



**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: September 16, 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 currently 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.

[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 forming a team to review 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.

Activities Unlimited

The bi-annual Activities Unlimited student organization fair will be held on Wednesday, September 21 from 4:30pm-6:30pm on Lancaster Walk (rain date will be Wednesday, September 28). The [CollegiateLink form](#) is currently open until **Monday, September 19 at 5pm**. Tables are available on a first-come, first-served basis.

Activities Unlimited is a hallmark event of Welcome Back Week and is a great way for student organizations to recruit new members and promote themselves. Student organizations must be [fully recognized](#) to participate.

Welcome Back Week

[Fall Welcome Back Week](#) will take place Monday, September 19 through Sunday, September 25. Student organizations sponsoring events open to the student body are encouraged to include these programs in the master calendar. Student organizations should e-mail Ed Kovacs at eck35@drexel.edu to discuss events and the calendar.

2010-2011 Student Leader Survey

For students who served in student organization leadership roles in 2010-2011, the Office of Campus Activities (OCA) has created a survey soliciting insights and feedback related to their experience. The survey can be found [HERE](#) and provides an opportunity to improve the services available, as well as gather thoughts and perspectives. Responses will be used to better OCA, our campus partners, your student organization, and student leadership. The [survey](#) is based on student leader experiences throughout 2010-2011. We ask that

students complete the survey with deep thought – comments, recommendations, and insights will help shape student engagement for years to come.

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.

Student Organization Officer Transition

OCA seeks to help all student organizations effectively transition the leadership of their group to other students. We encourage all students to utilize our [resources](#) for tips on how to successfully transition leaders to be an effective and visible student organization. In addition, we recommend student leaders visit our [Virtual Leadership Library's Tip Sheets](#) for a variety of additional worksheets and downloadable resources for effective officer transition.

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 at the start of the fall term 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.

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 slcontracts@drexel.edu 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 overall event. Contracts are managed and processed via the [Student Activity Fee Allocation Committee \(SAFAC\)](#). For assistance, click [here](#) to view a helpful [Contract Training Video](#).

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 in 2011-2012. Stay connected to CEO LEAD:

CEO on Facebook: <http://www.facebook.com/DrexelCEO>

CEO on Twitter: <http://twitter.com/DrexelCEO>

CEO on LinkedIn: http://www.linkedin.com/groups?about=&gid=2386830&trk=anet_ug_grpro

CEO on YouTube: <http://www.youtube.com/DrexelCEO>

CEO Blog - Student Leader Forum: <http://leaders.lefora.com/>

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.

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.

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

University Communications will replace the *Drexel Digest* with a University-wide events calendar as a new resource for campus events. The calendar is easy to use and can be found on Drexel's home page at drexel.edu or directly at drexel.edu/events.

The University Events Calendar will be populated with upcoming events submitted by student organizations and professional staff and faculty who want to promote lectures, conferences, performing arts, meetings, exhibitions, cultural activities, deadlines and more. Individuals who are used to sending event information to the *Drexel Digest* will find the new events calendar user-friendly and more appropriate for promoting events.

Anyone in the Drexel community may submit an event and it will go live to the site once it is reviewed and approved by the appropriate office/school administrator. University Communications will also launch *DrexelNow*, a new online publication and website that will be the hub for all campus news and announcements, links to social media and the new University Events Calendar, and regularly refreshed feature stories about the Drexel community.

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.

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.

5K Run / 1K Fun Walk

Come out Saturday, September 24th and run/walk to celebrate the 20th anniversary of the Jeanne Clery Act! This event helps to raise awareness of campus safety and supports Security On Campus, Inc.'s mission and vision to keep students safer and more informed. Click [HERE](#) for more information or to register.

Volunteer for the Rock 'n' Roll Half Marathon

The Rock 'n' Roll Philadelphia™ Half Marathon is rockin' through your neighborhood September 15-18. Nearly 18,000 runners will race to the finish, but they won't be the only ones out on the streets of Philly. Rock 'n' Roll Philadelphia also features live bands playing every mile, hundreds of cheerleaders along the route, and a finish line headliner concert. It's a 13.1 mile block party!

Volunteering for the race crew means you will not only be supporting thousands of aspiring runners and walkers, but also the community of Philadelphia. We need your help to make this event spectacular, and with over 1,000 race crew volunteer positions available, there is a spot for everyone, including teams, corporate groups, or just friends and family. For more information, click [HERE](#).