

All Things Student Organizations/Leadership

Resources for Student Organizations

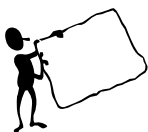
Copies



ASU Document Production Services offers each registered student organization 100 free copies per semester to be used for publicizing club activities, events, and meetings. Copies can only be made at the Copy Center in the Lower Level of the Memorial Union. Copies left unused in the fall semester will not roll over to spring. Limitations: Neither the SORC nor the Copy Center is responsible for negligent use of this privilege. Therefore, the only officer authorized to make copies is the President.

Thomas Reprographics offers the same deal for DPC affiliated student organizations. The copy shop is located in the Arizona Center – on Third Street & Taylor, right next to AMC theatres.

Posters ** @ Tempe's SORC **



Each organization can receive five free posters (approx. 23" x 30") per semester. Posters are to be used for publicizing club activities, events, and meetings. To create your poster, bring an 8-1/2 x 11 printout of your design to SORC at the Tempe Campus on the 3rd floor of the MU. Posters will be ready for pickup 48-hours later. Posters left unused in the fall semester will not roll over to spring. Limitations: The SORC is not responsible for negligent use of this privilege. Therefore, the only officer authorized to make copies is the President.

Fundraising Resource



"Health Coach is available to help with your fundraisers and charity events! We are a owner-operated health care and wellness facility in the downtown Phoenix area- just south of the new ASU campus. We provide chiropractic, massage and physical therapy. We can donate chair massages, products and other services to help your organization raise money." We are located inside the US Bank building, 101 N. 1st Ave #170. Call for more information, (602) 257-4520.



Sound & DVD Player

We have a small boom box and a DVD player that can be checked out. Please make prior arrangements for pick up. Deposit will apply. E-mail dora@asu.edu.

E-Mail & Student Organization Homepage

To set up an organization e-mail account, follow these steps:

Send an e-mail note to Email-Q@asu.edu. In the note, include your name, the name of the organization, and state the need of your organization to have e-mail. Also, include the asurite of your advisor and one student in your organization. An e-mail consultant will discuss the options available. After discussing the options, the rest of the steps will be handled by IT. For more information, please call the Computer Accounts Office at 965-1211.

To create a student organization homepage, visit this website: <http://www.asu.edu/clubs/sorc/webpace.htm>



Advisement

Need help planning an event? Looking for sponsors? If you have questions or need help, contacting Dora in the Activities Center is a good place to start.



Newsletters and Listserv

SORC sends out newsletters four times a year to inform student organizations of upcoming events. In addition, your organization president is added to the SORC listserv to be kept informed of registration deadlines and major events on campus. Email SORC@asu.edu.



Downtown Devil News

The DPC Activities Center also will keep you updated on information that is pertinent to student organizations and leaders. Once a week or every other week, a general involvement/activities e-mail will be sent out highlighting all important information from dora@asu.edu

Banner Paper and Helium Tank

Large rolls of banner paper are available through the SORC office in Tempe. At the DPC, a helium tank is available for student organizations, but you must supply your own balloons. Please call the Dora at least five days in advance to reserve the helium tank and make arrangements.



Room Reservations

Rooms on the first floor of Residential Commons and classrooms in University Center are available for meetings and programs and can be reserved by registered student organizations. For Residential Commons, contact April Johnson at (602) 258-3411 x452 or via e-mail april.johnson@asu.edu or stop by Residential Commons. You will be asked to fill out a reservation form. For reserving rooms in UCENT – follow classroom reservation procedures. Start at: <http://www.asu.edu/it/tempe/classrooms/scheduling/scheduling-forms.html>





Tabling

Registered student organizations and ASU DPC Departments are able to table in the UCENT Lobby, near UCENT, and in Residential Commons. The procedures are in “draft” form at this time. Contact dora@asu.edu to access final procedures and forms.



