

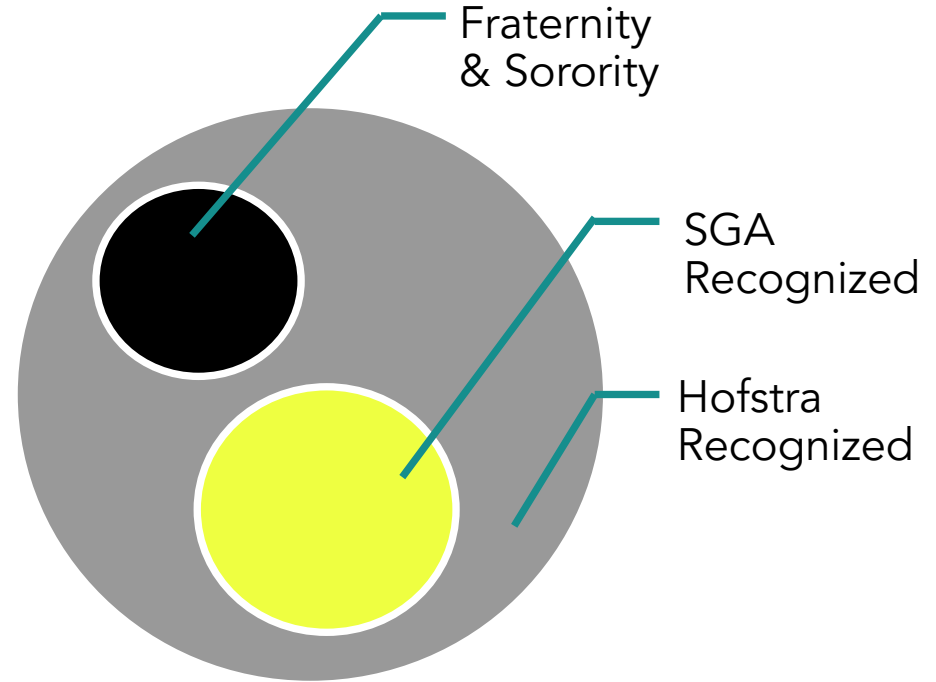
Undergraduate Student Organization Leader Training

Fall 2019

Training Outline:

- Expectations of Undergraduate Student Organizations
- Utilizing GetInvolvedHU
- Navigating Hofstra & OSLE Policies and Procedures
- Expectations of Student Leaders
- Additional Training Opportunities

Your organization is
1 of the 177
Hofstra-Recognized
undergrad
organizations.



Club Categories: Academic, Club Sports, Governance, Faith-Based, Fraternities & Sororities, Intercultural, Media, Performance, Politically/Socially Active, Pre-Professional, Service, Social/General Interest

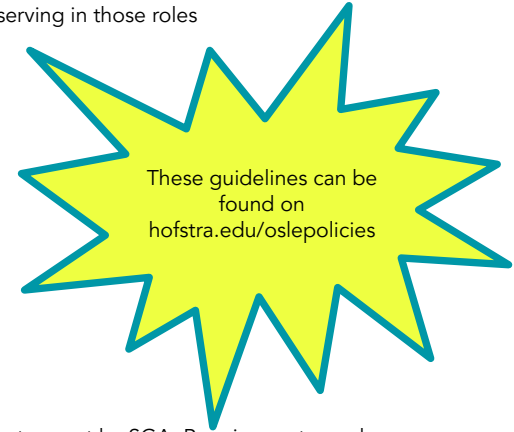
Expectations of Student Organizations



Expectations of Student Organizations

As a Hofstra-Organized Organization, all organization members agree to the following:

- Abide by all applicable University policies and local, state, and federal laws
 - Be open to all students of the University community without regard to any legally protected characteristic
 - Comply with the University's Anti-Hazing Policy and not conduct activities that violate the Policy
- Have at least a four person e-board with roles of President, Vice President, Secretary, and Treasurer filled
- Maintain an active roster of at least 15 members from various class years
- Maintain a full executive board (President, Vice President, Secretary, and Treasurer)
- Have all executive board members attend Title IX and Student Organization Leadership Training during the first semester serving in those roles
- Maintain and regularly update as needed organizational GetInvolvedHU (GIHU) page
- Review, update, and follow organization constitution
 - Current constitutions must be uploaded on GIHU page
 - Changes to constitutions need to be reviewed and approved by the organization's Administrative Advisor
- Hold regular e-board and general member meetings
 - Meetings must be identified on GIHU page
- Host at least two (2) events or initiatives per semester
- Meet with your administrative advisor twice (2) per semester
- Attend two (2) university wide events per year
- Log all service hours done by the organization through the Community Service Tracking Form located on GIHU
- Operate as not-for-profit groups without personal financial gain for individuals



*All other organization requirements as set by category Administrative Advisor must also be met.

**All Student Government Association (SGA) recognized clubs must meet all University requirements, as well as additional requirements as set by SGA. Requirements can be found in the SGA Policy Series.

Failure to meet any of the outlined University Recognition requirements can result in a student organization being put on probation or losing recognition. Organizations will be properly notified with warnings and/or updated status which will outline an appeal process. Appeals will be reviewed by the Associate Dean for Student Life and the Associate Director for Student Leadership and Engagement. Once an organization loses recognition, the organization is unable to seek recognition from the University for a full calendar year.

