Welcome to the Leadership and Campus Life Presidents and Advisors Workshop
Signature card

- Campus Life 211 Student Union
- Update Campus Link
- University Accounting will compare signatures from signature card to disbursement voucher in order to process disbursement vouchers
Deposits

• Must be made within 24 hours of receipt of funds
• Take deposit transmittal form with funds to Bursar’s office in 113 Student Union
• Need name of student organization, fund code, phone number of treasurer and phone number of advisor on back of checks
• Must include adding machine tape
Disbursement Vouchers

- Disbursement vouchers available in 304 Whitehurst
- To reimburse a student – CWID along with name and address
- To pay a company – must have FEI number (tax ID number) along with name and address
- Voucher must be signed by President or Treasurer and Advisor
Disbursement Vouchers

• Include itemized receipt or invoice to be paid or reimbursed

• Itemized original receipt must include date of transaction, amount, vendor name and itemized description of item(s) purchased & show proof of payment

• Invoice to be paid is to be placed between yellow and green copies of voucher below perforation

• If mailing a form to vendor, must include extra copy and attach it to green copy of voucher
Disbursement vouchers

• Check should be issued within 2 weeks after being approved for payment by University Accounting
• Treasurer will need to keep gold copies of the disbursement vouchers to reconcile with FGRODTA’s
• Student organizations are not exempt from paying sales tax
Campus Vendor Invoices

• If purchase items from bookstore or rent vehicles from Motor Pool, OSU campus department will charge student organization (DO NOT use disbursement voucher)

• Examples: Motor Pool, Student Union bookstore, Daily O’Collegian and Physical Plant work orders
Purchasing Gift Cards

- Maximum amount $25 per card – limit of $250 for all cards
- Keep log with name, address, CWID, and amount of gift card for each recipient
- Each recipient must sign log. That log **must** be attached to disbursement voucher.
# Gift Card Log Example

<table>
<thead>
<tr>
<th>Name of Recipient</th>
<th>Address</th>
<th>CWID</th>
<th>Amount of Gift Card</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex. Lea Johnson</td>
<td>123 Smith Street, Stillwater, OK 74074</td>
<td>123-14-8450</td>
<td>$ 25.00</td>
<td></td>
</tr>
</tbody>
</table>
Transfers

• Student organizations may transfer funds to another student organization

• Memo needs to include current date, name and fund number (1-991XXX) of student organization receiving funds and name and fund number (1-991XXX) of student organization paying funds

• Memo must be signed by President or Treasurer and Advisor of organization paying the funds
Donations

- Student organization receiving AFAP funds can’t use those funds to make a charitable donation
- Use a disbursement voucher to make a donation
- Required documentation includes copy of deposit showing funds were deposited into the account and a memo with description, name and address of charity. Memo must be signed by the advisor
Accounting Reports

• Available around 1\textsuperscript{st} working day of month from advisor
• FGRBDSC – provides current month and year to date amounts for revenue and expenses
• FGRODTA – lists all transactions for revenue and expenses for the current month
• FGRGLTA/FGRFAAC – provides monthly fund balance
FGRGLTA / FGRFAAC

