

# SLIPS

## Student Leaders in Professional School

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February 27, 2024

KT Staffaroni, Director of Student Affairs

Sarah Goetz, Student Affairs Coordinator

# Agenda

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- WELCOME!
- Fundraising
- Event Planning
- Leadership Skills
- Creating engaging relationships

# Fundraising

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- Popular sources
  - Bake Sale/Jeans Days (Pharmacy must sign up through PSEB)
  - Apparel (We will discuss regulations!)
  - Grams (Boo Grams, Valentines Day Grams, etc)
  - 50/50 Raffles
  - Baskets
  - Percentage nights (Chipotle, Creek Coffee, Panera, etc)
  - 5K races, chicken dinners, etc

# List Serv- mass email for each class

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- We use List Serv to contact an entire class.
- When you send an email to that class's list serv, it goes to the program manager, or to Student Affairs and must get approved.
- How fast it gets approved depends on when you send it.
- What will/will not get approved?
  - Approved- Upcoming events
  - Not approved- Most often, study guides created by someone other than the class president

# Blackboard > Student Affairs > Fundraising Event Forms

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- [Forms Page](#)
- [Fundraising Event Request Form](#)
- [Weekly Announcements Submission Request Form](#)
- [Payment Link Request Form](#)
- \*See the Student Org
  - Purchase Order Procedures page\*
  - Purchase Order Request for items page\*
  - Purchase Order for Contracts

# How to get funds?

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- Funds are donated onto the payment link that I provide you, via [GiveSmart/Mobile Cause](#)
- Within the first two weeks of every month, funds are transferred into your account via your budget code. If you don't know if you have an account, ask me. I contact Julie Byrd to confirm.

# Regulations for Licensing and Branding

- The University is in partnership with Barnes & Noble
- Licensing Authorization Form must be completed at the very beginning of your planning!

## Process:

- Design your artwork. Be sure to include the name of your organization on the product. The use of university trademarks must follow brand standards and guidelines.
- Select an approved licensed vendor for your product.
- Complete and submit the departmental Trademark Use Request Form for use review and approval prior to production. Licensing representatives will inform you if any changes are required.
- Upon approval, place your order with the vendor.
- Submit the completed authorized Trademark Use Request Form along with the invoice to the Purchasing Office for purchase orders.

# Guidelines

- Student groups must have prior approval to use the licensed marks on products from their Student Life Representative.
- Student groups must use an [authorized licensed vendor](#).
- The Item MUST include the name of their organization on the product, so as not to compete with the retail options within the bookstore. Permission to use the mark is under the assumption you are promoting your organization, not the college, department or university. The student organization name must not interfere with the University marks or logos.
- Licensed marks must not be altered or changed in any way. (ie. adding a stethoscope to the running camel).
- Registered student groups should use the word “Club”, “at Campbell” or similar identifier in the naming of the organization.
- Unless affiliated with Athletics, student groups may not use the official athletics marks. They may use the CU, Running Camel, and the Athletics block name.
- Designs must not include references to alcohol, illegal substances, weapons or suggestive or explicit graphics or language.

# Contracts for Events

## **\*\*CONTRACTS SHOULD BE INITIATED MONTHS IN ADVANCE!\*\***

- We use a program called IntelAgree. It connects Student Affairs, the general council and the procurement offices.
- Items you will need to present
  - Contract
  - Estimate
  - Purchase Order for Contracts, completed (all vendors)
  - Company's (all vendors) W9
  - Company's (all vendors) Proof of Liability insurance

# What not to do

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- Initiate a large event, especially if there are multiple vendors, less than 1 month out. General Council and Procurement work according to the que.
- Not taking all stakeholders opinions into consideration
- Decide to change something within the last two weeks leading up to the event
- The University will not sign any agreement that expects student funds to go toward alcohol. -Liability-

# Where do we go from here...

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## Business Office

Incoming funds

Deposits

- Reserving laptops for online payments

## Accounting Office

Outgoing Funds

Check Request

Reimbursements

Checking Balance

Account Numbers

## Student Affairs

Payments & Signatures

Green Warrants

Purchase Orders

CPHS Credit Card

Contracts\*

# What is Leadership?

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Leadership is not a rank.

Leadership is not a position.

Leadership is a decision.

Leadership is a choice.

–Simon Sinek

# What is a Leader is Not...

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- Defensive
- Self-Centered
- Micro-managing
- A lone-rider

A leader is not the head of a group. They are the hands and feet. They are the eyes and ears. They are everyone, and they are anyone.

# What a Leader Is...

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- Is accountable & open to feedback
- Is mindful & compassionate
- Is a helper & asks for help
- Is willing to be a follower
- Is an effective communicator & collaborator

# Building Relationships

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- Be willing to talk last.
- Make the commitment and stay consistent when you may not see the immediate outcome.
- Be devoted to people more than a cause.
- Find common beliefs and common values to work towards and work for that create togetherness.

