Student Organization Resource Guide 2022-2023

UNIVERSITY OF PENNSYLVANIA
OFFICE OF ACADEMIC AFFAIRS
CLAIRE M. FAGIN HALL
418 CURIE BOULEVARD, SUITE M-18
PHILADELPHIA, PA 19104

Introduction

Dear Penn Nursing Student Organization Leaders,

An integral part of the Penn experience is involvement outside the classroom. Opportunities to enhance academic learning through co-curricular experiences are available in both formal and informal settings. Student organizations provide formal opportunities to gain leadership skills and explore a variety of interests. The Penn School of Nursing (SON) currently has 10 student organizations that are directly involved with special interests of the nursing and healthcare professions.

This resource guide is intended to serve as a manual to facilitate our nursing student leaders in effectively running their student organizations. We hope that through involvement in our student organizations, our nursing students can grow personally and professionally. Nursing student organization leaders and members are both an essential part of the living and learning community of the University of Pennsylvania School of Nursing.

If you have any questions or concerns, please feel free to contact the Office of Academic Affairs at advisor@nursing.upenn.edu.

We wish you all the best of luck and many successes with your organization!

Sincerely,

Office of Academic Affairs
Claire M. Fagin Hall
418 Curie Blvd, Suite M-18
Philadelphia, PA 19104

School of Nursing Member Organization Benefits

Becoming a School of Nursing recognized organization allows student organizations to have support from the Office of Academic Affairs at the School of Nursing and the Nursing community at large. Organizations wishing to receive recognition can do so through the Office of Academic Affairs (OAA), the Student Activities Council (SAC), and GAPSA (Graduate and Professional Student Assembly).

Benefits of School of Nursing Recognition:

There are many ways to make the most of your time here at Penn. From Penn Nursing student organizations to national professional associations, you can have fun while enhancing your academic experience, developing a broad skill set, and building your professional network.

Organizations that are approved and have gained recognition or associate membership by the School of Nursing receive the following benefits:

Benefits of School of Nursing Recognition	Trial Recognition	Full Recognition	Associate Membership
Assistance with your organization from the Office of Academic Affairs	✓	✓	✓
Access to Fagin Hall rooms for meetings and events	✓	✓	✓
Use of the 2nd floor glass showcase to display your organization	✓	✓	✓
Use of a storage cabinet on the 2nd floor. (Please note: Space is limited and available on a first-come, first-served basis by request)		✓	
Student organization website on the nursing.upenn.edu server		✓	By approval of OAA
Promotion of your organization on the Office of Academic Affairs website	✓	✓	✓
Link to the organization homepage on the Office of Academic Affairs website		✓	✓
Publication of your organization's events on the Upcoming Events calendar online	✓	✓	✓
Recruitment of new members during School of Nursing activity fairs	✓	✓	✓
Approval to participate at orientation and other approved Nursing events and traditions	✓	✓	✓

Ability to request funding for events from the Office of Academic Affairs		✓	Consideration by special requests
Participation and representation to enhance communication and collaboration with other nursing student organizations to host events.	✓ (Non-voting member)	✓	✓

Trial and Full Recognition requires organizations maintain 90%+ SON student membership
Associate Membership requires organizations maintain 50%+ SON student membership

Forming a Nursing Student Organization and Trial Recognition

An organization should demonstrate and fulfill a unique purpose within the Nursing community. The organization should provide opportunities for students to practice their leadership skills and abilities. New organizations should be distinct from other existing organizations at the School of Nursing. If an organization similar to your proposed organization already exists, please contact that Nursing student organization to join.

1. Recruit an Executive Board

Executive boards for the School of Nursing's Student Organizations often have four main positions, but these are not required nor are organizations limited to the four mentioned. Executive boards generally start with a President, Vice President, Treasurer, and Secretary.
For School of Nursing recognition, the executive board must be comprised of at least 50% School of Nursing students.

