

**Welcome to the
Leadership and Campus Life
Presidents and Advisors Workshop**

Treasurer's Manual for Student Organizations

Lynette Venard & Carla Jones
744-5881

Signature card

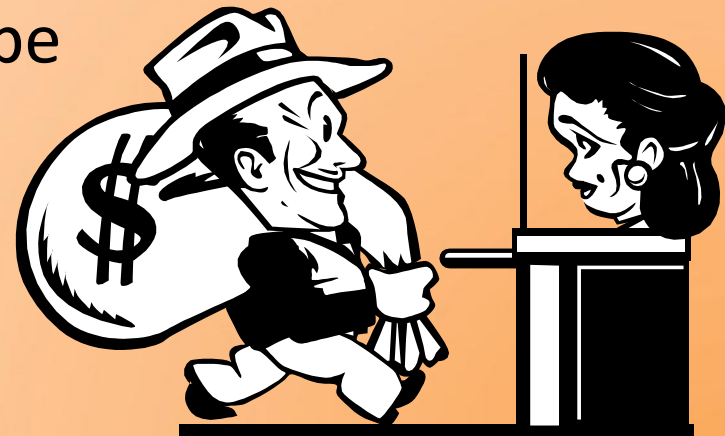
- Campus Life 211 Student Union
- Update Campus Link
- University Accounting will compare signatures from signature card to disbursement voucher in order to process disbursement vouchers



Deposits

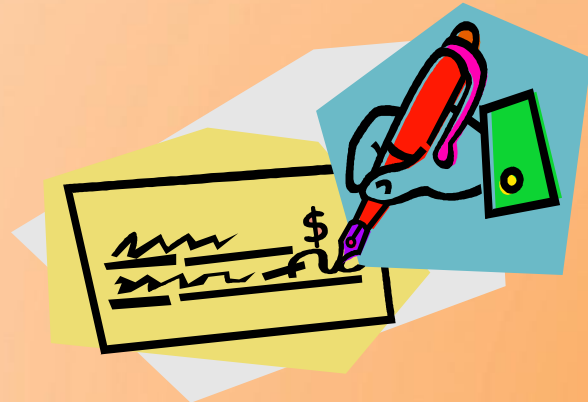
- Must be made within 24 hours of receipt of funds
- Take deposit transmittal form with funds to Bursar's office in 113 Student Union
- Need name of student organization, fund code, phone number of treasurer and phone number of advisor on back of checks
- Must include adding machine tape

| | |
|-----|---------|
| #20 | 80.00** |
| #5 | 10.00 + |
| #1 | 3.00 + |
| 003 | 93.00 ◊ |
| #25 | 0.50 + |
| #5 | 0.15 + |
| #1 | 0.07 + |
| 006 | 93.72 * |



Disbursement Vouchers

- Disbursement vouchers available in 304 Whitehurst
- To reimburse a student – CWID along with name and address
- To pay a company – must have FEI number (tax ID number) along with name and address
- Voucher must be signed by President or Treasurer and Advisor



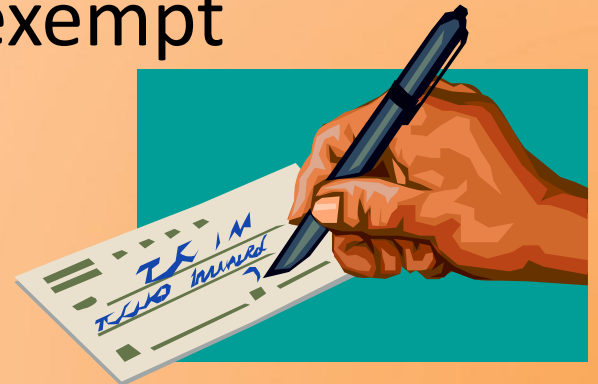
Disbursement Vouchers

- Include itemized receipt or invoice to be paid or reimbursed
- Itemized original receipt **must** include date of transaction, amount, vendor name and **itemized description of item(s)** purchased & **show proof of payment**
- Invoice to be paid is to be placed between yellow and green copies of voucher below perforation
- If mailing a form to vendor, must include extra copy and attach it to green copy of voucher



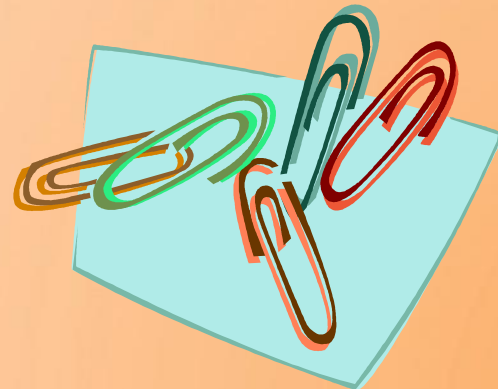
Disbursement vouchers

- Check should be issued within 2 weeks after being approved for payment by University Accounting
- Treasurer will need to keep gold copies of the disbursement vouchers to reconcile with FGRODTA's
- Student organizations are not exempt from paying sales tax



Campus Vendor Invoices

- If purchase items from bookstore or rent vehicles from Motor Pool, OSU campus department will charge student organization (DO NOT use disbursement voucher)
- Examples: Motor Pool, Student Union bookstore, Daily O'Collegian and Physical Plant work orders



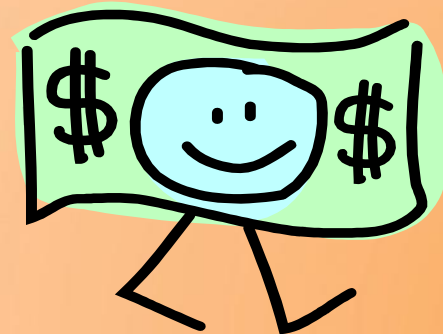
Purchasing Gift Cards

- Maximum amount \$25 per card – limit of \$250 for all cards
- Keep log with name, address, CWID, and amount of gift card for each recipient
- Each recipient must sign log. That log **must** be attached to disbursement voucher.



