

Service Leaders Resource Guide

Office of Active Citizenship & Service

2013 - 2014

OACS

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ABOUT OACS

The mission of the Office of Active Citizenship and Service (OACS) is to create a culture for exploration and learning followed by critical reflection and action for the common good.

We encourage all students to: EXPLORE. ACT. REFLECT.

OACS empowers students and their service organizations to become involved in communities through volunteerism, issue awareness, education, advocacy, and activism. OACS offers a growing number of experiential learning opportunities locally, nationally, and globally, encouraging and supporting students to become more engaged in the community through active citizenship.

How are we working toward that?

1. Internship-based Programs
VIEW: Vanderbilt Internship Experience in Washington
VIE- NY: Vanderbilt Internship Experience in New York
2. Global Service Opportunities in South & North America, Africa, and Europe
Ecuador: Vive Quito
Ghana: Community Development on the Cape Coast
London: The Borough of Newham Partnership
Morocco: Building Foundations for Global Citizenship
South Africa: Engaging Youth in Port Elizabeth
Zanzibar: A Global Exchange on Teaching & Learning
3. Support Student Service
Advise over 65 student service organizations
Connect students and community nonprofits, agencies, and organizations
4. Facilitate Large-scale Service Projects
Fall Weekend of Action (formerly 9/11 Weekend of Service)
MLK Weekend of Action
5. Ongoing Service & Learning Opportunities
Taste of Nashville: Fall Break Seminar
Annual OACS Lecture

We're always looking for new and interesting ways to explore service and citizenship. If you have an idea for a program, project, or service opportunity, don't keep it to yourself!

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MEET THE STAFF

The OACS staff is here to help students accomplish their service goals. Please arrange a meeting with your student organization advisor early in the semester, and drop in at any time for assistance. We are located in Sarratt | Rand Student Center on the 3rd floor in Suite 305. We are directly across from the student organization space, The Anchor and are open Monday – Friday, 8 a.m. – 5 p.m.

Clive Mentzel, Ph.D. | Director of OACS | 615-322-3127

Although raised in South Africa, Clive comes to us from London and joined the OACS staff in July of 2012. He has a Ph.D. in Political Science from Johannesburg University and has a special interest in emerging democratic governments and political processes. In London for the last seven years, Clive has been leading the development of a nationally mandated accountability process that holds elected representatives accountable to their constituents. Email Clive at: clive.mentzel@vanderbilt.edu.

Martha Dale, B.S. | Administrative Assistant | 615-343-7878

Martha has worked at Vanderbilt for 25 years. During her years here she was honored with employee of the year for her work with Vanderbilt Home Care Services. She received her Bachelor's degree from Tennessee State University in Interdisciplinary Studies with concentrations in Africana Studies and Social Services, and her certificate(s) of Non-Profit Management in 2011 and Health Care Administration in 2012. Martha performs all administrative duties for OACS and she is the primary person for the vehicle loan program and room reservations. Martha is also a Notary and member of the National Notary Association. Martha has a son, Dwight, and enjoys playing tennis. Email Martha at: martha.l.dale@vanderbilt.edu.

Amanda Taylor, M.Ed. | Senior Program Coordinator | 615-343-2148

Amanda earned her B.S. at Vanderbilt in Human and Organizational Development: Community Leadership and Political Science and her M.Ed. in Community Development at Peabody College at Vanderbilt. She enjoys learning more about all aspects of this thing called "service," and loves working with students, who teach her something new about it every day. Amanda was also on the Vanderbilt Women's Tennis Team and still enjoys playing and coaching tennis. Email Amanda at: amanda.taylor@vanderbilt.edu.

Christine Drasba, M.S.Ed | Program Coordinator | 615-343-2205

Christine earned her B.A. in English and Biology, as well as her Master of Science in Education Degree in College Student Personnel at Bucknell University. As a graduate student, Christine's research interests included studying the intersection of Service-Learning, Social Justice, and Leadership Development in college students. She has experience directing Student Activities, Orientation/First-Year Transition, Leadership Development, and Community Engagement programs in higher education, and has also worked and volunteered with a number of education-focused non-profit organizations. Christine enjoys challenging and supporting Vanderbilt students as they foster a lifelong commitment to service and become active citizens of the Vanderbilt, Nashville, and international communities. Email Christine at: christine.e.drasba@vanderbilt.edu.

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Lauren Moon, M.A. | Program Coordinator | 615-343-8904

Lauren joins OACS following work with the IDEX Fellowship in Social Enterprise in Hyderabad, India where she designed sustainable programs for institutions in the Affordable Private School sector and developed a curriculum to address gender inequalities in education. Prior to India, Lauren worked and studied at Columbia University, earning her M.A. in Higher and Postsecondary Education from Teacher's College. As an undergraduate at Furman University, she earned her B.A. in Communication Studies with a focus in rhetoric. Through a variety of domestic and international work with NGOs and for-profit social ventures, Lauren studied the importance of humility and respect for culture and community when serving others. At OACS, Lauren seeks to spark a curiosity within and among students, such that they critically question and explore the nuances of service while learning and effecting social change in their broader world. Email Lauren at: lauren.moon@vanderbilt.edu

Jonathan Davis | Graduate Assistant | 615-343-8537

Jonathan earned his B.A. in Philosophy at Berea College in Berea, KY in 2012. During his time at Berea, Jonathan served as a member of the Bonner Scholars program, which afforded him the opportunity to construct and lead multiple service trips to Senegal, West Africa where he taught E.S.L courses in French. Working on various service initiatives during his time at Berea really enabled Jonathan to see and value the life lessons that come with (international) service initiatives. He is excited to be a GA for OACS while he finishes his master's in Higher Education Administration. He is particularly looking forward to helping students maximize their service experiences by linking those experiences with their career aspirations as he did. In his free time (which is rare), he enjoys traveling and trying new cuisines. Email Jonathan at: jonathan.c.davis@vanderbilt.edu

Erika Larson | Graduate Assistant | 615-343-8537

Erika earned her B.A. in Political Science at the University of Colorado at Boulder in 2010. She was part of a community leadership program called INVST that ignited in her a passion for international service learning. For the past year she has been learning a lot about experiential learning as a tutor and interpreter for children that are blind in her local public school system. She is excited to be a GA for OACS while she pursues her master's in International Education Policy and Management. She is looking forward to helping create mutually beneficial relationships between community partners and students. In her free time she enjoys the outdoors and using her hiking boots on any trail she can find. Email Erika at: erika.l.larson@vanderbilt.edu.

Catherine Kelly | Graduate Student Worker | 615-343-8537

A native of the United Kingdom, Catherine grew up in the North East of England in a small working class town called Middlesbrough. Moving as far south as possible, she took up her undergraduate degree at Canterbury Christ Church University, in Canterbury Kent where she studied American Studies for 3 years. Catherine spent the best half of last year volunteering in an International school for children with special needs in Pattaya, Thailand, and is incredibly excited about shifting gears to begin her graduate degree at Peabody in International Education Policy and Management. In the future, she would like to work with NGO's and non-profit organizations to help facilitate sustainable education in the developing world. Email Catherine at: catherine.g.kelly@vanderbilt.edu.

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OACS PROGRAMMING

Focused on broadening understanding, deepening knowledge, and increasing awareness and action toward the common good, OACS travels to four different continents to help transform service and learning into life-changing experiences. We provide a variety of opportunities, including internship opportunities, rolling seminars, campus and community service initiatives, experiential learning and global service.

Internship-Based Programs

Service internships are a great way to build experience, expand your capacity and knowledge, gain valuable professional experience, and enhance your understanding of yourself and the world. Each of these OACS programs provides training before the internship, including professional development, conversations on citizenship, government, service, and current issues, as well as support throughout the duration of the internship and program.

