

Student Organization Handbook



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

907 Floyd Avenue, PO Box 842032, Richmond VA 23284-2032, Telephone: 804-828-3648/804-828-6500, Web: www.usca.vcu.edu/

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Office for Student Organization Development

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<http://www.usca.vcu.edu/studentorgs>

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Graduate Assistant
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Office Hours of Operation

Office for Student Organization Development

Monday – Thursday: 9:00am to 9:00pm

Friday: 9:00am to 5:00pm

Academic Breaks

Monday – Friday: 9:00am to 5:00pm

Email: studentorgs@vcu.edu

Student Organization Financial Services

Monday – Friday: 9:30am to 5:00pm

Phone: (804)828-6501 Fax: (804) 828-6081

Email: SOFS@vcu.edu

Administrative Offices, Student Commons Suite 104

Monday – Friday: 8:00 am to 5:00 pm

Phone: (804) 828-6500 Fax: (804) 828-6182

Registered Student Organization Benefits

Along with the ability to reserve meeting and event space on campus and to request money from Student Activity Fund (distributed by SGA), there are also a host of perks that your organization will receive, courtesy of the Office for Student Organization Development.

- **Student Organization Advisement** - Support and advice is readily available for student leaders/members that need information about how to start/register an organization, organization development, and conflict management.
- **Copying Service** - This service is provided by the Monroe Park Campus Student Government Association and administered by Student Organization Services, University Student Commons & Activities. Each organization is allowed 150 copies per month.
- **Fax Service** - This service is provided for members of registered student organizations who make business transactions for their organization.
- **Mailboxes** - To request a mailbox for your organization stop by the Office for Student Organization Development front desk to receive assistance.
- **Office Space** - Offices for student organizations are located in the University Student Commons and the Office for Student Organization Development. Applications for office space are available as space becomes available.
- **Phone/Long Distance Service** - Telephones are available for business purposes only. To use the long distance service, a staff member will assist you with placing your call. All long distance calls must be within the U.S.A.
- **Computer/Printer Use** – The Office for Student Organization Development hosts 8 computer pods for student organizational use (creating fliers, typing minutes, research etc.)
- **Poster Maker** – The Office for Student Organization Development has the ability to enlarge your fliers into posters.
- **Workroom & Art Supplies** – Located in the Office for Student Organization Development, the workroom is complete with paint supplies and a versatile space for banner or poster creation.
- **Cabinet & Storage Space** – Need to store your materials and/or don't want to keep lugging your organization stuff all the way home? To request a storage cabinet, stop by the Office for Student Organization Development front desk to sign-up for one or be added to the waiting list for the first available space.
- **Lounge** – Need a place to hold a small meeting or just need a comfy couch or chair in between classes? The Office for Student Organization Development has both! Whether you need to use our conference room (6 people) or the couches, just stop on by and speak with our friendly staff.
- **Volunteer Resource Center** - Provides up-to-date information on a wide variety of community service opportunities on and off campus.
- **Web & Email Creation** – Organizational Webpage and email accounts can be created through VCU Technology Services. For information on how to apply for a website and for an email account, go to the *Student Organization Leader Checklist*, pg. 6 of this Handbook.
- **Leadership Resource Guide** - The VCU Libraries can help you excel in your organization with resources that develop your leadership, organization, and planning and communication skills. This guide will be updated regularly with the latest resources, so check it out: <http://www.library.vcu.edu/guides/studentorg.html>
- **News and Updates** – Don't forget to visit the website frequently to learn the latest news and updates as they relate to student organization registration, leadership opportunities and to view an exciting calendar of events in the University Student Commons & Activities (USC&A)! <http://www.usca.vcu.edu/studentorgs>
- **Student Organization Online Directory** – Display your organization to the VCU campus community and the world! Every organization has a standard website allowing your org to share your purpose, link to a pre-established webpage, accept info requests from potential members, highlight news and events, login to your club manager account and much more! <http://vcu.collegiatelink.net>

Helpful Links & Contacts

Event & Conference Services

<http://www.usca.vcu.edu/events/>

Virtual EMS

<http://www.ems.students.vcu.edu>

Student Organization Financial Services (SOFS)

http://www.usca.vcu.edu/studentorgs/sofs_policies.php

Student Government Association (SGA)

Monroe Park Campus: <http://www.vcusga.com/>

MCV Campus: <http://www.vcu.edu/sga/med/>

VCU Creative Services

<http://www.identity.vcu.edu/graphic/>

Please address any questions you might have about the implementation of the logo/designs to VCU Creative Services, (804) 828-1463 or creative@vcu.edu.

