

STUDENT ORGANIZATION HANDBOOK



**Leadership and
Service Center**
University of South Carolina

OVERVIEW

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HOW TO START AN ORG



Starting a new student organization is an exciting step to making a difference on campus! New student organizations can be established throughout the academic year. To be listed as a recognized student organization at the University of South Carolina, you must register with the Leadership and Service Center. In this section we've included some helpful tips as you begin the process.

New vs. Reactivating

New and Reactivating Organizations have different processes for starting up/reactivating on our campus. Here are the differences between the two to keep in mind as you move forward.

- A new organization is one that has never registered before. They do not have any existing information within our system.
- A reactivating organization is one that has been registered before, but has become inactive. They have existing information in our system.

Getting Started

Before starting your organization, take the time to investigate if the organization already exists on campus. We ask this to prevent duplicate organizations and make sure it is understood what will be required of the group organizer. Ideally, every new student organization will bring something new or different to UofSC's campus. If a group exists that is quite similar to the one considered, discuss the idea with the existing organization to propose combining forces. Please make sure that there is no active organization existing under the same name as the new organization; if there is, you will be asked to change your name in order to register.

1.

INTENT FORM:

- To start the process of getting registered, fill out our [New Student Organization Intent Form](#) in Garnet Gate. Completion of this form allows us to learn more about the prospective organization and ensures that we send the most useful Resource Guide. Please note that only UofSC students can start a student organization.
- The intake form will be reviewed by an LSC staff member and an email will be sent with the appropriate Resource Guide for next steps.

2.

FOLLOW THE RESOURCE GUIDE:

- After the intent form has been reviewed by the LSC, a Resource Guide will be sent that will detail every step needed to complete registration.
- **Please read the guide in its entirety to be sure all steps are completed. Otherwise, your organization's registration process may be slowed down.**

3.

SUBMIT ONLINE REGISTRATION FORM:

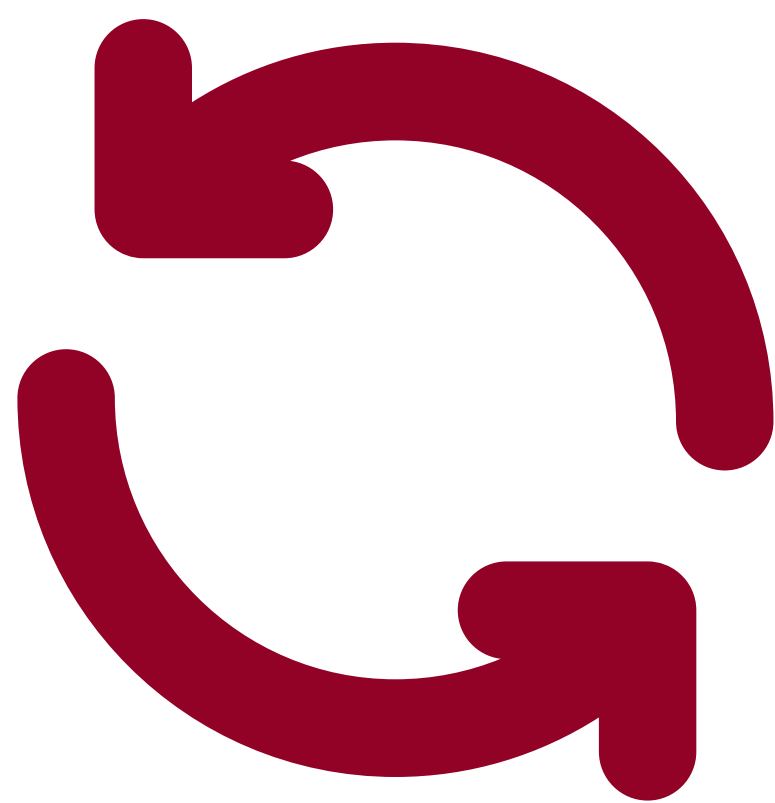
- After gathering all the information needed to complete the registration (as detailed in the Resource Guide), complete the registration form on [Garnet Gate](#).
- Follow all instructions in the Resource Guide to complete registration properly.
- To access an already started form, check Submissions located under the profile icon.
- **Make sure to click the blue "Submit" box at the end.**
- Please note that it does take some time for us to process and review registrations as we must review every component. If you don't hear back from the LSC within seven business days, feel free to reach out to the Leadership and Service Center at lsc@sc.edu to check your registration status.

4.

REGISTRATION ACCEPTANCE/ DENIAL:

- If the registration is not approved, this means there was an error in the submitted materials.
 - **It does not mean the organization is permanently denied, it is only denied until revised and resubmitted.**
- To resubmit, log into Garnet Gate and make the requested edits.
 - If there are questions about the denial, contact the LSC.
- Please resubmit registration within two weeks so we can continue processing your organization's registration.
- Once we've reviewed the registration and approve it, we'll send it to be signed by our department head and receive final approval. Once signed, an email will be sent to you including the official approval letter and final instructions.

UPDATING YOUR ORG INFO



As your organization navigates the next school year, you may realize you need to update your information with the Leadership and Service Center. Below are the processes for how to make some common updates to your organization's information with our office.

How to Change Your Name•••••

If your organization changed its name, you also need to update it with our office to make it official. In order to submit a name change for your organization, you must:

- Vote according to your constitution process for amending and have the approval of your student organization for the name change, since you will technically be amending the name.

Then, once you have the organization's approval, to officially file to change the name of your organization:

- Complete the [Student Organization Name Change Request Form](#) in Garnet Gate and don't forget to include the rationale for the name change.
- Update your organization's constitution to reflect the name change.

Once you've submitted your materials and request, the LSC will review it and notify you if the change has been accepted or if further information is needed.

Update Your Student Leaders/Officers•••••

Please make sure any time you are transitioning organization officers that your new leaders meet the requirements as listed in policy [STAF 3.10](#). The LSC checks student leaders' eligibility periodically, and ineligible student leaders will be removed and their organization will be notified.

