Student Activities and Leadership Programs (SALP)

Handbook for Faculty/Community Partners, Coaches, and Field Professionals

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 Faculty/Community Partners, Coaches, and Field Professionals who work with 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.
- **Consciousness of Self:** Demonstrate self-awareness and self-reflection.

**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.

Faculty/Community Partners, Coaches, and Field Professionals
Faculty/community partners, coaches, and field professionals are an important component to a student organization. Their role is to encourage critical thinking about the mission and goals, to connect students to the particular field and community networks, career exploration, and connecting academics to co-curricular experiences. The very definition of a student organization is that it is student led. This sometimes leads to confusion about the faculty/community partners, coaches, and field professionals’ role. The faculty/community partner, coach, and field professional should not be leading the group, making budget decisions, hiring or supervising the leadership, or taking a lead on initiatives, programs, or goal development. In order to foster leadership development of students, these must be the roles and responsibilities of students.

SALP Advisors sometimes share similar roles with faculty/community partners, coaches, and field professionals such as strategic planning, brainstorming, or building community connections. SALP Advisors attempt to work with faculty/community partners, coaches, and field professionals as much as possible to navigate shared responsibilities and meet each student organizations’ needs. In addition these shared responsibilities and roles, the SALP Advisors are available to assist students in navigating policies and procedures at Portland State, which are often tedious and confusing. For this reason many student organization administrative processes, such as spending money or reserving rooms, require a SALP Advisor’s signature.

Student Group Recognition Process
In order for a group to be officially recognized, and therefore able to access the monies and privileges associated with University recognition, they must complete the Student Organization Application for Recognition (SOAR) process. The Dean of Student Life Office requires SALP and Campus Recreation to have a formal recognition process for a number of reasons. Formal group registration and recognition affords the University the opportunity to determine risk and liability, to collect up-to-date group contact information, to determine the needs of student leaders, and to assess the sustainability of student organizations.

Each academic year, during spring term, SALP recognizes student organizations for the following academic year. Previously recognized student organizations must re-register by updating their group information in OrgSync, a web-based management portal for these organizations. SALP Advisors conduct an audit of all student organizations to determine if they meet the SOAR policy criteria each term to ensure formal recognition by spring term.

New groups are to complete an online application through OrgSync which will provide their SALP Advisor with the information necessary to conduct a proper review of their request per the SOAR policy. In conjunction with the application, each forming or unrecognized student group must have leaders who complete an online training and meet with their SALP Advisor before the
beginning of spring term. The purpose of this meeting is to verify that there are at least three active student leaders in each organization and that the missions of the University’s student groups are distinct and varied. Once the group is recognized, their OrgSync portal will become active and they will have access to the SALP Calendar and other student organizations for promotion and information.

**Steps for Previously Recognized Student Organization:**

1. Update their OrgSync group portal
   a. Current officers listed in the OrgSync portal under “Officers” or “Administrators”
   b. At least five members added under “People”
   c. Copy of constitution under Files
   d. Completely updated Organization Profile under settings/organizational profile including current purpose or mission statement and keywords
   e. Events and meetings are listed under Tools/events and Tools/meetings with descriptions
2. Keep your SALP Advisor in the loop throughout the year, especially regarding:
   a. Hiring or elections
   b. Events
   c. Time, location, and frequency of general meetings
   d. Activities that might pose a risk to individuals or property
   e. Any issues or concerns happening in the group
   f. Training or support needs that the group or leadership have
3. Complete online trainings through Qulatrics

**Steps for New Student Organization Recognition:**

1. Five students come together who are interested in forming a group around a passion, mission, or purpose
2. Complete the online OrgSync application
3. Three of the five core student leaders have a meeting with their assigned SALP Advisor. before formal recognition is determined
4. Complete the SALP online trainings through Qualtrics

**Recognition Definitions:**

1. **Student Organization**
   A student organization is a group of five or more eligible students who have formed around a defined mission or purpose and who have been officially recognized by Student Activities and Leadership Programs or Campus Recreation.

