Student Activities and Leadership Programs (SALP)

Handbook for
Department Sponsored Student Organization
External Partners

Portland State University
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What is SALP?
Student Activities and Leadership Programs’ mission is to enrich and integrate students’ leadership and academic experiences in order to educate students to be ethical, socially just, and civically engaged leaders on campus and in their larger communities. We do this by advising student organizations, supporting student government, supervising student-operated services and student media, coordinating the Student Community Engagement and Student Sustainability Centers, organizing cross-campus leadership development programs, and facilitating the work of the Portland State Programming Board.

Student Activities and Leadership Programs (SALP) provides students with a range of co-curricular opportunities in order to gain critical thinking, community responsibility, and professional growth. Students can reflect, learn, incorporate, and apply their student activities experience into their academic and work campus environments. Students are invited to draw from their interests to co-create a campus environment that fosters and strengthens each student’s affiliation with the University. SALP supports more than 200 student organizations and programs by providing advising, workshops, seminars, and classes on a wide variety of topics.

This manual is designed to help External Partners of Department Sponsored student organizations understand what SALP is, how it works, and the distinction between SALP’s role and your role.

Form and Function
The SALP office is comprised of the Director/Assistant Dean of Student Life, the Director of Student Organization Advising (SOA) who supervises four Student Organization Advisors, the Coordinator of Student Government and Greek Life, the Coordinator of Student-Operated Services, the Coordinator of the Student Community Engagement Center, the Coordinator of the Student Sustainability Center, the Coordinator of Student Media who supervises the Student Media Advertising Advisor and Accountant, the Office Coordinator who supervises student staff at the SALP Front Desk and Info Hub, and the Senior Accountant who supervises the Accountants.

In addition to its full-time staff, SALP has an advisory board, which exists to advise and endorse SALP with respect to the vision and direction of Student Activities and Leadership Programs.

Learning Outcomes
Student Activities and Leadership Programs has developed outcomes that we strive to reach with the students whom we are privileged to work. By being a part of a student organization, working with the SALP Advisor to navigate and reflect on that work, and by taking the resources and training opportunities made available, student leaders will:

DIVERSITY:
- Diversity: Understand and appreciate difference.

ETHICS AND SOCIAL RESPONSIBILITY:
- Citizenship: Understand your impact on the group and larger community.
- Community and Systems: Understand and value your place and impact within the university community.
- Social Responsibility: Gain a sense of social and civic responsibility to others.

COMMUNICATION:
- Communication: Enhance oral, written, and quantitative literacy.
- Team Work: Enhance skills in compromise, collaboration, and understanding.
• **Common Purpose**: Demonstrate willingness to address problems within the group and hold others accountable to the mission.
• **Conflict with Civility**: Develop skills to interrupt behavior and to manage conflict within and between groups.

**CRITICAL THINKING:**
• **Critical Thinking**: Demonstrate the ability to consider multiple viewpoints and types of knowing to develop well-reasoned opinions.

**DISCIPLINARY AND PROFESSIONAL EXPERTISE:**
• **Administrative**: To effectively oversee administrative functions of the group.

**Department Sponsored Student Organization Definition**
• A department sponsored organization is a student organization that exists within and under the guidance of a PSU department. The sponsoring department is responsible for supporting the finances, administration, equipment, and risk management for the organization.

• A group may be recognized as a department sponsored organization if:
  o The organizations’ mission and/or activities demand specific technical knowledge and expertise that surpass SALP’s capabilities.
  o The groups’ activities require department/faculty involvement in order to be successful.
  o The groups’ activities require the use of specific department controlled facilities (e.g., labs) in order to be successful.
  o Membership in the organization requires completion or enrollment in an academic course.
  o The organization maintains a Foundation account through the department and/or receives ongoing funds from the department.
  o They are required to report annually to a national or international chapter.
  o The groups’ activities require a level of risk management beyond the scope that SALP can provide.