Only current students listed as "officers" with administrator privileges in Garnet Gate can update your leadership. To update student leaders:

- Log into Garnet Gate using your personal USC username and password.
- Click **Manage**, which will appear when you hover over your organization's profile photo in the vertical column on the left.
- When the dropdown menu pops up, click **Roster**.
- Locate the name of the member you are transitioning, select the **pencil** by their name, **check the box** beside the position they are starting/finishing, and then press **save**. Repeat this for all officers!
- Note that you should **always add new officers first and then remove old ones**. Be sure to remove yourself last, as after you've removed yourself from officer privileges you will no longer have access to make these changes.

Deactivation

If your organization has decided to dissolve, disband, or deactivate, the President or designee will need to email the LSC stating that they would like to disband the club, effective immediately, and provide a short rationale (lack of interest, time, etc.). The Leadership and Service Center will save the email to the organization's file and then deactivate the organization, removing access to accounts at the same time.

STUDENT ORG RESOURCES

Recognized student organizations have access to great resources and services provided by the university. Here is how you can access some commonly used resources:

How to Use Garnet Gate

Garnet Gate is our portal for student organizations and is the only place where you can find the complete list of all student organizations on campus! Through Garnet Gate you can advertise events, manage members and rosters, create forms, log service hours, run elections, and more! It can also serve as your student organization's website by customizing your settings to share all your events and articles. To use Garnet Gate most efficiently, make sure your organization's members have all updated their account information as much as possible.

To learn more about how to access and take advantage of the tools within Garnet Gate, visit our Garnet Gate tutorials or view this [Quick Reference Sheet](#). You can also set up a [Leadership Coaching appointment](#) with our office for additional help. See the Leadership Coaching section for more information.



How to Access Your Student Org Email

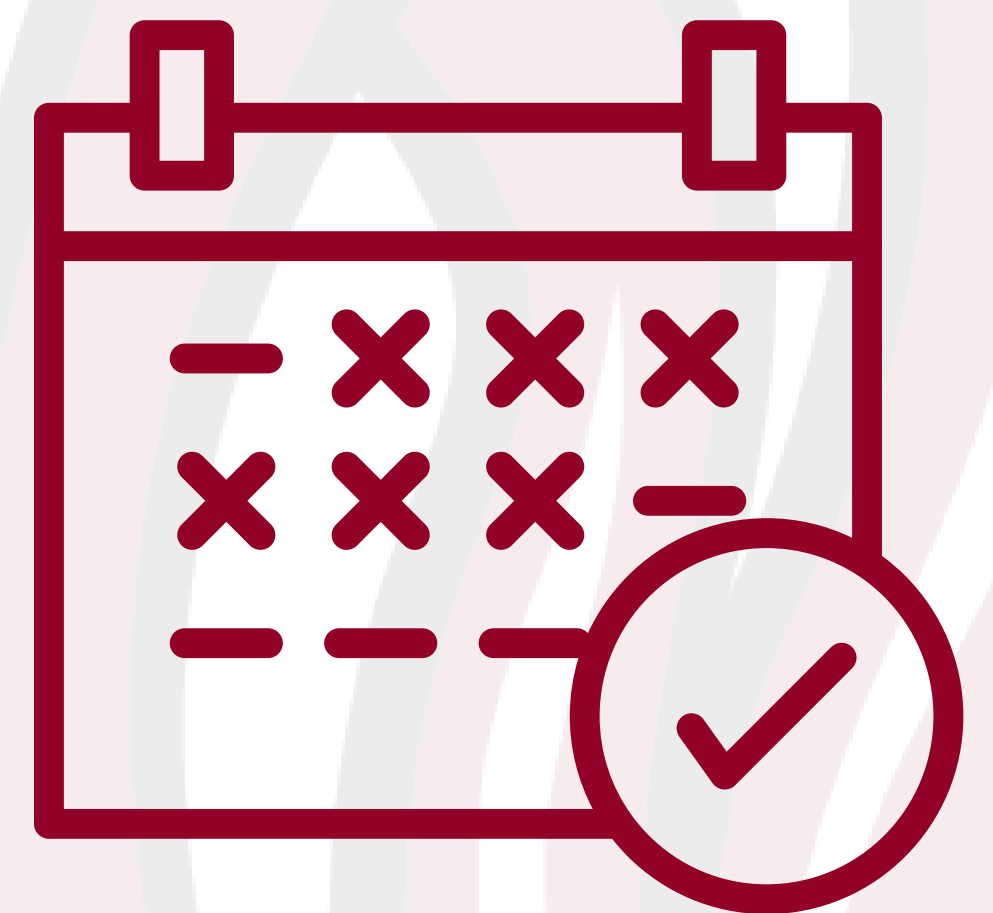
All registered student organizations have a student organization email account. This account can be used for student organization-related communication. To login to your student organization email, visit <https://portal.office.com> and login with your SO email and password. Please note that the system is the same as your student email, so you may have to log out of your student email to access your SO email. Make sure to use your full SO email (not just the username) to login.

If you don't know your student organization username and/or password, please complete the [Student Org Email Login Request Form](#).

How to Reserve Space on Campus

For all campus buildings, except Campus Recreation buildings, students with affiliation to a student organization can reserve space through 25Live with their student email. For this process to work, your organization's Garnet Gate roster must be updated as a means of proof of affiliation. If your involvement in the organization cannot be validated by the Garnet Gate roster, your space reservation request will be denied. Once you've submitted a request through 25Live, Russell House Event Services will get the request processed, which typically takes 2-3 business days. Please provide adequate time for this process when making your reservation.

The Russell House Event Services office is also here to help student organizations plan events and answer questions about space reservations. Event planning is a skill that doesn't always come naturally, so should you need additional help with building that competency, they are here to support you! Their office is located in Russell House Suite 218 and you can reach them via phone at 803.777.8182. Additional information on spaces and how to reserve rooms can be found at https://sc.edu/about/offices_and_divisions/russell_house/reserve-space/index.php.