2. **Student-Operated Service**
   Student-Operated Services’ defining characteristic is providing services to others that are professional in nature. They fit into the same set of requirements that all student groups have with a few notes:
   a. Their reporting hierarchy tends to follow a business-like model.
   b. They tend to be responsible for generating much more revenue than a typical student organization.
   c. They may have hourly employees.
   d. Student service groups are very visible both on- and off-campus due to the nature of the service that they provide. Oftentimes, Student-Operated Services are perceived by the community-at-large to be a part of the institution in the same way that a department would be.
   e. The University often takes on additional liability concerns given the nature of the work that student service groups perform.
3. **Department Sponsored Organization**  
A Department Sponsored Organization is a student organization that exists within and under the guidance of a PSU department. The organization’s mission and/or activities may demand specific technical knowledge and expertise that surpass SALP’s capabilities. Group activities may require department/faculty involvement to be successful. Membership in the organization may require completion or enrollment in an academic course. The group’s activities may require a level of risk management beyond the scope that SALP can provide.

4. **Affiliation**  
A group that is a student-chapter of a larger regional or national organization may apply to be affiliated with Portland State University. Affiliation is a way to formalize a relationship between a student-run chapter of a larger organization and Portland State University while recognizing the role of the larger organization and in determining how the group functions, the mission, and purpose. Affiliated student chapters have fewer rights and responsibilities than a recognized student organization and may have a faculty, alumni, or community advisor with a more directive and engaged role. Affiliated student chapters are not funded through state dollars.

5. **Forming Organization**  
An Advisor may designate a student organization as a "Forming Organization" if they missed required deadlines or need extra time to address questions or concerns brought up during the recognition process. In order to be "Forming" the student organization has to, at minimum, fill out an application, three student leaders meet with the assigned Advisor, and meet the criteria of a student organization as outlined above.

6. **Eligible Student Leader**  
Portland State student taking six undergraduate credits while maintaining a 2.5 GPA per term or taking five graduate credits who maintains a 3.0 per term are considered eligible student leaders. Eligible student leaders must be in good standing with Portland State (2.5 cumulative PSU GPA for undergraduates and a 3.0 cumulative PSU GPA for graduates). A person who is staff or faculty at Portland State, not including student staff, as defined by Human Resources, is not eligible to be a student leader.

**Criteria Used to Determine Student Organizations’ Eligibility for Recognition:**

1. **Distinct Mission** - The mission and constitution of each student group must be distinct from other student organizations and services and from off-campus or department affiliations. Students proposing a new organization should ensure that the purpose is clearly distinguishable from existing student organizations' missions. The SALP and Campus Recreation websites list all current student organizations' missions.

2. **Student Interest** - A new student organization is viable if at least five eligible students are interested in starting and maintaining the group.

Student-Operated Services may have fewer depending on the nature of the service.

3. **Tenure and Activity** - A student organization is viable if there is an intention to be active for at least three terms out of the subsequent four. The length of time and level of engagement in activities central to the mission are criteria for determining a student organization’s renewal status. Service organizations may be required to show a higher level of viability due to the larger responsibility of providing services.
4. **Risk Management** - A student organization is viable if the Advisor determines that the risk incurred by the proposed mission and activities is acceptable. Student organizations may be required to work with an Advisor to identify risk mitigating strategies and/or an alternative mission and activities as part of the recognition process.

5. **Leadership** - A student organization is viable if at least three students are committed to engaging in the leadership. The leadership responsibilities include, but are not limited to, completing necessary paperwork, attending required trainings, meeting with an Advisor, and stewarding the mission, purpose, outreach, and proposed activities. The stewardship of the organization must be clearly held by students. Advisors will not recognize classes or initiatives led by non-students (staff, faculty, community, corporations) as student organizations.

**Organization Structure**
All recognized student organizations are classified in one of the twelve clusters. They are:
- Academic
- Business
- Honorary
- Pre-Professional
- Multicultural
- Greek Life
- Spiritual
- Language
- Arts and Industry
- Advocacy
- International
- Political

Each cluster is assigned a SALP Advisor whose contact information can be found at the end of this manual. It is the SALP Advisor’s duty to communicate University and departmental policy, procedures, and information to student organizations/leaders and to assist students in understanding the University mission, structure, and resources available to them.

Additionally, each SALP Advisor is responsible for promoting student development in accordance with the Social Change Model of Leadership Development, which asserts that leadership is a process, not a position, and explicitly promotes the values of equity, social justice, self-knowledge, personal empowerment, collaboration, citizenship, and service. In addition to exploring the Social Change Model with student leaders, SALP Advisors also incorporate our SALP learning outcomes to further explore the roles, responsibilities, and skill development.

