

# 10 IMPORTANT THINGS TO KNOW AS AN UNDERGRADUATE STUDENT GROUP

## 1. What if I need help planning my events?

The SAO can help you out with many of the procedures, contacts, and policies that you will need. Stop by and visit them on the First Floor of Faunce House. Don't hesitate to ask questions – the SAO is here to help you! The Event Planning at Brown website is also a valuable resource:

[http://brown.edu/Administration/Event\\_Planning/](http://brown.edu/Administration/Event_Planning/)

## 2. How do I reserve space to hold a meeting or event?

The Event Planning at Brown website contains a listing of the majority of on-campus spaces and who schedules them: [http://brown.edu/Administration/Event\\_Planning/space/oncampus.html](http://brown.edu/Administration/Event_Planning/space/oncampus.html). There is also a link for some off-campus facilities on the site.

The majority of spaces used by student groups are reserved through the University Scheduling Office: [http://brown.edu/Administration/Scheduling\\_Office/](http://brown.edu/Administration/Scheduling_Office/).

It is important to keep in mind that spaces come as is, and so you will need to arrange any additional set-up with Facilities Event Support and/or other event support services: [http://brown.edu/Administration/Event\\_Planning/services/](http://brown.edu/Administration/Event_Planning/services/). If you need media equipment, even if it is already in the room, you must contact Media Services (<http://brown.edu/mso/>) AT LEAST 7 BUSINESS DAYS IN ADVANCE!

## 3. How do I register events with more than 100 people OR with alcohol?

Events where more than 100 may attend OR any event with alcohol MUST be registered with SAO at least TWO WEEKS before the event:

[http://brown.edu/Administration/Event\\_Planning/review/student.html](http://brown.edu/Administration/Event_Planning/review/student.html)

If your event has alcohol or has some or all of the elements of a party, the SAO may define it as a social function, in which case, you will also need to have group members certified as Social Function Managers. Certification classes are every Thursday at 12 Noon in Faunce House.

## 4. How do I get the message out about my group's events and programs?

Check out the SAO website for policies about advertising and a list of venues that are available:

[http://brown.edu/Administration/Event\\_Planning/promote/](http://brown.edu/Administration/Event_Planning/promote/)

## 5. How do I get a financial account for my group?

Your financial accounts must be maintained within Brown. If you are affiliated with a department, they may be willing to coordinate your accounts. You may also open an account with the Student Activities Office.

Account application: <http://brown.edu/sao/finances/forms.html>

Policies and Procedures: <http://brown.edu/sao/finances/>

## **6. How do I get funding to support my group's activities?**

Every undergraduate pays a student activities fee as part of their annual tuition payment. This fee is used to fund student groups constituted by the Undergraduate Council of Students. The Undergraduate Finance Board (UFB) administers and oversees the funding process. UFB (<http://students.brown.edu/ufb/>) provides \$200 in baseline funding each semester to all UCS Category II and III groups. Category III groups are eligible to request additional funding at any UFB meeting throughout the year; however, the majority of monies are distributed during the annual budget process each April.

You can also seek funding from departments and other sources. Check with SAO or visit <http://brown.edu/sao/funding> for more information.

## **7. How do I get my group online?**

In addition to automatically getting into myGroups (<http://mygroups.brown.edu>) with access to e-mail distribution lists, forums, etc., student groups can also get a website, e-mail addresses, and listservs through Brown. Applications and additional information available at:

<http://brown.edu/sao/resources/cis.html>

## **8. Where can I get office or storage space for my group?**

Groups are encouraged to satisfy their office and storage needs with departments, if applicable. Due to the anticipated renovation of Faunce House from summer 2009 through summer 2010, no additional requests are being accepted for office/storage space at this time. Please keep in mind that every group gets a mailbox in SAO, so you can send mail and/or packages to the SAO. US Mail should be sent to Your Group Name, c/o Student Activities, 75 Waterman Street, Providence, RI 02912-1930 (the 1930 is the SAO campus box number – so please include it!).

## **9. How do I ensure my group continues to exist?**

Keep your contact information, especially the primary contacts, up to date in myGroups (<http://mygroups.brown.edu>). All important communications for groups are sent to the primary contacts listed in that system, including the requirement to register every September. Information about how to use myGroups is available at:

<http://brown.edu/sao/mygroups/>

## **10. Who do I contact if I have additional questions?**

The UCS Student Activities Committee and the SAO are here to help you. The UCS SA Committee (<http://brown.edu/Students/UCS/studentgroups>) typically meets every Monday at 8 PM in the UCS office (Faunce Room 228).

For the SAO, you can stop by their office on the First Floor of Faunce House between the hours of M-TH 8:30 AM-5 PM and Fridays 8:30 AM-5:00 PM. You can also get them on the phone at (401) 863-2341, email [sao@brown.edu](mailto:sao@brown.edu), or visit <http://brown.edu/sao/>.