CREIGHTON STUDENTS UNION
FALL LEADERSHIP CONFERENCE

9/6/14
SKUTT STUDENT CENTER BALLROOM
9:00 A.M.

The Fall Leadership Conference intends to aid students in the cultivation of skills that will allow them to better their student organizations. Through the development of key leadership skills, student organizations will be able to work with other organizations on campus to produce a change within the community or organization.
Fall Leadership Conference
Understanding and Developing Leadership Styles

Theme
Student leaders come in all forms whether it is in the classroom, on a service site, or in a student organization. It is key to embrace and understand these diverse leadership styles and realize that no two leaders look the same. Students themselves can better their skills and organizations by understanding and developing their own leadership styles.

Schedule of Events

Registration: 8:30am-9:00am - Skutt Student Center Ballroom
Welcome Session: 9:00am-9:15am - Skutt Student Center Ballroom
Introduction by Vice Provost for Student Life - Dr. Tanya Winegard
Invocation - Fr. Gregory Carlson
General Session: 9:15am-10:40am
The How To’s of Budgeting and Finance - John Greenwood
CSU for You - John McCoy and Jack Anderson
Everything You Need to Know About Being a Student Organization - Katie Kelsey

Place Elective Session 1 Sticker Here
10:45am - 11:20am

Place Elective Session 2 Sticker Here
11:25am - 12:00am

Lunch: 12:00pm- 12:45pm Skutt Student Center Ballroom

General Session 2: 12:50pm- 2:00pm
Children and Vulnerable Adults - Allison Taylor
Using CUninvolved - Katie Kelsey
Catering and Reservations - CJ Jackson and Virea McClure
Transportation - Mark Simanek and Mike Willey

Closing Ceremony: 2:00pm- 2:15pm

Thank You for Attending!
About:
There are over 200 registered student organizations at Creighton University focused on service, religion, social life, sports, academics, politics, culture, and more. Getting involved in a student organization is a great way to learn outside of the classroom! The average Creighton student is involved in at least two activities beyond the regular academic coursework. Students can attend two annual involvement fairs, fall and spring.

Office Resources:
- Organizational and Programming Advisement
- Interactive Workshops
- Lamination & Photocopying
- Leadership Resource Library
- Banner paper and supplies
- Staff and students who are willing to help make your Creighton experience!

CU Involved:
cuinvolved.creighton.edu
Student can create a site on CU Involved for their student organization. This online resource is designed as a tool to help student organizations communicate with members and function more effectively and efficiently in their operation as an organization. You can create a profile using your NET ID. By doing so, you can request membership to your respective organizations and stay up to date with events on campus. Student leaders have the ability to post upcoming events put on by their organizations. Forms can be uploaded and then filled out by members. You can post photos, create discussion posts, track service hours, upload documents, and more!

Three Things to Be Considered a Registered Student Organization:
Annual Activity Report—this form is to be turned in at the end of the academic year to communicate what your organization has been doing to the SAO
Annual Registration Form—this form is to be turned in when you change officers so we know who your President and Execs are. Must be in good standing judicially and academically – we check 2.5 GPA.
SO GS training/CSU Leadership Summit—this PowerPoint!

Children and Vulnerable Adults
- If your organization comes in contact with or is in community with children and/or vulnerable adults everyone participating must go through training with the Office of Equity and Inclusion.
- The department or program will need to register the event at least thirty (30 days) prior to the beginning of the program/event.

Questions or Concerns?
Contact the SAO!

Katie Kelsey
Director of Student Activities
Skutt Student Center 110
2500 California Plaza
Omaha, NE 68178
(402) 280-1715
katiekelsey@creighton.edu

Joey Kimes
Asst. Dir. of Student Activities
Skutt Student Center 110
2500 California Plaza
Omaha, NE 68178
(402) 280-1715
joeykimes@creighton.edu

Margaret Zimmer
Asst. Dir. of Student Activities
Skutt Student Center 110
2500 California Plaza
Omaha, NE 68178
(402) 280-1715
margarettimmer@creighton.edu
Creighton Students Union Executive Team

What is CSU?
The Creighton Students Union is Creighton University’s unified, comprehensive student government dedicated to the enhancement of each student’s education, social, and cultural experience on campus.