Additionally, you can visit @russellhouseuu on Instagram to view a few quick tutorials Event Services has created for your benefit. Keeping up with their office on social media is also a great way to be aware of when they're hosting event planning workshops, information sessions on space reservations, and other tools that could be useful.

A couple notes to keep in mind:

- Student organizations should only use academic spaces for their meetings if they are unable to reserve a space in Russell House.

- Academic spaces will be unavailable for reservation until after the first full week of classes to ensure scheduling of classes can be completed.
- Academic spaces are "as is," meaning that if you reserve these spaces, you are not to move any furniture or make any changes to the space.
- To accommodate for scheduling and space for every student organization to meet, we ask that you keep your regularly occurring student organization meetings limited to an hour. If you need assistance building a more concise meeting agenda, visit the [Meetings and Event Planning](#) section of this handbook or set up a Leadership Coaching appointment with the Leadership and Service Center (visit the [LSC Resources](#) section for that).
- Student organizations can plan and host their regularly scheduled events for free in most campus spaces (although we recommend reserving space in the Russell House as often as possible; remember it is the center of student life at Carolina and we want to see you here!), but you may receive an invoice from Event Services for Special Events Ceremonies, as there are other costs associated with those events.
 - If that is the case, Event Services will be able to walk you through the payment process for your organization's event.
 - If your organization cannot budget for reserving space for these events, be reminded that you can request funds from the Student Activities Fund in Student Government. Visit Page 12 for more information.

Quick Steps for Space Reservations ●●●●●●●●●●

1. Log into 25Live with your UofSC Network Username (the first chunk of your UofSC email) and password.
2. Click the "Event Form" button in the top ribbon and fill out all the fields.
 - a. If you are hosting a lecturer or speaker, be sure to include their name and the title of their talk.
3. Complete all other fields and press save.

For more detailed steps, refer up to Event Services' contact information and see how you can connect with their office or view their [website's](#) resources.

How to Request Your Free Copies

All student organizations have the opportunity to receive up to 500 free black and white copies yearly to print training guides, flyers, meeting minutes, waivers, etc. on white paper.

If you're looking to take advantage of this service, we recommend doing it at least 1 day in advance of when you need your copies to accommodate for scheduling!

To use this service, visit the Leadership and Service Center's front desk and let us know you are there to request copies for your student organization. Once you give us the organization name and what you're trying to print, we'll give you a voucher to take to Russell House Quick Copy to make the copies. Please note they are only open Monday-Friday from 8:30am to 4:30pm. For more information, visit https://sc.edu/about/offices_and_divisions/communications/services/printing/.

How to Request Funding

Every year \$185,000 of the student activity fee is allocated by Student Government's Student Senate Finance Committee to student organizations, through which student organization leaders have the ability to request funding. This is intended to support student organizations and help them host on-campus events, attend conferences, and compete in tournaments. These funds are given out on a rolling basis, and all events using this funding must be open to the student body and free of charge.

How organizations access funding depends on their type:

SPORT CLUBS

Sport Clubs can receive funding annually through the portion of the fees allocated to Campus Recreation and the Sport Club Executive Board.

PHARMACY SCHOOL ORGANIZATIONS

Organizations directly affiliated with the pharmacy school receive their own funding.

LAW SCHOOL ORGANIZATIONS

Organizations directly affiliated with the law school receive their own funding.

UNDERGRADUATE ORGANIZATIONS

Other undergraduate organizations receive funding per event through the Student Senate Finance Committee within Student Government.

GRADUATE ORGANIZATIONS

Other graduate organizations receive funding per event through the Graduate Student Association's Finance Committee.

To learn more information, visit the Treasurer's Toolbox on Student Government's [website](#).

Risk Management and Event Insurance

Except for Sport Clubs that are insured through Campus Recreation, student organizations are not covered by University of South Carolina insurance. We highly recommend purchasing insurance for your events to reduce liability and increase safety, and Tulip is a great resource for that. Visit their website here: <https://tulip.ajgrms.com/>.



Tabling and Student Organization Fairs •••••

A great opportunity to showcase your organization to the Carolina community and attract new members are the Student Organization Fairs hosted by the Leadership and Service Center (LSC) at the beginning of each semester. The LSC will reach out to organization Presidents with a sign-up link several weeks beforehand for interested organizations. If you are not receiving information from the LSC staff, be sure that your leadership roster is updated in Garnet Gate and check your student organization email as frequently as possible.

To table at another outdoor space (like Greene Street or Davis Fields) on campus throughout the year, use 25Live to request a table at the desired space.

ADDITIONAL LSC RESOURCES



As a student at UofSC and a Student Organization leader, you have access to additional resources and services provided by the Leadership and Service Center staff to help you identify your skills as a leader, hone in on your strengths, and find more ways that you and/or your organization can give back to Carolina and the greater Columbia community. At the LSC we believe leadership is so much more than positional, and we're here to help you develop as a leader in any way we can.

MEET WITH A LEADERSHIP COACH

Setting up an appointment with one of our Leadership Coaches can help you understand recruitment and retention, your leadership styles and personality, and how to utilize other helpful resources like Garnet Gate.

USING THE LEADERSHIP AND SERVICE CENTER SPACE

Spaces in the LSC are intentionally designed as intimate settings for smaller audiences to learn, converse, collaborate, and engage in leadership learning. It is open to all students and student organizations during our operating hours. Though all of our spaces are first come, first served and not reservable for regularly occurring meetings, if your organization is hosting a furthering leadership and service education event open to all students, you can contact a Leadership Coach at lsc@sc.edu to learn more about programming our space to suit your needs.

AWARDS AND RECOGNITION

Each year at the Leadership and Service Awards, we're able to recognize some of the great work student organizations are doing on our campus. Student organizations can nominate their organization, leaders, and advisor to be recognized. Visit [here](#) to learn more.

PRESENTATIONS

If you would like a staff member or student leader from the LSC to come give a leadership-based presentation or training for your organization, complete our online [Presentation Request Form](#) (at least two weeks in advance) and we will contact you within three business days to confirm details.

