



Student Org Resource Guide

2023-2024



Center for
Student Engagement

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Powered by
Engage

[ENGAGE.GATECH.EDU](https://engage.gatech.edu)

All 550+ of GT's registered student organizations (RSOs) live in Engage, a web-based platform for managing your organization and attracting new members.

In Engage, you can manage your roster, host and promote events across campus, send newsletters and member messages, host annual elections, and much more!

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
Email: engage@gatech.edu
Phone: 404-894-3458
Address: 351 Ferst Drive NW
Suite 3110
Atlanta, GA 30332





INTRODUCING THE **STUDENT ORGS HUB**

Space, Space, Space

The Student Organizations hub, in the new 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 14 tables and 2 huddle spaces to support your organization's 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 our website for more information.

Center for Student Engagement

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

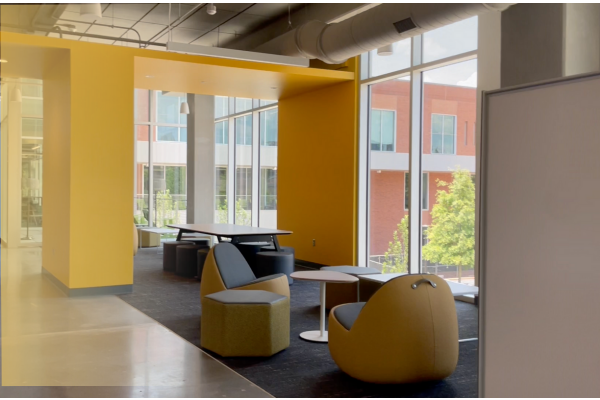
- RSO Help Desk (x1)
- Open and reservable tables
- Center for Student Engagement staff offices
- Student Government Association suite
- RSO Resource Room (e.g., printing)
- Multicultural Lounge

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.

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

If you're new to booking space on campus, check out the page in this guide on 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



**Jayde
Nelson**

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 or using our live scheduling link: 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



Alyssa Rodriguez

she/her

- Annual Registration
- New Org Chartering
- Engage
- Signature Programs

NEW TO YOUR ROLE?

OFFICER CHECK-LIST



Meet with your Faculty/Staff Advisor.

Not sure who your advisor is? Check your Engage roster or email engage@gatech.edu for support.



Review your org's constitution and officer duties.



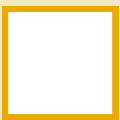
Make sure your Officers are listed in your Engage roster.

We use your roster to send out important information, so keeping this list updated is crucial!



Add "Room Reservation Access" for officers who can book space on behalf of your RSO.

Visit your Engage roster to do this.



Check in on your org's finances by meeting with your designated accountant in the Student Organization Finance Office (SOFO).

Visit sofo.gatech.edu to get started.



Add your events and programs to Engage to easily promote them across campus!

Use the Events tool in your organization's portal to build events.



RSVP for student leadership opportunities like the Leader Summit and Student Leader Retreat.

Feeling overwhelmed? Check out these events for support!

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 site provides details on the services and information you'll need to run your organization. Visit our site at studentengagement.gatech.edu.

Weekly Digest

This weekly newsletter is distributed to all students each Monday during the Fall and Spring semesters. You can also promote your events in the Weekly Digest by adding them to Engage!

SGA's Student Leader Slack: GECH

For students interested in connecting with SGA and other student leaders, SGA maintains a student leader slack called GECH. To join, visit: <https://gt-leaders.slack.com/>.



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 28 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 is available on our website.

Requesting a locker

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

- 8/31 - Applications open at 8:00 AM.
- 9/6 - Priority deadline is at 8:00 AM
- 9/13 - Final deadline is at 8:00 AM

For complete information, visit our website: studentengagement.gatech.edu.

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.



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. 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.



BOOKING SPACE & HOSTING EVENTS

We know that many organizations have leaders who are new - you might not have even seen your organization host an event in person before! Here's a quick guide to get you started.

Reserve the space

1 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. Trouble with the roster? Visit our website for details.