VIEW: Vanderbilt Internship Experience in Washington

The Vanderbilt Internship Experience in Washington (VIEW) provides students with 8-week public service internships with leading agencies and congressional offices in our nation's capital. Many students and potential employers regard a summer internship in Washington as a highly valued learning and work experience. VIEW facilitates placement of students in competitive internships in government, media, public policy, social justice, education, science, environmental policy, the arts, and various other nonprofits. *Many VIEW alums have secured future internships and jobs as a result of their VIEW internship.*

VIEW is especially unique in that it bridges public service internship opportunities with residential experiences to foster a unique combination of reflective living and creative learning in DC at a cost comparable to that of on-campus summer experiences. VIEW encourages the development of the individual within a small community of peers and an on-site director, aimed at navigating the DC culture and local issues alongside exposure to the national agenda. A Vanderbilt spring credit course helps prepare students for this opportunity through career readiness training, writing development, discussions on current politics, organizational structure, and the dynamism of service and active citizenship. Supplementary programming, group events and activities, and engagement with a vast Vanderbilt Alumni network round out the summer experience. For more information, please visit: <http://www.vanderbilt.edu/oacs/oacs-programming/view>.

VIE-NYC: Experiential-Learning in New York City

Modeled after the popular and successful VIEW (Vanderbilt Internship Experience in Washington) program, the Vanderbilt Internship Experience in New York City project provides students interested in international affairs and policy with a unique opportunity to live, work, and learn in one of the most exciting and diverse cities in the world. VIE-NYC students will participate in a spring semester

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professional development course, be placed in non-profit, governmental, and other related public-service internships, and reside in a unique living-learning community with other Vanderbilt students with opportunities to participate in a variety of mentorship, networking, and cultural events and activities. For specific application forms & deadlines and program fees & dates, explore the Office of Active Citizenship and Service website at www.vanderbilt.edu/oacs.

Rolling Seminars

Taste of Service: Fall Break Nashville Seminar

This year, the Office of Active Citizenship and Service and the Office of the Dean of Students are sponsoring a Taste of Service: Fall Break Nashville Rolling Seminar during October 10-12, 2013. OACS Rolling Seminars are co-curricular learning opportunities that bring together a broad array of students, faculty and staff on a unique experience; this year to explore the historic imprints left upon the greater Nashville area and what that means for us now and as we make choices for the future.

The program will explore Nashville's unique history, its present composition and characteristics, and possibilities for the future. Groups of participants will tour various quadrants of the Nashville area with the assistance of local community and nonprofit leaders, with mention of the struggle for civil rights and racial equality. These tours will culminate in a shared meal with individuals from that local community who understand its uniqueness and personality. By exploring food, history, and issues that the city of Nashville presently faces, participants will enhance their learning by seeing their community and its dynamic landscape through a new lens. Participants will also be provided resources and information to round out the experience to facilitate getting involved in a particular area or work in Nashville that held personal significance.

For additional information please contact Amanda Taylor at the Office of Active Citizenship and Service: amanda.taylor@vanderbilt.edu.

Campus and Community Service

The 9.11 Service Tradition at Vanderbilt

Vanderbilt "I Will" Weekend of Service: September 12th – 16th, 2013

The 2013 Vanderbilt Weekend of Service will take place Thursday, Sept. 12th – Monday, Sept. 16th. Please join us by leading a project (register by Aug. 28th) or starting August 29th sign up for one of the many actions taking place across Nashville this September.

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“What will you do to make a difference this year?”

Students, staff, and faculty across Vanderbilt are invited to answer this question through service projects taking place throughout the city of Nashville Thursday, Sept. 12th – Monday, Sept. 16th. Projects are often student-led and connect with community partners to address specific needs. If you would like help in planning a project, please let us know! Email oacs@vanderbilt.edu, call 615-343-7878, or stop by Rand 305 anytime.

All projects should be registered by Wednesday, August 28th, 2013.
The opportunity to sign up for projects as a participant will begin August 29th, 2013.

*Please note that we have extended the dates of the Weekend of Service to include Thursday, Sept. 12th and Monday, Sept. 16th in recognition of the Yom Kippur holiday. For student organizations involved in the Weekend of Service, we ask that you not require participation from members of your organization who wish to observe Yom Kippur; we encourage you to instead plan alternate projects or move your project date to accommodate participation for all. We look forward to another amazing effort by the Vanderbilt community and its students this September.

Please head to our [VANDERBILT WEEKEND OF SERVICE](#) page to register a project or sign up to participate in one.

If you would like to submit a request for grant funding for your project, please click [HERE](#) for more information and the proposal form.

MLK Weekend of Service

January 17th – 20th, 2014

Dr. Martin Luther King Jr. once said, “Life’s most persistent and urgent question is: ‘What are you doing for others?’” Each year, Americans across the country answer that question by coming together on the weekend before the Martin Luther King Holiday to serve their neighbors and communities. The Office of Active Citizenship and Service and Dean of Students sponsor over 30 service projects in conjunction with Vanderbilt student service groups, residential houses, and other campus departments, programs, and groups in commemoration of Dr. Martin Luther King, Jr. and his inspirational spirit of service. You and your service organization, friends, and/or fellow students have the opportunity to start the year off strong by making an impact in your community in January.

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Experiential Learning and Global Service

Each summer OACS sends Vanderbilt students to the far corners of the world to explore international economic, environmental, and social issues. Direct service placements with local NGOs expand students' understanding of critical issues facing our global community.

Projects to look for this year include:

ECUADOR: VIVE QUITTO

The month-long experience in Ecuador focuses on student learning both through individual immersion and group reflection and support. By living in homestay accommodations, students hone their Spanish skills and build relationships with their Ecuadorian families, experiencing this beautiful, dynamic culture firsthand. Outside on-the-ground site leaders, who offer one-on-one mentoring and facilitate weekly reflection sessions for the entire cohort, provide support.

Over the course of four weeks, students will work at sites specially matched to their interests in fields such as public health, environmental education, community development, special education, and early childhood education. Through their work in these various social service and community development agencies, students learn about and reflect upon the importance of grassroots movements, social networks, and biodiversity in a global context.

For more information, visit our website or email lauren.moon@vanderbilt.edu.

GHANA: COMMUNITY DEVELOPMENT ON THE CAPE COAST

Students selected into the Ghana cohort will participate in a series of seminars designed to enable them to approach the work with a culturally sensitive and impact-oriented mindset, culminating in four weeks of service during the Maymester program. Students will experience cultural immersion through a homestay portion of their stay in Ghana, and reside in a living-learning community within a bunkhouse with other student participants for the remainder of the program. Focus areas for student service work in Ghana include:

Public Health Outreach

Students working in Public Health Outreach will engage with local communities to raise awareness of the importance of health education and environmental pollution. They may organize workshops about HIV/AIDS, STDs, water sanitation, dental hygiene and tropical diseases, and will work to support educational programs at local health clinics and schools.

Education Project

Students interested in serving within the Ghanaian educational system and supporting the academic development of children and young adults will have an opportunity to work in a number of diverse

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capacities in Ghana. Students serving the special education/special needs community will develop custom curriculum enrichment and provide one-on-one support to students with Autism, Cerebral Palsy, and ADHD. Students will also have the opportunity to work with the Ghana Ministry of Education to provide holistic education for children; preparing them for national exams as well as exploring the arts and athletic endeavors.

Environmental Conservation

Students with a background or interest in environmental issues can work to support the conservation of Kakum National Park, ensuring preservation of historical and ecological resources while partnering with local eco-tourism industries to promote sustainable socio-economic development in the region. Students will gain insight into reforestation efforts, national resource management, sustainable agriculture, and urban planning.

