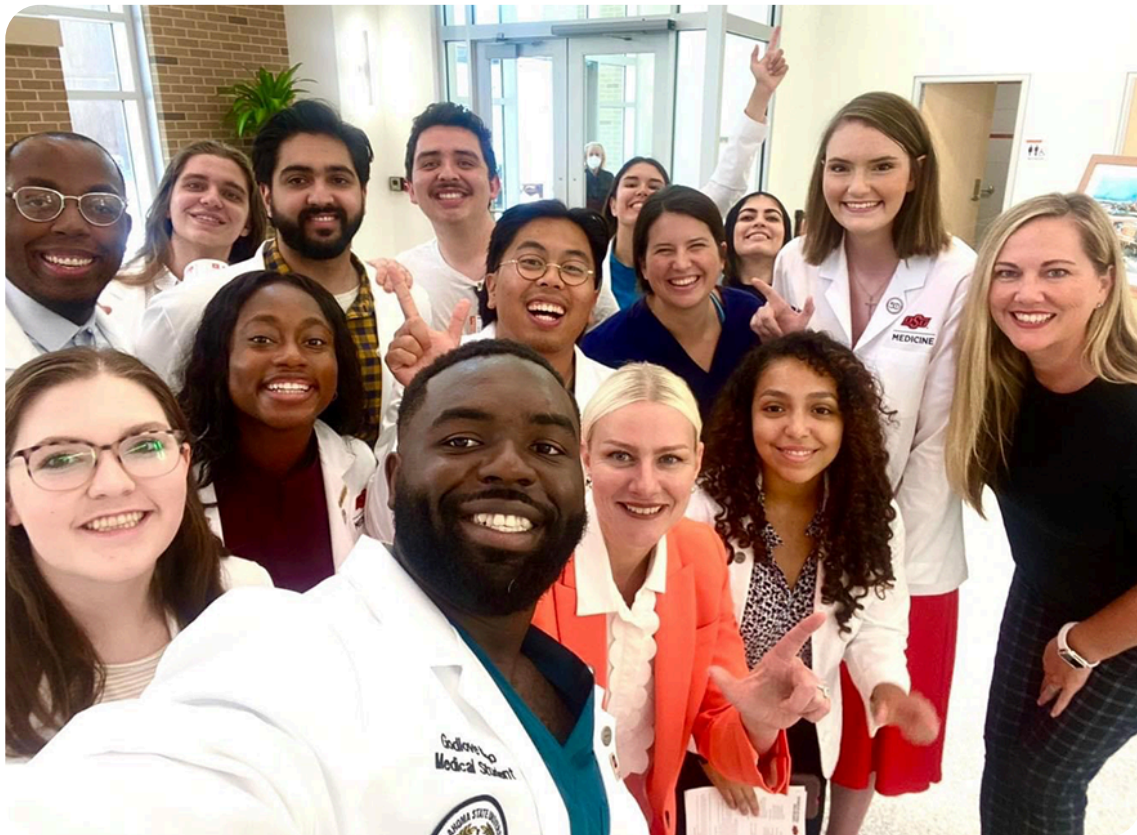




**CAMPUS LIFE**  
OSU Center for Health Sciences

# **CAMPUS LIFE HANDBOOK**



**OSU Center for Health Sciences  
Kern-Headington Student Center  
1111 West 17th Street  
Tulsa, OK 74107**

**OSU College of Osteopathic Medicine at the Cherokee Nation  
19500 E Ross St  
Tahlequah, OK 74464**

**Office Hours: Monday–Friday 8:00 a.m.–5:00 p.m.**



**Dear Students,**

**Thank you for your time and efforts in the club activities in which you are involved, as they provide so many opportunities for our students! Your leadership, passion, and resourcefulness help to enrich the lives of all our students, our staff, faculty, administration, and our community.**

**The Campus Life Handbook serves as a guide to assist you in managing your club activities. The handbook includes information related to student events, travel, finances, and other valuable information for student organizations.**

