

**Spring 2023**

**W. P. Carey School of Business**

**President's Packet for  
Clubs & Organizations**

Provided by the **Business School Council**



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## Contact Information – W. P. Carey Engagement Team

Name	Title	Email
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## Helpful Links & Leadership Tools

### ★ W. P. Carey Helpful Links

- Sun Devil Sync – [link](#)
- Student Organizations Webpage & Event Promotion – [link](#)
- Wakelet – [link](#)
- Monthly Check-In Form – [link](#)

### ★ W. P. Carey Social Medias

- Instagram – @wpcareyschool
- Twitter – @wpcareyschool
- Facebook – @wpcareyschool
- LinkedIn – @wpcareyschool

### ★ Leadership Tools

- ASU Leadership Guide – [link](#)
- ASU Leadership Resources – [link](#)
- Team Building through SDFC – [link](#)
- Conflict Behavior Tests – [link](#)
- Leadership Jornal – [link](#)
- IceBreakers and Team Building activities – [link](#)

## W. P. Carey Clubs & Orgs Guide

### Introduction

- ★ There are currently 35+ clubs and organizations that are affiliated with W. P. Carey and that align with our WPC majors.
- ★ Every ASU affiliated club has to establish themselves first through Sun Devil Sync – <https://asu.campuslabs.com/engage>. All organizations events including meetings, socials, professional gatherings, etc. have to be registered through this platform as well.
- ★ You don't necessarily have to be studying a business related major to be affiliated with WPC. As long as the student is business oriented and can maintain a business focus through the organization's efforts, they can choose to be affiliated through us.
- ★ Students can start a new organization and become affiliated with WPC if they don't see something that piques their interest (*see affiliation process section for details*).
- ★ Every affiliated organization must have a faculty or staff member as their advisor.

### WPC Affiliation Process

- ★ A new organization must establish themselves and get approved through Sun Devil Sync first.
- ★ In order to become affiliated with WPC, a new organization must be established and active on campus for at least a semester.
- ★ If you wish to start the WPC affiliation process, the organization's president must meet with Marissa Romero – [marissa.t.romero@asu.edu](mailto:marissa.t.romero@asu.edu) to discuss club details and next steps.
- ★ After the initial meeting, Marissa will meet with the Business School Council's President and Executive Vice President to relay information and as a group determine if we wish to move forward with the group's affiliation.
- ★ Once a decision is made, the president of the new organization will meet with us to go over details of the president's packet and resources offered through WPC.
- ★ Last step is to fill out and submit the official affiliation form. The president will then be added to all communication channels and calendar invites.

### WPC Affiliation Benefits

- ★ Additional Funding opportunities through BSC.
- ★ Involvement Week (I-Week), GameDay, WPC Banquet.
- ★ Additional resources – Dedicated Career Coaches to each organization, WPC Career Services Center, WPC Engagement Team, WPC Presidents

### Requirements to Maintain Affiliation

- ★ WPC affiliated clubs/orgs must participate in Involvement Week in the fall and spring semesters. Additionally, they must participate in GameDay which takes place in the fall.
- ★ WPC club Presidents must attend every President's Meeting the first Monday of every month. If the president cannot attend it's expected that they appoint another member from their executive board to go in their place.
- ★ WPC club presidents also must attend the President's Retreat at the beginning of each semester.
- ★ It is also expected that if the WPC engagement team or BSC reaches out requesting collaboration with an event or speaker series, they do their best to attend.

### Helpful Links

- ★ [Wakelet](#)
- ★ [Student Organization Page on WPC Website](#)
- ★ [WPC BSC Website](#)

## Event Engagement Expectations

### Involvement week (I-Week)

- A mandatory event that every WPC club/org attends during the fall and spring semester. (Required to be affiliated with W. P. Carey Business School.)

#### **Purpose: Involve, Recruit, & Network.**

1. **Involve** – Get current members involved and engaged with other organizations, new students, and the ASU community.
2. **Recruit** – Opportunity to market clubs/orgs and collect interested new member information.
3. **Network** – Allows students to interact with each other, exchange information, and develop professional or social contacts.