Privileges of Student Organizations

Hofstra Recognized

- Hofstra affiliation and tax exempt status
- Use of University facilities
- General University insurance
- GetInvolvedHU page
- Advertise meetings and events
- Participate in club fairs and tabling events
- Assigned administrative advisor
- Eligible to seek SGA recognition

SGA Recognized

- Request funds, which are allocated from the student activities fee
- Assistance with indirect event costs: custodial, audiovisual, grounds, etc.
- Apply for storage or club offices
- Assistance with club elections
- Peer guidance
- Collaborative voice

Advisors: Support, Guidance, & Advice

Administrative Advisor

- Required and assigned to student organization based on club category
- Assist with logistics (room reservations, flyer approval, budget paperwork, contracts, etc.)
- Connect to University resources
- Interpret University policies
- Provide leadership development

Content Advisor

- Optional
- A faculty or staff member selected by student organization
- Usually have a personal interest in content or approach of the student organization
- Leadership development depending on relationship with the group

Best piece of advice?

Meet with your administrative advisor!

- Can provide general leadership strategies for managing your club and responsibilities.
- Can guide you through any financial or contract process.
- Can assist with event planning and marketing.
- If you're ever in an urgent situation, it's better to meet with someone you know than someone who has no context.

We require that you meet with your advisor twice a semester

*Best practice: Set-up a monthly meeting

Utilizing
GetInvolvedHU



Why using GetInvolvedHU (GIHU) is important for your org and our community.

- We run regular reports off of the data in GIHU to update databases.
 - These databases are used in a variety of capacities, specifically to track the Title IX training requirement.
- All important communication for organizations are sent through a feature on GIHU that pulls from your rosters and listed positions.
 - If the information on your profile is incorrect, your organization fails to be informed about opportunities and upcoming deadlines.
- Both prospective and current students use GIHU to gather information about organizations they are interested in.
 - This allows you to gain membership and recognition on campus!
- Plus, there are many features that help with the management of your organization!



Search

73°



Home

Bookstore

Classifieds

Employee Services

Faculty Computing

Faculty Services

Forms

Human Resources

IT Help Desk

Library

Outcomes Assessment

Personal Services

My Courses

Fall Semester 2017

Bb Blackboard

Courses I'm teaching

No Courses

Student Success Center



GetInvolvedHU



My Files



Blackboard



Google Apps



Bus Map



Campus Labs -



Campus Labs -



Cascade



Curriculum



DegreeWorks



Digital Measures



Download VirtualBox



eTIME Choose View



GetInvolvedHU



Kivuto



Language Learning



MS Office



Music Fest



My Email



Night Shuttle



Online Printshop



Qualtrics



SA Fall Festival



SAP 7 (Mac)



SAP 7.4 (Mac)



SAP 7.4 (Windows)



SGA Elections



SGA Gmail User



Share-A-Ride

GetInvolvedHU



HOME

EVENTS

ORGANIZATIONS

NEWS

Explore Hofstra University



Search Events, Organizations and News Articles

OSLE Forms

[Money Drop Form](#)

[Fall Festival Pride Expo Registration](#)

Student Government Association Forms

[Appropriations Sign Up](#)

[Rules Sign Up](#)

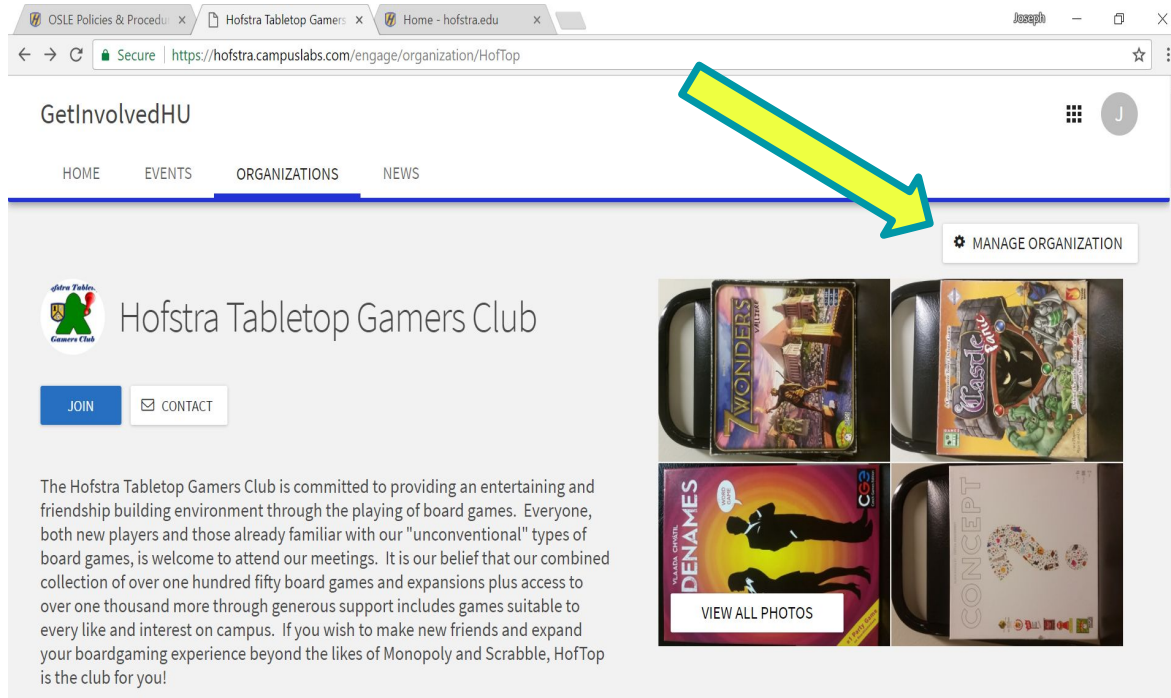
[Club Office Access Request Form](#)

Fall Festival Pride Court Royalty Application

[Fall Festival Pride Court Royalty Application](#)

