Student Organization Orientation Meeting

Marriott School of Management
2014-15
16 September 2014
Today’s Menu

- Opening Prayer
- Introduction of the Student Council Leadership
- Dean Thompson
  - Yearly re-chartering of clubs on the clubs.byu.edu website
  - Web Items & Digital Signage Policies
  - Club Policies and Procedures
  - Travel
  - Building policies
  - Fundraising
  - Best practices of MSM clubs
  - Celebrating 25 years of Marriott “Spirit to Serve”
- Question & Answer
- Closing Prayer
MSM Student Council Leadership

MSM Council President
- Chris Gage

MSM Council Vice-Presidents
- Blake Hampson (clubs)
- Scott Jackson (events)

MSM Council Members
- Association for Information Systems
- Beta Alpha Psi (Accounting)
- BYU Finance Society
- BYU Management Society
- Global Management Student Association (GMSA)
- Marketing Association
- MBA Association
- MPA Association
- MUSA
- Rec Management
- SAC Representative

[Event] MSM Student Council Leadership
MSM Student Council Leadership

MSM Council President

Chris Gage

Blake Hampson [clubs]

Scott Jackson [Events]

MSM Council Vice-Presidents

MSM Associations

MSM Council Members
Get Advice from the Top -
The Marriott School’s National Advisory Council (NAC)

Dear Students and Spouses,

We are excited to invite you to take part in several events with the Marriott School’s National Advisory Council (NAC) on 25-26 September. During their annual meetings, the NAC executive and spouse committees have arranged for opportunities for you to meet with them while they are here.

The NAC is comprised of 150 highly accomplished executives who assist and advise the Marriott School and its students. NAC members contribute their expertise, influence, and money to the school. If you’re curious who’s on the NAC, you can view the member directory by clicking here.
Thursday, 25 September
Panel Discussions (for graduate students, undergraduate seniors, and spouses)
TNRB Classrooms

6:15-6:30 p.m. Check-in and pick up your name tag on the 1st floor atrium of the TNRB.
6:30–7:30 p.m. Attend a panel discussion on one of the following topics:

**Student Topics:** Entrepreneurship & Innovation; Personal Excellence; How Women Make Careers Work; Regional Panel Discussions: Arizona; California, Bay Area; California, Southern; East Coast; Pacific Northwest; Michigan; Texas; International - Central/South America/Other; and International – Asia.

*Students and spouses will pre-register for a specific topic which they will attend the evening of the event. Student and spouses can choose to attend different topics.

7:30–8:30 p.m. Networking reception with dessert. Come mingle with our NAC members.

STUDENTS AND SPOUSES PLEASE REGISTER FOR THE PANEL
Friday, 26 September  
Spouse Luncheon (for graduate student/senior undergraduate student spouses)  
Hinckley Center Assembly Hall  
12:15 p.m. Come to lunch with NAC spouses at the Hinckley Center Assembly Hall. This luncheon provides a perfect setting to be mentored by the NAC spouses, work together on a service project, enjoy wonderful food, music, door prizes, and hear from a panel of NAC women on requested topics. NAC spouses are eager to meet you, answer your questions, and share experiences that will help your family succeed as you move into the professional community. Please make your own arrangements for the care of your children. NAC spouses will provide you with $6 for one child or $12 for two or more children to assist with baby-sitting costs, if needed. 
SPOUSES PLEASE REGISTER FOR THE NAC SPOUSE LUNCHEON BY CLICKING HERE.  
The number we can accommodate at these exciting events is limited, so sign up today. Registration will end 17 September 2014. Details will be emailed to you before the event. 
Kind Regards,
MSM Student Council Leadership

Chris Gage

Blake Hampson
[Clubs]
- Clubs Committee
- Women in Management Initiatives
- Technology Committee

Scott Jackson
[Events]
- Events Committee
- Branding Committee
- Research Committee

Service Committee
### Deans Office Team

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<tr>
<th>Name</th>
<th>Role/Responsibilities</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
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<td>Student secretaries</td>
<td>TNRB room and booth scheduling</td>
<td>See Presidents’ Manual for room scheduling procedures</td>
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Student secretaries: TNRB room and booth scheduling

See Presidents’ Manual for room scheduling procedures
Every Club Re-charters Annually

All clubs **MUST** login to **clubs.byu.edu/home**

and re-charter annually during their anniversary month
Web Items & Digital Signage Policies

• Contact Blake Hampson to be granted access to your online club calendar http://marriottschool.byu.edu/calendar/

• Contact your club advisor to be granted access to your club directory account http://marriottschool.byu.edu/clubs (update club information, dues, view membership, etc.)