Mailboxes / Storage Space

Student Organization mailboxes are located at the Student Organization Resource Room in Residential Commons (room 121) until the Activities Center opens in the Arizona Center. Mailboxes are assigned on a yearly basis. File cabinets and limited storage space are also available for organizations on a first-come, first-served basis.



Fundraising Opportunity ** @ Tempe**

Sparky’s Den in the lower level of the Memorial Union will allow use of the bowling lanes for 1 hour on a Sunday once a semester to ASU registered student organizations. The organization may use this time to raise money for their group or for charity, or as a teambuilding event for their organization. Call Judy Schroeder at 480-965-5291 or e-mail judy.schroeder@asu.edu to reserve your time or to get advice on how to run a bowl-a-thon.



Team Challenge Course Opportunity

Student Organizations have an opportunity to participate in a free team challenge course sponsored by the SRC. Team Challenge courses include icebreaker activities, team builders, conflict resolution and problem solving. They are ideal for organization leaders and for larger group dynamics. Contact Stefani Price at 965-8900 at least two weeks in advance to schedule an event.



Funding

DPC Student Organizations may request funding from the DPC Student Government Advisory Board, which is the body of students who are creating the DPC Student Government. Otherwise, all student organizations are eligible for funding from all Tempe sources – except for GPSA AND USG. List of Tempe Resources are listed here:

<http://www.asu.edu/studentaffairs/mu/clubs/funding.htm>.

Downtown Devil Calendar



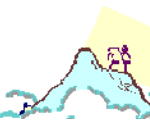
Go online to <http://www.asu.edu/downtownphoenix/downtown-student-life/First100Days.html> and find this button. This calendar lists ASU events as well as Downtown Phoenix (non-ASU) events that showcase sports, cultural, and educational, social programming for students and their families. This is also a resource for student organizations to post their events on. Just contact dora@asu.edu to do so.

Downtown Devil Station



Until the Activities Center in the DPC Student Union at the Arizona Center opens up, we have reserved UCENT 107 on Wednesdays from 11am to 2pm and on Thursdays from 1:30 pm to 5:30pm. This space is full of information on how to get involved from student organization to the Advisory boards to jobs and volunteer opportunities to advertisements about programs coming up. This space is also available for you to table in, if you so choose, just contact Dora about it.

Leadership Programs



Currently we are looking for student leaders to join Advisory Boards and the Board of Directors of the Activity Center. The Advisory Boards will work with ASU Administrators in giving feedback on specific areas of our developing campus. The Board of Directors is a body of programmers, who put on events and activities for all students. Look for more information on the website: http://www.asu.edu/downtownphoenix/presentations/app_0607.pdf and contact dora@asu.edu to join any of the current boards or to start a new one.

Paving the Legacy



Legacy Circle is a group of people who had gone to a certain number of events during the First 100 Days of our campus and participated in making history. It’s never too late to start participating, but by end of November, your “legacy passports” are due. Circle members will enjoy a great feast at the Dodge Theatre, and will win other goodies (maybe T-shirts, etc.) Some of the major events to participate in for Legacy Circle are, Family Weekend, Homecoming, and Fall Into Service. More information and the brochure is at <http://www.asu.edu/downtownphoenix/presentations/legacy.pdf>

Quick References

Starting New Organizations



The first step to starting a new campus organization is to do a little research first, to explore whether a similar organization already exists. Check the website at www.asu.edu/clubs or the SORC office. SORC has packets available for new organizations. In order to be eligible, the following paperwork is required: (1) a completed registration form signed by the officers and an advisor (full time faculty/staff); (2) roster of members, which must include a minimum of three ASU students and (3) constitution which outlines how the organization will govern itself. Visit <http://www.asu.edu/studentaffairs/mu/clubs/register.htm> for more info.



New Organization Registration and Annual Re-Registration

Registration packets for new organizations are accepted year-round. The re-registration process for existing organizations occurs in the spring. All organizations are encouraged to submit their re-registration packets beginning April 1 in order to take advantage of the services available to your organization without a lapse in services.

