



College of Business

# **Student Clubs & Organizations**

## **Policies & Information**

**Academic Year 2022 – 2023**

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# College of Business (COB) Responsibilities

As a COB-affiliated club, review the following requirements and benefits.

## Club Requirements:

- Meet with your COB club advisor at least once per term
- Attend COB student club and organizations leadership meetings (1 per term)
- Attend COB recruitment events held every term, known as Get the Scoop.
  - Your club will have the opportunity to engage with new students at each event.
- Organize one *This Week in Business* opportunity each term to invite any COB students to attend
  - Examples – workshop, info session, guest speaker, etc.
- Must log all activities including club meetings, events, industry tours, and travel via the Ideal-Logic Portal
- Must maintain accurate membership list within the Ideal-Logic Portal
- Must reconcile club funds within Ideal-Logic Portal
- Must comply with all University and Club policies when holding events both on and off campus
- Must be designated as a University Student Organization (USO).

## Club Benefits:

- Meeting space in COB buildings
- \$500 annual funding allocation
- Transportation costs covered for 1-day site visits to companies and organizations through Motor Pool or other University approved transportation vendors
- Opportunities to request additional funding for professional development events, which will be considered by the COB Career Success Center Team through ELA (Experiential Leading Activity Funds)
- Advertise opportunities for your organization through the student newsletter and OSU calendar
- Support from the College of Business Advancement and Career Success Center Teams to connect with companies/industries for speakers, company visits, and travel
- Invitations to attend leadership and professional development opportunities

# Recognition

Your yearly recognition must be completed in Ideal-Logic with your College of Business sponsorship agreement. Room reservations, transportation, funding allocation, etc. will not be supported until you are a recognized student organization.

Clubs are structured into two categories:

- **University Student Organization (USO)**
- **Affiliated Student Organization (ASO)**

More information can be found at <https://beav.es/UQM>.

# Activities

## Events

You may host in-person and/or virtual meetings/events for your members. Any in-person activities must adhere to current OSU policies found at <https://beav.es/Ucn> and *must* be logged within the Ideal-Logic platform *prior* to the event occurring.

If you need assistance supporting Zoom in a classroom space, please contact COB IT at [helpdesk@bus.oregonstate.edu](mailto:helpdesk@bus.oregonstate.edu) to arrange a time prior to your event. Your request must be submitted at least 1 week in advance.

## Travel

For liability purposes, we can only assist in transportation arrangements for clubs designated as a University Student Organization.

Submit your travel plans well in advance to ensure a vehicle reservation can be secured – at least 3 weeks prior, but the further out, the better.

ALL travel must be recorded in Ideal-Logic with the names of your club members attending – make sure that your member roster is up-to-date in the system. Complete an Activity Plan, and be sure to indicate the use of Motor Pool for ground transportation and the College of Business as the campus funding source.

- Motor Pool Vehicles will be booked by CSC Staff not the club
- All attendees must complete a travel liability form that includes an emergency contact in order to participate prior to the event
- Students will check in for their trip and receive their name badges prior to departure
- Participants must adhere to all OSU policies and represent OSU and the College of Business in a professional manner
- The club must complete a post trip report within one week of the trip's completion via email to [Jennifer.villalobos@oregonstate.edu](mailto:Jennifer.villalobos@oregonstate.edu) that includes:
  - Write up of trip
  - Final Itinerary
  - All Receipts
  - Final Budget
  - Spreadsheet with all industry contacts from the trip that includes first and last name, company, title, and email address
  - At least 5 photos

Links and helpful information can be found online at <https://beav.es/cob-clubs>.

- If clubs have questions on Cob travel, they can reach out to [jennifer.villalobos@oregonstate.edu](mailto:jennifer.villalobos@oregonstate.edu) to schedule a meeting to discuss the logistics of the trip.

## Driver Authorization

All drivers will need to complete the driver authorization form and submit to the Career Success Center for signatures. Each driver needs to do this once per year. You'll receive specific instructions for this form after completing your Activity Plan noted above. More information can be found [here](#).

## Van Safety Test

Any person who will be driving a 12-passenger van will need to take this safety test. Each driver only needs to do this once per year. More information can be found [here](#).

## Advertise Club Events

Use this form to let us know about events or opportunities hosted by your club or organization. We can add it to the student newsletter, Handshake, and the OSU calendar to help spread the word! More information can be found [here](#).

# Speakers

Hosting guests during your club meetings can add value to your members' experience. Please use the following resources to request and/or inform us of speakers you have already confirmed. Forms need to be completed prior to the event.

### **"I Need a Guest" [form](#)**

Use this form if your club or organization needs help finding a guest speaker. This form needs to be completed one month prior to your desired event date. Please provide detail in your request. We will follow up with any question arise.

### **"I Have a Guest" [form](#)**

Use this form if your club or organization is hosting a guest speaker. By filling out this form, you can request a gift for your speaker as well as a parking permit – Please note that parking permits are not needed after 5 pm on campus. This form needs to be completed at least 1 week in advance.

- Remember to also complete this form after a guest has been confirmed from the "I need a Guest" Form

## Making Asks

Follow the following guidelines when reaching out to protentional speakers for your club events. Remember that LinkedIn is a valuable tool to start conversations with potential speakers. College of Business Alumni are a great starting point for outreach.

