

An aerial photograph of a university campus. In the foreground, a large, ornate Gothic-style building with multiple spires and arched windows is visible. To the right, a tall, brick clock tower stands out against the sky. The campus is surrounded by lush green trees, and in the background, a city skyline with various modern buildings can be seen under a clear sky.

Student Organizations, Leadership & Service (SOLS)

Coach Training

SOLS TEAM



Wil De Los Santos
Program Coordinator



Emma Dunccliffe
Program Coordinator



Tassany Henderson
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Chad Jordan
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DeAnte' Smith
Director

STUDENT ORGANIZATIONS, LEADERSHIP, AND SERVICE (SOLS)

Mission Statement

Our mission is to create, curate, and facilitate co-curricular experiences that provide the Vanderbilt community with opportunities to build a sense of belonging, support lifelong learning, and engage in active citizenship.

TODAY'S AGENDA

- ❖ Organization Items
- ❖ Leading Through Crisis and Change Conference
- ❖ LeaDOREship Toolbox Series
- ❖ Service Opportunities
- ❖ Organization Items
- ❖ Coaches
- ❖ Finances
- ❖ Travel
- ❖ Communication
- ❖ Resources and Questions

LeaDOREship Toolbox Series



TOOLBOX SERIES

What's a toolbox if you do not have the tools you need to get the job done?
The LeaDOREship ToolBox Series will help you cultivate all the tools you need
to improve your skills as a leader!

Finding Your Inner You

Tues. Sept. 7 - 12pm

Wed. Sept. 8 - 4pm

The Power of Prioritization

Tues. Sept. 14 - 12pm

Wed. Sept. 15 - 4pm

Navigating Communicating

Tues. Sept. 21 - 12pm

Wed. Sept. 22 - 4pm

eVALUEating Your Motivation

Tues. Sept. 28 - 12pm

Wed. Sept. 29 - 4pm

Road to Resiliency

Tues. Oct 5 - 12pm

Wed. Oct 6 - 4pm

*Oct. 6 - Sarratt 189

Finding Commonality Through Difference

Tues. Oct. 19 - 12pm

Wed. Oct. 20 - 4pm

The 3 C's of Conflict

Tues. Oct. 26 - 12pm

Wed. Oct. 27 - 4pm

Learning and Serving

Tues. Nov. 2 - 12pm

Wed. Nov. 3 - 4pm

From What is to What Could Be

Tues. Nov. 9 - 12pm

Wed. Nov. 10 - 4pm

All sessions will take place in Sarratt
325/327, unless otherwise noted.

SERVICE OPPORTUNITIES

Office of Activity Citizenship and Service  SOLS

ORGANIZATION ITEMS

- ❖ Student Organization Registration
- ❖ Protection of Minors (POM)

STUDENT ORGANIZATION REGISTRATION

- ❖ Required for groups to become or remain a **Registered Student Organization (RSO)** - **Deadline to complete**
- ❖ Requires incoming student leader's admin access to org's Anchor Link page
- ❖ Requires **4** Officers, their emails, VUNetIDs, and cell phone numbers
- ❖ Also requires Coach's information
- ❖ Enables RSOs to register for Student Services Fee and Contingency Funding
- ❖ Updates org roster and constitution – Grants **current** E-board ability to reserve space via Virtual EMS provided that Anchor Link roster is current.

PROTECTION OF MINORS (POM)

❖ Training Before Events

All members of your roster must complete the online POM training (Protection of Minors 101 or Protecting Youth module) on or after July 1 of the current academic year. The self-paced training is available in Oracle Learning. Once complete,

❖ Supervision At Events

- Level 1: Staff from a third-party organization or parents/guardians will be present for the entire event - Requires all org members to complete POM Training
- Level 2: If there is no outside party present, all members of your roster must complete and pass a background check.

