or constituencies (class years/large committees)
- Receive funds through the Organizational Round Table
- Limited to Sports Club Council, Media Board, Senate, and MOB

EngageD- Side Bar Navigation

New

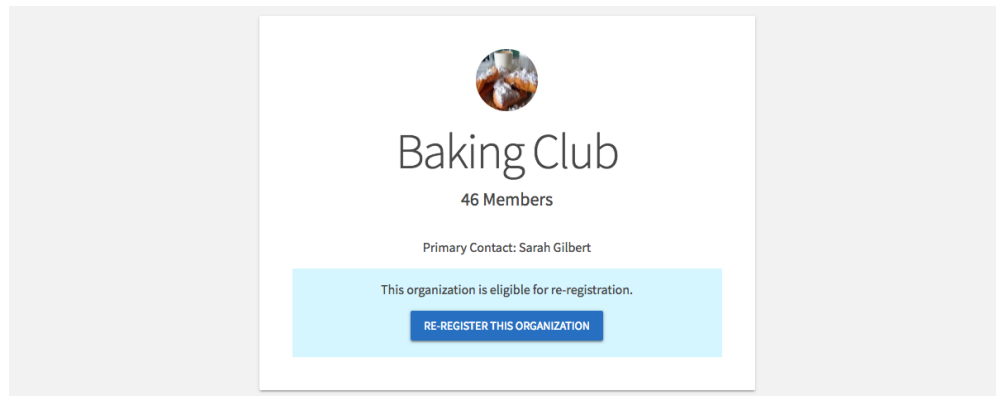
- Updated navigation style to reduce/eliminate clicks. Access tools through the gear icon.



EngageD- Group Re-Registration

- Group's existing information is pulled forward for review. Please update all relevant information.
- **Do not use personal contact information**, only list club email address/phone number or leave blank. Registrations including personal info will be denied.
- Must be submitted every semester to remain active. Groups that do not re-register will be frozen, restricting access to host events and access funding.












- [Instructions](#)



EngageD- Organization Tool Menu

- Home: Link to club Management Page/ Action Center
- Roster: Officers & Membership Management
- About: Organization Profile Info & Photo
- Events: Build & Manage Events
- News: News Articles
- Gallery: Photos
- Documents: Download Materials
- Forms: Form Builder
- Elections: Elections and/or Polls
- Finance: Budget & Finance- not currently used
- Service Hours: Manage Member Service Hours

Manage Organization

-  Home
-  Roster
-  About
-  Events
-  News
-  Gallery
-  Documents
-  Forms
-  Elections
-  Finance
-  Service Hours

EngageD- Updating Officers and Rosters

Using the [Roster tool](#), you can

- Add & remove officers
- Set officer permissions
- Rename officer positions
- Manage membership

Why should I update my roster?

- Events permissions allows space reservation
- Contact information for faculty, students, & staff
- Establishes membership history

Roster Imports

- [Club Roster Submission](#) Form on SLCE EngageD
- Due by September 30, 2022

EngageD- Forms

To allow people to complete the form:

- Mark status as 'Active'
- Do NOT mark "Hide from explore forms"
- Start & end times must be valid
- Restrictions should be open or set

Reviewers:

- Can select to have reviewers approve or deny
- Can select to simply accept forms without approving/denying


To allow people to search for your form:

- Mark "Featured in Explore Forms"

Instructions



Check Box List
Multiple answers to question (Choose several)


Radio Button List
Single answer to question (Choose one from few)



Text Field
User generated answer (Fill in the blank)


Drop Down List
Single answer to question (Choose one from many)


Instructions
A descriptive text box with no answer


Single Check Box
Select to affirm (Agree to the above)


Ranking
Prioritize multiple answers


File Upload
Upload a file

EngageD- Learning Resources

Anthology's [Engage Help Center](#)

- [Using Engage](#)
- [Instructional Videos](#)
- [Student Leader Resource Guide](#)

Dickinson's EngageD Resources

- [Documentation](#)
- [Walkthrough Videos](#)
 - Refreshing Your Club's EngageD
 - Virtual Event Organizing with EngageD (Events Walkthrough)
 - Membership Management (Roster)
- [Club Manual](#)

Events- Building Events

Creating an event will allow officers to:

- Reserve space on campus
- Share a physical and A/V setup with CASE
- Complete the Alcohol Events form
- Add events to the Dickinson Web Calendar, which feeds into The Dickinson Today email
- Manage RSVPs, including RSVP questions
- Track attendance

- Instructions:
 - [Event Walkthrough](#)
 - [Creating a New Event](#)