- Crafting the message
  - Be concise
    - What is the ask?

- When is the event? (consider multiple dates)
- Where is the event?
- Why should the individual participate?
- Be strategic – what will make this individual respond?
  - Always include a call to action
- Be professional – error free, well-formatted
  - Include a signature block at the end of your message that includes your club name and your role within the club

## Hosting Speakers

Creating a memorable speaker experience is an important part of bringing guests into your club meetings.

- Prior to the event – Provide the following to your guest
  - Agenda
  - Sample questions/format of the event
  - Location information and parking information
- During the Event
  - Greet your guest at an agreed location (the Fireplace in the Marketplace is a great meeting location)
  - Introduce your guest to the group and moderate the experience to keep the conversation flowing
  - Conclude the event and thank the guest for joining
  - Escort the guest to the building exit
  - Provide a token of appreciation (gift provided by filling out the “I have a guest form” above).

# Logistics

## Room Reservations

Room requests will be processed one term at a time. Once course reservations have been made, clubs can request rooms for the next term. Generally, COB spaces are open for student use during academic terms Monday-Thursday 7:00 am-11:00 pm and Friday 7:00 am-10:00 pm. If you are interested in meeting space outside of those hours or when rooms are not available, an alternate room on campus will attempt to be found.

- To better accommodate, **please do your best to request all dates/times needed in one request prior to the start of the term.**
- If you request changes or additions to your schedule, please allow up to three business days to process room requests for the current term.
- Please send requests at the end of the current term for the next term (ex: week 9 or 10 of fall term to reserve rooms for winter term).
- Reoccurring room requests will not be booked for university holidays (ex: Veteran’s Day, Thanksgiving) or final’s week unless expressly asked. Rooms for final’s week will not be finalized until approximately week 8 of the current term.

*Required information:* When requesting rooms, please send the following to Carrie.Stampe@oregonstate.edu:

- Club name
- Contact information – name, email, phone
- COB faculty supervisor for the club
- Day, date/s & times of meeting (ex: W 10/6 17:00-17:50 or Wednesdays 17:00-17:50 beginning 10/6)
- Estimated number of attendees
- Equipment/special requests (ie do you need a Zoom capable room or a meeting with food provided?)

*Room maintenance:* Student groups are responsible for cleaning the room, removing all garbage and ensuring furniture is returned to the proper configuration. Student groups that fail to comply with this requirement may lose their ability to request access to classrooms.

## Storage

The lockers located in Austin 228 are available for club storage. Please email **jennifer.villalobos@bus.oregonstate.edu** with the OSU emails of the club leaders who are needing accesses. Their ID cards will be programmed to allow access.

## Communication

Microsoft Teams

- Goal – To simplify and streamline communication (updates, reminders, quick questions)
  - Make sure to enable notifications
- Join with code – **su7e9an**

Emails

- Emails will be sent out to club leaders and advisors throughout the term.
- If you send emails to [jennifer.villalobos@oregonstate.edu](mailto:jennifer.villalobos@oregonstate.edu) with club specific questions, please make sure to include what club you are referring to and your role with in the club.
  - Make sure to copy your club advisor

Relaying Information

- It is the President's responsibility to relay information to club members that is provided in each term's Club Leader meeting as well as email and Microsoft Teams communications.

# Funding

## Funding Allocations

College of Business clubs and organizations that meet the aforementioned criteria will be eligible to receive an annual allocation of \$500. These funds will be transferred to your index and may be spent at your discretion with the oversight of your faculty advisor. More information about fund use can be found at <https://beav.es/UQQ>.

## SOA Grant Funding

Student Organizations & Activities (SOA) Grant funding is available for student clubs and is a great resource for additional money! You may apply for these funds through Ideal-Logic, as you have in the past. Funds are disbursed on a first-come, first-served basis. More information can be found at <https://beav.es/Uch>.

## Experiential Learning Activity (ELA) Pitching

To use current funds

- Submit a 1-page written proposal indicating your goals and your budget to Jennifer via email - [jennifer.villalobos@oregonstate.edu](mailto:jennifer.villalobos@oregonstate.edu)

To pitch for additional funds

- Submit a proposal to [jennifer.villalobos@oregonstate.edu](mailto:jennifer.villalobos@oregonstate.edu) and participate in in-person pitch – See documents [here](#)

## Funds Provided by COB

The College of Business will support club activities to help enhance the club experience.

- What the College will pay for:
  - 1-Day Industry Trip Transportation – The Career Success Center will cover your transportation (Motor Pool or other OSU approved transportation rental vendors)
    - Processes outlined in club travel above must be followed in order to receive funding
  - Up to \$100 per term for an external guest event
    - Guests must be entered using the “I have a guest form” at least 3 weeks prior to the event and an email needs to be sent [jennifer.villalobos@oregonstate.edu](mailto:jennifer.villalobos@oregonstate.edu) with your request. Include date, time, activity description, and anticipated number of participants. Make sure to clearly outline your request.
  - \$100 per 3 members who attend the **Student Leadership Conference** (Up to \$300 total)
- What the COB will not pay for:
  - Transportation not provided by Motor Pool or approved rental company
  - Food for day trips
  - Personal expenses on trips

## How to View Club Funds

A club treasurer can follow these instructions to view the funds in their club's index. More information can be found [here](#).



