

Coordinator Selection Memo

This memo serves to confirm that on _____
(date)

_____ was selected as coordinator by
decision of the constituents of

(name of group)

Following are the printed names and signatures of at least four
constituents and the Student Activities Advisor who were present at
the selection of the above named coordinator.

Printed name _____

Signature _____

Printed name _____

Signature _____

Printed name _____

Signature _____

Printed name _____

Signature _____

SA Advisor
Signature: _____

New Coordinator Contact Information (please print)

NAME _____

TESC Student A # _____

PHONE # (____) _____

PERMISSION TO RELEASE yes / no

EMAIL _____

Workshops

*New coordinators must attend workshops if they have not
done so already. Have the advisor giving the workshop to
verify attendance at workshop.*

Advisor Stamp

ID

Getting Started

Event Planning

Finance

Covenant

The Student Activities Covenant is an agreement between 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 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.
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 in completing paperwork.
9. Issue copy codes, 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.

The Student of the RSO Will:

1. Be a currently enrolled TESC student, registered for a minimum of 4 credit hours per quarter ((6 credit hours if receiving a learning allotment), except for S&A Board who are required to be fully enrolled students (minimum 12 credits) per quarter.
2. Attend mandatory orientation and training sessions sponsored by the Student Activities Office. Be accountable for the information contained in those workshops and the information provided by the Student Activities Handbook.
3. Maintain high ethical standards when managing the budget and resources of the RSO, and conscientiously provide services and activities to Evergreen students according to the mission, goals, and objectives of the RSO.
4. Ensure that the organization does not discriminate against an individual or group.
5. Be responsible for college equipment, resources, and facilities. Permission granted to an RSO for the use of college facilities carries the express understanding that the individual and RSO assume full responsibility for any loss or damage resulting from the use of college facilities.
6. Meet with their assigned RSO Advisor to develop plans for events and to discuss proposed use of the budget.
7. Post a schedule of regular office hours and the RSOs regular meeting times at the workstation or office, and notify the Student Activities front desk of that schedule no later than the 10th day of each quarter.
8. Check the RSO mailbox, voicemail, email, written messages, and other communications in a timely and courteous manner.
9. Write and submit a Student Leadership Activity Report (SLAR) of the RSOs activities twice each quarter.
10. 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.
11. Be responsible for submitting and presenting next year's organization budget to the S&A Board (if applicable).

Signature

date