EngageD- Create a Event

Create Event

* Event Title

Enter Event Title

* Theme

Not Selected

* Description

↶ ↷ **B** *I* U ✂ 📄 🗑️ ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ 🔗 🌐

Additional organizations co-hosting this event

Type here to search for organizations

* Start Date

20 Mar 2018



* Start Time

12:00 PM



* End Date

20 Mar 2018



* End Time

01:00 PM



* Location

ADD LOCATION

Events- Reserving Space

Once an event is submitted, it is reviewed by CASE for availability and setup needs

If there are any issues, CASE will communicate those on your event's submission page:

- You will receive a notification, unless you have changed your settings.
- Click your initials --> Submissions -->Events

Space is not reserved, and event will not be visible, until approved by CASE

Helpful maps are helpful, but require GPS addresses

You have the option of using a space as is, listing your setup, or using a walkthrough

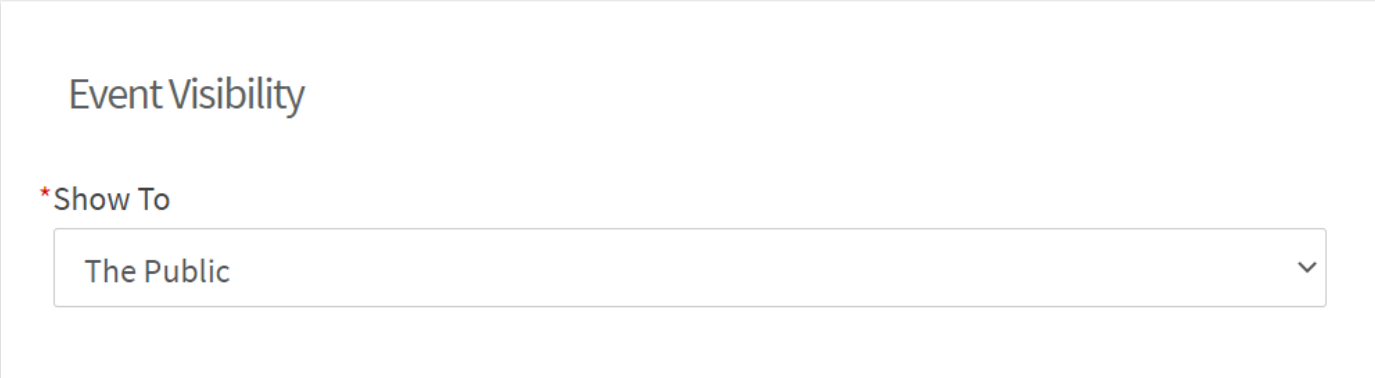
Events- Advertising with EngageD

Once an event is approved by CASE, it will be pulled to the Dickinson Web Calendar and then approved by the Office of Marketing and Communications:

- Must be marked Public (Anyone in the World)
- MarComm reviews event details for clarity and spelling
- Feeds into Dickinson Today

EngageD events can easily be shared on social media

- Consider posting your event to your class page and your club's Facebook



Event Visibility

*Show To

The Public

Events- Corq & Check-In App

EngageD offers an events mobile app called Corq; students can:

- Explore events
- Map events
- Add events to their calendar app
- Sort for details like free food or stuff!

Event Check-In App by Campus Labs:

- Track attendance (or sign-ups!) by simply scanning Event Pass or searching user
- Use Dickinson login & event access code (from EngageD)

Print & display event QR code to allow attendees to self check-in

Instructions

- [Using Corq](#)
- [Check-In App Walkthrough](#)
- [Event Check-In App FAQ](#)

Events- Posters & Chalking

Order posters through the Print Center:

- Submit Print Order with account number & design
 - Approved Authorization for Services Form required
- Graphic designer on staff; first hour free per project
- Minimum order cost is \$8.00

Flyers printed on copier machine:

- Presidents & Treasurers will be added to Senate Print Fund in a couple of weeks

Chalking on campus:

- Should only be where rain will wash it away

Events- Where is the Print Center? [Google Map It!](#)



Club Resources- Fleet Vehicles

- Vehicle Reservation Forms are available in the Club Resource Room, HUB LL or on [Senate's EngageD](#) page
- Complete and submit the form to Senate Bookkeeper
- The form must be completed at least one (1) week in advance but all vehicles are reserved on a first come- first served basis
- Must know pick-up/drop-off date, time, location, & certified driver (unless hiring one)
- Senate Bookkeeper will submit the request to DPS and the driver you listed will be informed when a vehicle is reserved
- [DPS Transportation Services & Information](#)

Club Resources Room

In the Club Resource Room, next to the Senate Office, you can find:

- Forms
- Large rolls of paper in different colors
- Copy machine
- Mailboxes
 - **Treasurers must check daily** for things to sign for Mary Silva

Club Resources- Emails & Websites

Student groups can have a Dickinson email address created by submitting a [Club Email Request](#) form on SLCE's EngageD

- Dickinson email account passwords can be reset if a password is forgotten, or someone graduates without sharing it

It's recommended that student groups use their EngageD pages as websites

- Many clubs have old websites that cannot be updated and contain outdated information

Club Resources- Advisors & SLCE

Faculty and staff agree to be advisors to student groups because they want to serve as a resource to you and your group!