Responsibilities of each position:
- <u>President</u>: oversee the student organization and act as a liaison to respective offices, groups, and the School of Nursing community.
- <u>Vice President</u>: assist with the responsibilities of the President and uphold those responsibilities in their absence.
- <u>Treasurer</u>: maintain the budget and finances of the organization and acts as the liaison to SAC or GAPSA.
- <u>Secretary</u>: take and distribute minutes to organization members.

2. List of members

In order to determine student interest in your organization, please compile a list of names of 5 Nursing students intending to join the organization (in addition to the executive board members).

3. Create a Mission Statement and Organization Structure

Each new organization should create a mission statement that aligns with the mission of the School of Nursing and outlines the organization's purpose and goals. The new organization should also outline the organization's structure for example: areas of focus, plans for succession, types of activities, etc.

4. Select an Advisor

All SON student organizations must obtain the support of a School of Nursing faculty member to serve as faculty advisor. Organizations are only required to have one advisor but have the option to elect more than one. Nursing student organization advisors should act as another point of contact for the organization that can guide their activities and direct the student leadership to campus resources. Advisors should be up to date on all of their organization's events and meetings.

5. Submit application for Trial Recognition

After the aforementioned information has been complied, please submit the New Nursing Organization Form to the Office of Academic Affairs. Once the information has been reviewed, the Office of Academic Affairs will schedule an interview with your organization.

6. Presentation of New Organization

In order for other student organizations to become familiar with your proposed organization as part of the trial period, new organizations are required to present the below information to the Office of Academic Affairs and current School of Nursing organizations during a scheduled meeting.

- Mission of your organization
- Current membership and plans for expansion
- Club board structure
- Ideas for upcoming events
- Supports and resources
- Long term goals
- Challenges you think your organization will anticipate and how you plan to overcome those challenges

Student organizations are then encouraged to give feedback to the new organization on ways in which they can improve.

7. Proceeding with Trial Recognition

After your presentation, your organization's President and Vice President or other designee are required to attend the Student Organization Leader Meetings with the Office of Academic Affairs (which take place once a month) and run at least one event per semester. New organizations are required to participate in any Nursing sponsored event. This event may count as an event for that semester. Your participation in meetings and the ability to host great events will add to your consideration of full recognition. **The trial period lasts for one academic year starting from the time you submit your application.**

8. Full Recognition

Once the one-year trial period is over, the OAA and current student organizations will evaluate your organization's progress. Decisions on full recognition are based on your organization's ability to adhere to your mission and goals. Following a follow-up presentation of your organization's mission and progress during the trial recognition period, the Office of Academic Affairs and current student organizations will vote to grant full recognition. The decision will be announced immediately following this vote. If full recognition is granted, your organization is responsible for adhering to all of the duties of fully recognized organizations.

Maintaining Full Recognition through OAA

In order to maintain full recognition, organizations must comply with the following:
- Student organization leaders or representatives are **required** to attend all meetings with the OAA throughout the academic year. **Students may only represent one organization at any given meeting.**
- Student Nursing organizations must update their executive board's contact information with OAA, as well as through this shared list. In addition, if changes are made to the organization's mission or goals, it must be shared with the OAA as soon as possible.
- Student organizations must update website information at the start of the academic year and continue maintenance to ensure accurate and current organization information.
- Organizations must participate in or organize a minimum of three in-person/virtual events during each academic semester. The format of event is based on University guidelines each semester. *Co-sponsoring events with Nursing or other University organizations is encouraged!*
  - One event must have an academic, community service, and/or professional development focus
  - All student organizations must participate in school-wide events and SON Activity Fairs
- Student organizations must provide the OAA with accurate and timely event and meeting information to share with all Nursing students.
- Student organizations must assign one representative for the Nursing Week Committee and one representative for each School Leadership Meeting Committee.
  - The Nursing Week Committee is responsible for planning and executing this event during the spring semester. Committee members are required to attend all associated meetings, collaborate with student groups to create an agenda, publicize the event, and any other associated tasks to ensure all Nursing students are engaged.
  - The School Leadership Meeting Committee is responsible for creating an agenda of topics to be discussed with School Leadership in Nursing during fall and spring semesters. One student from each organization must attend each School Leadership meeting.
- **Annual Recognition Renewal – is based on continued recognition of the University and School and submission of an annual budget.**

Organizations that are unable to fulfill the minimum requirements will be contacted by the Office of Academic Affairs to discuss any issues or challenges that may be preventing organizations from achieving the requirements.

