



TO: Presidents of Student Organizations
CC: Treasurers of Student Organizations
Advisors of Student Organizations
FROM: Richard Kopp, Associate Director, Office of Campus Activities (OCA)
Ed Kovacs, Director, Office of Campus Activities
Phi Nguyen, Associate Director, Office of Campus Activities
DATE: August 27, 2010
RE: OCA Memo/Updates for Student Organizations

Note: The links contained below will help you to better navigate the OCA Memo. Please refer to the Table of Contents below. If you have any questions or suggestions on how we can continue to improve the way in which we present this information to you, please contact us at askoca@drexel.edu. **This particular Memo is packed with lots of information and opportunities for every student leader and organization – please read it carefully.**

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Student Organization Management

1 – SOOT Now Available Online: Watch the Video Workshop & Take the Quiz Anytime-Anywhere!

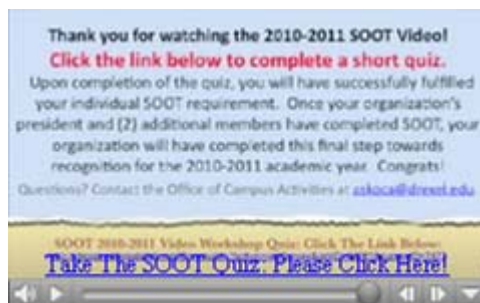
SOOT is now available to attend ONLINE anytime! We have filmed the 2010-2011 undergraduate/joint version of SOOT and it is now available to view anytime. Undergraduate & Joint Organization Presidents and any (2) additional members must attend SOOT in-person, OR by watching the online video and completing the follow-up quiz in order to complete this part of the organization recognition cycle for 2010-2011. Now that you and your members can attend SOOT virtually, you can watch it from wherever you have an internet connection and can complete this requirement without having to come to a LIVE session on campus!

NOTE: This SOOT Video/Quiz is for Undergraduate/Joint Student Organizations ONLY! The Graduate and Club Sports Organization Officers must attend a separate SOOT workshop - please refer to the schedules of upcoming workshops below to complete this requirement.

Please click on the **Web Version** link below to view the SOOT Video:



QuickTime Player is required to view the video. Click the link below to download QuickTime for free. After watching the 2010-2011 SOOT Video Workshop, please click on the weblink at the very end of the video (where it says "Take The SOOT Quiz: Please Click Here!" - see example image below). If the video link is not working, please use this link to take the follow-up quiz: <http://drexel.collegiatelink.net/Community?action=getSurvey&orgID=34021&surveyID=7473>.



After clicking the link, you will be redirected to the CollegiateLink homepage. From there, click the "login" button located on the right side of the page, which will then bring you to DrexelOne. Login to DrexelOne and click the "Drexel" tab. There, you will see the link to CollegiateLink located on the bottom left-hand side of the page under the Campus Involvement menu header. Click on this link and it will bring you directly to the SOOT Quiz. Upon completion of the quiz, you will have successfully fulfilled your individual SOOT requirement. Once your organization's president and (2) additional members have completed SOOT, your organization will have completed this final step towards recognition for the 2010-2011 academic year! Please allow for up-to (7) days upon completing the SOOT online quiz for your results to be returned back to you. Once the last of your (3) members has completed SOOT, you will receive an update on your recognition status within one week after your last member has taken the quiz. Congratulations! For questions, please contact the Office of Campus Activities at askoca@drexel.edu or (215) 895-1328.

Download the 2010-2011 Undergraduate/Joint SOOT PowerPoint (with clickable hyperlinks)!
<http://drexel.edu/oca/so/Online%20SOOT%20Presentation%202010-2011.ppt>

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2 – Movie Screening Policies & Procedures for Student Organizations

There are very specific policies regarding the ability for a student organization to have the rights to show a film on behalf of their student group. In order to show any movie, your organization needs to obtain the copyrights for that film or abide by the aspects of the federal copyright laws. Not obtaining the 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 you want 100 of your closest friends to watch it with you, then you are permitted to show it, simply by renting the movie (as an individual) and watching it with your friends. Yet, if you are hosting an event on behalf of your Drexel student organization, it now becomes a public viewing event that Drexel University is sponsoring.



