



# Student Org Resource Guide

2022-2023



Center for  
Student Engagement

## Welcome!

To our thousands (yes, *thousands*) of student organization leaders: welcome! We are so glad you're here. In the year ahead, you'll accomplish a great deal for campus and our student community as you gather, host programs and meetings, and strive to fulfill your organization's mission.

It's a big task, and the Center for Student Engagement is here to support you.

## How to use this guide

This guide is designed with student leaders in mind. This Student Organization Resource Guide will provide you with an introduction to many of the services and resources you'll need to be successful in your role.

If you spot something you'd like to learn more about, check out our website for more information. If you have a specific question, reach out to us directly by phone, email, or scheduling a dedicated meeting.

## Additional resources

We'd love to hear from you! Here's how to learn more and connect with our team:

Website: [studentengagement.gatech.edu](http://studentengagement.gatech.edu)  
Email: [engage@gatech.edu](mailto:engage@gatech.edu)  
Phone: 404-894-3458  
Address: 351 Ferst Drive NW  
Suite 3110  
Atlanta, GA 30332



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# *INTRODUCING THE* **STUDENT ORGS HUB**

## **Space, Space, Space**

The new John Lewis Student Center has 8,000 square feet of dedicated space for registered student organizations! This open and airy co-working space is available 24/7 for student organization use.

## **Reserve a table**

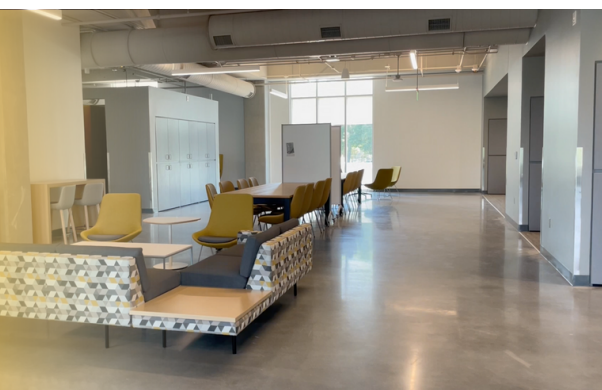
We have (X) tables to support your organizations meetings and collaborations. Book a table for an executive board meeting, team lunch, event planning session, or any other organization need.

## **A place for everything**

With 28 storage lockers dedicated for student organizations, the student organizations hub provides a central location for accessing your organization's materials at any time. Check out page (X) for more information.

**Center for Student Engagment**





# WHAT'S INSIDE

## Second Floor

- RSO Help Desks (x2)
- Open and reservable tables
- Student organizations storage
- Black Student Organizations (BSO)
- Music practice rooms
- WREK Radio
- Student Media & Publications

## Third Floor

- RSO Help Desk (x1)
- Open and reservable tables
- Center for Student Engagement staff offices
- Student Government Association suite
- RSO Resource Room (e.g., printing)
- Multicultural Space

# NEED A SPACE?

RSOs can book reservable tables, break out spaces, and conference rooms in the new Student Center (starting today) AND the Exhibition Hall (re-opening late 2022).

To view a full list of the conference rooms available (including set-up types, max capacity, and location), visit the Student Center website's *Event Services* pages.

If you're new too booking space on campus, check out page (X) for a walkthrough making reservations.

# CENTER FOR STUDENT ENGAGEMENT

## PROFESSIONAL STAFF

Our staff of dedicated professionals is here to help you achieve your organization's mission and grow as a leader. There are 4 teams in our Center: Civic Engagement, Fraternity & Sorority Life, Student Media, and Student Organizations.

**Jennifer  
Attilus-August**

Fraternity &  
Sorority Life



**Shavonne  
Delgado**

Jumpstart



**Jamison  
Keller**

Fraternity &  
Sorority Life



**Mac  
Pitts**

Student Media



**Mattie  
Smyth**

Fraternity &  
Sorority Life



**Franco  
Sambataro**

Center for  
Student Engagement



**Gerome  
Stephens**

Center for  
Student Engagement



**Vacant**

Civic Engagement



# NEED HELP?

# ASK OUR EXPERTS!

## Support when you need it

Our student organizations team includes professional and student staff who are trained to help student leaders in every aspect of their organization.

