

Georgia Tech
Student Organization
RESOURCE GUIDE



Compiled by
Undergraduate Student Government
and President's Council

INTRODUCTION

This packet is a compact guide of where to go to access the resources necessary to run an organization and its events. It is not the only source available to you, however. A fantastic resource is the Student Involvement Office located on the second floor of Student Commons. There you will find not only the details to everything in this packet, but also information on how to start a new organization, leadership activities and quotes, successful organizations, how to publicize, recruiting, motivating others, running successful meetings, preventing burnout, working with committees, officer transition, and much more. Visit their website and also the Leadership website for organizations:

(http://www.deanofstudents.gatech.edu/activities_leadership/resources/index.htm)

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CAMPUS FACILITIES AND RESERVATIONS

Many great locations, both indoor and out, exist on campus and are available for student groups to use for events, parties, or promotions. To reserve rooms or facilities, the organization must have a charter, a pending status from SGA, or be recognized as a program of the Institute. Any exceptions are made by each of the facilities granting reservation requests. The Student Involvement Office has a “Guide to Meeting and Reception Facilities at Georgia Tech” that contains helpful information such as room size, lighting, heat and air availability, setup, capacity, meeting aids, availability of nearby parking, whether food can be served, and contact person.

General Reservations	roomreservations.gatech.edu
Event Scheduling	www.space.gatech.edu/CPSM_Event_Scheduling.html
Outdoor Space Rental	www.space.gatech.edu/CPSM_Outdoor_Spaces.htm
Skyles Walkway	Beverly Peace at 404-894-4801
Athletic Ass, Chandler Field, Grant Field, O’Keefe, Atlantic Steele:	404-894-1084
CRC Reservations	www.crc.gatech.edu/SACreserve.php
CRC Aquatic Reservation	www.crc.gatech.edu/aquaticsreserve.php
Student Center Reservations	Ballroom, 3 rd floor rooms, theater, Ferst Place, Music Listening Room and Greenhouse (after hours)
	www.studentcenter.gatech.edu/operations/reserve.php#pdf
Recreation Area	404-894-2829
Craft Center	404-894-2805
Student Center Map	www.studentcenter.gatech.edu/facmap/
Tables	www.studentcenter.gatech.edu/operations/forms/table.php
Banners	www.studentcenter.gatech.edu/operations/forms/banspace.php
Display Case	www.studentcenter.gatech.edu/operations/forms/discase.php
Banquets at Warlaw Center	www.dev.gatech.edu/campus/wardlaw/Policies.doc
Hotel & Conference Center	www.gatechhotel.com
Student Services Building	VPSA Conference Room 203, 217A, and 117 Lecture Hall Gwen Baker at 404-894-2560
Student Success Center	Sky Boxes, Press Boxes, Clary Theatre Robin Cabbage at 404-894-1953
Residence halls	Activity rooms, activity space in area offices Contact area coordinator for each area. The Student Involvement Center has complete telephone list. 404-894-4099
Under the Couch	404-894-4099
Other Room Requests	www.space.gatech.edu/reservationform.htm
	Rooms can be reserved in academic buildings such as the French Building, Boggs, Skiles, CoC, and IC. Complete the Campus Space Request Form and submit to Beverly Peace.

Plant Operations Division

When planning an event, POD can assist your organization in providing tables, chairs, power circuits, draining the Campanile fountain, and many other services. Please contact POD at 894-4114 regarding these services and any fee that may apply.

ADVERTISING

Plasma Screens <http://www.studentcenter.gatech.edu/plasma/plasma.html>

Provides an opportunity to showcase your organization's events in either a static or moving format (powerpoint, digital video, etc.) in the Post Office area of the Student Center on two plasma screens. Submissions can be made via email, CD, or tape at least one week prior to the event. This is free for student organizations.

Cyberbuzz <http://cyberbuzz.gatech.edu> then click on "Calendar"

List your organization's event on the Cyberbuzz calendar with a brief description. This is an easy way to reach students who check the Cyberbuzz website on a regular basis. Occasionally this information may be included on the plasma screens as well.

