

YOUNGSTOWN STATE UNIVERSITY
STUDENT ORGANIZATION GUIDEBOOK

Spring 2015

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STUDENT ACTIVITIES: HOW THEY HELP STUDENT ORGANIZATIONS

A student organization's most valuable source of information and guidance is the Student Activities staff. They provide a variety of services to student organizations. These services include workshops, leadership events, registration and advisement services, provide opportunities for student organizations to showcase themselves, advertise events through the Student Digest, and oversee the information given to student organizations in regards to basic operations. To contact Student Activities, please call (330) 941- 3575. Erin Driscoll and Carrie Anderson run the Student Activities department and are available to help upon request.

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| Director: Erin Driscoll eedriscoll@ysu.edu (330) 941-3580 | Assistant Director: Carrie Anderson clanderson@ysu.edu 330-941-4702 |
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HOW TO FORM A STUDENT ORGANIZATION

Here is the link to the Student Activities page that will provide further detail about the process of forming a student organization. <http://goo.gl/i83CZ3>

HOW TO RE-REGISTER YOUR STUDENT ORGANIZATION

To access the Symplicity System and re-register your organization, use the steps below:

1. To begin the process, go to login to your YSU Portal.
2. Once there, under "e-Services" to the left, click on the "Student Organizations" link.
3. A new tab will open and then you will automatically be in the Symplicity system.
4. Under "Getting Started" on the right hand side, click on "Group Reactivation."
5. Find the Group you are Reactivating and click "Apply to reactivate the Group."
6. Once there the screen prompts you to enter the reactivation code. To obtain your password contact Carrie Anderson in the Student Activities Office at (330) 941-3575.
7. Your application will be there and you will have to:
 - 7.1. Check the Group Information and update any changes.
 - 7.2. Select all members you want to retain by highlighting them. Hold the Ctrl button down as you click to select multiple names. You can also add additional members to replace positions.
 - 7.3. Select your advisor to retain them or add a new one to replace the old one. Make sure you highlight the name.
 - 7.4. To retain all group notes, links, documents and photos, please select "YES" by all questions.
 - 7.5. Annual reporting information is required by all student organizations to show what you have done in past years. Please complete the required fields.
 - 7.6. Check the box to agree to the Student Organizations Guide information before clicking Submit.

A QUICK GUIDE TO SYMPPLICITY: STUDENT GROUP MANAGEMENT SYSTEM

Youngstown State University utilizes Symplicity, a software system that runs a program called the Student Group Management System (SGMS). The SGMS has many features that can help student organizations accomplish many tasks, such as sending out mass emails, keeping track of their members, and registering as an organization. Student Activities has created a guidebook that helps students navigate the program. This guidebook can be accessed through this link: <http://goo.gl/D9MmKG>. A quick reference of what information one can find in the guidebook is listed below.

- Logging into Your Account
 - Exploring the Homepage
 - Exploring the Calendar
 - Using Student Groups Accounts
 - Registering a new Student Group
 - Finding a Group to Join
 - Joining a Group
 - Reactivating an Old Group
 - Exploring the Student Group Home Page
 - Group Details Tab
 - Create New Event
 - Invite a Student to Join the Group
 - Upload a document to a Student Group
 - Creating a link for a Student Group
 - Creating a Poll
 - Changing Your Account Information
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RECRUITING FOR YOUR ORGANIZATION

Here is information regarding various methods of recruiting new members.

- Informational Sessions/Tables
 - Have information sessions during the first two weeks of each semester. Have members at the tables promoting the recruitment events and answering questions about the organization.
- Attend Events
 - Attend events that are held by organizations with similar interests to network with potential recruits to tell them about your organization!
- Fully Utilize Fundraisers
 - Emailing participants of a fundraiser can help you find new recruits
 - Ex. Raffle Basket Fundraiser: Email the participants after the drawing
- Hold Events
 - The best way to show students what your event is about is to hold an event
- Attend and represent your organization at the Organization Fair (held every semester), Crash Day, SOAR and Early SOAR, other organization's meetings, and Student Leadership Retreat/Summit
- Email target audience about your organization
 - Contact your college administration for email lists of students in specific majors

By providing an environment and organizational culture that allows members and new members to do these activities, the more likely they will join your organization.