Want to show a movie on campus? Download the NEW OCA Movie Screening Form & Submit the Form to OCA: <http://drexel.edu/oca/downloads/OCA%20Movie%20Screening%20Form%202010-2011.doc>

Three (3) Ways for a Drexel University Student Organization to Show a Movie:

- 1. Your organization obtains direct permission from the individual or the company that has the rights to the film, to offer a public showing at Drexel University.**
 - a. Examples could include if the director of a documentary gives you permission, or the distributor of the film gives permission to show films from their company (i.e.: Anime movies coming from a specific distribution company).
 - b. Complete and submit the OCA Movie Discussion Form (Section A) and attach the supporting documentation (i.e. written permission obtained from the individual/company).

- 2. Your organization purchases the rights to show a film.**
 - a. Companies such as Swank (www.Swank.com) provide opportunities for student organizations to purchase the rights to show thousands of different films.
 - b. This is the method that the Campus Activities Board (CAB) uses when it purchases the rights to show movies for the campus.
 - c. Costs for purchasing the rights to show a film may cost hundreds and hundreds of dollars.
 - d. Complete and submit the OCA Movie Discussion Form (Section A) and attach the supporting documentation (i.e. receipts and/or documentation of purchase from vendor).

- 3. Your organization hosts an educational lecture accompanying the film.**
 - a. This lecture needs to be led by a faculty, staff, or professional at Drexel University and your organization needs to complete and submit the OCA Movie Discussion Form (Section B) and attach the supporting documentation (i.e. discussion questions) to receive permission from OCA to show the film.
 - b. This is similar in style to how academic classes may be able to show movies as part of the education within the classroom.
 - c. We need to make sure that we are obeying the "Fair Use" policies:
 - In some instances, it is not required to obtain rights to a Movie when exhibiting copyrighted materials such as videocassettes or DVD's. This "face-to-face" teaching exemption applies only if a teacher is in attendance, the showing takes place in the classroom setting and the movie is an essential part of the current curriculum being taught.
 - This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

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3 – Important Updates and Reminders About Contracts – Frequently Asked Questions

PLEASE NOTE – IMPORTANT UPDATE TO THE CONTRACT PROCESS:

- ****NEW: Request for Contract forms must be submitted at least four (4) weeks prior to your event date!****
Please start the contract process EARLY.

When are contracts necessary?

Contracts are necessary ANYTIME you bring anyone or any service to campus (regardless if you are paying them or not). If you are simply bringing in a speaker that is not being paid, you must still complete the Request for Contract form; we will then create a separate "Lecturer's Agreement" for your organization and your speaker.

When and why do the vendors need insurance?

Drexel requires a minimum \$1 million insurance policy from any outside vendor/performer and a \$2 million policy for inflatable rides that involve physical activity. This protects both the vendor and participants should there be an accident.

As a student leader, can I sign contracts for services coming to campus or for off-campus events?

NO. Students are NOT authorized to sign contracts for services on behalf of your Drexel University student organization. Bring all documents to the Office of Campus Activities so an official University administrator can review and sign all contractual agreements.

For a Request for Contract Form, visit:

[http://drexel.edu/oca/downloads/Request for Contract-Updated-June2010.doc](http://drexel.edu/oca/downloads/Request%20for%20Contract-Updated-June2010.doc).

For more info, contact Ed Kovacs at eck35@drexel.edu or Jill Buckley at jmb368@drexel.edu.

The image shows a form titled "Drexel University Student Organizations Request for Contract". The form includes fields for "Organization Name", "Address", "City", "State", "Zip", "Phone #", "Fax #", "E-mail", "Name of contact person", "Title of contact person", "Phone #", "Fax #", "E-mail", "Date of contract", "Description of services to be provided", "Estimated cost of services", "Start date", "End date", "Signature of contact person", "Signature of University administrator", and "Date of signature". There are also checkboxes for "I am a student organization" and "I am a vendor/performer".