Transfers

- Student organizations may transfer funds to another student organization
- Memo needs to include current date, name and fund number (1-991XXX) of student organization receiving funds and name and fund number (1-991XXX) of student organization paying funds
- Memo must be signed by President or Treasurer and Advisor of organization paying the funds



Donations

- Student organization receiving AFAP funds can't use those funds to make a charitable donation
- Use a disbursement voucher to make a donation
- Required documentation includes copy of deposit showing funds were deposited into the account and a memo with description, name and address of charity. Memo **must** be signed by the advisor



Accounting Reports

- Available around 1st working day of month from advisor
- FGRBDSC – provides current month and year to date amounts for revenue and expenses
- FGRODTA – lists all transactions for revenue and expenses for the current month
- FGRGLTA/FGRFAAC – provides monthly fund balance



FGRGLTA / FGRFAAC

FGRFAAC 8.7
FISCAL YEAR 18

OSU and A&M (PROD)
Fund/Account Activity Report
AS OF 31-JUL-2017

02-AUG-2017 12:59:54 AM
PAGE 6662

CHART: 1 Oklahoma State - General University
FUND : 991500 Ag Ambassadors

| ACCOUNT | ACCOUNT TITLE | BEGINNING BALANCE | DEBITS | CREDITS | ENDING BALANCE |
|-----------------------------------|-----------------------------|----------------------|-----------|-----------|-------------------|
| 119999 | Claim On Cash | 10,336.79 | 10,686.79 | 975.38 | 9,711.41 |
| 160000 | Interchart Due/To From | .00 | 150.00 | 150.00 | .00 |
| 169999 | Interchart Claim on Cash | .00 | .00 | 150.00 | -150.00 |
| TOTAL: Cash & Cash Equivalents | | 10,336.79 | 10,836.79 | 1,275.38 | 9,561.41 |
| TOTAL: Assets | | 10,336.79 | 10,836.79 | 1,275.38 | 9,561.41 |
| 210000 | Accounts Payable | .00 | 975.38 | 975.38 | .00 |
| TOTAL: Accounts Payable | | .00 | 975.38 | 975.38 | .00 |
| TOTAL: Liabilities | | .00 | 975.38 | 975.38 | .00 |
| 301100 | Revenue Control | .00 | .00 | 350.00 | -350.00 |
| 302100 | Expenditure Control | .00 | 1,125.38 | .00 | 1,125.38 |
| TOTAL: Control Accounts | | .00 | 1,125.38 | 350.00 | 775.38 |
| TOTAL: Control Accounts | | .00 | 1,125.38 | 350.00 | 775.38 |
| 409090 | Fund Balance - Agency Funds | -10,336.79 | 10,399.86 | 20,736.65 | -10,336.79 |
| TOTAL: Agency Funds | | -10,336.79 | 10,399.86 | 20,736.65 | -10,336.79 |
| TOTAL: Fund Balance | | -10,336.79 | 10,399.86 | 20,736.65 | -10,336.79 |
| TOTAL LIABILITIES & FUND BALANCE: | | -10,336.79 | 12,500.62 | 22,062.03 | -9,561.41 |

FGRBDSC

REPORT FGRBDSC
FISCAL YEAR: 18

OSU and A&M (PROD)
Budget Status (Current Period)
AS OF 31-JUL-2017

RUN DATE: 08/01/2017
TIME: 11:31 PM
PAGE: 6938

COAS: 1 Oklahoma State - General University
FUND: 991263 Stu Govt Assn
PRED ORG: E00444 Campus Life Administration
ORG: 100444 Campus Life Administration

| ACCOUNT | ACCOUNT TITLE | ADJUSTED BUDGET | CURRENT PERIOD ACTIVITY | YEAR TO DATE ACTIVITY | BUDGET RESERVATIONS | AVAILABLE BALANCE | CMT TYP |
|--------------------|----------------------------|--------------------|----------------------------|--------------------------|------------------------|----------------------|------------|
| 500960 | Oth Non-Rev Receipt | .00 | 99.47 | 99.47 | .00 | -99.47 | U |
| TOTAL | Other Operating Revenues | .00 | 99.47 | 99.47 | .00 | -99.47 | |
| 703030 | Off Supp-Expendable | .00 | 75.05 | 75.05 | .00 | -75.05 | U |
| TOTAL | Supplies & Materials | .00 | 75.05 | 75.05 | .00 | -75.05 | |
| 706300 | Cvi Month Phone Chg | .00 | 129.25 | 129.25 | .00 | -129.25 | U |
| 706350 | Cvi Long Distance C | .00 | 3.00 | 3.00 | .00 | -3.00 | U |
| TOTAL | Communications | .00 | 132.25 | 132.25 | .00 | -132.25 | |
| 707200 | Repr & M-Building | .00 | 91.15 | 91.15 | .00 | -91.15 | U |
| TOTAL | Contractual Services | .00 | 91.15 | 91.15 | .00 | -91.15 | |
| 708950 | Othr C Exp-A/Trust | .00 | 834.32 | 834.32 | .00 | -834.32 | U |
| TOTAL | Other Operating Expenses | .00 | 834.32 | 834.32 | .00 | -834.32 | |
| TOTAL ORGANIZATION | | | | | | | |
| 100444 | Campus Life Administration | | | | | | |
| TOTAL | Revenue | .00 | 99.47 | 99.47 | .00 | -99.47 | |
| TOTAL | Expenditures | .00 | 1,132.77 | 1,132.77 | .00 | -1,132.77 | |
| NET | | .00 | -1,033.30 | -1,033.30 | .00 | 1,033.30 | |

FGRODTA

01-AUG-2017 11:20:46 PM
FISCAL YEAR 18

OSU and A&M (PROD)
Organization Detail Activity
From 01-JUL-2017 To 31-JUL-2017

PAGE 11549
FGRODTA

COAS: 1 Oklahoma State - General University
ORG: 100444 Campus Life Administration