Associate Membership

In keeping with creating a strong student community and enhancing the student experience, the School of Nursing also extends associate membership to other Nursing affiliated organizations. Associate member organizations are a great value and asset to the Nursing community because they give our students the opportunity to engage with students from other schools, varying areas of interest, and professionals working in the field. Associate membership requires that organizations *maintain 50% SON student membership* in order to utilize the benefits of OAA recognition and participate in SON events.

Associate Members are asked to participate in one event during each academic year with an academic, community service/volunteer, and/or professional development focus. Associate members also have the opportunity but are not required to participate in school-wide events and SON Activity Fairs. To remain an associate member, please contact the Associate Director of Advising by May 1.

University Recognition

- **All student organizations must register with the Office of Student Affairs at the beginning of <u>each</u> academic year** using Penn Clubs – https://osa.vpul.upenn.edu/pennclubs/. Registration allows groups to advertise as a University organization.

- *Undergraduate Student Organizations: Student Activities Council (SAC) Recognition*
  - Organizations must also apply for recognition and funding from the Student Activities Council (SAC). Guidelines for applying can be found in the online Activities Manual: https://osa.vpul.upenn.edu/index-4/.
  - Benefits of SAC (Student Activities Council) Recognition:
    - ➡ Potential funding with SAC recognition and petition for funding
    - ➡ Effectively communicate and collaborate with other organization to host events
  - *Please note:* Your organization must utilize SAC funding for purchases and other requests first before OAA funds can be used.

- *Graduate Organizations: GAPSA (Graduate and Professional Student Assembly) Recognition*
  - GSO and DSO are the two formally recognized graduate organizations at the School of Nursing.

Meetings with the Office of Academic Affairs

Student organization leaders or representatives are **required** to attend all meetings with the OAA throughout the academic year. There will be one meeting each month in which one student organization leader from each organization must attend a meeting with the OAA representatives. These meetings will allow student organizations to receive important information from the School and University, discuss and collaborate with other Nursing student organizations, and meet with individuals who are seeking trial student organization membership at the School of Nursing. Meeting dates/times will be sent via email.

Below are the planned meetings for the fall semester which are subject to change. You will be alerted to any changes via email.

- **Wednesday, September 7th at 12:00pm EDT**
  - **School Leadership Members in Attendance**:
    - Dr. Julie Sochalski and Dr. Christina Costanzo
- **Wednesday, October 12th at 12:00pm EDT**
  - **School Leadership Members in Attendance**:
    - Dr. Julie Sochalski and Dr. Christina Costanzo
- **Wednesday, November 16th at 12:00pm EST**
  - **School Leadership Members in Attendance**:
    - Dean Antonia Villarruel, Dr. Julie Sochalski, and Dr. Christina Costanzo
- **Wednesday, December 7th at 12:00pm EST**
  - **School Leadership Members in Attendance**:
    - Dr. Julie Sochalski and Dr. Christina Costanzo

Important Policies

All student organizations, their individual members, and guests are expected to know and adhere to all local, Commonwealth, and federal laws as well as the policies, rules and regulations of the University of Pennsylvania as printed in Pennbook: https://catalog.upenn.edu/pennbook/.

