



# CREIGHTON STUDENTS UNION FALL LEADERSHIP CONFERENCE

date

**9/6/14**

location

**SKUTT STUDENT  
CENTER BALLROOM**

time

**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 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 CUinvolved - Katie Kelsey

Catering and Reservations - CJ Jackson and Vieve McClure

Transportation - Mark Simanek and Mike Willey

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

Thank You for Attending!



# studentactivitiesoffice

*Discover. Develop. Deliver.*

Skutt Student Center 110

Phone: 402-280-1715

**Hours:**

M-W 8am-10:00pm

Th & F 8am-4:30pm



## 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](http://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!

**Questions or Concerns?  
Contact the SAO!**

## 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  
SOOS training/C SU 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.

### Katie Kelsey

Director of Student Activities  
Skutt Student Center 110  
2500 California Plaza  
Omaha, NE 68178  
(402) 280-1715  
[katiekelsey@creighton.edu](mailto: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](mailto:joeykimes@creighton.edu)

### Margaret Zimmer

Asst. Dir. of Student Activities  
Skutt Student Center 110  
2500 California Plaza  
Omaha, NE 68178  
(402) 280-1715  
[margaretzimmer@creighton.edu](mailto:margaretzimmer@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

## 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

## Funding Policies and Guidelines

CSU funds may not be used for:

- Assets
- Alcohol
- Donations
- Gift Cards
- Conferences
- Coaching fees or expenses for non-students
- Be used to endorse a candidate

## 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

## 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



Email:  
[csufin@creighton.edu](mailto:csufin@creighton.edu)

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)

- CSU funds cannot be used for the purpose of making a profit for the organizations or its members
- If an organization receives CSU funding, the "Funded by CSU" graphic must appear on all publicity in a visible size and location

## Contact:

If you have any questions or concerns contact VP of Finance via email - [CSUfin@creighton.edu](mailto:CSUfin@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](mailto:catering@creighton.edu)  
[reservation@creighton.edu](mailto:reservation@creighton.edu)

Reservations Department at  
402-280-1700

Catering Department at  
402-280-2446

[www.creighton.edu/reservations](http://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](mailto: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 a 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.