

# Best Practices GSO

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## Using SunDevilSync (Campuslabs)

### How to use SunDevil Sync?

SunDevilSync is your way to connect with organizations, members, and ASU engagement opportunities.

Link to SunDevilSync Training Portal:

<https://asu.campuslabs.com/engage/organization/sundevilsync-advisor-training-portal>

The above link serves as an information source for all training regarding the use of SunDevilSync portal including the following:

- Document for navigating the SunDevilSync Portal (features, organization lists, Forms, News, etc.) – [SunDevilSync\\_Basics.pdf](#)
- Document for Student Organization Handbook - [2019-20 Student Organization Handbook.pdf](#)
- Document for Advisors of a Student Organization - [2019-20 Advisor Handbook.pdf](#)
- Document that serves as a Student Organization Constitution Template - [Constitution/Bylaws.doc](#)
- Contains contact information 'The Office of Student Organizations and Leadership'

- **Contact Information**

*Address: Memorial Union, 3rd Floor, Tempe, AZ 85281*

*Contact Email: [tempeclubs@asu.edu](mailto:tempeclubs@asu.edu) Phone Number: 480-965-9665*

- **What does this student organization do to support the ASU Charter?**

*The Office of Student Organizations and Leadership wants to make it as easy as possible for students to successfully navigate SunDevilSync and all of its features in order for students to make the most of their involvement opportunities at ASU.*

- **What are the primary population(s) served through your organization?**

*Equal Undergraduate and Graduate Students*

- **Name of Organization's Main Point of Contact (Student):**

*Tessie Bracken: [tessie.bracken@asu.edu](mailto:tessie.bracken@asu.edu)*

- **Name of Organization's Primary Advisor:**

*Brandon Gross: [brandon.gross@asu.edu](mailto:brandon.gross@asu.edu)*

# All about Graduate Student Organizations

## Where to find all the available Student Organizations and details about what they do?

Link from SunDevil Sync: <https://asu.campuslabs.com/engage/organizations>

This page acts as a gateway to all information pertaining to student organizations that includes list of organizations, Events, News, Forms, etc.

Before starting a Graduate Student Organization (GSO):

1. Make sure to explore whether a similar organization already exists in the list that share the same or similar objectives as yours and if the existing organization is designed to address graduate students, as well.
2. If not, make sure to address the purpose of the student organization at ASU which is to complement students' academic programs of study and to enhance their overall educational experience through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities.

## New Student Organization Registration

A representative from any new Graduate Student Organization (GSO) is required to attend an information session or individual meeting conducted by the student organization staff as part of the registration process. The following documents are required for registration:

The screenshot shows the SunDevilSync website interface. At the top, the navigation menu includes HOME, EVENTS, ORGANIZATIONS (highlighted with a green box), NEWS, and FORMS. Below the navigation, the page title is "Organizations". On the left side, there is a search bar labeled "Search Organizations", a "Branches" dropdown menu with "Select branches" selected, and a "Categories" dropdown menu with "Select categories" selected. A button labeled "REGISTER AN ORGANIZATION" is highlighted with a green box, and a green arrow points upwards towards it. The main content area displays a list of organizations, each with a logo and a brief description:

- #AOC Arizona Outdoors Club**: Your adventures start here! No matter who you are or what your experience outdoors is, the Arizona Outdoor Club has something for you. We rent out gear and give out shirts, swag, and unforgettable memories. Find some new friends and let...
- #Fight4HER at ASU**: #Fight4HER is a campaign focused on protecting, educating and advocating for reproductive rights across the globe and works in 8 cities in the U.S. #Fight4HER ASU is affiliated with #Fight4HERAZ, and is the first official university chapter of the...
- #SKYMEDITATION**: INNER FREEDOM is dedicated to showing you that peace and strength arise from the core elements of our nature. We facilitate and teach techniques that help you rise to your greatest potential! Scientifically-proven meditations / yoga...
- 33 Buckets at ASU**: 33 Buckets at ASU is the student chapter of the 33 Buckets organization dedicated to the vision of bringing sustainable, clean drinking water to communities based on our human-centered design.
- 942 Crew Executive Board**: The 942 Crew Executive Board is the official student booster group of Sun Devil Athletics. This is a passionate group of Sun Devil Sports Fans, who work to improve the Game Experience and raise attendance at ASU Sporting Events.