| TRANS DATE | TRAN TYPE | DOCUMENT NUMBER | DOCUMENT REF # | DESCRIPTION | ACCOUNT/FUND | BUDGET ACTIVITY | TRANSACTION ACTIVITY | ENCUMBRANCE ACTIVITY | CMT TYP |
|--|-----------|-----------------|----------------|-------------------------------------|--------------|-----------------|----------------------|----------------------|---------|
| Stu Govt Assn | | | | | 991263 | | | | |
| BEGINNING BALANCE: Oth Non-Rev Receipt | | | | | 500960 | 0.00 | 0.00 | 0.00 | |
| 07/06/2017 | CH1 | F0015077 | 108976 | student gov association | 500960 | | 24.47 | | U |
| 07/19/2017 | C1H | J0073063 | | Inter Agency Transfer | 500960 | | 75.00 | | U |
| ENDING BALANCE: Oth Non-Rev Receipt | | | | | 500960 | 0.00 | 99.47 | 0.00 | |
| BEGINNING BALANCE: Off Supp-Expendable | | | | | 703030 | 0.00 | 0.00 | 0.00 | |
| 07/20/2017 | J25 | BK000398 | 00044578 | STUDENT UNION | 703030 | | 12.15 | | U |
| 07/26/2017 | J25 | BV000043 | | 0792129SPECTRUM PAINT #7 | 703030 | | 62.90 | | U |
| ENDING BALANCE: Off Supp-Expendable | | | | | 703030 | 0.00 | 75.05 | 0.00 | |
| BEGINNING BALANCE: Cvi Month Phone Chg | | | | | 706300 | 0.00 | 0.00 | 0.00 | |
| 07/20/2017 | J25 | TL000026 | | TELECO07 Telecommunication Services | 706300 | | 99.00 | | U |
| 07/20/2017 | J25 | TL000026 | | TELECO07 Telecommunication Services | 706300 | | 10.25 | | U |
| 07/20/2017 | J25 | TL000026 | | TELECO07 Telecommunication Services | 706300 | | 20.00 | | U |
| ENDING BALANCE: Cvi Month Phone Chg | | | | | 706300 | 0.00 | 129.25 | 0.00 | |
| BEGINNING BALANCE: Cvi Long Distance C | | | | | 706350 | 0.00 | 0.00 | 0.00 | |
| 07/20/2017 | J25 | TL000026 | | TELECO07 Telecommunication Services | 706350 | | 3.00 | | U |
| ENDING BALANCE: Cvi Long Distance C | | | | | 706350 | 0.00 | 3.00 | 0.00 | |
| BEGINNING BALANCE: Repr & M-Building | | | | | 707200 | 0.00 | 0.00 | 0.00 | |
| 07/26/2017 | J25 | FM000103 | 00252439 | FACILITIES MGMT | 707200 | | 17.86 | | U |
| 07/26/2017 | J25 | FM000103 | 00253499 | FACILITIES MGMT | 707200 | | 8.93 | | U |
| 07/26/2017 | J25 | FM000103 | 00253499 | FACILITIES MGMT | 707200 | | 1.65 | | U |
| 07/26/2017 | J25 | FM000103 | 00254184 | FACILITIES MGMT | 707200 | | 24.75 | | U |
| 07/26/2017 | J25 | FM000103 | 00254184 | FACILITIES MGMT | 707200 | | 37.96 | | U |
| ENDING BALANCE: Repr & M-Building | | | | | 707200 | 0.00 | 91.15 | 0.00 | |

Accounting Reports

- Revenue subcodes
 - 500140 AFAP money
 - 500960 deposits made at Bursar office
 - 500970 transfers
- Expense subcodes
 - 708950 disbursement vouchers
 - 705480 Motor Pool rental of vehicle
 - 708510 Daily O'Collegian ads



Pcard

- Contact: Billie Watt
–405-744-8408



Any questions??



Student Union Marketing

311 Student Union

405-744-5046

Kailey Rose

Communications 101

Kailey Rose

Student Union Communications Coordinator

(405)744-5046 | kailey.rose@okstate.edu

Public Relations Opportunities

- Campus A-frames-
 - \$60 per location for 10 working days
 - Set up through Meeting & Conference Services. Keep in mind required timeline to set up the appointment and plan accordingly.
 - Artwork can be created on Student Union Marketing Department and has a required 4 week timeframe.
- OSU Calendar (calendar.okstate.edu)
 - Leadership and Campus Life Information Desk can enter any event for you onto the university's system calendar.

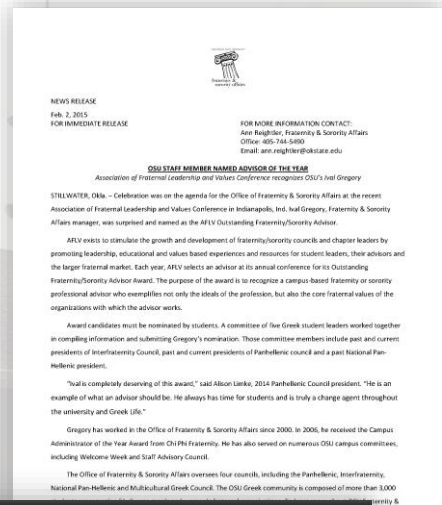
- Press Releases
 - For help with writing a press release contact OSU Communications.

- CampusLink
 - <http://icl.okstate.edu/campuslink-user-guide>

- Chalking

For chalking permits visit: <http://meetings.okstate.edu/> to set up reservations.

- Campus Postings
 - Fliers must be approved and stamped at the Meeting & Conference Services desk before they are posted on campus.
- Digital Signage in the Student Union
 - Guidelines with rates provided
- Video Services
 - Guidelines with rates provided



Student Union Marketing:

- Design and print services available, including social media and digital graphics
 - We are partnering with FedEx for any and all printing needs. Keep in mind that it is advantageous for your event to allow time to have your project printed. Our department is working with FedEx to keep costs down and one easy way to do that is giving ample time for FedEx to complete the print job successfully.
 - If you are wanting to participate in our 100 free prints deal per semester you must coordinate with Kailey Bookout in order to have the project printed. Without the Student Union Marketing Department's approval no student organization will be able to walk into the print center to request the free prints. For any questions about printing options or pricing you can either visit the printing center (SU 060), contact FedEx at usa4113@fedex.com or Kailey Bookout at 405.744.5046.
- Policies, procedures and timelines
- Online marketing request (lcl.okstate.edu/projectrequest)

campus life graphic design.

design & marketing assistance for student organizations.

- 01 a-frames.
- 02 banners.
- 03 social media.
- 04 booklets.
- 05 brochures.
- 06 photoboxx.
- 07 fliers.
- 08 logos.
- 09 campus link.
- 10 o'colly ads.
- 11 posters.
- 12 cover photo.

The Student Union Marketing Department and Department of Leadership and Campus Life are proud to offer assistance to all registered recognized student organizations for their marketing and graphic design needs. We work with student organizations to produce dynamic and effective informational and promotional materials in a timely and professional manner. Marketing and graphic design assistance is available to cover the full spectrum of student organizations' needs. We are here to help. To request design and/or marketing assistance, student organizations should complete a request request online. <http://lcl.okstate.edu/projectrequest>

student union marketing
 Oklahoma State University
 211 Student Union | Stillwater, OK 74078
 405.744.5046
 okstate@okstate.edu



timelines.

- a-frames: 2 weeks
- banners: 3 weeks
- booklets: 6 weeks
- brochures: 4 weeks
- fliers: 2 weeks
- logos: 3 weeks
- o'colly ads: 2 weeks
- posters: 2 weeks

The lead time table lists the minimum amount of time needed to fulfill your project request and is general. With the correct project request you received, the lead time will be to accommodate changes and meet deadlines.

pricing.

a-frames.