❖ Anchor Link Requirement

- Event registered
- Paperwork submitted
- Attendance tracked

❖ Visit our [website](#) for more information

COACHES

- ❖ What Is A Student Organization Coach
- ❖ Coach Responsibilities
- ❖ Liability Concerns
- ❖ Liability Tips

WHAT IS A STUDENT ORGANIZATION COACH

The Student Organization Coach provides leadership and holistic development through experiential learning opportunities. They also advocate for the mission and vision of the organization in which they are associated, and council officers along with members of the organization regarding their responsibilities. Coaches also help student leaders manage the programmatic, financial, and logistical operations of their student organization(s).

At Vanderbilt, student organizations must have a faculty or staff coach in order to be a registered student organization. By serving in this role for a student organization, a faculty or staff member chooses to play a significant role in the development of students. Coaches serve as a consultant, mentor, role model, and educator to an organization. Furthermore, they assist in the growth and development of the group by providing direction through advice, understanding, challenge and support.

COACH RESPONSIBILITIES

ORGANIZATION ADVOCATE

- ❖ Help student organization(s) fulfill their mission(s)
- ❖ Provide administrative guidance in planning programs and events
- ❖ Offer continuity from year to year
- ❖ Consult with Office of Student Organizations, Leadership and Service when necessary

FINANCIAL AUTHORITY

- ❖ Authorize financial transactions (check out card/p-card)
- ❖ Keep track of financial account to help determine activity
- ❖ Guiding officers in the maintenance of accurate records and bookkeeping

POLICY COMPLIANCE

- ❖ Interpret and enforce University policy concerning student groups
- ❖ Signing of organization registration documents
- ❖ Help organizations review and update constitutions and other governing documents
- ❖ Ensure compliance with Protection of Minors (POM) Policies

Liability Concerns

When a faculty or staff member accepts the position of coach for a student organization, they also accept responsibility for the actions and activities of the organization. Student Organization Coach acts on behalf of the University and is expected to exercise that responsibility reasonably, diligently, and in good faith. The type of liability or risk varies greatly depending on the type of organization being coached and the type of activities planned by that organization.

Liability Tips



ANTICIPATE

Anticipate risks which may arise out of any decision or situation as activities might create a liability for the University. Risk can be minimized when appropriate precautions are taken well in advance.



HANDBOOK

Become familiar with the Student Handbook, particularly those sections that apply to community life, student organizations, and guidelines for organizational activities.



AUTHORITY

Coaches should be aware of and act in the scope of their authority. Contracts are to be reviewed, approved and signed by Procurement and then the Dean of Students.



RESOURCES

[Student Organizations](#), [Leadership and Service](#), [Risk and Insurance Management](#), and [General Counsel](#) offices may also serve as resources for Coaches and their student organizations.

REFERENCING BYLAWS & POLICIES

STUDENT HANDBOOK

- Vanderbilt's bylaws and policies exist to provide guidance on student organizational activities, help minimize risk from those activities, and to affirm and protect the values that make our University a great place to foster student engagement and life-long learning.
- These bylaws and policies can be found in greater detail in the [Student Handbook](#). The [SOLS website](#) also contains shortcuts to commonly viewed policies and highlight what they cover.
- Two sections from the handbook that focus on student organizations are [Student Engagement](#) and [University Policies and Regulations](#).
- Coaches are strongly encouraged to review the handbook and ask questions about items that it does not directly address.

FINANCES

- ❖ Finance Key Terms
- ❖ Funding Sources
- ❖ Viewing Org Finances
- ❖ Deposits
- ❖ Viewing Org Finances in Anchor Link

FINANCE KEY TERMS

- ❖ **Oracle Cloud** - Sky VU is the Vanderbilt accounting software system. This is used to make purchase orders, prepare checks, set up reimbursements, add suppliers/vendors etc.
- ❖ **Student Services Fee Funding** – Funding that is distributed to RSOs to carry out their organization's activities. RSOs may apply for this funding every spring.
- ❖ **Contingency Funds** – Funding provided to RSOs that need funds, or additional funds to carry out mission activities. Needs are evaluated on a case by case basis.
- ❖ **COA/POET String** – This is a student organization's financial account number that is used for expenses and space reservations.