My Memberships

Utilizing as a Manager




OSLE Policies & Procedures x Hofstra Tabletop Gamers x Home - hofstra.edu x

Secure | <https://hofstra.campuslabs.com/engage/organization/HofTop>


GetInvolvedHU

HOME EVENTS ORGANIZATIONS NEWS

 Hofstra Tabletop Gamers Club

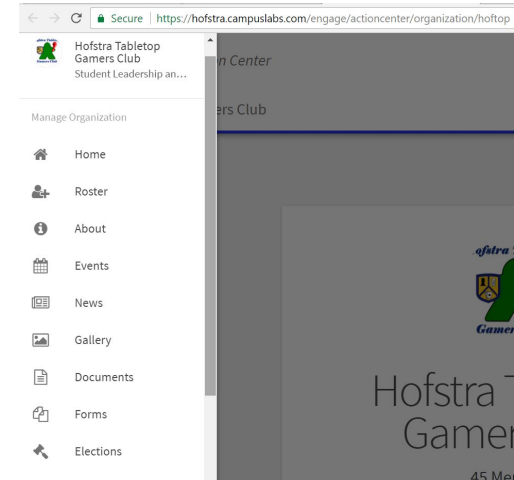
JOIN CONTACT

The Hofstra Tabletop Gamers Club is committed to providing an entertaining and friendship building environment through the playing of board games. Everyone, both new players and those already familiar with our "unconventional" types of board games, is welcome to attend our meetings. It is our belief that our combined collection of over one hundred fifty board games and expansions plus access to over one thousand more through generous support includes games suitable to every like and interest on campus. If you wish to make new friends and expand your boardgaming experience beyond the likes of Monopoly and Scrabble, HofTop is the club for you!



VIEW ALL PHOTOS

MANAGE ORGANIZATION



Secure | <https://hofstra.campuslabs.com/engage/actioncenter/organization/hoftop>

Hofstra Tabletop Gamers Club Student Leadership an...

Manage Organization

- Home
- Roster
- About
- Events
- News
- Gallery
- Documents
- Forms
- Elections

Hofstra Tabletop Gamers Club

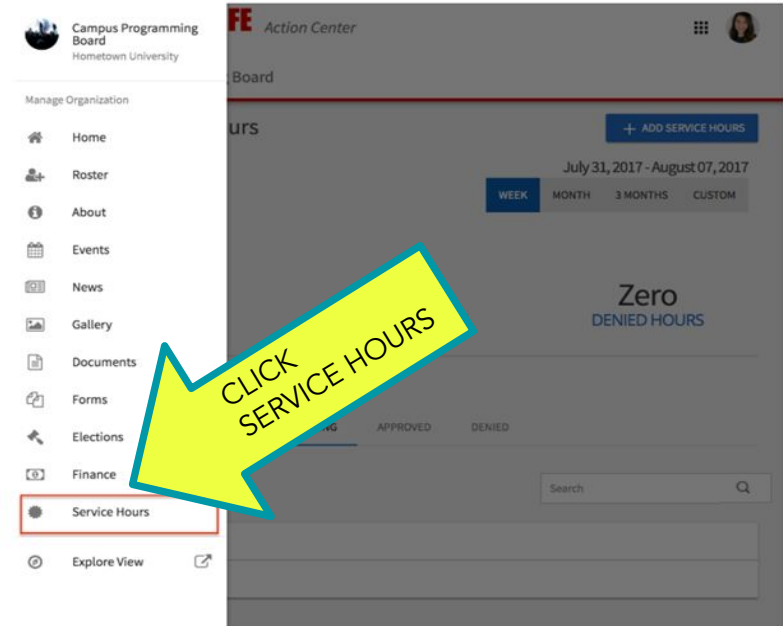
45 Members

What you can do in **GetInvolvedHU**

- Annually register your organization
- Manage roster of members, officers, and content advisor
- Maintain a student organization profile
- Post important documents (constitutions, minutes, member guidelines, etc.)
- Post photos, announcements, and news
- Message members
- Advertise events
- Log service hours
- Search for other student organizations for collaborations

Logging Service Hours

- Log into Get Involved HU
- Click "Manage Organization"
- Under the expanded options menu, click Service Hours (see image on right)



Manage Service Hours

August 22, 2019 - August 19, 2019

WEEK MONTH 3 MONTHS CUSTOM

Zero
PENDING HOURS

Zero
APPROVED HOURS

Zero
DENIED HOURS

PENDING APPROVED DENIED

DELETE SELECTED Search

Select	Submitter	Date	Description	Duration	Action
There is no data available.					



Add Service Hours

Form Fields Marked with an asterisk (*) are required.

* Organization
Adopt a Dream

* Student
Search by name or Email

*Description

*Date Select Date

*Hours *Minutes

Verification Contact Name
coordinator@servicegroup.org



REVIEW OF PROCESS:

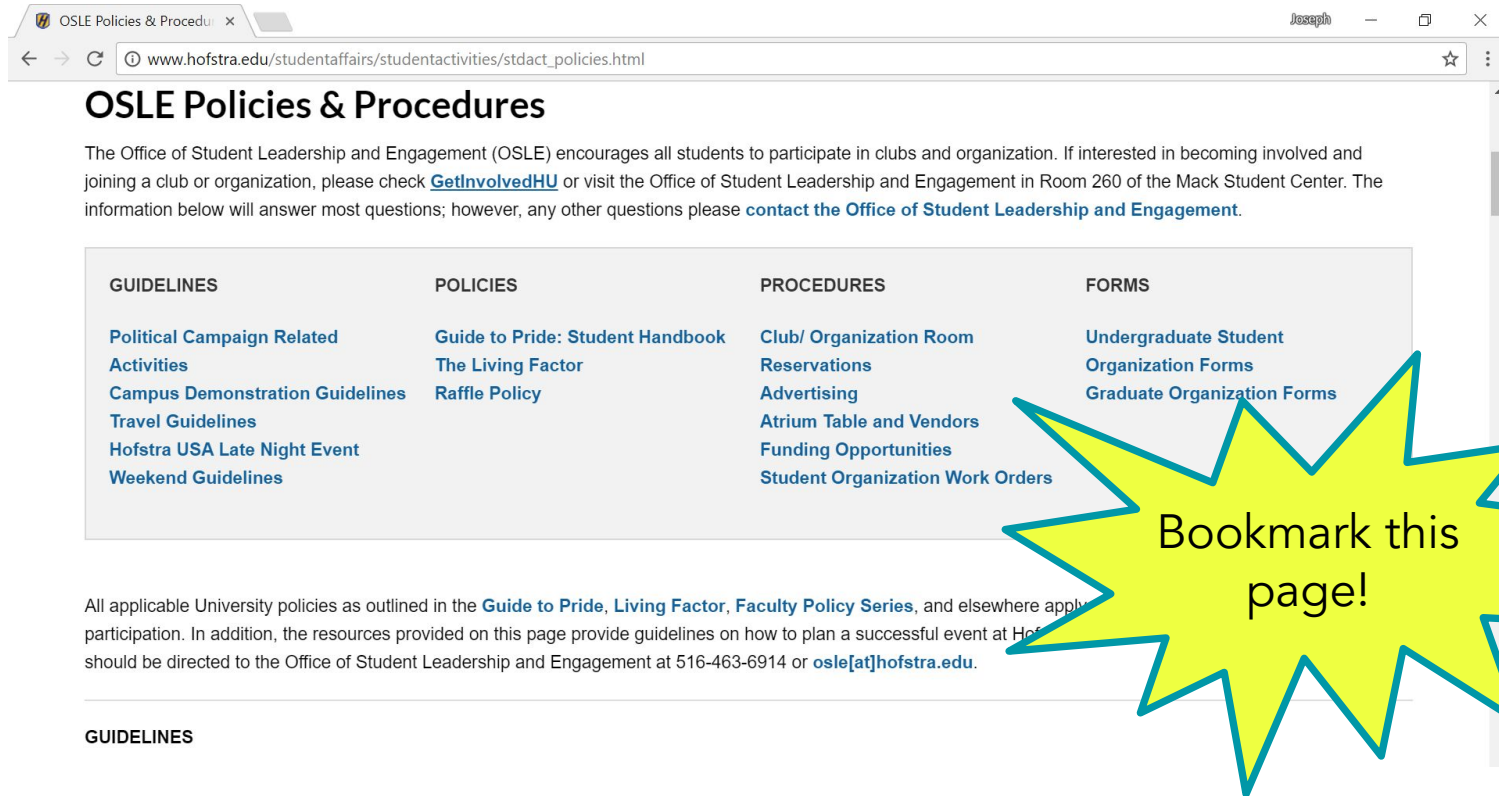
1. **Organization:** Your organization name will automatically appear. Confirm the organization is correct.
2. **Student:** Enter the name of the student who completed the service.
3. **Description:** Specifically describe the service done, including the organization name.
4. **Date/ Hours & Minutes:** Enter the date of the service and amount of time spent serving.
5. **Verification Contact Name:** Enter the email address of your contact from the organization/area where you served.

Navigating Hofstra & OSLE Policies and Procedures

A thick teal L-shaped graphic is positioned on the right side of the slide, extending from the top right towards the bottom right, framing the text.

MOST IMPORTANT WEBSITE:

hofstra.edu/oslepolices



The screenshot shows a web browser window with the address bar displaying www.hofstra.edu/studentaffairs/studentactivities/stdact_policies.html. The page title is "OSLE Policies & Procedures". The main content area features a table with four columns: GUIDELINES, POLICIES, PROCEDURES, and FORMS. A large yellow starburst with a blue outline is overlaid on the right side of the page, containing the text "Bookmark this page!".

OSLE Policies & Procedures

The Office of Student Leadership and Engagement (OSLE) encourages all students to participate in clubs and organization. If interested in becoming involved and joining a club or organization, please check [GetInvolvedHU](#) or visit the Office of Student Leadership and Engagement in Room 260 of the Mack Student Center. The information below will answer most questions; however, any other questions please [contact the Office of Student Leadership and Engagement](#).

GUIDELINES	POLICIES	PROCEDURES	FORMS
Political Campaign Related Activities Campus Demonstration Guidelines Travel Guidelines Hofstra USA Late Night Event Weekend Guidelines	Guide to Pride: Student Handbook The Living Factor Raffle Policy	Club/ Organization Room Reservations Advertising Atrium Table and Vendors Funding Opportunities Student Organization Work Orders	Undergraduate Student Organization Forms Graduate Organization Forms

All applicable University policies as outlined in the [Guide to Pride](#), [Living Factor](#), [Faculty Policy Series](#), and elsewhere apply to participation. In addition, the resources provided on this page provide guidelines on how to plan a successful event at Hofstra. For more information, please contact the Office of Student Leadership and Engagement at 516-463-6914 or [osle\[at\]hofstra.edu](mailto:osle[at]hofstra.edu).

GUIDELINES

Policies are not only in place
to protect the institution,
but to also protect you,
your organization,
and student funds.

