



**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: April 5, 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 Student Life Awards: Nomination Deadline Approaching

Every year, Student Life and USGA recognize student leaders and student organizations that have made significant contributions to Student Life and the campus community. Student organizations and student leaders are encouraged to submit nominations for awards such as:

Student Leader of the Year
Student Organization of the Year
Rising Leader of the Year
Outstanding Student Organization Program Award
Outstanding Student Organization Community Service Award
New Student Organization of the Year
Student Organization Advisor of the Year

The deadline to submit nominations is THIS Friday, April 8, 2011. For a complete list of awards and nomination forms, visit the website http://www.drexel.edu/studentlife/programs_events/events/awards/

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 when many student organizations will be holding elections and bringing in new leadership. The Office of Campus Activities 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.

Space Allocation

Office and storage space is available to recognized student organizations in order that officers and members can transact business. Allocation of space is conditional upon proper, appropriate usage and care. Please [complete this application](#) via CollegiateLink thoroughly and completely - failure to do so will result in your application not being considered. Organizations that currently have space **MUST** reapply. Applications must be submitted by 5:00pm on Friday, April 22. Should you have any questions, e-mail askOCA@drexel.edu.

Service Leaders Summit

The Center for Civic Engagement is sponsoring the [Service Leaders Summit](#) on Saturday, April 16 from 9:30am to 4:00pm in MacAlister Hall, 6th floor. This is a yearly meeting where students, nonprofit professionals, and community organizers will gather to share ideas and expand their knowledge base on significant social issues. Students are encouraged to network across campuses, share ideas, and come together in service both throughout their academic and professional careers.

The cost for the conference is \$10 for both students and staff. Payment can be accepted via credit card or check. Please register at: <http://drexelcce.ticketleap.com/sls2011/> Note: for Drexel students or staff/faculty, the Center for Civic Engagement will cover your registration fee. Please select that option when registering.

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 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 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

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

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.

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 or 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, 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

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.

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.

In order to reduce the length and increase readability, several changes are underway, including:

Beginning immediately, any item for the Digest can be submitted a maximum of twice: as a "Save-the-Date" on or near a date requested by the submitter, and again as a reminder either immediately before or on an event day, deadline or other relevant date. If you are promoting a slate of regularly scheduled weekly or monthly events, the announcement can run once a month.

Additional Digest guidelines can be found [here](#).

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. 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.

Drexel University's 3rd Annual Housing Fair

Looking for a place to live next year? Want to learn more about resources for students living off-campus? Don't miss this great opportunity on Wednesday, April 6 from 4:00pm to 6:00pm in Behrakis Grand Hall, Creese Student Center, to meet with area property owners and managers in University City, Center City and more! This is also the best place to connect with area utility companies, Drexel's Off Campus Housing Department, and representatives from Philadelphia housing advocacy organizations. Win great prizes, enjoy fun Philly food and more! For more information, contact Amber Turner at ant36@drexel.edu.

Plan Cultural Months

The Office of Multicultural Programs (OMP) is planning two separate multicultural months and would like to invite students to be part of these committees. PRIDE (LGBTIQQA) month is a mixture of celebration, education and awareness of the LGBTIQQA (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning,

Asexual, and Ally) communities. The second committee is the Asian Pacific American Heritage Month planning committee. May has been established as Asian Pacific American (APA) Heritage Month since 1977, which is a celebration of Asians and Pacific Islanders in the United States. Contact Kerry Hooks at kmh373@drexel.edu for details on these committees.

Go to the Novak Institute for Hazing Prevention

Over the past three years, Drexel has displayed an increased commitment to hazing education, awareness and prevention, beginning with Hazing Prevention Awareness Week and growing to year-round educational efforts. The Office of Campus Engagement, part of Student Life, is able to offer a new and exciting opportunity for students, faculty and staff to join the prevention and awareness efforts. This summer, Drexel will send a group of students and staff to the Novak Institute for Hazing Prevention June 8 through June 11, 2011 at Lehigh University. [The institute](#) is designed to emphasize prevention strategies to decrease risk and harm associated with hazing by seeing the real problem and identifying contributing factors. All students, faculty and staff are encouraged to apply for this opportunity by submitting an application by April 15 at 5:00pm. The application is available online: <http://www.drexel.edu/studentlife/fsl/Forms/NovakInstituteApplication.docx>. For more information on Drexel's hazing prevention and awareness efforts, visit http://www.drexel.edu/studentlife/fsl/hazing_prevention.htm or email Natalie Shaak at nds37@drexel.edu.