**Please review the handbook thoroughly, and if you have any questions, feel free to stop by the Office of Campus Life; we are always happy to assist you!**

**We look forward to working with you!**

**Sincerely,**

**Angela Bacon, EdS, MS**  
**Assistant Dean of Campus Life and Wellness**

# MEET THE CAMPUS LIFE TEAM



**Angela Bacon, EdS, M.S.**

ASSISTANT DEAN OF CAMPUS  
LIFE AND WELLNESS  
TITLE IX DEPUTY COORDINATOR  
angela.bacon@okstate.edu



**Danielle Veit**

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**Sarah Quinten**

COORDINATOR OF  
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**Ronnie Grayson, M.S.**

COORDINATOR OF CAMPUS  
LIFE- TAHLEQUAH  
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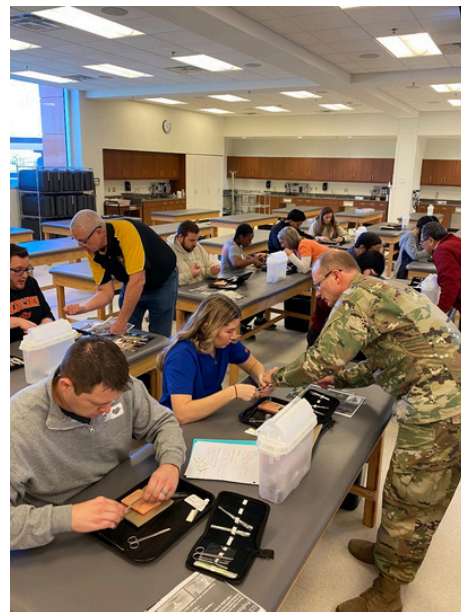
**[Campus Life Website](#)**

**[Campus Life Portal | Involve](#)**

# STUDENT CLUBS AND ORGANIZATIONS

A student organization is defined as any recognized group/organization at the Oklahoma State University Center for Health Sciences (OSU-CHS) and the OSU College of Osteopathic Medicine at the Cherokee Nation (OSUCOM-CN), which is directed and controlled by students and whose programs and activities are well-matched with the University's mission, vision, and core values. The relationship between the University and recognized student organizations generates neither a contractual relationship between the University and the organization nor a property right or expectancy in the organization of any sort. Duties performed and activities undertaken by recognized organizations are not those of the University.

As individuals, students are asked to uphold certain expectations, and organizations and their officers are under obligation to the University and the larger community to maintain high standards of ethics and conduct. This includes proper maintenance of financial records and sponsorship of events and activities that uphold the standards of the University. Any activities that violate the prohibitions contained within the Student Organization Code of Conduct may cause the charter of the organization to come under review by the Student Affairs Committee or the appropriate administrative conduct review.



# CLUB REQUIREMENTS AND RESPONSIBILITIES

The following are requirements that apply to the operation of all OSU-CHS clubs:

- Recognized clubs may not exclude students from membership or participation based on race, gender, sex, or any other such criteria.
- All student organizations must adhere to the rules and procedures set forth in the organization's constitution, and the Student Government Association (SGA) constitution, including the non-discrimination requirements for membership.
- Active membership in recognized student organizations shall be limited to currently enrolled, full-time, and part-time OSU-CHS students. OSU-CHS faculty and staff are not eligible for membership nor can they hold an office in student organizations.
- All clubs must report their designated faculty advisor to the Office of Campus Life by the start of the first day of classes.
- The Club President, Vice-President, or designee must attend all required Council of Presidents meetings.
- Clubs must maintain accurate records and a complete list of all members on their Involvement Student Organization page. Involvement is the official student engagement platform for all recognized student organizations and events( See Appendix 1).
- Club Presidents must transition their student organizations and update their membership roster before the conclusion of each academic year.
- Club/Class Treasurer must complete a quarterly financial report to the Student Government Association (SGA) treasurer who will then submit a report to the Office of Campus Life. Form and deadlines will be provided via email.
- Student club officers may only serve one term. (Not applicable to class officers or graduate programs)
- All clubs must upload their updated bylaws to their Involvement page prior to the first day of classes each academic year. Clubs events will not be approved until bylaws have been received.
- Each club treasurer must be responsible for his/her club finances and have clear communication with the SGA Treasurer regarding club finances, events, purchases, etc...
- Clubs will submit the cost of their membership fee to the office of campus life or SGA Admin VIP prior to the club fair.
- All clubs must update their respective page via Involvement by the first week of class of the fall semester.
- All organizations are required to complete 3 hours of community service per semester.
- For additional information and policies, please refer to the Student Government Bylaws or contact the Office of Campus Life at [chs-campuslife@okstate.edu](mailto:chs-campuslife@okstate.edu).



