



**Office of Campus
Activities**
Division of Student Life



TO: Student Organization Presidents

CC: Student Organization Treasurers
Student Organization Advisors

FROM: Richard Kopp, Associate Director
Ed Kovacs, Director
Phi Nguyen, Associate Director

DATE: October 13, 2011

RE: OCA Memo/Updates for Student Organizations

The purpose of the OCA Memo is to provide you, as student organization officers and leaders, important information related to the success of your group. Pay close attention to the contents and updates enclosed, as you and your group will be held accountable for the information. Please also share this document with members of your organization.

The table of contents below and links contained throughout the document will best help you navigate through the OCA Memo. If you have any questions or suggestions on how we can continue to improve the presentation of this information, please contact us at askoca@drexel.edu.

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2011-2012 Student Organization Recognition

Student organization recognition is underway. Groups should be aware of the related [parameters](#) and [steps](#) to complete the process. **Recognition will be open until Friday, November 4, 2011** – organizations will be unable to conduct business, spend funds, and reserve space without becoming fully recognized. Additionally, groups will be removed from the directory should they fail to complete all requirements.

[Recognition](#) requires submission of the CollegiateLink form (which can be found on your group's CollegiateLink page); completion of [Student Organization Orientation Training \(SOOT\)](#) by the president, vice president (or second-in-command designee), and treasurer; and having your full-time faculty/staff advisor submit a [CollegiateLink form](#) verifying their role.

The [Undergraduate Student Government Association \(USGA\)](#) is part of the process and is currently reviewing applications. Thank you for your patience. Organizations will be permitted to do business as long as they have made a concerted effort to complete the necessary requirements and trainings. Groups can check their recognition status by following the instructions [HERE](#).

2012 Alternative Spring Break (ASB)

Are you passionate about organizing a trip for the 2012 Alternative Spring Break (ASB) program? Does your student organization annually sponsor a trip? Did you previously participate in a trip, but now are looking to take on a greater role?

If you answered "yes!" to any of these questions, we'd like to encourage you to complete our trip formation survey. It is the first step in organizing an ASB trip and your opportunity to impact the lives of your peers, while also positively affecting communities locally and nationally. ASB will be held March 24-April 1, 2012.

OCA is collecting interest from students and organizations who desire to sponsor trip. To submit a trip proposal, [complete this form](#). The interest form is due Friday, October 21, 2011. Additional information can be found on the [ASB website](#). Should you have any questions, please do not hesitate to contact Ed Kovacs, Director of Campus Activities, at eck35@drexel.edu.

CollegiateLink: Assigning Officer Positions / Event Management & Promotion

[CollegiateLink](#) allows groups to create a Facebook-type webpage where mission and goals, pictures, documents, and rosters can be uploaded, and it provides a mechanism to recruit new members. [Click here](#) for a comprehensive resource guide to managing and updating your organization's CollegiateLink website.

Further, CollegiateLink has a bulletin board and events calendar that provides a wonderful opportunity to promote activities, meetings, fundraisers, and service projects. Events can only be created by student leaders associated with an organization. You can set the audience and an event RSVP during the event creation process. [Click here](#) for a how-to guide to create and promote organization events in CollegiateLink.

Additionally, it is important that student organizations update officer status. On the left-hand menu under roster, click “manage roster”. Within the roster, click “edit positions” and you can assign leadership positions. Leadership positions must be up-to-date and when transitions occur, make these changes immediately. Further, under the “manage positions” link, you can edit and add positions unique to your organization. [Click here](#) for a step-by-step guide on how to effectively update organization officers in CollegiateLink.

New Policies & Procedures Manual

OCA has created an encompassing policies and procedures manual that will serve as a one-stop resource for everything related to student organization management, event planning, publicity, finances, food and catering, space allocation, etc. The manual is set to go live soon and will appear on the OCA website [HERE](#).

Contracts (including updates for non-paid speakers)

Any event where an outside entity (vendor, speaker, disc jockey, inflatable games, sound systems, food donations, etc.) is arranged, [contracts must be executed](#). Contracts formalize the agreement and outline expectations between Drexel University, on behalf of the student organization, and the contracted party. In order to begin the contract process, organizations must submit a “request for contract” via [CollegiateLink](#) or [hard copy form](#) **four (4) weeks in advance of the program**. Failure to do so will jeopardize the event. Students are not permitted to sign contracts and if done, the student becomes personally liable for all expectations (including financials) in the contract. Contract request forms should be directed to Casey Sharkey, Coordinator for Campus Engagement, in the SAFAC Office at pcs44@drexel.edu.