### WPC Engagement Team Events

- Any professional or social event hosted by the W. P. Carey School of Business Enrollment and Engagement team.
  - We might reach out with your assistance hosting or participating in our events. We ask that you please do your best to attend or at least delegate someone from your executive board to step in.

### Philanthropy Week

- During the Spring semester, the Business School Council hosts a week-long Philanthropy Week – a week dedicated to fun activities among W. P. Carey, to fundraise money for a given charity, while also making it a competitive atmosphere among WPC clubs and orgs to raise the most amount of funding possible. It is an expectation that all W. P. Carey clubs and orgs partake in this collective effort to fundraise money and promote WPC to the best of their availability.

### General Expectations

- We ask that each president meets with Marissa once a semester to discuss semester plans, questions/concerns, and overall club updates.
- We ask that each organization maintains an active roster of members regularly and shares this information with the engagement team (Marissa) by 11:59 PM on the first Monday of every month via the Google form above (also [linked here](#)).
- Utilize your career coach and make sure they are aware of every professional event you host!
  - CMEE contacts – [link](#)

## Important Dates – Spring 2023

<b>President’s Meetings</b>			
Date	Time	Location	Notes
Mon., February 6th	5:00 – 6:00 PM	BA 199	
Mon., March 13th	5:00 – 6:00 PM	BA 199	
Mon., April 3rd	5:00 – 6:00 PM	TBD	WPC President/EVP Elections

<b>Involvement Week (I-Week)</b>		
Date	Time	Location
Tues., January 17th – Fri., January 20th	11:00 AM – 1:00 PM each day	Dean’s Patio

<b>BSC Funding Application Timeline</b>			
Date	Time	Event	Location/Link
Friday, January 13th	11:59 PM	BSC Funding Application Opens	<a href="#">Google Form</a>
Friday, February 3rd	11:59 PM	BSC Funding Application Closes	<a href="#">Google Form</a>
Monday, February 13th	5:00 PM – 7:00 PM	BSC Funding Summit	BA 199

<b>Philanthropy Week (Philo Week)</b>		
Date	Time	Location
Mon., March 20th – Fri., March 24th	Times, Locations, & Activities TBD	

<b>W. P. Carey Banquet</b>			
Date	Time	Event	Location/Link
TBD			

**Carey Connection**

<b>Submission Deadline</b>	<b>Publication Date</b>
Tuesday, January 24th at midnight	Thursday, January 26th at 9:00 AM
Tuesday, February 7th at midnight	Thursday, February 9th at 9:00 AM
Tuesday, February 21st at midnight	Thursday, February 23rd at 9:00 AM
Tuesday, March 7th at midnight	Thursday, March 9th at 9:00 AM
Tuesday, March 21st at midnight	Thursday, March 23rd at 9:00 AM
Tuesday, April 4th at midnight	Thursday, April 6th at 9:00 AM
Tuesday, April 18th at midnight	Thursday, April 20th at 9:00 AM
Tuesday, May 2nd at midnight	Thursday, May 4th at 9:00 AM



## Room & Outdoor Space Reservations

### BAC / BA Buildings

1. Register the event on [SunDevilSync](#).
2. Register the event on the [ASU Special Event Registry](#).
  - a. Note - this registry will require the SunDevilSync URL for the event.
3. Once steps 1 & 2 are completed, you may reserve a BAC / BA room at [this link](#), AT LEAST 48 hours BEFORE the event start time.
  - a. Please click "Click Here to Request an Event"
  - b. Then, select "TEMPE - University Classroom Event Request"
  - c. Some things to keep in mind when making reservations:
    - i. Clubs must be registered on SunDevilSync.
      1. Only the names listed as First Officer, Second Officer, or Third Officer on the group's OrgSync page are permitted to reserve rooms.
    - ii. You should allow 3-4 business days for event processing
    - iii. If you are not currently an authorized event scheduler for your department or group, please contact Classroom Scheduling at [rooms@asu.edu](mailto:rooms@asu.edu) for information on how you can be added.
    - iv. *\*\*Undergraduate Student organizations are not able to book space in McCord\*\**

### Memorial Union (MU) / Student Pavilion (STPV)

1. Register the event on [SunDevilSync](#).
2. Register the event on the [ASU Special Event Registry](#).
  - a. Note - this registry will require the SunDevilSync URL for the event.
3. Complete the MU/STPV Form found at [this link](#).
4. For questions regarding use of the space, please email [mureservations@asu.edu](mailto:mureservations@asu.edu), call 480-965-3406, or visit the office located on the 3rd floor of the Memorial Union.