**Funding Committee:**
After a recognized student organization completes the recognition process, they are eligible to receive money from the Organization Budget Council (OBC). The OBC allocates funds to groups on a tier system as determined by their activity and leadership; engaged membership; size of programming; and initiatives such as competition based groups. Each year, the OBC takes into consideration the fiscal habits of each organization to determine the following year’s tier placement. Tier funds are as follows:
- $100 base operating budget ($3,000 total cap) - Tier 1
- $200 base operating budget ($3,000 total cap) - Tier 2
- $300 base operating budget ($9,000 total cap) - Tier 3
- $400 base operating budget ($15,000 total cap) - Tier 4
- $500 base operating budget ($22,500 total cap) - Tier 5
- $600 base operating budget ($30,000 total cap) - Tier 6
Each tier has additional funds student organizations can request to use for programming and travel outside of the total caps listed above.

At Portland State, the student organization recognition process is separate from the budget allocation process. Thus, it becomes important to distinguish the fact that SALP enforces OBC’s fiscal guidelines, but it does not create them or have any control over the consequences resulting from guideline violations. For more information about the Organization Budget Council, please visit their website:  https://orgsync.com/13118/chapter.

**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.salp.pdx.edu) often for details regarding specific dates, times, and locations.

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 $400 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  
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Heather Spalding  
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SMSU M104  
hspaldin@pdx.edu, (503) 725-5598
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 on managing risk, coordinating travel, planning events, and facilitating leadership development activities.
Appendix I
Faculty/Community Partner, Coach and Field Professional Agreement

Please read and initial open fields next to these important policies and expectations for SALP Faculty/Community Partners, Coaches and Field Professionals:

___ Faculty/Community Partner, Coach and Field Professional should restrict contributions to instruction and/or serving in an advisory capacity and refrain from decision making involved with the student organization’s or student service’s management including business matters, hosting events, completing and submitting forms, facility requests, financial matters, and travel.

___ Arrangements for Faculty/Community Partner, Coach and Field Professional are the responsibility of the student organization/service. The student organization/service coordinators or officers must approve all Faculty/Community Partner, Coach and Field Professional selected by this recognized group.

___ PSU/SALP student organizations are student led groups that provide leadership skills, growth and development, and participation with approved/voted activities/events. As such, officers/ coordinators of the organization/service handle group business and administrative matters and serve as liaison with the SALP department and the organization/service.

___ The Faculty/Community Partner, Coach and Field Professional should be familiar with, and help students follow University and departmental procedures including:
  - Student Code of Conduct: http://www.pdx.edu/dos/conduct
  - SALP Community Standards: http://www.pdx.edu/student-leadership/community-standards-0

___ Faculty/Community Partner, Coach and Field Professional are expected to teach and model good citizenship and professionalism at all times. You are representing not only yourself but the student organization/service, SALP, and Portland State University.

___ Faculty/Community Partner, Coach and Field Professional are expected to promote and observe appropriate professional practices, including those set forth by their national/regional governing associations (if applicable).

___ Portland State does not provide medical insurance for SALP student organization’s/service’s Faculty/Community Partner, Coach and Field Professional (paid or volunteer); it is recommended that all Faculty/Community Partner, Coach and Field Professional purchase medical insurance.

___ Faculty/Community Partner, Coach and Field Professional must register each academic year (July 1st through June 30th of respective year). Renewal is not automatic and is contingent upon the approval of the student organizations and the SALP Advisor of respected group.

___ The SALP Advisor has the right and obligation to protect student organizations, and if, in the Advisor’s opinion, the Community Partner, Coach and Field Professional is not working out in the best interest of the organization/service, the Community Partner, Coach and Field Professional will be relieved of his/her instructing/coaching duties. If a wage agreement of the paid Community Partner, Coach and Field Professional is terminated, he or she is expected to submit a timesheet for the hours that have been completed.

Please sign the bottom to indicate your understanding of the above SALP Educator/Coach Agreement policies and expectations.

Educator/Coach: ____________________________  Signature: ____________________________  Date: ____________________________

Student Leader: ____________________________

SALP Advisor: ____________________________