



START

STUDENT ORGANIZATION LEADER BASIC TRAINING

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 life-long learning, and engage in active citizenship.

SOLS TEAM



Kenzie Poston
Program Coordinator



Emma Dunccliffe
Program Coordinator



Michael Rahimzadeh
Graduate Assistant



Chad Jordan
Graduate Assistant



Wil De Los Santos
Program Manager



Roshaunda Ross-Orta
Assistant Director



DeAnte' Smith
Director

WHAT THIS TRAINING COVERS

- ❖ Organization Items
- ❖ Student Centers & Event Support
- ❖ Coaches
- ❖ Finances
- ❖ Travel
- ❖ Communication
- ❖ Resources

ORGANIZATION ITEMS

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

STUDENT ORGANIZATION REGISTRATION

- ❖ Required for groups to become or remain a **Registered Student Organization (RSO)**
- ❖ 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 a Coach/Adviser (graduate/professional groups)
- ❖ 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

If your organization plans to work with minors, 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, your group will be eligible to take on events with minors that require level 1 supervision.

❖ Supervision At Events

- Level 1: Staff from a third-party organization or parents/guardians will be present for the entire event
- 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

STUDENT CENTERS & EVENT SUPPORT

Best practices for reserving space and planning events for your organization

Sara Cope

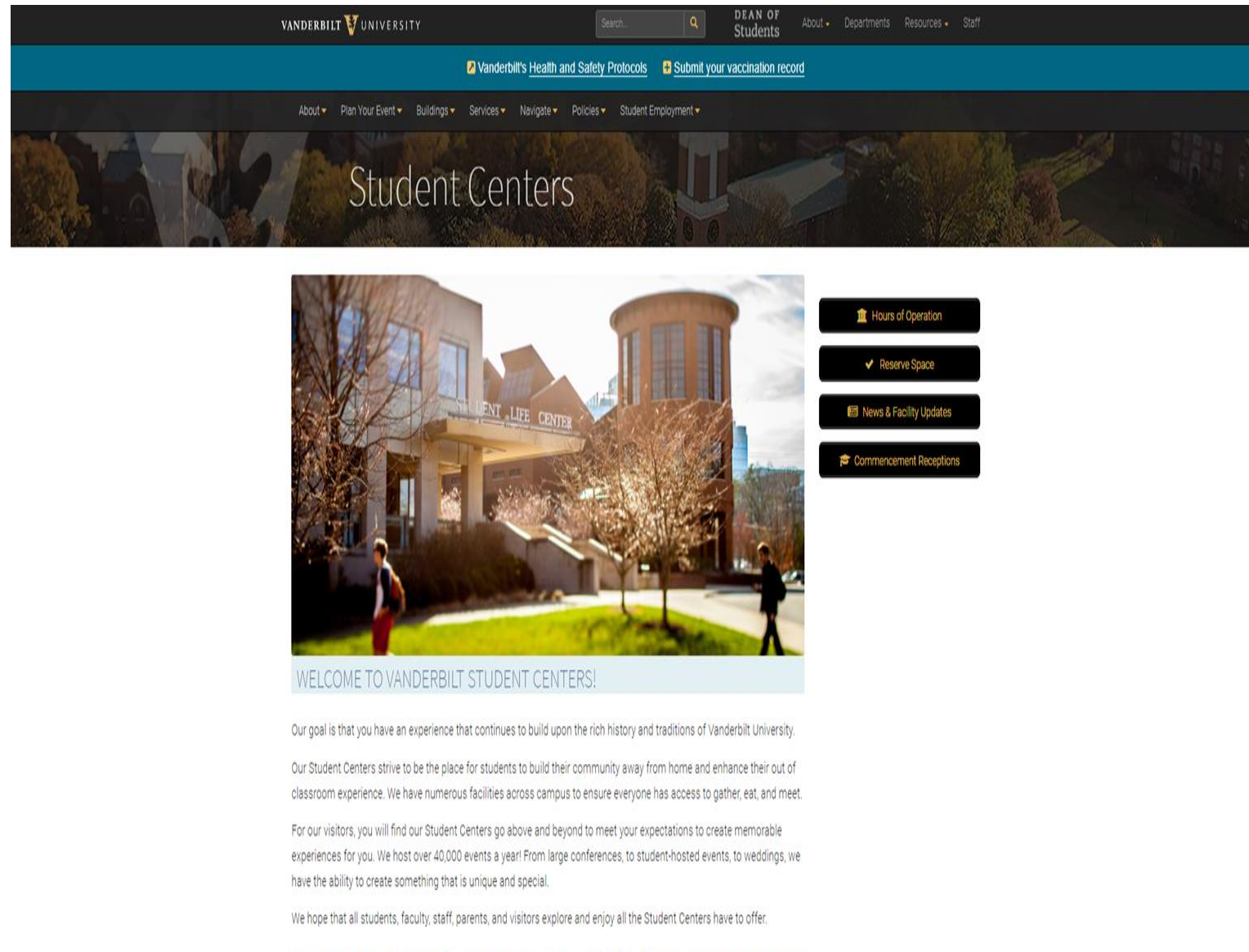
OVERVIEW

- Our Office
 - Staff & Spaces
 - Website
 - Plan Your Event
 - Reservation Guidelines
 - Rates
- Virtual EMS
 - Access (Anchor Link)
 - How to Create/Manage a Reservation
 - Booking Rules

LET'S MEET THE STAFF AND SPACES!



STUDENT CENTERS WEBSITE



- [Plan your event](#)

- [Reservation Guidelines](#)

- [Rates](#)

EMS WEB APPLICATION (AKA VIRTUAL EMS): GETTING ACCESS

- Anchor Link talks to EMS
- Anyone who wants to reserve space in EMS needs to be a visible officer on your org's Anchor Link page like this!

Officers

[VIEW FULL ROSTER](#)

TREASURER
Jacob Kim



COMMUNICATIONS CHAIR
Cody Kotake



SOCIAL CHAIR
Iris Lin



RECRUITMENT CHAIR
Anna Chang



PUBLICITY CHAIR
Christine Kim



PUBLICITY CHAIR
Erica Lin

EMS WEB APPLICATION - CREATING A RESERVATION

<https://emscampus.app.vanderbilt.edu/VirtualEMS/>

- Log in with your VUnet ID and password
- Browse by Location or Make a Reservation
- Click 'Book Now' next to the template you want to use
- Enter in your event details (including # of attendees - very important)