Even when a speaker or panelists are not being paid, a “confirmation e-mail” must be completed. In order to facilitate this confirmation, e-mail [Casey Sharkey](#) with the following information:

Speaker/Panelist Name & E-mail Address
Sponsoring Student Organization & Contact Person (with e-mail address)
Room/Space Confirmation Number & Location of Event
Name of Event
Day & Date of Event
Start Time for Speaker/Panelist

Failure to provide this information thoroughly and completely will delay event approval and potentially jeopardize the event. Contracts are managed/processed via the [Student Activity Fee Allocation Committee](#).

Liability Release Waivers

Student organizations have a responsibility to host events which reflect the interests of Drexel students. That being said, events which create risk to student health and increase the potential of injury require participants to sign a waiver releasing the University and its employees, and the organization from liability. Groups sponsoring high-risk activities should contact OCA immediately in order to secure waivers. All participants must sign the waiver prior to trip departure and completed waivers must be returned to OCA. The University reserves final right to approve or deny high-risk activities.

CEO LEAD: Rebranding OCA's Leadership Program

CEO LEAD, Creating Experiential Opportunities for Leadership Education and Development, Drexel's hallmark leadership development program, is expanding and rebranding in 2011-2012. Stay connected to CEO LEAD:

NEW CEO LEAD on Facebook: <http://www.facebook.com/DrexelCEOLEAD>

NEW CEO LEAD on Twitter: <http://www.twitter.com/DrexelCEOLEAD>

NEW CEO LEAD on YouTube: <http://www.youtube.com/DrexelCEOLEAD>

NEW CEO LEAD on CollegiateLink: <https://drexel.collegiatelink.net/organization/CEOLEAD>

NEW CEO LEAD on LinkedIn: http://www.linkedin.com/groups/Drexel-Universitys-CEO-LEAD-Program-4129124?gid=4129124&goback=%2Egmp_4129124&trk=NUS_UNIU-ngroup

Join the CEO LEAD listserv and receive e-mail announcements about workshops, schedule changes, additional opportunities, and other information about the CEO LEAD program: http://drexel.edu/oca/l/ceo_listserv.asp. CEO LEAD will be based on the theory of the [Social Change Model](#) and consist of two parts: the typical workshop series and a shared classroom experience. For workshops, visit www.drexel.edu/oca/l/Fall2011.asp.

Movie Screening Policies & NEW Submission Form

There are very specific policies regarding student organizations to have the rights to show a film in a public setting on behalf of their student group. In order to show any movie, your organization must obtain the copyrights or abide by the aspects of the federal copyright laws. Not obtaining copyright is a violation of federal copyright law. Movies and films purchased or rented from stores are for home/private viewing only. If you, as an individual student, are watching a movie and want 100 of your closest friends to watch it with you, you are permitted to show it by renting the movie (as an individual). Yet, if you are hosting an event on behalf of your Drexel student organization, this becomes a public viewing that Drexel University is sponsoring and for permission to do so, requires the student organization to follow the procedures outlined below.

Three (3) ways for a Drexel University student organization to show a movie:

1. Your organization obtains direct, written permission from the individual or company that owns the film rights to offer a public showing at Drexel University.
2. Your organization purchases the rights to show a film.
3. Your organization hosts an educational lecture accompanying the film.

*When your student organization desires to host a movie screening on campus, the OCA Movie Form must be completed and submitted via CollegiateLink a minimum of two (2) weeks prior to booking your event with Event Services. **Want to show a movie on campus? Submit the NEW OCA Movie Form via CollegiateLink:*** <https://drexel.collegiatelink.net/form/start/4347>.

Service Rates

Student organizations should be mindful of the FY2012 hourly rates for services. Drexel University's fiscal year runs from July 1st 2011 through June 30th 2012. Rates can be found [HERE](#) for University City and Center City.

Alumni Association Grants Available for Student Organizations

The Drexel University Alumni Association is accepting requests from recognized student organizations for grants to support events and programs. The Alumni Association Grants Program provides recognized student organizations with financial support of up-to \$2,000 in order to help carry out goals and initiatives by

supporting events and activities that increase interaction between students and alumni, enhance the student experience, promote tradition and support academic excellence.

