



# **Student Organization Resource Guide 2017 – 2018**

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OFFICE OF STUDENT SERVICES  
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## 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 13 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 that does, *Care to Change the World*.

If you have any questions or concerns, please feel free to contact the Office of Student Services at 215.898.9494 or [advisor@nursing.upenn.edu](mailto:advisor@nursing.upenn.edu).

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

Sincerely,

***Office of Student Services***

Claire M. Fagin Hall

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# The Nursing Student Leadership Council: Constitution

## I. Purpose

The purpose of the Nursing Student Leadership Council (NSLC) is to serve as an umbrella organization uniting through collaboration the student organizations at the University of Pennsylvania School of Nursing. This council of nursing student leaders is responsible for overseeing and facilitating communication amongst the nursing student organizations and acts as a liaison to the Office of Student Services to strengthen the student community and enhance the student experience within the School of Nursing.

### 1. Mission

The mission of the Nursing Student Leadership Council is to foster a community of mutual support and leadership among the students at the School of Nursing.

### 2. Vision

We envision the Nursing Student Leadership Council connecting students, faculty, and alumni in order to strengthen relationships both personally and professionally.

## II. Membership

The Nursing Student Leadership Council consists of an Executive Board and the President (or designee) of each Nursing Student Organization.

## III. Executive Board

1. **Eligibility:** All School of Nursing students – sophomore level or above (BSN, MSN, or PhD) - in good academic and disciplinary standing with a minimum GPA OF 3.0 *who are not currently serving in an executive position within a Nursing student organization* are eligible to apply for an Executive Board position on the Nursing Student Leadership Council.
2. **Board Term:** NSLC Executive Board members will serve for one year, from January to December. Interested Board Members may apply to be elected for one additional term.
3. **Board Structure:** The NSLC board consists of five (5) positions. President, Vice President, Secretary, Communications Chair, and Special Events Chair.
  - The **President** serves as the chair of the NSLC, coordinating and facilitating all Executive Board and Council meetings. The President acts as the liaison for the NSLC to the Office of Student Services, the School of Nursing and the University of Pennsylvania. The President will also serve as a representative of the NSLC Executive Board to the School of Nursing Dean's Advisory Board that meets twice per year.
  - The **Vice President** assists the President in overseeing the meetings and activities of the NSLC. The Vice President will assume the responsibilities of the President if they are unable to do so. The Vice President will serve as primary contact for prospective new organizations, assisting them from the trial period through full NSLC recognition.
  - The **Secretary** will serve as record keeper, taking and distributing meeting minutes, maintaining a list of member organization contacts, and announcing issues and updates to NSLC members and the Office of Student Services staff. The Secretary will ensure all organizations applying for trial recognition have the proper paperwork in order.
  - **Communications Chair** works in conjunction with the Secretary and Special Events Chair to publicize the initiatives and events of the NSLC and member organizations. The Communication Chair oversees the NSLC website and supports Nursing student

organization's webmasters to ensure up-to-date student org websites. Communication Chair also serves as liaison to the School of Nursing Communications Office and works to promote NSLC and student organization events through SON social media.

- **Special Events Chair** is responsible for leading the planning and implementation of Nursing Wellness Week and other large collaboration events. The Special Events Chair will work with the Communications Chair to promote all NSLC events.

**4. Board Responsibilities:** The NSLC board is expected to be fully engaged and dedicated to the student nursing organizations and committed to their advancement. All members of the NSLC board are also expected to adhere to the following responsibilities:

- Attend all scheduled NSLC meetings and events.
- Meet with executive boards of each of the Penn Nursing student organizations at least once per year.
- Maintain regular contact with the student organization leaders keeping them informed of NSLC initiatives and promptly responding to their questions and concerns.
- Maintain a positive relationship with the student organization leaders by offering assistance whenever possible.
- Vote on all NSLC issues and recognition for new organizations.
- Nursing Student Leadership Council Board Members are encouraged to attend nursing student organization meetings once per year.
- Keep in contact with the OSS and meet with Christina Costanzo Clark once per semester to discuss the distribution of funds amongst student organizations.