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT TITLE</th>
<th>BEGINNING BALANCE</th>
<th>DEBITS</th>
<th>CREDITS</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>119999</td>
<td>Claim On Cash</td>
<td>10,336.79</td>
<td>10,686.79</td>
<td>975.38</td>
<td>9,711.41</td>
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<tr>
<td>160000</td>
<td>Interchart Due/To From</td>
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<td>150.00</td>
<td>150.00</td>
<td>.00</td>
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<tr>
<td>169999</td>
<td>Interchart Claim on Cash</td>
<td>.00</td>
<td>.00</td>
<td>150.00</td>
<td>-150.00</td>
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<tr>
<td>TOTAL: Cash &amp; Cash Equivalents</td>
<td></td>
<td>10,336.79</td>
<td>10,836.79</td>
<td>1,275.38</td>
<td>9,561.41</td>
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<tr>
<td>TOTAL: Assets</td>
<td></td>
<td>10,336.79</td>
<td>10,836.79</td>
<td>1,275.38</td>
<td>9,561.41</td>
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<tr>
<td>210000</td>
<td>Accounts Payable</td>
<td>.00</td>
<td>975.38</td>
<td>975.38</td>
<td>.00</td>
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<tr>
<td>TOTAL: Accounts Payable</td>
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<td>.00</td>
<td>975.38</td>
<td>975.38</td>
<td>.00</td>
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<tr>
<td>TOTAL: Liabilities</td>
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<td>975.38</td>
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<td>TOTAL: Control Accounts</td>
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<td>350.00</td>
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<td>TOTAL: Control Accounts</td>
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<td>.00</td>
<td>1,125.38</td>
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<tr>
<td>409090</td>
<td>Fund Balance - Agency Funds</td>
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<td>10,399.86</td>
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<td>TOTAL: Agency Funds</td>
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<td>10,399.86</td>
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<td>-10,336.79</td>
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<tr>
<td>TOTAL: Fund Balance</td>
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<td>10,399.86</td>
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<td>-10,336.79</td>
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<td>TOTAL LIABILITIES &amp; FUND BALANCE:</td>
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<td>CURRENT PERIOD ACTIVITY</td>
<td>YEAR TO DATE ACTIVITY</td>
<td>BUDGET RESERVATIONS</td>
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<td>706350</td>
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<td>T0000026</td>
<td>Telecommunication Services</td>
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<td>0.00</td>
</tr>
<tr>
<td>07/26/2017</td>
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<td>T0000026</td>
<td>Telecommunication Services</td>
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</tr>
<tr>
<td>07/26/2017</td>
<td>J25</td>
<td>T0000026</td>
<td>Telecommunication Services</td>
<td>706300</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Accounting Reports

• Revenue subcodes
  – 500140  AFAP money
  – 500960  deposits made at Bursar office
  – 500970  transfers

• Expense subcodes
  – 708950  disbursement vouchers
  – 705480  Motor Pool rental of vehicle
  – 708510  Daily O’Collegian ads
Pcard

- Contact: Billie Watt
  - 405-744-8408
Any questions??
Student Union Marketing

311 Student Union
405-744-5046
Kailey Rose
Communications 101

Kailey Rose
Student Union Communications Coordinator
(405)744-5046 | kailey.rose@okstate.edu
Public Relations Opportunities

• Campus A-frames -
  - $60 per location for 10 working days
  - Set up through Meeting & Conference Services. Keep in mind required timeline to set up the appointment and plan accordingly.
  - Artwork can be created on Student Union Marketing Department and has a required 4 week timeframe.

• OSU Calendar (calendar.okstate.edu)
  - Leadership and Campus Life Information Desk can enter any event for you onto the university’s system calendar.

• Press Releases
  - For help with writing a press release contact OSU Communications.

• CampusLink
  - http://lcl.okstate.edu/campuslink-user-guide

• Chalking

For chalking permits visit: http://meetings.okstate.edu/ to set up reservations.

• Campus Postings
  - Fliers must be approved and stamped at the Meeting & Conference Services desk before they are posted on campus.

• Digital Signage in the Student Union
  - Guidelines with rates provided

• Video Services
  - Guidelines with rates provided
Student Union Marketing:

- Design and print services available, including social media and digital graphics
  - We are partnering with FedEx for any and all printing needs. Keep in mind that it is advantageous for your event to allow time to have your project printed. Our department is working with FedEx to keep costs down and one easy way to do that is giving ample time for FedEx to complete the print job successfully.
  - If you are wanting to participate in our 100 free prints deal per semester you must coordinate with Kailey Bookout in order to have the project printed. Without the Student Union Marketing Department’s approval no student organization will be able to walk into the print center to request the free prints. For any questions about printing options or pricing you can either visit the printing center (SU 060), contact FedEx at usa4113@fedex.com or Kailey Bookout at 405.744.5046.