## FACULTY/STAFF ADVISORS

Faculty/Staff advisors should be well informed about the activities and events associated with the clubs to whom they advise. Club officers look to their advisors for guidance and support.

The following are important aspects of advising a student club:

- Every year, each OSU-CHS student club MUST designate a Faculty/Staff Advisor no later than the first day of class to the Office of Campus Life.
- Faculty/Staff Advisors should be on the CHS campus and/or easily accessible to students for consultation and guidance regarding club activities.
- Each club advisor should be well informed and involved in the events and activities in connection with their respective clubs.
- Faculty/Staff Advisors should be available to provide counsel and advice to the clubs' officers.
- Faculty/Staff Advisors should be aware of the policies and procedures associated with the operation of the club (i.e. event approvals, travel, health fairs, guest speakers, travel policy, etc.).
- Faculty/Staff Advisor pre-approval is required for all events. Written approval is needed for events utilizing the Simulation and Clinical Skills areas.
- Faculty/Staff Advisors should help the club with recruiting, promoting, and raising awareness in a professional manner, while also upholding the positive image of the university, the profession, and the student club(s).
- Faculty/Staff Advisor should attend and supervise club elections. The Advisor should maintain impartiality, and monitor the campaign process to assure equity and accuracy.

## NEW CLUB PROCESS

Interested in starting a new club? Follow this checklist:

1. Contact the Student Affairs Committee student representative in connection with starting a new club.
2. Poll the student body to survey interest.
3. Seek a Faculty/Staff member to sponsor the club.
4. If there are enough students to create an executive board (4) then proceed to creating a set of by-laws.
5. Present a proposal to a representative of the Student Affairs Committee. The representative will convey the information to the members.
6. The Student Affairs Committee will meet and render a decision.



## ELECTIONS AND OFFICER TRANSITIONS

- Clubs/classes are responsible for conducting their own elections.
- Faculty and staff advisors are expected to maintain impartiality, attend all elections, and oversee the campaign process to ensure fairness and accuracy.
- Club/Class officer transition process should begin immediately after the elections.
- Club/class officers should completely pass responsibility to new officers after the annual transition training has been completed.
- Club officers should serve only one term, (not applicable to class officers).
- SGA Admin VPs (or designee) will provide a complete list of new class/club officers to the Office of Campus Life by the last day of class of the spring semester.

## CLUB FAIR AND MEMBERSHIPS

- The Club Fair will be held during the start of the fall semester.
- The SGA Administrative Vice Presidents will be the point of contacts for the event.
- Club officers must submit all the required information to the SGA Admin VP prior to the fair, (ex: club dues, membership requirements, perks, etc.)
- Club treasurer (or designee) is responsible for collecting club fees from students and will present to Campus Life for deposit. If assistance is needed please contact Campus Life.
- Club officers are required to keep accurate records of all fees obtained from members.
- Club Secretary is responsible for obtaining/maintaining complete and accurate rosters of all club members. All new members need to be added to Involve by no later than October 1st.
- Club Secretary is responsible for maintaining changes/updates to the club roster on Involve.
- All club/class officers are expected to collaborate to assure accuracy and timeliness of requirements.



