



**Office of Student Life
Student Organization &
Advisor Training
2024-2025**



2024-2025 Online Registration Form

- Registration of student organizations is an annual process and must be completed each academic year.
- Fill out the form by visiting the Francis Marion website at: <https://www.fmarion.edu/studentlife/activities/documents>
- The online registration form must be completed by all organizations by September 30, 2024!



2024-2025 Online Registration Form

Francis Marion University Documents for Clubs and Organizations

fmarion.edu/studentlife/activities/documents/

Documents for Clubs and Organizations

The links on this page are vital for the continued success of clubs and organizations at Francis Marion University. Any questions regarding documentation for student organizations at FMU should be directed to the Office of Student Life. Phone number: 843-661-1182.

Student Life

Activities & Organizations

Browse Student Organizations

- Documents for Clubs and Organizations

Greek Life

Happening @ FMU

Housing

Student Services & Documents

Student Government Association

Student Health Services

- Student Organization & Advisor Handbook
- Guidelines for Organizations
- Chartering and Registering Student Organizations
- Student Organization Advisor Commitment Letter
- Constitution Template
- 2024 - 2025 Student Organization Registration/Renewal Form
- Student Organization Fundraising Income Report Form



2024-2025 Online Registration Form

- Full member roster (can be uploaded in pdf form)
- If you had any changes to your organization's Constitution and/or Bylaws, please upload those documents as well.
- Make sure to upload your signed Advisor Commitment Letter before submitting the registration form.



FRANCIS MARION UNIVERSITY
ADVISOR COMMITMENT LETTER

Dear Student Organization Advisor,

The Office of Student Life at Francis Marion University appreciates your commitment to serve as an advisor to a registered student organization at FMU. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

As an advisor you agree:

- ✓ That you are a full-time employee (faculty or staff) at Francis Marion University and that you will notify the Office of Student Life immediately if your employment status changes.
- ✓ To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- ✓ To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
- ✓ To attend any executive office, general meetings, and organization events (if needed).
- ✓ To receive and review monthly financial reports from the organization's treasurer (if needed).
- ✓ To encourage the officers of the organization to share information with the general membership.
- ✓ To assist in the orientation of new members and with the transition process each year.
- ✓ To be familiar with the FMU Student Handbook, the Student Code of Conduct, and other institutional guidelines that establish expectations for student behavior and activities.
- ✓ To help guide the group and its officers to establish policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

The Office of Student Life will continue to be a resource for you as an advisor in a variety of capacities. In an effort to provide enhanced resources and guidance for advisors, the Office of Student Life will continue to provide information about student risk management. Each academic year during the Student Organization & Advisor Training, the Office of Student Life will include information on event planning, fundraising, and organizational development. In addition, the Office of Student Life will also provide advisors with relevant information on relevant articles, newsletters, and major campus activities/events that their student organization can benefit from throughout the year. For more information about these resources, please visit: www.fmarion.edu/studentlife/activities/documents

By signing this agreement letter, you have affirmed that you have read and understand the role of advisor, and that you are willing to serve as an advisor to the student organization named below. If you have any questions regarding the information presented in this document, please contact the Office of Student Life at 843-661-1182.

Name of Organization _____

Organization President Signature _____

Print Name _____

Date _____

Advisor Signature _____

Print Name _____

Date _____

Advisor Commitment Letter



FMU Space/Facilities Requests

Madison Melton

- To request, visit: fmarion.edu/spacerequest
- Be sure to have the correct email address for the on-campus advisor. (If this is incorrect the approval process STOPS)
- Please call or email for availability.
phone: **843-661-1110 or 843-661-1133**
email: **madison.melton@fmarion.edu**
- Paper forms are still accepted.
- Allow at least **1 week** for approvals for meetings with no setups and **2 weeks** for events with setups.