CSU for You
- Represents all students from all nine schools and colleges at Creighton University.
- Provides funding for student organizations.
- Hosts interactive and engaging events.

Cabinet
- Legislative body which brings together the presidents from each college and school government.
- Encourages university-wide collaboration to address student affairs and issues.

Executive Committee
- President and Vice President elected by student body.
- Vice Presidents of Finance and Programming are appointed.

Program Board
- Event coordinators plan and host events for students.
- Events are free for all undergraduate students and include concerts, lecturers, performers, and more.

Board of Representatives
- The Board is the legislative body which consists of representatives elected from each college and school.
- They attempt to address students concerns and serve on issue-specific committees.

EXEC TEAM

John McCoy - President
CSUpres@Creighton.edu

Jack Anderson - Executive VP
CSUevp@Creighton.edu

John Greenwood - VP Finance
CSUfin@Creighton.edu

Joel Henriksen - VP Programming
CSUprog@Creighton.edu
Requesting CSU Funding

5 Ways to Receive CSU Funding
- Undergraduate Student Organization
- Professional or Graduate Student Organization
- College or School Student Governments
- Sports Clubs
- Non-Student Organizations

Activity-by-Activity Funding
- Organizations must submit a funding request for each activity for which they desire funding.
- No funding goes towards their operational expenses

Eligibility for Funding
- Must be registered in the Student Activities Office.
- Organization must be open to all students.
- Activity must be open to all students.
- Must have a Creighton Federal Credit Union account.
Exception: Selective organizations may request funding if the event is open to all students

Semester Budget Funding
- Organizations can also submit a semester budget that includes all activities for the semester for which they desire funding

Annual Budget Funding
- Organizations can submit an annual budget detailing events for the year for which they desire funding

Funding Process
1) Organization submits a request including:
   - The “Funding Request Form for Undergraduate Student Organizations”, located on our website
   - An itemized list of activity expenses
   - A complete list of all sources of revenue
   - A detailed explanation of the activity
   - A complete roster of current members

2) The organization then meets with the Appropriations Committee to discuss and review the funding request
3) The Appropriations Committee then determines how much to allocate the organization after assessing the presentation and all components of the funding request
4) The Appropriations Committee decision is then subject to Presidential Veto and Representative Review.
5) The funds will be transferred to the student organization's account after receipts and an Activity Report Form are submitted to the VP for Finance. (No later than 25 business days after the activity)

Quick Tips
- An organization must apply for CSU funding no later than 15 school days prior to the planned activity.
- CSU will not fund two activities at the same time (including Program Board events)

Contact:
If you have any questions or concerns contact: VP of Finance via email - CSUnfin@creighton.edu
Weekly meeting between the VP of Finance and Appropriations committee are held on Sundays
Catering & Reservations

Catering and Event Planning
Administrative Office
Skutt Student Center 2nd Floor
Hours of Operation:
Monday - Friday 8:30am to 4:30pm
Email: catering@creighton.edu
reservation@creighton.edu
Reservations Department at
402-280-1700
Catering Department at
402-280-2446
www.creighton.edu/reservations

How to Make a Reservation:
- Visit the Administrative Office on the second floor of Skutt Student Center
- Fill out a Centralized Reservations Request Form and send completed form to reservations@creighton.edu.
- Call the Harper Center Office at 402-280-1493 or the Skutt Student Center Office at 402-280-1700.

Arranging and Reserving a Date:
- Even if the date of the event is only tentative, please make arrangements with the catering department so they can get you on the catering schedule.
- Information such as location, number of guests, time of the function, and menu selection, needs to be decided at least 10 business days before your function.
- If you will be requesting bar service, a minimum of 15 days notice in writing to the catering department will be necessary so we may request one-day catering liquor license from the State of Nebraska.

Event Guarantees:
- A guarantee is required 3 business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. You will be liable for 100% of your food bill for any event that is not cancelled within the three business days and confirmed in writing by the customer.

Planning the Perfect Event:
- A complete list of menu offerings is available on Sodexo catering website.
- There is a wide variety of catering and reservation options to suit any event.
- Necessary forms and information are available online at all times.