

Adviser Workshop

Vanderbilt University

Office of Student Organizations & Anchor Link

STAFF

- Courtney Salters, Director
- Lori Murphy, Program Coordinator
- Whitney Ezell, Program Coordinator
- Clay McCullough, Graduate Student Staff
- Lauren Marve, Graduate Student Staff

OFFICE LOCATIONS

- Sarratt 207
- Sarratt 315
- Sarratt 339
- Sarratt 333
- Sarratt 333

Agenda

- Role of the Adviser
- University policies
- Finances
- Best Practices
- Questions

The Role of the Adviser

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- Review and approve the group's constitution/bylaws
- Review monthly accounting reports on eDog
- Sign off on any transactions made by the organization
- Ensure that organization is conducting its activities in accordance with University policies, legal requirements, and appropriate financial practices

The Role of the Adviser

- Determine style and nature of advisement
- Affording continuity from year to year in the face of frequent officer turnover
- Motivating the group in setting annual organizational goals

University policies for Student Organizations

Protection of Minors

- Events involving minors must abide by the *Protection of Minors Policy*
- Policy requires varying levels of training depending on the level of interaction with minors
 - At a minimum, student organization leaders that coordinate programs/events involving minors will need to complete the training module, *Protection of Minors 101*

Protection of Minors

- Students are asked about interaction with minors during registration process
 - Notified of the need for training and compliance
- What training is needed?
 - ✓ Is the event considered a public event?
 - ✓ Will the parents of the minors be in attendance?
 - ✓ Will the event be on or off campus?
 - ✓ Will the event be supervised by a third party?

Alcohol Policies

- Alcohol may **not** be used as an award/trophy for any event or program of the University
- Notices, posters, flyers, banners, etc., may **not** use logos or trademarks of alcoholic beverages, or mention or refer to alcoholic beverages or their availability at an event.
- “B.Y.O.B.,” as shorthand for “Bring Your Own Beverage,” **may be used** on postings, etc., for events that have been registered B.Y.O.B. during the event registration process.

Planning Events

- EMPOWER information
- Special Events
 - Alcohol
 - Outdoor
 - Movies
 - Ticketmaster

Registration

- Student organizations must reapply for registration annually:
 - Deadline for registration is in April for the subsequent academic year
 - Registration expires July 1
 - Need current membership roster and constitution and/or bylaws

AcFee & Funding

AcFee

- Vanderbilt students pay an activity fee
- A portion of the Activity Fee is allocated to RSOs through the Vanderbilt Student Government (VSG) AcFee Committee
- RSOs are eligible to apply for AcFee funding each spring semester for the following academic year
- All student organizations are split into six subcategories: *Arts, Cultural, Programming, Religious, Service, and two subcommittees for Special Interests*

AcFee

- Groups are required to keep diligent records of event expenditures in order to apply for AcFee
 - Includes tracking attendance through Anchor Link
- Timeline for Applications:
 - First Application Submission: 2/21/2015
 - Application Reviews Returned: 2/28/2015
 - Final Application Submission: 3/14/2015
 - Interviews: end of March
 - Allocation Decisions: 4/15/2015

AcFee Contingency Fund

Reasons to apply to the Contingency Fund:

1. A significant new event for which funding was not requested is being pursued
2. An organization was formed after the normal allocation period
3. Unforeseen expenses make significant events impossible without additional funding
4. Other funding shortfalls to be evaluated on a case-by-case basis

Beyond AcFee

- *VSG Co-sponsorship*: VSG has a limited amount of co-sponsorship funding available to RSO's for program initiatives
- *Graduate Student Council (GSC)*: offers a limited amount of funding for graduate student organizations
- An organization may collect money through fundraisers, dues, ticket sales, or similar activities

Center Number

Co-Sponsorship

- o 1180
- o Journal Entry

Payments in three forms

- **Procurement Card (P-card)**: a credit card issued by Vanderbilt for the purpose of paying for expenses related to Vanderbilt departments and student organizations
- **Check Request**: a form (available in Sarratt 207 or 339) used to pay outside vendors, reimburse an individual expense, or reimburse non-travel related expenses
- **Travel Reimbursement**: *Student Travel Form* available in Sarratt 207 is used for reimbursing travel related expenses
 - Should be completed prior to any student organization travel

Tax Exempt

- A RSO is considered to be a part of Vanderbilt and is therefore tax exempt
- To make a purchase you must have the *Tax Exempt Certificate* with you at the time of the purchase whether you are using your own money or the p-card
- If you use your own money, you will not be reimbursed for taxes you paid on supplies for your organization

Adviser's role | Finances

- Authorize spending by signing 1180s, purchase orders, and check requests, or delegate signature authority to a secondary adviser
- Authorize purchases by filling out accounting paperwork
- Reconciling monthly accounting reports (ledger sheets or electronic access to accounts) or delegate to student members or secondary adviser

Adviser Best Practices

Questions