A-frame are available through Student Management through their website at www.okstate.edu/okstate. A-frame cost \$200 and are available for 100 copies for 10 days. 200+ copies are \$200 plus printing charges. They are not for sale or should be used for 10 days. They are not for sale or should be used for 10 days. They are not for sale or should be used for 10 days. They are not for sale or should be used for 10 days.

student organizations & campus departments \$100 each

fliers & posters.

Fliers and posters are available through the Student Union Marketing Department. They are available for 100 copies for 10 days. They are not for sale or should be used for 10 days. They are not for sale or should be used for 10 days. They are not for sale or should be used for 10 days.

Questions about the cost of various products, brochures or O'colly ads? Please visit our website at lcl.okstate.edu.

terms of use.

availability.

- Our staff is available to assist you with your project from 8:00 AM to 5:00 PM.
- To expedite your project, please contact the Student Union Marketing Department at 405.744.5046.
- Design assistance is available to registered student organizations and campus departments.

scheduling.

- A 100% deposit is required for all projects. We will not begin work until the deposit is received.
- All projects are scheduled on a first-come, first-served basis.
- Projects are scheduled on a first-come, first-served basis.

content.

- All content must be original and not infringe on any trademarks or copyrights.
- All content must be original and not infringe on any trademarks or copyrights.
- All content must be original and not infringe on any trademarks or copyrights.

art approval.

- All artwork must be approved by the Student Union Marketing Department.
- All artwork must be approved by the Student Union Marketing Department.
- All artwork must be approved by the Student Union Marketing Department.

billing.

- Billing is done on a monthly basis.
- Billing is done on a monthly basis.
- Billing is done on a monthly basis.

project restrictions, usage rights and waivers.

- All projects are for personal use only.
- All projects are for personal use only.
- All projects are for personal use only.

university trademarks and images.

- All content must be original and not infringe on any trademarks or copyrights.
- All content must be original and not infringe on any trademarks or copyrights.
- All content must be original and not infringe on any trademarks or copyrights.

violations and penalties.

- All content must be original and not infringe on any trademarks or copyrights.
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- All content must be original and not infringe on any trademarks or copyrights.

CAMPUS LIFE graphic design

Campus Life Project Request

This form is used to request assistance from the Student Union Marketing Department. It is used to request assistance from the Student Union Marketing Department. It is used to request assistance from the Student Union Marketing Department. It is used to request assistance from the Student Union Marketing Department.

Project: _____

Student Organization: _____

Contact Name: _____

Email: _____

Phone: _____

Please check all that apply. For usage requests, please refer to the link below.

A-Frame (Costs) _____

Banner (Costs) _____

Booklet (Costs) _____

Brochure (Costs) _____

Flyer (Costs) _____

Logo (Costs) _____

O'colly Ad (Costs) _____

Poster (Costs) _____

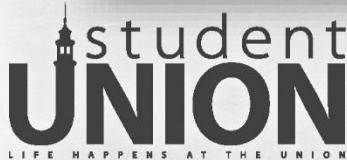
Photoboxx (Costs) _____

Social Media (Costs) _____

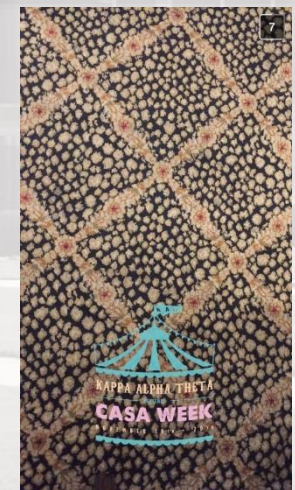
| Project Name | Quantity | Unit Price | Total Price |
|--------------|----------|------------|-------------|
| Logo | 100 | \$1.00 | \$100.00 |
| Poster | 100 | \$1.00 | \$100.00 |
| Flyer | 100 | \$1.00 | \$100.00 |
| Brochure | 100 | \$1.00 | \$100.00 |
| Booklet | 100 | \$1.00 | \$100.00 |
| A-Frame | 100 | \$1.00 | \$100.00 |
| Banner | 100 | \$1.00 | \$100.00 |
| Social Media | 100 | \$1.00 | \$100.00 |
| Photoboxx | 100 | \$1.00 | \$100.00 |

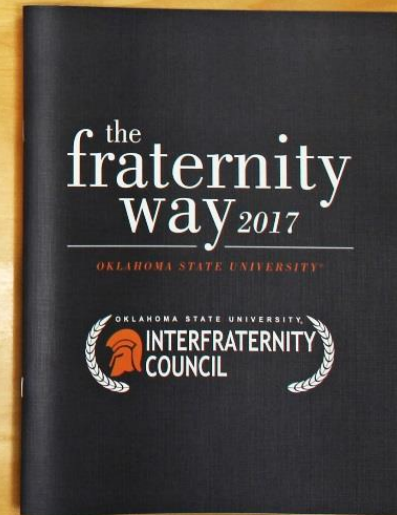
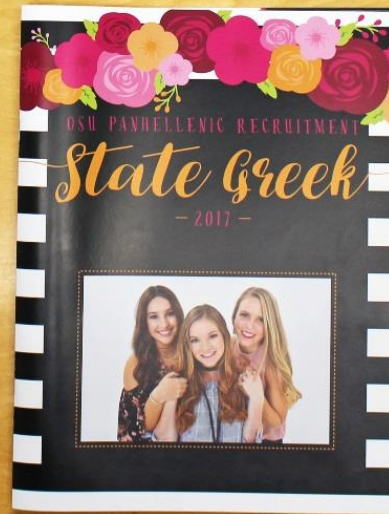
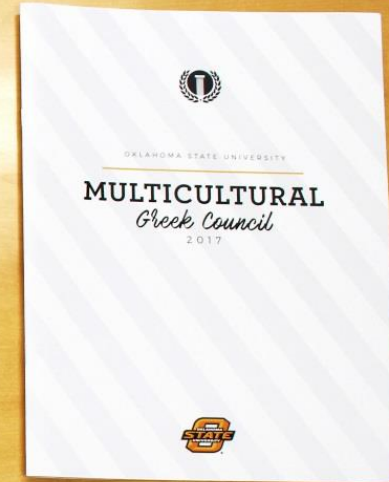
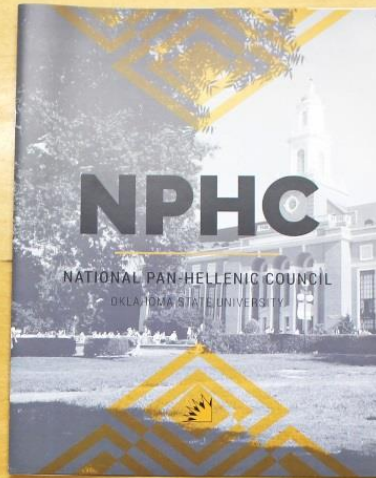
Project Name and Description: _____

If you need to contact the Student Union Marketing Department, please visit our website at lcl.okstate.edu.