FUNDRAISING FOR YOUR STUDENT ORGANIZATION

ON CAMPUS

- Bake Sales in campus buildings
- Apparel Sales to members and other YSU Students
 - Selects Sportswear: YSU Contact Debbie Spencer, 330-544-8048
- Book Sales within your student group or academic department
- Blood Drives with the American Red Cross
 - Interested? Contact NEO Red Cross Representative: Christina Gargas, 330-604-8595
- Candy Sales
- Chocolate Bars, Easter, Christmas, and Valentine's Day box sales.
You may contact local chocolatiers such as
 - Gorants, 330-726-8821
 - Daffins, 724-342-2892
 - Philadelphia Candy, 1-855-744-5592
- Cheese Sales
 - Biery Cheese, Call Corporate Office: 330-875-3381, ask for Sherry Bordner and Fundraising
- Phon-a-thon: Held from January through March
 - Contact the Youngtown State University Foundation to schedule an evening for the Organization

OFF CAMPUS

- Bake Sales at local venues such as Walmart and Sam's Club
 - Call local your local Walmart or Sam's Club ask for fundraising department, have dates ready, they will schedule you
- Apparel Sales to alumni, parents, and other supportive community members
- Online Book Sales
- Restaurant Takeovers
 - Chipotle of Boardman, 330-758-1477 ask for David Cirelli
 - Handel's Pint Cards, Corporate Office: 330-702-8270, ask for Sarah Jackson
 - One Hot Cookie, Downtown: 330-651-1406
 - Chili's, Boardman: 330-758-4117
 - TGI Fridays, Boardman: 330-629-2600
 - Texas Roadhouse, Boardman: 330-726-1100, ask for Jeff Leonard
 - Quaker Steak, Boardman: 330-726-5823
 - Applebees, Niles and Boardman: 330-544-0780(Niles) and (330) 965-0460 Boardman)
 - Natticakes, Austintown: 330-953-3883
 - Ruby Tuesdays, Austintown: 330-779-3640
 - Bob Evans, Belmont and Niles: 330-759-2931(Belmont) and (330) 652-6600 (Niles)
 - Buffalo Wild Wings, Boardman: 330-726-1313
 - Downtown, YO Joe Maxx: 330-817-6608
 - Downtown, Martini Brothers: 330-744-7683
- Store Takeovers:

- Five and Below, Boardman: 330-758-3465
- Barnes and Noble, Boardman: 330-629-9436
- Rada Cutlery Sales, 1-800-311-9691
- Charitable Giving from Venders/Grant-like assistance (see websites for details):
 - Family Dollar
 - Dollar General
 - Target
 - Walmart
- Solicit Donations and Sponsorships from local organizations and businesses

UNIVERSITY FUNDS ACCESSIBLE TO STUDENT ORGANIZATIONS: STUDENT GOVERNMENT ASSOCIATION'S FINANCIAL APPROPRIATIONS PROCESS

All registered student organizations are eligible for funding from YSU Student Government Association

Requirements: (check before applying)

- Please verify your organization is:
 - Registered on Simplicity
 - Applying for funds 4 weeks in advance of the event
 - Applying for a specific event