COLLABORATION

As a student leader, we want to be sure you are equipped with leadership development opportunities and well connected to other leaders on our campus through student organization roundtables, leadership summits, retreats, courses, and other programs hosted out of our office. [Visit our website](#) to explore opportunities!

NEWSLETTERS

Every month, the LSC will send out the SPURS UPdates Student Organization Newsletter to student organization officers with updates and opportunities for you and your organization. Make sure to share the newsletter with your members to stay up to date on what's happening in the LSC!

For more information about the initiatives and programs we offer for leadership development, please visit the [Leadership Development](#) section of our website.

TEAM LEADERSHIP

One of the most important parts of being an organization leader is developing the skills and understanding necessary to build a team of leaders that can successfully collaborate, communicate, and impact others. Developing these skills together as a team and building your team rapport throughout your term will be the first step to ensuring that this culture transfers to your organization, making it a safe, inviting, and fun space for your members to be. This will be a great asset to your leadership term in your student organization, as well as something that transfers to many settings long after your college experience! We've created some resources below to give you a jumpstart on developing your personal toolbox of group leadership tips and tricks!



ICEBREAKERS

While there is a seemingly endless supply of icebreakers and team building activities to choose from, we've compiled a list of our favorites [here](#) if you need some ideas!

CONFLICT MANAGEMENT AND RESOLUTION

During your time as a student org leader, you will likely encounter conflict, whether between your leaders, members, yourself, or others. We want you to feel prepared to not only handle conflict, but experience the benefits it can afford your organization on the other side. Review this [document](#) to get started, but feel free to contact our office for additional help!

COMMUNITY BUILDING

One of the biggest responsibilities of being a student organization leader is fostering community between your members. Visit this [document](#) for some ideas to get started, but remember there is room for endless creativity in your role to find ways to boost morale within your organization.

GIVING AND RECEIVING FEEDBACK

One of the most useful skills you can develop as a leader is the ability to give and receive feedback well. This will afford you new opportunities, challenge, and the chance to grow more than most things both during and beyond your student organization leader experience will. In this [resource](#), you can find some tips on how to appropriately give and receive feedback both to peers, subordinates, and supervisors.

PERSONALITY AND LEADERSHIP STYLES

Visit [this resource](#) to explore how your personality style can influence the way you lead your organization, collaborate with others, and evaluate your strengths and weaknesses to better serve your organization members.

ORGANIZATION REQUIREMENTS

Below we've listed some general requirements to keep in mind as you think about starting or maintaining a student organization. Currently there are two main types of organizations: Associated Student Organizations and Registered Student Organizations. Over 85% of student organizations fall into the Registered Student Organization category.



Please note that additional requirements can exist for certain organization categories such as Sports Clubs and Social Fraternities and Sororities. Please make sure you are following the Resource Guide you receive to complete the process properly and ensure you are meeting all the requirements necessary for your organization type.

Type 1: Registered Student Organizations ●●●●●

Below are the requirements for a registered student organization.

- **University Advisor:** A university advisor is **not** required for a registered student organization. Educational support is offered through the Leadership and Service Center.
- **Constitution:** Review and approval by the Leadership and Service Center is **not** required. Student organizations must acknowledge that they have a governing document. A sample constitution is provided.
- **Membership:** Maintain an updated roster with 7+ members and 2+ officers. Membership is limited to students officially connected with the University of South Carolina.
- **Officer Criteria:** Must meet the requirements outlined in the membership section.

- **Organization Name:** Maintain a student organization name which does not include the University of South Carolina's name (or any variation) in any form.
- **Example:** The Chess and Go Club has not been delegated any authority from the university and does not perform functions on its behalf, therefore it is an independent legal entity consisting of a group of self-governed students registered with the university as a student organization.

Type 2: Associated Student Organizations •••••

Below are the requirements for an associated student organization.

- **University Advisor:** A university advisor is required for ASOs and must meet the criteria and be designated by the Dean, AVP, or their designee to advise the ASO within the context of their university employment. They also must complete additional requirements set forth by the LSC.
- **Constitution:** A constitution is required for ASOs and must meet the requirements set forth by the LSC.
- **Membership:** Maintain an updated roster with 7+ members and 2 officers. Membership is limited to students officially connected with the University of South Carolina.
- **Officer Criteria:** Student leaders must meet and maintain throughout their term the cumulative GPA requirement for graduation, maintain at least part-time enrollment status, and be in good standing.
- **Organization Name:** If the ASO's name includes the University of South Carolina's name or any variation, the ASO's name must be distinct from the name of the associated department.
- **Example:** The Homecoming Commission student organization has been delegated by the Department of Student Life the task of developing engaging programming to celebrate campus traditions. A Department of Student Life employee's job description is overseeing, advising, and assuming responsibility for all activities of the Homecoming Commission.

Some additional tips for Associated Student Organizations:

- **Advisor:** All Associated Student Organizations are required to have an advisor. In order for a Faculty/Staff member to serve as your advisor they must:
 - Be employed as a full-time faculty or administrative staff member at the University of South Carolina and be employed with the associated department. Part-time faculty and administrative staff and university affiliate military personnel may serve as an advisor to an ASO under special circumstances with the approval of the Department of Student Life.
 - Be designated by the appropriate Dean, Associate Vice President, or their designee to act in an advisory capacity, as opposed to a directive relationship with the ASO.
- **Constitution:** All Associated Student Organizations are required to maintain a constitution. A constitution is the governing document for your organization. It outlines how your organization is going to run. For the full list of what is required, constitutions of each type, and sample phrases visit our Constitution Guides in the documents section of our Garnet Gate page.

Annual Renewal

In this section we've listed some important notes relevant to the annual organization renewal process.

- University Policies have been updated. Please review them and/or visit the Policies to Know section of this document to ensure your organization follows all stated policies in order to renew.
- If you have any questions about organization renewal that aren't answered below, please contact Jamie Ayres.
- To start the renewal process, you'll visit Garnet Gate and sign into your personal account. Navigate to the **grid** in the upper right-hand corner, click **Manage**, and select the organization you would like to renew. On the next page you should see a **blue box** below your organization's name.