**5. Selection:** Each December, the NSLC executive board will be chosen to serve from January to December of the calendar year. An application will be sent out to all nursing students to ensure fair consideration of all. Current NSLC executive board members have the option to submit an application for one additional term. After applications are received, the Office of Student Services will confirm that the applicants meet the eligibility requirements. Eligible applicants will present a brief statement of their interest and qualifications at the December meeting of the NSLC, and the election will be made by a majority vote of the NSLC, with each Executive Board Member and each Nursing student organization receiving one (1) vote.

**6. Impeachment:** Impeachment can be attained when an NSLC executive board member continually fails to meet their required responsibilities or has acted in a manner that is considered unethical, causes injury to student(s), or reflects poorly upon reputation upon NSLC and/ or the School of Nursing. Members who have acted in such a manner will first receive a written warning by the advisor of the NSLC, detailing the member's infractions and outlining ways in which the member can improve their role. Persistent infractions after the first warning will result in a meeting with the NSLC advisor where plans for a formal impeachment hearing will be drafted for the following Council Meeting.

The impeachment hearing will begin with an examination of the member's history with the NSLC and infractions by the advisor of NSLC and other members who are involved in the case. The NSLC member will then have the opportunity to state their case in regards to their infractions. The NSLC member will then be asked to leave the room while the remainder of the council votes on impeachment. Impeachment of an NSLC executive board member requires a 2/3 majority vote.

#### IV. Structure

1. **Council Meeting:** Meetings of the NSLC and staff advisor(s) from the Office of Student Services will be held once per month to discuss upcoming events, collaboration between organizations, and any other pertinent issues. Any decisions that must be voted on by the NSLC will be brought forward at the Council Meetings. Nursing student organization leaders are encouraged to email agenda items to the Secretary in advance of the meeting.
2. **Executive Board Meetings:** In addition to the Council meetings, Executive Board members will meet with staff advisor(s) of Student Services as needed to discuss any items of business in preparation for Council Meetings and key NSLC events. Executive Board meetings should occur at a minimum of twice per semester.
3. **Faculty/Staff Advisor:** The Associate Director of Undergraduate Academic Affairs and the current graduate assistant of the Office of Student Services will act as the staff advisors to the NSLC. One or both advisors are responsible for attending General Body and Council meetings, overseeing the efforts, and providing guidance to the Nursing Student Leadership Council.

## NSLC Member Organization Benefits

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

### Benefits of NSLC 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 NSLC Recognition	Trial Recognition	Full Recognition	Associate Membership
Assistance with your organization from the Office of Student Services	✓	✓	✓
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 2 <sup>nd</sup> 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 OSS
Promotion of your organization on the Office of Student Services website	✓	✓	✓
Link to the organization homepage on the Office of Student Services 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, Penn Spirit Week, and other approved nursing events and traditions	✓	✓	✓
Ability to request funding for events from the Office of Student Services		✓	Consideration by special requests
Participation and representation on NSLC to enhance communication and collaboration with other nursing student organizations to host events.	✓ (Non- voting member)	✓	✓

*\*Trial and Full Recognition requires students maintain 90%+ SON student membership*

*\*Associate Membership requires that students maintain 50%+ SON student membership.*

## Forming a Nursing Student Organization and NSLC 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 are not required or 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:

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

### 2. List of members

In order to determine student interest in your organization, please fill out the **New Nursing Organization Form** with the names of 5 nursing students 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 NSLC Trial Recognition

Once all of this information has been compiled, please submit it to the NSLC Executive Board Secretary who will review it with the Office of Student Services. Once the information has been reviewed, the Office of Student Services 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 NSLC and the Office of Student Services at the following Council 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

NSLC members 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, Vice President or other designee is required to attend the monthly Nursing Student Leadership Council Meetings and run one event per semester. New organizations are required to participate in Nursing Spirit Week during the spring semester. Nursing Spirit Week may count as your spring semester event. 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. NSLC Full Recognition

