

Hello Student Organization Officers & Advisors,

Welcome back! It's that time of year to get things rolling and to get excited about 2009-2010. I hope everyone has had a wonderful summer.

Below you will find VERY important information pertaining to getting your club organized and functioning for this year. While it is a great deal of information, please take time to read through it thoroughly.

If you are no longer an officer, please forward this to remaining officers or the advisor for your club.

Student Organization Training – RSVP Today!
Saturday, September 19, 2009
9am-4pm in the Student Union

On Saturday, September 19th, officers of all student organizations will be meeting up for a day of training, brainstorming and networking. The new format for organization officer training will be a mini-leadership retreat.

It is MANDATORY for at least 2 officers per club to attend but we strongly encourage that all officers attend. **Each officer must RSVP at this link or by signing into OrgSync.** <https://orgsync.com/forms/show/15239>

It is also crucial that 2 officers attend the ENTIRE Student Organization Training. It is up to you to make plans to ensure you are represented properly. This may include changing a work shift, finding a babysitter, re-arranging plans. Failure to have 2 officers attend the entire training will result in “inactive” status until January 2010. We only ask for 1 Saturday out of 365 days; and we are confident that if you plan ahead, you will be able to attend.

Officers will be trained by position and by experience level. There will be some all group brainstorming and training work as well as an opportunity to network and learn best practices from each other. Questions? Contact Veronica Rodriguez, Assistant Director of the SAO, at x4667 or email v-rodriquez9@neiu.edu.

Student Organization Fair – RSVP Today!
September 16 & 17, 2009
10am-4pm University Commons

Hey club leaders, the Fall Student Organization Fair is coming up! Here's your chance to recruit new members and publicize your upcoming events. So round up

some of your members now to help staff you table and decorate. Think of creative ways to display your group/or organization. Maybe grab some poster board and markers for a sign or come up with a great display to post on an easel. Bring information about your group such as history and current events or publications. Don't forget to have sign-up sheets and member applications at your tables too. There's countless ways to announce what your group is about.

The fair will take place outside on University Commons (weather permitting) so if you require anything electrical please be prepared to provide your own equipment. The SAO will not be able to provide electricity or internet service. But if you need an easel or extra chairs, please let us know when you sign up.

Here's the link to sign up for the Student Organization Fair:

<https://orgsync.com/forms/show/15228>

Can't wait to see you all in September! Questions? Contact Tasha Neumeister from the SAO at x4528 or email t-neumeister@neiu.edu.

TIP: To make sure all your posters and flyers look great have them printed at Quartet Copies @ Becks Book Store. Quartet is offering a 20% discount off all your printing needs for student organizations. Take advantage of this great offer and contact them at x5320 or email their office: printquartet@neiu.edu.

Charter Renewal Forms Due, How to Stay Active, SPACE FOR FALL!

CHARTER: All clubs must submit an updated Charter Renewal from through the OrgSync portal no later than Wednesday, September 30th @ 4pm. Not submitting a charter renewal by this date would mean that your club will be "inactive" until January 2010. Here the link if you do not have a OrgSync account yet. <https://orgsync.com/forms/show/13943>

TRAINING: It is also crucial that 2 officers attend the ENTIRE Student Organization Training on Saturday, Sept. 19th. It is up to you to make plans to ensure you are represented properly. This may include changing a work shift, finding a babysitter, re-arranging plans. Failure to have 2 officers attend the entire training will result in "inactive" status. We only ask for 1 Saturday out of 365 days; and we are confident that if you plan ahead, you will be able to attend.

SPACE: Please begin thinking about your fall meetings and fall events space needs. It is important to get a jumpstart on reserving space before desired space is taken. Visit the OrgSync site to complete the ROE form or follow this link. <https://orgsync.com/forms/show/15354>

If you have not already done so, now is the time to get together as a club, elect new officers for the fall, and begin planning your fall events and meetings. If you

need help in any way, do not hesitate to contact our office at x4660 or email student-activities@neiu.edu.

OrgSync Training
Sept. 19th, 24th, 25th

Because we know that a number of our student leaders are still new to OrgSync and some may need a refresher, the SAO will be offering 3 training sessions on the club management system. Please RSVP at the following link to ensure your place: <https://orgsync.com/forms/show/15305>

Options:

Saturday, Sept. 19th 4pm-5pm in LWH-4066 (after Student Org. Training)

Thursday, Sept. 24th 1:40pm-2:40pm in LWH-4066

Friday, Sept. 25th 4pm-5pm in LWH-4066

NOTE: It is crucial that all clubs understand and use OrgSync as our office now uses it as our primary means for communication and forms submittal for student organizations. Questions? Contact Sharron Evans at x4666 or email sm-evans@neiu.edu.

SPECIAL NOTE ABOUT CHANGES TO ORGSYNC:

The appearance and some functions of the OrgSync portals have change slightly. But, for the most part, all things remain the same. When you access the FORMS section, please note that the forms are now listed in categories. Further, only 4 forms in the list will show per category. Please click on the “SEE ALL” button to right of the section. It will expand and show all forms in that category. If you have any challenges or questions, please do not hesitate to call our office at x4660.

Copy Card for Clubs

Again this year, each club will have access to a copy card to be used for club business only. Please designate one officer to be responsible for the copy card. To request the card, please visit OrgSync for follow this link.

<https://orgsync.com/forms/show/15737>

Note that all clubs are still eligible to receive color copies according to the package offered from our Graphic Arts Center. See the Student Organization Handbook for the packages offered and policies/procedures. Please contact Rugen Reyes for arrangements or further information. X4581 or r-reyes@neiu.edu.

If you have questions about the Copy Card, please contact the SAO Financial Manager, Lakena Figueroa-Foreman at x4663 or l-figueroa-foreman@neiu.edu.

Classroom Building Name Change & Technology Use Change

- The Classroom Building is now named the Lech Walesa Hall (LWH).
 - If any club reserves a classroom space (in any building) that does not have built-in media (laptop, projection), the club will need to retrieve a laptop from the Information Desk. Media Services will no longer provide media carts. NOTE: This does not impact the Student Union. Media carts will still be provided for Student Union space.
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Student Employment for Student Leaders

Note: If you are a student who has employment on campus by work study, student aide/extra help, or stipend position in a department or club, the Student Employment Office limits students to holding 2 positions (simultaneously) on campus. Example: If you receive a stipend from WZRD and employed in Campus Recreation, you cannot have a 3rd place of employment on campus.

Further, all students working on campus are limited to 20 hours per week of work regardless of the number of jobs. If you have questions, please contact the Student Employment Office at x4695.

AS ALWAYS, IF YOU HAVE QUESTIONS OR NEED HELP, COME VISIT US!
SU-206, x4660