



Fraternity, Sorority  
and Cooperative Life

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**FSCL STAFF MESSAGE**

Happy Homecoming! What a month we have ahead, full of excellent programming and chapter events. Many of you will be preparing for milestones in your new member processes with Big/Lil reveals and initiations. With an eye towards planning ahead if your organization is on a calendar year officer term, it isn't too soon to plan for your election processes and transitions (p.4). Don't forget to take advantage of meeting one on one with your FSCL Advisor to talk through any questions you might have and receive additional resources for your chapter experience.

**FALL 2022 IMPORTANT DATES**



**SEPTEMBER**

- SEP 25-28 - Health & Safety Initiative

**OCTOBER**

- OCT 2 - New Member Orientation
- OCT 8-11 - Fall Break
- OCT 17-21 - National Collegiate Alcohol Awareness Week
- OCT 22 - Make A Difference Day 2022

**NOVEMBER**

- NOV 6 - Fraternity, Sorority, & Cooperative Leadership Summit (FSCLS)

**DECEMBER**

- DEC 1 - Roster & Reporting Deadline
- DEC 4 - Officer Transition Ceremony



**SAVE THE DATES - SPRING 2023**

- JAN 17 - Meet FSCL (6:00-8:30 in PMU Ballrooms)
- JAN 22-26 - Health & Safety Initiative
- FEB 26-MAR 2 - Sex Week

**MEMBERSHIP FORMS & ROSTER UPDATES**

Membership Forms can be found on the FSCL BoilerLink page and should be submitted by all new members within 72 hrs. of accepting an invitation to join: [Submit it here](#) or click on the icon to the right.



**MEMBERSHIP FORM**

New Members that withdraw from your process should be removed from your roster within one week, submit updates to your FSCL Advisor and [purduefscl@gmail.com](mailto:purduefscl@gmail.com)



## ACTIVITY PLANNING FORMS & YOUR EVENTS

Successful events take forethought, digging into the details, utilizing your resources, and managing processes. Whether it be a large-scale philanthropy, a barn party with alcohol, or a chapter bonding event out of town; event planning requires plenty of lead time to manage logistics. If, for no other reason, than to make sure your Activity Planning Form (APF) is filed with Student Activities and Organizations (SAO) at least two weeks prior to the event date. Two weeks is the minimum lead time required. Another factor to consider is that events like those listed above, typically require a Campus Safety Meeting.

Organizations attend a campus safety meeting to discuss their event or travel and any associated risks or concerns of the activity. The committee members represent offices around campus that can provide information necessary for you to have a safe and successful event. Campus safety meetings only occur on Tuesdays which is another reason to ensure your APF is filed early.

For information on how to fill out an APF, see instructions in the sidebar or visit the [SAO YouTube page](#).

Need more help on APF's? Set up a meeting with an SAO Staff Member on [BoilerConnect](#).

## DON'T FORGET YOUR CHARITY ACCOUNT!

Hosting a philanthropy event on-campus requires a charity account with BOSO. This is a required step on your APF and if missed could result in your event being denied. Setting up an account can take time so factor that into planning.



If you do not deposit the charity funds into the account you will be tagged as non-compliant and be denied the ability to host charity events on campus for the rest of the semester. Make sure this is in your post-event checklist. For questions, contact [BOSO@purdue.edu](mailto:BOSO@purdue.edu)



Don't have a charity account and not sure when you'd need it? Have your Treasurer do the leg work now to avoid issues in the future!

## HOW TO SUBMIT APFs

1. Log into Boiler Link at [boilerlink.purdue.edu](http://boilerlink.purdue.edu)
2. Under "Memberships" select your organization
3. In the top right hand corner click "Manage Organization"
4. On the left you will see circle icons with your org profile picture, hover over it until a gear icon appears
5. Click on the gear icon
6. Click on Events
7. In the top right click on the blue button "+Create Event"
8. Follow the prompts and submit

## BOOKING ON-CAMPUS SPACE

Knowing how to book specific campus spaces can be challenging, but luckily the links are available on the BoilerLink homepage, Scroll down past the alerts, Memberships, and Events section and next to "Latest News" you'll see a menu on the right-hand side labeled "Campus Links". This area has great information and resources about how to program.