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4 – News Media Relations Policy

This policy was established to describe the University's position with respect to interacting with news media representatives. For the purpose of this policy, news media shall refer to representatives of newspapers, magazines, newsletters, online publications, television, and radio. An employee, department, or student organization that seeks to publicize a program, event, or achievement should contact the Office of University Relations. The University Relations Office has access to numerous news media contacts and will work with employees to coordinate publicity or visibility for programs, events, or newsworthy issues. It is the responsibility of the Office of University Relations to initiate and/or respond to news media requests and to manage those interactions. When an employee or department is contacted by the news media, he/she is to notify the University Relations Office immediately. While on university property, news media representatives should, if necessary and appropriate, be accompanied by a University Relations staff member or a University employee designated by the University Relations Office. To gain access to the residence halls, news media representatives must be accompanied by a University Relations staff member or a University employee designated by the University Relations Office.

Drexel University complies with all applicable federal and state laws regarding the retention and release of personal and/or educational records of all current employees and students. If an event attracts news media interest, all press releases and statements to the news media will be routed through and disseminated by the University Relations Office. It is the responsibility of each department head to implement procedures to comply with this policy. The University obtains authorization from those whose photographs are taken with the intent to publicize the University. Their consent allows the University to incorporate these photographs in situations appropriate to the image of an academic institution including release to the news media, to publish likenesses in Drexel's publications, on its Website, in videos, on CDs, or in other recruitment or promotional materials including paid advertising. For more information, visit:

<http://www.drexel.edu/about/communications/news-media-guidelines.aspx>.

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5 – Hang Your Organization's Banner in the Creese Student Center

(See Attached Document in OCA Memo Email for more Details)

Student leaders, here is another great way to advertise your student organization. The Office of Campus Activities has worked with the Creese Student Union to allow student organizations the ability to hang banners representing student organizations in the lobby during special events at the University (i.e. Admissions Open Houses, Homecoming, etc).

You may have seen the Fraternity and Sorority Life (Greek) Community have banners displayed in the Creese Student Center in the past. We have now opened this opportunity up to all student organizations. Attached to this memo, you will find some guidelines to assist you in creating your banners.

If you are interested in displaying a banner, please follow the attached guidelines and bring your banner to the Office of Campus Activities for storage – we will hang these banners anytime there is a special event allowing for this opportunity!

If you have any questions about the banners, you can email askoca@drexel.edu.

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6 – SPECIAL OPPORTUNITY: Design & Create a Plaque for Your Student Organization to Hang at Buckley Courts

The Office of Campus Engagement is pleased to student organization and club sports teams the opportunity to have visible representation at the Buckley Volleyball Courts. This Fall, we will hang 25 plaques around the courts – the plaques will look similar to advertisements along a baseball stadium – what a great way to represent your group to the whole campus all year long! **We only have 25 plaques, so this is a limited opportunity – plaques can be reserved for student orgs on a first-come, first-serve basis –submit your request and design concept to askoca@drexel.edu TODAY!!!**

Buckley Courts Plaque Information:

- The Greek plaques that were completed during Greek Week 2010 will face out from the courts. The way the plaques are designed allows for a second plaque to be hung facing the inside of the courts – think of the plaques as sandwiching the fence around the courts.
- The inside plaques are being offered to student organizations and sports club teams on a first come, first served basis.
- All plaque designs must be submitted to the Office of Campus Activities for approval. Student organizations and club sports teams must email askoca@drexel.edu to request a plaque and submit their design concept.
- Student organizations and club sports teams will receive electronic confirmation that their request and design have been approved.
- After you receive confirmation that your design and plaque request have been approved, your organization may pick up your wooden plaques in the SORC, lower level of the Creese Student Center. An OCA staff member will be available to assist you anytime Monday-Friday, 10am – 7pm.
- **All plaques must be completed and returned to the SORC by Friday, September 17, 2010 at 12 Noon.**
- Please remember that your plaque will be hung outdoors in the elements – take this into consideration when determining paint type, etc. We recommend that you use paints specifically for outdoor use.
- Plaques will be hung around the Buckley Volleyball Courts at the start of the Fall 2010 Term.

