STUDENT-RUN ORGANIZATION GUIDELINES

Center for Leadership Education

Last updated: 3/14/2022

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Starting a New Student Group

Students interested in creating a new student-run organization should follow these steps to ensure they receive funding and support from the CLE:

1. Identify a CLE faculty member who will serve as the group's advisor. Plan to meet regularly with your faculty advisor throughout the year to discuss your group's activities.
2. Seek recognition from the Office of Student Leadership and Involvement.
3. Create a guiding document and share with the group's faculty and staff advisors and group members.
4. Work with faculty advisor to prepare an annual budget. See attached example for reference.
5. Submit completed budget to the group's assigned staff advisor for review. Please note that the CLE does not guarantee student groups will be approved for the amount requested.
6. Complete training as required by SLI.

Executive Boards

All groups should elect an executive board. Exec boards require the following:

- One board member who serves as a liaison with CLE. Meeting minutes with CLE should be documented and shared with group.
- One board member, likely the treasurer, who is responsible for the group's finances and who tracks expenses.
- One board member in charge of marketing. This member should share all marketing efforts with CLE.

Student groups should provide a list of executive board members and their contact information along with their budget requests (see Re-Registration Process) and must notify CLE of any changes to the executive board throughout the year.

Re-Registration Process

Each year, SLI requires that student groups re-register in order to continue to operate and have access to Hopkins resources. In the first half of the spring semester, SLI will prompt student groups to begin this process (see "Re-Registration of Existing/Inactive Student Organizations").

In addition to re-registering their organizations, student groups also need to undergo a review process within the CLE. CLE staff advisors will send an email in early March requesting the following, which should be prepared in conjunction with each group's faculty advisor:

1. The budget for the upcoming fiscal year.
2. A list of the current executive board members.
3. A plan for the following year's exec board members.
4. A roster of student group members.

The CLE will review budgets in detail, and may request a meeting with executive boards before approving a final amount. Groups should not expect to know the status of their budget requests until the end of the summer semester. Groups who do not submit their materials by the deadline listed in the March email will not receive funding for the following fiscal year. See Financial Policies and Crafting a Budget for more information.

Crafting a Budget

CLE-sponsored student-run organizations are required to submit a budget approval request during the re-registration process each spring. Working with their faculty advisors, student organization leadership should plan the following year's activities and then craft a budget in support of those activities. For each item in a student organization's budget, a business purpose should be listed. Please use or adapt the Budget Request Template.

Budget requests should work within CLE's tiered funding system. After identifying your student organization's planned activities for the upcoming academic year, consult the Tier Requirements to determine which tier best applies to your student-run organization. Your budget should conform to the amount corresponding to your self-identified tier.

During the approval process, CLE will confirm that your organization's membership list, planned activities, and submitted budget match the amount requested by consulting the Tier Requirements chart. Please note that organizations can receive up to the full amount within their specified tier but may receive less. This decision is up to the discretion of CLE administration and will be decided upon after consideration of the planned programming, articulated need, and alternative sources of revenue identified within the submitted budget request.

Additional Funding Opportunities

Student-Run Organization Contingency Travel Funding

Groups that qualify for competitions or that wish to attend an event during the academic year (that could not have reasonably been budgeted for during the yearly budget approval process) can seek additional funding opportunities with the CLE by completing this application: https://centerforleadershipeducation.formstack.com/forms/cle_org_contingencytravel. Decisions will be made on a first-come, first-serve basis and are dependent on the overall availability of funds in the CLE budget.

Fotiadi Travel Fund

Through a generous gift from CLE board member Giovanna Kampouri, CLE is able to providing funding for student travel to a variety of experiential learning opportunities. Student-run organizations can apply for funding for their members to travel to competitions, conferences, on-site visits, and networking events by completing this application: https://engineering.jhu.edu/cle/fotiadi-travel-fund/

JHU Funding

Student Leadership and Involvement offers several grants to student-run organizations. More information is available here: https://studentaffairs.jhu.edu/sli/policies-procedures/grants/

The Alumni Association offers grants to student-run organizations. More information can be found here: https://alumni.jhu.edu/studentgrants

The Whiting School of Engineering offers funding to project-based activities carried out by individual students or student-run organizations. The project lead must be a WSE student, but additional team members can belong to any JHU school. More information can be found here: https://engineering.jhu.edu/undergraduate-studies/beyond-the-classroom/student-initiatives-fund/