USC&A Information Services

VCU Information Center: (804) 828-1981

Email: answers@vcu.edu

VCU Technology Services Help Desk: (804) 828-2227

www.ts.vcu.edu/helpdesk

VCU Calendar of Events Submissions

<https://www.pubinfo.vcu.edu/calendar/idcheck.asp>

Stay-in-Touch (SIT) TV Online Request Form:

<http://www.usca.vcu.edu/information>

E-Mail requests to Amy Taloma at:

talomaa@vcu.edu

VCU TelegRAM:

<http://www.vcu.edu/telegRAM/submission.html>

Commonwealth Times:

<http://www.commonwealthtimes.com/calendar/index.cfm?action=addEvent1>

Administration

Carolyn E. Whittier, Ph.D.

Associate Director, Programs and Educational Services

University Student Commons and Activities

Student Commons, Suite 104

Phone: (804) 828-6500 Fax: (804) 828-6182

Email: whittierce@vcu.edu

Timothy A. Reed, Ph.D.

Director, University Student Commons and Activities

Student Commons, Suite 104

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Office of Fraternity and Sorority Life

Cara Jenkins

Fraternity and Sorority Life Coordinator

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Email: cajenkins@vcu.edu

<http://www.usca.vcu.edu/greeklife/>

Michael Bodnarik

Fraternity and Sorority Life Coordinator

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<http://www.usca.vcu.edu/greeklife/>

Campus Programs and Events

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Assistant Director for Programs and Events

Student Commons, Room 229

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Email: kslemon@vcu.edu

<http://www.usca.vcu.edu/programming/>

Justin Castonguay

Event Coordinator

Student Commons, Room 229

Phone: (804) 828-4554 Fax: (804) 828-4581

Email: castonguayjb@vcu.edu

MCV Campus Programs & Events

Yolanda B. Jackson, M. Ed.

Assistant Director for MCV Campus Programs & Events

Hunton Student Center, Room 205D

Phone: (804) 828-2754

Email: yjackson@vcu.edu

Event & Conference Services

Anita Mingo

Student Events Planner

Student Commons, Suite 104

Phone: (804) 828-9502 Fax: (804) 828-6182

Email: VCUEVENTS@vcu.edu

Student Organization Leader Checklist

Did you...	Links & other helpful information
Update your organization online?	Visit myORGS@VCU online at: http://vcu.collegiatelink.net
Attend Officer Training?	See Student Organization Program Calendar: http://www.usca.vcu.edu/studentorgs
Complete Reservation Training?	See Events and Conference Services homepage: http://www.usca.vcu.edu/events/
Complete Spending & Budget Development Training?	See Student Organization Financial Services (SOFS): E-Mail Rod Dadzie to enroll in the online workshop at: dadziera@vcu.edu
Complete an Activity Report?	Due at the end of fall and spring semesters, for an outline: http://www.usca.vcu.edu/studentorgs
Attend the SGA Roundtable meetings?	Usually the last Monday night @ 7pm of each month: http://www.vcusga.com/page.php?parent_id=&page_id=114259
Apply for a Website and/or Org email account?	New VCU Web accounts go to: http://www.pubinfo.vcu.edu/wss/so For a VCU email account go to: http://beech.vcu.edu/das/vmawebhome.nsf/webcontent/specialrequests
Reset your Website Password	Complete the password reset request form here: http://www.ts.vcu.edu/faq/webdesign/start/acct_stuorg.html <i>Be sure to enter your name, email and phone number so that someone can contact and assist you.</i>
Visit the Office for Student Organization Development?	University Student Commons, Lower Level Suite 018 828 –3648 Email: studentorgs@vcu.edu