RECRUITMENT, PROMOTION, & PUBLICITY



As you think about what the upcoming semester and academic year look like for your student organization, be sure to dedicate some time to thinking about and working with your team on how you'll recruit new members and publicize the activities your organization is hosting. Being conscious about these things are the best, most natural way to convey to the outside world (whether students or not, but especially students!) the culture of your organization, your values, and the fun

your organization brings to our campus. If your student organization has a Public Relations and/or Recruitment chair, we recommend you sharing this information with them as well!

Recruitment

Recruitment is the only way to grow and maintain the life of your student organization. We believe recruitment is not just what you do during student organization fairs, the events you host during your private recruitment week (if you have one), or what you say during information sessions; recruitment is embedded into the culture of your organization, which is what gives your members a rewarding and positive experience and what helps you all contribute to what it means to be a Gamecock! [Here](#) is a mini guide to the top ways to recruit your new members and some things to keep in mind as you do.

Promotion and Publicity

The biggest way to make sure recruiting is "365" is through the use of promotion, marketing, and publicity tools like keeping your Garnet Gate account up to date, creating social media accounts for your organization, or tabling around campus so you can be seen by students. There are tons of public relations resources that can help your organization navigate this! We've listed a few on the next page.

GARNET GATE

Garnet Gate is a GREAT resource for marketing your organization, the events you're hosting, and your presence on campus, as it's a platform all students have access to and that the university recommends students to in order to get connected with organizations like yours. Keeping your account up to date with photos, events, and information and being responsive is such an important thing to do to keep up a presence on campus. Visit the [How to Use Garnet Gate](#) section of this resource for more!

TABLING

Want to set up a table on campus so Gamecocks walking by can interact with your organization? Visit that [section](#) of the handbook for more information - this is a sure way to get some conversations started with potential new members and make your organization more known on campus!

Make sure your organization is signed up each semester to participate in the Student Organization Fair!

Here are some tips to be successful at tabling:

- Have everyone wear a shirt for your organization.
- Have treats and music.
- HAVE FUN!!

SHARE A CAMPUS-WIDE ANNOUNCEMENT

ADVERTISE IN STUDENT MEDIA

Advertising in Student Media is a great way to reach more students with information about your organization, as well as collaborate with other organizations through making use of student media groups! Note their additional trainings for how to understand social media insights and publicity.

SOCIAL MEDIA AND CONTENT CREATION RESOURCES

- Content Creation 101 for Student Orgs
- Guide to Creating Logos for Student Organizations

Other helpful resources:

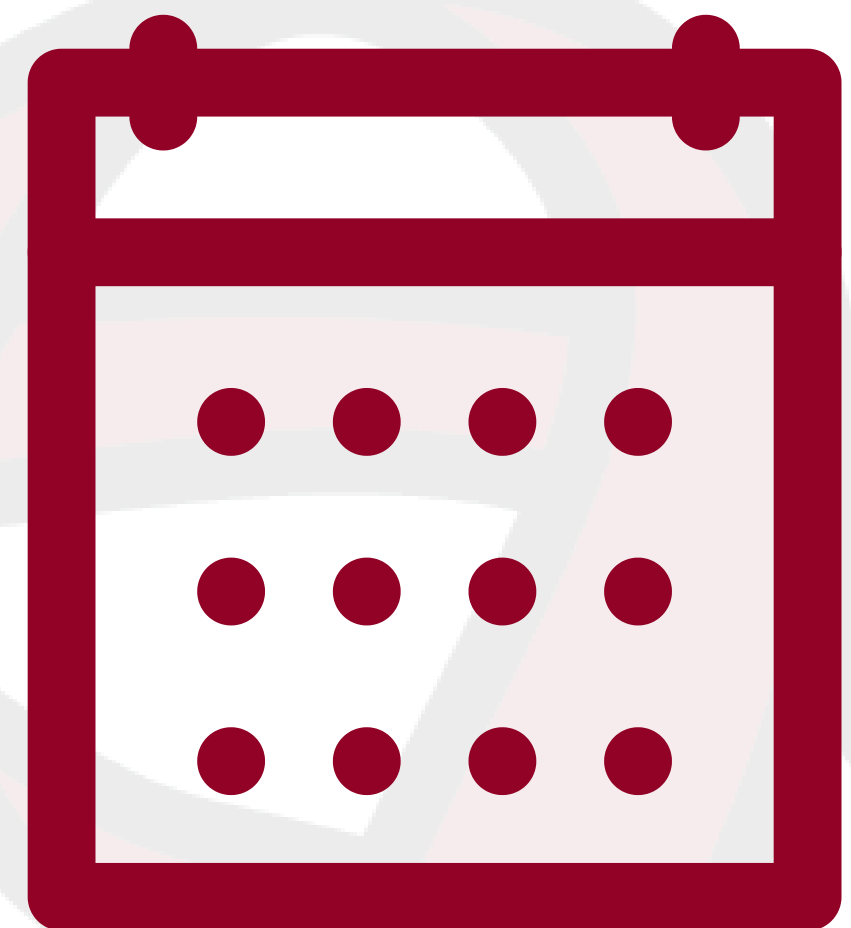
- For Graphic Design: Canva
- For GIF Creation: Giphy
- For Animated Video Creation: Animaker

STUDENT ORGANIZATION FAIRS

Tabling at the Fall and Spring Student Organization Fairs is one of the top ways to publicize your organization. Make sure you take advantage of this opportunity each semester!

MEETINGS AND EVENT PLANNING

As a student organization leader, hosting regular meetings and planning events for your organization will likely be part of your regular responsibilities. This section is designed to help you feel better equipped with the tips and tools you need to feel prepared for those responsibilities.



Meetings

When planning your meetings, it's important to remember to keep them concise, include all the important information, and make it enjoyable for your members. Most leaders find it beneficial to build a meeting agenda that outlines all these things because it ensures all content is covered, helps you stay on track throughout the meeting, and serves as a note-taking template for record keeping.