1. Use of the School's Name and Logo

If any organization wishes to use the name or logo of the School of Nursing, please comply with the policies and procedures of the University of Pennsylvania which has instituted standards for the use of the University logo.
Review the University logo guidelines
Review the School of Nursing policies & procedures

2. Student Organization Storage (Fagin Hall, 2nd Floor Student Lounge)

A limited number of storage cabinets are available for student organization use on the 2nd floor of Fagin Hall. In order to reserve a storage cabinet, student group members must make the request via e-mail to the Associate Director of Advising. Storage cabinets may only be utilized by student group members for organization materials. Cabinets are not to be used for the storage of personal items. **For priority access, please submit your request to the Associate Director of Advising as soon as possible. Requests are based on availability.**

In the request email, please include the following:
- Name of student or faculty requesting a storage cabinet
- Name of organization
- How big of a storage space is needed

If students find that they no longer need their storage space or can condense their larger storage space, they must contact OAA so that space can be divided among student organizations that need a storage cabinet.

Reminder – Student group members who need the keys that correspond to their storage cabinet must sign in/out the keys each time you are using them. The keys and sign in/out sheet can be found in the Office of Academic Affairs.

Budgeting and Financial Procedures

1. Office of Academic Affairs Funding Guidelines:

In order to receive funding for your Nursing student organization, each <u>undergraduate</u> organization is expected to fill out the online **Student Organization Form** by date set through OAA for the following academic year. On the form, students will submit a fund request for items needed for both meetings and events. Your organization will be notified of budget allocations by the end of August/early September. **Note that any money allocated to student organizations by the OAA must be used by July 1 of the calendar year. Any money from your budget allocation that is not spent will NOT roll over for the following year.**

2. University Funding:

- **SAC funding guidelines:**
  Once your organization has been SAC recognized, please visit this site and follow the required steps.
- **GAPSA funding:**
  Because GSO and DSO are the only two graduate organizations representing the School of Nursing, funds received from GAPSA are disbursed evenly between them at the beginning of each academic year. Please visit http://gapsa.upenn.edu/grants-funding/ for more information. Since GSO and DSO receive funding through GAPSA, the student organizations do not request any additional funds through the Office of Academic Affairs in Penn Nursing.

3. Approved Vendors:

Students should review the list of Penn approved vendors. The School of Nursing works with vendors around the Philadelphia area. These approved vendors must be used for purchases. Please reach out to the vendor and ask if they will accept a purchase order from the School of Nursing. Once you have received pre-approval from the Associate Director of Advising and the vendor confirms they accept purchase orders, place your order and get a price estimate. Please provide this amount and the invoice to Linda Turner (lturner@nursing.upenn.edu) and they will submit for a purchase order. The purchase order number will be provided directly to the vendor. By using a purchase order, students will not need to use personal funds for student organization meetings and events. Instead, the Office of Academic Affairs will utilize your student organization budget code to process this payment. **All PO requests must be sent to Linda Turner at least seven days in advance.**

- For a list of approved vendors please visit: https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier.html
- For a list of approved caterers please visit: https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/approved-caterers.html
  - Please make sure to add a small tip (10%) upon delivery of the food.
  - After the meeting or event, please bring all original itemized receipts to the Office of Academic Affairs within three days.

4. Reimbursement:

All student organizations should be utilizing Penn approved vendors and process these requests as outlined above. If you are seeking reimbursement on behalf of your student organization, all reimbursements at the University of Pennsylvania are processed through the Concur system. You do not automatically have access to Concur Expense. If you have not used Concur previously, please send an e-mail to the Associate Director of Advising in the Office of Academic Affairs with the following information:

- Name
- Penn ID
- Permanent Address

Once this information has been submitted, it typically takes 3-5 business days to update your account. To access Concur visit: http://cms.business-services.upenn.edu/penntravel/expense-report.html.

In addition to Concur, you will also need to add your banking information to enroll in direct deposit. To enroll in direct deposit visit: https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php under "My Pay Tab." Direct deposit can take up to three weeks to process.