Once the one-year trial period is over, the NSLC will evaluate your organization's progress. Decisions on full recognition are based on your organizations 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 Nursing Student Leadership Council will vote to grant full recognition. The decision will be announced immediately following the Council 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 NSLC

In order to maintain full recognition, organizations must comply with the following:

- Student Nursing Organizations must update their Executive board's contact information with the NSLC and the OSS. In addition, if changes are made to the organization's mission or goals, it must be shared with the NSLC and OSS as soon as possible.
- Student Organization leaders or representatives are required to attend all Council meetings throughout the academic year. **Students may only represent one organization at any given Council Meeting.**
- Organizations must participate in or organize a minimum of three (3) events during each academic year. *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 including Nursing Spirit Week and SON Activity Fairs.
  - After each of the three (3) events listed above, please submit an online **Event Evaluation Form**
- **Annual Recognition Renewal** – To remain active, organizations are required to complete an **Annual Student Organization Renewal Form** and submit it to the NLC Secretary by May 1. If an organization fails to submit the renewal form, that organization will be considered inactive during the fall semester and will be ineligible to submit budget requests for the following academic year.

Organizations that are unable to fulfill the minimum requirements will be contacted by the Office of Student Services 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 NLC recognition and participate in SON events.

Associate Members are asked to participate in one (1) event during each academic year having 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 including Nursing Spirit Week and SON Activity Fairs.

To remain an associate member, please complete an **Annual Student Organization Renewal Form** and submit it to the NSLC Secretary by May 1.

## University Recognition

- **All student organizations must register with the Office of Student Affairs at the beginning of each academic year** using GroupsOnline@Penn - <http://www.vpul.upenn.edu/osa/gopenn.html>. Registration allows groups to reserve various meeting spaces on campus and 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: <http://www.vpul.upenn.edu/osl/manual/index.html>.
  - Benefits of SAC (Student Activities Council) Recognition:
    - Priority for locations to host meetings and events
    - 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 OSS 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.

## 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: <http://www.vpul.upenn.edu/osl/pennbook.html>

### 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, 2<sup>nd</sup> Floor Student Lounge)

A limited number of storage cabinets are available for student organization use on the 2<sup>nd</sup> floor of Fagin Hall. In order to reserve a storage cabinet, NSLC members must make the request via email to an OSS staff member. Storage cabinets may only be utilized by NSLC members for organization materials.

Cabinets are not to be used for the storage of personal items. **For priority access, please submit your request with your Annual Student Organization Renewal Form on May 1. Requests made after that time will be based on availability.**

In the request email, please include the following:

- Name of student or faculty requesting a storage cabinet
- Name of Organization
- Date
- 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 OSS so that space can be divided evenly between student organizations that need a storage cabinet.

\* All student organization leaders or representatives who need access to their cabinet must come to the OSS to sign in/out keys to their corresponding cabinet.

\***Reminder-** NSLC 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 Student Services.

### 3. School of Nursing – Student Organization Website Policy

Student Organizations Website must adhere to the SON's branding and content requirements. Websites will use the basic template. The landing page should incorporate:

- Student Org logo
- Student Organization Description and/or Mission Statement
- Contact Information (i.e. How a perspective member can get involved)

Approved Right Navigation items:

- Events – Will link to the School of Nursing Student Org calendar category.
- Meeting Minutes
- News
- Resources
- Contact the Board

If a website needs to be de-activated, or if new “content authors” require website access, student org representatives should initiate the request to the Marketing and Communications Office.

The request should detail:

- New content editors
- Those who are stepping down from the role

## **Budgeting and Financial Procedures**

### **1. Office of Student Services funding guidelines:**

In order to receive funding for your student nursing organization, each undergraduate organization is expected to fill out a **Student Organizations Annual Budget Form** by May 1 for the following academic year. On the form, students will submit fund request for items needed for both meetings and events. Your organization will be notified of budget allocations by August 15.

### **2. University Funding:**

- **SAC funding guidelines:**  
Once your organization has been SAC recognized, please visit [http://sacfunded.net/?option=com\\_content&task=category&sectionid=16&id=57&Itemid=71](http://sacfunded.net/?option=com_content&task=category&sectionid=16&id=57&Itemid=71) 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.