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Upcoming Events and Announcements

1 – Student Life Launches NEW Website

The Student Life website recently received a fresh new look, just in time for the start of a new academic year! Check it out at <http://www.drexel.edu/studentlife>. Let us know what you think – contact us at studentlife@drexel.edu.

For a listing of upcoming student events and programs, visit http://drexel.edu/studentlife/programs_events.html.

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Money, Money, Money: Financial News

1 – Student Organization Financial Account Number Changes

In the process of simplifying the account situation with the ever increasing number of student organizations here at Drexel University, General Accounting has completed for the SAFAC Office an organization number change for all of our student organization 17-SAFAC accounts. Going forward all general student organization 17-SAFAC accounts have been updated with the following organization numbers:

- General Student Groups – 4199
- Club Sports – 4298
- Fraternities & Sororities - 4198
- Media Clubs - 4299

Please be sure that your organization uses the proper organization number above. Any order submitted using your old organization number will not process. All old organization numbers have been deactivated. If you have any questions/concerns regarding this change please contact Joseph Gonzalez, the Assistant Director for Campus Engagement at 215-895-1811x3 or jmg29@drexel.edu.

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2 – Late Night & Weekend Program (LNWP) Grant – APPLY FOR UP-TO \$2,000 IN FINANCIAL SUPPORT!

The **Late Night & Weekend Program (LNWP)** is an initiative run out of the Office of Campus Activities that was created to generate and support a vibrant campus community at Drexel in the evenings and on weekends. The programs offered allow all students the opportunity to get connected and make the most of their Drexel experience. OCA supports programming initiatives generated by our student organizations and helps to fund numerous events throughout the year. All student organizations that are recognized by OCA or Fraternity & Sorority Life are eligible for financial support up-to \$500 per event!

The Office of Campus Activities has already reserved space for your organization to host the next big weekend student event! We've reserved the following venues & dates for the upcoming 2010-2011 Academic Year:

- **Friday, September 24, 2010 – REC Center Gym or Armory**
- **Saturday, October 9, 2010 – Behrakis Grand Hall**
- **Friday, October 22, 2010 – REC Center Gym or Armory**
- **Saturday, November 3, 2010 – Behrakis Grand Hall**
- **Friday, November 19, 2010 – REC Center Gym or Armory**
- **Friday, December 3, 2010 – REC Center Gym or Armory**
- **Saturday, December 11, 2010 – Behrakis Grand Hall**
- **Saturday, January 8, 2011 – Behrakis Grand Hall**
- **Friday, January 28, 2011 – REC Center Gym or Armory**
- **Saturday, February 12, 2011 – Behrakis Grand Hall**
- **Friday, February 25, 2011 – REC Center Gym or Armory**
- **Saturday, March 12, 2011 – Behrakis Grand Hall**
- **Friday, March 18, 2011 – REC Center Gym or Armory**
- **Saturday, April 9, 2011 – Behrakis Grand Hall**
- **Friday, April 22, 2011 – REC Center Gym or Armory**
- **Saturday, May 21, 2011 – Behrakis Grand Hall**
- **Friday, May 27, 2011 – REC Center Gym or Armory**
- **Saturday, June 4, 2011 – Behrakis Grand Hall**



Student organizations are encouraged to apply for LNWP funding to plan and organize a campus-wide event for these dates in the already reserved locations listed. OCA will partner with you and assist in the event planning process.