The screenshot displays a form titled "How to charge a **student** organization:". Below the title, a note states: "Student Organizations are set up as a Project, and a POET string will be used". The form contains several fields, each with a label on the left and a value or instruction on the right. The labels are: "P Project:", "O Organization:", "E Expenditure Type:", and "T Task:". The values are: "SO_280200", "30500", "choose from dropdown based on specific type of transaction", and "Each Organizations Anchorlink ID #". A footnote at the bottom of the task field reads: "*see list below of all tasks (Anchorlink IDs), or search within Oracle". At the very bottom of the form, it states: "COA should map to: 300.10.30500.xxxx.071.000".

Student ORG/POET Segment's	Field	Value/Instruction
P	Project:	SO_280200
O	Organization:	30500
E	Expenditure Type:	choose from dropdown based on specific type of transaction
T	Task:	Each Organizations Anchorlink ID # *see list below of all tasks (Anchorlink IDs), or search within Oracle

COA should map to: 300.10.30500.xxxx.071.000

FINANCE KEY TERMS

CONT.

- ❖ **Task Number** – An organization's unique identifier. This number is used for expenses and space reservations. Can be found in Anchor Link. Orgs needing one must complete a [Task Number Creation Form](#).
- ❖ **Student Org Purchase Request** – The process by which student groups reserve p-cards from DOS Central.
- ❖ **The Marketplace** – A an online platform that allows registered student organizations to post fees/dues and sell merchandise to members of the Vanderbilt community. The platform is ideal for student organizations to charge member dues, collect trip fees or sell their latest t-shirt or other merchandise. To have posts made on behalf of your organizations, please complete the [Marketplace Anchor Link Form](#). Any questions regarding the marketplace may be directed to sarratt@vanderbilt.edu.

VIEWING ORG FINANCES IN ANCHOR LINK

The screenshot shows the Anchor Link interface for the My Vanderbilt Experience Society. The left sidebar contains a 'Manage Organization' section with options: Home, Roster, About, Events, News, Gallery, Documents, Forms, Elections, **Finance** (highlighted with a red circle), Service Hours, and Explore View. A red arrow points from the 'Finance' option to the 'Manage Organization' link at the top of the organization page. The organization page displays the My Vanderbilt Experience Society logo, a description of the program, and a 'RE-REGISTER THIS ORGANIZATION' button.

The screenshot shows the Budget Requests page in Anchor Link. The 'ACCOUNTS' tab is highlighted with a red circle. The page displays a search bar, filters for Status (All Statuses) and Process (All Processes), and a message indicating no requests match the search criteria. The 'Show Only Recently Deleted' toggle is also visible.

VIEWING ORG FINANCES IN ANCHOR LINK

Finance [CREATE NEW REQUEST](#)

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

BUDGET REQUESTS ACCOUNTS

Name	Description	Parent	Balance	Available
Geology Club			\$3,707.26	\$3,707.26

Showing 1 - 1 of 1

Click here to
view org
transactions

Task
Number

Account Details
Geology Club

Description
Parent Account
Organization: Geology Club
External Account ID: 81280

\$3,707.26
BALANCE

\$0.00
ENCUMBERED FUNDS

\$3,707.26
AVAILABLE FUNDS

REQUESTS TRANSACTIONS

Trans #	Type	Date	Amount	Available	Memo	Req #
048552	Deposit <i>Imported</i>	5/16/2021 11:23 AM	\$25.00	\$3,707.26	April 2021 Gift	
048551	Deposit <i>Imported</i>	5/16/2021 11:23 AM	\$25.00	\$3,682.26	April 2021 Gift	

FUNDING SOURCES

STUDENT SERVICES FEE FUNDING

- ❖ Funding provided to RSOs that complete annual Student Service Fees application in during application period (spring)
- ❖ Funds allocated to student organizations's account for their activities throughout the academic year
- ❖ Applications are reviewed and recommendations are made by student-led Student Services Fee Committee. Final allocations are determined by Dean of Students.

