RGSO Welcome Packet

Prepared by:
Kat Slye
GSA Vice President
August 2015
Table of Contents

- Welcome Letter from the GSA Vice President - Kat Slye
- Outline of RGSO Training
- GSA Organizational Map
- RGSO Rights and Responsibilities
- Who's Who in the GSA
- SUNY Albany Graduate Student Benefits
- List of things you might want to borrow from the GSA Office
- Event Cards Explanation – Tracking & Competition
- Mock Online RGSO Application
- Mock Online RGSO Events Sheet
- RGSO Guidelines
August 2015

Hello RGSO Presidents and Treasurers,

Welcome to the 2015-2016 Academic Year and a new year of the Graduate Student Association! I thank you for taking the time out of your busy graduate schedules to attend this important training. I also want to take the opportunity to thank you and your fellow E-board members for stepping up to serve your fellow graduate students in these important positions. Without you and your other RGSO members, the GSA cannot function.

One goal I have for this year is to improve the RGSO Experience. I will do that in a few different ways. First, I want to help RGSOs learn and practice Sustainable Leadership. To this end, the RGSO Committee and I will call upon you and your e-board a few times this year to participate in focus groups. The goal of these will not only be to learn about the concept of Sustainable Leadership and "Tips for Turnover" but, most importantly, to give you an opportunity to tell us what the GSA E-board can do to help your RGSO transition from year to year. I tell you this now so you can start thinking about what has worked for your RGSO in the past and what struggles you have had in addition to what you will need when from the GSA it comes time for transition.

Other plans I have to enrich your experience as RGSOs is facilitate opportunities for RGSO knowledge sharing, growth, and collaborative planning, and continue to refine and develop this training. I also plan to work with our Programming Chair, Lisa, to develop a consolidated resources page. This means we will consolidate as many links and resources form the University and beyond that Graduate Students might find useful. If you have any suggestions of what to include, generally or specifically, please feel free to e-mail me.

This packet contains information that you will need today and that will also serve as a reference for your RGSO in the future weeks and months. First, you will find the RGSO Training Agenda followed by an abbreviated version of the RGSO Rights and Responsibilities, and SUNY Albany Graduate Student Benefits. You will then find a Who’s Who in the GSA including contact information, a GSA Organization Map, which outlines our structure and how the different pieces of our organization are related, and a list of items you can borrow from the GSA office for events.

The last three items in your packet are the most detailed and important. First, you will find a mock RGSO Recognition Application followed by an Events Sheet for your reference. Both of these are online this year and can be found on the GSA MyInvolvement page under the tab "Forms."

The last piece is the updated RGSO Guidelines, which the GSA Assembly approved in May. This document includes all of the Rights and Responsibilities of being an RGSO as well as outlines the RGSO processes. I want to draw your attention to a few of the most important pieces:
• GSA Assembly Meetings are held on the first Friday of the month and the location will rotate among the three campuses; specifics will be posed on the GSA website and Listserv
• The RGSO Representative or Alternate must attend all Assembly Meetings; you are granted one excused absence per semester; all reps must attend the May meeting
• You are entitled to have two representatives in the Assembly if your RGSO is larger than 40 people, but remember that they then must both attend; if you have two reps and have more than two absences in a semester, you can be placed on probation (this is a quorum issue)
• RGSO Funding is allocated on an event by event basis after an initial $500 grant
• All Event requests must be submitted a minimum of 1 month from the date of your event to be considered for funding
• Be familiar with the strike system for not following proper protocol for reimbursements
• Be sure to be in contact with the Equity & Inclusion Chair (Amani Edwards) to ensure your RGSO fulfills your Equity and Inclusion requirements

I am always available by e-mail (gsavp@albany.edu) to answer any questions, or please feel free to drop by my office hours (Tuesdays Noon - 2:00p.m.) in the Uptown GSA Office, Campus Center 307/8.

I am looking forward to a productive year!

Sincerely,

Katherine (Kat) Slye
GSA Vice President
RGSO Training Agenda

- Introductions & Who's Who in the GSA
- Explanation of Welcome Packet
- How to submit an RGSO Application
- How and when to submit an RGSO Event Sheet
- How to submit a purchase request/voucher
- RGSO Events
  - How to Advertise & What to Do Before Your Event
  - Purchases
  - What to do After Your Event
  - Strike System
- EMS – Room Reservations
- Sodexo Review
- Questions

GSA Organizational Map
**RGSO Rights and Responsibilities**

These rights and responsibilities are explained in more detail in the RGSO Guidelines (found later in this welcome packet).