• Club websites can be hosted through Bluehost.com (provided by the MSM) or through Drupal (provided by the university via clubs.byu.edu)

• All digital signage policies are clearly explained at http://marriottschool.byu.edu/digitalsignage
Club Policies and Procedures

Advisor

• Must be full-time BYU employee and willing to observe agreed expectations on clubs.byu.edu

• Will get monthly reports and can delegate rights to student officers to also receive emailed reports

Policies

• Checking Account service provided by BYU Treasury Services

• Scheduling rooms must be done through advisor

• Collecting dues through an Internet site provided by Marriott School

• Make deposits in dean’s office

Logo Usage

• BYU and Marriott School trademarks and logos are protected. Please refer to guidelines in Handbook.
Club Policies and Procedures

Agency Accounts

• Set up through ASB by completing New Agency Account form obtained from department secretary

• All clubs must turn in an updated signature card form by **November 1**st for their agency account to remain active – see department secretary

• Club “sponsorships” are not charitable organization “donations” (see Special Circumstances in Handbook) and sponsors do not get a tax receipt

• Cash/checks exceeding $200 needs to be deposited that same day - Deposit cashier in 720 TNRB
Agency Account Spending

• Use agency checks or spend personal funds and turn in detailed receipts for reimbursement. This includes campus vendors, copy centers, etc. - do not sign campus logbooks with your agency account number.

• **All gift card purchases must go through BYU Treasury Services office** – request form from department secretary – may take a few days due to required signatures

• Do not “hire” individuals with agency checks. Department secretaries must hire them for you—before any work begins (see handbook).

• Please read the entire agency account portion of the handbook

• When in doubt – call Pamela Castillo –2-5610 or 801-368-6492 cell phone
Where do you get agency account forms?

Department secretary provides forms and can help you fill them out

Setting up agency account
Ordering checks
Travel forms
Signature card form
Deposit forms
Club Policies and Procedures

Special Events

• Coordinate with Idon Openshaw who can assist with speaker clearance, planning, calendar coordination, scheduling, negotiating money-saving contracts, etc.

• Must complete a scheduling and waiver form for outdoor activities – 2 weeks in advance. See list: https://scheduling.byu.edu/content/documents

• Must use approved campus caterers for groups of 20 or more. See list: http://dining.byu.edu/catering/approved/off-campus/caterers/

• Schedule W408, W410 and 710 TNRB in advance – refer to Handbook.

• General Authorities are requested ONLY for campus-wide events. There is a formal process for speakers. Idon will help with obtaining Emeritus GAs and other approved and publicly visible speakers.

Monogrammed Logo Items and Clothing

• Contact Idon who already has valuable vendor relationships, approved logos, and prices.
Student Club Travel

• Must arrange same day and overnight travel through department secretary
• Club advisor MUST accompany students on overnight trips and is strongly encouraged to supervise same-day trips
• No proceeds from fundraising can be used for student club travel
Tanner Building Policies and Procedures

Building Hours

- Monday through Saturday 6 am to 12 midnight. All students will be asked to leave the building at closing. Building locked at that time.
- Sunday 6 am to 9 pm – no rooms are scheduled.

Activities in the Building

- Classrooms, case rooms, and auditoriums are reserved through Campus Scheduling (801) 422-3134
- Conference rooms, large meeting rooms, and atriums are reserved through MSM website -Room Reservations link marriottschool.byu.edu/scheduler/
- Be prompt to your event
- Clean up after – ask for additional trash cans if necessary- do not pile up trash around can – if necessary take overflow to dumpsters on loading dock on the 1st floor south side

- **NO RED/DARK PUNCH ANYWHERE! REPORT SPILLS PROMPTLY (RED DYE #40 PROHIBITED)**
- Do not move chairs or tables from room to room
Best Practices of MSM Clubs

• **New Leaders**
  - Selection (by senior leadership and faculty), not election
  - Selection at the **beginning** of winter semester, not the end
    • Allows for a training period so new leaders are ready for the upcoming school year and avoids senioritis infection among club leadership

• **Mentorship program**
  - Establish a mentorship program between seniors and underclassmen to facilitate one-on-one help for resumes, interview prep, etc.

• **What value are you providing the students?**
  - Networking opportunities with professionals and alumni, job placement, fun activities, career education, etc.
Fundraising

All fundraising must be first, approved by club advisor and second, coordinated through Marriott School LDS Philanthropies liaison, Dan Scoresby, in the dean’s office or 422-1744
Fundraising from Outside Entities

• Must be conducted during Campus Care Week (one week in fall one in winter) and be pre-approved through the Dean’s Office.

• Any service projects to assist charities other than the university, college, or church charities require club members to represent themselves as associated with that specific charity and not as BYU or the Marriott School.

• Donations/funds collected for that charity must be made payable to, and receipted by, that not-for-profit organization, not the club.
Thanks for helping us celebrate the 25th Anniversary of the Marriott School naming.

Goal of 25,000 hours of service during 2013-2014 school year was reached!
Events that reach beyond the Marriott School

If your activity is intended to involve audiences outside the Marriott School student body, please contact

Kirsten Thompson, Director of Clubs, Academic VP Office
801-422-4331
kirsten_thompson@byu.edu