The deadline to submit fall term funding proposals for consideration by the Grants Committee is 5:00pm on **Friday, October 21, 2011**. Please note that requests must be for events or programs that will be held two or more months after the deadline. Organization leaders are encouraged to visit www.drexel.edu/alumni/grants for more information and for application instructions, including a "tip sheet" for completing your application and guidelines for submission. Should you have any questions, contact Jeff Spence at jbs23@drexel.edu.

D.U.S.T. Grant

The Student Activity Fee Allocation Committee (SAFAC) has allocated \$3,800 for 2011-2012 to be distributed to recognized student organizations by the Office of Campus Activities (OCA) to subsidize Drexel University Student Technicians (D.U.S.T.) expenses.

To be eligible to receive a [D.U.S.T. Grant](#), the event must meet all the following criteria:

1. Your organization must be [fully recognized](#) by OCA - to check your organization's status, click [HERE](#)
2. The event must be open to all students at Drexel University, University City campus
3. D.U.S.T. expenses for the event are not being paid for or subsidized by administrative offices or college departments
4. The event did not qualify for the free check-out systems offered through D.U.S.T. or Instructional Media Services (IMS)
5. Have a confirmed reservation number through the Event Services Office
6. Submit [this completed application](#) via CollegiateLink at least one (1) week prior to the event

D.U.S.T. Grant Award Levels:

- D.U.S.T. Expenses \$0-\$199 = \$0 Grant eligible
- D.U.S.T. Expenses \$200-\$399 = up-to \$100 Grant eligible
- D.U.S.T. Expenses \$400-\$699 = up-to \$200 Grant eligible
- D.U.S.T. Expenses \$700+ = up-to \$300 Grant eligible

For questions, e-mail OCA at askOCA@drexel.edu. D.U.S.T. Grants are awarded after the event.

Online Reservations System

The Event and Conference Services Office is excited to announce the debut of the new, online Virtual Campus Reservation System. The system will allow student organizations to check availability of general purpose event venues and conference rooms reserved through the Event & Conference Services online.

The Virtual Campus Reservation system brings the convenience of checking certain spaces on the University City campus of Drexel University with fully interactive, real-time access to scheduling information online. Registered users have the power to browse availability for various locations from any computer. The reservation process will be more streamlined, offering planners a one-stop-shop for viewing room images and capacities based on event types and requesting audio visual support from Drexel University Student Technicians (D.U.S.T.). Users will be able to check the status of their request, as well as review all past submissions at any time. Stay tuned for new dates on upcoming training workshops. For questions, contact the Event & Conference Services Office at reservations@drexel.edu.

CollegiateLink Text Messaging Survey

CollegiateLink, our online student organization management system, has the capability of text messaging. This would permit student organizations to text members who self-select into the service, without divulging their personal information and phone numbers. Texting would allow designated student organization officers the opportunity to text members instantaneously regarding event and meeting updates, as well as general reminders. In order to gauge usage and interest, we have created the following short survey (www.surveymonkey.com/s/CollegiateLinkTEXTMSG) that we ask student organization leaders to complete by October 21, 2011 at 5pm. Because there is a cost associated that SAFAC may be willing to absorb, we want to ensure that the CollegiateLink text messaging feature is a service of interest to student groups.

Banners in the Armory

In an effort to make the Armory not only an athletic facility, but also a social one, the [Office of Campus Engagement \(OCE\)](#), OCA, [Recreational Athletics](#), and student organizers propose an opportunity for all student organizations to design a banner to show school spirit and create awareness on campus. Banners would be printed on 4'x7' vinyl as a permanent installation in the Armory. Student organizations will have creative freedom in the design, but must be approved by OCA. The cost to each organization would be \$70-\$100, depending on how many groups participate. Student organizations should indicate their interest by e-mailing Dan Simmons, Associate Athletic Director for Recreation, at recathletics@drexel.edu – this will allow us to gauge interest and move forward with details.

Drexel Digest is No More

Changes have been made to the ways in which student organizations can promote events. The *Drexel Digest* has been replaced by a [University Events Calendar](#), which has a variety of easy-to-use features and provides University-wide exposure for events. The submission form can be found [here](#). Student organizations should populate all events into the Events Calendar.

