Technical Overview

The goal of this instruction set is to guide a new Hokie into founding a club at Virginia Tech and to give a brief overview of some of the very important steps to running a successful club or organization. This instruction set implies that you have decided on a goal or purpose for the organization before registration. Because of this, the focus will be on the logistics and registration aspects of creating and maintaining a club or organization at Virginia Tech.

First we will walk through the steps of getting the club registered with the Student Activities Office, to register your club on GobblerConnect. Afterwards, we will point and walk through the registrations process for funding requests via the Student Budget Board. Finally, a glossary of important terms is provided for your benefit.

Step-by-Step

1. Deciding a Club Status-

In an effort to simplify the registration of a club, the club classifications have been reduced into 4 different types. I will make a simple jump to table to help you decide which club classification is right for you.

A. Are you a interest club with no direct relation to Virginia Tech?
Yes: GO TO **B.**
No. GO TO **E.**
B. Is your club on a extended campus or the main Blacksburg Campus?
Extended Campus: GO TO **C.**
Blacksburg Campus: GO TO **D.**
C. You want to register as a Extended Campus Student Organization (ECSO)*.
D. You want to register as a Registered Student Organization (RSO)*.
E. Does a school department take full control or is directly governs the organization?
Yes: GO TO **F.**
No: GO TO **G.**
F. You want to register as a University Chartered Student Organization (UCSO)*.
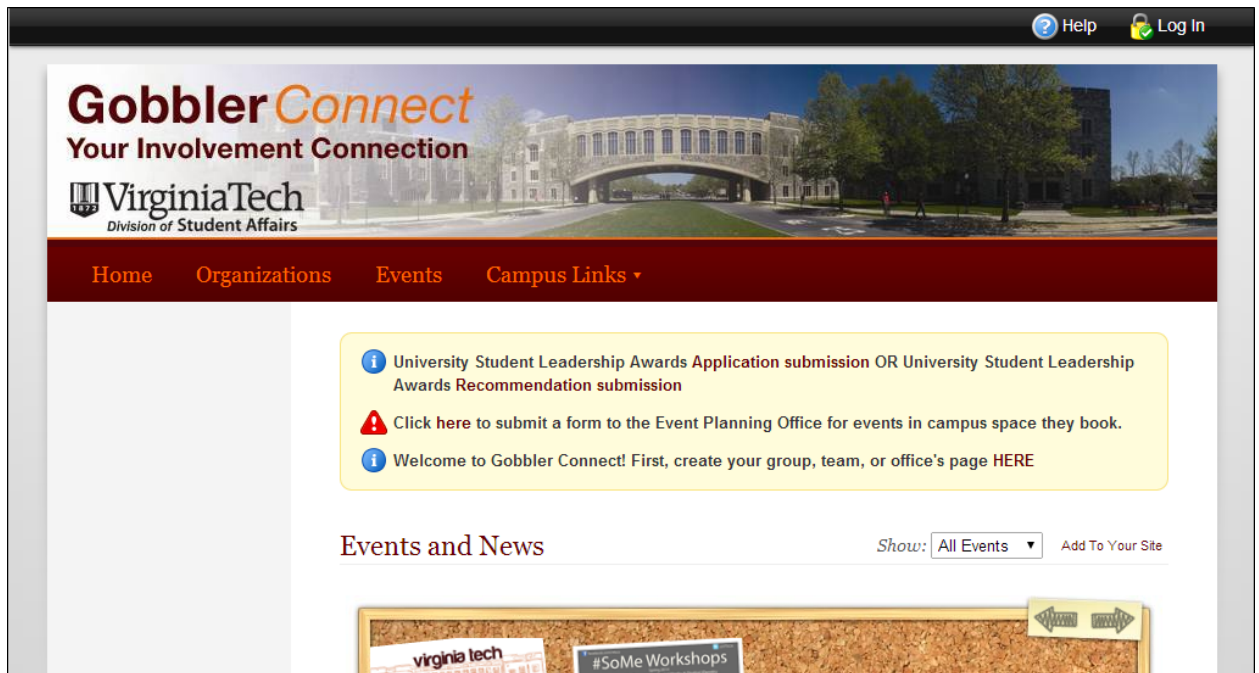**G.** You want to register as a University Student Life Program (USLP)*.

<p align="right">* See glossary for more details.</p>

2. Registering on Gobbler Connect-

Follow these instructions to create an organization under GobblerConnect. Creating an organization and having it registered with Virginia Tech's GobblerConnect allows for much more outreach in the club or organization. GobblerConnect is the centralized site to list the clubs and organizations registered on campus.