Our consultants can help with a wide variety of needs including:

- Organization transition plans
- Event planning and communications
- Using your Engage portal
- Registering your RSO
- Chartering a new RSO
- Student organization services (storage, printing, etc.)

## Schedule a meeting with the team

Our consultations are just 30 minutes and can be held virtually (via Microsoft Teams) or in-person. Schedule a consultation today by emailing [engage@gatech.edu](mailto:engage@gatech.edu) or using our live scheduling link: [bit.ly/rsoteam](https://bit.ly/rsoteam).

## The power of student connection

Our team of 25 student assistants is made of trained, enthusiastic leaders like you. We know that the student-to-student connection is powerful, so we encourage you to connect with our team for support! You can find the team online (using the information above) and stationed throughout the new Student Organizations Hub.

## Center for Student Engagement

### Student Orgs Team



**Quinn Foster**

they/them

- GOLD Route
- Student Org Policy
- Risk Management
- Engage



**Alyssa Rodriguez**

she/her

- Annual Registration
- New Org Chartering
- Engage
-



# *IN THIS SECTION:*

# **SERVICES**

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- Org Updates & News
- Campus Mail
- Printing
- Storage Lockers
- Space Reservations & Event Planning
- Finances & Fundraising
- Engage 101



# ORGANIZATION NEWS

As an officer or leader in your organization, it is important that you stay updated on opportunities and information related to RSOs. Use the options below to stay in the loop!

## Org News (the Newsletter)

This bi-weekly newsletter provides key information for all RSOs including updates on events (e.g., org fairs, leadership programs), finances, and other opportunities.

All Presidents and Finance officers will receive the newsletter automatically. Any additional officer can be added to the list by using the "Org Newsletter Recipient" position in your Engage roster.

## Engage

The Engage platform not only supports RSOs in managing their organizations, but also connecting all students to involvement opportunities at GT.

RSO announcements are included on the Engage home page and in the CSE portal's News.

## Website

The Center for Student Engagement provides full details on the services and information you'll need to run your organization. Visit our site at [studentengagement.gatech.edu](http://studentengagement.gatech.edu).

## Weekly Digest

This weekly newsletter is distributed to all students each Monday during the Fall and Spring semesters. You can

# CAMPUS MAIL

Did you know your organization can reserve an on-campus mailbox? These mailboxes are hosted in the GT Post Office and are \$20 per academic year (fall to summer).

**Note:** All RSO mail delivered to the Center for Student Engagement will be returned to sender. RSOs must rent a mailbox to receive campus mail.

To rent a mailbox, visit the GT Post Office page at [studentcenter.gatech.edu](http://studentcenter.gatech.edu).



# PRINTING

Printing and Copying Services (PCS) is Georgia Tech's in-house solution for all your printing needs. From small to large jobs, specialty prints to everyday agendas, PCS can help! To get started, email [pcs@oit.gatech.edu](mailto:pcs@oit.gatech.edu). RSOs can use their on-campus Worktags (connected to your finance accounts) for PCS orders.

For smaller, immediate jobs, PCS offers a print release station in the Student Organizations Hub's Resource Room. For these stations, organizations *cannot* pay by Worktag.







# STORAGE LOCKERS

## Space Reservations

All active registered student organizations are eligible to request a storage locker in the student organizations hub.

## About the lockers

There are 30 storage lockers of varying sizes available in the student organizations hub. Each locker has an electronic pin lock. More information about the size, configuration, and exact location of the cabinets

## Requesting a locker

Lockers are available on a first-come, first-served basis.

- Wed. 9/1 - Applications open at 8:00 AM.
- Mon. 9/5 - Priority deadline is at 8:00 AM
- Mon. 9/12 - Final deadline is at 8:00 AM

RSOs can preview the application form by visiting ([LINK](#)).

## Services

# SPACE RESERVATIONS & EVENT PLANNING

dfsdfs



## Add Room Reservation Access

Use your Engage Roster to add Room Reservation Access permissions to your leadership team. After you add permissions, the system can take 1-2 days to update.



## Log in to GT Events

GT Events is the campus Event Management System or EMS. Using your GT credentials, log in to EMS at [gtevents.gatech.edu](https://gtevents.gatech.edu). To reserve a space on behalf of your RSO, be sure to select from the "RSO" templates on the reservation screen.