**Privileges**
• Access to an assigned SALP Advisor for resources and support
• Access to trainings, workshops, and conferences for student leaders
• Access to the Leadership Fellows program and ELSA scholarships
• Use of Portland State University in name of student chapter
• Portland State group e-mail account
• Portland State group website
• OrgSync portal
• Ability to table at recruitment fairs for student organizations

**Limitations**
• Department sponsored organizations are not funded though the Organization Budget Council and cannot receive accounting support through SALP

**Responsibilities**
• Have a clearly defined lawful purpose and mission statement
• Maintain at least five involved members of the group, 3 of whom are taking 6 undergraduate or 5 graduate credits and are responsible for the leadership of the organization
• Be open to new membership and/or involvement
• Have a clearly advertised way for interested students to contact the group and respond to request for information in a timely manner
• Conduct affairs in a lawful and ethical manner and in accordance with the organization constitution and bylaws, as well as in accordance with University policies and procedures, city ordinances, state statutes, and Federal laws
• Demonstrate compliance with Portland State’s prohibition of discrimination on the basis of age, disability, national origin, race, color, marital status, veteran status, religion, sex, sexual orientation, gender identity and expression, genetic information, or any other basis protected by federal, state or local law
• Maintain recognition through the Dean, Chair, or Director of the department. The sponsoring department is committed to supporting the finances, administration, equipment, and risk management for the organization as applicable

Faculty Partners
The sponsoring department must provide a Faculty Partner who will act as liaison between the department and the student organization and serve as a resource for the student organization.

The Faculty Partner is responsible for supporting the sponsorship agreement (Appendix I) and ensuring the student organization’s compliance with all University policies and procedures; including but not limited to: risk management, finances, travel, and community relations.

It is recommended that the student organization and Faculty Partner discuss any additional roles and responsibilities of the Faculty Partner in supporting the student organization. This information should be delineated in the governing documents of the student organization.

**All Faculty Partners must submit the Department Sponsored Student Organization Agreement form in OrgSync annually at the beginning of spring term, or if there is a change in the Faculty Partner, in order for the student organization to be recognized as a department sponsored student organization.**

The URL for the Agreement is https://orgsync.com/13423/forms/101482

Expectations of Faculty Partners of Department Sponsored Student Organizations
• Serve as the primary link between the sponsoring department and student organization
• Faculty Partners ensure student leaders are knowledgeable of and using best practices of the industry/field and are providing trainings and supervision on all activities that may pose a risk to health and safety of students, others, or any facilities.
• Faculty Partners are expected to teach and model good citizenship and professionalism at all times. You are representing not only yourself but the student organization, the sponsoring department, and Portland State University.
• Maintain awareness of student organization expenditures, ensuring that University funds are expended appropriately.
• Oversee the student organization’s solicitation for sponsorships or donations to ensure all University, PSU Foundation, State, Federal, and IRS policies and regulations are followed.
• Promote co-curricular learning through organizational development, events and activities planning, and interpersonal relationships.
• Act as a resource to the campus for communication and issues related to the student organization.
• Annually review risk assessment of the student organization and work with PSU’s Risk Manager to identify and then mitigate any issues of concern.
**SALP Advisors**
The main responsibilities of a SALP Advisor to Department Sponsored student organizations are to:

- Be an educator.
- Provide students with opportunities to develop as leaders.
- Advocate on behalf of student with the University.
- Act as an information and problem solving resource for student leaders.
- Interpret University policy, help students navigate the bureaucracy, and to hold student organizations accountable to policies and procedures.

**Expectations of the SALP Advisor to Department Sponsored Student Organizations**

- To encourage members to take advantage of opportunities to enhance their leadership skills.
- To be a resource for an organization’s history and future planning efforts.
- To be committed to helping student leaders reach their personal goals.
- To be open to constructive criticism and feedback.
- To bring communication, trust, and respect to all relationships and expect that is reciprocated.

**Available Resources**
Visit our website for information about resources available to our student organizations.

- Student Group Resources
  - [http://www.pdx.edu/student-leadership/student-group-resources](http://www.pdx.edu/student-leadership/student-group-resources)
- SALP Policy Manual
- OrgSync (an online student group management system)
  - [https://orgsync.com/12969/chapter](https://orgsync.com/12969/chapter)
- The SALP Director of SAO and Advisors are available to consult External Partners on managing risk, coordinating travel, planning events, and facilitating leadership development activities.

**Managing Risk**
SALP uses the Risk Assessment Matrix (Appendix I) and Managing Risk Worksheet (Appendix II) to manage risk when working with student organizations. We have the student leaders complete the matrix and worksheet and then have a conversation with them about how the group will manage the risk and what support or resources they require to make the event successful.

The University Risk Manager, Brian Roy, is also available to consult with External Partners on how to manage risk for Department Sponsored student organizations.