### Memorial Union (MU) Chairs & Tables for Student Use

1. The MU has tables and chairs available for use by ASU-affiliated groups for reservations at the mall, Monday to Friday 9 AM - 5 PM. Equipment may be picked up in the Student Pavilion lobby. The MU also has a sound system for use on the North Stage, and Student Services lawn. This equipment must be reserved prior to the event and can be picked up at the MU information desk by presenting an ID and may be used on Weekdays from 11:30 AM - 1 PM, 5 PM - 10 PM, and Saturdays from 8 AM - 10 PM. No amplification is permitted on Sundays.

### Portions of Cady & Orange Mall &/or Student Services Lawn

1. Register the event on [SunDevilSync](#).
2. Register the event on the [ASU Special Event Registry](#).
  - a. Note - this registry will require the SunDevilSync URL for the event.
3. Submit an [Outdoor Event Form](#) to Event and Meeting Services at least 1 week prior to your event (forms will not be accepted with less than two full working days' notice).
  - a. Special events and any event that includes a non-university organization should be submitted at least 2 weeks in advance as many will require extra approvals, insurance, and/or fees. An event coordinator will review the request and advise you on additional steps needed to approve your use of space.

## Other Helpful Links/Maps for Outdoor Events

- ★ [Terms & Conditions](#)
- ★ [Sales and Promotion Agreement](#)
- ★ [MU Outdoor Space Map](#)
- ★ [Student Pavilion Outdoor Space Map](#)

## Other General Expectations When Reserving Events

1. Students, staff, and guests present at tabling must comply with the University's Community of Care guidelines and other applicable [university guidelines](#).
2. Student organizations may use the Sun Devil Sync platform to track student information and interest. For further information on how to use this technology, please contact [clubs@asu.edu](mailto:clubs@asu.edu).
3. All student organization events that require a reservation must inform their primary or secondary advisor. Both the advisor and/or organization members present at the table are responsible for ensuring that university guidelines are followed.
4. Food and beverage items can be distributed at tabling events.

## Catering

Arizona State University departments and registered student organizations must use an authorized catering service for on-campus events. Due to liability issues, it is imperative that individuals representing ASU through University functions ensure that all risk management concerns are addressed by securing approved catering services as outlined in the following information. ASU funds may not be spent to purchase food from businesses not contracted with ASU or on the [Approved Food Providers List](#).

### Events held in the Memorial Union and Student Pavilion:

[ASU Catering](#) must be used for food and/or beverage service for an event hosted in the MU and Student Pavilion. For more information or menu options please call 480-965-6508 or stop by their office located on the 3rd floor of the Memorial Union. Food may also be purchased at any of the dining venues in the MU or ordered from [Domino's Pizza](#) (Vista Del Sol location at 480-968-5555) for events held within the building.

### **If an event or meeting does not conform to these guidelines, the University reserves the right to:**

- Deny or rescind the event organizer's permission to use the venue, even if the event has already started.
- Restrict the event organizer from reserving campus space in the future.
- Pursue other disciplinary sanctions, including employment consequences, student code of conduct violations, and/or removal of recognition from a student organization.

## Reserving the Dean's Patio

### Reserving the Dean's Patio Space

1. Please fill out the [Dean's Patio Reservation Request Form](#) AT LEAST 3 Business Days in advance of the event.
  - a. Please loop in your advisors into this request as they are responsible for adhering to all state guidelines.
  - b. *Note - this will ONLY reserve the space, not tables & chairs. Please reference the following steps on how to reserve tables & chairs.*

### Reserving Dean's Patio Tables & Chairs

1. Please submit a service request through [Facilities Development & Management](#) AT LEAST 3 Business Days in advance of the event.
  - a. Please click, ""Event, Request Equipment for"" in the ""Type of Service Requested"" drop down.
  - b. Then, in the ""Delivery and Pick Up Details"" section, request to have the table and chairs dropped off in the ""BA Dean's Hallway"" of the ""BA Building"".
  - c. Existing tables/chairs can be used but must be returned to their original locations. All trash must be picked up.