- Policies, procedures and timelines
- Online marketing request (lcl.okstate.edu/projectrequest)
Student Organization Marketing Examples

GAME OF HOMES
RENTER'S FAIR IS COMING

February 24th
9 AM - 3 PM
Student Union Ballroom

GAME OF HOMES
RENTER'S FAIR IS COMING

Festa Gurl

COME FLY WITH US
FIRST MEETING
AUGUST 23
SUO - FREE FOOD

http://union.okstate.edu

@osuunion
Student Organization Marketing Examples Continued...
Meeting and Conference Services

179 Student Union
405-744-5232

207 Wes Watkins Center
405-744-9359
Forms, Guidelines, and Policies
http://meetings.okstate.edu/guidelines

Forms:
• Student Union Indoor Request Form
• Outdoor Event Request Form
• Tabling Request Form
• Campus Signage Request Form
• Food-on-Campus Waiver Application
• Alcohol Beverage Service Request Form

Guidelines & Policies:
• Guidelines for the Use and Scheduling of Public Spaces of the OSU Center for Student Services
• Policy Governing use of the OSU Student Union Public Space
• Building and Public Service Area Hours
• Student Union Solicitation Policy and Procedure
• Student Union Guidelines on Dances, Social, and Public Events
• Guidelines for the Service of Alcoholic Beverages in the SU
• Guidelines for the Use of Bennett Chapel
Forms, Guidelines, and Policies

http://meetings.okstate.edu/guidelines

Policies and Forms

Thank you for choosing Meeting & Conference Services at Oklahoma State University to host your upcoming event. We take pride in the facilities and services we offer, and we strive to provide excellent customer service to ensure the success of your event. We offer a variety of locations to accommodate your needs.

Individual students and student organizations are required to register all on-campus events. These events must be registered no later than 10 working days before the event is scheduled to occur. The OSU Police Department requires at least 10 working days' notice if security is required. OSU Parking & Transportation requires at least 10 working days' notice if transportation is required. The location and equipment needed should be reserved at least two weeks in advance. If the event is being organized by multiple organizations, each group must be disclosed.

Forms

- Student Union Indoor Request Form
- Outdoor Event Request Form
- Tabling Request Form
Reserving Space

Meeting Conference Services reserves space for the:
- Student Union
- Wes Watkins Center
- Bennett Chapel
- Table Space
- Outdoor Space

Space is free inside the Student Union for student organizations unless the group is recouping any fees or if the space requires a tech. On-campus rates apply for the Wes Watkins Center and Bennett Memorial Chapel.
Reserving Space

Student groups can begin to reserve meeting space on:

October 1\textsuperscript{st} for Spring Semester

February 1\textsuperscript{st} for Fall Semester
Student Union, Wes Watkins, and Bennett Chapel Rates
http://meetings.okstate.edu/rates
Football Gameday Tailgate Reservations
http://meetings.okstate.edu/GamedayTailgate

Gameday Tailgate

OSU Football Gameday Tailgate Reservations

Tailgate Package Program Available for All Football Fans

NEW for 2016! Reserve all the fun of gameday without the hassle! Premium football tailgate packages are now available just north of Boone Pickens Stadium. Click here to learn about our all-inclusive packages or call (405) 744-5232 for details. Hurry! Space is limited!

Tailgate Program for On-Campus Groups

For the purposes of tailgate reservations, University entities are defined as: Recognized Student Organizations, Academic Departments, and Staff Departments. These University entities have the opportunity to reserve space in a guaranteed location.
Flyer and Chalking Permits

If you have the poster ready for approval 10 business days before it needs to be distributed you can complete the online approval process.

If it is under 10 business days you will need to visit the office and complete the Campus Signage Request Form.
Virtual EMS

You Will Need to Log in Using Your:

Short OKey User ID
OKey Password
Leadership and Campus Life

211 Student Union
405-744-5486
Kevin Coughlin
Leadership & Campus Life Webpage
Student Organization Resources

Check out our 500+ student organizations!

Welcome Student Organization Leaders!
Listed above are resources to enhance your student organization experience. You will find links to additional leadership opportunities, ways to start a new student organization, funding opportunities, and much more.

If you have further questions or need additional information and/or resources, please contact Leadership and Campus Life at 405-744-6486 or campuslife@okstate.edu.