**RGSO Rights**
- ♦ **Copying and Printing Privileges**
  - Can use printing and copying for RGSO-related purposes such as
    - Fliers for events
    - Brochures
    - Agendas for meetings
    - Other administrative items
  - See the Office Manager at the Uptown Office to get started
  - If you need more than 150 copies of something or other special requests, you will need to coordinate with an OM ahead of time
- ♦ **Websites Through MyInvolvement**
  - Every RGSO needs to have a site on MyInvolvement; if you do not, contact the Office of Student Involvement and Leaders
  - This site is how your RGSO will submit voucher requests so it is imperative that you have one.
  - RGSO applications and event sheets are submitted through this system
  - If you do not have one, please contact Elizabeth Conrad

**RGSO Responsibilities**
- ♦ **Assembly Rep and Alternative & Assembly Attendance**
  - Every RGSO must have a designated Assembly Representative and Alternative.
  - This paperwork will be part of your application.
  - Your Rep or Alternate must be at every assembly meeting. You are allowed to miss one a semester. If you miss more than one, your funding will be frozen for the next funding period.
  - If a representative does not attend the May Assembly Meeting, the RGSO will immediately lose recognition and will not be allowed to apply for funding for the following academic year.
  - If you have two representatives because your RGSO is larger than 40 people, you are then required to have two people at every meeting.
- ♦ **Equity and Inclusion Event**
  - Your RGSO needs to hold an Equity and Inclusion event once a year
  - This must be approved by the Equity and Inclusion Chair
  - The process for this is in the RGSO Guidelines
- ♦ **Committees**
  - Every RGSO must fulfill 4 points worth of committee service per year
  - Committee appointments are for the year
  - This individual can be an officer or member of an RGSO and does not have to be your Assembly Representative or Alternate
  - These committees are important to the continued running of the GSA!
Who's Who in the GSA

The Executive Board (E-Board)
President:
• Bob Beach, gsapresident@albany.edu

Vice President:
• Kat Slye, gsavp@albany.edu

Treasurer:
• Hina Thalo, gsatreas@albany.edu

Equity and Inclusion Chair:
• Amani Edwards, gsainclusion@albany.edu

Grants Chair:
• John Stovall, gsagrant@albany.edu

Programming Chair:
• Lisa Cassidy, gsaprog@albany.edu

Other GSA Officers
Lead Senator:
• Hanna Marie Pageau, hpageau@albany.edu

Senators:
• Tiffany Charles, tcharles@albany.edu
• Henry Curtis, hcurtis@albany.edu
• Nakissa Jahanbani, njahanbani@albany.edu

University Council Representative:
• Caitlin Janiszewski, cjaniszewski@albany.edu

Lead Office Manager:
• Leah Pelish, gsaom@albany.edu
SUNY Albany Graduate Student Benefits
Please share these benefits with all members of your RGSO and Department(s).

- Free Printing & Copying (sign-up in the GSA Office - CC 307/8 or e-mail gsa@albany.edu)
- Access to a Conference Room (CC 307)
- Access to a Kuregg in every GSA Office (bring your own K-cups and Mug)
- Discounts at Hertz, Geico, and other places courtesy of our membership in the National Association of Graduate and Professional Students

Things You Might Want to Borrow from the GSA Office
- TV, cart, and DVD/VCR (There is talk of getting rid of this to upgrade but for now it is still available)
- Self Defense Equipment (pads and mitts)
- Games (Rummikub, Jenga, Monopoly. Connect 4, Chinese Checkers, Mancala, Horseshoes, Kickball)
- Rubber mats previously used for Yoga
- Kitchen items (Serving Utensils, Asst. Plates and Mugs, Knives, Tupperware)
- Books
- ISO Decorations for Diwali including lights and extension cord
- GSA decorations for bulletin boards
- Walkie Talkies
Event Data Collection Cards

These cards (example below) will serve a few purposes. First, it will be a data collection effort. We are asking students who attend your events to fill them out and their responses will not only let us know how many students, from what departments attended your events but it will give us a better idea of which outreach efforts and advertising works. The goal of this is to help us (the GSA and RGSOs) better understand what advertising methods work/graduate students pay attention to in order to improve our outreach. This will help the GSA and RGSOs communicate more effectively and get more attendees at our events. It will also tell RGSOs what types of events are most popular with graduate students so they can better craft their events to meet graduate student wants and needs.

Second, this will be a competition between RGSOs for a (undetermined) prize. You will turn in these cards after every event and we (probably the Vice President) will keep track of how many students attend your events throughout the year. I will make periodic announcements (probably in my monthly report) about which RGSOs are currently in the lead. At the end of the year at the 2nd Annual Recognition Banquet, we will announce which RGSO(s) had the most attendees at all of their events and present them with a prize. The goal of this is to foster a little competition between RGSOs and encourage RGSOs to try to get more people to attend their events.

The Graduate Student Association
Main Campus: CC 307/308
Downtown Campus: Draper 009
East Campus: George Education Center 156

Please take a few minutes and complete the information below. It will help the GSA and the Recognized Graduate Student Groups plan better events and programs for YOU and other Graduate Students.

Host of Event: __________________________________________________________

Title of Event: __________________________________________________________

Name: __________________________________________________________________

Department: ____________________________________________________________

RGSO (if applicable): ____________________________________________________

How did you hear about this event? (circle all that apply)

- Flyer
- Word of Mouth
- GSA Listserv
- Department Listserv
- Other: ______________________________________________________________

Comments about the event (i.e. what drew you to the event; what did you like most; what did you not like; what would have you done differently, etc.):