On the [University branding page](#), you can find downloadable UofSC branded templates for your meeting agendas if you'd like to use them, but Canva, Google Docs, and Microsoft Word also have some great templates. Be as creative as you need to be to have an agenda that meets the needs of your organization's meetings!

Here are a few things you may want to be sure to include:

- Make sure you include the date, time, location, and title of the meeting in the top of the agenda.
- It's always a good idea to start off with a check-in, activity, or happy video to set the right tone of a productive meeting! Visit our [Icebreakers](#) document if you need some suggestions. Similarly, you might also want to consider having music playing as your members are arriving so the environment feels fun and welcoming and to encourage them to chat before it's time to get started.

- Old and New Business: Have your lead team fill out this section including updates of ongoing business from their respective areas or new information the organization needs to be filled in on.
- Unfinished business: Allow this time for any member to ask questions or give general updates that might not have been covered during the business section, as well as time to revisit anything if necessary!

In terms of reserving space for your regularly occurring meetings, we recommend using rooms in Russell House as often as possible. Visit the [How to Reserve Space](#) section for more information on this.

Events



As mentioned in the Space Reservations section, event planning is a skill that doesn't come naturally for everyone, but is often asked of all organization leaders. The more you practice this skill, the better at it you'll be! Below you'll find some documents that may prove to be helpful as you begin to plan events for your organization. Additionally, remember that Russell House Event Services is always happy to provide assistance in developing the skill, and stay on the lookout for programming by the LSC and RH Event Services in regards to event planning!

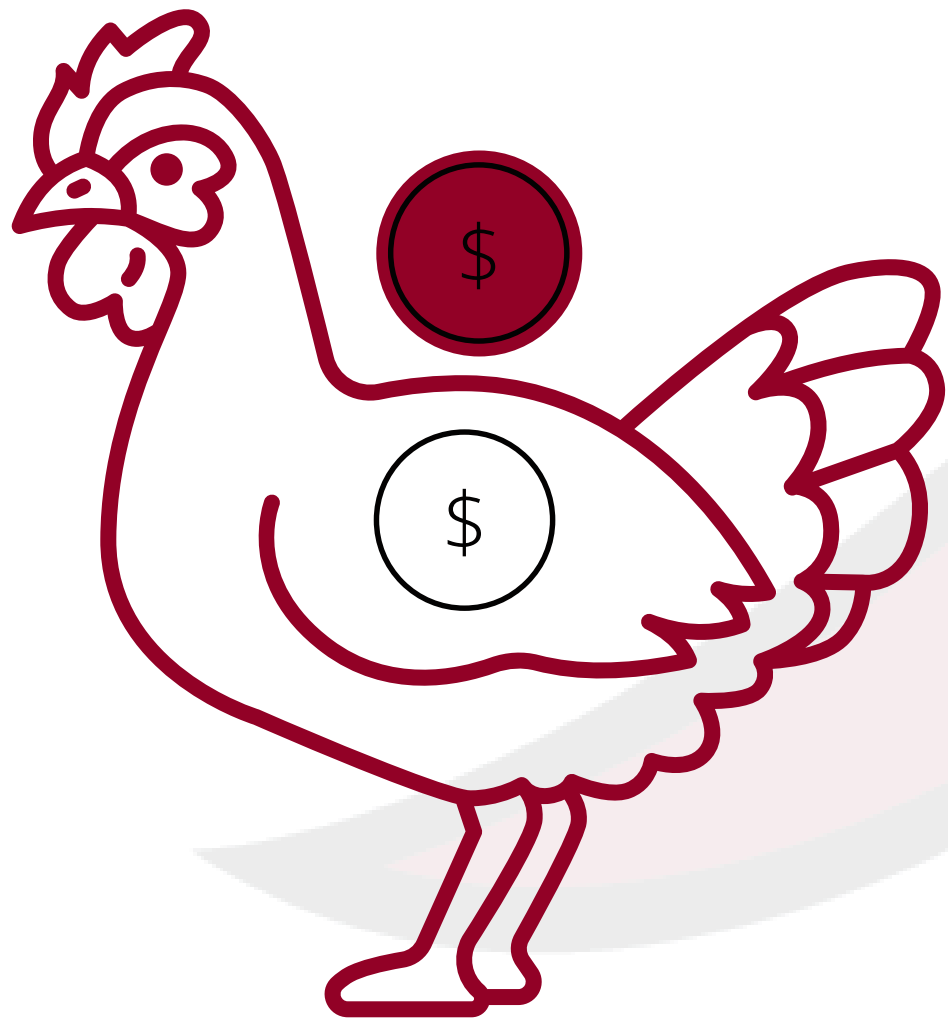
EVENT PLANNING CHECKLIST

This is a tool from Russell House Event Services that you might find helpful for making sure you've hit all the major boxes of planning your event!

ALCOHOL AT CAMPUS EVENTS

Refer to this [webpage](#) for a refresher on rules and policies related to the use of alcohol at campus events.

FINANCES AND BUDGETING



Depending on your organization's purpose and how you function, you might be dealing with finances of some sort, whether for dues, hosting events, attending a national convention, or something else. Knowing how to successfully budget for the semester and year so your organization can accomplish what it needs to under the money you're bringing in is so important! If your student organization has a treasurer, we recommend having them view this section so they can have access to the tools below!

Finances

Student Government serves as a funding resource for student organizations. Student Government has a full team ready to help make your programs and conferences a reality. They are here to help you take advantage of these opportunities and want to support your organization along the way!

- Student Activity Funds (allocated by Student Government) must only be used to:
 - Promote a diverse array of programs and events.
 - Facilitate intellectual engagements.
 - Encourage collaboration between students and student groups, and/or foster campus community.
- Be aware that your organization is responsible for obtaining all local, state, or federal business permits and/or licenses and filing all relevant tax statements.
- If your organization is looking to fundraise or collect items, you should make a tabling reservation through Russell House. Remember you cannot leave fundraising materials (i.e. collection boxes) at the location past your tabling slot, they must be taken when your organization leaves.
- Notes for Undergraduate Organizations:
 - Make sure you put in your request at least 15 days prior to your event date.
 - It is recommended that you work with a comptroller to help your process run as smoothly as possible.

