



**Office of
Campus Life**

B.E.L.L. Student Organization Leadership Summit



IT'S TIME TO BE A CA



CORQ and Check-in apps

SCAN ME



Check-In App

Search “Campus Labs” on your app store and these are the first two apps!



SCAN ME

CORQ

Student Organization Mail

Every Registered Student Organization Has A Mailbox Outside Campus Life

Have packages sent to:

Campus Life - Your Organization

611 East Porter Street

Albion MI 49274

Check your organization mailbox - located outside of Campus Life - and bring your mail slip to the student worker or Kristina and we'll give you your package(s)!

Student organization mail should not be sent to your personal mailbox.

Print Credits - send to printing@albion.edu

Student Organization Information Website

<https://www.albion.edu/offices/campus-life/student-organizations/>

- Campus Life webpage can answer most questions!
 - Student Org. Handbook
 - Guidelines
 - Sample Constitution
 - Movie Rights info
 - Supplies list

Using Engage

Engage is your one-stop shop for all things relating to student organizations!

Here you will:

- **Register and re-register your organization each semester**
- **Submit budget requests**
- **Maintain a roster of active members**
- **Submit Events**
 - **Get your access code for Check-in app**



Register vs. Re-register

Register

- Only for organizations that have never registered with our office before
 - Or those that have been deactivated for a full year or more (two semesters)
- Registering as a student organization gets you special access to things like SAF funds, posting fliers, print credit, posting on Albion Today, a personal Engage page just for your organization, and more!

Re-registering

- Only for organizations that have been registered before
- Updating leadership information, name changes, etc.

Walk-throughs

- Register/re-register
- Posting an event on Engage
 - RSVPs, Post-event questions
- Finding your access code
- How to use Check-in
 - Access code
 - “Guest” login - for those that don’t have their event pass on them
- Managing your organization page
 - Adding advisor(s)
 - Adding leadership
 - Maintaining roster of active members



When and Where?

- **Sundays at Midnight, Every two weeks**
- **You will submit the budgets on engage**
- **This semester's due dates are...**

January: 22

February: 5, 19

March: 5, 19

April: 2, 9

Important Info...

- **You will NOT use your own money this year.**
- **WE ARE NOT DOING REIMBURSEMENTS THIS YEAR!!!**
- **You must wait to have your budget approved before you order anything.**
- **Your organization has multiple different ways of buying things through the school...**
 - **School Card**
 - **Custom Ink account**
 - **An Amazon account**
 - **Sams Club Card**
- **Once your budget is approved you can make a meeting with Sharese or Kristina to make your purchases.**

Leadership and Programming



Leadership:

- **Leading with your strengths**
- **Leadership Transition**
- **Commitment Cultivator**
- **Leadership On Demand Topics Examples:**
 - **Time Management/Prioritizing**
 - **Goal Setting**
 - **Recruiting Members**
 - **Strengths Assessment**
 - **Communication**
 - **Programming 101**
 - **Transferable Skills**
 - **Self-Care - Plugging Yourself In!**



Reserving Spaces and Firepits

schedules.albion.edu



SCAN ME

Albion Today ~ today.albion.edu

SCAN ME



Date

Time

Location

Contact Information

Programming:

- **A programming resource!**
- **Collaboration & Co-Sponsorships**
 - **Kaos In The KC events 2/3, 3/17, 4/14**
- **Flyer Approval and Distribution (120 Total)**
 - **Community Living needs 85 copies**
 - **Campus Buildings 35 copies**
- **Movie Rights**
- **B.E.L.L. Sleight Leadership Desserts**
 - **Great place to recognize your group**

Title IX



Kelly Finn

titleix@albion.edu

517-629-0195

Ferguson 219

Center for Gender Equity



Haley Hill

hlhill@albion.edu

517-629-0613

KC 304



Anna Howard Shaw Center for Gender Equity

Aims to create a world where oppression based on gender is eradicated and justice is given to those that have been marginalized due to their gender

ALL SERVICES
ARE FREE

ROBINSON SUITE 300

FIND US IN
ROBINSON 300

Helps you find:
Support/resources
Forensic examinations
PPO assistance
Accommodations
Safe housing
Legal aid
Counseling
Title IX information

01

October: Domestic Violence
Awareness Month

02

January: Stalking Awareness
Month

03

Sexual Assault Awareness
Month

Awareness Months

Title IX Myths & Facts

Focusing on what students
care about most

(handout)

Important Dates To Remember:

- Advisor Summit - January 24
- Student Organization Spring Fair - Wednesday, January 25 4-7pm
- Budget deadline dates - 1/22, 2/5, 2/19, 3/5, 3/19, 4/2, 4/9
- Spring Break - February 24 - March 5
- B.E.L.L. Sleight Leadership Desserts - April 4 7-9pm
- Elkin Isaac Speaker April 12
- Elkin Isaac Symposium Day April 13
- Day of Woden April 19
- Last Programming Day April 19 - No programs, events, meetings, etc after this date
- Reading Day April 21
- Final Exams April 22-26
- Multicultural Graduations April 28
- Commencement April 29