# True Colors

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- EACH COLOR IS REFLECTIVE OF A SPECIFIC PERSONALITY
- EVEN THOSE COLORS WITH THE LOWEST SCORES ARE PRESENT IN YOUR PERSONALITY
- OVERVIEW:
- **GOLD**: PREPARED (LEADER)
- **GREEN**: QUESTIONING (ANALYTICAL)
- **ORANGE**: ADVENTUROUS
- **BLUE**: FEELING

# Why is Knowing Our True Colors Important for Teamwork?



Helps to recognize  
individual differences  
and similarities



Enhance understanding  
of oneself

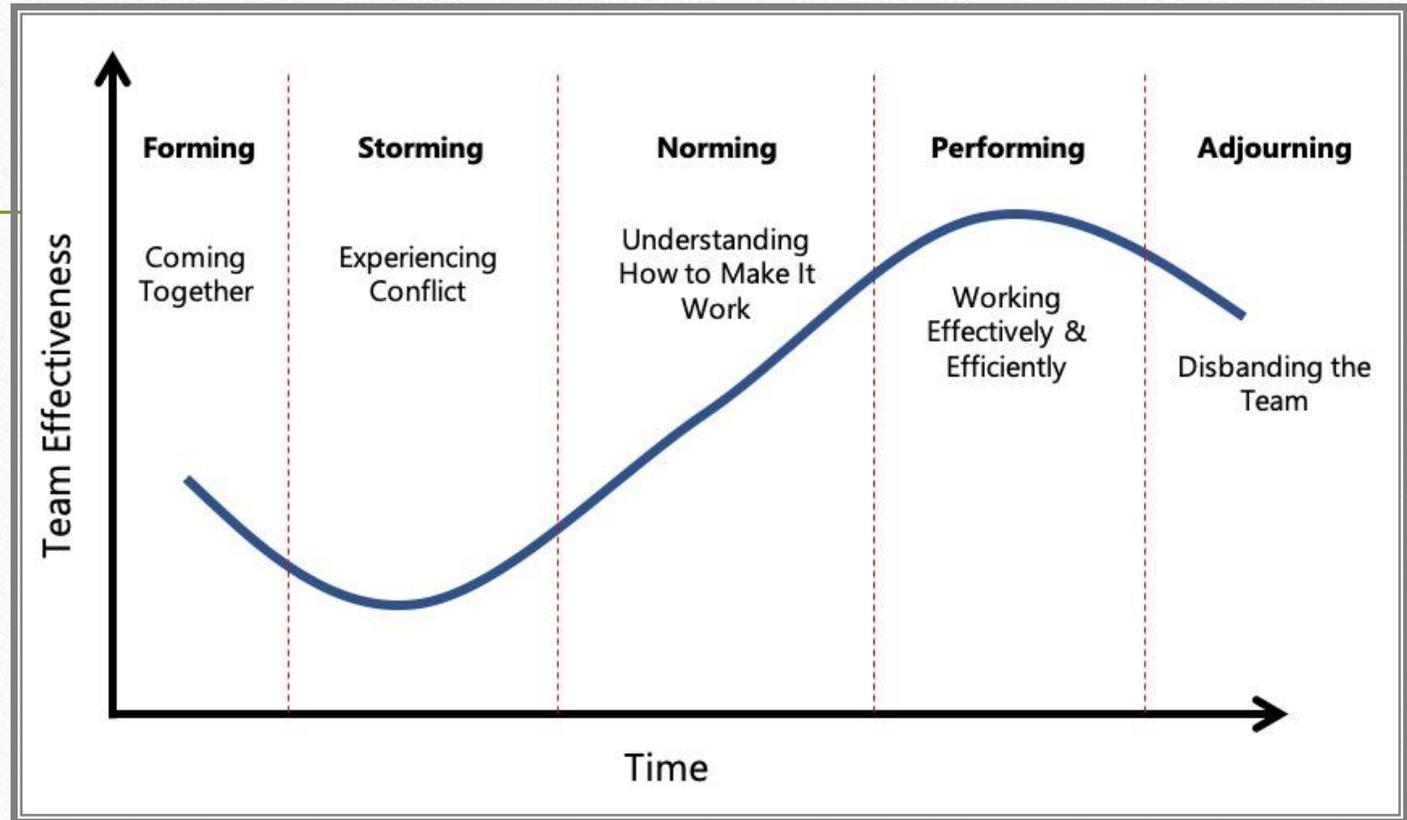


Creates an awareness  
of personality  
traits/styles



Strengthens  
collaboration

# What to Expect



# Mental Health resources

## FREE

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- CUSOM Behavioral Health
- CU Counseling
- MyGroup
  - Mental health counseling
  - Financial Counseling
  - Legal Counseling

# Academic Services

## FREE

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### Via CU Succeed

- 1:1 Tutoring
- Academic Coaching

# Career Services

## FREE

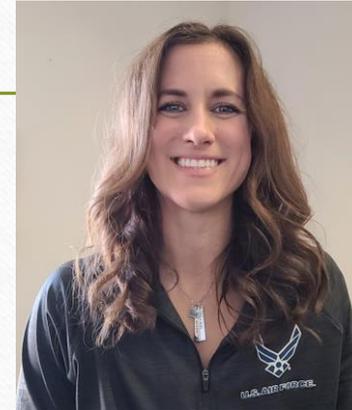
### Via Student Affairs Coordinator, Mrs. Sarah Goetz

- Guidance on resume, CV, Cover letters
- Mock Interviews

# Contacts

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- Student Affairs Coordinator- Sarah Goetz

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