

New Officer Training Packet

Organization Information

Name of Organization

What is your role in the organization?

President

New Officer

Other Officer

General Member

Short Answer Questions

What are three of the privileges recognized student organizations have?

What are services that the Office of Student Involvement provides?

As a new organization, what is an award that you will qualify for at the Campus Life leadership banquet?

How does the current organizations list reflect current information?

On the list of current student organizations, which category do you feel that your organization would most likely fall into?

What form options are available when requesting cultural credit at your event?

List three forms used to reserve posting needs

How does an organization get started when applying for SAFAC funds?

When is the next SAFAC informational hearing?

What is the first step of event planning on campus?

What must you complete directly after reserving a room or venue?

What is the URL for the event registration form?

What are at least 3 items that you need in order to implement a contract?

Are you able to sign-off on a contract with an outside vendor on behalf of Stetson University?

Yes

No

Liability waivers are used in events where.....

After your event has ended, within how many hours must you turn in the signed liability waivers?

Short Answer Questions (cont.)

In what situations do you need to register an event?

When registering and planning your event, who do you contact with questions and concerns?

How many weeks in advance does the SWAT form need to be submitted prior to the event?

Name two things that SWAT can assist your event with.

Who should you contact for large banners and video camera rentals?

Who should you contact for catering orders?

Who should you contact for an event that requires blocking off parking spaces or unlocking rooms after hours?

When requesting over 100 chairs from Facilities, how much time in advance should you take to notify Amy Ammon?

What is one thing that you must keep in mind when fundraising?

Are raffles legal at Stetson University? Why or why not?

Name 2 on campus advertising possibilities.

Our posting policy says that NO flyer or announcement may be attached to which of the following?

Trees

Cork Boards

Windows

Walls

What is an option for an off-campus group looking to market themselves on campus?

When deciding on where you can post flyers, name two places in which you must make a special request?

How many days can a digital billboard posting remain on display?

What size font should a digital billboard advertisement use?

Short Essay

What is the role of a student organization on a college campus? How does it benefit students and what are its responsibilities to the university community?

OrgSync

When you log-in to OrgSync and access your org's info, name two things that you are able to do.

How do you invite someone to be a member of your organization on OrgSync?

How do you update a member's position in the organization? (there are two possible answers)

What forms are used by the Office of Student Involvement?

How do you add an event to the calendar?

What must be completed before an event will be added to the community-wide calendar?