CONTINGENCY FUND

- ❖ RSOs may request during the academic year
- ❖ Used for new RSOs that missed the Student Services Fee application period because of late acceptance
- ❖ Used for current and new programming that require funding beyond the Student Services Fee funding allotted.

DEPOSITS

CASH AND CHECK DEPOSITS – go to Sarratt 310 to complete the deposit process

- Do not hold cash and checks, make the deposit as soon as possible.
- ❖ **Email Mark Leners at mark.leners@vanderbilt.edu** with your RSO's deposit information. It must include the following:

- **Name of Organization**
- **Task number or COA string**
- **Amount of deposit**
- **How the revenue was earned**
- **Your name and best way to contact you**
- **Date of deposit**

*If all of the steps below are not completed, we cannot guarantee that the deposit made will make it to your organization.

If you have any questions, please email Mark at the email listed above.



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Name	Description	Parent	Balance	Available
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Showing 1 - 1 of 1

Click here to
view org
transactions

Task
Number

Account Details

Geology Club

Description

Parent Account

Organization

External Account ID

\$3,707.26

BALANCE

\$0.00

ENCUMBERED FUNDS

\$3,707.26

AVAILABLE FUNDS

[REQUESTS](#)[TRANSACTIONS](#)

Trans #	Type	Date	Amount	Available	Memo	Req #
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TRAVEL

STUDENT ORGANIZATION TRAVEL

- ❖ Partnership between SOLS, Global Education Office, and DOS Central
- ❖ International vs. Domestic vs. Davidson County Travel
- ❖ University policies and procedures can change – COVID
- ❖ Process being built to support student travel
- ❖ Update Anchorlink to reflect Coach status
- ❖ Any questions?
- ❖ Emma Duncliffe – emma.y.Duncliffe@vanderbilt.edu , SOLS
- ❖ Tandra Martin – tandra.martin@vanderbilt.edu , Global Education Office

COMMUNICATION

- ❖ Relay Messaging
- ❖ Anchor Link Leaders Listserv
- ❖ Student Organizations Weekly Newsletter
- ❖ Social Media

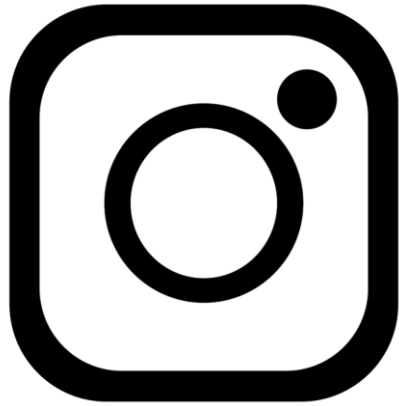
LISTSERVS

- ❖ Student Organization Leaders are added to the **Anchor Link Leaders Listserv** during and after the RSO Registration period
- ❖ Coaches are added to the **Student Organization Coaches Listserv** during and after the the RSO Registration period
- ❖ Student development opportunities, awards, and various information relating to student organizations is relayed through this listserv
- ❖ Used to share weekly newsletter with student leaders and coaches
- ❖ New student leaders may be added to listserv upon request by emailing SOLS@Vanderbilt.edu

STUDENT ORGANIZATIONS WEEKLY NEWSLETTER

- ❖ Provides student organizations with information about university policies and procedures that impact their activities
- ❖ Informs student leaders about development opportunities from the Dean of Students office and campus partners
- ❖ Present students with weekly updates about items such as elections, the student involvement fair, student organization registration, upcoming trainings, programs and various items impacting student leaders
- ❖ Communicated through the Anchor Link Leaders Listserv
- ❖ New student leaders may be added to the listserv upon request by emailing SOLS@Vanderbilt.edu

SOCIAL MEDIA



Follow us @vu_sols

RESOURCES

- ❖ [Student Organizations, Leadership & Service](#)
- ❖ [Anchor Link Resources](#)
- ❖ [Student Handbook](#)
- ❖ [Student Services Fee](#) | [VSG Description of SSF](#)
- ❖ [Organization Best Practices](#)
- ❖ [Student Discrimination](#)
- ❖ [The Hub](#)