### Reservation Expectations

- Student Organizations and departments must have an approved reservation before using the space.
- If an external company/organization is using the space, a representative from the sponsoring Student Organization must meet the company before their tabling starts, assist with set-up and return at conclusion to ensure everything is reset in proper places.
- If the W. P. Carey School of Business and/or Arizona State University determines that a tabling event or gathering does not comply with these reservation requirements, the W. P. Carey School, and/or ASU reserves the right to any (or all) of the following:
  - ◆ Deny or rescind the event organizer's permission to use the venue (even if the event has already started).
  - ◆ Restrict the event organizer from reserving campus space in the future.
  - ◆ Potential loss of recognition as a W. P. Carey-affiliated club/organization.

## Parking Validations

1. Please fill out [this form](#) AT LEAST 2 Business Days prior to the event.
2. Some notes to keep in mind when fulfilling parking validations:
  - a. We can only accommodate parking validations for up to SIX people per event
  - b. If you are inviting a W. P. Carey alum to visit with your group, the Alumni Relations team will provide a free gift for your guest(s). You will be notified by email WHEN/WHERE to pick up these items (i.e. the front desk of BA 199 entrance). Gifts will be available for pick up Monday – Friday, 8:00 AM to 4:00 PM.
  - c. Parking validations will be emailed directly to those individuals that filled out the form the morning of the event or when the validations are needed. For example, if you have an event on February 1st, and you submitted the form a few days prior, the parking validations will be sent to you the morning of February 1st.
  - d. If your event requires extra parking for a conference or panel discussion, for example, please contact Marissa Romero for assistance.
  - e. Please note: Parking validations are different from parking reservations. If you have concerns about parking availability, contact ASU Parking and Transit at (480) 965-0641.
3. See attached photo for reference on how to use the parking validations. It might be good to send this photo to your guests who are receiving the validation:



## Event Guidelines

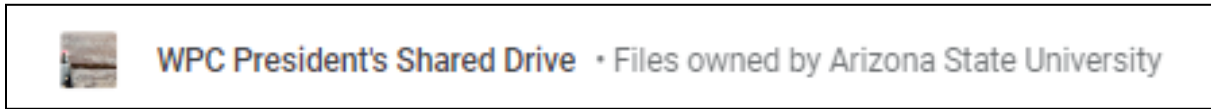
The following set of guidelines applies to all ASU in-person gathering events/meetings that encompass the following:

1. Take place on ASU property
2. Relate to university business
3. Is paid for in whole or part using university funds

### ASU Event & Meeting Guidelines

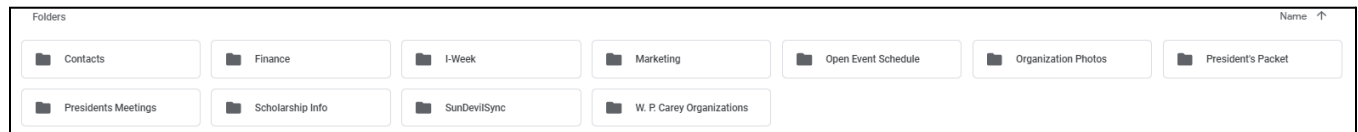
- List of ASU's Event Guidelines - linked [here](#)
- All in-person meetings and events are required to complete the [ASU Special Event Registry](#).
- Additional approvals are required for events and meetings with attendance of more than 250 people.
- Events and meetings with attendance between 250 and 1,000 people require Dean, VP, or designee notification and must be submitted 10 days prior to the event.
- Events and meetings with attendance of over 1,000 people require Dean or VP notification and must be submitted no less than 30 days prior to the event.
- All approvals will be adapted as needed as local, state, and federal guidelines and declarations are revised and as public health circumstances on the campus and surrounding areas evolve.
- In-person events and meetings are required to have a university representative who is on-site for the entirety of the event. Event coordinators (staff or designated student organization members) are responsible for being knowledgeable regarding the plan for the event and ensuring that the event adheres to all applicable guidelines.
- All attendees including invited guests and vendors must comply with [university guidelines](#).
- Food and beverage service must follow state, local, and [university sanitation, hygiene](#), and health codes.
- Prior to the event, the organizer must communicate the ASU Community of Care guidelines as part of the announcement or invitation.

