NEW STUDENT ORGANIZATION HANDBOOK

Leadership and Service Center
University of South Carolina
Introduction

Congratulations on your new student organization! Being involved in a student organization is an excellent way to build leadership skills as a student. By starting a new organization, you have taken a step to creating a lasting piece of the University of South Carolina community. The Leadership and Service Center has a wealth of resources and services for the more than 500 student organizations that call the University of South Carolina home. As an office, we are here to support you as you build your organization.

Throughout this handbook, we will focus on specific resources and information to help your organization be successful. At the conclusion of this handbook, you will find contact information for the Leadership and Service Center for any further questions you may have. Please do not hesitate if you have any questions, and thank you for contributing to the student life experience at the University of South Carolina.

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Student Org Resources

There are a large variety of resources available to student organizations here at the University of South Carolina. Click here for the “Accessing Resources Guide,” which will be your one-stop shop for the following:

- **Tutorials on how to use Garnet Gate**
- Reserving Space on Campus
- Student Organization emails
- Free Printing Copies
- Requesting Funding
- Risk Management and Buying Insurance for Events
- Tabling at Student Org Fairs and Tours
- **Leadership and Service Center (LSC) Resources**
  - Schedule a Coaching Appointment
  - Using the LSC Space
    - The LSC is open to all students and student organizations during normal operating hours. The space is first come, first served, so if you’d like to meet in the Think Tank or snag a booth in the center to brainstorm ideas, you can! While the spaces are not able to be reserved for your regularly scheduled meetings, committee meetings or other consistent activities, they are programmable if you have an event that is open to all students and furthers their understanding of leadership and service. To learn more about programming in our space, contact us by emailing lsc@sc.edu.

**Eligibility, Privileges and Responsibilities**

When beginning as a student organization, there are some general requirements that are good to keep in mind. Currently, there are two main types of organizations: Associated Student Organizations (ASO) and Registered Student Organizations (RSO). Over 85% of student organizations fall into the RSO category. Click here to learn more about the different requirements for each category.

In order to stay eligible as an organization, your organization will have to undergo the yearly renewal process and follow the Student Organization Policy, which can be found at this link. Privileges and responsibilities are outlined at this link, in addition to consequences for not abiding by the Student Organization Policy.
Recruitment

Recruitment is important to ensure that your organization recruits members who will be passionate and involved in your organization, in addition to keeping it operating for many years to come! Here is a guide that will help you think about the beginning steps to recruitment, top ways to recruit and things to keep in mind.

Promotion and Publicity

A huge part of recruiting is promoting your organization around campus, and utilizing publicity and public relations resources to do so. Here is a link to our Student Organization Toolbox which includes a section on "Promotion and Publicity" to help get your organization's name out to the greater campus community. Some things to consider are the on-campus resources (such as submitting a campus-wide announcement, advertising in student media and participating in Student Organization Fairs) in addition to scheduling and content creation resources for your social media.

Another way to promote your organization is through tabling. Tabling reservations can be made the same way that you do space reservations via 25Live. More information on that can be found at this link.
Organization Meetings 101

As a student organization, you will likely hold many meetings that cover different topics and different priorities. Meeting agendas can be an excellent tool to plan meeting content, stay on track throughout a meeting, and as a note-taking template for organizational record keeping. Click here to find meeting agenda templates to help guide your organization's meetings.

Another consideration for organization meetings is location. Please refer to the student org resources section for information on how to book space on campus. One option for doing this is via the student organization space lottery through Russell House, held once each semester. It is the first opportunity for student organizations to request Russell House space for the upcoming semester. Click here for more information on that process.

A best practice is to add your organization meetings as events on Garnet Gate. Please refer to the Garnet Gate tutorials with information on how to do this.

Finances and Budgeting

Student organizations at the University of South Carolina are eligible to apply for Student Activity Funds, which are appropriated through fees paid each semester by students. The Student Government Student Senate Finance Committee is responsible for the appropriation of the Student Activity Funds to Undergraduate Student Organizations. The Graduate Student Association is responsible for the appropriation of the Student Activity Funds to Graduate Student Organizations. Organizations that are classified as Pharmacy, Law and Sport Clubs have a specific, internal process within their respective areas. The funds allocated to an organization are intended to help support the financial aspects of the organization's activities, but they are not intended to fully fund all organization objectives. Click here for the Student Government Treasurer's Manual for more information on student organization funding.

For more specific questions, please feel free to reach out to any of the following people below:

- Student Organization Business Advisor: sofinanc@mailbox.sc.edu
- Student Body Treasurer: sasgtrea@mailbox.sc.edu
Elections

Successful elections can help you get members into leadership roles that best suit them and the organization. Additionally, well-run elections can help you members feel that they have a voice in the decision-making process. Click here for a guide with more information on how to run elections in your student organization.

Additionally, did you know that you can run elections in Garnet Gate? The “Elections” tool in Garnet Gate allows you to keep your elections confidential while making it easy for your members to access. Click here to access the instructions on how to do this.

Transitions and Onboarding

One way to ensure the longevity and success of your student organization is to hold a successful officer transition and on-boarding process. Officer on-boarding is important to make sure the incoming officers feel prepared to take on their roles. Click here for more information on transitions and onboarding.
Renewal Process

Renewal is an important process to maintaining your student organization status with the university and keeping up-to-date with education from the Leadership and Service Center. The Renewal Process is conducted via Garnet Gate and consists of a form that asks organizations to update their organization information, in addition to completing various educational modules. Every student organization completes the Renewal Process yearly during either the fall or spring semester. Most organizations complete Renewal in the fall, however, sports clubs and fraternities and sororities complete Renewal in the spring.

The Leadership and Service Center will contact you with more specifics on renewal when your organization’s designated time comes, so please be sure to check your student organization email account, in addition to the president's email account. More information on renewal can be found at this link.
Leadership and Service Center
Contact Information

Website
Link here

Instagram
@uofsc_lsc

Twitter
@UofSC_LSC

YouTube
@uofsc_lsc

Location
Russell House 227

Phone
803-777-7130

Email
lsc@sc.edu