For specific application forms & deadlines and program fees & dates, explore the Office of Active Citizenship and Service website at www.vanderbilt.edu/oacs.

LONDON: BOROUGH OF NEWHAM PARTNERSHIP

The key objective of this project is to provide students with an opportunity to immerse themselves in service opportunities in the London Borough of Newham, working with communities to do meaningful and impactful voluntary service in a range of areas. In addition, students will also learn about British culture and society, how local government functions, and experience development challenges in a unique service context. London, like countless cities around the world, faces critical community issues that must be addressed in new and dynamic ways, including high poverty rates, implications of immigration, and educational challenges – and Newham is no exception.

Volunteering is a key element of the Mayor of Newham's vision of promoting resilience in the borough. Voluntary Service is also a key value held by Vanderbilt students, who are as passionate about their education as they are about giving back to communities around the globe. These values are optimally aligned in this partnership.

For specific application forms & deadlines and program fees & dates, explore the Office of Active Citizenship and Service website at www.vanderbilt.edu/oacs

MOROCCO: BUILDING FOUNDATIONS FOR GLOBAL CITIZENSHIP

The mission of the Winter Break Service Experience in Morocco is to provide a dynamic opportunity for first-year Vanderbilt students to learn about Moroccan culture and society while participating in meaningful service to within those communities in need. Morocco is an ethnically, culturally, and geographically diverse nation with a rich political and social history. Located on North Africa's western coast, Morocco's culture contains a unique infusion of Arab, Berber, European, and other African influences, as well as a unique set of challenges. Students who participate

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in two-weeks of Winter Break Service in Morocco will return to campus with a valuable international perspective and introduction to Service-Learning at Vanderbilt University.

SOUTH AFRICA: ENGAGING YOUTH IN PORT ELIZABETH

The purpose of the OACS experience in South Africa is to provide Vanderbilt students with a comprehensive overview of post-apartheid youth development in Port Elizabeth through the lens of community-based service. By striving to adequately prepare students for their experience and to meet the needs of locally run organizations, OACS seeks mutually beneficial outcomes for both the Vanderbilt cohort and the local partners. The program emphasizes the importance of human connectedness, cultural and historical sensitivity, and a humble approach to international service.

ZANZIBAR:

The OACS global program in Zanzibar will support local education, employment, and medical initiatives that are focused on offering services to youth and the unemployed for sustainable growth and economic independence in a country in flux. During the month-long program, participants will build relationships with local youth and in communities as they work, share, and learn with each other. A series of pre-trip seminars will help prepare participants for their time in Zanzibar and will include such topics as:

- The history of Zanzibar
- Diversity of cultural influences – the past and present
- Social and economic climate in Zanzibar
- Employment opportunities for youth
- Current challenges in medical services

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OACS STUDENT ORGANIZATIONS

Student Organization	Advisor	Interest Areas
BE WELL: HEALTHY EATING, HEALTHY LIVING		
American Red Cross at Vanderbilt	Christine Drasba	Health/Healthcare (local) - Disaster Relief
Nashville Mobile Market	Christine Drasba	Community Health/Healthcare/Food
Operation Smile	Christine Drasba	Healthcare - Advocacy & Fundraising
The Inter-American Health Alliance	Lauren Moon	Health/Healthcare (National)
Undergraduate Medical Outreach (UMO)	Lauren Moon	Health/Healthcare - Medical Missions
Vanderbilt Asian Medical Relief	Christine Drasba	Health/Healthcare
Vanderbilt Cancer Society	Christine Drasba	Health/Healthcare
Vanderbilt CARES	Christine Drasba	Health/Healthcare
Vanderbilt China Cares	Christine Drasba	Health/Healthcare
Vanderbilt Health Link	Christine Drasba	Health/Healthcare
Vandy 4 Vision	Christine Drasba	Health/Healthcare
BEYOND THESE BORDERS: INTERNATIONAL SERVICE		
Global Health Council	Lauren Moon	Health/Healthcare (International)
Global Poverty Initiative	Lauren Moon	Health/Healthcare (International)
GlobeMed at Vanderbilt	Lauren Moon	Health/Healthcare (International)
Invisible Children	Lauren Moon	International Advocacy
Lwala Community Alliance	Lauren Moon	International Development
Manna Project International Vanderbilt	Lauren Moon	International (Various Service Projects - Traveling) & Local Development
Nourish International	Lauren Moon	International Development
Vanderbilt Blood:Water Mission	Christine Drasba	Health & Community Development (Local & International)
Vandy TOMS	Lauren Moon	International Development
VAW: Volunteers Around the World	Lauren Moon	International Health
VIO: Vanderbilt International Outreach	Lauren Moon	International Development
ADVOCACY: ANIMALS, ENVIRONMENT, HUMAN RIGHTS, & MORE		
Advocacy Council	Lauren Moon	Advocacy
Sierra Club	Erika Larson	Environmental
Vanderbilt Advocates for the Immigrant Community	Lauren Moon	Advocacy - Local
Vanderbilt Amnesty International	Lauren Moon	Advocacy - Human Rights
Vanderbilt Protecting Animal Welfare Society (Vandy PAWS)	Lauren Moon	Advocacy - Animals
VIVA: Vanderbilt Initiative for Vegetarian Awareness	Erika Larson	Community Health/Healthcare/Food
ART & SERVICE		
ArtReach	Lauren Moon	Art/The Arts - Education
Fashion for a Cause	Lauren Moon	Advocacy - Fundraising
Vanderbilt Juggling and Physical Arts	Erika Larson	Physical Arts - General Service
Vanderbilt Music Outreach	Amanda Taylor	Education

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Student Organization	Advisor	Interest Areas
31 FLAVORS: ORGS WITH A LITTLE BIT OF EVERYTHING		
Alpha Phi Omega	Jonathan Davis	Various General Service
Alternative Spring Break	Christine Drasba	Various General Service - Traveling
Alternative Summer Break	Christine Drasba	Various General Service - Traveling
Alternative Thanksgiving Break	Christine Drasba	Various General Service - Traveling
Alternative Winter Break	Christine Drasba	Various General Service - Traveling
Are You MAD?	Amanda Taylor	Various General Service
Circle K Vanderbilt	Amanda Taylor	Various General Service
Delta Sigma Theta	Christine Drasba	Various General Service
Students Consulting for Nonprofit Organizations (SCNO)	Amanda Taylor	Consulting - Nonprofit Development
Tennessee Model Congress	Clive Mentzel	Political Engagement
V-SAPP: Vanderbilt Service & Public Policy	Amanda Taylor	Political Engagement & General Service
FOR THE LOVE: RELATIONSHIPS & SUPPORT		
Best Buddies	Amanda Taylor	Education - Mentoring/Special Needs
Glamour Gals	Amanda Taylor	Elderly Care: Relationships & Beauty
Relay For Life	Christine Drasba	Local Health - Fundraising - Special Events
Small Gestures	Jonathan Davis	Various General Service
Vanderbilt Wishmakers	Jonathan Davis	Fundraising
COMMUNITY & ECONOMIC DEVELOPMENT		
Grassroots	Lauren Moon	Local Poverty Issues
Habitat for Humanity	Amanda Taylor	Local Development
Moneythink	Christine Drasba	Finance/Economic Support
Vanderbilt Microfinance Club	Jonathan Davis	Finance/Economic Support - International
Vanderbilt Prison Project	Jonathan Davis	Community Engagement & Support
EDUCATION, TUTORING, & MENTORING		
AMIGOS	Amanda Taylor	Education - Tutoring - Culture Sharing
Begin with Books (Formerly Reach Out and Read)	Amanda Taylor	Education - Tutoring & Mentoring
Big Brothers, Big Sisters of Vanderbilt	Amanda Taylor	Education - Mentoring
Girls on the Run Vanderbilt	Amanda Taylor	Health - Mentoring
Healthy Head Start	Amanda Taylor	Early Education - Nutrition & Exercise
Interaxon	Amanda Taylor	Neuroscience Education
LEAD: Girl Scouts at Vanderbilt	Amanda Taylor	Mentoring - Girl Scouts Program
Maplewood Mentorship	Amanda Taylor	Education - Mentoring
PENCIL Projects	Amanda Taylor	Education - Tutoring & Mentoring
Project: BRIDGES	Amanda Taylor	Cultural Sharing, health, wellness, and transitions
Strive for College	Amanda Taylor	Education - Tutoring & Mentoring
SYNERGY	Amanda Taylor	Education - Tutoring & Mentoring
The LIFE Project	Jonathan Davis	Mentoring - High School/Education
Vanderbilt ONE	Lauren Moon	Education/Advocacy on Health, Educ.& Poverty
Vanderbuddies	Amanda Taylor	Education - Tutoring
VSVS: Vanderbilt Student Volunteers for Science	Christine Drasba	Science Education/Tutoring
YES: Youth Encouragement Services Vanderbilt	Amanda Taylor	Education - Tutoring & Mentoring