## Build your event in Engage

Ready to promote your event? Using the Events tool in your Engage portal, create a single or recurring event to promote your events and meetings to students.

When you build your event in Engage, you can also add your event automatically to some key advertising pages:

- Campus Calendar
- Weekly Digest
- Daily Digest





# ON CAMPUS BANKING

All RSOs are provided with opportunities to manage a variety of funds using on-campus accounts.

## Custodial Account

## Benefits to managing money on campus

- Purchases made through GT are tax-exempt (your limited funding goes farther!)
- Funds are ethically and clearly maintained to State of Georgia standards
- Funds transfer automatically between officers
- No minimum balance to maintain an open account
- 

## Foundation Account

## "SGA" Account

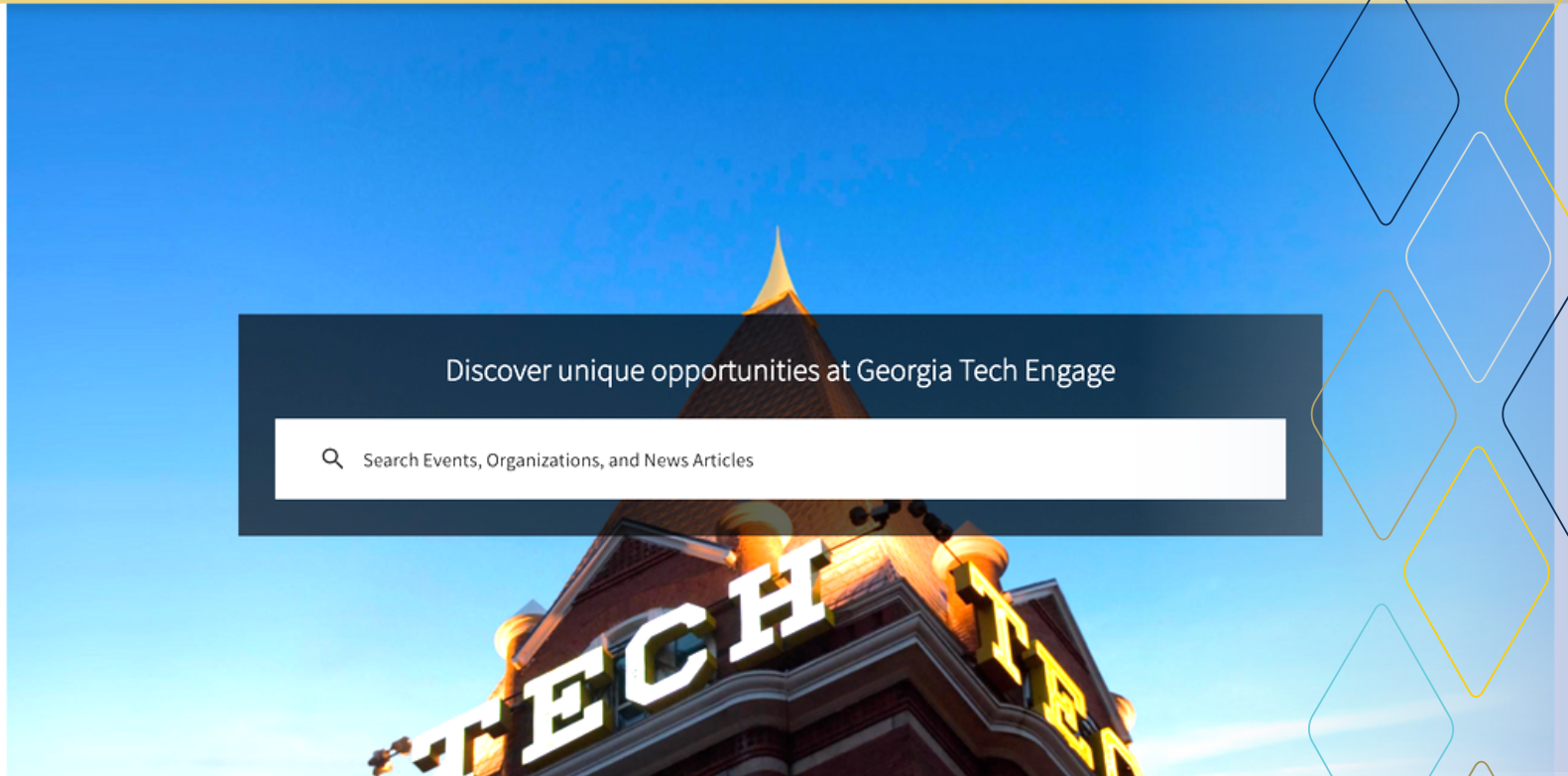
## Challenges to managing money on campus

