



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



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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: February 23, 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](mailto:askoca@drexel.edu).

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**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 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.

**Organization Officer Transition**

It's that time of year again when many student organizations will be holding elections and bringing in new leadership. The Office of Campus Activities seeks to help all student organization leaders 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 in order to continue to be an effective and visible student organization on campus. 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.

**SAFAC Survey**

As the SAFAC Committee looks to improve the Annual Allocation process for FY2012, we need your feedback! Student organizations have given positive responses during the SAFAC Feedback Sessions to implementing an Annual Allocation Process where financial decisions are geared towards how student organizations categorize themselves. Please [take this survey](#) to help SAFAC identify the types of categories needed and the types of expenses you need as a student group within your chosen category.

## **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 be completed. In order to facilitate this confirmation, e-mail [askOCA@drexel.edu](mailto: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. 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\\_grppro](http://www.linkedin.com/groups?about=&gid=2386830&trk=anet_ug_grppro)

**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](http://drexel.edu/oca/l/ceo_listserv.asp)

## **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](mailto:LeadershipAssistant@drexel.edu).

## **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 recognized student organizations 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](mailto:askOCA@drexel.edu) or [leader@drexel.edu](mailto:leader@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:**

- Saturday, March 12 – Behrakis Grand Hall
- Friday, March 18 – REC Center Gym/Armory
- Saturday, April 9 – Behrakis Grand Hall
- Friday, April 22 – REC Center Gym/Armory
- Saturday, May 21 – Behrakis Grand Hall
- Friday, May 27 – REC Gym/Armory
- Saturday, June 4 – Behrakis Grand Hall

## **Spring 2011 Welcome Back Week**

Student organization events (not meetings) held from Monday, March 28 through Sunday, April 3 can have the event included in the spring Welcome Back Week calendar. Additionally, funding may be available to support your event. For more information, e-mail Ed Kovacs at [eck35@drexel.edu](mailto:eck35@drexel.edu).

## **Spring Activities Unlimited**

The bi-annual Activities Unlimited student organization fair will be held on Wednesday, March 30 from 4:30pm-6:30pm (location TBD). Activities Unlimited is a great way to promote your organization, as well as recruit new members. Student organizations will have the opportunity to apply for a table on a first-come, first-served basis by completing the CollegiateLink form. Only recognized student organizations will be eligible. The form will go live in early-March and will be sent to club presidents designated in CollegiateLink.

## **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. The next round of plaques to be hung will occur in the spring. 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](mailto: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 term basis. **Nominations are currently being accepted for the winter 2011 term (April 22 Deadline)!** Click [here](#) for nomination forms. The fall 2010 winners will be announced soon ... stay tuned for more details!

## **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](mailto: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](mailto:saj33@drexel.edu).

## **Share Your Thoughts with the Campus Activities Board (CAB)**

On Wednesday, February 23, 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. For more info, email [cab@drexel.edu](mailto:cab@drexel.edu) or visit <http://drexelcab.com>.

## **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](http://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](mailto:ADeeb@comcast-spectacor.com).

## **Upcoming Recreational Athletics Events**

All students are invited to participate in two very big events during the next two weekends! Please come out by either building a boat for the **Rec Recycle Regatta on February 26<sup>th</sup>** or show your strength in our **Weightlifting Competition on March 5<sup>th</sup>**! For a copy of the rules for the Rec Recycle Regatta or the weightlifting competition, please e-mail [intramurals@drexel.edu](mailto:intramurals@drexel.edu) or Jessica Norman at [fitness@drexel.edu](mailto:fitness@drexel.edu).

## **Alumni Association Scholarships Available**

The Drexel University Alumni Association offers annual scholarship awards to current Drexel students. The 2011 application deadline is on Monday, February 28, 2011. Below is a brief description of the scholarships available. Additional information and requirements are available at [www.drexel.edu/alumni/grants](http://www.drexel.edu/alumni/grants).

The **Alumni Leadership Scholarship** is awarded to students who are currently juniors on the basis of leadership demonstrated through participation in university activities and involvement in community organizations and activities. The **Alumni Legacy Scholarship** is awarded to children or grandchildren of Drexel alumni who are currently sophomores, pre-juniors or juniors and are selected on the basis of overall scholastic achievement, student activities and community involvement. The **Alumnae Planning Board Scholarship** is awarded to female students who are currently juniors and are selected on the basis of merit demonstrated through scholastic achievement and leadership within the university and community.

For more information and to download an application, visit [www.drexel.edu/alumni/grants](http://www.drexel.edu/alumni/grants). Should you have any questions, please contact Jeff Spence at [jbs23@drexel.edu](mailto:jbs23@drexel.edu) at 215-895-2375.

## **Upcoming Multicultural Programs and Celebrations**

### ***Office of Multicultural Programs Presents its Opening Reception & Community Meeting***

Tuesday, March 1 | 6:30 – 8:00pm | *Intercultural Center, 1st floor lounge (33<sup>rd</sup> & Chestnut)*  
Join us as we begin celebrating our official opening of our office in the Intercultural Center.

