

New Student Organization Information Packet



Congratulations on being a part of the newest student organization at Coastal Carolina University!

We are excited to see what your group has planned and the impact you can make on the campus community. In this packet, you will find the basics of being an organization at CCU. This will include information such as how to reserve rooms, what resources are available to you as an organization, traveling as a group, etc.

At any time, if you have questions about any of this information or anything regarding student organizations at Coastal, please contact the Student Organization Resource Center (SORC) at LISU A202 or Director of Student Activities and Leadership at jcombess@coastal.edu or LISU B219.

Go Chants!



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COASTAL CONNECTIONS

Coastal Connection is an essential tool as a student organization at CCU. You can access this system by going to www.coastal.edu/coastalconnections and signing in using your CCU credentials. You can use Coastal Connections to reserve rooms on campus, keep track of your group's members, see your group's fund balance, email your members, save documents and photos, create forms to gather information, hold elections, and so much more.

If you have any specific questions regarding Coastal Connections or would like a walkthrough of through of the program, email Jessica Combess at jcombess@coastal.edu.

ROOM RESERVATIONS

All student organizations are eligible to reserve rooms/spaces, facilities (tables, chairs, etc.), and media (laptop, speakers, etc.) through the university, free of charge.*

**Some exceptions, see reservation form for details*

All reservations MUST be submitted via the Coastal Connections Reservation form AT LEAST 1 WEEK PRIOR TO THE EVENT. Additionally, all rooms that your group use MUST be reserved. The only room that does not require a reservation and is open for all groups to use is the SORC, which is located at LJSU A202. While the room is not private, it can provide meeting spaces for various group sizes and types.

Through this process, please be AS SPECIFIC AND DETAILED AS POSSIBLE.

To reserve rooms on campus via Coastal Connections, follow the below directions:

1. Log onto Coastal Connections with your personal CCU login (www.coastal.edu/coastalconnections).
2. Go to your group's page via the Coastal Connections home page or by searching for the group.
3. Click the "Manage Organization" button in the top right hand corner of your screen. If you do not see this button, you do not have proper permissions to make room reservations. If you feel as though this is an error, contact your group's executive board member or Jessica Combess at jcombess@coastal.edu
4. Using the "hamburger menu" on the top left hand side of your screen (three parallel lined drop down menu), select the events option.
5. Click the "Create Event" button on the top right hand side of the screen.
6. Enter an event title, theme of the event, description (this is public), start and end date, as well as the EVENT start and end time (do not include set up and tear down at this time). Click "add location" and then the "no, I'd rather not show a map" option. At this point type in your desired room. THIS DOES NOT RESERVE YOU THE ROOM – THIS IS ONLY THE DESIRED ROOM LOCATION.

You may also adjust the individuals who can see your event using the "Show to" drop down. This can be open to the public, only those with a CCU log in, only members of your group page, or a select group of invited members. After you are finished with these options, click "next."

7. You may enter a photo or flyer for your event, this is optional. Click either “skip” or “next” once you are finished on this page.
8. Click the “Student Organization” option and then click “next”
9. Estimate how many individuals will be attending the event (as close as possible), and then type in your desired room locations (first and second choice). Please note: we will try to get your event in the desired room, however the Office of Student Life reserves the right to place you in any room that is appropriate for you event. If you don’t care about what room you have, or just a specific building you would like to be in, type that in these lines.

NOTE: events submitted at 4:30pm will reviewed on the next business day and that events submitted on weekends and holidays will not be processed until the next business day.

10. Type in the estimated amount of time you will need to set up and tear down your event. All rooms require at least a 5 minute set up/tear down, although other rooms/locations/situations will require additional time. Once you have filled out all this information, click “next.”
11. Complete the questions on the next page. Depending on your answers, other pages of the form may come up for you to fill out.

When submitting your name, email and phone number, write in the contact for the event if not you. This is the individual we will contact if there are any problems or questions.

If you select “no” to all of these questions, this will be your last page. Make sure you click “next” on this page, as well as the next page, titled “Thank You.” This will lead you to a final page in which YOU MUST CLICK “Submit.” If you do not click this, the reservation will not be complete.

OPTIONAL PAGES

Food at Event

If your event is closed to the public or the campus community and not a public space (lobbies, lawns, rotunda, etc.) you may have a “pot luck” and provide your own food. If your event is option to the public or campus community or is located in a public space, CCU’s Aramark Services must be used. You can contact Aramark via their website (<https://coastalcarolina.campusdish.com/Catering.aspx>)

On this form, type in what types of food you will be serving.