## President's Drive



Please see Haaris or Sachi to be added accordingly to this.

- ★ The President's Drive is a great resource containing this packet, I-Week materials, President's Meeting information, and much more.



## Involvement Week (I-Week) Dates & Overview

Date	Time	Location
Tuesday, Jan. 17th	11:00 AM – 1:00 PM	Dean's Patio
Wednesday, Jan. 18th	11:00 AM – 1:00 PM	Dean's Patio
Thursday, Jan. 19th	11:00 AM – 1:00 PM	Dean's Patio
Friday, Jan. 20th	11:00 AM – 1:00 PM	Dean's Patio

- Involvement Week (I-Week) is a mandatory event for your organization to be affiliated with W. P. Carey Business School.
- Hybrid event
  - ◆ Tabling in-person and virtual information page online (Wakelet).
- [Wakelet](#) will continue to be utilized as a platform for students to get a brief overview/information about W. P. Carey Student Organizations
  - ◆ Continuing to be updated, feel free to email the BSC email if you would like to change your prompt to a specific detail.
- Tabling will take place on the Dean's Patio and table reservations are slowly being filled.
- Have a fun table setup and prepare for weather disruptions.
- Prepare your own Google Form interest form for prospective students to fill out.
  - ◆ Feel free to be creative and/or use SunDevilSync
- Bring items to give away to the students like candy, business cards, flyers etc.

## Carey Connection Dates & Overview

The Carey Connection is the involvement newsletter distributed to all undergraduate students enrolled in the W. P. Carey School of Business. To include content to be in the Carey Connection, you must submit your information through the Google form using your ASU email, linked here: [bit.ly/wpcareyconnection](http://bit.ly/wpcareyconnection)

The format of Carey Connection is more focused on a calendar of upcoming events for students to be able to see what is happening with organizations and events. It is a great resource to market your club and its events to a large population of people, so please share what your club is up to!

The Carey Connection is published every two weeks with the dates listed below. To ensure your event is featured in the next newsletter, **all announcements must be submitted by 11:59 p.m. on the Tuesday before the publication date.** Please note that events that occur before the publication deadline will not be featured in the newsletter.

<b>Carey Connection</b>	
<b>Submission Deadline</b>	<b>Publication Date</b>
Tuesday, January 24th at midnight	Thursday, January 26th at 9:00 AM
Tuesday, February 7th at midnight	Thursday, February 9th at 9:00 AM
Tuesday, February 21st at midnight	Thursday, February 23rd at 9:00 AM
Tuesday, March 7th at midnight	Thursday, March 9th at 9:00 AM
Tuesday, March 21st at midnight	Thursday, March 23rd at 9:00 AM
Tuesday, April 4th at midnight	Thursday, April 6th at 9:00 AM
Tuesday, April 18th at midnight	Thursday, April 20th at 9:00 AM
Tuesday, May 2nd at midnight	Thursday, May 4th at 9:00 AM

Please contact BSC, Vice President of Marketing, Madelyn Hamara, for any questions you may have regarding Carey Connection!



## BSC Funding Overview & Application



# Fall 2022 W. P. Carey School of Business Funding Packet

Provided by the **Business School Council**



Linked [Here](#)

## Approved Vendors

When making tangible purchases, using University Funds (i.e. BSC funding, WPC Foundation Accounts), from now on, they must be done through one of the following approved vendors:

### Marketing and Promotional Items:

1. ASU Print and Imaging Lab: <https://print.asu.edu/>

See [catalog](#) for promotional items

### Apparel Items:

1. ASU Print and Imaging Lab <https://print.asu.edu/>
2. Anton Sport: <https://www.anton sport.com/>
3. BC Graphics: <https://myblankcanvas.com/>
4. College Thread, Greek house: <https://greekhouse.org/>
5. University Tees: <https://universitytees.com/>
6. X-treme Apparel: <https://www.x-tremeapparel.com/>

Other companies consist of: Artcraft, Geiger, Spartan Promotional, Blue Skye Marketing, 4imprint.

### Food purchases:

1. Approved Food Vendors: [Link](#)