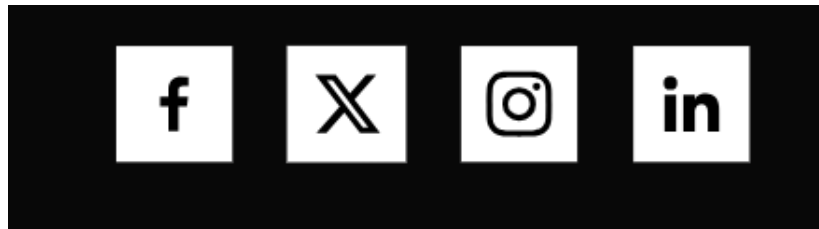
## SOCIAL MEDIA

To promote continuity and professionalism, OSU-CHS Campus Life does not maintain any other social media platforms. Student organizations interested in posting activities on official OSU-CHS social media may submit a request with their information to a Coordinator of Campus Life, PR chair, or designee, who will work with University Marketing to post the information.

Student Organizations may request a Slack channel for their group by emailing [chs-campuslife@okstate.edu](mailto:chs-campuslife@okstate.edu). OSU-CHS Campus Life expects conversations to follow the rules of polite discourse and asks that participants treat each other with respect. Posts that include the following will be removed and are subject to corrective action:

- Profanity and vulgar or abusive language
- Threats of physical harm
- Sensitive information (for example, information that could compromise public safety or intellectual property)
- Offensive terms
- Bullying, sexual harassment, or aggressive and intimidating behavior
- Vendor/commercial promotions that are not officially sanctioned by campus life

Any conflicts or issues arising from social media issues will be resolved with the Assistant Dean of Campus Life or designee.





## ON AND OFF CAMPUS EVENTS

Following are the steps to scheduling an on or off-campus event:

1. No later than 3 weeks before an event, complete an Event Approval Form via [Involve](#).

- The club advisor must be notified of the event before the form submission.
- All information on the form must be completed in full.
- Applicants should provide a detailed description of the proposed event on the form.
- The SGA Administrative Vice President will place a tentative hold on the calendar for the event until final approval is received.



- Remember, failure to submit a complete form 3 weeks before an event may result in denial of the event.

2. Please carefully consider all the requirements for your event, including facilities, media, and equipment needs such as microphones, screens, computers, IT assistance, and tables. Please indicate these requirements on your form. Additionally, remember to include information about any speakers or presenters who will be attending or leading the event. Their full background information should also be included on the form.

3. Once approved, you will receive a confirmation email from [Involve](#). Please remember to plan ahead so that the necessary approvals and arrangements can be made.

4. Event approval Deadlines:

- Fall Semester: No events may be held during finals week.
- Spring Semester: No events may be held during finals week.

5. Do not plan any activities, purchase items, or send invitations or flyers until you have received approval for your event.

6. Campus Life must approve all flyers, posters, and other advertising materials before they can be circulated to students, faculty/staff, and/or displayed on campus.

7. Flyers may only be posted on the designated bulletin boards. If you wish to advertise at other locations, please contact Campus Life.

8. If your event is off campus and the hosting site requests a Certificate of Liability, contact your Campus Life Coordinator with the details of the event.

9. No club event (on or off campus) shall exceed \$10,000.00 and will be subject to an audit of expenditures by Campus Life.

10. The committee or chair of large club events (such as Medical Gala, St. Baldrick's, Scrub Run, etc.) must submit a budget approval request form to the Office of Campus Life prior to the event.

## Important Requirements:

- **Some off-campus events require an in-person meeting with Dean Angela Bacon or the designee prior to approval and may be subject to approval by administration.**
- Students must receive approval before entering into any contract on behalf of a club. If an off-campus event requires a contract, contact your club advisor and/or Dean Angela Bacon in the Office of Campus Life.
- Please ensure that all events are pre-approved before scheduling. You can find all the necessary forms on Involve. When filling out event forms, please make sure to complete them in full and get pre-approval from the club faculty/staff advisor.
- Please note that alcohol cannot be purchased using club funds, and clubs/classes are not allowed to sell alcohol at events.