- To learn more about a space, click on the Room name/number hyperlink, and to book it, click the Green + sign, Add the Room, and then go to the Reservations Details Tab to enter the details.

TEMPLATES AND BOOKING RULES

- **E@V – Book a Classroom Events >24 Hours**
 - **Weekly meetings** in Academic spaces (Buttrick, Stevenson and Calhoun). *The room should be used As Is.*
- **E@V – Book a Meeting >24 hours**
 - **Weekly meetings** in Student Centers spaces. (Sarratt 114, Rand 308, etc.) *The room should be used As Is.*
- **E@V – Book a Meeting or Event >2 weeks**
 - **Singular meeting or event** in Student Centers spaces that may be larger in scale or have a special setup request (Alumni Hall, the Student Life Center, Sarratt Cinema). *These meetings or events can only be requested a minimum of 2 weeks in advance and up to one year in advance.]*
- **E@V – Book an Outdoor Space >4 weeks**
 - **Singular event** on one of the outdoor lawns. *These events can only be requested a minimum of 4 weeks in advance and up to one year in advance.*

WHAT HAPPENS NEXT?

- Response within 24 hours
- Web Request → Confirmed or maybe In Review
- Confirmation Email with any applicable charges
- Assigned an Event Manager

CURRENT COVID GUIDANCE FOR EVENTS

- Masks are still required indoors when not eating.
- **Current Food Policy:**
 - 1) For gatherings where the attendees will be limited to Vanderbilt faculty, staff, and students, individually packaged food and drink, individually plated or single-serve items, or a self-serve buffet monitored by staff (where attendees and staff monitors are masked) are allowed.
 - 2) For gatherings where the attendees will include visitors, individually packaged food and drink, individually plated or single-serve items, or a caterer/staff-served buffet (where attendees are masked and servers are masked and gloved) are allowed and seating capacity must be reduced to 75% of capacity for the space. Self-serve food & beverage options are not permitted at gatherings where the attendees will include visitors at this time.
 - 3) To read more, please click here: <https://www.vanderbilt.edu/coronavirus/faq/#hsp-campuslife>.
- Current Visitor Policy: All visitors coming to campus must wear a mask indoors, whether vaccinated or unvaccinated.
- Visitors are limited on which buildings they can access on campus. Please work with your event manager if you plan to have off-campus guests attend your meetings and events.

QUESTIONS?

- Contact Us!
 - Email: eventservices@vanderbilt.edu
 - Phone: 615-322-2448
 - Office: Rand 307
 - Open M-F; 8a-5p

COACHES

- ❖ What Is A Student Organization Coach
- ❖ Coach Responsibilities
- ❖ What Is An Organization Consultant?