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CONNECT WITH OACS RESOURCES

Vehicle Loan Program

OACS has a vehicle loan program to enable students engaged in service activities with a valid driver license to use OACS-owned vehicles to travel to and from service sites free of charge. Cars are available ONLY for community service activities seven days a week and are scheduled on first-come, first-serve basis. Keys must be returned to office staff immediately after the service activity or event is completed.

Driver Authorization

Driver authorization is required and is a multi-step process that may take more than a week to complete. In order to become certified, you must:

- Complete the Driver Questionnaire & Application (new drivers only). Find that application at: <https://sitemason.vanderbilt.edu/form/dB7kVG> or on our website under “Students” > “Free Vehicles for Service”.
- You will receive an email confirming your authorization and providing instructions for you to complete an online training module.
- Complete the Dean of Students Drivers Training Program online, review all necessary online trainings, and print off your certificate.
- Bring your 1). Driver’s license and 2). Certificate of Completion to Rand 305 and present to Martha Dale.
 - You do not need to sign up ahead of time, but must bring 1). Your driver’s license and 2). Printed completion certificate from the online module with you in order to complete final steps for authorization.
- Complete the OACS Vehicle Reservation Form (available at the OACS website) and pick up your keys on your day of service during the week by 4:30pm. Weekends pick up keys by 4:30 on Friday. We are not open on weekends, so please plan accordingly.
- Read and sign the Authorized Driver Expectations Form.

For more questions about the Vehicle Loan Service, or to cancel a reservation, please contact Martha Dale at 343-7878 or martha.l.dale@vanderbilt.edu .

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Room Reservations

Utilizing the OACS Lounge & Other Campus Facilities

Reservations will be made on a first-come, first-serve basis and will be posted weekly outside each meeting space. If your group has a standing reservation (i.e. every Tuesday at 7pm) you do not need to request the space each week. However, you must hold weekly meetings to maintain your reservation, unless room reservations are canceled in advance.

Our conference room, complete with full audio/visual capability, will need to be reserved through the Virtual EMS system. Our new lounge area will be available for select reservation opportunities, and students should visit the OACS website for more information. Please keep in mind you will need to create a username and password to reserve through Vanderbilt's EMS system, and we would recommend doing this now in order to save time later as the school year picks up.

To reserve rooms on campus for meetings and/or events visit the Office of Reservations and Events website at: www.vanderbilt.edu/reservations, or call (615) 322-2448.

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LEADERSHIP FUNDAMENTALS

This section includes:

- Financial Information
- Fundraising Particulars
- Campus wide Marketing, Publicity, & Events
- Policies & Tools for Student Organizations
- Risk Management Information
- Important Contacts for the Year
- Information for Student Webmasters
- Additional Resources

Financial Information

Your OACS advisor is responsible for assisting with all of your financial transactions, and will need to sign for documentation affiliated with the university. Your advisor can also assist with setting a budget for the year, helping plan events, initiatives, or specific projects, and general support as you make your way through the year.

Paying for goods and services

We recommend paying for as much as you can with a p-card. You need to request to check out a p-card online, but the process is generally very quick and saves a lot of time for you and for your advisor.

1. **P-CARD:** Your advisor holds a *Vanderbilt credit card* that can be used to make online or over-the-phone purchases. You can make an appointment with your advisor to purchase items. You must submit the original receipt for your purchase to your advisor. The purchase will be assigned and withdrawn from your organization's account at the end of the month.

If you pay for something and need to be reimbursed for the purchase, or if you need to send a check or donation to an individual or organization, you will need to go through the check request process. This generally takes several weeks to process, so keep that in mind when planning.

2. **CHECK REQUEST:** You can request a check for *advanced payment of purchase*. You must provide an invoice for the exact amount of the bill and meet with your advisor to complete paperwork.

If you want to pay for something or transfer money on campus, an 1180 is another great, quick way to do this.

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3. **1180 FORM:** Use this for *on-campus purchases*. It will transfers money from your account to another university account. This form requires an advisor's signature.

NOTE: If you do pay for something out of your personal pocket, you will need to submit a check request through the online form, as well as bring in the original receipt to an OACS advisor. Please keep in mind that not all transactions will be approved, and it's in your best interest of time and resources to run things by your advisor first to avoid any trouble down the line.

Depositing Money in Your Account

Deposit Sheet: Use this for all deposits to your organization's account. You must itemize all cash, coins, and checks. Submit deposits immediately after a fundraising event. An example of an OACS Deposit Sheet can be found in Appendix C of this document.

Check Request: You can submit a receipt and be reimbursed for expenses. *Vanderbilt doesn't reimburse you for sales tax.* Bring sure to have your Vanderbilt tax ID form for your organization's purchases. You can download it at: http://www.vanderbilt.edu/oacs/wp-content/uploads/VU_Tax_Exempt_Form.pdf

Budgeting tips

Electronic Distribution of General Ledger Data (EDOG): Vanderbilt's transaction record for your student organization is now all kept and recorded online. Your advisor can print you a monthly account balance, which is recommended to help keep you aware of your expenditures. Plan to keep a copy each month for your records. Check the "Total Fund Balance" line for your working account balance. If the number is negative, then you do have this money in your account. If the number is positive, then you are in debt by that amount.

Vanderbilt Activities Fee Fund (AcFee): Keep meticulous records for AcFee applications, which are due in the Spring. It is wise to start the year with a budget guided by your previous AcFee application, and track your progress monthly (using EDOG as well to compare your records with Vanderbilt's). There are many ways to raise funds outside of AcFee, but you still need to know how much your activities and expenses cost in order to know how much you should raise in any given cycle of the academic year.

For more information about financial guidelines, and to download forms mentioned above, visit: <http://www.vanderbilt.edu/oacs/student-resources/financial-forms>

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Fundraising

Many Vanderbilt service organizations raise funds for their group operations as well as for charitable causes. Your OACS advisor can help you navigate Vanderbilt's guidelines for fundraising, several of which are highlighted below.

Alcohol at Fundraising Events

Events (on and off campus) where alcohol will be available must be registered and approved by the Special Events Registration Committee at least four weeks in advance of the event.

Visit the link below for a full description of alcohol usage at any event affiliated with the University. Policies will change from year to year, and it's critical that you are in full compliance with university policy in order to continue to host events in the future.