## CHARITABLE EVENTS AND DRIVES

Please keep the following things in mind when planning a fundraising drive of any kind:

- First, just as any other event, you must submit an event registration form prior to hosting the drive.
- You must gain prior approval from the Coordinator of Campus Life when placing donations boxes around campus.
- Ensure boxes are clearly labeled with the name of the drive and include an email/phone number for people to contact with questions.
- Check all donation boxes daily for the first week to get a feel for how quickly they are each filling up. Then ensure that they don't overflow for the duration of the drive.



# HEALTH FAIRS

## Pre-Event Responsibilities:

When preparing to coordinate a health screening or physical exam (human or pet) event in which students will participate, the coordinator of the event will need to complete the following 4 items at a minimum of three weeks prior to the event in order to ensure that student participants are covered by our insurance. College organized health screening events with student participation must follow the same procedure.



1. An appointment is required with a representative from Campus Life or designee for directions on how to proceed with the fair and to highlight your responsibilities to ensure you are prepared for the event. Additional policies and procedures may apply depending on the type of health fair/event.
2. All details, materials, health care professionals, etc., regarding the proposed Health Fair must be pre-approved before any planning or advertising can take place.
3. Contact your faculty advisor to determine whether he or she is licensed, credentialed, and available to oversee the procedure(s) to be offered at the event, and if not, secure a faculty/preceptor that is. **An OSU physician must be present at all health fairs.** Additional details/restrictions may apply, please contact the Office of Campus Life for further details.
4. All students are required to have completed the Minors Training required by OSU prior to assisting at any event.



## Requesting the Clinical Skills Lab & Simulation Center

1. Contact your club sponsor/advisor to confirm their availability for your potential requested simulation club event dates. Please also discuss several date options (in the event the space is not available), learning objectives, other club co-ordination, locations needed, timing of the event and number of facilitators needed. You will need this information to provide on the Involve form event application.
2. Contact the Simulation department to request the use of OSU-CSSC resources, check availability and set a tentative hold on the date/time confirmed available. For use of both campuses, communicate with both departments. (Scheduling events at both campuses at the same time may be more difficult to schedule). Reminder, student club events can be scheduled Monday-Friday 8am-5pm.  
**Jennifer Nachbor, Assistant Director of Simulation- CHS Site [jennifer.nachbor@okstate.edu](mailto:jennifer.nachbor@okstate.edu), 918-561-1801**  
**Jennifer Scott, Manager of Simulation-CN Site [jennifer.scott@okstate.edu](mailto:jennifer.scott@okstate.edu), 918-525-6333**
3. Once an event date is held, please obtain written approval of the club event via email from each club advisor.
4. Complete "Club/Student Event Request" form on Involve following Campus Life requirements. Provide a description of event details, which campus or campuses are involved, and include requested use of any clinical skills or simulation resources (room, equipment, staff, etc.). Please inquire if you have questions regarding if your event indeed involves the use of simulation. Upload the written advisors' approval where indicated.
5. When the event is approved by Campus Life, simulation will be notified. Once simulation receives this approval, a planning meeting can then be scheduled with simulation.
6. Schedule and coordinate a meeting between the student club officer (s), club sponsor/advisor, and simulation team at least four weeks before the scheduled event to discuss and finalize event details.

### Important Information:

- o The Student Club pays for any consumable costs for supplies. There is no charge for use of equipment, space, or OSU-CSSC staff assistance. A quote will be provided after the planning meeting if there are costs associated. An invoice will be provided to club leadership after the event if costs associated.
- o Please communicate confirmed station facilitators to simulation team 1 week prior to the event.
- o It is club leadership's role to communicate with station facilitators their designated simulation activity for the event.
- o To avoid the need for a student sign-in at the beginning of the event, you may supply the simulation manager with the list of registered participants prior to the event.

### Date of Event Requirements:

- Student Club is scheduled to be present to assist with set up of event activities prior to event start time and clean-up at the end of the event.
- Presence of Club Sponsor/Advisor and/or an OSU faculty member or resident in associated specialty (as approved by the Club Sponsor/Advisor). Each station must have a facilitator present.
- Presence of OSU-CHS CSSC team member, according to team member availability.