Students Rights and Responsibility

Click here for cubicle hour sign-in!
CampusLink User Guide

CampusLink is OSU’s student organization, leadership development, and volunteer service database. It provides an easy way to manage all aspects of your student organization online including:

- Advertising events and meetings
- Collecting applications and surveys online
- Holding elections online
- Messaging organization members
- Tracking attendance at your events and meetings
- Recording community service hours for you or your organization.
- Recording your campus involvement on your student involvement transcript

*All student organizations at OSU are required to keep their officer and advisor information in CampusLink up to date since it is the only location for organization contact information.

How to:

- Update your Officers, Elections, and Contact information
- Update/Add Members to Your Organization’s Roster
- Create an Event in CampusLink
- Use an ID Card Reader to Track Meeting and Event Attendance
- Hold an Election Online
- Create an Online Application, Web form, or Survey
- Store your Organization’s Documents on its CampusLink Website
- Record Service Hours

If you have any questions on how to manage your group’s Website in CampusLink, or want to learn how to do even more, please contact the Graduate Assistant for Campus Life, at 405-744-5486 or campuslife@okstate.edu.
Leadership Training Provided

• StrengthsQuest
• The Leadership Challenge – Kouzes & Posner
• Seven Habits of Highly Effective People
• iLead Seminars
• Social Change Model of Leadership
• Ethical Leadership
Skills Training Provided

- Goal Setting
- Mission and Vision Statements
- Event Planning
- Marketing Your Organization
- Transitioning Information
- Fundraising Basics
Active or Frozen

Active Organizations: You have all of the rights of a student organization – room reservations, posting fliers, AFAP Funding, OSU email, and University Accounting

Frozen Organizations: Do not have current information on CampusLink. The organization will not be visible on CampusLink. Members will not have student organization privileges
Explore Oklahoma State University

Poster/Chalking Permits
Poster/chalking permits are managed through Meeting and Conference Services 179 S.U. http://meetings.okstate.edu/signage

A-frame Reservations
Facilities Management Sign Shop coordinates A-frame reservations - http://fm.okstate.edu/signage

My Memberships
Your Student Organization

Upcoming Events
Your Student Organization

Additional Information

1.1 Sponsoring Organization/Department
Leadership and Campus Life

02. Advisor
Kevin Coughlin
Kevin Coughlin

03. Adv Department
Leadership and Campus Life
Leadership and Campus Life

04. Adv Address
Leadership and Campus Life Office
Leadership and Campus Life Office

05. Adv Email
CampusLife@okstate.edu
CampusLife@okstate.edu

06. Adv Phone
(405) 744-5486
(405) 744-5486

08. President:
Your New President
Your New President

10. Pres Email
New.President@okstate.edu
Your Student Organization

Additional Information

1.1 Sponsoring Organization/Department
Leadership and Campus Life

02. Advisor
Kevin Coughlin
Kevin Coughlin

03. Adv Department
Leadership and Campus Life
Leadership and Campus Life

04. Adv Address
Leadership and Campus Life Office
Leadership and Campus Life Office

05. Adv Email
CampusLife@okstate.edu
CampusLife@okstate.edu

06. Adv Phone
(405) 744-5486
(405) 744-5488

08. President:
Your New President
Your New President

10. Pres Email
New.President@okstate.edu
Your Student Organization

7 Members

Primary Contact: Kevin Coughlin
Your Student Organization

7 Members

Primary Contact: Kevin Coughlin
Your Student Organization

7 Members

Primary Contact: Kevin Coughlin
CampusLink
New Election Tab

PLEASE UPDATE AND LIST YOUR ELECTION DATE BY SELECTING ONE OF THE OPTIONS IN THE DROP DOWN LIST:

* When is your next election?
  August 2016

07. Note: This is your last reported election date, for info only. You are not able to edit this field, select your month and year above in the drop down box.

December 2017

University regulations require all student organizations to provide the date of their next election. If you have questions concerning when your elections are held, please refer to your constitution or contact the Department of Leadership and Campus Life at 405-744-5485 or campuslife@okstate.edu.