<http://www.vanderbilt.edu/studentorganizations/students-organizations-manual/planning-and-policies#alcohol>

Alumni Solicitation

Student organizations must submit a request for alumni information and solicitation to Vanderbilt Student Government six weeks before the information is to be used. VSG will document the request and forward it to the Vanderbilt Fund Office for approval. From there, the Vanderbilt Fund Office will make the appropriate contacts within Development for final approval. If the approval is not granted, the decision will come within 48-72 hours of the request, with reasons for decline.

Once a request is approved, the Vanderbilt Fund Office serves as the point of contact for the alumni solicitation. The Vanderbilt Fund staff can also help connect you with the VU Corporate and Foundation Relations Group if you are interested in approaching local companies, large corporations, or foundations.

How to Donate Your Funds

If you are requesting to send funds to a charitable organization, you'll need to make an official request to do so with supporting documentation of intent. Your advisor at OACS can walk you through the process and provide the appropriate documentation. Donations of any kind will be completed with the same Charitable Contributions Form, though keep in mind for timeline purposes that:

- donations under \$1,000 do not require Provost or Chancellor signature
- donations of \$1,000 - \$25,000 must be signed by the Provost
- donations greater than \$25,000 must be signed by the Chancellor

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Following approval of your request, we will attach your check request or other request for funds and submit to disbursements for payment.

Tax Deductible Information

All events for the purpose of fundraising must be approved by Gift Processing. There are very specific laws regarding the issuance of tax receipts and event planners and co-chairs need to make sure their event is in compliance before stating that your gift is a charitable contribution. For more information contact: Sharon Jackson (sharon.jackson@vanderbilt.edu) or Terry Garmon (terry.garmon@vanderbilt.edu) at 615-322-2979.

VSG's "Co-Sponsorship of the Month"

VSG's "Co-Sponsorship of the Month" program is designed to select one student organization event each month to receive \$1,000 in co-sponsorship funding in addition to first-hand assistance from Vanderbilt Student Government. Such assistance may come in the form of aid with publicity, planning efforts, student outreach, or provision of event volunteers, depending on the needs of each particular program.

Events will be selected on a variety of criteria, including the scale of the event, the number of students in attendance, efficiency in use of resources, diversification of funding, and overall purpose of the event and its ability to impact campus and student life. *(Note: The size of an event alone will not secure a Co-Sponsorship of the Month. They are seeking events that both have a large campus outreach and which can also benefit most from the first-hand aid and financial resources of VSG.)*

All applications are due by the 15th of the month prior to the event. The VSG Executive Board will review applications and submit questions the following week before decisions are rendered via e-mail. The VSG Executive Board reserves the right to award its Co-Sponsorship of the Month award at a level below \$1,000, if it deems that level to be a more appropriate use of funds.

The application can be completed via Google form at:

<https://anchorlink.vanderbilt.edu/form/step/1?Guid=9a9709ed-d1a3-4c10-85c5-084f4046637b>

All student organizations whose applications are not selected for Co-sponsorship of the Month funding will automatically be reviewed for normal co-sponsorship funding. These organizations will not be required to fill out an additional application.

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Marketing and Publicity

Please see Appendix A for a comprehensive Publicity Checklist we've put together to help you navigate the seemingly never-ending marketing and publicity avenues on campus.

Promoting and Marketing Events / Guidelines for Banners, Posters, and Printed Announcements / Promotional T-shirts and Merchandise

The following is taken from: <http://www.vanderbilt.edu/studentorganizations/students-organizations-manual/publicity>

The most effective approach to publicizing a program is to use a variety of complementary methods. Each group should carefully evaluate current methods, as well as new, creative approaches to obtain the highest response. The following guidelines can assist you in developing a comprehensive marketing strategy.

- When publicizing an event, think about who your target audience is and what you want to tell them. When should you begin publicity? Teasers are effective when you start publicizing early. Publicity should start as early as possible and recur frequently. Publicity should increase a few days before your event.
- Posters and flyers are great ways to promote your event and the Office of Student Activities provides you with free poster making materials in Sarratt's Poster Room. Please refer on page 14 to the Posting Guidelines and Policies to find out ideal advertising locations and their accompanying policies. Contact the Sarratt Information Desk (322-2425) for access to the Poster Room and any additional information.
- Submit events to the University Calendar. Go on-line to <http://calendar.vanderbilt.edu>. Simply click on the "submit An Event" link, and fill out an on-line form. The University Calendar is free and open to any student organization to submit event information. Call 343-6887, or e-mail university-calendar@vanderbilt.edu for more details or for help submitting.
- Submit event and regular meeting dates to the Mortar Board Calendar in April. Call 343-3200.
- Call the News Service at 322-2706; they frequently will publicize newsworthy events to local media.
- Use the Vanderbilt Hustler. Ads are also available in all sizes. Call the Hustler at 322-7347 for rate information. Deadlines are one issue in advance, i.e., Tuesday for the Friday edition, and Friday for the Tuesday edition. They expect you to provide an internal requisition form ("1180") when you place an order. The Hustler can create ads for you, but also accepts camera-ready art on disk, which helps to assure accuracy.
- InnerVU submissions must be sent plain-text by email. Whenever possible, organizers should list events in the University Calendar prior to submission, and provide a link in the email/ad. Deadline for submission of ads is noon on the Monday prior to the date of publication. An ad will be published a maximum of two times. InnerVU submissions must include the title, time, date, and location of the event with a brief

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description. The submission must include the name of the sponsoring student organization or department as well as contact name and e-mail address, web address or phone number. Inner VU reserves the right to not publish ads that do not follow these guidelines. For more information, please contact Clay Cline at 322-1776 or innervu@vanderbilt.edu

- Vanderbilt Register. Contact the Register at 343-3211 or skip.anderson@vanderbilt.edu.
- Table-toppers can be displayed in Rand or the Overcup Oak, subject to the approval of Dining Services. Contact Dining Services at 2-1877 or 2-2999 for size specification and policy, or visit their website at vanderbilt.edu/dining/tabletents.html.
- Word of mouth is a very efficient way to advertise. Announce events at organizational meetings, Greek houses, etc.
- Other ideas. Personal invitations, buttons, balloons, announcements before classes, etc. Contact the Office of Trademark Licensing (343-7292) for a list of local licensed vendors to assist you with your orders.
- Prohibited areas: Students may not hang posters, flyers, or banners on the pedestrian bridge on 21st Avenue. Students may not use chalk on sidewalks, buildings, walkways, stairs, or streets on campus.

T-shirts and Other Giveaways

Office of Trademark Licensing www.vanderbilt.edu/licensing

Student organizations wishing to use Vanderbilt University's marks on t-shirts or other giveaways must follow the University's Trademark Licensing Policy:

1. **Use a Licensed Vendor.** For a list of local vendors, please visit www.vanderbilt.edu/licensing and click on "Local Vendor List."
2. **Obtain Official University Logos and Wordmarks.** Please visit www.vanderbilt.edu/licensing to view the approved merchandise and official logos for the University. If you need electronic artwork, please send your request to maggie.huckaba@vanderbilt.edu. Vanderbilt University marks should be used within the following guidelines:
 - The logos should not be altered in any fashion
 - The logos should have the proper trademark symbols (e.g., Vanderbilt®, V arch, Vanderbilt logo®)
3. **Submit Design for Approval.** All designs should be sent to the Office of Trademark Licensing before manufacturing can begin. Please visit www.vanderbilt.edu/licensing to download the "Art Approval Form." Send this along with your design to the Trademark Licensing office. Upon approval, the design and art approval form will be forwarded to your chosen licensed vendor and production can begin. Vanderbilt University will not approve the use of its name or marks to promote the following:

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- Tobacco • Alcohol • Controlled substances • Sexually suggestive or oriented products • Games of chance • Religious products • Endorsement of political candidate

For more information, please visit www.vanderbilt.edu/licensing or contact Mary Ann Daniel at 322-4461.