Meet with them, share what's going on, ask for their input and advice

- Student groups choose their own advisors-- find someone who can and will be a resource

SLCE staff advise various student groups professionally

- We can help with event programming, organizational support, and campus resources
- We offer several workshops and trainings

[Club Resources](#) webpage

[Student Leadership & Campus Engagement](#)

Club Resources- Student Activities Staff

Executive Director- Vacant

- Student Senate Advisor

Jessee Vasold

Associate Director

- MOB Advisor
- Media Board Advisor
- Fraternities & Sororities Advisor
- Clubs
- Student Events
- EngageD
- HUB

Mike Holland

Sports Club Coordinator

- Sports Clubs Council Advisor

Nhi Ly

Project Coordinator

- General Questions & Support

Tyler Bergsma

Campus Recreation Coordinator

- Outdoor Education
- Fitness Classes

Laurie Henry

Administrative Coordinator

- General Questions
- Scheduling Meeting with SLCE Staff
- Club Key Checkout

Mary Silva

Student Senate Bookkeeper

- General Senate Questions
- Club and Organization Finances
- Club budgets
- Club event logistics
- Reserving credit cards and DPS transportation for Clubs

Club Resources- Additional Resources

Center for Sustainability Education (CSE)

- [Green Devil Certification](#)
- [Green Organization Checklist](#) (Under “Documents”)
- [Sustainability Education Workshops](#)

Office of LGBTQ Services

- [R.A.I.S.E.](#)

Bias Education & Response Team (BERT)

- [Resources](#)

Student Leadership & Campus Engagement (SLCE)

- [Leadership Inventory Assessment](#)
- [Event Planning Worksheet](#) (Under “Documents”)

Popel Shaw Center for Race & Ethnicity

- [Learning Resources](#)
- [Cultural Training & Development](#)
- [Antiracism Educational & Engagement Resources \(pdf\)](#)

Access & Disability Services (ADS) and Strategies, Organizations, & Achievement Resources (SOAR)

- [SOAR](#)
- [Universal Design for Learning & Instruction](#)

Campus Policies- Religious Holidays Policy

- Recognizes the diversity of Dickinson students' faith traditions
- Prevents the scheduling of events on Rosh HaShanah, Yom Kippur, the first night of Passover, Eid-al-Fitr, and Eid-al-Adha, Christmas, and Easter
- For a list of holidays and dates visit this [website](#) or search the Dickinson website
- For full policy, visit [here](#)

Campus Policies- Event Technical Support

- If your event includes live music, please speak with SLCE about hiring an outside support company.
- CASE, MOB, SLCE, and the Music Department are unable to provide instruments, speakers, music stands, other equipment, and/or technical support for live music events.
- HUB Desk does have two Bluetooth PA systems available for clubs to check-out for events through the [HUB Desk Reservations](#) form on SLCE's EngageD.

Campus Policies- Student Life Publicity Policy

Posters must:

- Have name of sponsoring group
- Have contact email address
- Have expiration date to be taken down (event date will suffice)
- Be removed within 24 hours of expiration
- NOT suggest that alcohol will be provided
- NOT be placed on glass, wood, painted surfaces, campus designs, or exterior surfaces
- State "Sponsored by Student Senate" if funded by Senate

Advertisements larger than 11x17" must be approved by the SLCE Office at least 48 hours prior to placement

For full policy, visit [here](#)

Campus Policies- Catering First Right of Refusal

- Dickinson reserves the first right of refusal for all food, beverage, and catering services in order to maximize institutional funds
- Exemptions may be requested by completing the Catering Exemption Form (on Dining's website) and must be granted by the Director of Dining Services
- Submitting the form does not guarantee approval. Denials will be notified by Dining
- Exemptions are often (though not always) granted for
 - Events with fewer than 25 attendees
 - Food costs of less than \$200
 - Food trucks sponsored through SLCE
 - Specific ethnic cuisine to support a related cultural program or event
- Failure to secure the exemption will result in the denial of Dickinson funds and may incur personal expenses
- For full policy, visit [here](#)

Campus Policies- Events with Alcohol

Requests to host student events with alcohol must be submitted to SLCE (part of creating an EngageD event) at least two weeks in advance and require a meeting with SLCE staff to review protocols and receive wristbands.