Application Steps

1. Fundraise or plan fundraisers for your organization, SGA cannot fund your organization's entire event.
2. Find the application on the YSU Student Government Association Website.
3. Gather the following information and include it on your organization's application.
 - Event Details
 - i. Date, time, location, and description of the event
 - ii. Expected Participation and Impact
 - iii. Benefit to YSU
 - iv. Itemized list of costs for your event
 - Organization Details
 - i. Current and past fundraisers
 - ii. Community service done by the organization
 - iii. Total number of organization members
4. Once your application is submitted, the VP of Financial Affairs will set up an appointment to meet with you or a representative from your organization in the *Financial Affairs Committee Meeting*. Appointments are held only on Mondays, they last only a few minutes. The committee is made up of entirely students. Be prepared to present your event.
5. After the hearing from your organization, the committee will suggest an appropriation to the general body as a part of the financial appropriations bill.
6. The bill including your appropriation will be passed at the General Body Meeting: held one week after your committee meeting at 4pm. Attendance is strongly recommended as you will be asked to speak about your event.

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7. After the bill is passed, the VP of Financial Affairs will work with you and your organizations adviser to transfer the funds to you, using one of the following methods:
- Travel Expense Reports (TERs)
 - Departmental Budget Transfers
 - Purchase orders
 - On campus vendors
 - Others, as needed

PROVOST'S STUDENT USE FUND

Funded by the University Foundation, Students attending academic conferences are eligible for support from the Provost's Office Student USE fund.

Contact the Provost's Office for the application by calling (330) 941-3103

POSSIBLE SUPPORT FROM COLLEGES, DEANS, AND YOUR DEPARTMENT CHAIRS

As you are representing YSU, don't hesitate to ask:

Colleges for support from College Fee Monies

Deans & Department chairs

HOLDING EVENTS FOR YOUR ORGANIZATION

EVENTS IN KILCAWLEY CENTER

In order to reserve space in Kilcawley Center, a student organization must be registered with the Office of Student Activities through Symplicity. **No fees** are charged to the organization for the room or equipment, but the organization is responsible for police fees associated with events.

REQUESTING A ROOM IN KILCAWLEY

To request a room in Kilcawley online, you must fill out the online request form. A space cannot be considered “reserved” until you have received written confirmation or have been contacted by a Kilcawley Center Staff Offices staff member.

How to locate the online reservation forms for events/meetings inside Kilcawley:

1. Go to Kilcawley Center’s homepage
2. Click on the Form: Email Request Room for Kilcawley Space link
3. Fill out the form and submit

REGULARLY SCHEDULED MEETINGS

Student Organizations requesting a room in Kilcawley for regularly scheduled meetings must complete the Meeting Request “Blue Form” (available in the Kilcawley Center Staff Offices) as soon as possible to ensure the availability of the date and time.

SOCIAL EVENTS

An organization social event is any form of entertainment scheduled to end after 8:00PM. The event is defined by interactive activities including, but not limited to, social mixers, parties, dances, concerts, shows of any type, and other events that guests are active participants. Social events are for YSU students only.

- Schedule a social event planning meeting with Kilcawley Center Staff Offices
 - The meeting agenda will be a discussion about the event and collection of information
- Request to reserve space for a social event should be made 30 days in advance of the requested date
 - Kilcawley Center may request that the organization and advisor attend a pre-event planning meeting with the police twenty-one (21) days prior to event date
- Written request and justification for exceptions to deadlines can be made to the Director of Kilcawley Center
 - Kilcawley Center reserves the right to place events on hold or to cancel if guidelines are not followed.

VENDOR AND PROMOTIONAL TABLES IN KILCAWLEY

Vendor and promotional tables are for use by students, faculty, and staff departments in Kilcawley Center's common areas, and can be reserved through Kilcawley Center Staff Offices. Requests for these tables in other areas may be approved by the Kilcawley Center staff.

Areas in Kilcawley where students may set up tables include:

- Kilcawley Center Lower Arcade (between ComDoc and Home Savings & Loan)
- Kilcawley Center Upper Arcade (in front of the Watson-Tressel Reading Lounge)
- Outside Kilcawley Center under the awning facing campus core

FOOD POLICY

Organizations are permitted to bring food or drinks that have been purchased in Kilcawley Center to meeting rooms or events, but are not permitted to bring food or drinks purchased off campus. Food service must be arranged through Catering Services. Alcohol sales must be requested and approved by the Director of Kilcawley Center.