Banner Space/Flyers/Chalking <http://space.gatech.edu>

These are great ways to advertise to students in the middle of campus. Banners may be hung on the Skiles railing, and the Skiles walkway may be chalked according to the policies listed on the Capital Planning and Space Management website. To reserve any of these spaces, you may email Beverly Peace (Beverly.peace@space.gatech.edu) or complete the *Request for Use of Campus Space* form on the Space Planning website. The Craft Center on the 3rd floor of the Student Center is a great place to get chalk and have banners and flyers made. If you wish to display flyers or posters in an academic building, contact the academic department's administrative office for approval.

Table Tents

Table tents are small and easy to make. Obtain permission from dining services before placing them on the tables.

Student Center Banner Space and Display Cases www.studentcenter.gatech.edu/operations

Banners may be hung on the Student Center railing overlooking Skiles Walkway by completing the form on the Student Center Operations website (Click on the *Reservations* tab.). The same form may be used to reserve one of the four display cases on the second floor across from the Box Office.

Crafts Center www.studentcenter.gatech.edu/crafts/

Located on the third floor of the Student Center, the Crafts Center has a large array of creative materials including clay, banner and poster material, paint, and an industrial size laser printer. Take full advantage of it for your organization's creative needs. For more information on hours, crafts, and events check out the website or call 404-894-2827.

Technique Ads www.nique.net/advertising

The Technique offers special rates for student groups wanting to advertise their events. The cost is relatively inexpensive and it reaches a great number of students. If the event is big enough, you may try asking the staff to do an article on the event. For more information on deadlines, costs, size, etc. go to the website or call 404-894-2830.

Presidents' Council Newsletter

The Presidents' Council newsletter is sent weekly to the Presidents of Tech's 300+ student organizations. Organizational presidents are encouraged to forward this email to their members to keep them aware of upcoming events, membership drives, and other items of interest to the Tech community. To submit an event, send an email to Danielle.mcdonald@vpss.gatech.edu or prescncl@gatech.edu. Be sure to submit at least a

week prior to your event; the email is generally distributed on Fridays. In addition to the PC Newsletter, be sure to have your advisor send an email to his or her colleagues who can also forward it to other students.

Georgia Tech Cable Network <http://www.gtcn.gatech.edu/gtcn.cfm>

Campus organizations can submit ads to get information out to students. The GTCN can create the ad for you if they are given the content, which can include images, or you can send them a Flash file of your own creation. For more information contact Scott Sergent at 404.894.0309 or scott.sergent@housing.gatech.edu.

WREK 91.1 FM <http://cyberbuzz.gatech.edu/wrek/>

WREK radio is also a good tool to advertise events. They are very willing to work with organizations. Their office is located on the second floor of Student Commons.

Art Approval <http://www.gatech.edu/icpa/licensing/assets/art-approval-form.pdf>

Georgia Tech departments, student organizations, and alumni clubs ordering merchandise that bears a registered trademark, trade name, service mark, or logo of the Georgia Institute of Technology must secure approval, in writing, by the Office of Institute Communications and Public Affairs. An art approval form must be completed and submitted with design work when seeking approval. Only an officially licensed vendor is approved to produce emblematic merchandise bearing the Georgia Institute of Technology marks. (*Source: www.icpa.gatech.edu*)

FOOD AND ALCOHOL

Catering

The majority of on-campus events involving food are catered by Georgia Tech Catering through Marriott food services. Their offerings range from a continental breakfast to an Italian feast to decadent desserts. There are discounts for student organizations. Please plan your function with the sales coordinator at least two weeks in advance.