08. President:

Your New President

10. Pres Email

NewPresident@okstate.edu
Campuslink – Create an Event
CampusLink – Create an Event

- Event Flyer Size – 1024px by 600px or larger
- 10mb limit
- Must be JPEG, JPG, GIF, PNG, and PDF
Please start to place important documents on CampusLink within your “Documents” folder. These documents should contain:

• Organization Constitution
• Organization Minutes
• Group Contact List
• Applications, Letters, etc.
Organization Funding

- Graduate Student Organizations: GPSGA is the funding source for Graduate groups.
- Sports Organizations: Sports Club Council is the funding source for Sports Clubs and they are not eligible for SGA funding.
AFAP Funding

Activity Fee Allocation Process

Purpose: A certain portion of student activity fees are set aside each year to be disbursed to student organizations to carry out programming

Amount: Varies greatly dependent upon need.

Eligibility: Only Group 1 Recognized student organizations are eligible. These groups must also be “current” with CampusLink and University Accounting as well as have sent a representative to the Treasurer’s Workshop in the fall of the current school year. Groups that have not processed repayment of unused SGA funds from previous semesters will not be eligible.

Process: Applications become available by December. They must be completed on-line. After the deadline has passed, a series of hearings will be held to consider funding request. Once allocations have been approved by the university president, funds will be disbursed in two equal payments – one each in the fall and spring semester of the following academic year.

Deadline: Last Friday in January
SGA Co-Sponsorship

Co-Sponsorship:

• Purpose: A certain portion of student activity fees are set aside each year to be disbursed to student organizations for use in carrying out one-time events. This can include, but it is not limited to a program that is being hosted or sponsored by the student organization or attendance at a conference.

• Amount:
  Group 1 Registered student organizations are eligible to receive up to $500 a year (until fund is depleted)
  Group 1 Recognized student organizations are eligible to receive up to $1000 a semester (until fund is depleted)

• These groups must also be “current” with Leadership & Campus Life and not have any outstanding repayment due to SGA.

• Process: Submit an application via the website:
  A representative must attend the SGA Budget Committee Meeting and SGA Senate Meeting when the co-sponsorship is being considered. Once the legislation has passed, funds will be transferred directly into the organizations account.

• Deadline: Applications must be submitted prior to the event or conference the organizations is requesting funding for. Applications submitted by 4pm on Wednesday may be discussed at the next weeks SGA Budget Committee Meeting.
SGA Multicultural Affairs Funding

Multicultural Affairs Committee (MAC):

• Purpose: To assist any student organization that wishes to promote multicultural interaction and activities on the OSU campus

• Amount: Varies depending on need.

• Eligibility: Must be a registered student organization.

• Process: Submit an application which includes a description of the event or conference with a detailed budget on the website:
  https://app.it.okstate.edu/sga_forms/index.php/module/Default/action/ViewForm/form_key/50
  Attend the SGA committee meeting for the request to be heard. Funds will be transferred directly into the organization’s account once the committee has made a decision to fund the group.

• Deadline: No deadline, groups can apply throughout the fall and spring semester
Student Volunteer Center

211 Student Union
405-744-7673
Cara Duprey
Student Volunteer Center

CORD Program:
• 400 Hours of Community Service as an Undergraduate
• 300 Hours of Community Service as a Graduate Student
• All Hours Must Be Reported in CampusLink
• 2016-17 Academic year 149 students received their CORD with a total of over 50,000 hours.
Record Your Service Hours on CampusLink
Go To: Service Hours and Click the Add Service Hours Blue Box
CampusLink will track all of your service hours and organizational involvement to create a co-curricular transcript.

Name: Kathleen KENNEDY

Date: September 5, 2016

CampusLink
Member (7/26/2016 - Present)

Leadership & Campus Life
Primary Contact (6/8/2016 - Present)
Campus Life Graduate Assistant (7/26/2016 - Present)
Member (7/26/2016 - Present)
President (7/26/2016 - 7/26/2016)

Student Union Activities Board
Advisor (9/30/2008 - 8/10/2009)
Member (8/6/2008 - 8/10/2009)