## Event Planning Guide

**1. Reserving a Meeting/Event Space:** NSLC members that would like to request a room in Fagin Hall to host a meeting or event must contact a Staff Advisor. **We ask that all requests be sent at least 2 weeks prior to the proposed meeting/event.**

Please include the following information:

- Name of student organization
- Event Contact information (i.e. name, email, cell phone)
- Event type
- Event title and brief description
- Set-Up Begins
- Event Start and End Time
- Reservation End Time
- Anticipated number of attendees
- A/V or Facility needs (e.g. computer, projector, extra tables)
- Will food/beverage be served?
- Estimated Cost of food/beverage (please contact vendor for an estimate before submitting form)

**2. Advertising the Event:** After your event has been approved by the Office of Student Services, 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 below) students can advertise by:

- Making flyers
- Setting up information tables in the Fagin Hall Lobby or campus
- Announcing event in class (need permission from faculty)
- Asking for event to be put in the weekly newsletter- permission from Student Services

Additionally, the Office of Student Services upon approving your event and securing event space will post your events on the Upcoming Events calendar in the following places:

- School Of Nursing Events Calendar: <https://www.nursing.upenn.edu/news-events/>
- School of Nursing Office of Student Services Student Org Website: <https://www.nursing.upenn.edu/about/our-students/organizations/>
- SON Student Services Events and Traditions website: <https://www.nursing.upenn.edu/about/our-students/traditions/>
- University Calendar: <http://www.upenn.edu/calendar/?page=1&month=1&view=longmonth&school=8>

**3. Approved Vendors:** The School of Nursing works with vendors around the Philadelphia area. These approved vendors should 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 they say yes, place your order and get a price estimate. Please provide this amount to the current Graduate Assistant. The GA will submit for a Purchase Order. The Purchase Order number will be provided directly to the vendor. If they have any further questions about the Purchase Order number, please check with the Graduate Assistant. By using a purchase order, students will not need to use personal funds for student organization meetings and events. **All requests must be made two (2) weeks in advance.**

For a list of more approved caterers please visit:

<http://www.purchasing.upenn.edu/buyinfo/suppliers/caterers.php>

For a list of more approved vendors please visit:

[http://www.upenn.edu/purchasing/vendors/a\\_wp\\_vendor.htm](http://www.upenn.edu/purchasing/vendors/a_wp_vendor.htm)

**4. 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](mailto:facilities@nursing.upenn.edu) for more details and further arrangements.

**5. Reimbursement:** 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 email to the Staff Advisor in the Office of Student Services with the following information:

- Name:
- Penn ID:
- Address:

## **Obtaining a Student Organization Website**

1. NSLC members will contact the Office of Student Services to initiate website request. The NSLC representative will provide:

- Organizations Name
- Mission
- Primary Contact
- Web Content Contact

2. Approved request will be submitted to the Marketing and Communications Office 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.

4. Content will be reviewed by the Marketing and Communications Office to validate content (branding and appropriateness) and once approved, will publish to the web.

5. Reminder! Ongoing Website Access and Maintenance:

If a website needs to be de-activated, or if new “content authors” require website access, student org representatives should initiate the request to the OTIS Service Desk.

The request should detail:

- New content editors
- Those who are stepping down from the role

## **SON Social Media Advertising**

In order to promote your events, advertise your student organization on the School of Nursing’s various social media outlets.

Connect with us at <http://www.nursing.upenn.edu/about/Pages/Connect.aspx>

\*Don’t forget to add your student organization’s social media accounts to your web page!



## Important SON 2018 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 possible recruit new members.

- **New Student Orientation (NSO) Resource & Recruitment Fair:** August 27, 2018 (typically last Tuesday in August)
- **Student Organization Recruitment Fair:** Monday, September 9, 2013: 11 am-1 pm
- **Family Weekend:** October 19 – 20, 2018; SON Events on Saturday, October 20 at 10 am
- **Homecoming:** November 10, 2018
- **Nursing Wellness Week:** April 2 – 6, 2018