Most spaces on campus can be booked through one of two systems, UniTime or the Event Request System (referred to internally as EMS). Access those links below.

[Classroom Space \(Unitime\)](#)

[Non-Classroom Space \(EMS\)](#)

# HEALTH & SAFETY INITIATIVE OVERVIEW

Health & Safety Initiative programming is an opportunity to connect current and emerging leaders in your organization with important information about risk management, health, safety, and wellness. The education sessions cover a variety of topics, check out the full schedule on page 5.

Don't forget to schedule your organizationa coaching session! We recommend working with your executive board to determine the time with the most availability. [Check out available times and schedule your session now.](#)



**SCHEDULE NOW**

## **A note from the NovakTalks team:**

There is a framework for problem solving that is used during these conversations but the agenda is driven by YOU as STUDENT LEADERS. These conversations are 100% confidential. It is our recommendation that organizations plan to bring 6-8 members for the conversation, however, if only one person is available we certainly still want to meet. Those individuals should be either Chapter of Cooperative leaders OR invested members in the organization that can influence or affect change.

## FROM YOUR PEERS



"It felt great to open up and discuss the real issues in my chapter and be able to get feedback on how to try and address those problems within my chapter!"  
- A Former President

"It can be difficult to open up with different advisors about certain situations developing in the house, but the full confidentiality of the discussions with NovakTalks makes it really easy to have genuine, honest conversations."  
- A Former President

# FACULTY/STAFF ADVISORS: RECRUITMENT & RETENTION

Maintaining a Faculty/Staff Advisor is a requirement of all registered student organizations at Purdue.

## Recruiting Your Advisor:

- Survey your membership for Faculty and Staff members they respect and admire.
- Contact your National Organization for a list of local alumni, there may be a non-Purdue alum that works here and is interested in being involved.

## Retaining Your Advisor:

- Compile documentation of how the role will be utilized. Be honest about time commitments and expectations in addition to those of SAO.
- Brainstorm opportunities for your F/S Advisor to be involved
  - Keynote speaker at a scholarship recognition event.
  - Ex-officio member of the Academic Committee directly advising your Scholarship/Academic Chair.
  - Provide opportunities for them to utilize existing talents and skills.
- Set up communication. Who in your organization will be the main point of contact? Be sure that your F/S Advisor is kept in the loop.
  - Schedule consistent meetings to check-in.
  - Add them to your newsletter ListServ.
  - Invite them to organization meetings and events.
  - Include this communication plan in officer transitions.
- Don't forget to express appreciation for the time and effort your advisor contributes. When unappreciated, they just might find something else to do with their free time.



# FOUR PHASES OF THE ELECTION PROCESS



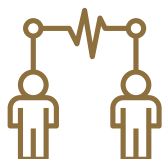
1. Cultivating Leaders - The best organization officers have the relevant skills and experience to do their jobs well. It's the organization's job to cultivate strong leaders through delegation, committee assignments and chairmanships, and other leadership opportunities.



2. Preparation - Elections start long before your members cast their ballots. You must ensure interested candidates know the expectations, required experience and benefits of each position.



3. Execution - An organized and codified approach to elections is crucial to your group's success. There must be a fair and transparent process for all interested candidates. Without this fair process, officers will lack credibility and fail to garner "buy-in" from members.