1. A completed GSO profile online through [sundevilsync.asu.edu](https://sundevilsync.asu.edu). A completed organization profile requires **ALL** of the following to be complete:

- Profile name
- Profile photo (Designs should not mimic official ASU logos, other Student Organization Logos)
- Current description of organization's purpose
- Membership roster of at least 3 officers and all current members
- Upcoming semester meetings
- Memberships have been approved/declined on a regular basis
- Constitution must state that the organization is open to all ASU students (Link to sample constitution template: <https://asu.campuslabs.com/engage/organization/sundevilsync-advisor-training-portal>)
- A constitution and any governing documents that outline how the organization governs. The constitution is to be uploaded online while completing the organization profile.
- An electronic Advisor Commitment Letter is sent to the organization's faculty or staff advisor(s).
  - The organization advisor(s) must be an ASU faculty/staff member employed by ASU at least 50% of the time.
  - In addition, they cannot be on leave or sabbatical during the time they serve as your advisor.
- At least one officer must either participate in a Student Organization Information Session or meet with an appropriate staff person prior to SunDevilSync approval.

Organization requests will be reviewed by Student Organization Staff.

## Register an Organization

### Re-Register Existing

Find an organization to re-register

#AOC Arizona Outdoors Club  
Not Available

#Fight4HER at ASU  
Available

RE-REGISTER

#SKYMEDITATION  
Not Available

33 Buckets at ASU  
Not Available

942 Crew Executive Board  
Available

RE-REGISTER

NEXT >

### Register New

REGISTER A NEW ORGANIZATION



## Naming Your Student Organization

Registered student organizations may not use “Arizona State University”, “ASU”, or “Arizona State” prior to their organization name as it may imply an official relationship with the University. Student organizations may use the geographical designation “at Arizona State University” or other variations at the end of their name.

## University Logos, Marks, and Images

(Advertising and Posting Policy)

- All advertising must be factual, and should not mislead or misrepresent the real nature of event, activity, service, or commodity advertised.

- Advertisements posted on University property by registered campus organizations or an off-campus company or group may not imply sponsorship or endorsement by the University.
- All advertisements must bear the names of the sponsoring organizations.
- Advertisement must be removed in a timely manner.
- Materials may be posted on kiosks around campus without prior approval. Materials may be posted on bulletin boards or message boards inside buildings subject to the requirements of the department or unit that maintains the board. No materials may be posted or placed in or on any other objects or surfaces, including vehicles, buildings, classrooms, parking structures, trees, plants, planters, trash receptacles, benches, signage, light poles, or sidewalks. Students, student groups, or organizations that violate this policy may be subject to sanctions under the Student Code of Conduct. ASU Police Department also may cite individuals who violate this policy for violations of Arizona law.
- Decisions regarding the permissibility of posting or distribution will not be made on the basis of content, with the exception that of materials that contain illegal content or that violate university or Board of Regents' policies. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, or that disclose confidential information without appropriate authorization. This University policy can be reviewed at <http://www.asu.edu/aad/manuals/pdp/pdp208.html>

## Membership and Officer Requirements

- The organization must be operated by currently enrolled graduate students of ASU.
- A minimum of three currently enrolled ASU students is required to register a student organization.
- Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at ASU. Faculty, staff, alumni, and others may participate in the activities and programs of student organizations.
- All officers of a student organization must be currently enrolled in one credit hours during the semester(s) in which they are officers.
- All officers must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as a member.
- At least one officer must either participate in an organization information session or meet with an appropriate staff person following registration.
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age,

ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

## Some Useful Resources

- This Video: <https://www.youtube.com/watch?v=6O1bBDbkGs&t=5s> helps to navigate between some of the key features of the 'Organizations' Tab of the SundevilSync portal. The contents of the video are as below:
  - 0:53 secs Adding positions to members
  - 1:23 secs Creating new position titles
  - 2:21 secs Inviting and accepting members
  - 3:11 secs Editing the main/public page (About Section)
  - 3:54 secs Creating Events
- How to find graduate members for your GSO?
  - Contact Graduate coordinators, Graduate Advisors of academic units
  - Table events during GPSA events and other PAB organized events.
  - Promote through other GSOs
  - Promote on Social media and using ASU run Newsletters
- GSOs can have undergraduate members but the GSO's officers should be all graduate students.