Money: Source of Funds

SGA Allocated Funds

- SGA-recognized groups
- 5% of annual allocation budget available for groups not recognized by SGA
- Policy series restrictions
- Does not carry over from semester to semester
- Additional funds available at weekly Appropriation meetings

Income

- All University recognized groups
- Other sources: fundraising or administrative/academic office support
- University restrictions only
- Carryover from semester to semester

Fundraising Guidelines

Resource: *OSLE Undergraduate Student Organization Fundraising Guidelines*

Types of Fundraising Activities

- Donations
- Raffles
- Sales

General Guidelines

- Only registered orgs can fundraise
- Fundraising must be approved by administrative advisor
- All other HU policies/guidelines apply to fundraising activities on and off campus

Fundraising: Donations

Resource: *OSLE Undergraduate Student Organization Fundraising Guidelines*

- Hofstra only accepts donations of goods or money. Hofstra does not accept donations of services
- Solicitation of funds from external sources or individuals must be coordinated with the administrative advisor
- Online crowdsourcing platforms such as GoFundMe, as well as Venmo are prohibited
- Collected funds (cash or check) must be deposited with OSLE the same day it is collected. After hours collection requires scheduling a money drop

Fundraising: Raffles

HU Policy Reference: *University Raffle Policy*
Resource: *A Student's Guide to Raffles*

- Raffles require additional approval from the Office of Legal Affairs as outlined in the Hofstra University *Raffles* policy. Associate Dean must pre-approve all raffles in OSLE/IEI
- Raffles require a minimum of thirty (30) days for routing and approvals
- Student organizations are allowed to host 50/50 raffles, which are raffles designed to split the proceeds between a randomly selected winner and the hosting student organization
- A “door prize” or a chance to win a prize just for attending an event is not considered a raffle and does not require pre-approval from the Office of Legal Affairs

Fundraising: Sales

Resource: *OSLE Undergraduate Student Organization Fundraising Guidelines*

- Sales on-campus most commonly occur at Atrium Tables. Reservation process and guidelines are available online: www.hofstra.edu/osle (see *Student Organization Atrium Table Contract*)
- Sales in locations other than Atrium Tables must be pre-approved by the organization's administrative advisor
- Collection of funds (cash or check, Venmo is prohibited) must be deposited with OSLE the same day it is collected. After hours collection requires scheduling a money drop