# COMMUNITY SERVICE AND OUTREACH

All organizations are required to complete 3 hours of community service per semester.



Students and clubs interested in holding or participating in an event with a community partner will adhere to the following process:

1. Contact and receive approval from the SGA Administrative Vice President to ensure the date/time/location is available on the student activities calendar;
2. Please begin completing the Event Registration form in the Campus Life office via Involve. The form contains a check box for community engagement approvals; please include the number of service hours if applicable.
3. If needed, meet with the Outreach and University Engagement office to discuss the nature of the event, and community partnerships. The outreach team has promotional materials and giveaways that can be provided.

## Professional Organizations and Positions

Students participating, attending, or holding local, regional, and/or national office in professional organizations must obtain approval from the assistant dean of Campus Life or designee prior to application and/or accepting any position. Students must be in good academic standing and hold at least a 3.0gpa. Additionally, students must secure funding for all expenses associated with the positions and follow all OSU travel policies. Failure to obtain prior approvals may result in loss of travel privileges, loss of funding, and/or a non-cognitive grade issued.



# STUDENT TRAVEL

We are always pleased to see our students representing OSU-CHS and their college at professional conferences. The following information will help prepare you for such travel.

## **Student/Club Travel Policy (for medical students only)**

Please refer to Section 7.1 of the Academic Standards Handbook regarding specific regulations for student travel. Students are expected to keep themselves apprised of any updates or changes to these policies. The handbook can be found on the CHS website [here](#).

## **Out-of-State Travel Checklist**

Specific details are listed below in the handbook.

- Complete Student Travel Approval Form
- Complete Out of State Travel Approval Form

(Attach documentation as described below)

- Obtain approval for use of club funds
- Make flight arrangements
- Make lodging arrangements
- Once returned, provide receipts to the Office of Campus Life for reimbursement (if applicable)



## **Student Travel and Reimbursement Process**

Medical students must abide by the following travel policy and procedure:

“Student Attendance – Professional Meetings and Events” October 17, 2013

<https://medicine.okstate.edu/site-files/documents/com/academic-affairs/student-attendance-meetings.pdf>

Each student shall complete a Student Travel Approval Form before any travel arrangements can be made. A link to the form is located [here](#).

- Students pay for travel at their expense and then submit a reimbursement with all the receipt(s) via Involve (must be approved by the club treasurer).

OR

- Students should arrange for prepayment by either check or Business Office ProCard for lodging or conference registrations. It's important to make these arrangements well in advance. For more information and additional details, please contact the Office of Campus Life. See below for further instructions when choosing this option.

## **Lodging Reservations with an OSU ProCard**

The following information is required in order to book lodging with an OSU ProCard:

- Fully Executed Student Travel Approval Form
- Out of State Travel Form
- Designated Hotel Information
- Number of rooms requested
- Dates requested
- Other information/documentation as requested from the Business Office.
- **NOTE: The only charges that can be paid for on an OSU ProCard are the hotel room and taxes.**
- No parking or phone calls will be covered on an OSU ProCard.
- The hotel will require you to provide a personal credit card for incidental charges such as parking, calls, room service charges, etc. You will need permission from your club to get reimbursed for these charges.

## **Flight Arrangements**

1. Complete the Out of State Travel Request and Airline Ticket Requisition Form (available in the Office of Campus Life)
2. Once the student has received a copy of the signed form, the student will work with a Campus Life representative to make flight arrangements.
3. Large group travel may be coordinated through vendor Anthony Travel in conjunction with the Office of Campus Life and the OSU Business Office.
4. Please note that all large group travel must be pre-approved by the Office of Campus Life.