4. Transition Preparation - Preparation drives the success of the transition process. With proper organization and thoughtful reflection, outgoing officers will provide a strong foundation for their successors.

source: Sigma Phi Epsilon ["Maximizing Officer Elections"](#)



## OFFICER ELECTIONS & TRANSITIONS

If your organization typically elects new officers and transitions them at the end of the fall semester we encourage the following to prepare for your elections:

- Back plan for your process. Consider how many weeks your process takes, be sure to include all parts of your election process: applications, interviews, slating process. Adjust your calendar accordingly.
- Offer the opportunity to meet with or shadow officers
- Provide a review of Officer roles and responsibilities
- Within three weeks of elections, you'll need to re-register your organization with [Boiler Link](#).
- Plan your transition process.
  - 1:1 meetings of outgoing and incoming officers can be conducted in person.
  - Anticipate the need to conduct certain components of your transition virtually.
  - Planning to conduct brainstorming or planning sessions as part of your transition and want to host them in person? Be sure to fill out an Event Planning Form as soon as possible in order to reserve space on campus.

## COMMUNITY ENGAGEMENT INTERN



FSCL is seeking someone passionate about community service and philanthropic efforts as our [22-23 Community Engagement Intern](#). Click the icon or link for more information.

## LEADERSHIP DEVELOPMENT

The Roger C. Stewart Leadership & Professional Development (LEAD) developed [competencies for leadership development](#).

[Request a workshop](#) on competencies, leadership development, civic engagement and more!



## Student Activities and Organizations

offers a variety of workshops:

- BoilerLink Crash Courses
- Event Planning
- Marketing and Turnout
- Grants & Other Funding for Student Orgs
- Implicit Bias Training
- Understanding Food Safety
- Recruitment and Retention
- BOSO 101
- Boiler Financial Track

[View pre-scheduled offerings](#) by clicking on the icon:

[View scheduled workshops](#)

[Workshop Request Form:](#)



# PURDUE FSCL HEALTH & SAFETY INITIATIVE - FALL 2022

## ORGANIZATION COACHING SESSIONS

### What's it about?

Organization Coaching Sessions are 50-minutes long with a member of the NovakTalks staff. Leadership Teams and those interested in making change within an organization should register via google docs.

**Where?** Krach 131 & 238

**Who should go?** Organization Leadership Teams, Those that are invested in change



[click the icon](#)



**this document is clickable!**

Add events to your calendar by clicking on them!

### COLOR GUIDE:

General Members

Target Audience

<b>SUN</b> 9/25	8:00-9:00 PM STEW 214	<b>We Need MORE Mental Health Support Ideas</b> Attendance: IFC - Wellness +2; PHA - 4
<b>MON</b> 9/26	7:00-8:00 PM STEW 214	<b>How to do More Than Just Talk About Preventing Sexual Violence with Your Brothers and Sisters</b> Attendance: IFC - Risk + 2; PHA - 4
	8:00-9:00 PM STEW 206	<b>Asking Different Questions: Solving Risk Issues</b> Attendance: IFC - 3; PHA - 4
<b>TUESDAY</b> 9/27	6:30-7:30 PM STEW 206	<b>Self-Governance: Defining the Future of Your Organization (PCC ONLY)</b> Attendance: 50% of House
	7:00-8:00 PM STEW 214	<b>Self-Governance: Defining the Future of Your Organization (Fraternity &amp; Sorority Session)</b> Attendance: Future & Current Leaders; IFC - 3; PHA - 4
	8:00-9:00 PM STEW 214	<b>Creating a Healthy Relationship with Alcohol in Your Social Organization</b> Attendance: IFC - 3; PHA - 4 (President, Risk, New Member Ed + 1)
<b>WED.</b> 9/28	6:30-7:30 PM STEW 302	<b>5 Key Areas of Social Event Planning &amp; Management</b> Attendance: Presidents +1
	8:00-9:00 PM STEW 302	<b>Let's Really Prevent Hazing</b> Attendance: IFC & PHA - New Member Ed +2 <b>NO New Members</b>
<b>THURS</b> 9/29	7:00-8:00 PM STEW 302	<b>My Culture Is Not Your Costume: Creating Inclusive Social Events and Experiences</b> Attendance: IFC, PHA, PCC: 3