Student Organization Marketing Examples





Meeting and Conference Services

179 Student Union

405-744-5232

207 Wes Watkins Center

405-744-9359

Forms, Guidelines, and Policies

<http://meetings.okstate.edu/guidelines>

Forms:

- Student Union Indoor Request Form
- Outdoor Event Request Form
- Tabling Request Form
- Campus Signage Request Form
- Food-on-Campus Waiver Application
- Alcohol Beverage Service Request Form

Guidelines & Policies:

- Guidelines for the Use and Scheduling of Public Spaces of the OSU Center for Student Services
- Policy Governing use of the OSU Student Union Public Space
- Building and Public Service Area Hours
- Student Union Solicitation Policy and Procedure
- Student Union Guidelines on Dances, Social, and Public Events
- Guidelines for the Service of Alcoholic Beverages in the SU
- Guidelines for the Use of Bennett Chapel

Forms, Guidelines, and Policies

<http://meetings.okstate.edu/guidelines>

Student Union Home Search

student UNION

LIFE HAPPENS AT THE UNION

Meeting & Conference Services

Event Planners Guide Maps/Floor Plans FAQ Contact Us

- EVENT SPACES
- TECHNOLOGY
- RATES
- POLICIES & FORMS**
- CATERING & VENDORS
- WEDDINGS
- GAMEDAY TAILGATE

REQUEST A SPACE OR PERMIT

Meeting & Conference Services

Policies and Forms

Thank you for choosing Meeting & Conference Services at Oklahoma State University to host your upcoming event. We take pride in the facilities and services we offer, and we strive to provide excellent customer service to ensure the success of your event. We offer a variety of locations to accommodate your needs.

Individual students and student organizations are required to register all on-campus events. These events must be registered no later than 10 working days before the event is scheduled to occur. The OSU Police Department requires at least 10 working days' notice if security is required. OSU Parking & Transportation requires at least 10 working days' notice if transportation is required. The location and equipment needed should be reserved at least two weeks in advance. If the event is being organized by multiple organizations, each group must be disclosed.

Forms

- [Student Union Indoor Request Form](#)
- [Outdoor Event Request Form](#)
- [Tabling Request Form](#)

Reserving Space

Meeting Conference Services
Reserves Space for the:

- Student Union
- Wes Watkins Center
- Bennett Chapel
- Table Space
- Outdoor Space

Space is free inside the Student Union for student organizations unless the group is recouping any fees or if the space requires a tech. On-campus rates apply for the Wes Watkins Center and Bennett Memorial Chapel.



Reserving Space

Student groups can begin to reserve meeting space on:

October 1st for Spring Semester

February 1st for Fall Semester

The screenshot shows the website for the Student Union Meeting & Conference Services at Oklahoma State University. The header includes the Student Union logo, the text 'MEETING & CONFERENCE SERVICES', the Wes Watkins Center logo, and the Oklahoma State University logo. A navigation bar contains 'My Account' and 'Browse' links, and a 'Welcome Guest' message. The main content area features a 'Home' button and a welcome message: 'Welcome to the Meeting & Conference Services at Oklahoma State University. Thank you for choosing our facilities to host your upcoming event.' Below this is a large photograph of a brick building with a clock tower. At the bottom, there are two promotional sections: one with a 'NEW' tag and text about display signage, and another titled 'Video Tutorial Library' with a small video player icon and text about online requests.

student UNION | MEETING & CONFERENCE SERVICES

Wes Watkins Center
LIFE TIME & CONFERENCE SERVICES

OKLAHOMA STATE UNIVERSITY

My Account Browse Welcome Guest

Home

Welcome to the Meeting & Conference Services at Oklahoma State University.
Thank you for choosing our facilities to host your upcoming event.

NEW! Display signage is an excellent way to promote your events, activities, and programs at OSU. Reserve your **A-Frame** space today or apply for a permit to **post flyers** or **sidewalk chalk** on campus.

Video Tutorial Library
Learn how to submit and edit your requests online

Student Union, Wes Watkins, and Bennett Chapel Rates

<http://meetings.okstate.edu/rates>

The screenshot shows the website for Student Union Meeting & Conference Services. The header includes the Oklahoma State University logo, the text 'student UNION LIFE HAPPENS AT THE UNION', and navigation links for 'Event Planners Guide', 'Maps/Floor Plans', 'FAQ', and 'Contact Us'. A search bar is located in the top right corner.

The left sidebar contains a navigation menu with the following items:

- EVENT SPACES
- TECHNOLOGY
- RATES** (highlighted in orange)
- POLICIES & FORMS
- CATERING & VENDORS
- WEDDINGS
- GAMEDAY TAILGATE

Below the menu is a call-to-action button that says 'REQUEST A SPACE OR PERMIT' with a person icon, and the text 'Meeting & Conference Services'.

The main content area is titled 'Rates' and includes a sub-header: 'Student Union Rates | Wes Watkins Center Rates | Bennett Memorial Chapel Rates | Service List and Fees'. A note states: '*All rates are subject to change. For pricing on *weddings*, please contact Meeting & Conference Services at (405) 744-5232 or meetings@okstate.edu.'

| | On-Campus Organizations/Affiliated | | Off-Campus Organizations | | Non-Profit Organizations | |
|------------------------|------------------------------------|----------|--------------------------|----------|--------------------------|----------|
| | Full-Day | Half-Day | Full-Day | Half-Day | Full-Day | Half-Day |
| Student Union | | | | | | |
| 070 Cowboy Underground | \$270 | \$180 | \$540 | \$330 | \$270 | \$180 |
| 203 Theater | \$475 | \$275 | \$950 | \$550 | \$300 | \$150 |
| 205 Campus Life East | \$125 | \$75 | \$245 | \$150 | \$125 | \$75 |
| 230 Campus Life West | \$125 | \$75 | \$245 | \$150 | \$125 | \$75 |
| 265 Ballroom | \$750 | \$425 | \$1,475 | \$850 | \$750 | \$425 |
| 270 French Lounge | \$350 | \$225 | \$675 | \$425 | \$350 | \$225 |
| 280 Sequoyah Room | \$325 | \$225 | \$600 | \$350 | \$325 | \$225 |

Football Gameday Tailgate Reservations

<http://meetings.okstate.edu/GamedayTailgate>

The screenshot shows the Student Union Meeting & Conference Services website. The header includes the Student Union logo with the tagline "LIFE HAPPENS AT THE UNION" and the text "Meeting & Conference Services". Navigation links include "Event Planners Guide", "Maps/Floor Plans", "FAQ", and "Contact Us". A search bar is located in the top right corner.

