

# New Officer Training

Misty D. Levingston  
Program Coordinator  
Office of Student Engagement

# Office of Student Engagement

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Location: SMSU-203  
Office Hours: 8am – 6pm  
Main Line: 909-537-5234  
Website: [se.csusb.edu](http://se.csusb.edu)

Director: Fred McCall III  
Administrative Assistant: Dana Franklin  
Financial Management Specialist: Crystal Henderson  
Program Coordinators: Natalie Cleary – Greek Organizations  
Misty Levingston – Clubs & Organizations  
Monica McMahon – Program Board &  
National Student Exchange  
Damarea Parker – NPHC Greeks  
Student Assistants: Maddi, Ely, Courtney

# Chartering Process

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- ❖ Must register via OrgSync annually
- ❖ All club charters expire June 30 of each academic year. Greeks are on a different cycle. See the Greek coordinators for more information.
- ❖ Organizations must submit officer and constitution/bylaw changes within 2 weeks.

# Officer Requirements

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- ❖ All organizations must have at least 3 financially responsible officers - President, Vice President & Treasurer
- ❖ Must be matriculated
- ❖ Must be in good standing with CSUSB
- ❖ Must have a minimum GPA of 2.5 qrt & cum

# Benefits of Chartering

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- ❖ Space reservations at reduced fees
- ❖ Eligible to receive ASI CAB Funding
- ❖ Org Sync
- ❖ 100 B&W copies per quarter
- ❖ Free Poster Making Supplies
- ❖ Directory Listing
- ❖ Advertising Opportunities
- ❖ Workshops & Education Opportunities
- ❖ Club Mailbox
- ❖ Fax Service

# Event Scheduling

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- ❖ **Special Events and Guest Services:**  
All campus facilities, with the exception of the Santos Manuel Student Union
- ❖ **Santos Manuel Student Union Scheduling:**  
All rooms within the Student Union

# Event Scheduling

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- ❖ General Meetings – one week prior to meeting
- ❖ Quarterly Meetings – may be scheduled up to one quarter out.
- ❖ Special Events – MUST be scheduled AT LEAST four weeks prior to event. NO EXCEPTIONS.
- ❖ Parking – ALL guests must pay for parking. 24/7.

# Special Events

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- ❖ DANCES
- ❖ CONCERTS
- ❖ LATE NIGHT EVENTS
- ❖ EVENTS ADVERTISED OFF CAMPUS
- ❖ EVENTS with 150 or more

These events require University Police notification, and a special event meeting with the OSE.



# Food at Events

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**SODEXO HAS THE FIRST RIGHT OF REFUSAL  
FOR ALL EVENTS HAVING FOOD ON  
CAMPUS.**

- ❖ Closed Events – all attendees are members of the organization. Example - Weekly meetings. Does not require Sodexo's approval.
- ❖ Open Group Meetings/Events (no food sales) – Open to the campus community. Example – Banquet. Requires Sodexo's approval.
- ❖ Open Group Fundraisers (food sales). Example – Club carne asada taco sale. Requires Sodexo's approval.

# Alcohol at Club Events

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- ❖ Student organizations are not permitted to sponsor events with alcohol on campus.
- ❖ Organizations sponsoring an off-campus event with alcohol may not include alcohol on the advertisements distributed on campus.

# Event Promotion Ideas

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- ❖ Posters
- ❖ Coyote Radio
- ❖ Campus Marquee
- ❖ Social Media
- ❖ Events Web-Page
- ❖ Banners
- ❖ Flyers
- ❖ Club Mailboxes
- ❖ Coyote Chronicle

- ❖ Digital Display Monitors
- ❖ T- shirts
- ❖ E-mails
- ❖ Announce in class
- ❖ Student group announcements
- ❖ Leaders Listserv e-mails
- ❖ Co-Sponsor w/other clubs
- ❖ OrgSync

# Students with Disabilities

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## **Accessibility Statement**

If you need any special accommodations in order to attend or participate in this event, please contact *Name & Phone #/ email* by *specific date at least 3 days before the event.*

This statement must appear on all flyers that are posted on campus.

# OrgSync

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- ❖ Use OrgSync as your organizations database.
- ❖ Store files, pictures, pertinent club information.
- ❖ Helps with the continuity of your organization.
- ❖ Different levels of access.
- ❖ OSE has access to all OrgSync portals.
- ❖ For more information, attend the workshop.

# Club Banking

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- ❖ CSU Chancellor's Office mandated all organizations, unless granted exemption, must bank at the university.
- ❖ Will not be charged any banking fees.
- ❖ Qualifications for exemption:
  - ❖ Maintain official affiliation with a national organization.
  - ❖ Members dues must partially go to the national organization
  - ❖ Be incorporation as a non-profit – Internal Revenue Service Section 501 (c)
  - ❖ Must have filed IRS form 990 with the IRS to maintain 501 (c) in the previous year.
- ❖ For more information, attend the workshop.