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 all financial transactions
- ❖ 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

WHAT IS AN ORGANIZATION CONSULTANT?

The **Student Organization Consultant** is a “content expert,” focusing on supporting students as they develop programming and meaningful experiences around the mission and purpose of the organization.

They help student connect the mission subject to their activities as they organize their events that are designed to educated participants. These experts are usually Faculty members who are very knowledgeable in a specific area related to the student group and is able to provide guidance and the aesthetics of their programs.

Consultants will not be as involved in the logistical management of the student organization’s activities. They are not to work with the logistical management of their organization(s)’ mission. This responsibility fall under the organization’s coach.

FINANCES

IMPORTANT FINANCE TOPICS

- ❖ Key Finance Terms
- ❖ Viewing org Finances in Anchor Link
- ❖ Student Services Fee Funding
- ❖ Contingency Funding
- ❖ Student Org Purchasing
- ❖ Requesting Coach's Approval
- ❖ Prizes/Gifts
- ❖ Agreements & Contracts
- ❖ Reimbursement
- ❖ Deposits
- ❖ Merchandise & Apparel
- ❖ Marketplace
- ❖ Resources

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 were not able to apply for funds, or need 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.

How to charge a **student** organization:

Student Organizations are set up as a Project, and a POET string will be used

Student ORG/POET Segments

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 ID's), or search within Oracle