## Events and Space Reservations

No student organization may schedule or sponsor any events during the final exam period.

## Academic Facilities & Classrooms

Send an email request to Classroom Scheduling at [rooms@asu.edu](mailto:rooms@asu.edu) with the following information:

1. Organization Name
2. Requester Name (Should be a listed officer of the GSO)
3. Advisor Name (Encouraged to have a faculty with Tenure)
4. Additional organization members authorized to make reservations

You will be provided with instructions for the web-based reservation system

(<https://astra.oasis.asu.edu/astraweb/>). Once the reservation is complete, you will receive a confirmation. PLEASE forward that confirmation to your advisor. Use of academic facilities is a privilege available to registered student organizations. Food and beverages are not allowed in classrooms. Please be respectful and adhere to all policies to allow for future use of this privilege.

## Food and Catering

Arizona State University departments and student organizations must use authorized catering services for on-campus events. Due to liability issues, it is imperative that individuals representing ASU through university functions ensure that all risk management concerns are

addressed by securing approved catering services as outlined in the following information. Details and additional links are available at [https://eoss.asu.edu/mu/plan\\_event/food](https://eoss.asu.edu/mu/plan_event/food).

### **Food Waiver**

Occasionally, events involve special requirements that cannot be fulfilled by ASU contracted caterers or approved caterers. In such instances, Food Exception Request Forms and vendor proof of insurance are required from event organizers. The Food Exception Request form can be found at [https://eoss.asu.edu/mu/food\\_exception\\_request\\_form](https://eoss.asu.edu/mu/food_exception_request_form).

A food waiver must be submitted 14 days in advance of the event. Examples of exceptions include: food that was donated or a special menu item not offered by Aramark/Sun Devil Dining. A food exception request is not required for food purchased from the retail outlets located on campus. Please read the following information to determine how to obtain food and beverages for the specific event that you are planning.

### **Food at Events**

No home prepared food or drink is allowed at campus events sponsored by student organizations. Individual students are allowed to bring their own brown bag or lunch box meal. However, they may not supply homemade food to others.

### **Aramark/Sun Devil Dining**

Aramark can provide a variety of services for your organization, from light refreshments to elegant dinners. Arrangements should be made at least two weeks prior to your event. Aramark staff can help you plan a menu to fit your program and your budget.

Aramark is the exclusive caterer contracted to provide food at the following Arizona State University locations:

- Residence Halls: Downtown Phoenix, Polytechnic, Tempe
- Student Center at the Post Office: Downtown Phoenix campus
- Citrus Dining Pavilion & Student Union: Polytechnic campus
- Memorial Union, Student Pavilion and Old Main: Tempe campus
- University Center Building & Verde Dining Pavilion: West campus

### **Additional Food Contracts**

- Atlasta Catering is contracted to provide food at University Club, Tempe campus and Walter Cronkite School of Journalism at the Downtown Phoenix Campus
- Sodexo Sports and Leisure is contracted with Sun Devil Athletics
- For Catering at Gammage Auditorium and Kerr Cultural Center, contact ASU Public Events at 480-965-5062.