Dean of Students Calendar

The Dean of Students Calendar is a primary resource for finding student events at Vanderbilt. We encourage students to enter events by going to www.vanderbilt.edu/deanofstudents/calendar/tutorial/enter.html. Once your event is submitted and approved, it will appear on the Dean of Students Calendar as well as the University Calendar.

The calendar is organized with a three-level hierarchy:

1. The top level displays all events.
2. The second level displays all Student Organization events.
3. The third level displays events from student organization categories, such as Panhellenic Sorority, Sports Clubs, and Academic Majors.

To see the main Dean of Students Calendar, go to the Dean of Students homepage (www.vanderbilt.edu/deanofstudents) and click on the link for “Event Calendar.”

Posting Guidelines and Policies

Sarratt Student Center and Student Life Center It is the goal of Sarratt Student Center and the Student Life Center to provide a venue for student groups and Vanderbilt departments to promote events and happenings on the Vanderbilt Campus. We have developed a group of policies designed to promote a fair and equitable use of space within Sarratt and the Student Life Center. Should you have questions about the policies please Student Activities at 322-2471

1. All postings must be approved and stamped at the following locations: Sarratt Student Center Information Desk or Student Life Center Front Desk.
2. Any posting not endorsed with a date stamp from the Sarratt Student Center Information Desk or Student Life Center Front Desk will be removed.
3. Approved postings include those from student organizations or university departments for programs benefiting the Vanderbilt community. No commercial materials may be posted in the student centers.

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4. All posting must identify the event, the event sponsor, and the time and date of the event.
5. Posting is only permitted on bulletin boards within the Sarratt Student Center and Student Life Center. No posting is permitted on any painted surface, glass surface (including mirrors), door, or windows.
6. Maximum number of posters for each area is limited to one of the following: • Two (2) 8.5” X 11” OR • One (1) up to 11” X 17” OR • One (1) large poster (no larger than 2’ X 3’).
7. Only thumbtacks are permitted on the bulletin boards – no staples, tape, or sticky tack please.
8. Please be respectful of one another in the posting process. Please do not cover other’s flyers; if there are old postings on the board, groups may remove them to hang new ones.
9. Posting is permitted beginning 2 weeks prior to the event date unless specifically approved by the facility staff.
10. All postings must be removed by the sponsoring organization no longer than two days after the event. All postings not removed by the organization or department will be removed by the facility staff.
11. If an organization or group continually violates the posting policy, it may lose the privilege of posting in Sarratt and may incur further sanctions through the Office of Student Activities.
12. Only approved banners may be hung on the outside of Sarratt • Please stop by the Sarratt Student Center Information Desk or 207 Sarratt (Student Activities) for the complete Banner policy.
13. Bulletin boards are located in the following areas: Sarratt Student Center • Bulletin Board 1 – on the 1st floor, outside of room 116. • Bulletin Board 2 – on the 3rd floor, between the East and West wings. • Bulletin Board 3 – on 3 upper, outside of the Overcup Oak on the landing. • Bulletin Board 4 – on 3 upper, just inside the Overcup Oak doors.
Student Life Center • Bulletin Board 1,2,3 – on the 1st floor, outside of Board of Trust room. We appreciate your respect and support of this policy. Any questions or concerns may be directed in person to Sarratt 207 or by phone at 322-2471.

Sarratt Center Poster Room Guidelines

- An individual or group must sign in at the Sarratt Welcome Desk before using the poster room.
- The building manager will escort the individual or group upstairs to the Poster Room – located on the 3rd floor in the East Wing – and unlock the door.
- The individual or group is responsible to maintain the order and cleanliness of the poster room.
- Please refrain from writing on the walls and ceiling tiles.
- Please put away supplies in an orderly fashion and throw away the trash.

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- Please only use the poster room and not the carpet outside the poster room or the tables in the meeting room next door.
- Anyone, not with your group, who wishes to use the poster room, needs to come downstairs to the Sarratt Welcome Desk and sign in.
- After the individual or group is finished with the poster room, they must come downstairs and sign out.

If an individual or group has misused the poster room, their approval to use it again will be forfeited. If you have any questions, please contact the Sarratt Welcome Desk at 322-2425 or the Asst. Director at 322-3798.

Distribution of Printed Announcements by Campus Mail

Registered student organizations may use the campus mail service without paying postage. Items must have four straight sides and be no smaller than a post card and no larger than a 9" x 12" envelope. Unaddressed notices, leaflets, pamphlets, and heavy packages will not be distributed through campus mailboxes.

Authorization for the limited distribution of unaddressed mail may be granted for the activities of governmental and other organizations that have a broad public purpose, provided the exception is not simply for the purpose of advertising an event or party. Groups seeking such authorization should apply five days in advance to the supervisor of the Station B Post Office. Mailings of more than 25 pieces must be arranged by box number in numerical order. All campus mailings of 250 pieces or more should be in Station B one week before the expected delivery date to ensure timely receipt.

Carmichael Towers Tunnel Publicity Policy

The tunnel that connects Carmichael Towers East and West running underneath 24th Avenue South is a popular way for student groups to advertise their organizations, programs, activities and events by painting areas with publicity. In an effort to maintain the tunnel as a walkway and provide as many organizations as possible the ability to advertise in the tunnel, the Office of Housing and Residential Education through the Assistant Director of Carmichael Towers West must approve all advertisements.

Generally students or groups of students who wish to advertise in the tunnel must contact the Assistant Director of Carmichael Towers West no later than three business days before they wish to advertise. Since there are numerous groups who wish to use this form of advertisement it is suggested that groups reserve space early. However, reservations will be taken no more than two months in advance.

Student groups may obtain applications at the Towers West Front Desk or by contacting the Office of Housing and Residential Education at 322-2591 (see Forms for sample application).

Posting in Campus Facilities

The following is a checklist of University regulations with reference to the posting of notices on University bulletin boards and similar facilities. All such policies are set forth and

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explained in the Student Handbook. In the following list, the word “poster” is used to denote any type of notice, including banners and flyers.

1. Posters must provide information regarding student activities. Give information of an academic nature, or make announcements pertinent to the business of the University.
2. Posters must carry the name and telephone number of the responsible campus organization, department, or person.
3. Students who wish to act as the on-campus agent of any commercial enterprise must receive prior authorization for such activity from the Assistant Vice Chancellor of Housing and Residential Education.
4. Commercial advertising matter unrelated to the University is prohibited unless specially authorized.
5. Members of the University community who wish to advertise special services to students (such as typesetting or sale of books) may post small notices on University bulletin boards without authorization.
6. The use of tape and nails on the Vanderbilt University campus to attach posters to anything is prohibited. Staples may only be used on bulletin boards. Thumbtacks may be used to attach posters to bulletin boards and kiosks. Posters may not be affixed to windows or doors. Posters must be tied to tree trunks with string; staples, nails, and thumbtacks are forbidden. Stakes bearing signs may not be driven into the ground.
7. Chartered student organizations and University departments and offices may post notices on bulletin boards in University residence halls, without specific authorization. However, students who represent private enterprises must have specific authorization for such postings.
8. POSTERS MUST NEVER BE ATTACHED TO DOORS, WINDOWS, EXTERIORS OF BUILDINGS, INTERIOR WALLS, FLOORS, OR CEILINGS.
9. Posters, and the string used to attach them, must be removed within three days after the event advertised.
10. Residence Hall Lobbies: Special displays may be allowed in residence hall lobbies with the authorization of the appropriate Assistant Director, and at her or his discretion with regard to appropriateness. Such displays must be removed immediately after the event.

Failures to abide by any of these policies will result in all posters being removed from the campus and the offending persons charged for the removal. Loss of the use of University facilities and the privilege of posting notices will also result. Individuals as well as organizations are subject to disciplinary action.

