



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



TO: Student Organization Presidents

CC: Student Organization Treasurers
Student Organization Advisors

FROM: Jill Buckley, Administrative Assistant
Richard Kopp, Associate Director
Ed Kovacs, Director
Phi Nguyen, Associate Director

DATE: January 7, 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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Student Organization Recognition Requirements & Status

Returning and new student organizations are expected to [complete official recognition](#) by **Friday, February 4**. Groups that fail to complete this process WILL be removed from the roster of organizations, have future meetings/events cancelled, and will be ineligible for SAFAC funding during the annual allocation process. Official, completed recognition includes advisor confirmation, [SOOT training](#) (president and 2 members), an inclusive and well-written constitution, and a unique mission (from other recognized groups) which supports the goals and purpose of Drexel University.

Student organizations failing to complete official recognition by **Friday, February 4** will have their status within CollegiateLink moved to “inactive” and upon re-recognition for 2011-2012, will need to start from scratch.

Groups may find their [current recognition status via CollegiateLink](#). Organizations that believe they have completed requirements may e-mail us at askOCA@drexel.edu.

CollegiateLink & Assigning Officer Positions

[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. Further, CollegiateLink has a bulletin board and events calendar that provides a wonderful opportunity to promote activities, meetings, fundraisers, and service projects. [Click here](#) for a comprehensive resource guide to managing and updating your organization’s website.

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 positions. It is important that leadership positions are up-to-date and when transitions occur, please make these changes immediately. Further, under the “manage positions” link, you can edit and add positions unique to your organization.

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 the '[Request for Contract](#)' 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 is 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 still be completed. In order to facilitate this confirmation, please e-mail askOCA@drexel.edu with the following information:

Speaker/Panelist Name & E-mail Address
Sponsoring Student Organization & Contact Person
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 overall event.

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.

Creating Excellent Organizations (CEO) Update

Drexel's hallmark leadership development program, CEO, is ongoing with [2-3 programs and workshops planned per week](#). CEO will enhance your personal awareness, group dynamic, and citizenship skills, and will provide benefit to all aspects of your life. Individuals attending a minimum of six (6) workshops are eligible to earn certification. The winter term schedule will launch January 10, 2011. Stay connected to CEO:

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 listserv and receive e-mail announcements about workshops, schedule changes, additional opportunities, and other information about the CEO program: http://drexel.edu/oca/l/ceo_listserv.asp

Late Night & Weekend Program (LNWP)

The Late Night & Weekend Program provides financial support to student organizations wishing to host events on weekday evenings after 9:00pm and anytime on weekends. All student organizations recognized by OCA or Fraternity & Sorority Life are eligible for financial support from \$500 up-to \$2,000 per event! Funding is on a first-come, first-served basis by downloading the [Late Night / Weekend Program Grant](#) form, following the guidelines, and returning it to OCA via askOCA@drexel.edu or rkopp@drexel.edu.

OCA has reserved space to host the next big weekend student event, including the following venues and dates for winter/spring 2011 – apply for these opportunities and receive up-to \$2,000 for your event:

- Friday, January 28 – Recreation Center Gym or Armory
- Saturday, February 12 – Behrakis Grand Hall
- Friday, February 25 – Recreation Center Gym or Armory
- Saturday, March 12 – Behrakis Grand Hall
- Friday, March 18 – Recreation Center Gym or Armory
- Saturday, April 9 – Behrakis Grand Hall
- Friday, April 22 – Recreation Center Gym or Armory
- Saturday, May 21 – Behrakis Grand Hall
- Friday, May 27 – Recreation Center Gym or Armory
- Saturday, June 4 – Behrakis Grand Hall

Leadership Assistants (LA's)

[Leadership Assistants](#) are peer resources, presenters, and para-professional members of the OCA team. They introduce CEO programs, serve to support student organizations, and conduct research and benchmarking exercises. Should your organization require LA assistance, e-mail LeadershipAssistant@drexel.edu.

Buckley Field Plaques & Creese Student Center Banners

Student organizations have two visible opportunities to promote their group. On the fence surrounding the sand volleyball courts at Buckley Green, student organizations, on a first-come, first-served basis, are able to paint a 3'x3' wood plaque to represent the group. Additionally, you will notice banners hanging in the lobby of the Creese Student Center. Groups can design 2½'x4' banners, to be displayed during special events (i.e., Admissions Open Houses, Homecoming), that are fitted with four (4) grommets for hanging purposes. In both these cases, designs must be approved by OCA. Interested organizations should e-mail askOCA@drexel.edu.

Drexel Digest

The [Drexel Digest](#) is a wonderful opportunity to promote meetings, events, and opportunities to a campus-wide audience. We have been asked to remind student organizations of the following:

Student organizations are not including enough details, especially not including the necessary contact information in the body text. Groups must include everything about their event in the body announcement, and not just fill-out the dropdown boxes. Requirements include details of event, date, time and location, and contact information. Submissions that do not have these complete requirements will be rejected for correction.

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 **monthly** basis.

Nominations are needed for the months of May 2010 through December 2010! Please visit http://www.drexel.edu/oca/l/star_leader.asp 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.

\$700 Grants Available to Student Organizations

The Center for Civic Engagement (CCE) has made available five (5) \$700 grants to recognized student organizations that take a leadership role in civic engagement projects throughout the Philadelphia region. Selected student organizations will be matched with one of the CCE's community partners working to alleviate poverty by assisting in economic recovery efforts. Project opportunities range from a student organization's involvement in teaching financial literacy courses to children to assisting adults with resumes and tax preparation. Interested student organizations will be required to enlist a minimum of five (5) student members to participate and, collectively, accrue 125 hours of direct service and 25 hours of training and development throughout the course of six (6) months. All student organizations are encouraged and welcome to apply. For more information and to learn about the application process, student organization leaders should contact Seth Jacobson at saj33@drexel.edu.