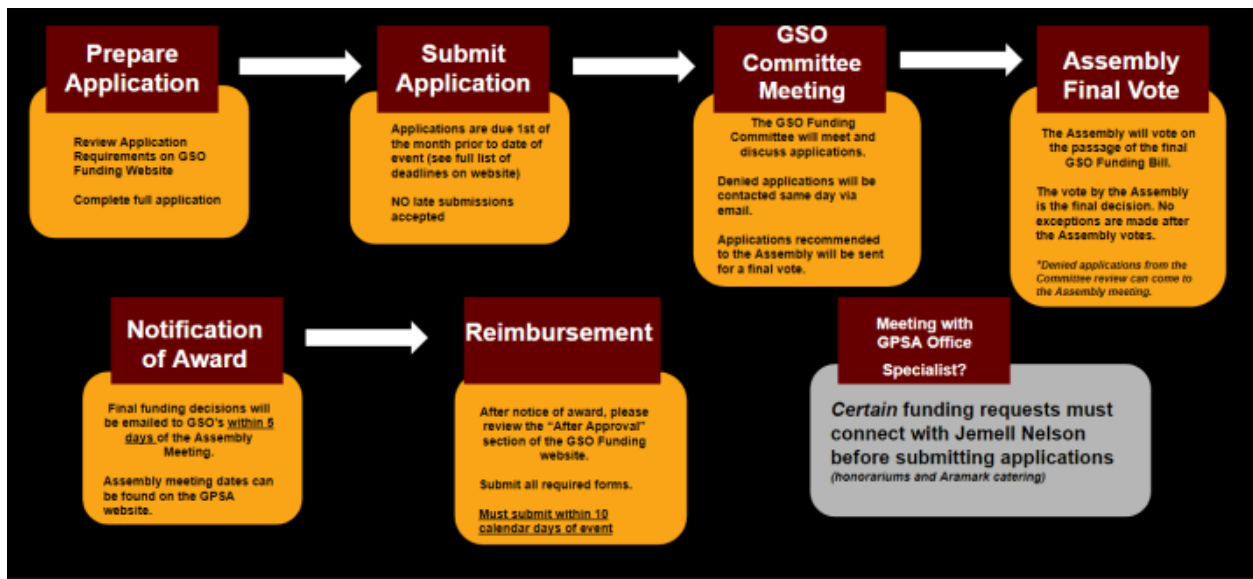
### **Contact**

For question about events and Catering Policies  
Elizabeth Rosenkrantz - [Elizabeth.Rosenkrantz@asu.edu](mailto:Elizabeth.Rosenkrantz@asu.edu)



## GSO Funding

Link to details about funding from GPSA: <https://gpsa.asu.edu/funding/gso-funding/>



GSO funds awarded by the Graduate and Professional Student Association (GPSA) to assist clubs and organizations on campus to create a robust student experience outside of the classroom. These funds come from your graduate student programming fee and are decided by students, for students. The students responsible for this distribution are elected to the GPSA Assembly and represent each of the academic colleges offered at ASU campuses.

GSO's are encouraged to apply for funding as early as possible in accordance with GSO funding deadlines. In addition, GSO's are encouraged to seek multiple funding streams for their events. NOTE: Funding is not guaranteed.

Programs are funded through EOSS (Education Outreach and Student Services) and Student Fee Money. All programs are developed by graduate students and reviewed by a team of peer reviewers.

Graduate Student Organizations (GSOs) may apply for GPSA funding to support ASU events. Applications are limited to \$2,000 per event, and may include requests for funding for several events (up to \$2,000 each) up to 3 but no later than 1 month in advance. All expenses must receive prior approval before purchase to be eligible for reimbursement. Please read the following instructions carefully. No exceptions will be made to the Funding Policy for any reason.

To remember before funding:

1. Make sure your organization is registered through [EOSS](#) and listed on [SunDevilSync](#).
2. Review these items
  1. [2020 GSO Funding Guide](#) (review this prior to applying)
  2. [ASU Approved Vendor List](#) (use this when selecting vendors for your event)
  3. [2020 GSO Spending Guide](#) (review this for questions about spending/reimbursement)
  4. [SunDevilSync](#) Guide (review this if unfamiliar with SunDevilSync)

## Deadlines

The deadline for GSO Funding applications is on the 1st of the month before the month of your event date. Organizations are always encouraged to apply as soon as possible. GSO's can apply for funding three months prior to your event date. Large Budget applications should apply ASAP for funding  
GPSA cannot fund events:

- Events held after the end of Fall classes 12/6/2019 through 1/13/2020
- Events held from June 15th-July 1st

## After Approval

GSO's will be notified of their request's approval no more than five days after the General Assembly meets during their monthly meeting. If approved, GSO's will connect with Business Specialist Sr. Jemell Nelson to work on their reimbursement forms. GSO's will be emailed their next steps after Assembly approval. Please contact Jemell Nelson (Jemell.Nelson@asu.edu ) with any questions about the next steps.

