



Spring Student Activities Training Session
2/25/14 | Madsen 201

Jackie Schmidtman: Conference Coordinator (jschmidtman@augie.edu)

Scheduling Events on Campus

- Office located by back entrance of the theater
- When you start doing your planning is to call our office to make sure the space is available
- Can provide insight into what types of events will work best where
- Need about a week in advance especially for things that require extra technology
- To avoid scheduling conflicts (which split your crowd), be sure to check for other groups hosting events on the same day

Luanne: Business Office (luanne.wuestewald@augie.edu)

Student Organization Money Management

- There are credit cards available in student services (tax exempt and much more convenient)
- If you are going to check out a credit card from Tatijana, she is going to ask for some type of collateral. The goal is for you to use the credit card and come back as soon as possible.
- We have a tax exempt card for Hobby Lobby and Walmart
- We need detailed receipts
- We also need to know the purpose of what you are purchasing
- Here to help with all payments and knowing what account balances are
- If you know what your account number is you get a 15% discount for printing services and on campus purchases
- If you want to buy something from the college, do *not* use a credit card. Luanne can help make the purchase through a transfer, which saves you and the college money
- Can also help with deposits. Don't hold money or checks — deposit them right away! If you need cash bags please let us know. We need email approval from your advisor and 24 hour notice.
- If you are selling something keep in mind that the person buying that is not tax exempt, so any profits received will be deducted 6% for tax when the money is deposited in the business office.

Jeff Venekamp: Director of Student Activities (venekamp@augie.edu)

Effective Leadership Transitions

- Many the groups on campus are going through leadership transitions this semester. Planning ahead and being proactive can help ensure the success of your group after you have gone.

- As soon as you know the new leaders please email me right away so I can update our online database
- Students come and go and student groups who aren't as successful because their transitions are not planned
- If you are working on leadership next year make sure that you don't have all seniors so there is someone to step up the following year
- Your constitution (which is on your group's website) can provide good information about how leadership should transition from year to year

Julie Danielson: Director of Volunteer Services (jdanielson@augie.edu)

- Help coordinate volunteer service throughout the campus
- Be in contact with Julie if you need help finding service opportunities for your group!
- Find her in the SALT office (on student street)

Matt Anderson: ASA President (mpanderson10@ole.augie.edu)

Student Group Emails / Campus Calendar system

- Your group email is the easiest way for us to contact you
- One thing that you can do with your email is add things to the campus calendar (see handout below)
- This is a very good way to advertise meetings, events, and other dates you want our students and faculty to know about

AugieTV

- (See handout below)
- Good way for you to put poster images and video to advertise for your group
- Hoping to add about four more TVs this summer across campus
- Submit ads to: augietv@augie.edu - do *not* send it as a .pdf!

Seth Vogelsang: ASA Treasurer (svogelsang10@ole.augie.edu)

New Budget Information

- (See handout below)
- The new budget process has not been voted in yet, and we want to hear your feedback. You would be doing more CDF and LDF requests throughout the year. We aren't wasting as much money on groups that aren't as active then. We want to make sure everyone is feeling as comfortable with this as possible.
- Questions from the student leaders:

Q: What if you want to apply for small events?

A: You can still apply through the LDF and CDF. You can request any amount of money through those funds - there is no minimum or maximum. Also, you can use the Service Opportunity fund or your operating budget to help with costs as well.

Q: How are you going to deal with after-the-fact requests?

A: Any requests made after the fact will not be processed. In fact, as is the policy now, all funding requests must be made at least two (2) weeks prior to the event, so our budget committee has enough time to process the request in a timely fashion. We recommend submitting the request as early as possible to ensure ample time to allocate funding to your group before your event.

Q: What's the timeline of turn-around for requests?

A: Every two weeks we have a meeting to vote on requests. The budget committee needs to have time to deliberate the request prior to bringing it to the senate to vote.

Q: What other funding is available, in case we don't get as much money as we need from a CDF/LDF request?

A: With the new Service Opportunity Fund, completing service work is always an option. You can do this in advance, too, meaning that you can do service work at the beginning of the year and use that money for an event the following spring. We are paying groups up to \$1500 each year for the service work they do (at \$8/hr/student).

Q: What about events that happen at the very beginning of the year? How do we submit funding requests for those?

A: The senate is active during the summer, so we do process requests over the summer months. As long as you submit the request sometime in the summer we can still process your request.

Thanks for attending the Spring Student Activities Training Session! Please email us at asa@ole.augie.edu with any questions - we are here to serve you!