A. Visit https://gobblerconnect.vt.edu/

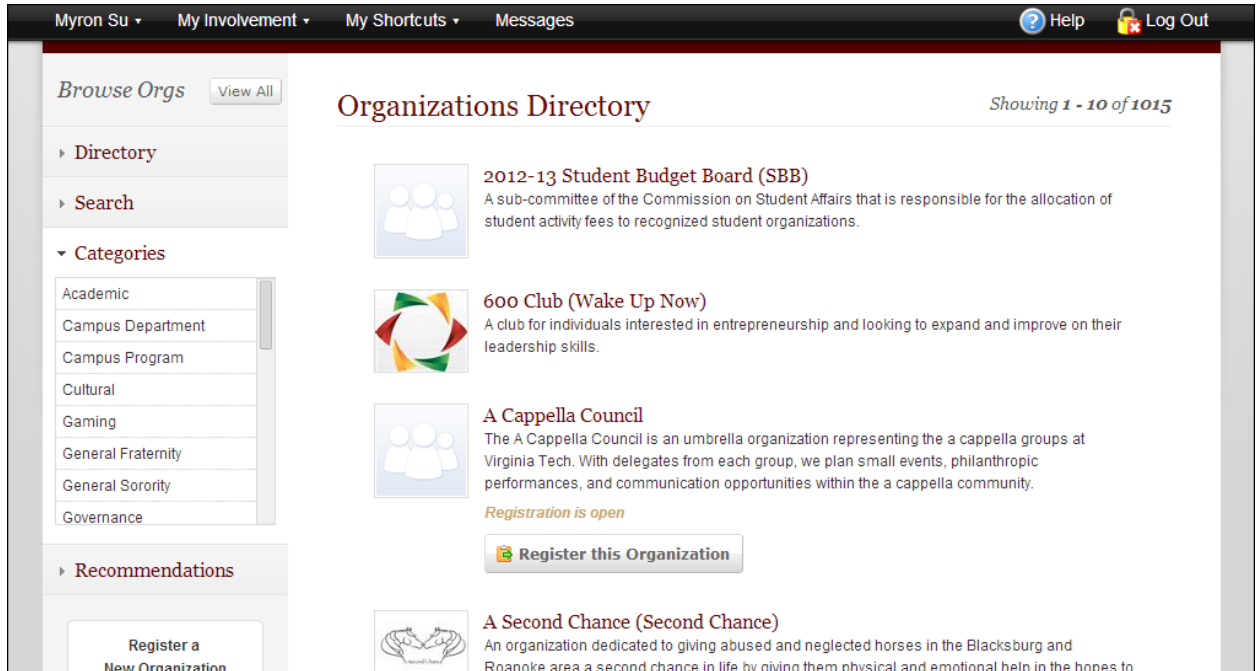**B.** Login with your PID and password in the upper-right. After logging-in you will see the following page:

C. Right on the front page there is a section that says "Welcome to Gobbler Connect! First, create your group, team, or office's page HERE" Click the "HERE" button to register your organization!

Alternatively- if you do not see the link, go here: https://gobblerconnect.vt.edu/register

D. Follow the instructions on the page and answers the questions in the next 4 pages. After submission, please wait for registration to be successful and your club will show up on the "Organizations" page on Gobbler Connection.

Congratulations! You have successfully registered a club on GobblerConnect! We will now move on to the final important issue with running a club, the funding.

3. Finding Funding Opportunities-

Funding a club is hard work. Membership dues or fundraising is a huge way an organization gains funding. Another possible way is through the Student Budget Board. This is a board of people that once requested, reviews your request to get funding for your club. Usually these things are for events that the club holds that benefit the school or the student body. Most of the funding involves public events that may be sponsored by the club.

A. To request funding from the Student Budget Board, there is some paperwork needed. Review carefully the documentation here http://www.studentcenters.vt.edu/assets/docs/Funding_Policies-2013.pdf to make sure your request fit the guidelines to the Student Budget Board.

B. The next step is a very easy one. There are two different types of funding available to clubs at the university. The first available is called "annual funding." This funding is only available during the beginning of the year and can be only requested once a year. This funding is for any planned events during the year.

The other type of funding is called "contingency funding." This type of funding is for events or expenses that were not foreseen in the annual funding.

C. Choose the correct form to fill out for annual funding or for contingency funding.
Annual Funding:
http://www.studentcenters.vt.edu/assets/docs/RSO-Funding-Form-12-13.xls
Contingency Funding:
http://www.studentcenters.vt.edu/assets/docs/SBBContingencyForm.xls

Glossary

Extended Campus Student Organization (ECSO) - An Extended Campus Student Organization is a organization that does not have any direct connection to Virginia Tech. This is an organization that allows for use of Virginia Tech extended campuses for their meetings and activities. The difference between this and a Registered Student Organization is one is meant for extended campuses, other is for main campuses.

Registered Student Organization (RSO) - A Registered Student Organization is a student run organization that does not have any direct connection tot Virginia Tech. This is an organization type that allows for the use of Virginia Tech Campuses to run meetings and activities that are related to the club.

University Chartered Student Organization (UCSO) - A University Chartered Student Organization is an organization run by students based on a constitution. This organization may have some direct connection with Virginia Tech either through a faculty sponsor or advisor, or through a department. This allows for the same benefits as a Registered Student Organization.

University Student Life Program (USLP) - The University Student Life Program is an organization that is directly headed by a department or a faculty group. This organization type is very closely connected and represented by Virginia Tech.

Student Activities Office - This office is the overarching office for the student activities at Virginia Tech. This office manages the student organizations and clubs.

GobblerConnect - Unified website for applying, registering and managing student organizations and their public facing images on the web. This also contains a list of all the registered organizations at Virginia Tech.

Student Budget Board (SBB) - This is a board of people who decides funding for clubs and organizations. One must direct attention to the Student Budget Board to receive school funding for their club

Annual Funding - Funding requested by an organization to the Budget Board at the beginning of a fiscal year.

Contingency Funding - Funding that an organization requests for funding for unforeseen events during the year.