

Name of Organization: \_\_\_\_\_

Name of Person Completing Worksheet: \_\_\_\_\_

Person's Position in the Organization: \_\_\_\_\_

Date: \_\_\_\_\_

### Instructions

This worksheet is meant to take the place of the 2009-2010 Annual Student Organization Training. Please carefully read the PowerPoint presentation and answer the following questions. If you do not understand something, please ask. You may call the Office of Student Life and Leadership or email the GOC Vice President.

### 2009-2010 Annual Student Organization Training Worksheet

1. List two responsibilities of the Office of Student Life and Leadership
  - a.
  - b.
  
2. Who are these people?
  - a. Alexandra Howard \_\_\_\_\_
  - b. Leslie Cragwell \_\_\_\_\_
  - c. Carrie Harris \_\_\_\_\_
  - d. Amy Allen \_\_\_\_\_
  
3. List three resources that are available to organizations through the Office of Student Life and Leadership.
  - a.
  - b.
  - c.
  
4. What is the Govs Guide and where can you find it?
  
  
  
  
  
  
  
  
  
  
5. The Govs Guide is in \_\_\_\_\_ forms.
  - a. Two
  - b. Three
  - c. Four
  - d. Five
  
6. What is the purpose of the Student Life and Leadership website?

7. The Gocs Organization Council (GOC) was created in \_\_\_\_\_.

8. Name two duties of GOC.

a.

b.

9. Who's who on the GOC Executive Committee?

\_\_\_\_ 1. Jacob Puckett

a. Secretary

\_\_\_\_ 2. Casey Green

b. President

\_\_\_\_ 3. Devin Hart

c. Treasurer

\_\_\_\_ 4. Luke Collier

d. Vice President

10. What is Club Manager?

11. How does an organization access Club Manager?

12. List four privileges of a recognized student organization.

a.

b.

c.

d.

13. True or False: There are five categories of student organizations. \_\_\_\_\_

14. Updating Club Manager information helps student organizations maintain a current list of \_\_\_\_\_ and \_\_\_\_\_, improve communication between \_\_\_\_\_ and the \_\_\_\_\_, \_\_\_\_\_ events and compile \_\_\_\_\_ reports.

15. What is the purpose of the faculty/staff adviser permission form?

16. The annual registration form includes \_\_\_\_\_ statement agreement.

17. Where do you go to renew your club application?

18. What do you need to do before renewing your club application each year?
19. When is the Annual Activity Report due?
20. A student organization must pay all \_\_\_\_\_ and attend an \_\_\_\_\_  
\_\_\_\_\_ training in order to maintain their organization.
21. List two reasons that an organization's recognition may be terminated.
- a.
  - b.
22. The Office of University Facilities is located in Room \_\_\_\_\_ of the Morgan University Center.
23. True or False: Once you have requested a room online, you are guaranteed to get that room.  
\_\_\_\_\_
24. Organizations may be charged for \_\_\_\_\_ events, events that may require
25. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ services.
26. True or False: University Facilities, Student Life and Leadership, and campus police reserve the right to require security at events. \_\_\_\_\_
27. What is the Police Staffing Matrix?
28. List three ways that an organization can advertise on campus.
- a.
  - b.
  - c.
29. Where can you find a complete step-by-step guide for event planning?

30. An Organization must allow \_\_\_\_\_ for contracts. (Circle one answer.)
- a. One to two weeks
  - b. Two to four weeks
  - c. Four to six weeks
  - d. Six to eight weeks
31. Austin Peay (Chartwell's) is the sole caterer of all food and beverages served in the \_\_\_\_\_, \_\_\_\_\_ room, and \_\_\_\_\_ room.
32. Where do you go to make an estimate of food prices for events?
33. What steps need to be taken before an organization can have a fundraiser?
34. Student Organization travel funds are available through the Office of \_\_\_\_\_  
\_\_\_\_\_.
35. Gambling, in any form, is to be considered a violation of the \_\_\_\_\_ of  
\_\_\_\_\_.
36. True or False: Ownership, rental or borrowing a film/video from a library or rental store does not necessarily constitute public performance rights. \_\_\_\_\_
37. What is SWANK?
38. What is the definition of hazing according to the state of Tennessee?
39. Hazing shall be identified in two categories: \_\_\_\_\_ and \_\_\_\_\_.
40. Registered student organizations are obligated to obtain signed \_\_\_\_\_ for events where  
\_\_\_\_\_ can be \_\_\_\_\_ assumed.
41. Give one example of an event that would require a liability waiver.
42. True or False: Once an organization chooses an adviser, that adviser will remain the adviser of that particular group until he or she decides to step down. \_\_\_\_\_

43. In order for an organization to be eligible for funding, one student representative from that organization is required to attend \_\_\_\_\_ GOC financial training session.
44. If an organization wishes to apply for funding during the Fall 2009 semester, a student representative must attend \_\_\_\_\_ out of \_\_\_\_\_ of all the fall monthly President's meetings.
45. List two of the upcoming sessions for the AP Leadership Series.
- a.
  - b.
46. What is S.E.R.V.E?
47. The Annual Student Organization and Leader Awards ceremony will take place \_\_\_\_\_  
\_\_\_\_\_.
48. What is the theme for Homecoming 2009?
49. What are the dates for Homecoming 2009?
50. How often does GOC Budget Committee meet?
51. What did you learn from this presentation?