The left sidebar contains a menu of services with icons: EVENT SPACES, TECHNOLOGY, RATES, POLICIES & FORMS, CATERING & VENDORS, WEDDINGS, and GAMEDAY TAILGATE (highlighted in orange). Below the menu is a button that says "REQUEST A SPACE OR PERMIT".

The main content area features the heading "Gameday Tailgate" and "OSU Football Gameday Tailgate Reservations". Below this is the sub-heading "Tailgate Package Program Available for All Football Fans". An image shows a white tent with a "GAMEDAY" sign in front of a building. The text reads: "NEW for 2016! Reserve all the fun of gameday without the hassle! Premium football tailgate packages are now available just north of Boone Pickens Stadium. [Click here to learn about our all-inclusive packages](#) or call (405) 744-5232 for details. Hurry! Space is limited!"

Below the image is the heading "Tailgate Program for On-Campus Groups". The text states: "For the purposes of tailgate reservations, University entities are defined as: *Recognized Student Organizations, Academic Departments, and Staff Departments*. These University entities have the opportunity to reserve space in a guaranteed location".

Flyer and Chalking Permits

If you have the poster ready for approval 10 business days before it needs to be distributed you can complete the online approval process.

If it is under 10 business days you will need to visit the office and complete the Campus Signage Request Form.



DEPARTMENT OF LEADERSHIP & CAMPUS LIFE

PRESIDENTS & ADVISORS WORKSHOP

WEDNESDAY, SEPT. 7
3:30-5:00 P.M. | 208 JB BUILDING
SIGN UP HERE FOR THE SEPT. 7 SESSION:
<https://campuslink.okstate.edu/organization/campus-life/calendar/details/783648>

OR

THURSDAY, SEPT. 8
5:00-6:30 P.M. | 208 JB BUILDING
SIGN UP HERE FOR THE SEPT. 8 SESSION:
<https://campuslink.okstate.edu/organization/campus-life/calendar/details/783653>

Organizations can expect to:

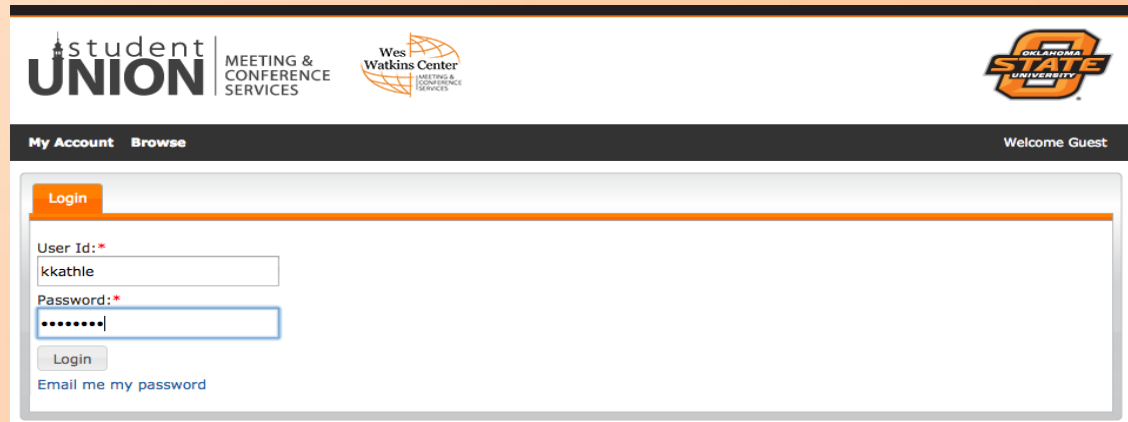
- Campuslink Resources
- Marketing Support



Virtual EMS

You Will Need to Log
in Using Your:

Short OKey User ID
OKey Password



The screenshot shows the login interface for the Student Union Meeting & Conference Services. The page header includes the "student UNION" logo, "MEETING & CONFERENCE SERVICES", the "Wes Watkins Center" logo, and the "OKLAHOMA STATE UNIVERSITY" logo. Below the header, there are navigation links for "My Account" and "Browse", and a "Welcome Guest" message. The main content area features a "Login" button, a "User Id:" field with the text "kkathle", a "Password:" field with masked characters, a "Login" button, and a link for "Email me my password".

Leadership and Campus Life

211 Student Union

405-744-5486

Kevin Coughlin

Leadership & Campus Life Webpage

lcl.okstate.edu

Student Union Home Search

student UNION

LIFE HAPPENS AT THE UNION

About Us Contact Us Student Organization Resources Online Applications

LEADERSHIP OPPORTUNITIES

PRESIDENT'S LEADERSHIP COUNCIL, LEADERSHIP MINOR, CAMP COWBOY, [more...](#)

CAMPUS LIFE SERVICES

NON-TRADITIONAL STUDENT SERVICES, VOLUNTEER CENTER, PARENTS & FAMILY RELATIONS, [more...](#)

STUDENT ORGANIZATIONS

SGA, PERMITS, ADVISOR RESOURCES, FUNDING OPPORTUNITIES, TRAINING MODULES, [MORE...](#)

FRATERNITY & SORORITY AFFAIRS

GREEK COUNCILS, FRESHMAN FOLLIES, VARSITY REVUE, SPRING SING, RECRUITMENT, [more...](#)

INTERNATIONAL STUDENT SERVICES

ADMISSION, IMMIGRATION, EMPLOYMENT, INTERNATIONAL PROGRAMS, [more...](#)

ARTS, CULTURE & ENTERTAINMENT

STUDENT UNION ACTIVITIES BOARD, ALLIED ARTS, SPECIAL EVENTS, [more...](#)

#LeadOrange

Tweets by @OSUCampusLife

Leadership & Campus Retweeted

Burns Hargis @burnshargis
OSU supports #okstate #DACA students. University has resources to help. [#YouAreWelcomeHere](#) [Diversity.okstate.edu](#)
Sep 8, 2017

Leadership & Campus @OSUCampusLife
Don't forget about the Presidents & Advisors Workshops happening in the next two weeks.