1

Examine your income: This will typically be dues-generated. How much do you need to charge in dues to keep membership affordable while still being able to function? Is your organization part of a national organization, and does that have to include additional dues? The money that comes in for your organization will be the grand total of your budget.

2

Subtract fixed costs: If your national organization charges dues or requires you to have a certain insurance, how much will that cost? If your organization traditionally hosts events that are non-negotiable, how much do they cost? Does your lead team attend a convention, and how much will it cost? Subtract these from your budget first to make sure they can happen!

3

Determine variable expenses: Any other events your organization hosts or expenses you anticipate are considered variable, which means they may need to change or be postponed based on budget and funds that you apply for from the Student Activities Fund. These activities are lowest priority in regards to your budget, so they are saved for last and done if there is room.

4

Outline your budget: Once you've finished, it's always a good idea to write your budget down in an outline to ensure your organization sticks to it and doesn't go over. For the sake of transparency and a trusted leadership team, it never hurts to take some time in one of your meetings to review the budget with your organization so they know what they're paying for. This can be especially useful if you have committee chairs who'll be hosting these events!

ELECTIONS

The election process is the start to your season of transitioning leadership, and having a successful elections period affords your organization the opportunity to put good leaders in roles that best suit them, as well as gives your members a say in the future of their organization. View these resources for helpful information on running a smooth and successful election process.



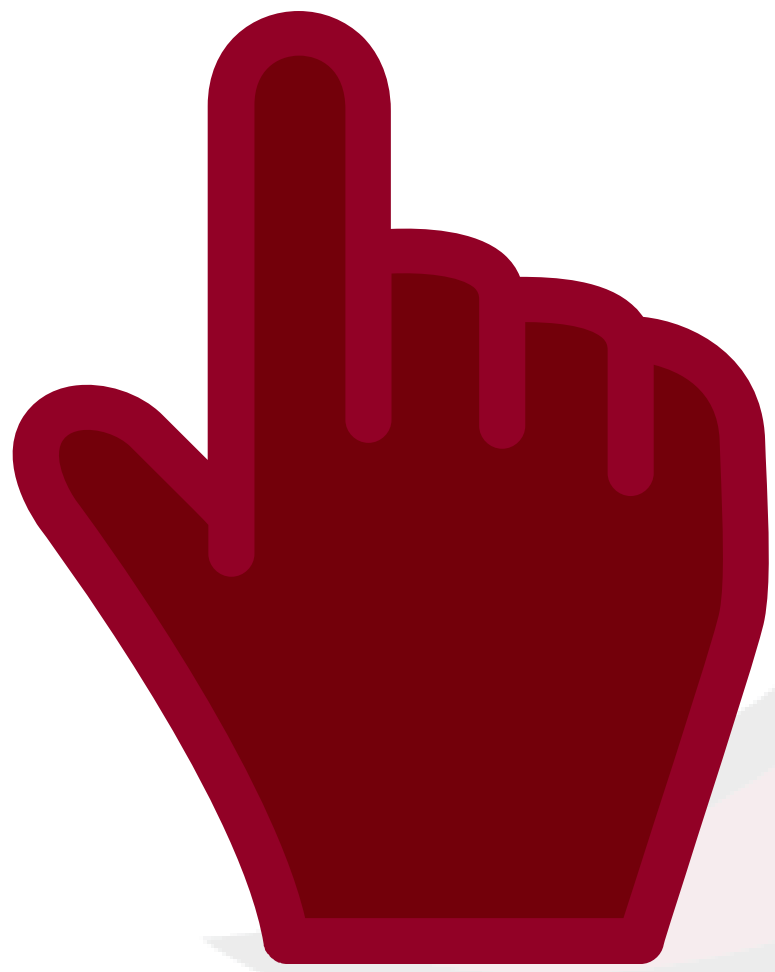
ELECTION GUIDE

Take a look at our [election guide](#) for all the information you need to know on facilitating a smooth election period, who should be involved in what roles, and what all should be included.

RUNNING ELECTIONS IN GARNET GATE

Additionally, did you know you can run elections for your student organization in Garnet Gate? Check out our [Garnet Gate Tutorials section](#) for more information on how this works, and contact the Leadership and Service Center if you need more information.

TRANSITIONS AND ONBOARDING



Having a smooth transition between officers and leadership teams is crucial to maintaining the success of your student organization. Having a thorough process for this affords outgoing officers the chance to reflect and pass on their wisdom, allows incoming officers the chance to feel supported and prepared, and both people the opportunity to connect about their passion for leading an organization that means something to them. Below you'll find two great resources for how to facilitate this process.

TRANSITIONS ONE-PAGER

This resource has a quick overview of some of the most important things to include during your transition between officers. Take a look for an overview of what should be included as you prepare to on-board new officers and transition old officers out!

TRANSITIONS MANUAL

For a deep dive into what your organization's process of transitioning leadership should look like, we recommend taking advantage of all the information provided to you in our Transitions Manual! This would be helpful to do at both the start and end of leadership terms.

For additional help on transitioning officers in Garnet Gate, visit the Updating Your Org Info section of the handbook.

POLICIES TO KNOW

Below you can find links to and descriptions of some of the university policies related to student organizations. For thorough understanding, we recommend reading the policies in their entirety. Additionally, you'll see a reminder about student organization conduct at the end of this section.