- Slower processing time (no debit card or check book available for on-site purchases)
- Reimbursements take a few weeks to process
- No online banking module




Services



A photograph of the Georgia Institute of Technology's main building at night, with the 'GEORGIA TECH' sign illuminated in gold. The building is set against a clear blue sky.

Discover unique opportunities at Georgia Tech Engage

 Search Events, Organizations, and News Articles

# ENGAGE AT GEORGIA TECH

Engage at Georgia Tech is your one-stop shop for:

- Event Planning
- Marketing & Promotion
- Member Communications
- Roster Management
- Document Storage
- Room Reservation Access

## How do I get started?

The Center for Student Engagement has as host of video tutorials to help you start using Engage today! Visit our website for support or schedule a 1:1 coaching session for customized support.

## Leadership Programs



## What is the GOLD Route?

Designed for students who hope to hold a leadership position and for students who are active as members or officers in one of Georgia Tech's more than 500 Student Organizations, the GOLD Route program equips participants with the skills and knowledge they need to make meaningful change in their current roles and leadership beyond GT.

To honor the diverse ways each of us develops leadership skills, the GOLD Route curriculum is flexible and unique to each participant's journey. The GOLD Route curriculum is guided by 4 foundational pillars. Students select from a wide variety of GOLD Route workshops to fulfill each pillar's requirements.

### The 4 Pillars



**Personal Development & Leadership Experience**



**Organizational Development**



**Equity, Inclusivity, & Diversity**



**Health & Well-being**

## Frequently Asked Questions

### How do I join the GOLD Route?

To begin the GOLD Route, each participant completes a required Personal Pre-Assessment. To take the assessment, visit [bit.ly/gtgoldroute](https://bit.ly/gtgoldroute).

### How do I track my credits?

The GOLD Route is powered by Engage's *Paths* tool. To track your progress and find events that fulfill credit requirements, log in to Engage, open your profile (top right corner) and select "Paths."

### Is the GOLD Route for grad students?

Absolutely! In fact, about half of students who have completed the GOLD Route have been Masters and Doctoral students.

### How long will it take?

The GOLD Route can be completed in an academic year. If you need more time, your credits will automatically transfer from year to year.

## Leadership Programs



# JUST FOR ORGS

Not all student leadership journeys are alike. As a leader of a Registered Student Organization, you have unique insights, experiences, and needs. These GOLD Route events are built with RSO leaders (from aspiring leaders to Presidents) in mind.

**Aug. 25**

## **The Big Buzz**

*GOLD Route credit: Pillar 4*

Our welcome back social event for all RSO leaders. Join us for networking, connecting to resources, and leader swag!

**Aug 31 -  
Sep 1**

## **Organization Fairs**

*GOLD Route credit: Pillar 2*

Our largest event featuring 150+ of our RSOs. Earn GOLD Route credit for attending as a participant or representing your organization.

**Sep. 25**

## **Leader Summit**

*GOLD Route credit: Pillars 1, 2, & 3*

This student leadership Conference will develop your skills and knowledge on how effectively lead in your organization.

**Feb. 2023**

## **Student Leader Retreat**

*GOLD Route credit: Pillars 1 & 3*

This overnight, off-campus retreat is a treasured GT tradition. Join us to deepen your connections and make organization changing collaborations!

**Apr. 2023**

## **Up with the White & Gold**

*GOLD Route credit: Pillars 1 & 4*

Put on your party gear! At UWWG, we recognize the work of our RSOs through the Burdell's Best Awards and a student leadership reception.



# Connect with us!



[studentengagement.gatech.edu](https://studentengagement.gatech.edu)



[@engagegt](https://www.instagram.com/engagegt)



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