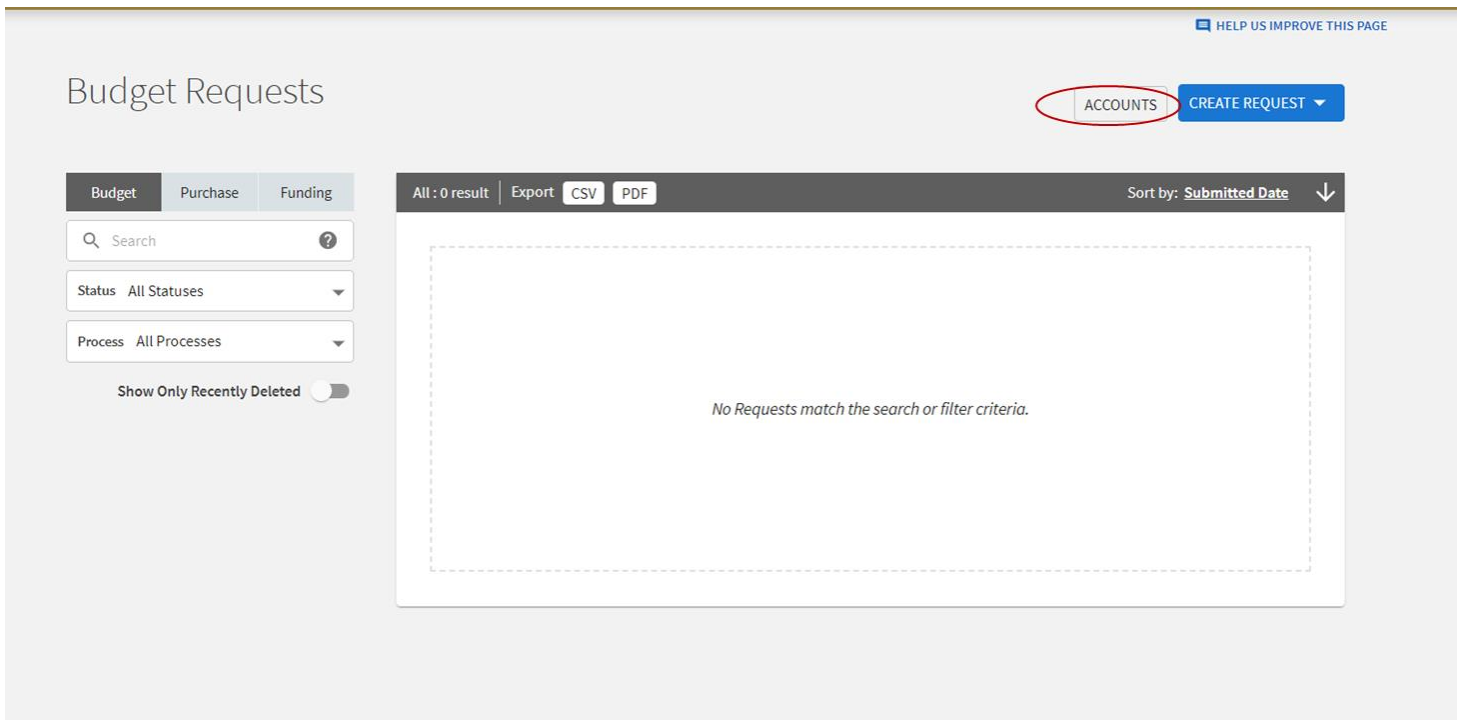
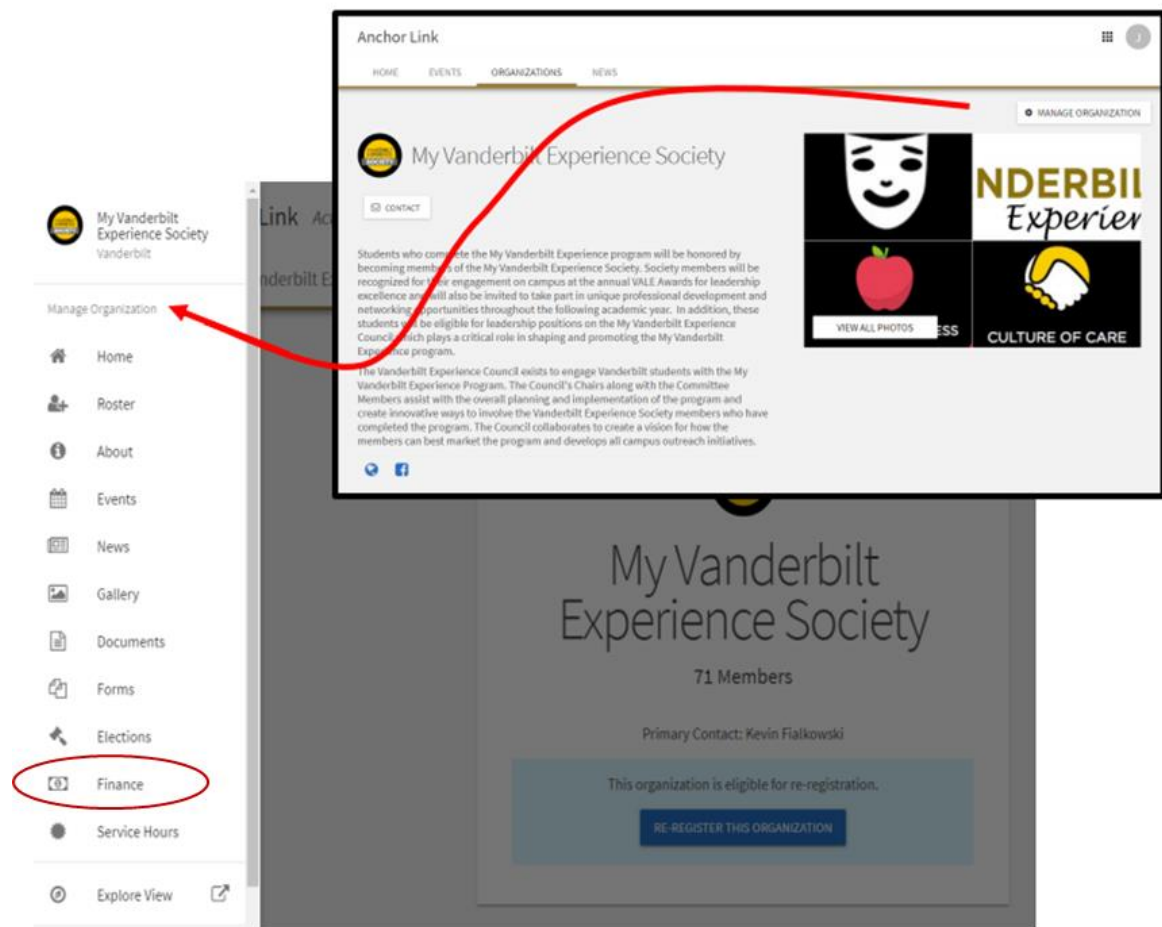
COA should map to: 300.10.30500.xxxx.071.000

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.
- ❖ **Student Org Purchase Request** – The process by which student groups work on financial transactions with 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



VIEWING ORG FINANCES IN ANCHOR LINK

Finance

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

External Account ID

Geology Club

81980

\$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	

STUDENT SERVICES FEE FUNDING

- ❖ Annual funding that is distributed to all Registered Student Organizations that apply for Student Services Fee Funding.
- ❖ Comes from a [Student Services Fee paid by students](#)
- ❖ Application process usually takes place in March.
- ❖ Funds are distributed by an undergraduate and graduate student led Student Services Fee Funding Committee.
 - Present application process and timeline during the spring;
 - Review the applications;
 - Interview org applicants;
 - Keep note of all financial adjustments made to the student groups;
 - Share and discuss proposed distribution with SOLS and Dean of Students;
 - Communicate distribution amounts with student organization leaders that applied.
- ❖ Funds will be reimbursed to organizations' account up to the amount to be received.