Campus Calendar Access Instructions

(revised 2/24/14)

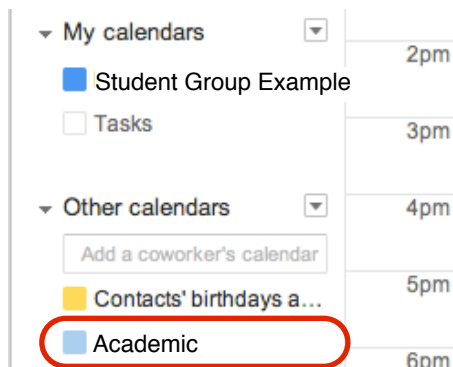
Viewing the Calendar:

Public URL: www.augie.edu/calendar

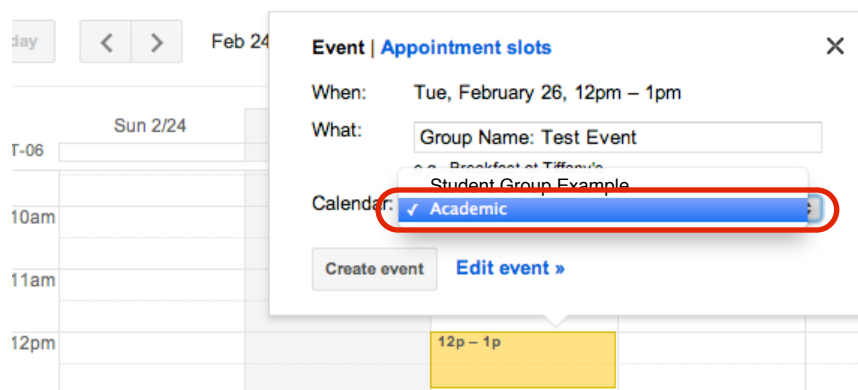
(Alternatively, click on the "Calendar" link on the top of Augustana's homepage)

Adding Events to the Calendar:

- Go to <http://www.google.com/calendar>
- Sign in with your **student group's email** and password
(If you have forgotten your password or your group does not have one, contact Cheryl Swanson at: cswanson@augie.edu)
- On the left column you will see your calendars. Under the "**Other calendars**" tab you will see the calendar designated for your student group. It will have the name "Academic", "Campus Ministry", "Departmental Clubs", "Entertainment", "Sports and Recreation", "Service", or "Other"
(Only events added to one of the above calendars will be visible on the ASA calendar site. Events added to your group's personal calendar will not be visible)



- To add an event:
 - Navigate on the calendar to the date/time of the event
 - Name your event in the "**What**" section
 - Change the "**Calendar**" section to the ASA calendar your group has been assigned



(**failure to do so will prevent your events from being published to the ASA calendar)

- To add more event details, click "**Edit event >>**"
 - From there you can add in an event location and a description
- Click "**Create event**"

Campus Calendar Suggestions

For consistency throughout the calendar, we recommend:

- Adding your group name or acronym in front of the event in the following format:

Group Name: Test Event

Ex: Rec Serv: Ice Skating

- Add the location and a description of your event

Wednesday, March 20	
8:00pm	COUPS: Meeting MC 201
9:00pm	ASA Full Senate Mtg
When	Wed, March 20, 9pm – 10pm
Where	Haugo Room (map)
Description	The ASA Senate will convene at 9pm in the Haugo Room (in the ELCA Synod Office). All students are welcome to attend these biweekly meetings and stay informed on current ASA business. Minutes from each meeting are posted at www.augie.edu/asa . more details copy to my calendar

Augustana College

Digital Signage Guidelines and Policies

- I. Digital signage (aka Augie TV) at Augustana College, under the direction of Student Services, is to be used to promote on-campus events open to the entire campus community, provide news and weather information, and campus emergency notifications.
- II. Signs are located in the following locations:
 - a. Solberg Hall
 - b. Bergsaker Hall
 - c. Granskou Hall
 - d. Stavig Hall
 - e. Commons Building (2)
 - f. Additional signs may be added at any time
- III. General Information
 - a. Images will remain on the screen between 5-10 seconds.
 - b. Augie TV will operate between 6 a.m. and 3 a.m. at the discretion of the Res. Hall Director or system administrator.
- IV. In order to be posted, images must be no larger than the following dimensions:
 - a. 800 pixels wide by 700 pixels tall
- V. It is suggested that the following guidelines are used:
 - a. Font size and color must be legible and readable within the time allotted each digital slide.
 - b. The fewer words the better. Bulleted content is easier to read than blocks of text.
 - c. A NEON GREEN background is reserved for Augustana and Sioux Falls emergency notifications and is not to be used for any announcements.
 - d. A maximum of two fonts is suggested.
 - e. Images must be proportionate on the screen.
 - f. Groups must have the rights to use images. Images thought to be violating copyright laws will not be posted.
 - g. Images must be appropriate and not contain any of the following:

- i. Nudity
- ii. Promotion of alcohol or tobacco use
- iii. Profanity

VI. Sign content must be submitted in the following fashion:

- a. Emailed to AugieTV@augie.edu
- b. Content must be submitted under the following formats:
 - i. Images - JPEG, TIF, PNG
 - ii. Movie files – MPEG, MPEG2, H.264, Flash
 - iii. PowerPoint is NOT recommended. If PP is necessary you must use Office 2010 and save as a movie instead of presentation.
- c. Must be received a week in advance of the preferred publishing date and contain the publishing schedule (start date and end date).
- d. Images will be removed from digital circulation immediately following the event or after relevance has passed.
- e. Residence Hall only images must be submitted to the appropriate hall director.
 - i. Bergsaker – Maggie Miller
 - ii. Solberg – Daniel Sandberg
 - iii. Granskou – Lacey VandenBerge
 - iv. Stavig – Lindsey Roberts

VII. Signage may be used for the following:

- a. Campus events open to all students
- b. Announcements from Student Services
- c. ASA Election information
- d. Library, Elmen Center, Commons, Writing Center, etc hours and announcements
- e. Emergency notifications from the College and City of Sioux Falls
- f. Campus fun facts

VIII. The following images will not be published:

- a. Any personal signage for an election of any type
- b. Signage endorsing political candidates at any level of office – events with political candidates participating on campus is acceptable

- c. Advertisements for any non-Augustana affiliated groups
- d. Advertisements for any unrecognized ASA Augustana groups
- e. Meeting times, beyond the first meeting of the fall semester
- f. Any messages or images that are found to conflict with the mission of Augustana College.
- g. Augie TV will not edit or design signs. Images with errors or inappropriate content will be returned to the organization that submitted them for redesign.
- h. Any signs that violate the graphic identity of the College through improper use of logos.



ASA Budget Information Spring 2014

If approved by the ASA Senate on March 5th, funding for student groups will undergo some major changes. Please read through the following information to understand how the proposed changes will affect you. More info can be found at www.augie.edu/asa.

How can your group receive funding?

- At the start of each academic year, all student groups will receive an allocation from ASA that will serve as their operating expenses for initial meetings, advertising, etc. Each group will start with the same amount of funding (\$150), which will be supplied through a partial or full reimbursement of any operating funds used during the prior year.
- ASA will no longer be doing Spring Budget hearings for student groups. We are instead going to require groups to request funding for events *as the year progresses*. This will require you to submit more funding requests during the year, but it will help you be more accurate and detailed when making each request. If you prefer, you can submit a single funding request for multiple events that occur in a short span of time, but please note that we ask for all expenses to be itemized where possible.
- Because we will now distribute minimal funds to groups at the start of the year, we will have a much larger reserve of funding available to distribute during the year.

What specific funding opportunities are available for your group?

Following are various funding sources for which ASA-recognized organizations (with some exceptions) are eligible to apply.

- **Community Development Fund (CDF)**
The purpose of the Community Development Fund (CDF) is to provide financial support to student organizations for on-campus programming expenses on an event-by-event basis. All ASA recognized organizations are eligible to apply to the CDF (with the exception of Union Board of Governors, Viking Days).
- **Leadership Development Fund (LDF)**
The purpose of the Leadership Development Fund (LDF) is to provide financial support to students for off-campus events such as conferences, training, or other activities on an event-by-event basis. All students and campus organizations are eligible to apply to the LDF (with the exception of Union Board of Governors, Viking Days).
- **Service Opportunity Fund (SOF) (NEW FUNDING SOURCE)**
The Service Opportunity Fund is available for student groups to receive monetary benefit from volunteering at organizations, which are approved by the

Director of Volunteer Services, for time which exceeds the ten (10) hour volunteer requirement. Student groups are able to access monies from the Service Opportunity Fund and receive benefit for up to one thousand five hundred (\$1,500.00) per year. Compensation is at the rate of eight dollars per hour (\$8/hr) per student until the maximum of \$1,500.00 is reached.

- **Mini-Grant Application Form**

The purpose of the Mini-Grant fund is to provide financial support for events and activities relating to Augustana's International Theme Year. All students, faculty members, and campus organizations are eligible to apply for a mini-grant up to \$500.

- **Outside Donations**

Charitable donations are always an option for funding. Please speak with Jeff Venekamp prior to seeking donations from sponsors, as some businesses already partner with Augustana. We want to keep a healthy relationship