Residence Hall Campaigning

Residence hall campaigning is permitted for Vanderbilt Student Government, Honor Council,

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and Outstanding Senior elections, only (i.e., those with campus-wide or specific residential-unit interest). Room-to-room solicitation or campaigning is specifically prohibited. As a practical matter, campus-wide elections generate more posters than can be accommodated on residential bulletin boards. Students running for office may post two flyers per bulletin board in residences, but may not cover or remove flyers already in place. Posters larger than 11" x 17" in size are prohibited. The internal and external use of residential windows, doors, walls, and bathroom stalls is prohibited. Candidates are responsible for removing flyers within 48 hours of the conclusion of an election.

In the lobbies of certain residences, it is appropriate to hang banners of campus-wide interest. In these lobbies, candidates running for campus-wide offices may hang banners limited to three (3) feet in width and five (5) feet in length. Candidates wishing to hang banners in residential lobbies must contact the appropriate Area Coordinator for authorization and guidance. Candidates may reach appropriate Area Coordinator by calling the Office of Housing and Residential Education at 615-32(2-2591).

Special Events

The Special Event Registration Committee is designed to support all outdoors events, large-scale events and events with alcohol. The Committee is charged with approving all special events on campus. The committee consists of representatives from Traffic & Parking, VUPD, Plant Operations, Alcohol, Tobacco & Other Drugs, Assistant Vice Chancellor, and Student Activities. The committee meets every Wednesday from 2:30 – 3:30pm in Sarratt 114 to approve special event requests.

The following events must be registered with the Special Event Registration Committee:

- Outdoor events requiring services from Traffic & Parking, VUPD, Plant Operations, or Production Services
- All events with undergraduate students at which alcohol will be present (excluding parties at sorority/fraternity houses since these parties are registered with the Greek Life Office).
- Events open to the general public.
- Events with outdoor amplification.

Guidelines:

- Only registered student organizations, administrative offices, or academic departments may reserve space on campus.

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- Reservations for indoor events must be made at least 2 ½ weeks prior to the event date in order to allow time for registration. Outdoor events require 3 ½ weeks prior registration since it takes 3 weeks to obtain tent permits.
- If the event does not occur, reservations must be cancelled at least 24 hours in advance to avoid charges.
- Outdoor events which are amplified may not take place at times or locations that interfere with scheduled class times or other previously scheduled events.
- Security will be required at the following events:
 - Activities open to the general public.
 - Band parties and concerts.
 - Events at which cash transactions will occur.

The Office of Reservations and Events can assist you with your planning needs for your event. Please discuss these items with the ORE staff when making your reservation and be prepared to present your needs at the Special Event Registration meeting.

For more information you may contact the Office of Reservations and Events, 100 Sarratt Student Center, 322-2448. Office hours are 8:00 am to 4:30 pm, Monday through Friday.

Policies & Tools for Student Organizations

Registration and Renewals

Existing student organizations are required to re-register annually to maintain their official status and will complete this process within [Anchor Link](#) at <https://anchorlink.vanderbilt.edu>. New student organizations will go to the “[Organization Directory](#)” and click on “Register a New Organization”. Registration materials are reviewed and approved by representatives of the Dean of Students office, provided the organization provides the information requested and agrees to comply with Vanderbilt policies and regulations. Registration for the 2013-14 academic year will begin in March. A list of currently registered student organizations is available [here](#).

Items you will need to complete the Student Organization Registration Process:

1. Name, Vanderbilt Email Address, Cell Phone Number, and VUnetID for the President, Vice President, Treasurer, and Secretary;
2. Name, Vanderbilt Email Address and Campus Phone Number and Cell Phone Number for the Faculty or Staff Adviser;
3. Electronic Version of the Organization’s Constitution to upload;
4. Electronic Version of the [Officer and Adviser Affirmation Form](#). You will need to print the form, and have it signed by the President and Adviser(s). The Form will then need to be scanned (can be done in 207 Sarratt) and uploaded as a part of the registration process;
5. Electronic organization profile picture;

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6. Vanderbilt.edu email addresses for all members either separated by commas or entered one address per line.

Nondiscrimination Policy

In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, military service, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. In addition, the University does not discriminate against individuals on the basis of their sexual orientation(i), gender identity(ii), or gender expression(iii). Registered student organizations must be open to all students as members and must permit all members in good standing to seek leadership posts. Single-sex organizations are permissible to the extent allowed under Title IX of the Education Amendments Act of 1972, 20 U.S.C. § 1681. Inquiries or complaints should be directed to Anita J. Jenious, J.D., Director; the Equal Opportunity, Affirmative Action, and Disability Services Department; Baker Building; PMB 401809, 2301 Vanderbilt Place; Nashville, TN 37240-1809. Telephone 615-32(2-4705) (V/TDD); FAX 615-34(3-4969.)

i. Sexual orientation refers to a person's self-identification as heterosexual, homosexual, bisexual, asexual, pansexual, or uncertain. ii. Gender identity is generally defined as a person's own sense of identification as male, female, both, or neither as distinguished from actual biological sex, i.e. it is one's psychological sense of self. iii. Gender expression is everything we do that communicates our sense of identification to others

Other Helpful Tools

There are several other resources available to you in your student organization work at Vanderbilt. Networking with these people, or being familiar with the listed publications can help you navigate the often-complicated world of Vanderbilt. The following list describes some of these other resources, and where to find them or how to get in touch with them.

- Student Handbook. The Handbook has comprehensive information on publicity policies, event registration, fundraising, and other policies vital to student organization leaders. You may review policies on line at www.vanderbilt.edu/student_handbook.
- The Registry. This document lists the Board of Trust, the Faculty Senate, administrators, and all faculty. It may come in handy if you are networking to get a new program or idea started at Vanderbilt. It is published by University Design and

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Publishing and is available at their office, 8th floor, Baker Building. Call 322-6096 for more information.

- Mortar Board Calendar. This publication is created by Mortar Board, a senior honor society, and is available for purchase at the Bookstore. It lists all student organization and campus events available at press time and provides useful information for students about life at Vanderbilt. Submit dates for the following year in April to the Mortar Board Calendar chair. For more information, call 322-6400.
- Student Organization Web Pages. Contact information for all student organizations is listed at the Student Organizations Web site, www.vanderbilt.edu/studentorganizations.
- University Calendar. The University Calendar is available online, anytime for you to see what's happening at Vanderbilt. Go to <http://calendar.vanderbilt.edu> or access the Calendar through the VU homepage. Promote your groups or organizations events in the Calendar, submission is free and done online by clicking the "Submit an Event" link. You can reach the student body with just a few key strokes. The University Calendar offers other free services, for more details, call 343-6887 or e-mail: university-calendar@vanderbilt.edu.
- Vanderbilt's On-line Sourcebook. This Web site contains a searchable database of faculty and staff and topics which they are willing to speak about with student groups or student leaders. Visit the site at vunews.vanderbilt.edu/cfdocs/sources/sources.cfm.

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Risk Management & Working With Vulnerable Populations

A great number of students on Vanderbilt's campus work with what are often termed vulnerable populations in their service efforts. This most frequently applies to our students who work with children, though senior citizens, those with high medical need, facing economic hardship, and/or cultural isolation or discrimination are other populations to be aware of in service work.

Vanderbilt has launched a new policy in 2013 regarding work and/or service involving minors that will require many students to obtain a background check that have previously not needed one. Specific organizations and individuals this will affect, as well as the process and payment for these requirements, is being worked out and OACS will continue to monitor the situation for our service leaders to keep you up to date and in accordance with university policy.