**Available Trainings and Programs**
Throughout the academic year, SALP offers a variety of trainings and programs. These annual events are open to all students regardless of past leadership experience. Check the calendar on the SALP website ([www.pdx.edu/student-leadership](http://www.pdx.edu/student-leadership)) often for details regarding specific dates, times, and locations.
Leadership Fellows
SALP has created a Leadership Fellows Program for students who hold leadership positions within their groups. Beginning each spring term, SALP will promote and distribute information about this program to incoming and returning students. The Leadership Fellows Program is a yearlong leadership development opportunity (fall through spring). One hundred students will be admitted into the program, they will meet in small groups with two SALP Advisors four times a term for leadership training and reflection. Students in the program will earn a $300 scholarship a term and can choose to earn independent credits.

Leadership Trainings
SALP has recently moved to online trainings that are more sustainable, manageable, and readily accessible for our student leaders. All trainings can be accessed through the Qualtrics system and we have provided many avenues for different learning styles such as videos and PDFs of the trainings.

LeaderQuest
Many of our student groups seek further information and guidance on particular leadership topics. In the fall term, SALP offers a half-day program that cultivates student leaders’ skills in areas such as event planning, group decision making, and budgeting. These workshops provide novice or experienced leaders with an opportunity to gain and share valuable knowledge.

Annual Student Leadership Conference
Every January, the PSU Leadership Steering Committee sponsors a student leadership conference that focuses on one aspect of leadership. The conference not only gives students from across campus the chance to attend informative sessions about pertinent topics, it also provides an opportunity for experienced student leaders to gain valuable public speaking skills by submitting and presenting a conference session proposal. Details about proposing a conference session, registering to attend, and the date of this year’s conference are available on the SALP website under Student Organization Resources.

SALP Leadership Retreat
The weekend before the start of fall term, SALP hosts over a hundred students at Camp Collins for an overnight retreat in order for student leaders to develop relationships with other leaders through inter-organizational team building, brainstorm ideas for future collaborations with their organizations, illustrate how their group is a part of SALP’s mission, vision, and values through the leadership sessions, articulate who they are as leaders through reflective exercises on leadership identity, and identify ways they contribute to the success of a team through participation in a variety of team exercises.

Student Organization Recruitment Opportunities
SALP organizes a number of events to help student organizations publicize their group and reach new members. The first Thursday of fall term SALP hosts Party in the Park, a large-scale student organization and resource fair with free food and entertainment. Table registration opens towards the last weeks of spring term and remains accessible until mid-September. In addition to Party in the Park, SALP also organizes Party Near the Park at the beginning of winter term with the same major components as those in fall term.
**Staff**

Wondering who is responsible for advising a particular student organization or program? Here’s your answer:

**Aimee Shattuck**  
*Assistant Dean of Student Life/Director*  
SMSU 119  
shattuck@pdx.edu, (503) 725-5649

**Brian Janssen**  
*Director of Student Organization Advising*  
*(Organization Budget Council)*  
SMSU M113A  
bjanssen@pdx.edu, (503) 725-5745

**Rachel Samuelson**  
*Coordinator of Student Community Engagement Center*  
SMSU M113C  
samuelson@pdx.edu, (503) 725-8132

**Reaz Mahmood**  
*Coordinator for Student Media*  
SMSU S28  
reaz@pdx.edu, (503) 725-5687

**Angela Hamilton**  
*Coordinator of Student-Operated Services*  
SMSU 124  
ahamilt@pdx.edu, (503) 725-5652

**Candace Avalos**  
*Coordinator of Student Government and Greek Life*  
SMSU 118  
cavalos@pdx.edu, (503) 725-5632

**Currently Vacant**  
*Multicultural, Business, and Honorary Advisor*  
SMSU M113F  
tanaa@pdx.edu, (503) 725-8795

**Virginia Luka**  
*Academic and Pre-Professional Advisor*  
SMSU M113G  
vluka@pdx.edu, (503) 725-5654

**Courtney Bailey**  
*Arts, Advocacy, and Political Advisor*  
SMSU M113E  
kjundt@pdx.edu, (503) 725-5653

**Dianna Foulke**  
*International, Spiritual, and Language Advisor*  
SMSU M113D  
dafoulke@pdx.edu, (503) 725-5617

**Heather Spalding**  
*Coordinator of Student Sustainability Center*  
SMSU M104  
hspaldin@pdx.edu, (503) 725-5598
Appendix I

Risk Definitions
Many events/activities, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies you can reduce the risk to an acceptable level.