PRESIDENTS & ADVISORS

Embed View on Twitter

ONLINE APPLICATIONS

SGA
STUDENT GOVERNMENT ASSOCIATION

CampusLink
ORGANIZATIONS & INVOLVEMENT

COMPLETE YOUR EDUCATION

Student Organization Resources

The screenshot shows a web browser window with the URL icl.okstate.edu/student-organization-resources. The page features a navigation bar with 'Student Union Home', a search bar, and menu items: 'About Us', 'Contact Us', 'Student Organization Resources' (highlighted), and 'Online Applications'. The main content area is titled 'Student Organization Resources' and contains a grid of nine orange buttons: 'Advisor Resources', 'CampusLink Resources', 'Explore Student Organizations', 'Funding Opportunities', 'Permits for Student Organizations', 'Start a New Student Organization', 'Student Organization Resources', 'Student Organization Training Modules', and 'Student Organization Update Forms'. Below the grid, there is a link to 'Check out our 500+ student organizations!', a welcome message for student organization leaders, a list of resources, contact information for Leadership and Campus Life (405-744-5486 or campuslife@okstate.edu), a section for 'Students Rights and Responsibility', and a link for a cubicle hour sign-in. The footer includes 'OKLAHOMA STATE UNIVERSITY' and a list of campus locations: Stillwater, Tulsa, Oklahoma City, Center for Health Sciences, Division of Agriculture, Institute of Technology, and Veterinary Medicine.

icl.okstate.edu/student-organization-resources

Student Union Home Search

student UNION
LIFE HAPPENS AT THE UNION

About Us Contact Us Student Organization Resources Online Applications

Student Organization Resources

- Advisor Resources
- CampusLink Resources
- Explore Student Organizations
- Funding Opportunities
- Permits for Student Organizations
- Start a New Student Organization
- Student Organization Resources
- Student Organization Training Modules
- Student Organization Update Forms

[Check out our 500+ student organizations!](#)

Welcome Student Organization Leaders!

Listed above are resources to enhance your student organization experience. You will find links to additional leadership opportunities, ways to start a new student organization, funding opportunities, and much more.

If you have further questions or need additional information and/or resources, please contact Leadership and Campus Life at 405-744-5486 or campuslife@okstate.edu.

Students Rights and Responsibility

Click [here](#) for cubicle hour sign-in!

OKLAHOMA STATE UNIVERSITY

Stillwater | Tulsa | Oklahoma City | Center for Health Sciences | Division of Agriculture | Institute of Technology | Veterinary Medicine

CampusLink User Guides

lcl.okstate.edu/campuslink-user-guide

lcl.okstate.edu/campuslink-user-guide

Student Union Home Search



student
UNION
LIFE HAPPENS AT THE UNION

Leadership and Campus Life

About Us Contact Us Student Organization Resources Online Applications

CampusLink User Guide

CampusLink is OSU's student organization, leadership development, and volunteer service database. It provides an easy way to manage all aspects of your student organization online including:

- Advertising events and meetings
- Collecting applications and surveys online
- Holding elections online
- Messaging organization members
- Tracking attendance at your events and meetings
- Recording community service hours for you or your organization.
- Recording your campus involvement on your student involvement transcript

*All student organizations at OSU are required to keep their officer and advisor information in CampusLink up to date since it is the only location for organization contact information.

How to:

[Update your Officers, Elections, and Contact information](#)

[Update/Add Members to Your Organization's Roster](#)

[Create an Event in CampusLink](#)

[Use an ID Card Reader to Track Meeting and Event Attendance](#)

[Hold an Election Online](#)

[Create an Online Application, Web form, or Survey](#)

[Store your Organization's Documents on its CampusLink Website](#)

[Record Service Hours](#)

If you have any questions on how to manage your group's Website in CampusLink, or want to learn how to do even more, please contact the Graduate Assistant for Campus Life, at 405-744-5486 or campuslife@okstate.edu

OKLAHOMA STATE UNIVERSITY

Stillwater | Tulsa | Oklahoma City | Center for Health Sciences | Division of Agriculture | Institute of Technology | Veterinary Medicine

Leadership Training Provided

- StrengthsQuest
- The Leadership Challenge – Kouzes & Posner
- Seven Habits of Highly Effective People
- iLead Seminars
- Social Change Model of Leadership
- Ethical Leadership

Skills Training Provided

- Goal Setting
- Mission and Vision Statements
- Event Planning
- Marketing Your Organization
- Transitioning Information
- Fundraising Basics

Active or Frozen

Active Organizations: You have all of the rights of a student organization – room reservations, posting fliers, AFAP Funding, OSU email, and University Accounting

Frozen Organizations: Do not have current information on CampusLink. The organization will not be visible on CampusLink. Members will not have student organization privileges



Explore Oklahoma State University

Search Events, Organizations and News Articles

Poster/Chalking Permits

Poster/chalking permits are managed through Meeting and Conference Services 179 S.U. <http://meetings.okstate.edu/signage>

A-frame Reservations

Facilities Management Sign Shop coordinates A-frame reservations - <http://fm.okstate.edu/signs>

My Memberships

Your Student Organization

Upcoming Events

VIEW ALL EVENTS





Explore Oklahoma State University

Search Events, Organizations and News Articles

Poster/Chalking Permits

Poster/chalking permits are managed through Meeting and Conference Services 179 S.U. <http://meetings.okstate.edu/signage>

A-frame Reservations

Facilities Management Sign Shop coordinates A-frame reservations - <http://fm.okstate.edu/signs>

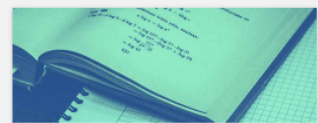
My Memberships

- Your Student Organization



Upcoming Events

VIEW ALL EVENTS



⚙️ [MANAGE ORGANIZATION](#)

Your Student Organization

[CONTACT](#)

Additional Information

1.1 Sponsoring Organization/Department
Leadership and Campus Life

02. Advisor
Kevin Coughlin
Kevin Coughlin

03. Adv Department
Leadership and Campus Life
Leadership and Campus Life

04. Adv Address
Leadership and Campus Life Office
Leadership and Campus Life Office

05. Adv Email
CampusLife@okstate.edu
CampusLife@okstate.edu

06. Adv Phone
(405) 744- 5486
(405) 744- 5486

08. President:
Your New President
Your New President

10. Pres Email
New.President@okstate.edu



Your Student Organization

CONTACT

Additional Information

1.1 Sponsoring Organization/Department

Leadership and Campus Life

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Kevin Coughlin
Kevin Coughlin

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Leadership and Campus Life
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CampusLife@okstate.edu
CampusLife@okstate.edu

06. Adv Phone

(405) 744- 5486
(405) 744- 5486

08. President:

Your New President
Your New President

10. Pres Email

New.President@okstate.edu





Y

Your Student Organization

7 Members

Primary Contact: Kevin Coughlin



  Your Student Organization















Your Student Organization

7 Members

Primary Contact: Kevin Coughlin

Manage Organization

-  Home
-  Roster
-  About
-  Events
-  News
-  Gallery
-  Documents
-  Forms
-  Elections
-  Service Hours

 Explore View 

 Action Center Home


Your Student Organization
7 Members
Primary Contact: Kevin Coughlin

CampusLink

New Election Tab

← → ↻ Secure | <https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/about>

PLEASE UPDATE AND LIST YOUR ELECTION DATE BY SELECTING ONE OF THE OPTIONS IN THE DROP DOWN LIST:

*** When is your next election?**

August 2018 ▼

07. Note: This is your last reported election date, for info only. You are not able to edit this field, select your month and year above in the drop down box.