Organizations that apply to host events on these dates and with these pre-reserved venues will receive up-to \$2,000 in financial support! *Applications for these dates will be reviewed on a first-come, first-serve basis and priority will be given to groups who co-sponsor with other student organizations to host an even bigger campus-wide event.*

To apply for an LNWP grant to secure one of the dates listed above (up-to-\$2,000) or to plan an event anytime after 9pm weekdays or anytime on Saturdays/Sundays (up-to-\$500), visit http://www.drexel.edu/oca/downloads/LNWP_Request_Form.doc. For more info, e-mail askoca@drexel.edu.

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3 – OCA DUST Grant Offers Students Organization Discounts Up-To \$300!

The evolution of DUST Services for student organizations involves new portable sound systems, rates and hands-on workshops. **The Event Services Office and SAFAC have purchased three portable sound systems which can be used at no cost (FREE) to recognized student organizations.**

Please visit <http://www.drexel.edu/studentlife/oca/raf/dust.asp> for information about the '10-'11 DUST Rate Sheet and the updated DUST Request Form. **Also, the Office of Campus Activities administers a DUST Grant, where your organization can receive \$\$\$ for financial assistance to support your DUST expenses.**



OCA can help with up-to \$300 whenever your group is charged any DUST related expenses. Visit www.drexel.edu/OCA today for a copy of the DUST Grant Application that you need to submit to OCA.

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4 – SAFAC Continues “the Good Idea Fund”: Alternative Funding Source for Individual Students, Faculty & Staff

The USGA and the SAFAC Committee developed a new funding opportunity, “The Good Idea Fund”, during the last academic year as a way for individual students, faculty, and staff to apply and access student activity fee funds to engage the undergraduate student body in a broad spectrum of Student Life and campus based initiatives. This program will continue once again for 2010-2011, focusing on three primary goals:

- To help individual students see their ideas, as they relate to the benefit of the undergraduate student body, come to fruition.
- To help faculty and staff see their ideas, as they relate to the benefit of the undergraduate student body, come to fruition.
- To give undergraduate students, normally not engaged with the institution through student organizations, the ability to be engaged within the Drexel University community through the implementation of their ideas.



If you, as an individual student, have an idea that will benefit the undergraduate student body, please feel free to apply. To review the policies manual and get an application, please visit the website at: www.drexel.edu/safac/thegoodideafund.

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Co-Sponsorship & Partnership Opportunities

1 – Welcome Back Week and Activities Unlimited: Fall 2010 – Call For Student Org Events & Participation

Fall 2010 Welcome Back Week will take place from Monday, September 20th through Sunday, September 26th. For student organizations interested in adding programming to the week, groups should complete the Welcome Back Week event planning form (see attached). This form can also be used for clubs interested in soliciting funds for events. **Forms are due by Friday, September 3rd.** Should you have any questions, please e-mail Ed Kovacs at eck35@drexel.edu.

Activities Unlimited (AU) will be held on Wednesday, September 22nd. We are instituting a new and exciting change to this year’s fair. Though we are still finalizing details, **AU will take place from approximately 4:30pm-6:30pm** and be held behind the DAC on Lancaster Walk. The registration form will be hosted by CollegiateLink and a final plan is forthcoming, so stay tuned. It is imperative, however, that **your group must be fully recognized to participate** – this means you must have completed the recognition process through CollegiateLink, your advisor must have e-mailed his/her commitment, and your organization SOOT requirement must be met. SOOT is now available online and requires the president and 2 members to view the video and take the short quiz immediately after. Clubs that are not fully recognized will be unable to participate in Activities Unlimited. In the time period traditionally held for AU, from noon to 2:00pm, we are collaborating with the Undergraduate Student Government Association (USGA) to host an outside vendor fair. This will be an opportunity for students to connect with local businesses and learn about deals specific to Drexel students. This exciting new venture is still in the works, but details will be finalized soon! If you have any questions regarding Welcome Back Week or Activities Unlimited, contact OCA at (215) 895-1328 or by email at askoca@drexel.edu.