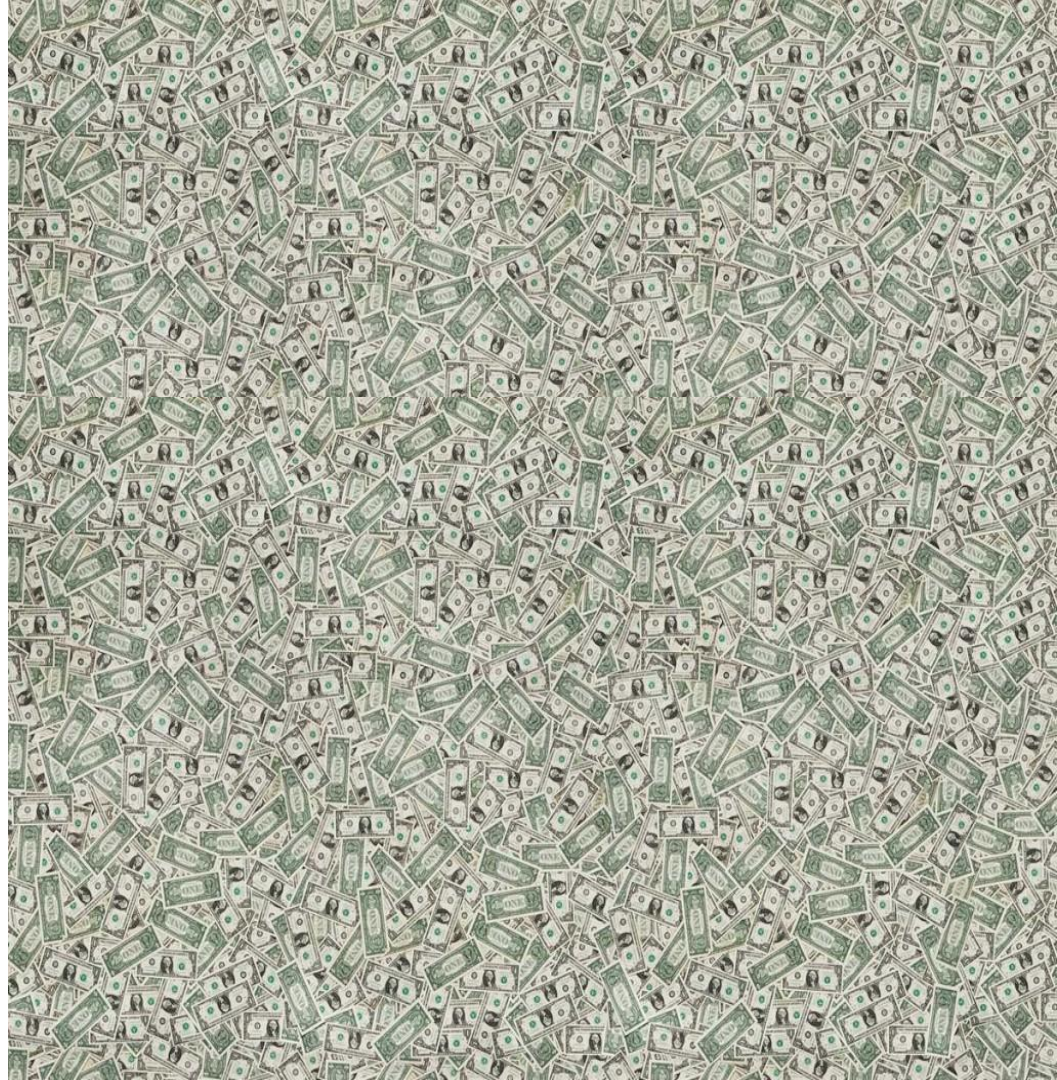
Fundraising: Deposits & Money Drops

Resource: *OSLE Undergraduate Student Organization Fundraising Guidelines*

- Collected funds (cash or check, Venmo is prohibited) must be deposited with OSLE the same day it is collected. After hours collection requires scheduling a money drop
- Money drops through the Money Drop form on the front page of GetInvolvedHU
- No collected funds should be stored in student's personal spaces including residence hall rooms, lockers, club offices, mailboxes, vehicles, etc
- Funds collected through approved fundraising activities are deposited into a student organization's income account
- Outside bank accounts for student organizations are prohibited

Expenditures

- Purchase Order (PO)
- Check Request
- Transfer
- Internal charges
 - Physical Plant
 - Event Management/AV
 - Information Technology/Telecom
 - Printing/WebCRD
 - Food Service
 - Photography



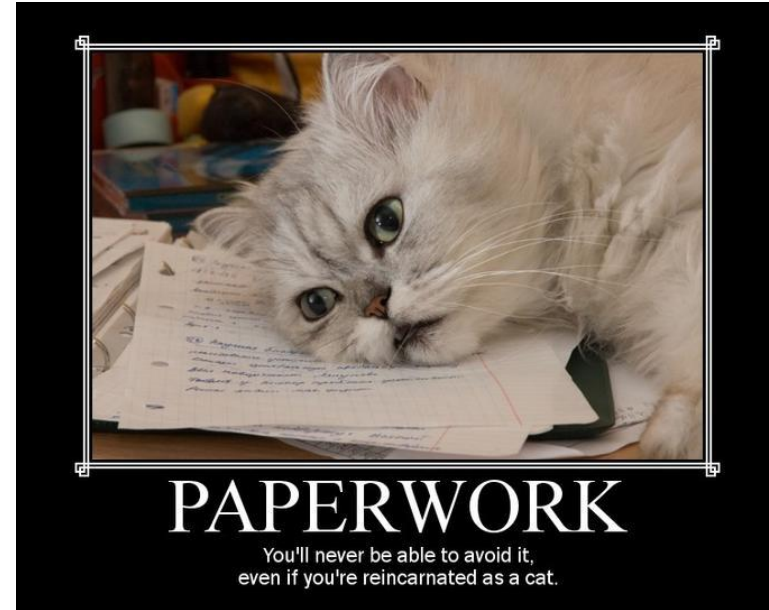
The Paperwork Process

A Visual Representation



General Guidelines: Paperwork

- Always consider the next person who needs to review.
- Current forms only. Outdated forms will be rejected.
- Legibility counts. If your handwriting is hard to read, then type information. All copies or photographs must be clean and easy to read.
- Blue (preferred) or black ink only. No pencil or crayon.
- Corrections: Cross out mistakes and initial all changes nearby. Do not use whiteout. If more than three corrections, consider redoing the form.
- Order documents and supporting materials in a way that will be easiest for the next person to review. Example: multiple receipts accompanying a check request should be in the same order they are listed on the check request.



Cover Sheet

A **Cover Sheet** must be submitted with every request to spend organization funds.

Complete top three sections and submit to administrative advisor.

[Sample available online.](#)



HOFSTRA UNIVERSITY

UNDERGRADUATE ORGANIZATION

FUNDING/REIMBURSEMENT COVER SHEET

OFFICE USE ONLY: ROUTING

DOS:

CA:

AP:

Access #:

Student organization representative completes the top three sections and submits completed form to their administrative advisor

STUDENT ORGANIZATION PART ONE: CONTACT INFORMATION

Contact name: _____ Hofstra ID: _____

Email: _____@pride.hofstra.edu Phone: _____

Organization: _____ Position: _____

STUDENT ORGANIZATION PART TWO: FUNDING/REIMBURSEMENT DETAILS

Payable to: _____

Event/Project Name: _____ Date: _____

Request Amount: \$ _____ SGA Funds: \$ _____ Income: \$ _____ Total: \$ _____

Explanation of Request: _____

STUDENT ORGANIZATION PART THREE: CHECK ALL PAPERWORK ATTACHED TO THIS FORM

Required for reimbursement or payment to vendor

- ☐ Original receipts ☐ Invoice
☐ Check Request ☐ Credit/Debit Card Statement
☐ Event advertisement
☐ W9 Form (if paying speaker or vendor)
☐ List of attendee names and ID numbers

Additional paperwork if applicable

- ☐ Work Order ☐ WebCRD ☐ Event Management
☐ Campus catering order
☐ Off-campus food approval
☐ Contract Information/Approval Forms
☐ Other applicable contract documents

OFFICE USE ONLY

OSLE, SAFA, or Campus Recreation

Administrative Advisor: _____ Received: _____ Signed: _____ ☐ N/A

SGA Comptroller: _____ Received: _____ Signed: _____ ☐ N/A

Allocated funds: SGA Funds: \$ _____ Income: \$ _____ ☐ Change ☐ N/A

OSLE Finance: _____ Received: _____ Signed: _____ ☐ N/A

Associate Dean: _____ Received: _____ Signed: _____ ☐ N/A

Use reverse side or attach additional pages for comments

Last revised: 09-10-17

Expenditures

Check Request

- Most frequent payment method
- W9 if new vendor
- Tax exempt forms available
- Event advertising and sometimes list of attendees needed

Budget Transfer

Move funds from student org to another student org or an HU department

Purchase Order

- Purchases over \$500
- Basically an IOU
- Request >\$2,500 require 3 bids
- Final invoice paid with check req

Cash Advances

Can only be requested by faculty and staff for limited use.