In addition, *DrexelNow*, a new online publication, has been launched. It features real-time news and feature stories for the Drexel community, links to Drexel's social media outlets, arts and athletics schedules, and a feed from the Events Calendar. Once a week, students will receive an e-mail version of *DrexelNow* that features the best content from the site, as well as selected news, announcements, and events.

For general questions about *DrexelNow* or the Events Calendar, contact now.editor@drexel.edu. For technical questions, e-mail websupport@drexel.edu.

Star Leader, Organization, and Professional Awards Nominations

Student organizations have been busy and **we want to honor and recognize you!** OCA believes our leaders, organizations, and professionals should be highlighted in the Drexel community on a term basis. [Nominations are currently being accepted for the summer 2011 term.](#) Click [here](#) for nomination forms.

Facebook Group for Accepted New Students

The Office of Admissions is utilizing Facebook to promote student life to accepted freshman students. We are looking for pictures or videos from organizations that publicize student life on campus. Accepted students are invited to the group to meet their peers, learn about Drexel, and to get excited about joining our campus community. This is a unique opportunity to begin promoting your organization to new students before they

set foot on campus. Send any submissions to freadm@drexel.edu. With your pictures or video, please include a short description of the event or media features. The Facebook group is open throughout the academic year and submissions are welcomed and encouraged year-round.

Learn More, Serve More Volunteer Fair TODAY!

In celebration of service and our commitment to social justice, we invite you to join us in Center City to explore various volunteer opportunities within the community. The event will take place TODAY (Thursday, October 13) from 12:30-2:30 pm, Klahr & Geary Lobbies, New College Building. Collect 3 stickers from any of the non-profit organizations and help yourself to free lunch! Questions? E-mail: studentevents@drexel.edu.

CAA Blood Drive Challenge

Contribute to the 10th Annual CAA Blood Drive Challenge to be held on Thursday, October 20. To donate, visit: www.drexel.edu/giveblood. Or volunteer by e-mailing bmt42@drexel.edu (volunteers will be required to attend one training session on October 12, 13, and 18 at 7:00pm or 8:00pm).

Help Drexel surpass last year's total of 1045 pints collected and win the CAA Challenge for the 5th year in a row! The Red Cross will be collecting blood at the University City Main Campus, Center City Hahnemann Campus, and Sacramento Campus. **In 2010, the Drexel Dragons beat arch rival University of Delaware Blue Hens and matched their 5-year winning record! YOU can make a difference in helping save someone's life and at the same time help Drexel win the CAA Blood Challenge.**

Senior Yearbook Photos

Attention 2012 seniors: Senior portraits for the Class of 2012 will be taken October 31 (9am-5pm), November 1 (9am-5pm), November 2 (9am-8pm) and November 3 (9am-8pm) in MacAlister Hall room 3012 (33rd and Chestnut Streets). Students must schedule their appointments now by logging onto Herff Jones' 24-hour scheduling site, <http://www.ouryear.com> and entering school code 87172. Students can also call 1-800-687-9327 during normal business hours, to schedule an appointment. When scheduling an appointment, students will receive complete details on how to prepare for their portrait sitting and other pertinent information. Additional opportunities for students who are unable to have their photos taken now will be held throughout the 2011-12 academic year and all students who sit for a senior portrait will receive a copy of the 2012 *Lexerd* yearbook. For more information about portraits, contact Mike Durinzi at medurinzi@herffjones.com or for more information about the *Lexerd*, contact Natalie Shaak at 215-571-3575 or nds37@drexel.edu.

Discounts at the Wachovia Complex/Wells Fargo Center

Take advantage of Drexel's partnership with the Wells Fargo Center with exclusive deals on most events at the Wells Fargo Center. Visit www.wellsfargocenterphilly.com/discount and enter promo code 719DREXEL to receive discounted offers on upcoming events. Don't see the event you're looking for? For other discounts or for questions, contact Angela Deeb at ADeeb@comcast-spectacor.com.

the Good Idea Fund presents "Staging Hope: Acts of Peace in Northern Uganda"

Come join the Good Idea Fund on Wednesday, October 26 at 7pm in Stein Auditorium (Nesbitt Hall Room 111) as they proudly welcome *The West Wing* actress and award-winning filmmaker, Melissa Fitzgerald, for a vivid multi-media presentation to help increase awareness about the 25-year rebel war in northern Uganda. Light food and refreshments will be served. For more details, visit <http://www.drexel.edu/safac/thegoodideafund>.