Information can be found at: <http://www.gatechdining.com/>

and a catering brochure can be found at: <http://www.gatechdining.com/catering.html>

Catering Director: Kim Coates (404 894-2820) Kimberly.coates@dining.gatech.edu

Other Marriott approved vendors are:

Affairs to Remember	404-876-7859
Bijans	404-457-6978
Proof of the Pudding	404-892-2359
Quick Bytes Catering	404-728-2024
St. Charles Deli	404-249-7733

To cater for functions at the Alumni House visit gtalumni.org/House/catering.php. Other programs such as FASET, SGA, and Hall Council have received food donations or discounts from various restaurants in the metro Atlanta area. Some of these include Wingnuts, Burger Joes, St. Charles Deli, the Noodle, Gordon Biersch, Junior's, the Varsity, and Ribs and Blues. Contact the specific vendor for more information. Keep in mind that many have yearly quotas of

how much food or money they can donate, so try to get to them early in the year with a well thought-out program and presentation. Do not request food from SGA in a bill.

Alcohol at Events

If your organization plans to serve alcohol at an event, the Alcohol Event Planning Form must be completed with all necessary signatures and returned a minimum of one week before the event. Student organizations may not purchase or supply alcohol from organizational funds.

EVENT NEEDS

Inflatables, Tents:

Space Walk: www.herecomesfun.com

Big Fun Amusements (504-467-4386)

OBRIAN Rentals (770-422-7200)

Hico Helium & Balloons (770-439-7454, Canton Location): Can manufacture event or organization-specific inflatables

Stages, Lighting, Sound Equipment:

In Concert Productions, Inc. (ICP) www.icpatlanta.com (Contact Stu Hirsch)

Guitar Center www.guitarcenter.com (404-633-2522, North Druid Hills Road Location)

DJ:

Wildthyre Productions www.wildthyre.com

(770-933-9060, Dustin Johnson dj@wildthyre.com)

Party Time DJ Service www.partytime.dj (Chris Basiliere)

Decorations (Glassware, Linens, Flowers, etc.):

TLC Rents www.tlcrents.com (404-873-0833): Tables, Linens, China

Hancock Fibers www.hancockfabrics.com (404-266-0517, Piedmont Road Location)

Hico Helium & Balloons (770-439-7454, Canton Location)

Georgia Tech Craft Center www.foef.gatech.edu/cc/ (3rd Floor Student Center)

Garden Ridge www.gardenridge.com (770-425-8337, Kennesaw Location)

Marietta Florist and Gifts (770-919-1805)

Binders: Alpha Phi Omega has collected from businesses boxes and boxes of used binders that are as good as new. Contact the president and simply go and pick up as many as you would like from their house.

Camping Equipment:

Outdoor Recreation at Georgia Tech (ORGT) www.orgt.gatech.edu

Movie Licenses:

Swank Motion Pictures, Inc. www.swank.com

Criterion Pictures USA, Inc. www.criterionpicusa.com

Security:

Georgia Tech Police Department www.police.gatech.edu (404-894-9968)

Kelsey Security Management (404-633-5454)

Nations Fence (770-603-9745, Ricky Lewis) – Fences for Security

On-campus Power Issues:

Georgia Tech Facilities <http://www.facilities.gatech.edu/om/ompoc.php>

Miscellaneous Equipment:

RHA Funhouse <http://rha.gatech.edu/funshop>

TECH VAN RENTAL

All student organization van rentals are done through the Campus Recreation Center, which has made changes concerning van rentals to the Georgia Tech community. Due to the recent passenger restrictions (9) set forth by the Institute, the vans are only available to the GT community Monday through Thursday. The GT Sport Clubs and ORGT have priority renting the vans and their primary use is on the weekends. Campus Recreation has seven 9 passenger vans that can be rented. The cost is 30 cents per mile; with a minimum of \$18.00 (for under 60 miles), which includes the cost of gas. A credit card is available to use for the purchase of gasoline. Information can be found at: www.crc.gatech.edu/VanRental2.php

Contact: April Goode (404-894-1311)

Additionally, sometime students are required to have completed a Defensive Driving Course, regardless of how good of a driver they may think they are. This is to protect Georgia Tech in the event of an injury as well as to better inform the renter. Information can be found at www.pe.gatech.edu/conted/servlet/edu.gatech.conted.course.ViewCourseDetails?COURSE_ID=514

The certification can also be used to get a discount on auto insurance.