Same Forms for After Approval

- [Blank Request for Funds Form \(RFF\)](#)
- [Example RFF](#)
- [Blank Business Meals Form \(BMF\)](#)

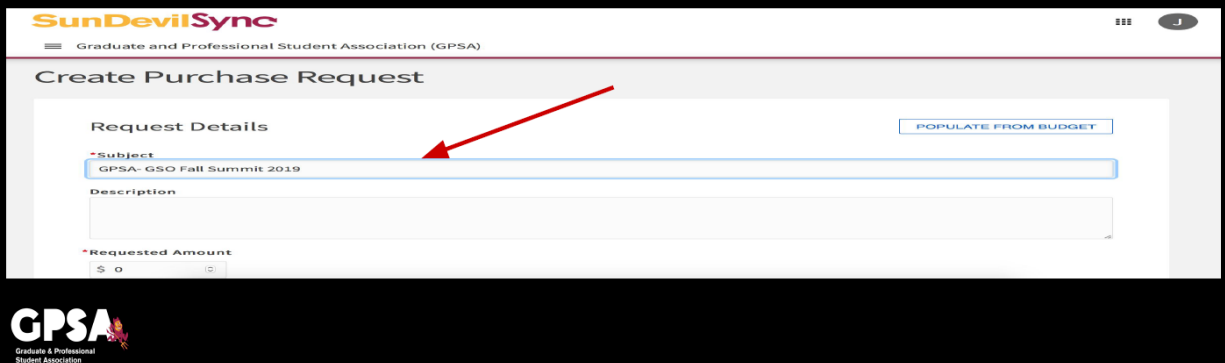
## Reimbursements

### Reimbursements: aka Get your money back!!

SunDevilSync Engage, reimbursements are fairly easy!

For ALL payment requests label the subject as:

GPSA - [Your GSO's Event]



The screenshot shows the SunDevilSync Engage interface for creating a purchase request. The page title is 'Create Purchase Request' and the user is logged in as 'J'. The 'Request Details' section includes a 'Subject' field with the value 'GPSA- GSO Fall Summit 2019', a 'Description' field, and a 'Requested Amount' field set to '\$ 0'. A red arrow points to the 'Subject' field. A 'POPULATE FROM BUDGET' button is visible in the top right of the form area. The GPSA logo is at the bottom left.

## Reimbursements cont'd:

- Payee: The payee is always the person that will receive the reimbursement.
  - The payee and requestor do not have to be the same person, however I do recommend the payee reviews the information.

Payee Information

First Name	Last Name	
Jemell	Nelson	
Street		
851 S Forest Mall		
Street Continued (Optional)		
City	State/Province	ZIP/Postal Code
Tempe	AZ	85287   @



## Reimbursements cont'd:

- Public Purpose: The public purpose should state how the event and the item we are reimbursing for will benefit you, your GSO, and the ASU community
  - A public purpose is NOT a description of the purchase although that can be included but needs to be supplemented.
- Key Words include but not limited to: engagement, community, inclusion, and advancement
- Hint: refer to the university charter when constructing your public purpose!

\* Requestor Name  
Jemell Nelson

\* Requestor Phone Number  
4807279870

\* Requestor ASU Email Address  
jemell.nelson@asu.edu

\* List of Items Purchased  
Food from Aramark

\* Public Purpose Statement  
The public purpose should explain how the purchase will benefit the ASU community. Please refer to our "How to Write a Public Purpose" guide for assistance. A public purpose statement is not an explanation of what was purchased and is also not a description of your event. The Graduate and Professional Student Association fully supports ASU as a comprehensive public research university, and promotes inclusion of all its affiliates to advance research and discovery of public value. This event helps us assume some of that fundamental responsibility for the economic, social, cultural and overall health of the communities ASU serves. We provided food to increase student engagement and promote community



For details regarding restrictions and funding policies refer to the website:

<https://gpsa.asu.edu/funding/gso-funding/>

### Speaker/Honorariums and Aramark

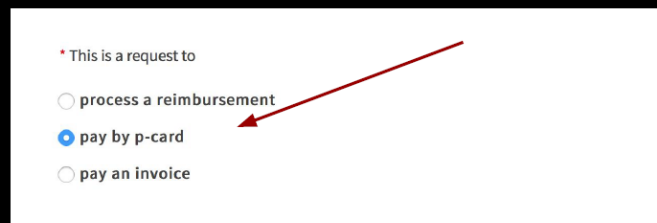
GPSA is a reimbursement only funding program however, for Speakers/Honorariums and Aramark catering, payment will be distributed directly to the payee/vendor. For your GSO's first time submitting a payment request, it is highly suggested either scheduling a meeting with