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2 – Latino Heritage Month Celebration (October 2010) – Call for Student Org Events!

Planning is underway for this year's Latino Heritage Month celebration. If your student organization would like to host or co-sponsor an event during the month-long celebration in October, please contact Rachel Heiser at rdh48@drexel.edu.

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3 – Student Organization Opportunity: Help Welcome The Freshmen Class During Move-In – DEADLINE 8/30

The Residential Living Office needs your help greeting the newest members of the Drexel community, as well as welcoming back our returning residents! As part of the DU Move-In Crew, you and your organization can assist our students and families as they settle in to the residence halls. There are many available time slots for which to volunteer:

• Wednesday, Sept. 15	Early First Year / Transfer Move-in	8 am-12 pm; 12 pm-4 pm
• Thursday, Sept. 16	Regular First Year / Transfer Move-in	8 am-12 pm; 12 pm-4 pm; 4 pm-8 pm
• Friday, Sept. 17	Upperclass Move-in	8 am-12 pm; 12 pm-4 pm
• Saturday, Sept. 18	Upperclass Move-in	8 am-12 pm; 12 pm-4 pm; 4 pm-8 pm

When contacting RLO, **please include the following information:**

- Organization's name
- Contact person's name
- Contact person's e-mail address
- Contact person's phone #
- Preferred time slots
- Number of volunteers
- T-shirt sizes of ALL volunteers
- If a volunteer is living on campus and would like to move-in early, send along his/her name, Drexel ID number, and room assignment for this year

You may send as many members of your organization as you would like. **Volunteers will be required to work their full shift while wearing the designated "Move-In Crew" shirt, but may also wear one additional item (i.e., hat, pin, etc.) that identifies his/her organization. Please contact the Residential Living Office at 215.895.6154 or elo27@drexel.edu by this Monday, Aug. 30th at 5pm to sign up.** RLO will contact you with shift details closer to the move-in dates. Thank you in advance for your willingness to help welcome our students!

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Leadership Development Opportunities

1 – CEO Program: 2009-2010 Certificates Available for Pick-Up in SORC

Students who earned CEO certification can pick them up between 8am-7pm, Monday-Friday, in the Student Organization Resource Center (SORC). The SORC is located in the lower level of the Creese Student Center. The awards will be available for pick-up throughout the Summer and Fall Terms. Workshops for the Fall Term 2010 CEO Program will begin September 27th ... stay tuned for more details to come!



Congratulations to all students who earned CEO Certification during the 2009-2010 Program! A record number of students participated in the program this year, and more students earned certification than ever before! Altogether, over 2,100 individual students earned nearly 400 total CEO certificates by participating in over 250 CEO workshops, with a total attendance surging to nearly 6,000! **Kudos to everyone for a job well done!**

CEO on Facebook: <http://www.facebook.com/pages/Drexel-University-CEO-Program/143894648524?ref=mf>

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

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

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

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2 – APPLICATIONS AVAILABLE AUGUST 30th: Leadership Assistants – Student Leaders Helping Student Leaders!

The Office of Campus Activities is looking for a few good student leaders to join our team for 2010-2011! Applications will become available on Monday, August 30th – visit <http://www.drexel.edu/studentlife/oca/la.asp>.

For current LA Bio's & info: http://www.drexel.edu/oca/la_bios.asp or LeadershipAssistant@drexel.edu

Leadership Assistants (LAs):

- Are experienced Drexel students who are **para-professional members** of the Campus Activities staff.
- Have a responsibility of implementing **programs/ activities that support all student leadership development.**
- Work as a team to provide educational **opportunities and leadership resources for leaders** and members of student organizations.

Leadership Assistants support and are guided by the following mission: The Office of Campus Activities' Leadership Development mission is to create meaningful opportunities for students to **develop leadership skills and strategies** that are critical for success in **student organizational, academic, and professional environments.**

LA's accomplish this mission through:

- Providing **leadership development education** and training via workshops, seminars and experiential learning
- Serving as a **clearinghouse for leadership materials**
- Providing **resources, consulting, and facilitation** services to student organization
- Recognizing **exemplary student** accomplishments
- **Inspiring, encouraging, and empowering students** to achieve their leadership potential.