Back Accounts and Federal Tax ID Forms



The Arizona State Credit Union – 1812 W Monroe St, Phoenix, AZ 85007 – and most banks allow organizations to set-up accounts under the organization’s name. Typically, your organization must provide: 1) Proof that your organization is an official registered student organization through SORC; 2) A Tax ID on file with the IRS. To obtain a Tax ID, complete form "SS-4 Application for Employer Identification Number" at www.irs.ustreas.gov. It typically takes 3-4 weeks to obtain your Tax Identification Number, which can remain with the organization even though your officers may change. Your advisor should always be listed as a co-sponsor, and receive invoices. Your contact at AZ State Credit Union’s Downtown Phoenix Main Branch is Sarah Spradlin at (602) 452-4814.

Food Sales and Catering



ASU departments and registered student organizations must use authorized catering service for on-campus events. Due to liability issues it is imperative that individuals representing ASU through university functions insure that all risk management concerns are addressed by securing approved catering services as outlined. Details and additional links are available at <http://www.asu.edu/mu/catering.htm> (especially if you are looking to do an event at the Tempe Campus.)

Sodexo RSCOM Dining Services must be used for food and/or beverage service for an event hosted in the Residential Commons. (Since meeting space in the University Center is classroom space, no food is allowed.) For more information or menu options, please contact Gee Gee at (480) 226-1526 or stop by her office located within the Residential Commons, in room 111 or the Dining room itself or e-mail her at gbasone@asu.edu. Limited ordering of outside vendors is a possibility for the time being. Please discuss those with Dora, prior to making those arrangements and a food waiver might be required.



Donated Food or Special Menu Item

If an ASU department or registered student organization expects to receive food donations or require a special menu item that cannot be provided by Sodexo, a [Food Waiver Request](#) may be required. Work with Dora at the minimum of 14 days prior to event date to ensure that all rules are followed. Download this form at <http://www.asu.edu/studentaffairs/mu/clubs/resources.htm>.

Student Organization General Policies: <http://www.asu.edu/aad/manuals/sta/index.html> and <http://www.asu.edu/aad/manuals/sta/sta505-01.html>

Sales & Solicitations



No vendor sales are currently allowed in UCENT. Raffles are also not allowed. Visit <http://www.asu.edu/studentaffairs/mu/clubs/sales.htm>. For specific recommendations, review the Money Management section at http://www.asu.edu/studentlife/risk/event_management.html.

Advertising and Posting on Campus



Currently, no posting is allowed in UCENT. You may provide flyers to be posted by Residential Life staff in Residential Commons. Your flyers can also be posted in the Downtown Devil Station and the future Activities Center. Additionally, you can post your event on our web calendar, e-mail dora@asu.edu. Also, check with your college (if you are affiliated with a college) about your ability to post in college specific areas.

Freedom of Expression Policy



Arizona State University recognizes and supports the rights of students to engage in lawful free speech activity including: peaceful demonstrations and circulation of petitions that do not disrupt the normal educational and administrative function of the University, or interfere with the legitimate rights of others. Additional information about the University’s commitment to free speech is available on the Campus Environment Team website at <http://www.asu.edu/president/cet/cetsum.htm>. Check on the use of public forum areas on Tempe, and also with dora@asu.edu for Downtown.

ASU Trademark & Licensing Regulations



Before using ASU Logo, Sparky or other ASU related words, check with: www.asu.edu/gsm/. Additional information is available at <http://www.asu.edu/purchasing/tm/>. Rules and procedures are pending on commercial or promotional use (selling or give-away, etc.) http://www.asu.edu/purchasing/tm/tm_students.html and <http://www.asu.edu/aad/manuals/pur/pur701.html>. For additional information, please contact the Trademark Licensing Office at 965-5499 or 727-7848.

Risk Management



For guidance, and general info, visit: <http://www.asu.edu/studentaffairs/mu/clubs/studentriskmanagement.htm>. This website also provides you with waiver forms and other guidelines for higher risk activities, such as travel. Please work with Dora (dora@asu.edu) if you need to submit waivers and release forms.