Homecoming Banner Contest

Open to all students and student organizations – winning teams will receive great prizes, including up-to \$200! Register by e-mailing Joe Gonzalez at jmg29@drexel.edu with your team members (limit 6 students/team), team name, and contact information for your team captain by this **Friday, January 7**. Space is limited! Student Life will host a banner painting event and supply your team with materials on Friday, January 7.

Become a Resident Assistant (RA)

Drexel University Resident Assistants have a real impact on the lives of their residents. Here's your chance to help make a difference too. Applications are open until this Friday, January 7. E-mail rselection@drexel.edu for more information or visit <http://www.drexel.edu/rlo/rselection/>.

Focus Group Participation with the Office of Multicultural Programs

You are invited to participate in a focus group about your experiences on Drexel's campus in regards to diversity. We want all students in our community to come out no matter how you identify. We need to hear from all perspectives and need your feedback so that we can better serve you. E-mail Kerry Hooks, Director of the Office of Multicultural Affairs at kmh373@drexel.edu to RSVP. Food will be served.

All sessions will take place at the Intercultural Center, lower level floor in the Multipurpose Room:

Monday, Jan. 10	6:00-7:00pm
Wednesday, Jan. 12	12:00-1:00pm
Wednesday, Jan. 19	12:00-1:00pm
Thursday, Jan. 20	6:00-7:00pm

Be Part of the Student Recreation Board (SRB)

Interested in having a “voice” on campus recreational needs? The Student Recreation Board (SRB) is holding appointments for open positions for the remainder of the 2010-2011 school year! Help keep the campus in-tune with programs, facilities and services! This is an excellent leadership opportunity!

Positions include: Club Athletics Representative, Intramural Athletics Representative, Recreational Center Student Staff Representative, Health, Fitness & Wellness Student Staff Representative, International Students Representative, Greek Life Representative, Residential Housing Association Representative, and Commuter Students Representative. For questions or to obtain an application, please contact Steve Koch, Associate Director of Recreation at sek25@drexel.edu. Applications are due Wednesday, January 12.

Health and Wellness Fair

A Healthier U will host a winter Health and Wellness Fair on Wednesday, February 2. This year’s event will include more than 40 vendors providing services aimed at improving physical, emotional, and financial health. The Health fair committee is inviting students and student groups to participate and/or contribute to the fair. Interested groups who would like to participate should contact Vic Tringali, Director of University Wellness, at healthieru@drexel.edu or call 215-895-1484.

University Hearing/Appellate Board Members Needed

The University Conduct Board is recruiting student members for winter term. The Board handles issues of misconduct and makes decisions regarding responsibility and sanctioning. All board members attend a thorough training and the time commitment is approximately five (5) hours/month. The application and further information is available on the Student Conduct and Community Standards [website](#). Applications are due Friday, January 14. Should you have questions, contact our office at 215-895-6074 or sccs@drexel.edu.

Have your Organization Represented in the *Lexerd*, Drexel University’s Student Yearbook

Lexerd staff are working hard to build a fantastic yearbook and want to include your student organization. In order to be represented, e-mail Rupali Patel at rpatel4789@gmail.com by Thursday, January 20, with the following information:

Student organization name

A point-of-contact (name, e-mail, and phone number)

Major organization events you would like included

Whether pictures will be taken by a member or if a photographer is required

Have your organization on display in the *Lexerd* so its presence will never be forgotten as part of this memorable year!

Orientation Leader (OL) Recruitment 2011

The Office of New Student and Family Programs is excited to announce that Orientation Leader (OL) recruitment for 2011 has arrived. This is your chance to make a real contribution to Drexel University and new students. We are looking for students who LOVE Drexel, are academically successful, want to be involved on campus, and want to help welcome our newest Dragons and their families. As an OL, you will become one of the best informed and well-known students on campus and have the opportunity to live out the ultimate

college experience. Orientation Leaders will also gain great leadership skills and create support networks with Drexel faculty, staff, and administrators as they learn behind-the-scenes knowledge of the Drexel community.

For more information about being an OL and/or to apply, go to www.drexel.edu/studentlife. Applications are due Monday, January 31, 2011. Two (2) information sessions will be held at 6:00pm – January 18 in Behrakis Grand Hall and January 20 in MacAlister Hall 2019. Attend these information sessions to learn more about the position and meet former OLs to learn about their experiences.

Share Your Thoughts with the Campus Activities Board (CAB)

On Wednesday, January 12, from 7:00pm-8:00pm, CAB will host an open forum in the Sky View Room, 6th Floor MacAlister Hall. Come ask questions and voice your ideas, concerns, and/or suggestions for campus programming. The open forum will also be a great way to share potential opportunities for co-sponsorships. Snacks and refreshments will be provided.

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.

Work in the Office of International Students Scholars & Services (ISSS)

Employment for work-study eligible students is available in ISSS. Two (2) positions are open: assist the Assistant Dean for ISSS or serve as a Data Analyst. To apply or to learn more about these opportunities, please e-mail intlprog@drexel.edu. Positions are open until filled.

Intercultural Advocate for the Office of Multicultural Programs

The Office of Multicultural Programs is hiring Intercultural Advocates (IAs) for the winter and spring terms! Ideal applicants will have federal work-study, interest in multicultural and social justice programming and education, ability to work some evenings, and interest in developing public speaking and presentation skills. Contact Kerry Hooks, Director of the Office of Multicultural Programs, at kmh373@drexel.edu with any questions or to apply.