

What Officers Need to Know

(in 30 minutes or less)

Where does my group fit in?

- All undergraduate clubs are recognized by the Student Activities Office and the Club Coordination Council.
 - The CCC also provides funding and concession stands for clubs.
 - The CCC requests money for clubs from the Financial Management Board, who also allocates money to organizations.
- All organizations and halls are recognized by the Student Activities Office.

How do I plan an event?

- Complete an SAOnline request (see explanation below)
- Topics to consider include:
 - Location
 - Date and Time
 - Food
 - Outside Speakers
 - Off-Campus Events

When can I have events?

Groups may plan events most days of the school year. The only exceptions to this are Study Days (including the weekend!) or Finals Week. Groups may not hold events these days, including (but is not limited to):

- Dinners/Banquets
- Study breaks
- Trips
- Lectures/Performances/Concerts

The last day to hold an event each semester is the last day of classes. Reimbursements will not be processed for events held after this date (if you have questions regarding this, please see SAO).

What if I have an outside speaker at my event?

- An outside speaker is anyone coming to speak at your event that is not a Notre Dame student or a Notre Dame faculty member speaking on the area in which they teach at the University.
- Contracts are necessary for outside speakers and performers.
 - Standard Form Entertainment Contract (SFEC)
 - Speaker agreement
 - Instructor contract
 - All other contracts
 - Movie, TV and Play rights

I've been asked to sign a contract. What do I do?

- If it asks for your signature, it's a contract! **Do Not Sign Anything!** University policy outlines who may sign contracts for an event and the individuals are Erin Hoffman Harding or Mr. M. Brian Coughlin.
- We don't want you, another student, your advisor, or your organization to be held financially or legally responsible for the terms of the agreement.
- Please have your contracts turned in *at least* **5-7 business days** before the event, or your event might not be approved.

Advertising and Marketing your Events

- Posters, table tents, and banners must be approved for posting by the SAO. Include your club name on posters!
- You may only post items in approved locations (i.e. no trees, lamps, windows).
- You can reserve tables and banner/table tent space through SAOnline for the dining halls, Huddle and LaFortune Student Center.
- The LaFortune LCD screens are a great way to advertise. Visit <http://www.nd.edu/~saolcd/> for info on this FREE option.

How do I access my groups email and website?


- All recognized student groups are issued a Net ID – please utilize this great resource!
- If you are not sure what your group's Net ID or password is, please stop by SAO between 8am-5pm to pick these up.
 - Please note that the Net ID Administrator should be identified through Club/Organization Registration
- Your website password is the same as your email.
 - Only your *www.nd.edu/~mygroup* web address and domain may be used.
- If you are a club, be sure to check your mailbox in the CRC, 314 LaFortune. All correspondence that arrives through SAO is delivered here. CCC correspondence is also delivered to this box.
 - Organization mail is delivered to the SAO office (with the exception of halls).

Still have Questions?

- Speak with your Advisor!
- The Source <http://sao.nd.edu/thefsource/>
- Officer Resources <http://sao.nd.edu/thefsource/groupdevelopment.html>
- Student Activities Office <http://sao.nd.edu>

SAOnline? Or SAonline?

What is SAOnline?

SAOnline is an all-inclusive online system that connects student leaders of ND clubs and organizations with the people and departments that approve student group events and activities. To use the system, students simply log-in and submit a request. Requests are then automatically routed to the Club Advisor for approval, and subsequently to any campus individuals and departments assigned to approve the details of the request. Go to <http://sao.nd.edu/thesource/saonline.html> to log in (or log in from any page on the SAO website by clicking on the SAOnline logo). 

SAOnline Modules

SAOnline utilizes modules to garner information from students about the type of event, needs, etc. Each module is listed below:

- Facility/Room/Location Module
 - For all events
- Food Service Module
 - For all events *with food*
- Concession Stand Module
 - In the Fall for Concession Stands
- Imprinting Merchandise Module (non-Athletic Division clubs)
 - Any time you will be imprinting products
- Fundraiser Module
 - When collecting funds or donations (i.e. clothing, food)
- Petition Module
 - Collecting signatures from students or members of the campus community
- Student Group Travel Module (non-Athletic Division clubs)
 - Traveling off-campus
- Solicitation Module
 - Requesting donations from businesses, parents, alums, or obtaining corporate sponsorships.
- Dance Module
 - Planning a Dance

SAOnline Request Process

To fully understand what happens with your SAOnline request, the typical life cycle of the SAOnline request is listed below:

1. Club member completes all modules necessary and clicks "Submit Request" button. Add Net IDs of multiple club members so all may be kept informed of the approval status.
You are not done! Check progress of request.
2. Advisor receives an email requesting approval. Advisor logs in to SAOnline and approves or denies the request.
3. If approved by the advisor, the Activities Liaison in the Student Activities Office receives the request, and determines which University departments need to approve the request.
4. Each department responds to the request, maybe with comments, and approves, approves with comments, or denies the request. "More info needed" or "hold" are also options.
 - You will receive an email with the subject line "A comment has been submitted!" Please make sure to check this as it may be a question or approval of a portion of your event.
5. The event may take place once all approvals have been granted.
 - If a SAOnline request isn't submitted and approved for an event, reimbursement will not be authorized.

Tips to use SAOnline effectively

- SAOnline requests should be submitted AND approved by your advisor no less than 5 business days before the event, to ensure ample time to attend to contracts, waivers, arrangements and other details. Best efforts will be exercised to process SAOnline requests received by the SAO less than 5 business days before the event, but it may not be possible to make the necessary arrangements.
- Check the status of your event request 4-5 days before the event to ensure your advisor has approved the request, and the appropriate people have reviewed your request.