### ***Women's Herstory Month Opening Ceremony***

Thursday, March 3 | 5:30 – 7:00pm | *Intercultural Center, 1st floor lounge (33<sup>rd</sup> & Chestnut)*  
Come out and explore Women inspired performances exemplifying women strength.  
Please bring any clothing we can donate to women shelters for Dress for Success Program.

### ***Black History Month Closing Ceremony***

Friday, March 4 | 6:15 – 9:00pm | *Meet at Intercultural Center, 1st floor lounge (33<sup>rd</sup> & Chestnut)*  
Help us celebrate a great month of events and experiences with a dinner with our Alumni.

For more information on any of these events, email Kerry Hooks at [kmh373@drexel.edu](mailto:kmh373@drexel.edu).

## **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](mailto:kmh373@drexel.edu) with any questions or to apply.

## **Public Service & Leadership Positions Available**

The Center for Civic Engagement is currently accepting applications to fill openings in 4 of its premier service & leadership programs: [Drexel Community Scholars](#), [Lindy Scholars](#), [America Reads/America Counts](#), and [College Access Fellows](#). Upon reviewing the position descriptions, you may [apply here](#) for one or multiple programs. *Applications are due by Thursday, March 3, 2011, at 5:00PM.* For questions, email [cce@drexel.edu](mailto:cce@drexel.edu).

## **FREE Phillies Tickets: Volunteers Needed for Alumni Weekend Phone-a-thons**

The Alumni Association is looking for student leaders to assist with two (2) phone-a-thons in March and April to invite alumni back to campus to celebrate Alumni Weekend 2011. The phone-a-thons will be coordinated by the Office of Alumni Relations and will help to personally reach out to Drexel's 50-year graduates (aka "Golden Dragons"), 25-year graduates (aka "Silver Dragons"), and past runners of the University City 5K Run to invite them all to participate in the Alumni Weekend festivities and celebration once again this year. Your help with these phone-a-thons is vital to the overall success of Alumni Weekend 2011.

**As a special "thank you" for assisting with the phone-a-thons for Alumni Weekend 2011, you will receive TWO tickets to the September 7<sup>th</sup> Phillies game at Citizens Bank Park!** You and your guest will join 100+ Drexel alumni and friends to watch the 2010 NL East Champs take on their division rivals, the Atlanta Braves.

**Student leaders are needed for the following scheduled phone-a-thon dates (\*Note: you must participate in 2 sessions to be eligible to receive the Phillies tickets). Each phone-a-thon session will begin at 5:30pm and will conclude at approximately 8pm.**

- Monday, March 21<sup>st</sup>
- Tuesday, March 22<sup>nd</sup>
- Wednesday, March 23<sup>rd</sup>
- Monday, March 28<sup>th</sup>
- Tuesday, March 29<sup>th</sup>
- Wednesday, March 30<sup>th</sup>
- Monday, April 4<sup>th</sup>
- Tuesday, April 5<sup>th</sup>
- Wednesday, April 6<sup>th</sup>
- Tuesday, April 19<sup>th</sup>
- Wednesday, April 20<sup>th</sup>
- Thursday, April 21<sup>st</sup>
- Tuesday, April 26<sup>th</sup>
- Wednesday, April 27<sup>th</sup>
- Thursday, April 28<sup>th</sup>

Please arrive to the Paul Peck Alumni Center (32<sup>nd</sup> and Market Streets) at 5:30pm on the day of your selected phone-a-thon service. A brief overview and training session will be held prior to the start of the phone-a-thon. **Complimentary food and beverages will also be provided.** For more information about Alumni Weekend, visit <http://drexel.edu/alumni/weekend.asp>. **To RSVP to volunteer for your TWO (2) selected phone-a-thon dates and receive your FREE Phillies tickets, please contact Louisa Kopp at [lcs42@drexel.edu](mailto:lcs42@drexel.edu).**

## **Student Alumni Relations Team Positions Available**

Each year, more than 2,000 Drexel University alumni and guests return to campus for Alumni Weekend to celebrate reunions, participate in the University City 5K Run, join families for the Alumni Family Picnic, or attend any of the many events and programs held across the university. The Office of Alumni Relations is currently looking to hire students for its Student Alumni Relations Team (StART) program. As members of the **Student Alumni Relations Team (StART)**, Drexel students will have the opportunity to work with the Office of Alumni Relations in the preparation and execution of Alumni Weekend (Friday and Saturday, May 6-7, 2011). StART students will assist the office in a variety of projects and assignments from April 25 thru May 9, 2011. **To find out more information and to apply, visit [www.drexel.edu/alumni/start.asp](http://www.drexel.edu/alumni/start.asp) or contact Jeff Spence at [jbs23@drexel.edu](mailto:jbs23@drexel.edu) or 215-895-2375. The deadline to apply is Friday, March 24, 2011.**