Catering

Campus Dining

- Student Catering Guide
- In person, phone, or online orders. Dining staff can assist menu planning.
- Invoices brought to administrative advisor for approval
- SGA Vouchers

Contact Compass:

Phone: 516-463-5395

Office: Rm. 128, Student Center

Off-Campus Food Vendor

- More than 10 people prohibited unless special permission
- Specialty food
 - *Completed food policy approval form*
 - *Hold harmless agreement signed by the vendor*
 - *Copy of the vendor's valid insurance certificate*
 - *Valid Nassau County Board of Health Certificate*
 - *List of items to be purchased*

Contracts

Most Common Contracts:

- Single Engagement – Independent Contractor
- Single Engagement – Musician/Accompanist
- Guest Lecturer Contract
- Guest Lecturer Volunteer

***Best Practice:** Inquire with your Admin Advisor a semester ahead of time about the contract you're interested in doing and what you would need to do.*



Contracts

Contract Packet for Submission

- UG Funding Cover Sheet
- Contract Approval Form
- Contract Information Form
- Contract signed by vendor
- Completed W9
- Certificate of insurance (COI)
- Completed check request(s)

Additional items may include:
waivers, event info, licenses,
etc.

If a vendor is coming to campus to provide a service, then a contract is likely required.

Contract packets need to be submitted to the administrative advisor a minimum of 30 days (4 weeks) prior to the event.

Contracts are seldom quick or easy to complete.

Multiple offices need to review contracts: DOS, Contract Admin, Legal Counsel, Finance.

No contract? No event.

Event Planning

Resources

9 Steps for Successful Programs at Hofstra University

OSLE Club Program Guide

Scheduling Guidelines for Student Organizations

RULE FOR
EVENT PLANNING:

If it seems easy,
you are doing it
wrong.

som^{ee}cards
user card



Ten Steps to Successful Programming

Step One: Advisor Meeting

Step Six: Contracts

Step Two: Timeline

Step Seven: Advertising

Step Three: Budget

Step Eight: Money Drop

Step Four: Space & Equipment

Step Nine: Waivers

Step Five: Food

Step Ten: Advisor Meeting

Event Planning: Considerations

- *Scheduling Guidelines for Student Organizations*
- Event Management Contact: 2 per organization (online form)
- Canceling Events / No Show Policy
- Campus Demonstrations: Policy and Proposal Form
- HofUSA Late Night Weekend Event Guidelines
- Guest Policy: 1 to 1 Standard
- Rain Plan

Advertising

Atrium Banners

Banner paper is available in the Office of Student Leadership and Engagement free of charge. The banner paper is flame-retardant; it is the only paper that is approved for the atrium.

All banners must adhere to the OSLE flyer policies in addition to all applicable University policies as outlined in the Guide to Pride, Living Factor, Faculty Policy Series, and elsewhere. Must be approved by advisor before they go up!

Flyers/Posters

All print materials must be approved by your Administrative Advisor before being utilized. You need to bring a copy of the flyer and complete a flyer approval form. Advisors will stamp with approval if everything is correct typically within 24-48 hours.

OSLE will make black and white copies for your organization. If you would color copies please see your Administrative Advisor. Color copies can be made but will have to be paid for by club funds.

HofCast

The HofCast monitors display information about events that are occurring all over campus. HofCasts are subject to all flyer policy rules regarding content. HofCasts must be submitted to your advisor 2 weeks before the event. All posting guidelines apply.

This Week At Hofstra

This Week at Hofstra goes out once a week to all undergraduate students and graduate students who opt-in. Feel free to submit all of your events for the semester at once and we will store it to be sent out during the corresponding weeks. The form to submit is online. Must be submitted by 12pm on Wednesday to be considered for the Thursday newsletter.

University Calendar

To request that your event be added to the University Calendar, you can submit it through an online form. If you submit through the form, please inform your Administrative Advisor.

Other things to know...

- Buying apparel? All images need to be approved by your advisor before order is placed.
- Traveling somewhere? You need to fill out our Travel Request Form. It's on the website!
- Looking to plan an event that is out of the ordinary? Send an email to your advisor.
- Swipe access to your club room- form on GIHU.
- Plan ahead. Advisors have a lot on their plate- give them time to support you, without putting everyone in a crunch.
- Checks take time to process. The more information you give us, the quicker it will get processed.

SGA Info:

- As of last year, SGA will now reimburse tax if it's accounted for in your budget
- SGA funds can not cover shipping and handling
- Need to reallocate funds? Email sga_comptroller@pride.hofstra.edu.
- ALL elections and constitution changes need to be reviewed by the SGA Rules Committee.
- For all questions or support as a club, email sga_clubrelations@pride.hofstra.edu

Expectations of Undergraduate Student Leaders



Hofstra's Mission Statement

*"Hofstra University strives
to cultivate students'
social and ethical
responsibility, aesthetic,
sensitivity, creativity, and
emotional and physical
well-being."*

Social and Ethical Responsibility

- Act with professional, academic, and personal integrity while fulfilling the responsibilities of the position.
- Respect the policies of the Hofstra University community and the rights of its members both on and off campus.
- Be knowledgeable of resources and services available for all students.
- Attend required annual trainings deemed necessary by the University, and seek out additional training opportunities as needed or interested.
- Manage organization funds wisely and ethically with sound accounting practices.
- Be responsive to communication initiated by advisors and administrators.
- Maintain good academic standing (minimum cumulative GPA of 2.5)
- Understand that at all times you are representing your organization, your advisor, OSLE/Campus Rec/IEI/SAPA, and Hofstra University.
- Demonstrate respect, gratitude, and patience to staff and faculty that support your club. Meet deadlines, complete paperwork thoroughly, and give time for answers. Remember you're 1 of 177 organizations, and we're doing our best to support all clubs as best as we can!