Be Part of World Fusion Fest

It is time to gather creative minds to put together the exciting week of World Fusion Fest (April 17-23), now in its 12th year. WFF is sponsored by International Students and Scholars Services (ISSS) and we host a week-long calendar of intercultural events which showcase the international student diversity on campus. Our events are for the entire Drexel community. ISSS is looking for a student leader to be co-chair of the committee. We are also looking forward to having most of the events run by students and student organizations. If interested in being part of our committee or hosting an event, e-mail abk35@drexel.edu for more details.

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.

Deadline Approaching for Pipino Scholarship

The April 8, 2011 deadline is approaching for student submitting applications for The Nicholas Pipino Endowed Scholarship, established by the Nicholas P. Pipino Memorial Foundation to honor the life and memory of slain Drexel student Nick Pipino by providing financial support to Drexel students.

Drexel full-time undergraduate students who have completed their sophomore year are invited to apply for this opportunity. Applications are reviewed by a committee named by the Nicholas P. Pipino Memorial Foundation, which makes their recommendation for each year's respective recipients to the Dean of Students and the Associate Vice President of Alumni Relations. Scholarship recipients are announced during Alumni Weekend in May and scholarship awards are subject to the regulations of the Office of Financial Aid.

Applications for The Nicholas Pipino Endowed Scholarship are due by 5:00pm on Friday, April 8, 2011. All applications must be submitted via email to Joanne Hunt at alumni@drexel.edu or printed out and dropped

off at the Office of Alumni Relations, located on the second floor of the Paul Peck Alumni Center (32nd and Market Streets). Scholarship winners will be announced immediately following the 18th Annual University City 5K Run on Saturday, May 7, 2011.

To learn more about The Nicholas Pipino Endowed Scholarship requirements and to obtain an application form, please visit: www.drexel.edu/alumni/weekend_5k_pipino.asp. In addition to the Pipino Scholarship, the Nicholas P. Pipino Memorial Foundation has also partnered with Drexel University to host the University City 5K Run for the past 19 years. All students are welcome to register for the run which will be held on Saturday, May 7, 2011. For more information, visit www.drexel.edu/alumni/weekend_5k.asp.

CAN DU Elementary School Revitalization Project

On Saturday, April 9, 2011, the Community Alumni Network at Drexel University (CAN DU), a nationally-recognized outreach program of the Drexel University Alumni Association, along with campus and community partners, will lead a community service project at Samuel Powel Elementary, located in the heart of Drexel's West Philadelphia neighborhood. Drexel alumni, students, faculty, staff and friends are invited to volunteer for a day of service, where spaces within the school will be transformed by our CAN DU volunteers.

The day will begin with a complimentary breakfast and volunteer registration at Drexel Pizza (107 North 33rd Street) at 7:30 a.m. Volunteers are encouraged to bring school supplies and recreation equipment for the Powel students. Lunch and refreshments will be available throughout the day, and the project will conclude around noon. For more information and to register, visit www.drexel.edu/alumni/CANDU.

Alumni Association Grants Available for Student Organizations

The Drexel University Alumni Association is currently 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 them carry out their 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 funding proposals for consideration by the Grants Committee is 5:00pm on **Friday, April 29, 2011**. Please note that requests must be for events or programs that will be held two or more months after the deadline. Student organization leaders are encouraged to visit www.drexel.edu/alumni/grants for more information on the program and for application instructions, including a "tip sheet" for completing your application and guidelines for submission. Should you have any questions, please contact Jeff Spence at jbs23@drexel.edu or 215-895-2375.

Student Seed Fund

The Student Seed Fund is a micro-grant program managed by Drexel Smart House and open to all Drexel students. **Applications are due April 17, 2011**. This program supports student innovation by providing up-to \$2,500 for early stage research and the prototyping. Student Seed Fund proposals are evaluated by a review board made up of faculty, DSH student members, and alumni partners which are under strict non-disclosure agreements and take about two (2) weeks to review. In addition to funding, selected ideas will receive extensive support and mentorship from the Baiada Center Mentors, legal professionals, faculty, and industry partners when applicable.

For more information: <http://www.drexelsmarthouse.com/seed> or e-mail us at seed@drexelsmarthouse.com.

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 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 8:00pm.

- Wednesday, April 6
- Thursday, April 21
- Thursday, April 28
- Tuesday, April 19
- Tuesday, April 26
- Wednesday, April 20
- Wednesday, April 27

Please arrive to the Paul Peck Alumni Center (32nd 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.**