Each Student Organization is provided with a Leadership Assistant who serves as a fellow student leader liaison with the Office of Campus Activities. We strongly encourage all student organizations to reach out to the LA Team for assistance and information. **We hope you consider joining our team this year!**

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3 – Enroll in the CEO II Advanced Leadership Training Program: Applications Available Soon!

The CEO II Program will be accepting applications beginning next week (week of August 30th). For more information and to download an application, visit http://www.drexel.edu/studentlife/oca/what_CEOII.asp.

What is CEO II?

- CEO II is an advanced training for leadership excellence that includes multiple on-campus trainings and off-campus specialty experiences.
- CEO II is exclusive and limited. Only students who have previously earned CEO Program Certification, as well as Presidents and Treasurers of recognized Drexel Student Organizations are eligible to apply for the CEO II Advanced Leadership Training.
- The CEO II trainings are designed to present clear insight into timeless leadership principles and provide a process for continual growth.
- For 2010-2011, CEO II will utilize two (2) of Dr. John C. Maxwell's internationally recognized Corporate Leadership Training Curriculums.

Why should I be involved and what are the benefits of CEO II?

- Learn from an internationally acclaimed and respected entrepreneur, best-selling author, and dynamic trainer for personal and professional leadership growth.
- Transform the quality of your leadership skills immeasurably and develop your potential for success.
- Learn the essentials of leadership that transcend time, place, culture, and situation.
- Participate in specialty events and excursions such as: challenge courses, corporate visits/tours, and exclusive speakers.
- Use this unique & exclusive leadership training to become more marketable to employers and graduate schools.
- Enjoy free refreshments during the leadership trainings.
- Upon completion of the CEO II Advanced Leadership Training Program:
 - Earn a CEO II Advanced Leadership Plaque
 - Receive a free book on successful leadership
 - Become eligible to apply for future Drexel University Leadership Assistant positions

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4 – Volunteer with Philadelphia Middle School Students

The Center for Civic Engagement seeks 10 additional Drexel students to volunteer as mentors and tutors to Philadelphia middle school students as part of the Philip B. Lindy Inner-City Public School Program. The program, based at Drexel, aims to “level the playing field” by increasing academic achievement and expanding the social horizons for middle school students living in Drexel’s West Philadelphia vicinity. Middle school students are paired with a Drexel student. Twice a week after school they meet at local elementary schools to assist with homework and enhance student learning in math and literacy. On select weekends, the students and their mentors will meet on Drexel’s campus for social activities. There are also occasional trips for the students. Orientation and training is provided. This opportunity is open to all majors, including graduate students. Prospective mentors should be able to commit to tutoring on **Mondays and Wednesdays or Tuesdays and Thursdays from 3 to 4:15 p.m. and 10 a.m. to 2 p.m. every other Saturday this fall**. Benefits include a participation award up to \$500 and up to three course credits through the School of Education. For more information visit <http://www.drexel.edu/cce/lindy> or contact Shayla Amenra at sha26@drexel.edu.

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Awards & Achievements

1 – Star Leader/Organization/Professional Awards Nominations Needed for Summer Months 2010

Student Organizations did TONS of great stuff this summer, and **we want to honor and recognize you!**



The Office of Campus Activities believes that our Leaders, Organizations, and Professionals should be highlighted in the Drexel community on a **monthly** basis.

Your nominations are needed for the Summer months of May, June, July and August 2010!

Please visit http://www.drexel.edu/oca//star_leader.asp for nomination forms and past Star Award recipients.