CONTINGENCY FUNDING

Reasons To Apply For Contingency Funds:

- ❖ A significant new event for which funding was not requested is being pursued
- ❖ Your organization was formed after the Student Services Fee allocation period
- ❖ Unforeseen expenses make significant events impossible without additional funding
- ❖ Other funding shortfalls to be evaluated on a case-by-case basis

How To Apply For Contingency Funding:

- ❖ Visit the Student Services Fee Anchor Link Page and complete the Contingency Fund Application: <https://anchorlink.vanderbilt.edu/organization/studentservicesfee>

STUDENT ORG PURCHASING

- ❖ **All purchase requests MUST be approved via email by your Student Organization Coach.** You will be required to attach the entire email thread to your Purchase Request form.
- ❖ **How to make a purchase:**
 - In person (P-Card) – Must reserve p-card at least two weeks in advance for pick up in Sarratt 310. For local in-person purchases only and not online purchases.
 - Online (One Card) – May be requested by completing [Purchase Request Form](#) two weeks in advance.
 - Merchandise and Apparel – To be ordered four weeks in advance through the Brand Engagement Office. Student must work with approved or licensed vendor only.
 - Payment to service providers - can be requested by completing the Purchase Request form two weeks in advance. New suppliers will receive an email with instructions on how to register as a supplier at Vanderbilt.
- ❖ With pre-approval from your organization's coach/advisor, you can submit an expense for reimbursement by using Oracle. This applies to purchases that are made by using personal funds.

STUDENT ORG PURCHASING

- ❖ Secure coach's approval via email before submitting a request to make a purchase
- ❖ A **P-Card** is a credit card that is checked out and used for in-person purchases. There are a limited number of cards available and a card is not guaranteed until you have received confirmation from the card trustee.
- ❖ A **One Card** is used for online purchases completed by a coach or staff member.
- ❖ A **Purchase Requisition** is used by a coach or staff member to purchase items through University approved suppliers;
- ❖ Please visit our [website](#) for more information on student organization requests
- ❖ **All** requests, regardless of purchase type, must be received 2 weeks in advance or they will be declined (this is two weeks prior to the purchase, not the event). Merchandise requires request 4 weeks in advance.
- ❖ **You must schedule an appointment to pick up/return a P-card**

REQUESTING COACH'S APPROVAL

Please send an email request to your coach and include the following information:

- ❖ Organization:
- ❖ Organization's Task Number:
- ❖ Reason for Purchase:
- ❖ Vendor Name(s):
- ❖ Estimated Cost:
- ❖ Student Services Fee Funds Provided:
- ❖ Funds Available in Org Account ([How to check for funds](#)):
- ❖ Form of Payment Requested:
 - In person (P-Card to be Checked Out)
 - Online Purchase
 - Merchandise and apparel order (Purchase Requisition for University approved supplier)
 - Reimbursement for items purchased
- ❖ Requested Date to Check Out P-Card or receive purchased items:
- ❖ If traveling outside of the Greater Nashville area, provide dates, location, and persons traveling ([Travel Policy](#)):

PRIZES/GIFTS

Purchases must be made by a Vanderbilt Employee using a OneCard. **Students may not** purchase gifts, prizes, or gift cards. **Students will NOT be eligible for reimbursement.**

Cash prizes are not allowed

Prizes and Gifts (tangible gifts – not gift cards):

Gifts and Prizes: defined as items given to select individuals; items given to all attendees/members with a value under \$75 are not considered gifts. The gift total value includes all items within the gift to one person at one time (IE: Gift Baskets)

- **Tangible Gifts Under \$75**

- Required for purchase:

- Approval of the groups' coach
 - Explanation for purchase of gifts
 - Number of recipients receiving gifts
 - a list of recipients is preferred if available
 - Coach approval email

PRIZES/GIFTS

Tangible Gifts Over\$75

Required for purchase:

- Approval of the groups' coach
 - Coach should obtain approval from DOS Finance for the gift above \$75
- Explanation for purchase of gifts
- Tax tracking spreadsheet filled out and attached
- Coach approval email

Gifts to Employees:

Gifts and Prizes awarded to Employees (staff and student employees) must be reported as additional income to the employee

Coach should obtain approval by providing documentation to DOS Finance

PRIZES/GIFTS

Gift Cards:

- ❖ The purchase of Gift Cards or Gift Certificates is **highly discouraged**.
- ❖ **Preapproval is required** for the purchase of all Gift Cards or Gift Certificates regardless of value from DOS Finance and Payment Card Office
 - Cash Advance Gift Card Request Form
 - Cash Advance Gift Card Tax Tracking Form
- ❖ Approved purchases must be made by a Vanderbilt Employee using a OneCard.
- ❖ Students may not purchase gifts, prizes, gift certificates or gift cards with personal funds. They will not be eligible for reimbursement.