Media Requests

On this form, we have listed the most requested materials (microphones, speakers, and laptops). Please know that there are several other media options available to student groups, so please type that requests in any of these fields. The individual who is processing your request will see this and can request based on availability. *Groups making media requests made within 48 hours of the event will incur a \$75 fee, so make sure your request are in on time.*

Facilities Requests

On this form, we have listed the most requested materials (tables and chairs). Please know that there are several other facilities options available to student groups, so please type that requests in any of these fields. The individual who is processing your request will see this and can request based on availability. *Groups making facilities requests made within 48 hours of the event will incur a \$75 fee, so make sure your request are in on time.*

Official Visitor to Campus

Any individual who is coming to campus for your group that is not a faculty/staff member or student MUST be registered as an Official Visitor. Fill out both the fields within the Coastal Connections for, as well as the attached printable form and email it to studentlife@coastal.edu.

Alcohol Event Registration

If your group is interested in having an event with alcohol, a link to the policy and procedures is attached on this form.

For any specific room request questions, contact Jessica Combess at jcombess@coastal.edu, or Katie Angulo at kangulo@coastal.edu.

SORC

The Student Organization Resource Center (SORC) is a room that is open and available to ALL student organization at CCU. This room, which is located in the Lib Jackson Student Union Room A202 is staffed from 10am – 8pm Monday – Thursday, and 10am – 5pm on Friday. For hours outside of those times when the Student Union is open, students who have been granted ID access by their organizations can scan in using their CINO Card.

The SORC has several free resources that are available to groups at any time. Those include:

- Computer stations
- Access to the SORC for small meetings
- 1000 black & white copies per academic year
- 250 color copies per academic year
- Ability to reserve space on campus
- Butcher block paper
- Ability to post flyers on campus
- Banner spaces on campus
- 50 balloons per academic year (string not provided)
- Supplies to create 100 buttons per academic year
- Mailbox for on campus and off campus mail
- Cold and hot press lamination
- Sidewalk chalk
- Arts & crafts supplies including markers, scissors, glue
- 35 lockers (determined via lottery)

We encourage all of our groups to use this space for meetings, special projects, computer needs, etc. Each group will be provided a copy code that will allow them to access their copies.

For any specific SORC questions, contact Brittany Donatelli at bdonatelli@coastal.edu.

LIKE A B.O.S.S. TRAININGS

All student organizations are encouraged to attend the semesterly “Like A B.O.S.S.” Trainings (Building Organization and Student Success). These weekly trainings are focused around various topics that will help your group and/or your members be successful while here at CCU or later in life. Past topics have included tips on fundraising/budgeting, leading and communication, writing a resume that features your student organization experience, and civic unrest and protesting on campus among others.

A schedule will be released at the beginning of each semester. We encourage groups to send at least 2 members to 2 sessions. If this is completed, that group will get a premier spot at the next semester’s Organization Kickoff Day. Any member of the group can come and participate – this is an excellent opportunity for current executive board members, individuals who are personally looking to grow, those looking to have leadership positions into the future, or anyone who is just interested in the topic.

For more specific questions regarding “Like a B.O.S.S.” Trainings, email Jessica Combess at jcombess@coastal.edu.

ORGANIZATION FUNDS

All funds that the student organization obtains MUST BE DEPOSITED WITH THE STUDENT ORGANIZATION FISCAL TECHNICIAN. **No exceptions.** The Fiscal Technician is located in the Student Life Office, which is located in the Lib Jackson Student Union, office B213.

Groups who are non-exclusionary (excludes fraternity and sororities, club sports, honor societies, or departmental sponsored groups/programs) are eligible to apply for SGA Group funding. For more specific guidelines, see Student Government Association’s Coastal Connections page and download the “Funding Guidelines” file under “Documents.”

Student Organizations are also permitted to fundraise on campus or solicit businesses around the community for donations (only after approval, see policy). For more details on the fundraising policy, go to <https://www.coastal.edu/policies/policyDetails.html?x=154>.

For more specific questions regarding organization funding and/or fundraisers, email Jessica Combess at jcombess@coastal.edu or Diane Wilson at dwilson@coastal.edu.