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Resources and Miscellaneous Announcements

1 – Lexerd Seeks Student Staff – Capture Your College Memories by Joining the Yearbook Staff

Since 1913, the *Lexerd* has served as the University student yearbook and documented the lives and activities of Drexel students. The publication is currently seeking students to join its staff for all positions, including:

- Editor-in-chief
- Managing editor
- Business manager
- Section editors: Student Life, Athletics, Greek Life, Academics, Seniors
- Copy editors, photographers and designers



No experience necessary. For more info about joining, contact Natalie Shaak at nds37@drexel.edu or (215) 571-3575.

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2 – Event Services Newsletter for Student Organizations

The Event Services Office has put together an informative newsletter for student organizations. The newsletter is attached to the OCA Memo and online at: http://www.drexel.edu/studentlife/oca/so/OCA_Memos_Updates.asp.

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3 – Cameras Available For Student Organizations – Capture Your Drexel Spirit!

Student Organizations - make your events visible to the whole University! The Office of Campus Activities now has digital disposable cameras available for you to check out, take pictures, and share them with the Drexel community! We are lending out 100 cameras each term for the Fall, Winter, and Spring terms of the 2010-2011 fiscal year.



All you have to do is contact Jill Buckley at jmb368@drexel.edu or (215) 895-1328 to reserve one, then come pick it up at the Student Organization Resource Center on the lower level of Creese. Once you receive the camera, take as many pictures as you'd like at your event, save whichever ones you'd like for yourself, and return it shortly afterwards. We will add the pictures to our collection as well, and eventually choose a number of them to go onto the OCA website for everyone to see what great events your organization puts together!

Try to take advantage of this as soon as you can, because the cameras will go quickly considering the number of events that occur throughout each term that are worth documenting! Thank you, and have fun!

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4 – Check It Out! Free Resources For Student Organizations ...

http://www.drexel.edu/oca/raf/check_it_out.asp

The Office of Campus Activities has a wide range of resources that student organizations and leaders can check out. Student Organizations must be recognized by the Office of Campus Activities in order to check out an item. Most items are free, but a few have a nominal fee.

Look inside this [Check It Out PowerPoint Presentation](#) for all details, pictures, instructions on what is available for you!! Please contact Jill Buckley, Administrative Secretary, at the SORC front desk to give her your reservation information. jmb368@drexel.edu or (215) 895-1328.



The following items are available to check out/use for all recognized student organizations:

- Popcorn Machine
- Game Show Buzzers
- Helium Tank
- Wii Game System
- Letter and Shape Cutting Machine
- Poster Printers
- Color Printer
- Surrey Human Powered Vehicle
- Monster Games (golf, tennis, etc.)
- Board Games
- White Arrow Dry Erase Boards
- Team Builder Supplies
- Button Maker
- Ballot/donation box
- Large sized roll paper – 9 colors (for signs, displays, etc)
- Sandwich boards to post large posters

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5 – Want to See Your Event in an Upcoming OCA Memo?

Advertising your event in the OCA Memo is a great way to get the word out to all of the other student organizations/clubs on campus. Please submit your event information (e.g. date, time, location, description, etc.) to askOCA@drexel.edu. **Please note that not every submission is guaranteed to appear in the memo.**

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6 – Sign-up for Philly Funsavers and Get Half-Priced Tickets

Part of Phillyfunguide, **Funsavers offers half-priced tickets to hundreds of events annually!** Every Thursday you'll receive up to 35 half-price ticket offers for the best in Theater, Music, Dance, Museum exhibitions, and more. These offers are available only to subscribers, so go to www.phillyfunguide.com/funsavers_signup and sign up!

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7 – International Student Advisory Board Assists Students

The International Student Advisory Board (ISAB) is a student-composed board that works with the Office of International Students and Scholars Services (ISSS) to assist international students in every possible way and improve their Drexel experience.



The ISAB provides independent advice to students on the basis of available resources and personal experiences, consulting with ISSS when needed. International students can ask the ISAB questions about academics, campus jobs, co-op, transportation, recreation, Philadelphia and more. To contact the board, email ISAB@drexel.edu.

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