Events with alcohol require

- Approval by SLCE
- TIPS servers
- Non-drinking host for every 25 guests
- Hosts cannot be first years
- Tabbed wristbands for those over 21 years old
- Only one tab will be accepted per hour
- Only beer or wine will be served
- Food and non-alcoholic beverages must be served

For full policy, visit [here](#)

Campus Policies- Copyrights: Films & Images

- Federal and state laws, as well as Borough codes, must be observed. This includes all copyrights. If your club wants to screen a film or tv show, you must secure the performance rights
- The Library owns the rights to a number of films, particularly documentaries and indie films
- Performance rights for other films must be purchased and can cost \$400 for films 2 or more years old and \$1000 for new release films (less than 2 years)
- For more information, visit [here](#)

Campus Policies- Hazing

- Dickinson College defines hazing as any act that, as an explicit or implied condition for initiation to, admission into, affiliation with, acceptance in, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical well-being of an individual, as causing mental distress to an individual, or as being disruptive to the campus community, regardless of the individual's willingness to participate.
- Hazing occurs across campus in a wide variety of student groups. Hazing is often about power and control and does nothing to build group or team unity.
- For more information, visit [here](#)

Campus Policies- Travel Policy

- All overnight trips or trips over 50 miles from the campus sponsored by a Dickinson group or office **MUST** be registered with the College.
- To register a trip, visit SLCE's EngageD and provide:
 - Trip itinerary
 - Trip contact
 - Trip participants
- [Club Travel/Trip](#) form
- For full policy, visit [here](#)

Club Finances- Budgets

- Submitted via email in Excel in Spring 2022
- Returned to club officers in Excel via email in Spring 2022
- If your club needs your budget, email sentreas@dickinson.edu or silvama@dickinson.edu
- Any finance related questions can be addressed to Mary Silva, such as account number or balance

Club Finances- Standard Budget Cuts

Do NOT pay sales tax.

Up to \$25 for advertising.

Food:

- Senate funds up to \$10.00 per expected attendee

Transportation:

- Will only fund Dickinson vans
- Transportation is limited to \$650 per vehicle.
- Will fund \$0.37/mile for 11 passenger van

Hotels:

- \$50 per student per night
- 4 students per hotel room
- \$800 max per trip

Club Finances- Standard Budget Cuts (cont.)

Things Senate DOES NOT Fund:

- Fundraisers with required donation to attend
- Donations to charity
- Weapons, drugs, or drug related materials
- Gifts/prizes
- Non-perishable personal items
- Websites
- Drones

Club Finances- Reallocation Process

- Clubs can reallocate funds from an existing event to another event - new or budgeted.
- The reallocation must be approved prior to the event and prior to any expenditures.
- Form can be found on [Senate's EngageD page](#).
- Requests must be submitted to sentreas@dickinson.edu at least 1 week before the event date.

Club Finances- Discretionary Fund

- The Discretionary Fund is intended for the funding of newly approved Senate-recognized student clubs and for existing clubs with requests of an extraordinary nature.
- The Discretionary Fund shall not compensate for negligence or poor organizational planning during the budgeting process.
- The Fund shall not be used to appeal prior decisions of the Finance Committee.
- Clubs are limited to a \$1,000 maximum per year.
- Form can be found on [Senate's EngageD page](#).
- This request form must be submitted to sentreas@dickinson.edu at least 2 weeks before the event date.

Club Finances- Authorization for Services Form

- Presidents or Treasurers must submit a Senate Authorization Form whenever a credit card should be used, or when ordering services from the Print Center or Dining Services.
- Authorization Forms can be found on [Senate's EngageD page](#).
- Authorization Forms must be submitted no later than 2 weeks prior to event for Dining Services and the Print Center, 3 days before checking out the Credit Card, or whichever comes first.

Club Finances- Invoices & Contracts

- An invoice is a request for payment for goods received.
- A contract is an agreement to terms for a service provided.
- Both should be submitted to Senate Bookkeeper.
- Students can **NEVER** sign a contract on behalf of Dickinson College.

Club Questions Form

- Submit questions through the [Club Questions](#) form on SLCE's EngageD so that any Student Activities staff member can answer them.
- Ensures a faster response and eliminates officer uncertainty of who to email/ask.

Presidential Inauguration Applications

- As club and organization leaders, we would like to invite you to apply to serve as a student delegate for the Inauguration of John E. Jones III '77, P'11 on Saturday, Sept. 24. During the inauguration ceremony, alumni and student delegates will lead the opening processional in front of Old West, followed by delegates from colleges and universities around the world, the trustees, faculty members and the platform party. Further details regarding the procession and proper regalia will be provided to those selected to participate. The time commitment would be 9 – 11:30 a.m. on Sept 24. Student delegates will also be invited to a special alumni event on Friday evening, Sept. 23.
- To apply, complete [this short application](#) which includes two short answer questions. Applications are due on Sept. 4 and decisions will be released later that week.
- If you have questions regarding the student delegate application, please contact Jennifer Love at (717) 245-1792 or inauguration@dickinson.edu.

Thank you!