DONATING TO NON-PROFIT ORGANIZATIONS

❖ You may not use Student Services Fee Funding to donate to charity. Raised funds may be used for charitable donations;

The Process To Donate To Desired Organization

1. The student org completes the Charitable Contribution Form;
2. The coach signs form, then the org emails it to Mindy Ireland (mindy.ireland@vanderbilt.edu) for the remaining signatures;
3. Once Mindy collects the signatures, she sends them back to the designated student;
4. They submit it to StuOrgPurchases@vanderbilt.edu for processing;
5. The charitable organization should be contacted by the student to let them know they may be asked to [create a supplier account](#) if one doesn't already exist. This step can be completed at any time during the process.

MERCHANDISE & APPAREL

Office of Brand Engagement & Governance (BE&G)

- ❖ All merchandise orders require approval from the Office of Brand Engagement and Governance
 - Approved purchases will be issued a MOR number via email. The MOR number is required to make the purchase.
- ❖ Merchandise is defined as apparel, promotional products, and awards
- ❖ Student organizations can spend up to 10% and no more than \$1000 of their Student Services Fee allocation on internal expenses, such as retreats, t-shirts for members or other similar items
- ❖ Purchase of merchandise and apparel also require Coach's approval before requesting the purchase.
- ❖ Questions: Contact brandengagement@vanderbilt.edu



MERCHANDISE & APPAREL

Step One

Get a quote from one of our [licensed vendors](#)

After deciding on what is to be printed, please provide the following information to the licensed vendor so they can provide you with a proper quote:

- ❖ Department/Organization name
- ❖ Contact information
- ❖ When you need the product by
- ❖ Budget
- ❖ What products you're interested in
- ❖ Provide information on what you want on the product
- ❖ Indicate use of the product:
 - Internal Use/Promotional Giveaways
 - Purchase for Resale (Requires prior approval from Coach)



MERCHANDISE & APPAREL

Step Two

Complete the Merchandise Order Request (MOR) Form

- ❖ Complete the Merchandise Order Request (MOR) Form at a **minimum of four weeks before the desired date** of use to allow for necessary approvals, vendor production, and shipment
- ❖ If your Coach has the ability to make requisitions and is working with you on your order, please make sure to provide them with the MOR#.



MERCHANDISE & APPAREL

Step Three

Contact the [Licensed Vanderbilt Vendor](#) to Design and Place Your Order

- ❖ The Office of Brand Engagement and Governance will review the information provided on the Merchandise Order Request form and reply to you and the licensed vendor with an approval and a MOR#. When the Office of Brand Engagement and Governance approves your Merchandise Order Request, the licensed vendor will send you the final quote with the MOR# listed.
- ❖ Once you have received an MOR # you can complete the [Purchase Request Form](#). This will allow a Procurement Requester to request a Purchase Order number on your behalf. The Purchase Order number will trigger creation and shipping of your merchandise.
- ❖ Policy requires that suppliers be paid by purchase order (PO).
- ❖ Please visit our [website](#) for more detailed information.



AGREEMENTS & CONTRACTS

- ❖ **Under \$5K – a contract is not required, unless catering**
 - Establish an agreement of terms via email
 - ☐ Who
 - ☐ What
 - ☐ Where
 - ☐ Why
- ❖ **Contracts are reviewed and signed by the Procurement office and then by Dean Black**
 - ❖ Students and Coaches are not allowed to sign contracts on behalf of the University or your Student Organization
 - Email: PurchasingServices@vanderbilt.edu
 - After Purchasing has signed, forward to Mindy Ireland (mindy.ireland@vanderbilt.edu) for Dean Black's signature
 - After all signatures have been collected the contract will be returned to you. At this time you can submit it to StuOrgPurchases@vanderbilt.edu
- ❖ Best practice: allow **6 weeks of lead time** for contract review and vendor set-up. Encourage student orgs to start as early as possible!
- ❖ New vendors need to be set up
- ❖ Work with a Procurement Requestor StuOrgPurchases@vanderbilt.edu to set up the vendor and create the requisition before the work/event is completed. Notify the vendor that they will receive an email from a Procurement Requester instructing them on how to set up their vendor account in our system.
- ❖ **Speakers and performing artists visiting campus:**
 - Fees paid should be all-inclusive including travel and hotel in total contract price. The visitor should book their own travel at their own expense.
- ❖ More information: <https://finance.vanderbilt.edu/purchasingandpaymentservices/purchasingervices>