Emotional and Physical Responsibility

- Understand all policies, specifically Title IX and Bias Motivated Incident/Hate Crime Reporting, to best support your organization members.
- Introduce what pronouns are at first meeting, invite members to share if comfortable, and ensure correct pronouns and names are being used for all members.
- Ensure all members are able to access and participate in all club functions regardless of disability or socio-economic status.
- Create Community Guidelines as an organization to give everyone space to voice their needs and expectations. Revisit these guidelines periodically throughout the year.
- Get to know your members. If they have identities or life experiences that are different than yours that might be showing up for them in the organization, educate yourself on how to best support them as a leader.
- Utilize your administrative advisor when there is conflict or tension in your club to ensure together you can identify ways to make the club a welcoming space for all members.
- Attend trainings to learn more about cultural appropriation, microaggressions, systems of power, bystander intervention, and more! This will make allow your club to be stronger, invite more folks in, and function with an inclusive mindset.

Additional Trainings

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REQUIRED:

Title IX Training

Monday, September 30th 4-5pm, 5-6pm

Tuesday, October 1st 4-5pm, 5-6pm

Wednesday, October 2nd 11:30am-12:30pm

Thursday, October 3rd 4-5pm, 5-6pm

Friday, October 4th 3-4pm

Tuesday, October 8th 4-5pm, 5-6pm

Wednesday, October 9th 11:30am-12:30pm

Thursday, October 10th 4-5pm, 5-6pm

Friday, October 11th 3-4pm

ALL HELD IN THE STUDENT CENTER THEATER

Title IX training will be held separately.
The dates/times/locations were emailed out.

You do not have to pre-register for these trainings, however no make-up sessions will be held.

All e-board members (President, Vice President, Treasurer, Secretary) are required to attend a Title IX training each academic year.

If you have attended a training this year as an Orientation Leader, Resident Assistant, Peer Mentor, Discovery Leader, Welcome Week Leader, or as Public Safety Student Staff you do not need to attend.

Failure to attend can lead to your organization losing University recognition.

Lead with Pride Skill Series

Various Dates/Times

Offered twice a month, Fall: September, October, November

The Lead with Pride Skills Series is an opt-in program that allows the opportunity for all students at Hofstra University to engage with core leadership competencies in one-time workshops developed and executed by the Graduate Assistant for Leadership Development and Programming.

As an incentive, each participant has their name put in a lottery and whoever's name is chosen that month gets \$100 for their club. Topics in the past have included: A Leader's Guide to Self Care, Getting Connected, Time Management, and Creating a Strategic Plan.

Stay tuned for topics, dates, and more information!

Organizational Leadership Summit

We've heard you! In the Organization Questionnaire many of you identify that you'd like additional training on club management and leadership development.

We'll be hosting a Summit for all e-board members. It will host a variety of workshops to expand on topics that were covered here, and others that weren't.

DATE TO BE DETERMINED!

11:30-12pm: Check-In & Welcome

12:15-1pm: Workshop Session #1

1-1:45pm: Lunch

2-2:45pm: Workshop Session #2

3-3:45pm: Workshop Session #3

4-4:30pm: Closing

SGA Treasurer Trainings

Wednesday, September 18th, Common Hour, SC 142

Wednesday, October 16th, Common Hour, SC 142

Budget Review Session:

Wednesday, October 23, 2019, Common Hour, SC 141

Inclusive Q-munity Training:

LGBTQ+ Awareness and Advocacy Training

Open to all Students,
Recommended for Student Leaders

Inclusive Q-munity Training is a 4 hour training designed to introduce LGBTQ+ terminology, issues, resources and information. Participants will learn how to practice effective allyship that is inclusive of all identities and their intersections. All participants may receive a button after completing the training and agreeing to be an advocate for LGBTQ+ individuals.

Fall 2019 Student Training Date:

Registration link to be sent through GIHU or email iei@hofstra.edu with any questions or the sign-up link

*You must register to attend the training.
Trainings fill up, so register soon!

Compass Catering Showcase

Thursday, October 10, 11:30am-1pm

Plaza Middle

- Meet the catering staff
- Learn how to book your event
- Learn how to use your meal plan points for catering
- Pick up a copy of the new catering guide
- Taste many of the catering options for free!

CALLING ALL STUDENT GROUPS

Get a jump start recruiting new members for fall 2020.

The Office of Undergraduate Admission invites ALL student groups to staff a table at our **Fall Open House** events. Performance groups can also sign up to show off their talent during a 10- to 15-minute performance at the Student Life Fair.

Sunday, September 22, 2019

Sunday, October 20, 2019

Saturday, November 9, 2019

10:15 a.m.-12:15 p.m.

All groups that participate in **all three** Fall Open House events will be entered into a drawing for a chance to win one of six \$100 prizes toward on-campus programming. *The drawing will be held Friday, November 15, 2019.*

Mark your calendar for our spring 2020 events!

- ▶ **Admitted Student Days**
Sunday, February 23 • Sunday, March 22 • Saturday, April 18
- ▶ **Spring Open House**
Sunday, May 3

For more information or to reserve your spot, contact Marilyn O'Connor at Marilyn.FOConnor@hofstra.edu.



Link to sign-up was
sent through
GetInvolvedHU!

QUESTIONS?