The Whiting School of Engineering provides additional opportunities throughout the academic year to connect student organizations working on project-based activities to funding opportunities. **Please contact your faculty and staff advisors to inquire about WSE funding for project-based activities.**

Tier Requirements

<table>
<tr><th>Tier One</th><th>Tier Two</th><th>Tier Three</th></tr>
<tr><td>$750</td><td>$1500</td><td>$3000</td></tr>
<tr><td>Meets all of the minimum requirements listed below:
Holds 1 meeting per semester with full membership
Participates in the Student Involvement Fair
Hosts or co-hosts 1 event per year
Meets with faculty advisor at least once per semester to receive advisement and discuss impact and activities.
Updates information on Hopkins Groups site each semester with the following information: contact information, roster, officer positions, advisor, planned events.
Completes required SLI training.
Submits mid-year and year-end activity reports.
Maintains a minimum of 10 members.*</td><td>Meets all of the minimum requirements listed below:
Holds 2 meetings per semester with full membership
Participates in the Student Involvement Fair
Hosts or co-hosts 2 events per year
Meets with faculty advisor at least once per semester to receive advisement and discuss impact and activities.
Updates information on Hopkins Groups site each semester with the following information: contact information, roster, officer positions, advisor, planned events.
Completes required SLI training.
Seeks out at least 1 external funding opportunity each year.
Submits mid-year and year-end activity reports.
Maintains a minimum of 20 members.*</td><td>Meets all of the minimum requirements listed below:
Holds 2 meetings per semester with full membership
Participates in the Student Involvement Fair
Hosts or co-hosts 2 events per year
Updates information on Hopkins Groups site each semester with the following information: contact information, roster, officer positions, advisor(s), planned events.
Completes required SLI training.
Meets with faculty advisor at least once per semester to receive advisement and discuss impact and activities.
Provides at least one professional development opportunity to members per year.**
Seeks out at least 1 external funding opportunity each year.
Submits mid-year and year-end activity reports.
Maintains a minimum of 30 members.*</td></tr>
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*Membership minimums do not apply to groups whose gift requirements place limits on membership.
**Professional development opportunities include activities in which members engage with external groups, alumni, and/or industry professionals, such as training sessions, workshops, conferences, competitions, site visits, etc.

Financial Policies

- The student organization fiscal year runs from August 1 through the last day of final exams in the spring semester. All financial transactions must be completed by the last day of final exams. This includes purchases, reimbursements, cashing of petty cash vouchers, etc.
- Accounts for active groups with no financial activity for two consecutive semesters will be reviewed and may be closed with loss of any funds in the account.
- Student groups may not maintain an external bank account unless the group is affiliated with a national organization that specifically requires them to do so.
- In a student-run organization's account, only earned income (donations, payments, grant funding) will carry over to a new fiscal year.
- Do not state that your student group will provide cash prizes or give out cash prizes at an event. Instead, place a purchase request with CLE to obtain gift cards from vendors such as Amazon. The maximum amount allowed by university policy is $25. Alternatively, you may seek external funding opportunities, such as event sponsorship, to fund cash prizes.
- Cash payment to vendors or students is prohibited.
- The purchase of alcohol and/or alcohol related items (shot glasses, bottle openers, beer mugs etc.) with student organization funding is prohibited. Students will not be reimbursed for any alcohol related purchase.
- Any items purchased using student organization funds are the property of JHU.
- All funds (ticket sales, fees, etc.) received by JHU-recognized organizations is the property of JHU.
- The first and primary financial officer is the group's treasurer/financial officer. The secondary financial officer is the president of the student organization.
- Only financial officers may initiate financial requests for their organizations. This includes purchase requests, account balances, and reimbursements.
- The treasurer/financial officer is responsible for keeping track of the group's budget and must keep a running ledger of the group's financial activity. Please use the Student Organization Budget Ledger Template (provided by SLI) as a resource for tracking your group's financials.
- Financial summary and YTD detailed reports will be sent to the group's financial officer twice per semester. Student organizations are responsible for reviewing their financial reports for accuracy and reporting any discrepancies to CLE as soon as they are discovered. Positive amounts on the detailed report reflect outgoing money; negative amounts are incoming money. A negative ending balance on the Summary Report means there are available funds in the account.
- Student groups are required to submit mid-year and end-of-year activity reports here:
  https://centerforleadershipeducation.formstack.com/forms/cle_org_mid_year

  https://centerforleadershipeducation.formstack.com/forms/cle_org_end_year

Food/Event/Supply Orders

Student groups must submit requests **two weeks in advance** for catering, supply orders, and room reservations using this form: https:// centerforleadershipeducation.formstack.com/forms/ experientialgrouporders.

