New Officer Orientation

Spring 2021
Overview

• What is the SORC?
• SORC Staff
• What is a student organization?
• Updating your student organization roster
• Event Planning & Contracts
• University Policies & Guidelines
• SORC Guidelines
SO, what’s the SORC anyway?

- Student Organization Resource Center
- The “HUB” for Student Organizations
- Student Organization Policies
- Registrations
- Finances
- Leadership Development Training
- Advisor Resources
SORC STAFF

• Lynne Miller, Coordinator

• Dianne Mares, SORC Administrative Asst.

• Caitlyn Haluck, SGB Administrative Asst.

• Adam Clevenger & Mary Kennedy, Business Office
SORC This Spring

• Elevated Risk Posture *(when NOT shelter-in-place)*:
  – SORC WPU Office closed on Mondays, all staff working remotely
  – WPU Office open Tuesday-Friday: ACCESS ONLY BY APPOINTMENT
  – Most services available virtually
  – Copies, supplies, mail handled in office
  – Deposits to NEW SORC deposit slot
  – No SORC Concessions available
What is a Student Org?

- Basic Requirements
- Categories Defined
- Registration Status
- Requirements and Expectations
Is your **Registered Student Organization Handbook**

- Basic requirements
- All policies/guidelines
- Policies/services related to COVID-19 added as addendums
Requirements & Expectations

UPDATING YOUR ROSTER

• Sorc.pitt.edu > Student Organization Directory

• Log In with Pitt Credentials

• Click on Manage
Requirements & Expectations

STANDARDS & GUIDELINES FOR STUDENT ACTIVITIES DURING PANDEMIC

• Virtual Events

• In-Person Events
  – On & Off Campus
  – Activity Request Form

• Student Organization Travel
Re-Registration

• All organizations required to re-register with the SORC annually

• Next Re-registration will begin April 1, 2021

• Only Primary Contact re-registers the group
Requirements & Expectations

USE OF UNIVERSITY LOGOS

- Organization name must include “club, association, council” when used with University logos
- Correct pantones used
- Student organization logos cannot incorporate University logos into own logos, trademarks, wordmarks.
- Must use University Approved Vendor.
- All logos must be approved through University Licensing.
- Compliance required by September 30, 2021.
USE OF UNIVERSITY LOGOS

Permitted:

YES, as long as the University logo is placed on a different area of the merchandise from the student organization logo (front vs. back, sleeve vs. front, etc.)

Institutional mark

Script Pitt

University shield

H2P

Permitted Shield Palette

Pitt Royal and Pitt Gold (with white fill behind shield)

Reversed and Pitt Gold

Pitt Royal

Black

Reversed
USE OF UNIVERSITY LOGOS

Not Permitted

Pitt
Informal workmark

University seal

Script Panthers

Script P

Panther Head

Permitted placement of logos and student organization name outlined in Guidelines.
Requirements & Expectations

• COVID Guidelines
  – Student Code of Conduct

• Hazing Prevention
  – Student Code of Conduct
  – ALL Organizations Must Follow
  – Report Incidents
Event Planning Resources

• New website!
  – https://www.studentaffairs.pitt.edu/sorc/event-planning-resources/

• Virtual Programming 101

• Best Practices for Virtual Programming
The Contract Process

• Required anytime a service is provided—on campus or virtually.

• Contract workshop in February.

• Contact SORC (sorc@pitt.edu) with any questions.
SORC Information

General Questions: sorc@pitt.edu
Finance Questions:  sorc2@pitt.edu
Phone: 412-624-7115
Website: www.studentaffairs.pitt.edu/sorc
Facebook: @PittSORC
Upcoming Workshops

CONTRACTS 101
Monday, February 8: 5-6 pm

OFFICER TRANSITIONS, PART I
Wednesday, March 3: 5-6 pm

More information and registration links on the SORC Web site ➔ SOLID Workshops & Trainings.