- USC Columbia UNIV 6.00 Calendar and Space Reservation (USC-CSR) Policy:
 - <https://www.sc.edu/policies/ppm/univ600.pdf>
 - Details on space reservations for campus.
 - Class scheduling takes priority over classroom space reservations, so organization requests for classroom spaces aren't processed until after the first two weeks of class.
 - Promotional material and limitations, including that the use of tape or other adhesives, nailing, tacking, or permanently adhering items to ceilings, walls, floors, windows, or doors is prohibited.
 - Permissible expression and exclusion on campus spaces.
- USC STAF 1.06 Treasurer's Manual for Student Organizations:
 - <https://www.sc.edu/policies/ppm/staf106.pdf>
 - Establishes and provides link to the Treasurer's Manual provided by the Student Government Senate Finance Committee to guide student organizations in how to request funding.
- USC Columbia STAF 2.09 Sport Clubs:
 - <https://www.sc.edu/policies/ppm/staf209.pdf>
 - Defines what classifies an organization as a sport club; groups that meet the classifications automatically classify as a sport club.
 - Defines resources available to sport clubs.
 - Defines eligibility requirements for sport clubs from Campus Recreation:

- Make sure all participants in any club sign a "Waiver of Liability and Release" prior to participating.
 - Have Club in their name and not use University of South Carolina in their name.
 - Submit an active membership roster semesterly.
 - Have at least two representatives at sport club meetings held by Campus Recreation.
 - Remain in good standing with local, regional, and national affiliations as appropriate.
 - Abide by all travel and equipment policies.
 - Complete required trainings and certifications, such as CPR and First Aid.
- USC Columbia STAF 3.02 Alcohol Policy and Guidelines for the University Community:
 - <https://www.sc.edu/policies/ppm/staf302.pdf>
 - Student organizations may not work together in any form with establishments that generate more than half of their annual gross sales from alcohol.
 - No student activity fee or other University collected fee will be used to purchase alcohol.
 - No other funds of an officially recognized student organization deposited or administered through the university may be used to purchase alcohol.
 - All events involving the use of alcohol must register through the Alcohol Event Registration process.
 - Advertisements (i.e. flyers, social media posts, word-of-mouth, etc.) cannot promote alcohol or illegal drugs or use it as a means to incentivize/attract students.
 - USC Columbia STAF 3.05 Hazing:
 - <https://www.sc.edu/policies/ppm/staf305.pdf>
 - Defines and provides examples of hazing.

- No student organization may participate in any hazing activities.
- Details the hazing reporting process, including the link to file an incident report.
- USC Columbia STAF 3.10 Student Organizations:
 - <https://www.sc.edu/policies/ppm/staf310.pdf>
 - Details and defines students organizations and their registration and renewal processes.
- USC Columbia STAF 3.22 Fund Raising by Student Organizations
 - <https://www.sc.edu/policies/ppm/staf310.pdf>
 - Only student organizations can hold fund raising activities, and they must note in their facilities request in 25Live that they are hosting a fundraising event.
 - Cannot solicit money door-to-door in residence halls.
 - Lotteries, raffles, and games of chance must be in accordance with South Carolina state law.
 - Fundraising activities are only allowed in certain parts of campus such as Greene Street, Pickens Street Bridge, Russell House, etc.. See policy for complete listing.
- USC Columbia STAF 3.25 Use of University Facilities:
 - <https://www.sc.edu/policies/ppm/staf325.pdf>
 - Student organizations must use 25Live to make space reservations so they can be processed by Russell House Event Services.
 - Hosting events during reading day or finals week in university union spaces is prohibited, with the exception of study sessions.
 - Requests for space in the Russell House must be submitted at least 24 hours prior to the event/meeting, and requests for space outside the Russell House (i.e., classroom space) must be submitted at least three business days prior.
 - Food, drinks, and smoking is prohibited in academic classroom space.
 - No furniture may be moved from academic classroom space without approval.

- Outdoor events involving 150 or more people or use of amplified sound must receive approval by the Director of Student Life.
- Defines notes and rules for the use of Russell House patio and Greene Street.
- USC Columbia BUSA 1.03:
 - <https://www.sc.edu/policies/ppm/busa103.pdf>
 - The university's food service provider has exclusive rights to provide full service catering for all receptions, banquets, and breaks on campus.
- USC Columbia STAF 6.26 Student Code of Conduct:
 - <https://www.sc.edu/policies/ppm/staf326.pdf>
 - The code of conduct all students are held to also applies to student organizations; failure to abide can result in being submitted to the Office of Student Conduct.

For more thorough understanding of these policies, visit the links attached to each policy to read it in its entirety. Additionally, visit [here](#) for a full list of university policies.

Student Organization Conduct

All student organizations are expected to comply to both the Carolina Creed and the student [Code of Conduct](#), remembering that responsibility for good behavior is up to both the organization as well as each individual that makes it up. Remember that even if you're not at a University or organization related event, you are *always* representing Carolina and your student organization.

RESOURCES

The following are links to some other important resources that you may find helpful during your student organization leader experience:

- [SPURS UPdates Newsletter Archives](#)
- [University Branding Toolbox](#)
- [Russell House Event Services Office](#)
- [Student Organization Leader Resource Guide](#)

CONTACT THE LSC



Don't be a stranger! Our office is always open to you and here to help, and we'd love to meet you or see you using our space! Here are all of our social media accounts and other ways you can contact us if you ever need anything, or just to stay up to date on the awesome things happening in and through our office!

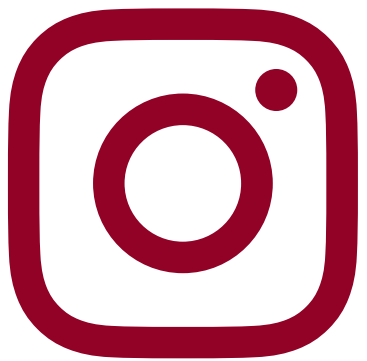


Website



Location

Russell House 227



Instagram

@uofsc_lsc



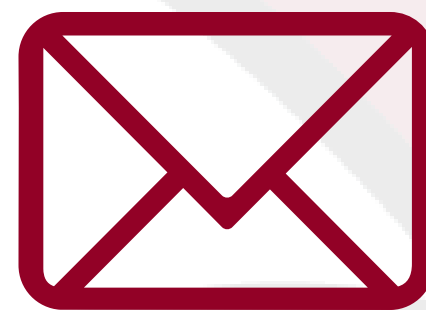
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