2020-2021

As Established in the Student Government Association Administrative Code, Student organizations who request funding from SGA in the form of an annual Budget must complete the following points and standards.

For any questions regarding the 2020-2021 Points and Standard, please feel free to contact Ivan Santiago (Director of Administrative Affairs) @isantiag@odu.edu

Each point is equivalent to 14.3% of the distributed budget.

1. ATTEND TWO FISCAL WORKSHOPS PER YEAR

2. HOLD AT LEAST ONE EVENT PER SEMESTER

3. HOLD AT LEAST ONE CO-SPONSORED EVENT WITH A DIFFERENT ORGANIZATION

4. A- HOLD AND ATTEND AT LEAST ONE PROFESSIONAL DEVELOPMENT SESSION PER YEAR

OR

B- HOLD OR PARTICIPATE IN AT LEAST ONE COMMUNITY SERVICE/PHILANTHROPIC EVENT PER YEAR

5. ONE RESUME BUILDING EVENT

6. HOLD AND PARTICIPATE IN AT LEAST 3 RECRUITMENT
EVENTS PER YEAR

7. HOLD AT LEAST FOUR MEETINGS PER YEAR

Annually, recognized student organizations at Old Dominion University are given the opportunity to request an annual budget for the upcoming school year through the current Student Government Association. Organizations are asked to take part in the points and standards, a set of requirements that organizations must meet to receive an annual budget from SGA. There are a total of 7 points and standards. Each point is equivalent to 14.3%.

FISCAL WORKSHOPS- Throughout the academic year, the SGA Finance Committee and the LSI Budget Manager will administer financial workshops. The LSI Finance Workshop (Fall) will aid organizations on the "how to" spend their money. The SGA Budget Workshop (Spring) will show organizations how to create and manage their budgets once they are fully funded through SGA. Attendance is required at both workshops.

EVENT- Organizations must host one event each semester, making it two events for the year. Events must be free and open to all ODU students, faculty, and staff. If you wish, this can be done virtually.

CO-SPONSORED EVENT – Co-sponsored events may be hosted in partnership with another student organization, an ODU (Old Dominion University) office or department, or a community organization. To increase inclusion between all organization, you **MUST** co-sponsor with an organization that you do not normally collaborate with or have not collaborated with in the past 2 years. Co-sponsored events must be free and open to all ODU students, faculty, and staff. If you wish, this can be done virtually.

PROFESSIONAL DEVELOPMENT SESSION/ COMMUNITY SERVICE EVENT-

A. Each organization must host at least one professional development session within their organization. These sessions include, but are not limited to,

Linked in Seminar, guest speakers and anything that would give to the development of members within the organization. Furthermore, a member of an organization must attend one professional development session on campus. This includes, but not limited to, Break the Stigma, Exam Jam, Career Development Services, Academic building sponsored events, and other general events.

B. Community service events must be considered "volunteer" work. Community service may be done either on-campus or off campus. Events can consist of a generation of proceeds for a nonprofit or community-based need, such as charities, cancer societies, hospitals, and homeless shelters. Proceeds may be monetary or material. Participation in Relay for Life may constitute completion of this standard. Community service events must be free and open to all ODU students, faculty, and staff.

ONE RESUME BUILDING EVENT- Each organization must host at least one Resume Building Event per year. This session may be held virtually, however the idea is to help build a professional record for future endeavors. Each executive board member/officer must submit their resume to Career Development Service for professional review. Career Development Services will provide a packet to help hold these workshops.

RECRUITMENT EVENT – Recruitment events may include, but are not limited to, involvement fair, student's departmental orientations, Previews, Admitted Student's Day, tabling, and general events.

FOUR MEETINGS – Meetings must be of the general body of the student organization and the organizational advisor must be notified of the time and location. Meetings may be done face-to-face, or through video or teleconference.

ADDITIONAL INFORMATION-

- No singular event may be used for multiple points and standards; each point and standards are mutually exclusive
- Media Organizations may receive credit by providing coverage for a qualifying event (Contact the Director of Administrative Affairs for more information)
- Graduate organizations may receive credit by attending conferences
- Please be mindful of the University Policies with regards to COVID-19. SGA does not nor will not issue any special recognition to any organizations to go above the set policies. Remember to **REIGN RESPONSIBLY** (Stay informed, Follow guidelines, Care for self, Care for others).

- Organizations are responsible for their submissions of proof. A form will be posted onto campus groups in the spring semester for all submissions.

All Points and Standards are at the discretion of the Director of Administrative Affairs.

(Contact the Director or Administrative Affairs for more information)

Items to keep in mind

1. Organizations submit their annual budget to the Director of Finance by FEBRUARY 12th, 2021 at 11:59pm.
2. Organizations meet with the Finance Committee during a Budget Consultation to discuss requested budget.
3. Organizations submit their Points and Standards to the Director of Administrative Affairs by APRIL 2nd, 2021 at 11:59pm.
4. Academic Affairs and Student Organization Committee Reviews Points and Standards for accuracy and completion.
5. Finance Committee distributes funds to organizations after reviewing all budget requests.
6. Student organization budgets are made available at the beginning of the next fiscal year, July 1.
7. It is imperative that all Student Organizations provide an effort in adhering to the COVID-19 Student Engagement Plan's guidelines.

** Any questions regarding Points and Standards should be directed to the Director of Administrative Affairs, Ivan Santiago, at isantiag@odu.edu

* Any questions regarding your annual budget should be directed to the Treasurer, Menelik Rice-Coleman, at mricecol@odu.edu