Jemell Nelson or sending a detailed email correspondence. **DO NOT PAY THESE EXPENSES OUT OF POCKET.**

- Speakers are paid directly by the university.
- The guest's Email, Full name, and phone number should be sent to [gpsa@asu.edu](mailto:gpsa@asu.edu) prior to the GSO's event.
- The speaker will receive a letter to add them themselves to our Financial Management System so they can receive payment.
- When submitting a payment request, required documents include:
  - Speaker/Artist Agreement Form
  - Invite Communication
  - Invoice (if the speaker requires a fee)

## Aramark

- Invoices are generated by Catering services in the MU
- This is the **ONLY** time you will select "Pay by P-Card" on the purchase request.
- Payment for aramark will be competed once the services have been rendered.
- Required Documents include: Attendee list and BMF



\* This is a request to

process a reimbursement

pay by p-card

pay an invoice

A red arrow points from the text "pay by p-card" to the selected radio button.



### Summer Funding Details

- As of 2020 GPSA will offer GSO Funding in the Summer Semester Funding guidelines and restrictions are the same (please review the website)
- The Funding application deadlines and process is the same.
- Funding blackout dates June 15th-July 1st (no funding for events during this time)
- Please note: Summer funding will be VERY competitive. Do not rely on GPSA as your main support for summer events as there are limited funds.

### General Restrictions

GSO events often consist of research symposia, conferences, speaker series and colloquia that depend on appropriate uses of GPSA funding for items such as space rental, honorariums,

conference materials and other organizational expenses and equipment. GSOs can ask for funding for single events, or events presented in a series with one funding request.

The GPSA GSO Funding Committee considers, among other things, the:

- Number of ASU graduate students served
- Level of service offered to the university
- Enhancement of student professionalism
- Availability of alternative funding sources when making funding decisions
- Emphasis on sustainable best practices during an event

### **Non-Fundables by GPSA**

- Capital goods (ie. items that can be used again after the event)
- T-shirt requests that exceed \$250 (must use approved ASU vendor)
- Activities that subsidize ASU services
- Activities/events that discriminate on basis of race, religion, sex, gender, or sexual orientation
- Events that have already occurred prior to Assembly approval
- Events that support referenda or candidates for elected office
- Events limited to a single political partnership
- Events that are not open to all graduate students at ASU
- Requests for salaries, wages, conference fees or travel for students
- Can only fund future events (requests for retroactive funding cannot be accommodated)
- Events held at a private residences

### **Contact**

- Assembly President Pro Tempore - <https://gpsa.asu.edu/funding/gso-funding/>
- Assembly President - <https://gpsa.asu.edu/funding/gso-funding/>
- You can also ask questions in the [Graduate Student Organization/Event Funding section of the GPSA Forum](#)

### **Other Event Funding Options**

- GSOs are encouraged to draft a clear proposal listing event information, budget breakdown and justification and send to their respective Dean's office (School specific). Event funding details vary from school to school and are under the discretion of the school's Dean's office. Assembly members from the school may act as a liaison for such funding requests.
- Funding options may also be available through the department. For this, the GSO is encouraged to approach the department's director in request of some event funds, staples, etc.

### **Social Media**

- GSOs can have their respective social media pages for promotion on Instagram, Facebook, Twitter, etc. Use of .asu.edu email id is prohibited.
- To promote your GSO's event on the Inner Circle Newsletter use the following link <https://innercircle.engineering.asu.edu/contribute/>

- To promote your GSO's event on the GPSA's social media please send a PR Team request found at <https://gpsa.asu.edu/home/pr-team-request/>
- Tips for publicity: Organize games during tabling events, have signup sheets, encourage social media follow-up, get a template frame for the GSO and post photos.

## Awards

To apply or nominate for Pitchfork Awards, check this link: <https://eoss.asu.edu/pitchfork-awards>