REIMBURSEMENT

- ❖ [Instructions on completing a reimbursement report in Oracle Cloud may be found here.](#)
- ❖ You will need to know your organization's COA/POET string and task number in order to complete the report.
 - COA string is: 300.10.30500.XXXX.071.000.000.0.0.
 - The 'XXXX' is a place holder for the account number, each expense will default to a different expense account.
 - POET information:
 - Project ID: SO_280200
 - Task Number: Unique to each organization
 - Expenditure Organization: 30500 -Student Organizations and Leadership
- ❖ [Your task number is in the finance section of the student org Anchor Link page.](#) It will be listed as the “**External Account ID**”.
- ❖ The Financial Unit Manager will review the Request for Reimbursement and approve or return based on the information received. If returned, please look for comments with corrections needed for the report outlined in the email generated from Oracle.

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.



TRAVEL

- ❖ Domestic/Metro-Nashville/International
- ❖ Important Reminders
- ❖ Domestic Travel Process Overview
- ❖ Intent to Travel Worksheet
- ❖ Coach Approval
- ❖ Travel Purchase Request Form

DOMESTIC / METRO-NASHVILLE / INTERNATIONAL

- This document outlines Dean of Students domestic travel processes for Registered Student Organizations both in and outside of Davidson County, TN.
- **There is a separate process for international travel.** Students will work with their Coach and the [Office of Global Safety](#) to complete the required steps for international travel.
- Student organizations should contact Tandra.Martin@vanderbilt.edu to begin the process for planning international travel.
- Student should begin making plans to travel internationally **3-6 months** in advance of the intended travel.

IMPORTANT REMINDERS

- These processes are subject to change at any time.
- DOS Administrative Staff or Organization Coaches may deny requests if arrangements are not feasible or able to be completed in a timely manner.
- **Please allow for 2 weeks before travel for Metro-Nashville travel and 4-6 weeks for other domestic travel.**

DOMESTIC TRAVEL PROCESS OVERVIEW

This process should be completed if your event/travel is registered in Anchorlink and/or university funding is being utilized.

1. Student leader informs DOS staff member or Coach of needs to travel
2. Student leader completes the *Intent to Travel Worksheet* and *Domestic iRisk Management Packet* on behalf of organization
3. Coach approves or denies travel plans via email to student leader
4. If purchasing is necessary, student submits *Travel Purchase Request Form* on Anchorlink (including Coach approval)
5. DOS reviews *Travel Purchase Request Form*
6. DOS assists in booking travel and the Driver Authorization Process and communicates with student leader
7. Coach ensures student organization has everything they need prior to traveling

INTENT TO TRAVEL WORKSHEET

- The Intent to Travel Worksheet asks students to think through their travel plans.
- Students will be asked to consider the following:
 - Availability of funds
 - International vs. Metro-Nashville vs. Domestic
 - Explanation of Travel
 - Traveler information
 - Emergency contacts
 - Method of travel
 - Form of lodging
 - Estimated cost for travel and lodging
 - Any needed accommodations

COACH APPROVAL

- Students should provide the completed Intent to Travel Worksheet and necessary documents to their Coach
- The Coach will send an approval/denial email
- Student leader will include coach approval in their request
- Students should receive Coach Approval (and complete the Travel Purchase Request Form) **no later than 4-6 weeks prior to travel** on Anchorlink to indicate their need for transportation, hotel reservations, etc.
- ***If the request for travel is not submitted in a timely manner, Coaches and/or DOS Central may deny the request.**

TRAVEL PURCHASE REQUEST FORM

- After submitting their Intent to Travel worksheet and receiving Coach approval, students in need of lodging, transportation, Lyft program, or accommodations should complete the *Travel Purchase Request Form* on Anchorlink.
 - If students are not in need of lodging, transportation, or other accommodations that require payment, they do not need to submit the *Travel Purchase Request Form*.
- While a student representative/leader will complete this form, DOS Central will request individual traveler information and assist with Driver Authorization process as needed.