E Extremely High Risk
Events/activities in this category contain unacceptable levels of risk. Organizations should consider whether they should eliminate or modify activities after applying all reasonable risk management strategies.

H High Risk
Events/activities in this category contain potentially serious risks that are likely to occur. Application of proactive RM strategies to reduce the risk is required. Consider ways to modify or eliminate unacceptable risks.

M Moderate Risk
Events/activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent negative outcomes.

L Low Risk
Events/activities in this category contain minimal risk and are unlikely to occur. Organizations should be aware and take basic precautions.

Probability that something will go wrong

<table>
<thead>
<tr>
<th>Category</th>
<th>Frequent Likely to occur immediately or in a short period of time; expected to occur frequently</th>
<th>Likely Quite likely to occur in time</th>
<th>Occasional May occur in time</th>
<th>Seldom Not likely to occur but possible</th>
<th>Unlikely Unlikely to occur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>E</td>
<td>E</td>
<td>H</td>
<td>H</td>
<td>M</td>
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<tr>
<td>Critical</td>
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<td>L</td>
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<tr>
<td>Marginal</td>
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<td>M</td>
<td>M</td>
<td>L</td>
<td>L</td>
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<tr>
<td>Negligible</td>
<td>M</td>
<td>L</td>
<td>L</td>
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</table>

This form has been provided as an educational tool to help student leaders develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of this form does not imply approval or authorization of your event. While intended to assist students, a complete and approved plan may be required by advisor for recognition of group or approval of event/activity.

For more information on risk management and event planning, please contact Student Activities and Leadership Programs at (503) 725-4452 and speak with your advisor, Brian Janssen or Aimee Shattuck.

The Risk Assessment Worksheet developed from Texas A&M University, Jacobs Engineering

Portland State University · Student Activities & Leadership Programs
www.pdx.edu/student-leadership · 503-725-4452
<table>
<thead>
<tr>
<th>Managing Risk Worksheet</th>
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<tbody>
<tr>
<td>Be sure to list all aspects of your event/activity both risky and less ones.  Some Examples include: collecting money, outdoor concert, camping, late night event…</td>
</tr>
<tr>
<td>Think through all the things that could go wrong; including worst case scenarios.</td>
</tr>
<tr>
<td>Consider what your organization could do to manage the risk &amp; bring it to a reasonable level.</td>
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<table>
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<tr>
<th>Ex: Soccer Tournament Fundraiser for Guatemalan Student Club</th>
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<tbody>
<tr>
<td>Injury [critical &amp; likely = H]</td>
</tr>
<tr>
<td>Fight during match [marginal &amp; seldom = L]</td>
</tr>
<tr>
<td>Cash handling issues [marginal &amp; occasional = M]</td>
</tr>
<tr>
<td>Rental of facility [marginal &amp; seldom = L]</td>
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<tr>
<td>Transporting large equipment [marginal &amp; occasional = M]</td>
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<tr>
<td>- Hire certified officials from HS or City league circuit</td>
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<tr>
<td>- Require individual health insurance or waiver; have several 1st Aid trained staff</td>
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<tr>
<td>- Work w/box office to collect money at gate</td>
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<tr>
<td>- Use on campus site</td>
</tr>
<tr>
<td>- Fill out “personal vehicle” request with approved driver to transport equipment</td>
</tr>
</tbody>
</table>
Appendix II

Managing Risk Worksheet

Use the worksheet below to guide your documentation of the organization’s approach to managing risk as well as any areas in which you have specific questions.

Remember to consider each of these different types of risks:
- **Physical** (e.g., food poisoning, injuries from physical activities, or travel related incidents)
- **Reputation** (e.g., negative publicity for your organization, PSU, your advisor, venue where you are holding your event)
- **Emotional** (e.g., a participant feeling alienated or negatively impacting member(s) of the PSU community)
- **Financial** (e.g., negative impact on the fiscal stability of your organization or other organizations financially supporting your event)
- **Facilities** (e.g., property damages, bad weather, lack of space, equipment, and resources needed to hold your event)

<table>
<thead>
<tr>
<th>List all aspects of your event, both risky and less risky ones.</th>
<th>Think through all the things that could go wrong, including worst-case scenarios.</th>
<th>Consider what your organization could do to manage the risk and bring it to a reasonable level.</th>
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