## **Travel Guidelines**

1. Keep receipts for reimbursement,
2. Receipts submitted for reimbursement must NOT include alcohol purchases. You must obtain separate receipts during your trip, or you will not be able to request reimbursement.
3. Each original itemized receipt should be submitted to the Office of Campus Life via Involve along with a student reimbursement form no later than 72 hours after travel is complete. Failing to do so could jeopardize your reimbursement.
4. **Reimbursements are gathered and approved from OSU-CHS accounting and then dispersed by OSU Stillwater; therefore, please allow at least 4-6 weeks for reimbursement.**

## **Things to Remember**

- Be sure to appropriately indicate from which club account the funds should originate.
- The Business Office will not reimburse you without original, itemized receipts. Also, make sure your receipts do not include alcohol purchases.
- Consider the university and club resources when purchasing items for reimbursement (modestly priced food, hotel, airfare, etc.).
- If applicable, reimbursable expenses may include:
  - Airfare, bus, taxi, train, shuttle, rental car, gas mileage for personal car, or hotel.
  - Please note that **Alcohol is NOT a reimbursable expense.**
- Travel must be planned well in advance!
- The Office of Campus Life is available to answer your questions and guide you through the travel process.

# STUDENT FINANCIAL AFFAIRS

This section will highlight what you need to know about depositing and withdrawing funds from your club/class account, requesting funds from the SGA, and fundraising. Treasurers are required to keep a record of all transactions and to reconcile their class accounts each year. Please review the treasurer's manual regarding appropriate deposit and withdrawal procedures and requirements. Below are some highlights from these documents.

## Deposits

- The Business Office maintains an on-campus financial/bank account for club/class use.
- All funds collected for your club's benefit (e.g. membership fees, ticket sales, etc.) MUST be presented for deposit to the Office of Campus Life within 72 hours of the event. Please keep in mind that we cannot accept checks that are dated more than 30 days past the day of deposit with the Office of Campus Life.
  - Treasurers: Be sure to obtain a deposit receipt from the Campus Life Office as you are responsible for reconciling your respective club accounts quarterly and providing a report.
  - Make sure you update your records on a regular basis. It's essential that Treasurers maintain good records and reconcile accounts.
  - Each club Treasurer provides monthly financial reports to the SGA Treasurer. If you have any questions, please contact a Campus Life Coordinator to discuss your club account.

## Withdrawals

The club must pre-plan when withdrawing funds from your respective accounts. To withdraw funds, clubs must:

- Pre-pay for items such as event registrations or retail items for a specific need or event.
  - Student club officer/member pays for the item and then requests reimbursement from the club.
  - In order to be reimbursed from a club/class account you must submit a Student Reimbursement Form via Involve with all required information, signatures, and original, itemized receipts.
  - Student reimbursements will be in the form of a paper check mailed to your home address.
  - Reimbursements take approximately 4-6 weeks to be processed.
- If the check is made out directly to the vendor, you may submit an invoice instead of a receipt.
- Please note that student clubs are NOT tax-exempt.
- Funds may NOT be used to purchase alcohol. When submitting receipts, they shall not include alcohol purchases.
- If you have a special circumstance, please meet with a Coordinator of Campus Life and they will assist you with your specific club needs.





## Quarterly Reports

- Club/Class Treasurers are required to submit a quarterly report to SGA and Campus Life.
- Dates/deadlines will be provided to clubs via email.
- A template will be provided.
- Even though the treasurer is responsible for the report, it is expected that all club officers work in collaboration to ensure report accuracy and meet all deadlines.

## CLUB/CLASS FOOD PURCHASES

When buying food for a club event, it's important to plan ahead. Here are the steps to follow:

1. Make sure your event is approved in advance.
2. Contact your club Treasurer to get permission for the food purchase.
3. You can purchase the food by ordering from any vendor and paying out of pocket. Then, submit a reimbursement form via Involve. The reimbursement will be paid using the club's funds. Or,
4. The club can order food from an approved vendor (for which OSU-CHS holds a charge account). In this case, the student should submit a vendor reimbursement form and the remaining balance will be paid using club funds at a later date. If you need more guidance, feel free to contact the Office of Campus Life.



