

THE NICHOLAS SCHOOL STUDENT COUNCIL'S GUIDE FOR STUDENT ORGS

NICHOLAS SCHOOL STUDENT COUNCIL (NSSC)

Purposes:

- Facilitate communication between Nicholas School professional students, faculty, and administration.
- Represent the interests and concerns of Nicholas School professional students to the Duke University community.
- Improve the quality of student life at the Nicholas School

HELPFUL CONTACTS

- Nancy Kelly – *Business & Administrative Services*
- Mike Gulley – *Development & Alumni Relations*
- Courtney Edwards - *Development & Alumni Relations*
- Connie Tubiolo – *Business & Administrative Services-Durham*
- Patricia Nolin - *Business & Administrative Services-DUML*
- Sergio Tovar – *Marketing & Communications*
- Nikki Smith – *Career and Professional Development*
- Hayley Hanway - *Student Assistant*
- Dean Urban - *Faculty staff advisor*

FUNDING REQUIREMENTS – READ THIS IF YOU WANT MONEY EVER

You must have:

- Completed Spring Funding Application
- Faculty and/or Staff Advisor
- Student Group Website or Web Presence
 - ALSO Please make sure your group has updated and correct information on the Nicholas School Student Group Page
 - <https://nicholas.duke.edu/people/studentgroups>
 - You must have a WORKING contact method – e.g. organization e-mail (wherearemysocks@duke.edu) OR e-mail of current group member who will actually respond OR if using Owl Post, use reliable owls AKA NOT ERROL*
 - *Note: Owl Post is not actually an acceptable contact method for student groups.
- Submitted Budget AND *resubmitted* Budget
- Mission Statement
- At LEAST a President AND a Treasurer
- Distinct Fund Code

NICHOLAS SCHOOL EVENT PLANNING CALENDAR

Student Groups receiving funding from the NSSC or Nicholas School departments are **REQUIRED** to use the Nicholas School Event Planning Calendar to clear a date for events.

- This calendar is for planning – NOT promotion
- This is to prevent double-booking of an event space, and also so you don't schedule something during the Duke-UNC basketball game (don't even)

- **HOW TO USE**

- STEP ONE: **Consult** the NSOE Event Planning Calendar (outlook calendar) website when selecting event date
- STEP TWO: **Schedule the event in your personal Outlook calendar.** Please include the following information about your event:
 - *Department or School Sponsor*
 - *Individual Contact Person*
 - *Date*
 - *Event Time*
 - *Projected audience*
 - *Projected attendance*
 - *Location*
 - *URL/link to event*
 - *Other Details*
- STEP THREE: **Invite the Nicholas School Event Planning Calendar to the event.**
- STEP FOUR: **Send** the event info, or it all means nothing
- *Expect a response from the Calendar within two business days. After the date has been cleared, your event will appear on the calendar and others can plan around it.*

BASIC EVENT GUIDELINES

- **You can use any caterer** – they unload from Circuit Drive, or Circle near Hall of Science, for LSRC
- All **furniture** needs to be **moved back** to original place **-DO NOT DRAG IT!**
- All indoor furniture stays inside. Outdoor furniture stays outside.
- CLEAN UP!!
- Large events may need additional housekeeping or bins to be emptied
- No dark colored beverages (RED WINE*COUGH*RED WINE) – stain the floor
- **ALCOHOL**
 - Graduate Student Policies - <https://studentaffairs.duke.edu/conduct/z-policies/alcohol-policy>
 - **UNDERGRADS? – THERE MUST BE A Licensed-Third-Party Vendor. PERIOD! - (Bartender, restaurant or caterer)**
 - Once again, no red wine!

PURCHASING RULES

BEFORE making a Purchase: *contact the NSOE Business Office* to decide the best way to purchase goods for your student group event.

- Invoice (AP Check)
- Corporate Card
- *If you purchase...*
 - Gift Cards
 - Report as income on recipient's tax return
 - Require SSN
 - Prizes

- *Requires Business Office authorization*
 - Connie Tubiolo (Durham) or Patty Nolan (Beaufort)
 - Robert Pitts
- Please email or call the NSOE Business Office with any questions you may have.

HOW TO MAKE A CORPORATE CARD PURCHASE:

- E-mail Nancy Kelly (nkelly@duke.edu) and CC Connie Tubiolo (Connie.Tubiolo@duke.edu) with purchase details. Upon approval, place order – provide vendor’s contact information:
 - *Name of Vendor*
 - *Point of Contact – name, phone number, and email address*
 - *Total*
- Obtain itemized receipt and turn into NSOE Business Office with the following details:
 - **Who** – *Names of event attendees if <10 (if >10, provide number of attendees) & Duke Relationship*
 - **Student Group Name**
 - **When** – *Date & Time of Event*
 - **Where** – *Location of Event*
 - **Why** – *Duke Purpose*

REIMBURSEMENT

Paper Reimbursement

- Miscellaneous Reimbursement forms and instructions can be found online at <http://finance.duke.edu/travel/forms/index.php> or on the front counter of the NSOE Business Office suite in 5110 EH.

What happens next?

- Reimbursement checks can be picked up at the Cashier’s Office in Smith Warehouse (919.684.4773).
- ***The NSOE Business Office does not receive reimbursement checks or pick them up on your behalf.***

More information can be found at <http://finance.duke.edu/travel/>.

ADDITIONAL FUNDING

The Career Center offers co-sponsorship for alumni and/ or employer career related events. See their handout for details.

MONTHLY STUDENT GROUP RECONCILIATION REPORTS

- Reports will be received by **the 15th of each month**
- *Student Groups are responsible to keep track of their own budget*
- Information provided in Reconciliation Report is the most accurate financial picture available

DUKE BOX

NSOE Student Group Box Filesharing Application

- The purpose of Duke Box is to provide Nicholas School Student Groups a centralized, administration managed, repository for Student Group operational documents.

- Once activities and/or events are completed, Student Group Leaders are **REQUIRED** to please save copies of all corresponding documentation within the Box Application.
 - It cannot be saved ONLY to a google drive, for new leaders will not have access to that drive, and it has limited storage space.
 - We also encourage you to upload to the Box application any documentation or files passed along to you by previous Student Group Leaders.
- Student Groups are encouraged to use the Box Application as their working files sharing system, instead of using Google Drive, Dropbox, or other cloud based systems, since these applications are not supported or secured by Duke OIT and in some cases can require students to either incur additional costs or use their “personal” accounts.
 - Additionally Duke Box has recently made significant upgrades to the functionality and accessibility of their platform:
 - Duke Box now provides users the ability to edit documents concurrently through Microsoft Office applications
 - Duke Box has released a number of very robust and easy to use Mobile applications

How to gain access to your groups Duke Box Folder:

- Officers for Student Groups can submit an email request that includes their name, student group, and their officer role to mike.gulley@duke.edu in the Nicholas School’s Office of Development & Alumni Relations (ODAR)
- You will then receive two emails to notify that you have been granted access:
 - A system invitation from Duke Box for your folder
 - E-mail from Mike Gulley that will confirm your request for access and include information about the platform and helpful tips provided by past student leaders.