When submitting a reimbursement request through Concur, students must follow these guidelines:
  o The Concur "Report Name" must include the name of the student organization
  o Student organizations must input the appropriate CREF in the Concur Expense Report:

SNAP	2089
APANSA	2090
NSRH	2091
MNO	2092
Community Champions	2093
HUGS	2094
Nursing Students for Global Health	2095
AIR	2096

*Reimbursements will not be processed without accurately inputting the above information.
*Tax Note: If you submit a Concur reimbursement, students will typically not be reimbursed for any taxes paid.

5. Gift Cards
Gift cards are an unallowable expense at the University of Pennsylvania. Penn Nursing will not be able to reimburse student organizations if gift cards are purchased. If you are looking to purchase a gift or honoraria, contact the Associate Director of Advising to discuss.

6. Raffle Prizes
Raffle prizes are an unallowable expense at the University of Pennsylvania. Please contact the Associate Director of Advising to discuss any possible alternatives.

7. Selling Items
Student organizations who receive funds from the School of Nursing through their budget requests can utilize these funds to purchase items that will later be sold to generate revenue for the student organization. However, the student organization must refund any School of Nursing budget allocated monies spent to purchase these items that are later sold. Specifically, student organizations must provide this refund via a certified check paid to the "Trustees of the University of Pennsylvania." Student organizations can submit this check to the Office of Academic Affairs in Suite M-18.

8. Charitable Donations for SAC Funded Organizations
Charitable donations cannot be made using University funds. More specifically, student organizations cannot make charitable donations utilizing money given as part of their budget from the Office of Academic Affairs.

Gifts can be made from your student organization's revenue if you are a SAC funded student organization. More detailed regulations can be found [here](). "Revenue" is the money your student organization has generated (ex. from ticket sales, membership dues, etc.). Money from other Penn resources or departments given to support your programs/operations is not considered eligible revenue for giving.

To make a donation, complete the [form]() on the SAC website and send it to your Financial Coordinator. Your Financial Coordinator will be in touch with any questions or additional information required. SAC has set a maximum of 50% of revenue (less expenses) which can be donated. If you would like to explore the possibility of a larger gift, please reach out to your Financial Coordinator. SAC does not want groups to put themselves in positions of debt or needing to request contingency resources as a result of their charitable giving.

All charities must be approved through a process in the Provost's Office. You can review the list of charities which have already been vetted through that process [here](). The list of "approved charities" is meant to help expedite the giving process. Inclusion on this list does not equate University endorsement of the organization. Charities cannot be partisan political or religiously affiliated organizations.

All donations will be made by check in the name of the *Board of Trustees of the University of Pennsylvania* and not in the student group's name.

Donations cannot be made online. They must follow the University's payment processing standards and will be issued via check directly to the charitable organization.

No reimbursements can be given for charitable gifts. All gifts should go through the official process to ensure the integrity of the gift and the organization receiving it.

Event Planning Guide

All events must follow the event planning guidelines found here based on current public health requirements.

1. Reserving a Meeting/Event Space: Student organizations must follow all University and School of Nursing policies for appropriate request and use of rooms for events and/or meetings. Penn Nursing students may only request use of the breakout rooms in Fagin Hall using the Room Scheduler App. Priority scheduling of the breakout rooms will be given to classes or course related special requests. This Power App is the only way to make a room request for Fagin Hall. Please do not use email. Specific rooms are not guaranteed. Room assignments are based on attendance and room setup. Click here for room and technology descriptions and applicable instructions for classrooms and breakout rooms. For questions, email Nursing Operational Services.

All requests should be submitted at least 2 weeks prior to the proposed meeting/event, but *must* be submitted at least 24 hours in advance. This allows time for processing and troubleshooting.
The following information will be requested:
- Requestor Name
- Requestor Email
- Contact Number
- Meeting Title
- Room Type
- Total Attendance
- Event Start and End Time
- Room Request
- Anticipated Number of Attendees
- A/V or Facility Needs
- Request to Share Event on School Calendar

If you would like to reserve a space for evening or weekend hours, students must reserve rooms through the Office of Perelman Quad and VPUL Facilities: https://perelmanquad.vpul.upenn.edu/reservations/. Note that registered organizations will not have a space rental charge, but there may be additional costs. If your organization is not funded through SAC or GAPSA, you will need to provide your budget code number even though there may not be additional charges.

