Hello!

I hope this newsletter finds each and every one of you doing well and enjoying your summer. I would like to take a quick moment to introduce myself. My name is Callie Frieler. In January 2013 I started at Marywood as the new Director of Student Activities and Leadership Development.

Since January the office has been working hard to develop a few new procedures to streamline some of our current policies for Student Clubs and Organizations! As an advisor for any club or organization we are well aware that you are volunteering your time and energy to insure the success of the organization. It is our priority that we make this as easy as possible for you!

Please find in the enclosed newsletter policy updates that will take in effect starting Fall 2013.

If you have any questions, comments, or concerns I would love to hear your feedback! Please feel free to contact me at ex6016 or frieler@marywood.edu.

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Director, Student Activities, Leadership Development
107 Nazareth Hall
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RE-RECOGNITION POLICY

The first three weeks of every academic year will now be designated as the “Student Club/Organization Re-Recognition Period.” During this time each existing organization must fill out a Re-Recognition Packet. Included in this packet are forms requesting updated officer and advisor information, an updated membership list, and an updated constitution. Each club/organization MUST fill this paperwork out within the first three weeks of the academic year or they will not qualify for Student Government funding of any kind.

**Importance:** This small procedure will allow the SALD Office each year to update their Club and Organization records. Many times it is hard for our office to give out accurate information to the Marywood Community and this process insures that we will have the most up to date information each year!

**WHAT YOU NEED TO DO**

1. Between the Dates of Monday, August 26th and Friday, September 13th insure that an Officer of the Club or Organization you advise fills out and returns a hard copy of the paperwork to the Student Activities Office.
2. Packets can be found online at www.marywood.edu/studentactivities/clubs or hard copy versions can be picked up in the Student Activities Office (107 Nazareth Hall)

NEW

ORGANIZATION FUNDING POLICY

Every organization that fills out the Re-Recognition Packet within the first three weeks of the academic year is eligible for funding. As a Thank You for giving us your updated information, any Recognized Club/Organization open to the entire student population will receive $100.00 from the Student Government Association placed into their account. Any additional funding that the club/organization would like to request throughout the academic year can be requested through the “Additional Funding Process.”

*The club/organization must formally submit a funding request to the Student Government Head of Senate at least 3 prior to when the funding is needed.*

The request will then be reviewed and approved/denied by the Student Government Executive Cabinet.

*Selective Organizations such as Honor Society’s, Greek Life, or those with application processes are not eligible for funding.*

*Only Clubs/Organizations open the entire Marywood Student Community will be funded.*

*These Clubs/Organizations are still required to Re-Recognize so we have updated information to promote your organization.*

**Importance:** This new funding procedure insures that every organization is receiving the funding that they need when they need it. With the starter allowance of $100, each Re-Recognized group will have money to start the academic year without having to go through the Additional Allocation Process.

**WHAT YOU NEED TO DO**

1. Make sure your Club/Organization is Re-Recognized so they are eligible for the benefits!
2. When your Club/Organization needs additional funding fill out the “Additional Funding Form” form online at www.marywood.edu/studentactivities/clubs or, hard copy versions can be picked up in the Student Activities Office (107 Nazareth Hall)

***MAKE SURE THEY ARE FILLED OUT AT LEAST THREE (3) TO WHEN FUNDING IS NEEDED!***
EXECUTIVE MEMBER WORKSHOP

Now that the Club/Organization has been Re-Recognized, and understands the funding process, it is time for them to make sure they understand the rights, responsibilities, and policies that are put in place for their student organization.

The Wednesday AFTER the Re-Recognition Period has ended (For Fall 2013 This Would Be Wednesday, September 18th) at least two members of the Club/Organization must attend a 1 hour informational session on insuring the success of their organization.

In the Re-Recognition Packet the names of the attendees will be requested. Students in several organizations are allowed to “double dip” and attend on behalf of more than one organization if they chose to do so.

*** Please Note: Two Students MUST ATTEND. If an organization is Re-Recognized and Does NOT attend the workshop, the organization will receive a 25% reduction in their $100 Re-Recognition Stipend!!

Importance: Being a part of a Club/Organization on campus is a wonderful opportunity. You are allotted more responsibility and rights than non-recognized organizations. With this opportunity it is important to understand what is available to you as well as guidelines to adhere to. This is your one-stop—shop to insure all of your questions are answered.

WHAT YOU NEED TO DO

1. When asked in the Re-Recognition Packet to identify two persons to attend the workshop fill in two names your Club/Organizations leaders.
   **REMIND those students to HOLD the date and time of the meeting**

STUDENT ACTIVITIES & COMMUNITY SERVICE FAIR

AUGUST 26th 2013
(FIRST DAY OF CLASSES)

NOON—4:00pm
Fire Place Lounge, Nazareth Student Center

GET YOUR CLUBS NAME OUT THERE!
All Clubs/ Organizations are HIGHLY ENCOURAGED to participate!

WHAT YOU NEED TO DO

1. Has your Club/Organization Registered to have a Table at the Activities Fair?
   Not Sure? Call x6016 and we can tell you!
2. If you have not registered for a table at the event you can find the form online at http://www.marywood.edu/studentactivities/clubs/ or you can pick up a hard copy in the (Student Activities Office (107 Nazareth)
   *TABLE REQUESTS MUST BE MADE NO LATER THAN AUGUST 19th!