December 2017

University regulations require all student organizations to provide the date of their next election. If you have questions concerning when your elections are held, please refer to your constitution or contact the Department of Leadership and Campus Life at 405-744-5488 or campuslife@okstate.edu.

08. President:


Your New President

10. Pres Email

New.President@okstate.edu

Campuslink – Create an Event

← → ↻ Secure | https://campuslink.okstate.edu/submitter/organization/YourStudentOrg/eventsubmission/create ☆


Oklahoma State CampusLink *Action Center* 

☰ Your Student Organization

Create Event

* Event Title

* Theme

* Description


* Start Date * Start Time * End Date * End Time

* Location

+ ADD ANOTHER DATE

CampusLink – Create an Event

- Event Flyer Size – 1024px by 600px or larger
- 10mb limit
- Must be JPEG, JPG, GIF, PNG, and PDF

CampusLink - Documents

Please start to place important documents on CampusLink within your “Documents ” folder.

These documents should contain:

- Organization Constitution
- Organization Minutes
- Group Contact List
- Applications, Letters, etc.

CampusLink - Forms

Secure | <https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/forms?Length=5>



Oklahoma State CampusLink *Action Center*



☰ Your Student Organization

Manage Forms

+ CREATE FORM

ACTIVE ARCHIVED

ARCHIVE

There is no data available.

Organization Funding

- Graduate Student Organizations: GPSGA is the funding source for Graduate groups
- Sports Organizations: Sports Club Council is the funding source for Sports Clubs and they are not eligible for SGA funding

AFAP Funding

Activity Fee Allocation Process

Purpose: A certain portion of student activity fees are set aside each year to be disbursed to student organizations to carry out programming

Amount: Varies greatly dependent upon need.

Eligibility: Only Group 1 Recognized student organizations are eligible. These groups must also be “current” with CampusLink and University Accounting as well as have sent a representative to the Treasurer’s Workshop in the fall of the current school year. Groups that have not processed repayment of unused SGA funds from previous semesters will not be eligible.

Process: Applications become available by December. They must be completed on-line. After the deadline has passed, a series of hearings will be held to consider funding request. Once allocations have been approved by the university president, funds will be disbursed in two equal payments – one each in the fall and spring semester of the following academic year.

Deadline: Last Friday in January

SGA Co-Sponsorship

Co-Sponsorship:

- Purpose: A certain portion of student activity fees are set aside each year to be disbursed to student organizations for use in carrying out one-time events. This can include, but it is not limited to a program that is being hosted or sponsored by the student organization or attendance at a conference.

- Amount:

 - Group 1 Registered student organizations are eligible to receive up to \$500 a year (until fund is depleted)

 - Group 1 Recognized student organizations are eligible to receive up to \$1000 a semester (until fund is depleted)

- These groups must also be “current” with Leadership & Campus Life and not have any outstanding repayment due to SGA.

- Process: Submit an application via the website:

 - <http://osusga.okstate.edu/images/Documents/co-sponsorship.2.14.13.fillable.pdf>

 - A representative must attend the SGA Budget Committee Meeting and SGA Senate Meeting when the co-sponsorship is being considered. Once the legislation has passed, funds will be transferred directly into the organizations account.

- Deadline: Applications must be submitted prior to the event or conference the organizations is requesting funding for. Applications submitted by 4pm on Wednesday may be discussed at the next weeks SGA Budget Committee Meeting.

SGA Multicultural Affairs Funding

Multicultural Affairs Committee (MAC):

- Purpose: To assist any student organization that wishes to promote multicultural interaction and activities on the OSU campus
- Amount: Varies depending on need.
- Eligibility: Must be a registered student organization.
- Process: Submit an application which includes a description of the event or conference with a detailed budget on the website:
https://app.it.okstate.edu/sga_forms/index.php/module/Default/action/ViewForm/form_key/50
Attend the SGA committee meeting for the request to be heard. Funds will be transferred directly into the organization's account once the committee has made a decision to fund the group.
- Deadline: No deadline, groups can apply throughout the fall and spring semester

Student Volunteer Center

211 Student Union

405-744-7673

Cara Duprey

Student Volunteer Center

CORD Program:

- 400 Hours of Community Service as an Undergraduate
- 300 Hours of Community Service as a Graduate Student
- All Hours Must Be Reported in CampusLink
- 2016-17 Academic year 149 students received their CORD with a total of over 50,000 hours.

Record Your Service Hours on CampusLink

Go To: Service Hours and Click the Add Service Hours Blue Box

Secure | <https://campuslink.okstate.edu/actioncenter/organization/yourstudentorg/servicehours/pending>

Oklahoma State CampusLink *Action Center*

☰ Your Student Organization

Manage Service Hours

Service Hours Summary

[+ ADD SERVICE HOURS](#)

September 05, 2017 - September 12, 2017

WEEK MONTH 3 MONTHS CUSTOM

Zero
PENDING HOURS

Zero
APPROVED HOURS

Zero
DENIED HOURS

PENDING APPROVED DENIED

[DELETE SELECTED](#)

There is no data available.

Privacy Support © Campus Labs 2017

CampusLink will track all of your service hours and organizational involvement to create a co-curricular transcript.



DEPARTMENT OF
Leadership
& Campus Life

Name: Kathleen KENNEDY

Date: September 9, 2016

CampusLink

Member (7/26/2016 - Present)

Leadership & Campus Life

Primary Contact (8/8/2016 - Present)

Campus Life Graduate Assistant (7/26/2016 - Present)

Member (7/26/2016 - Present)

President (7/26/2016 - 7/26/2016)

Student Union Activities Board

Advisor (9/30/2008 - 8/10/2009)

Member (8/6/2008 - 8/10/2009)
