

# Nuts & Bolts

## Of Being a Student Organization



# Hamilton

### The Online Database

- [https://my.hamilton.edu/college/student\\_activities/](https://my.hamilton.edu/college/student_activities/)
- If / when creating a new student organization select "STUDENT ORGANIZATION"
- Four (4) Sections: Leadership, Roster, Constitution, and Organizational Information
- If unable to access the database / if your club does not appear contact [nniznik@hamilton.edu](mailto:nniznik@hamilton.edu)

### Why Even Be A Recognized Student Organization?

- Use of: College Name, Campus Facilities, Student Organization Mailbox, Authorization to Collect Membership Dues & Raise Funds, AND Access to an On-Campus Financial Account (SA or Liability)
- The **OPPORTUNITY** to Request Funds, Access to Student Activities Resources, Student Activities Website, Organization Email Address, and Campus Listservs

### Use Of Campus Listservs

- Two DIFFERENT Types of Mass E-Mail Addresses:
- EVENTS Addresses: (Events Must Include Specific Date, Time, Location, and Sponsoring Organization)
- Event E-Mails Must Contain: Date and time of the event, Sponsor of the event, Name of the event, Location of the event, Description)
  - [events-students@listserv.hamilton.edu](mailto:events-students@listserv.hamilton.edu) AND [events-all@listserv.hamilton.edu](mailto:events-all@listserv.hamilton.edu)
- NOTICES Addresses: (Fundraising Activities, Surveys, Student Assembly Minutes)
  - [notices-students@listserv.hamilton.edu](mailto:notices-students@listserv.hamilton.edu) AND [notices-all@listserv.hamilton.edu](mailto:notices-all@listserv.hamilton.edu)
- Mailing List Guidelines: [http://www.hamilton.edu/college/its/policies\\_standards\\_plans/sec\\_5\\_email.html](http://www.hamilton.edu/college/its/policies_standards_plans/sec_5_email.html)
- Violations: 2 E-Mails Per Event / Notice, Wrong List, Sending a message that contains nothing related to an on-campus event.
- When sending to the "ALL" lists think about whether or not you REALLY want faculty, staff, administrators to attend. When in DOUBT, just send to the STUDENTS specific listservs.
- Select Trustworthy Representatives to Send Mass E-Mails
- 1st Violation Results in Loss of Org Mass E-Mail for 1 Month

### Website Hosting through Hamilton

- Free Website Hosting through Hamilton.edu Server
- MUST Schedule a Training session through Maureen Scoones of ITS in order to take advantage of this new development tool. ([mscoones@hamilton.edu](mailto:mscoones@hamilton.edu))

### Logistical Support

- Use of College Vans, Access to the Services of the Print Shop, Creation of an SSS Server Space for Your Organization, Cashbox Lending Service, AND Sound and Tech Support for Events

### Helpful Offices:

#### Office of Student Activities

Sadove Student Center 2<sup>nd</sup> Floor  
Monday – Friday 8:30AM – 4:30PM  
(P) 315.859.4194 (Main Office)  
(P) 315.859.4516 (Noelle's Office)  
(F) 315.859.4196  
E-Mail: [nniznik@hamilton.edu](mailto:nniznik@hamilton.edu)

#### Print Shop

(P) 315.859.4627  
E-Mail: [printshop@hamilton.edu](mailto:printshop@hamilton.edu)

#### Bon Appétit

(P) 315.859.4985  
E-Mail: [catering@hamilton.edu](mailto:catering@hamilton.edu)

#### QUESTIONS?

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