2 Log in to GT Events

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

Promote your event & track attendance

3 Build an Engage event

Using the Events tool in your Engage portal, create a single or recurring event to promote your events and meetings to students. Bonus: when you build your event in Engage, you can also add your event automatically to the Campus Calendar, Weekly Digest, & Daily Digest.

4 Track attendance

Looking for ways to engage your new and returning members? Just want data on what events are popular? Use one of seven ways in Engage to track attendance at your events and meetings. Then, use the data in Engage to send thank you messages and follow-up emails to your next event!

RESERVING A TABLE

The new Student Organizations Hub has 14 tables and 2 huddle rooms to support your organization hosting check-ins, executive board conversations, and other meetings.

Reserve in EMS

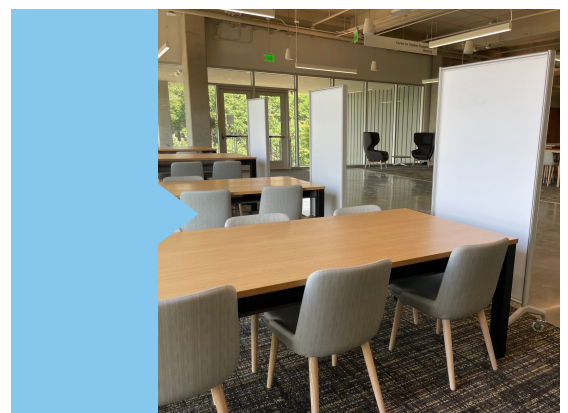
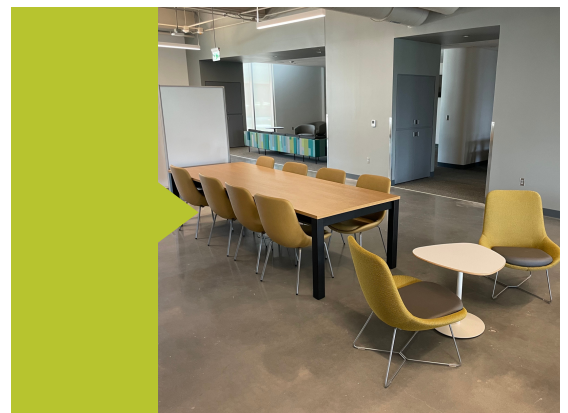
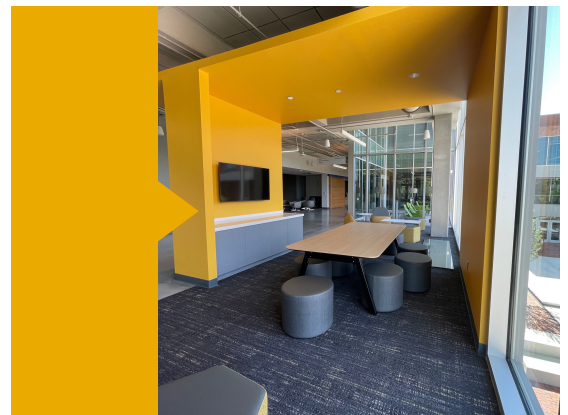
Tables in the Student Organization Hub are reserved through EMS. Follow steps 1 & 2 from the page on the left to get started with EMS.

Guidelines & Timelines

- Tables are available for reservation between 9:00 AM & 7:00 PM M-F.
- Student Organizations Hub table reservations are accepted on a first-come, first-served basis.
- Reservations are limited to one organization occurrence per week throughout the academic calendar year.
- Reservations must be made at least one business day before the desired date.
- An organization may only reserve one Student Organizations Hub Table at a time.
- Reservations can be made up to one month in advance.

Special Notes

- A table is NOT an event space.
- The sale/distribution of food and/or beverages is strictly prohibited. Bake sales are strictly prohibited in this space.



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. 24 **The Big Buzz**

Social

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

Aug 29 - Aug 30 **Organization Fairs**

Recruitment

Our largest event featuring 200+ of our RSOs. Join other RSO leaders as you present your org to 1000s+ of students and recruit new members.

Sep. 24 **Leader Summit**

Professional Development

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

Feb. 2023 **Student Leader Retreat**

Social + Professional Development

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**

Recognition

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



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



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