EVENTS OUTSIDE KILCAWLEY CENTER

How to locate the online reservation forms for events/meetings **outside Kilcawley**:

1. Log into your portal
2. Click on the YSU Events Calendar icon on the right hand side of the page
3. Click on Request to Schedule an Event link on the lower left hand side of the page
4. Fill out the form and submit

How to cancel/update for events/meetings **outside Kilcawley** online:

1. Log into your portal
2. Click on the YSU Events Calendar icon on the right hand side of the page
3. Click on Update/Cancel an Event link on the lower left hand side of the page
4. Fill out the form and submit

EVENTS OFF CAMPUS

Events off campus include parties hosted or affiliated with fraternities or sororities. Any registered organization hosting a social event or party must provide the following information to the Office of Student Activities and to the University Police **at least two (2) weeks prior** to the proposed function. Students who wish to hold an event off campus are required to fill out an Off-Campus Party Detail Sheet, found at the Office of Student Activities and online. You may also be required to provide a guest list. Information required on this sheet includes the name of the hosting organization, the time and location of the event, and important contacts, among other items.

LISTED PLACES STUDENTS CAN RESERVE ROOMS ON/OFF CAMPUS AND PERSON OF CONTACT FOR LOCATION

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| <p>Beeghly College of Education McKay Auditorium Jean Grabaskas Executive Secretary to the Dean (330) 941-5334</p> | <p>Maag Library Get space approved by Ana Torres and then reserve through Christina Texter, Office of Alumni and Events Management (330) 941-2962</p> |
| <p>Bliss Hall - Recital Hall Sue Urmson Secretary for Dana School of Music (for events 8:00 a.m. – 5:00 p.m.) Lori Factor Assistant Director of Performing Arts Series (for events 5:00 p.m. – 11:00 p.m. & weekends) (330) 941-2307</p> | <p>McDonough Museum of Art Angela DeLucia Assistant to the Director (330) 941-2954</p> |
| <p>Bliss Hall - Ford Theater Jenny Young Administrative Assistant for Theater & Dance Department (330) 941-3810</p> | <p>Stambaugh Stadium - Beeghly Center, WATTS Center, all Athletic Fields & Venues Matt Rollins Coordinator of Athletic Facilities & Programs (330) 941-3671</p> |
| <p>Cafaro Hall Chris Pullium or Ashleigh Young, Kilcawley Center Staff Offices (330) 941-3577</p> | <p>Stambaugh Stadium - DeBartolo Stadium Club Steve Pinciario Coordinator of Athletic Business (330) 941-2385</p> |
| <p>Campus Core Christina Texter, Office of Alumni and Events Management (330) 941-2962</p> | <p>Ward Beecher Hall – Planetarium Sharon Shanks Planetarium Lecturer (330) 941-3619</p> |
| <p>Classrooms Campus Wide Christina Texter, Office of Alumni and Events Management (330) 941-2962</p> | <p>Williamson College of Business – Conference Center and Atrium Chris Shelton Coordinator of External Relations (330) 941--3068</p> |
| <p>Kilcawley Center Kilcawley Center Staff Offices 330) 941-3577</p> | <p>Williamson College of Business – Conference Center and Atrium Chris Shelton Coordinator of External Relations (330) 941--3068</p> |

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| Lobbies Campus Wide Christina Texter, Office of Alumni and Events Management (330) 941-2962 | Youngstown Historical Center of History and Labor (Steel Museum) Dr. Donna DeBlasio Professor of History (330) 941-3518 |
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BAKE SALES

APPLY FOR A BAKE SALE PERMIT AT LEAST TWO (2) WEEKS IN ADVANCE OF THE REQUESTED BAKE SALE DATE. BAKE SALES ARE HELD BEFORE 5:00 P.M. ON WEEKDAYS. WEEKEND HOURS BY SPECIAL PERMISSION ONLY.