FMU Director of Facilities Support Group Services Superintendent of Grounds Maintenance

Steve Jackson & Michael Lynch

- Importance of filling out request forms correctly.
- What all goes into preparing a space for an event (behind the scenes) and how much time/labor are used.
- If your event(s) get cancelled.
- Please call or email for with any questions.

phone: Steve: 843-661- 4640

Michael: 843-661- 1152

email: sjackson@fmarion.edu

michael.lynch@fmarion.edu



FMU Campus Police

Captain Chris Moore

Phone: 843-661-1109

Email: cmoore@fmarion.edu

Planning Large Events

- 2 weeks notice / the more notice, the better!
- Responsibilities of the host group: Crowd control, etc.
- Partner with other groups to help provide assistance during events
- We will help you plan, if requested.



FMU Dining Services

Connie Carr

- Have a club member specifically in place to serve food.
- Please use gloves when serving food.
- To use FMU Dining Services for your event visit: fmucatering.catertrax.com
(make sure to go to student catering guide)
- All catering orders must be placed at least 2 weeks in advance. We will not be able to accommodate last minute requests.



Requirements to Qualify for SGA Funds

- Allocation request must be submitted one month prior to when you plan to host your event
- Must have link for any requested items you wish to purchase with the funds
- Prices of every item must be provided (including tax)
- Number of people anticipated to attend the proposed event, date of event, purpose of event and how do you think the student body will respond
- Event must be free and open to the Francis Marion Community



SGA Allocation Amounts

- Small Events – Up to \$500

(Can be requested once per academic year)

- Large Events – Up to \$1000

(Can be requested once per academic year)

- Anything over \$500 becomes a large event.
- Allocation amounts are subject to change due to fund availability.



What Is Not Allowed

- Event can NOT be self serving. The event can not be exclusive to only your organization and must include all students attending FMU.
- Event CAN NOT be a fundraiser.
- Allocations CAN NOT be rolled over to future events. Can only be used for the proposed event.



Carry On Your Club's Legacy

- Don't let your organization fade away because your leader's graduate.
- Make sure to pass vital information for your organization along to the next generation of leaders! Passwords! (Including Org Email Password)
- If/when changes in leadership occur, please notify the Office of Student Life.



Upcoming Events – Student Org. Involvement

- Fall Blood Drives: Sept. 4th | 11am-2pm

Across from the Grille on the American Red Cross Blood Mobile
(First Come-First Serve)

- Student Activities Fair: September 12th | 1pm - 4pm
UC Commons



Patriot Newspaper

Andrew Brain

Email: andrew.brain@g.fmarion.edu

- New App – Making it even easier to keep up with the campus community
- Hosting an event that includes the campus?



Volunteer Opportunity – Get Involved

- **The Manna House**: The Manna House is an organization that was founded to help residents of Florence who are in need of food supplies.
- Volunteers would serve meals, prepare meals, assist with bagging groceries from their pantry, and put away donations.
- Volunteer opportunities during the week as well as on Saturdays
- To volunteer, contact:

The Manna House

Melinda Waddell – Executive Director

843-667-6077




Volunteer Opportunity – Get Involved

Harvest Hope

Scan QR Code
or
Contact:
843-661-0826


How we are making an IMPACT in our Communities





HARVEST HOPE

Harvest Hope is transforming lives by feeding the hungry and building a healthy and hopeful hunger-free tomorrow.


FOOD INSECURITY IN SOUTH CAROLINA


 1 out of 10 South Carolinians go to bed hungry every night


 Last school year we provided over 440,000 BackPacks to children in South Carolina


 We provide service to 20 counties in SC

HOW HARVEST HOPE FIGHTS HUNGER


 We provide food to 3,600 individuals a week through our Emergency Food Pantries


 Provide 500 + local hunger partner agencies with food, training and support


 Through 390 mobile drops we were able to serve over 3,300 families


 We provide over 20 million meals across our service area each year.

GET INVOLVED

 Give Food

 Give Funds

 Volunteer

 Scan to get involved

PARTNERS IN SUCCESS

Admin & Fundraising 3%

97% Direct Services

Annually, 97% of every donation goes directly to support hunger relief services in our 20 counties.

www.harvesthope.org

Our locations

PO Box 451 Columbia, SC 29202 803.254.4432	MIDLANDS 2220 Shop Road Columbia, SC 29201 803-254-4432	PEE DEE 2701 Alex Lee BLVD Florence, SC 29506 843-661-0826	UPSTATE 2818 White Horse RD Greenville, SC 29611 864-281-3995
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