The Student Center also lends out vans to student groups similar to CRC's policy. For more information visit studentcenter.gatech.edu/operations/ and their third floor office.

RETREAT AND CONFERENCE LOCATIONS

Amicola Falls State Park

gastateparks.org/info/amicalola/

Brasstown Valley Resort

www.brasstownvalley.com/

Callaway Gardens

www.callawayonline.com/

Camp Twin Lakes

www.camptwinlakes.org/camptw/home1.html

Cloudland Canyon State Park

gastateparks.org/info.asp?id=38

Enota Mountain Retreat Center

www.enota.com/

Forrest Hills Conference Center

www.foresths.com/

Fort Yargo

gastateparks.org/info/ftyargo/

General Coffee State Park	gastateparks.org/info.asp?id=28
George T. Bagby State Park	gastateparks.org/info/georgetb/
High Harbour State Park (Lake Burton)	hhy.ymcaatlanta.org/lakeburton/index.htm
Indian Springs State Park	gastateparks.org/info/indspr/
John Tanner State Park	gastateparks.org/info.asp?id=12
Lake Lanier Conference Center	lakelanierislands.com/meetings/conference.asp
The Last Resort	www.thelastresort.com/
The Lodge at Red Top Mountain	www.redtopmountain.com/
Magnolia Springs State Park	gastateparks.org/info/magspr/
Rock Eagle	www.rockeagle4h.org/
Simpsonwood Conference Center	www.simpsonwood.org/
State Roosevelt Park	gastateparks.org/info/fdr/
Sunnybrook Bend Cabins	www.sunnybrook.com/
Timber Ridge Conference Center	www.timber-ridge.org/
Unicoi State Park	www.gastateparks.org/info/unicoi/
Whispering Winds Mountain Retreat Center	www.whisperingwindsretreat.com/retreats.html
Winshape Wilderness Center	www.winshape.com/wilderness/index.htm

ICEBREAKERS AND TEAMBUILDING ACTIVITIES

Name Game: Start in a circle. One person starts by using an adjective starting with the same letter as their first name, followed by their first name (i.e. Clever Claire, Kind Karen) The next person and following has to repeat the first person's adjective and name and then add their own. It goes around the circle and the last person has to repeat all other names in order and end with their own.

Human Knot: Have a group of 10-15 stand very close together. Tell them to reach out their arms so all hands are jumbled and intertwined. Tell them to grab one hand for each of their hands, but not the one of the person's next to them. Now they are a human knot and must use teamwork to untangle themselves into one circle without letting go of their hands.

Toilet Tissue: Tell participants to take a length of tissue. Only after all have taken some, tell them for each panel of tissue they have to say one positive thing about themselves. (you could vary what they have to do or say for each tissue square: tailored to your objective) (Variation: use M&M's-for each color they have to say one thing i.e. yellow: something sunny about themselves, red: an embarrassing moment, green, etc...)

Two Truths and a Lie: Go around the group and everyone has to say two true statements about themselves and one false. The rest of the group has to guess which one is false.

The Web: Take a ball of yarn and have the person who starts hold one end and rap it around their wrist. They throw the yarn around the room and either says something positive about the person you throw to or something they learned from that experience. Go around the room until each person has been given a chance to say something and you will have a web of yarn.

Non-verbal birthday lineup: Ask everyone to line up according to the month and day of birth without any talking. This should inspire some interesting means of communication towards a common goal.

Life Saver Relay: Divide group into two teams. Give everyone a toothpick to hold between their teeth. Place a life saver on the toothpick of the first person on each side. The game begins. The life saver is passed from person to person by lining up the toothpicks so that the life saver slides onto the next person's toothpick. No one can use their hands. Should a lifesaver be dropped, that team begins again with the first person. The first team to relay a lifesaver to the end of the line is the winner.