COMMUNICATION

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

ANCHOR LINK LEADERS LISTSERV

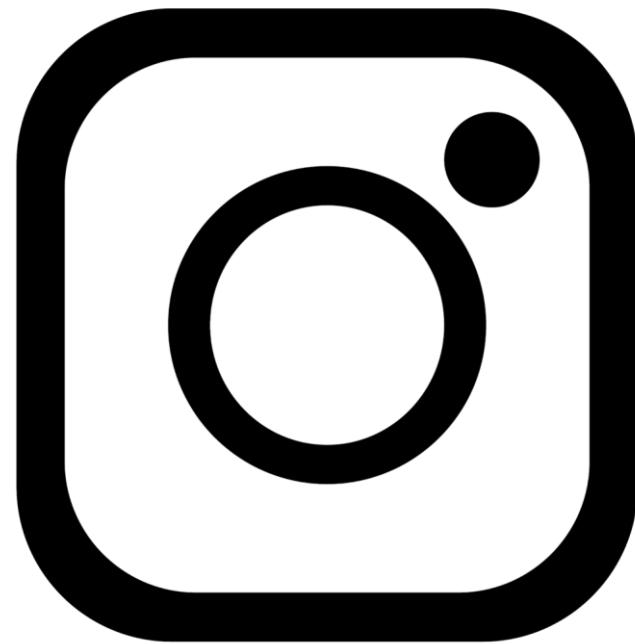
- ❖ Student Organization Leaders are added to this listserv after the student organization registration period
- ❖ Student development opportunities, awards, and various information relating to student organizations is relayed through this listserv
- ❖ Used to share weekly newsletter with student leaders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



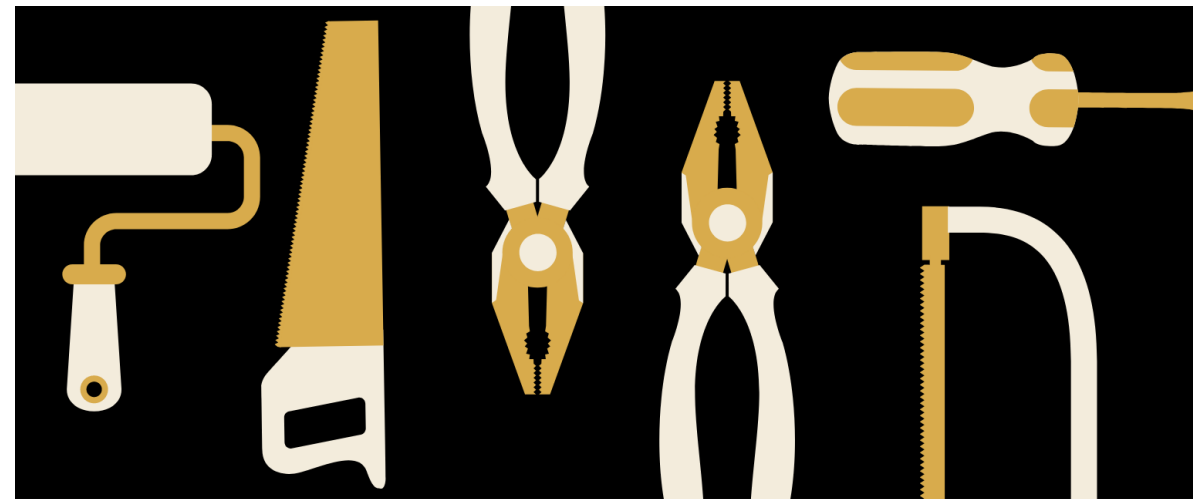
STUDENT ORGANIZATIONS WEEKLY NEWSLETTER

- ❖ 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, 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 studentorganizations@Vanderbilt.edu

SOCIAL MEDIA



Follow us @vu_sols



Spring 2022

LeaDOREship Toolbox Series

What good is a toolbox without the right tools? Join us throughout the month of February at the LeaDOREship Toolbox Series, where you'll cultivate the tools you need to be a successful leader!

February 2 | eVALUEating Your Motivation: Using Values to Define Your Life

February 9 | The Power of Prioritization and Defining What's Important

February 16 | Navigating Communicating

February 23 | The 3 C's: Conflict, Challenging, and Confronting

All sessions will be from 4:00pm to 5:00pm in Sarratt 189*

Please RSVP in advance on the Student Organizations, Leadership, and Service Anchor Link page.
Those who RSVP in advance will receive dinner!

**While we plan for all sessions to be in-person,
please check each Anchor Link event prior to your chosen session(s) to confirm.*

The Office of Student Organizations, Leadership, and Service

RESOURCES

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