## Important Club/Class Financial Processes:



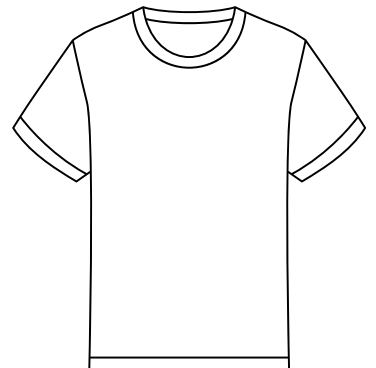
- Club representative must verify all food/merchandise ordered has been accurately received.
- All Invoices, payments/reimbursements must be presented to the Office of Campus Life within 2 business day of receipt by the club officer/designee.
- All reimbursement vouchers will require the signature of two club officers. Signature for reimbursement must be signed within 2 business days.
- If a club has been inactive for two consecutive academic years, the club is deemed inactive and any remaining funds in the club account will be transferred to the Student Government Association.

# UNIVERSITY, COLLEGE AND CLUB LOGOS

The University has very specific graphic standards, and if you are creating a design for use on t-shirts, sweatshirts, water bottles, etc., you must obtain approval on these items prior to ordering. Please complete a [University, Club Logos, and Promotional Items Approval](#) form via Involve, and a Campus Life Coordinator will contact you indicating approval of the design or will work with you to modify the design until it can be approved. All club merchandise and designs must be approved by the Office of Campus Life. Certain uses of the university logo must also be approved by the marketing department.

## Requirements to Remember:

1. OSU-CHS or college logos may be used on club/class merchandise as long as you have the approval to use an official logo and do not modify them in any way (e.g. removing the tagline or changing the dimensions).
2. You cannot design your own university or college logo. However, you may design a distinctive logo for your club or class (it should not “borrow” from the university/college logos).
3. We only work with approved vendors for university logos. Please contact the Office of Campus Life for more information.
4. Clubs are responsible for ordering their own shirts and other merchandise
5. You may use the same design from year-to-year; however, each time you submit a student reimbursement form for merchandise using that design, you must still attach the original email indicating the design was approved (email the design for re-approval if you lose the original approval).
6. Clubs are expected to coordinate a time and location for delivery of merchandise ordered by students, faculty, or staff.
7. University names, marks, and logos remain the property of the university and are essential to its overall success. The proper administration of all the marks requires them to be organized in a way to honor their integrity but still proudly present their OSU sponsorship and connection. To learn more about OSU’s branding guidelines, please visit OSU Brand Management’s website.



# PROFESSIONALISM, STUDENT CONCERNS AND CONFLICT RESOLUTION

- It is expected that students remain a high level of ethics and professionalism while involved in all club activities such as conferences, meetings, on campus/off campus events with the college and other vendors.
- It is expected that students maintain professionalism when partaking in all event lunches and attend the entire event associated with the meals/food provided. (i.e. club meetings, conferences, or campus events)
- Each club/class officer assumes certain responsibilities. However, it is expected that all class/club officer work together to assure their respective club functions and performs efficiently and effectively. Team work is essential to a successful club!
- All club/class officers and members are expected to exhibit the utmost professionalism and respect at all times.
- Officers are expected to discuss/resolve any interclub conflicts directly with the Faculty/Staff advisor. If resolution cannot be obtained, the Assistant Dean for Campus Life and/or the Associate Dean of Enrollment Management will meet with the parties involved and discuss resolution.

**Failure to comply with policies and procedures may lead to club activity suspension, as determined by the Assistant Dean for Campus Life and/or the Associate Dean of Enrollment Management.**

The Office of Campus Life thanks you for your leadership and wishes you a successful year!





## Involve Student Leader Training

A collection of videos and written guides to help students get familiar with Involve!

To access these videos please log in into Involve with your okey credentials.

### [Navigating The Student Portal](#)

### [Student's Guide To The Admin Dashboard](#)

### [Student's Guide To Organization Management](#)

### [Student's Guide To Event Management](#)

### [Student's Guide To Forms Management](#)

### [How To Transition Your Organization](#)

### [Student's Guide to the SmartTranscript](#)

