

## **STUDENT ACTIVITIES COVENANT**

The Student Activities Covenant is an agreement between coordinators of Registered Student Organizations (RSOs) at The Evergreen State College and the Student Activities Office. It is the intent of all RSOs and the Student Activities Office to provide the best possible services, activities and support for students. It is also our intent to broaden the education and cultural experience at Evergreen.

### **The Student Coordinator Will:**

1. Be a currently enrolled TESC student, registered for a minimum of 4 credit hours per quarter, except for the S&A Board Coordinator/members who are required to be fully enrolled students (minimum 12 credits) per quarter.
2. Maintain high ethical standards when managing the budget and resources of the student organization, and conscientiously provide services and activities to Evergreen students according to the mission, goals, and objectives of the organization.
3. Ensure that the organization does not discriminate against an individual or group.
4. Be responsible for college equipment, resources and facilities. Permission granted to a student organization for the use of college facilities carries the express understanding that the individual and organization assumes full responsibility for any loss or damage resulting from the use of college facilities.
5. Attend mandatory orientation and training sessions sponsored by the Student Activities Office.
6. Meet with their student activities' advisor to develop plans for events and to discuss proposed use of the budget.
7. Post a schedule of regular office hours and the organization's regular meeting times at the organization's workstation, and notify the front desk as well no later than the 10<sup>th</sup> day of each quarter.
8. Be responsible for submitting and presenting next year's organizational budget to the S&A Board (if applicable).
9. Check organization's mailbox, voice mail, email and written messages in a timely and courteous manner.
10. Write and submit a Student Leadership Activities Report (SLAR) of the organization's activities twice each quarter.
11. Notify the Student Activities Office promptly when there is a change in leadership, office hours, organizational name and/or mission, enrollment status, address, phone number, etc.

### **The Staff of Student Activities Will:**

1. Assist in the development of skills that enable the coordinator to successfully accomplish his or her co-curricular goals.
2. Provide coordinator training opportunities, guidance, and encouragement to learn the skills necessary to coordinate services and activities events.
3. Provide administrative support and advising for event planning.
4. Provide administrative support and advising for budgetary development and monitoring.
5. Provide support to coordinators that enables them to develop identification with the college through cultural, educational, social, recreational, and training programs.
6. Assist coordinators with interpreting and understanding college policies and state and federal regulations.
7. Provide additional opportunities for students to develop leadership skills.
8. Assist coordinators with completing paperwork.
9. Issue copy cards, equipment, keys, and other campus resources to qualified coordinators and leaders.
10. Advocate for student interests on various campus committees.
11. Encourage faculty and staff to be supportive of students and their co-curricular activities.
12. Meet regularly with coordinators to assist with organizational development, and to provide feedback and technical assistance.
13. Maintain high ethical standards when managing the budget and resources of student organizations, and conscientiously provide services and activities to Evergreen students.
14. Ensure that the Student Activities staff does not discriminate against an individual or group.
15. Student Activities staff will strive to stay abreast of legal, educational and professional developments related to student activities and student development.

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Student Coordinator Name (Print)

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Student Activities Advisor

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Student Coordinator Signature

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Student Organization Name