- Area assigned to your organization is provided by the Office of Alumni and Events Management, located in the Alumni House on the 1st Floor (Ext. 7170)
- One permit will be issued by the Department of Environmental and Occupational Health and Safety for the entire semester
- Retain this permit and post it at the beginning of each bake sale held during the semester
- Your organization will be notified when your permit is ready to be picked up in Room 2046, Cushwa Hall.

Bake sale form can be found at this link: <http://goo.gl/9yP1Pe>

ADVERTISING EVENTS FOR YOUR ORGANIZATION

There are a variety of ways a student organization can advertise events on campus:

- **Chalking Sidewalks**
 - General Rule: must be able to see the sky directly above the surface that you are writing on.
 - **Posters/Flyers**
 - Must be approved by residence hall administrator prior to placement in residence halls. Posters must be placed on a bulletin board, not on walls. Bulletin boards can be found in Kilcawley, Maag, Meshel (Skybridge), Ward Beecher, Debartolo, Beeghly Center, Cushwa (second floor) and Beeghly College. All flyers must have appropriate content.
 - **Slideshow displays on TV screens**
 - TV displays are set up in Williamson, Cushwa, Maag, and Debartolo. Contact Dean's office of the respective buildings in order to have your event placed in slide show. Easiest if formatted as a regular PowerPoint slide.
 - **The Rock**
 - Just spray paint the rock and only the rock
 - **Banners**
 - Can be hung in designated areas throughout Kilcawley Center. The banner space must be reserved through Graphic Services before the banner is hung, and it may remain up for five (5) days.
 - **Glass display cases**
 - Two glass display cases are located outside of the Student Activities Office on the upper level of Kilcawley Center. The display units must be reserved through Retail Operations Manager between 8:00AM and 4:00PM.
 - **Rookery Radio**
 - Shoutouts about events can be made over Rookery Radio. Go to website (<http://www.rookeryradio.com/>) and email Kenny Reyes- kreyes@ysu.edu to ask for a shoutout of your event
 - **YSU Personal Announcement**
 - These announcements include upcoming college, division or university events and activities sent to a specified target audience. Guidelines can be found at <http://www.ysu.edu/downloads/announcements.pdf>. Contact Donna Greenway (djgreenaway@ysu.edu) to send an announcement.
 - **Student Activities Digest**
 - Announcing upcoming events can be done through this weekly newsletter that is overseen by Student Activities. Go to the Student Activities website to fill out an online form. Link below: <http://goo.gl/i2sml1>
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IMPORTANT CAMPUS CONTACTS

| Reason | Contact | Phone number |
|----------------------------------------------|------------------------------------------------------------------------|----------------|
| Creating press releases | Ron Cole, Public Information Officer | (330) 941-3285 |
| Using the YSU logo and wordmark | Angela Ireland, Advertising & Publications Coordinator | (330) 941-3395 |
| Using the Pete the Penguin logo | Robb Schmidt, Assistant Director of Athletic Marketing and Promotions | (330) 941-7226 |
| Messages on University marquees | Cindy Vinarsky, Assistant Editor, Office of Marketing Communications | (330) 941-1703 |
| Teambuilding activities and Low Ropes course | Michael Bowman, Adventure Recreation, Aquatics, and Red Cross Programs | (330) 941-1964 |
| Chartwells Catering Services | Debbie Picchiottino | (330) 941-1979 |
| Parking | YSU Parking Services | (330) 941-3546 |
| Security for off-campus parties | YSU Police Department | (330) 941-3527 |
| Student Conduct information | YSU Office of Student Life | (330) 941-4703 |
| Organization bank accounts | Home Savings & Loan Bank (Kilcawley Center) | (330) 747-1333 |
| | YSU Associated School Employees Credit Union (Tod Hall) | (330) 941-3204 |
| YSU Graphic Services | | (330) 941-3560 |
| ComDoc | | (330) 941-3690 |