Who am I?: At the beginning of meeting, have everyone write down 5 facts about themselves on each scrap piece of paper. Place all in a container or bag. Throughout the meeting, take a break and draw out a few at a time and have everyone try to guess who that person is.

Balloon Juggle and Sort: Each person blows up a balloon. All balloons must then be kept in the air by the group. This gets the group moving around and cooperating. Once they've got the hang of it, ask them to keep juggling the balloons, but sort them into colors. To make it harder, place restrictions (e.g., no hands to keep balloons up).

For On-Campus, Teambuilding Facilitators:

Contact ORGT Coordinators -

<http://orgt.gatech.edu/Calendar/teambuilding.html> and <http://orgt.gatech.edu/orgthome.html>

For Books and Resources on Icebreakers and Teambuilding Activities:

Visit the Student Involvement Center – 2nd Floor, Student Center Commons

FUNDRAISING

A detailed packet on fundraising has been prepared by SGA. **Refer to it!** It can be found by contacting the Undergraduate Student Body Treasurer (treasurer@sga.gatech.edu) or the Student Involvement Office on the second floor of Student Commons. The following is simply a listing of sources.

On-Campus Fundraising

Student Government Association: <http://sga.gatech.edu>

Georgia Tech Student Foundation: <http://www.gtsf.gatech.edu>.

Residence Hall Association and Hall Councils: <http://rha.gatech.edu>.

Alumni Association

Visit the Alumni/Faculty House on North Avenue or email David Stokes at david.stokes@alumni@gatech.edu

Buzz Funds

These funds are for large campus-wide events. Contact Rosalind Meyers in Auxiliary Services.

Student Life Fund (SLAB):

For information about submitting a proposal, contact Dr. William Schafer, Gail DiSabatino, or the Student Government Association officers.

Individual Colleges and Departments

Contact the Dean or Department Head of that group

Other Resources

Every year, departments and student organizations buy items and materials that can be reused. For example, table cloths, walkie-talkies, coolers, etc. Often times, brainstorming a list of past events can help you identify groups to ask for materials. SGA has a list of past bills for each year that will also help. Also, the Student Center (<http://studentcenter.gatech.edu>) and ORGT (<http://orgt.gatech.edu>) have a listing of items at a significantly-reduced rate or free for chartered, student organizations. Such items include but not limited to Projectors, TV/VCR, Sound Systems, Sleeping Bags, Tents, Coolers, etc.

Corporate Sponsorships

The fundraising packet describes how to attack this daunting task. It lays out steps and provides a sample letter. It is important to remember that though many businesses cannot provide monetary support, they may be able to help you through donating vital parts of your events such as the use of tools, food, plates and cups, raffle prizes, etc.

Additional Fundraising Ideas

From the standard bake sales and car washes to very non-traditional fundraising events, outside activities can be very profitable if run correctly. For ideas and advice, check out online guides such as <http://www.fundraising-ideas.org>

MANAGING YOUR MONEY

How you handle your money is based on the needs of your organization. Most organizations store their money in three ways:

1. **Shoobox Under the Bed:** This style is highly discouraged because it is not safe and has low accountability.
2. **Off Campus Account:** Most banks require a letter from the Student Involvement Office stating that you are in fact a chartered student organization and who your officers are. Old and new officers need to then go to the bank together to change over signatures. It is recommended that your advisor NOT be a signature on this account. The advantage of a bank account is that there is easy access to money and the group can have a checkbook. The disadvantages are that there is a monthly charge, you must file with the IRS for Tax Exempt status, and it is difficult to change signatures, especially when someone is not in Atlanta.
3. **On Campus Agency Account:** With this account, there will be no monthly charges and you will not have to go off-campus to make deposits. You will be able to use the GT Tax exempt number and it will be easy to change signatures when officers change. The disadvantages are that money will not be available during Institute holidays and there will be no checkbook. Money will be received by payments through reimbursements, direct billing, or with a P-card.

No matter which method is chosen, it is important that the treasurer of the organization keep his/her own records of the account activity!