2. Advertising the Event: After your event has been approved by the Office of Academic Affairs, your organization may wish to advertise your event on campus. In compliance with the University's rules on the use of the name and logo (see above) students can advertise by:
- Making flyers
  - Flyers are allowed to be posted on the stairwell doors on the 1st and 2nd floors and the Mezzanine level (near M-05). There are flyer hangers on the doors that they can be placed on. The bulletin boards in the 2nd floor lounge and on the 1st floor hallway may also be used. Any flyer posted anywhere in the building using tape will be removed as to not damage the walls, etc.
- Setting up information tables in the Fagin Hall Lobby or on campus
- Announcing event in class (with permission from faculty)
- Asking for event to be put in the weekly newsletter (request permission from OAA)
- Posting event on organization related website page, which will feed to the Nursing calendar (request permission from SON Marketing and Communication)

3. Housekeeping/Security: After hours and weekend events held in Claire Fagin Hall may require housekeeping and security. These services have fees associated with them which will be charged to the student organization sponsoring the event. Contact facilities@nursing.upenn.edu for more details and further arrangements.

Obtaining a Student Organization Website

Websites are a great way for student-driven organizations to get more visibility. Organizations that are approved for pages on the Penn Nursing website will use a standard Penn Nursing page template to ensure that a consistent visual identity for the school is maintained. Websites can be flexible with regard to pages and navigation. A site plan can be discussed with Marketing and Communications to help organizations get the most from their site. Organizations planning to have a presence on the Penn Nursing site should plan to include the following on their site's landing page:

- Student organization logo
- Student organization description and/or mission statement
- Contact information (i.e. how a perspective member can get involved)

Steps to obtaining a website:
1. Student organization members will contact the Associate Director of Advising to initiate website requests. The student organization representative will provide:
   - Organization's name
   - Mission
   - Primary contact
   - Web content contact
2. Approved requests will be submitted to Marketing and Communications via nursingweb@nursing.upenn.edu to create the initial interface. The Marketing team will coordinate requests to grant permissions to content managers and coordinate required meetings/training.
3. Student(s)/sponsor(s) create web site content, preparing for public consumption. Information on how to use the site's content management system, the website's style guide, and tips on content creation, can be found at http://www.nursing.upenn.edu/help.
4. Once content has been drafted on the site, contact nursingweb@nursing.upenn.edu. Content will be reviewed by Marketing and Communications and will be published to the web once approved.
5. Ongoing Website Access and Maintenance: If a website needs to be de-activated, or if new "content authors" require website access, student organization representatives should initiate that request with Marketing and Communications (nursingweb@nursing.upenn.edu). The request should detail:
   - New content editors
   - Those who are stepping down from the role

Important SON 2022-2023 Event Dates

These annual events listed below at the School of Nursing and university-wide would be a wonderful opportunity for student organizations to get involved and be a part of to strengthen the SON community. Being a part of these events gives student organizations the ability to promote their organizations and possibly recruit new members.

- **New Student Orientation (NSO) Resource & Recruitment Fair:** August 29, 2022
- **Family Weekend:** November 11-13, 2022; SON Events on Saturday, November 12
- **Fall Semester Dean's Meeting:** November 16, 2022 at 12pm
- **Nursing Week**: Spring Semester; TBD
- **Spring Semester Dean's Meeting:** April 19, 2023 at 12pm

Key SON Contacts

- Associate Director of Advising email: advisor@nursing.upenn.edu
- For keys to 2nd floor cabinets and questions about student organization websites, please contact the Associate Director of Advising.
- To share news with the other student organizations, feel free use the shared directory to contact specific organizations directly.