OACS will be conducting training this fall for those who may work with vulnerable populations this year. We highly encourage you to attend, even if you are not yet sure if you will work with vulnerable populations. More information will be available soon, but a few general things to keep in mind as the year begins:

Liability:

- As a volunteer you are liable for anything that might happen to you or the person(s) you are serving
- Vanderbilt does not take nor have responsibility for anything you do as a volunteer even if you are doing it as a VU student
- Be aware of things that could go wrong while you are volunteering, understand the risk and consequences
- Understand what precautions you may need to take
- Educate yourself on the population you are working with, understand the community you are going into, know what resources are available to you

The training(s) will address topics such as:

- Examples of liabilities
- Abuse & Recognizing signs of abuse
- Neglect & Recognizing signs of neglect
- Cultural Competency
- Transportation
- Your Civic Responsibility in handling questionable circumstances
- How to protect yourself
- How to acquire consent
- Background checks & general clearance
- Awareness & Guidelines for action in various circumstances

Look out for more information on the *Working With Vulnerable Populations Training Session(s)*. They are coming soon the weeks of September 23rd and 30th.

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Important Contacts for the year

Melissa Ahler

Director, Risk Financing Department
Risk & Insurance Management
melissa.ahler@Vanderbilt.Edu
615-936-1078 (6-1078 on campus)

Dawn Riddle

Director, Risk & Insurance Management
dawn.riddle@vanderbilt.edu
615-936-0660 (6-0660 on campus)

John Callison

Senior Deputy General Counsel
john.callison@Vanderbilt.Edu
615-322-8613 (2-8613 on campus)

Psychological & Counseling Center (PCC)

615-322-2571 (Fax: 615-322-1326)
2015 Terrace Place

Courtney Salters

Director, Student Organizations & Governance
courtney.n.salters@vanderbilt.edu
615-322-2471 (2-2471 on campus)

Lori Murphy

Program Coordinator, AnchorLink
lori.t.murphy@vanderbilt.edu
615-875-2532

OACS

www.vanderbilt.edu/oacs
oacs@vanderbilt.edu

Sarratt | Rand 305
615-343-7878

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For Student Webmasters

The Dean of Students office offers many resources on their website for student webmasters. Visit <http://www.vanderbilt.edu/deanofstudents/webmasters/> for a full rundown of support available to those looking to best utilize web media.

Keep in mind that AnchorLink is the new source and central hub for all student activity. You are encouraged to register, manage, and utilize the site for personal, organizational, and university-wide purposes. There are an incredible number of features on AnchorLink that will allow you to reach out to record numbers of students and maintain an active and valuable database of individuals, events, activities, history and institutional knowledge.

Please contact Lori Murphy, Program Coordinator for AnchorLink with any questions: lori.t.murphy@Vanderbilt.edu.

Additional Resources

Vanderbilt Student Organizations and Governance:
<http://www.vanderbilt.edu/studentorganizations/>

AnchorLink:
<https://anchorlink.vanderbilt.edu/>

Office of Active Citizenship and Service:
<http://www.vanderbilt.edu/oacs/>

Sarratt Student Center:
<http://www.vanderbilt.edu/studentcenters/sarratt-student-center>

Religious Holidays:
<http://www.vanderbilt.edu/religiouslife/wp-content/uploads/Religious-Calendar-2012-13-03.pdf>

Academic Calendar:
<http://registrar.vanderbilt.edu/calendar/>

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TRAVEL

PLANNING TRAVELING BREAK PROJECTS

The planning of traveling break trips is a long process that combines the forces of students and OACS staff. Below is a brief description of the responsibilities by each, followed by a quick checklist of paperwork (domestic and international) that is typically due at least one month before departure. We cannot stress enough how important early and meticulous planning will be. *Your advisor will offer additional paperwork and guidance for the year ahead, so if you plan to travel this year personally or with a student organization in affiliation with Vanderbilt University, please schedule a meeting with your advisor as soon as possible.*

*Please also note that Vanderbilt is now working with a new travel agency for the 2013-2014 academic year. The university has discontinued use of Frosh Travel and will be working with Polk CTM. You can find the most up-to-date information at: www.vanderbilt.edu/travel.

GENERAL GUIDELINES

Student organizations are responsible for the following:

- Determination of site location(s) and type of service/activities
- Select site leader(s)
- Meet with Greg Swanson (greg.swanson@vanderbilt.edu) Administrative Officer, Office of Dean of Students, to determine a budget for each site and necessary participant fee
- Work with site leader(s) to arrange housing
- Determine daily itineraries
- Identify hospital and other emergency contacts
- Applicant selection
- When applicable, recruit and select drivers (must be 21 and older)
- Reveal site placement
- Schedule paperwork party (much more effective to complete as an event, together)
- Complete financial aid application and determinations
- Collect participant fees
- Complete all paperwork by deadline**
- Create emergency response handout & communicate with participants on safety

OACS Advisor is responsible for the following:

- When applicable, reserve vehicles through Enterprise
- Track driver certification process and send final list of all drivers to Risk Management
- Assist students driving internationally with purchasing supplemental insurance through Enterprise – this can be put on the P-card

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- For driving trips: Compile car kits including: disposable camera, first aid kit, flashlight, emergency protocol, and Vanderbilt auto insurance information
- Purchase airplane tickets for students
- Take travel forms, GAR forms, and site expense requests to Greg Swanson to process.
 - GEO forms must be submitted one month prior to departure
- Email Risk Management final participant rosters, site locations (service and accommodation addresses), service itineraries, emergency contact information and medical information
 - For those driving trips, Risk Management will mail insurance forms to be placed in all vehicles

Paperwork due one month before departure:

DOMESTIC TRAVELING TRIPS

1. Student Travel Form
 - a. Site Leaders will complete one form, copied first, so that all participants on that trip complete a copy of that student travel form with the same travel number – your advisor will provide paperwork and necessary details
2. Alcohol/Substance Abuse Agreement Form
3. OACS Participant Information Form: Completed & Submitted Online
4. All Drivers must have completed all steps for Driver Certification
5. Trip Itineraries and Service Site Details & Contact Information Due
6. All Participant Information: Driver, Medical, Emergency Contact, & Safety Protocol)
7. P-card information if applicable

INTERNATIONAL TRAVELING TRIPS

1. Student Travel Form
 - a. Site Leaders will complete one form, copied first, so that all participants on that trip complete a copy of that student travel form with the same travel number – your advisor will provide paperwork and necessary details
2. Alcohol/Substance Abuse Agreement Form
3. OACS Participant Information Form: Completed & Submitted Online
4. Trip Itineraries and Service Site Details & Contact Information Due
5. All Participant Information: Driver, Medical, Emergency Contact, & Safety Protocol)
6. All GEO Paperwork (Checklist & All steps found online)
7. International Insurance purchased & Policy Numbers submitted (HTH)
8. Registration with SOS – Personal Travel Locator
9. Any trips that will involve student drivers must complete full driver certification & submit that information to OACS as well at this time
10. P-card information if applicable

ON AND FOLLOWING YOUR TRIP

1. Keep a very careful log of expenses (date, vendor, item, amount, notes)
2. Keep every receipt – guard them with your life
 - a. The original receipts will be taped to 8.5” x 11” sheets of paper (one-side only)

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3. Full report to Vanderbilt will be due, along with a check to return any leftover funds
 - a. Your advisor will guide and sign-off on this process, having reviewed the report, copied all documents, and then move it on for final approval and processing

We will have a revised version of the International Travel Checklist, a comprehensive look at requirements for travel and safety precautions, once we have more information. The 2012-2013 version is included in the appendix for reference. Student travel is still under review as of September 2013. Again, we encourage you to sit down with your advisor as soon as possible to start making plans for the year, and who should also be able to direct you to online forms and guidelines.