CLE reserves the right not to reimburse groups for payments made without seeking preapproval.

After an approval form has been submitted, the group's staff advisor will review, seek additional information as necessary, and approve or deny the form. After approval, CLE staff will make purchases on behalf of student groups or will direct the contact on the form to complete the purchase.

Unless they have been directed to make a purchase by CLE staff, students SHOULD NOT initiate purchases or seek reimbursements. After being directed to make the purchase, groups must provide itemized receipts, payment method, business name, list of attendees, and the purpose of the expenditure within 10 days of the purchase in order to be reimbursed.

When completing this form, be as specific as possible, providing the following information:

- Event name
- Purpose of event
- Number of attendees
- Vendor
- Price of goods/services
- Hyperlinks when applicable

CLE will only approve purchases aimed towards experiential learning and professional development. Food requests for members-only meetings and events will not be approved.

Training

Student group leaders will be prompted to complete training through the Office of Student Leadership and Involvement between August 1 and September 31 as a part of the annual re-recognition process for all student groups. All group leaders must complete two mandatory training sessions (1 hour each) during this time frame in order to be in compliance with university policy. Additional trainings will be offered by SLI on various aspects of student leadership.

In order to ensure your organization's leadership are notified of training opportunities (both mandatory and voluntary) keep your roster up to date in the Hopkins Groups system, identifying leadership appropriately.

Storage

CLE has two closets in the Shaffer building where student groups can store items. Shaffer 308 and Shaffer 308A. Each group should keep inventory of their stored items to ensure organization. WSE also has a storage unit in Wyman available for student group use. Students can request that packages be delivered to the Wyman location as well.

JHU Groups Page

Each student group is provided a page on the Hopkins Groups website:
https://johnshopkins.campuslabs.com/engage/

Student groups are expected to keep their Hopkins Group page up to date, including the approval of new member requests, a current list of executive board members, and current contact information for their group. This site is also where student groups will re-register with Hopkins Groups every year, signup for Student Involvement Fairs, and advertise upcoming events.

The Dos and Don'ts of Budget Creation

DOS:

- **Be as specific and detailed as possible.** If your group plans to host multiple events throughout the year, itemize each expense for each event in the budget. Include the anticipated number of attendees in the expense description and consult menus from caterers when estimating the cost of catering. Describe the purpose of each project or event in the description field to assist to provide a justification for the expense.
- **Prioritize experiences over things.** Student learning, networking, and professional development are CLE priorities. Critically examine the purpose of your student organization when making your budget to ensure that you are providing the best experiences for members, and exclude expenses that do not enhance member experiences.
- **Work with your faculty advisor to craft your budget.** They are familiar with your student org's yearly activities and can assist you in planning accordingly. They also have experience crafting budgets and are best suited to answer your questions.
- **Work with the entire executive board of your student org to plan the budget.** You should have a clear picture of all anticipated programming and expenses for the upcoming academic year, as CLE cannot revise an approved budget amount after a final decision has been made.
- **Use the budget templates provided by CLE when drafting your budget.** We have developed various versions to cater to the needs of different student groups, so select the one that works best for your organization.
- **Seek out additional funding opportunities**. Several JHU offices offer grants to student organizations annually. Do your research and plan in advance to make sure you meet deadlines.

DON'TS:

- **Do not include expenses for members-only meetings, social outings, or bonding meals.** Food expenses for events or meetings that do not include outside guests will not be approved.
- **Carefully consider the necessity of swag.** Swag expenses should be limited and groups should seek the least expensive options.
- **Do not request to fund non-JHU student experiences.** CLE understands and encourages your desire to provide community among students at other Baltimore-area universities. However, we cannot fund registration fees, tickets, or other attendance costs for non-JHU students to attend CLE student-run organization events. We do encourage you to reach out to other universities to ask them to support their students' participation in JHU events open to their students.
- **Do not miss the submission deadline.** Late budgets will not be approved and access to CLE funding will be restricted for the following academic year.

- **After the budget has been approved, do not make purchase requests for items not included in the original budget.** Staff advisors will reference the budget when approving purchase requests throughout the year and will not approve purchases not included in the budget. When possible, staff advisors will consult with student org leadership before making approvals. Exception: contingency travel (see Additional Funding Opportunities)