



# ACCESSING RESOURCES

As a recognized student organization, your organization has access to lots of great resources and services provided by the university. Here is how you can access these commonly used resources:

## How to Use Garnet Gate

**Garnet Gate is our portal for student organizations and is the only place where you can find the complete listing of all student organizations on campus!** Through Garnet Gate you can advertise your events, message your members, create forms, log service hours, and more! Garnet Gate can also serve as your organization's website by customizing your settings to share all your events and articles!

To learn about all the different tools within Garnet Gate and how to use them, please visit our Garnet Gate tutorials located in the Documents section of the Leadership and Service Center's Garnet Gate page:

[https://garnetgate.sa.sc.edu/organization/leadership\\_servicecenter/documents](https://garnetgate.sa.sc.edu/organization/leadership_servicecenter/documents). You can also set up an appointment with any Leadership Coach within our office to help you learn how to use Garnet Gate by visiting [https://sc.edu/about/offices\\_and\\_divisions/leadership\\_and\\_service\\_center/leadership\\_development/coaching/index.php](https://sc.edu/about/offices_and_divisions/leadership_and_service_center/leadership_development/coaching/index.php).

## How to Reserve Space on Campus

**For all campus buildings, except Campus Recreation buildings, organizations can reserve space through 25Live.** Student organizations use the 25Live system to reserve space using their student organization username and password. Only officers on file in Garnet Gate with the Leadership and Service Center have the right to reserve space and you must use your organization email account as the contact information.

If you don't know your student organization username and password. Please email the Leadership and Service Center at [lsc@sc.edu](mailto:lsc@sc.edu).

Once you've submitted a request through 25Live, Russell House Event Services will work to help get the request processed. It typically takes between 2-3 business days to process a request. The Russell House Event Services office is also here to help student organizations plan events and answer questions about space. They are located in Russell House 218 and you can reach them via phone at 803-777-8182.

Information on spaces and how to reserve rooms can be found at [https://sc.edu/about/offices\\_and\\_divisions/russell\\_house/reserve-space/index.php](https://sc.edu/about/offices_and_divisions/russell_house/reserve-space/index.php).

## How to Access Your SO Email

Every student organization at the university is given a student organization account when they register. This account accesses 25Live to reserve space and your student organization email. Accounts usually start with “so” for student organization and then with an abbreviation of your organization’s name.

To login to your student organization email, visit <https://portal.office.com> and log in with your SO email and password. Please note that this system is the same as your student email (so you may have to log out of your student email to access your SO email). Please also make sure you use your full SO email (not just the username) to log in.

If you don’t know your student organization username and password. Please email the Leadership and Service Center at [lsc@sc.edu](mailto:lsc@sc.edu).

## How to Request Your Free Copies

**All student organizations have the opportunity to receive up-to 500 free copies to print training guides, flyers, meeting minutes, waivers, etc. over the course of the semester.** The copies can only be in black and white on white paper.

To use this service, visit the Leadership and Service Center’s front desk and let the know you are there to request copies for your student organization. Once you give us the organization name and what you’re trying to print, we’ll give you a voucher to take to Russell House Quick Copy to make the copies. Please note that the Russell House Quick Copy is only open Monday-Friday from 8:30 a.m. to 4:30 p.m. For more information, visit: [https://sc.edu/about/offices\\_and\\_divisions/communications/services/printing/](https://sc.edu/about/offices_and_divisions/communications/services/printing/).

If you’re looking to take advantage of this service, we recommend doing it at least 1 day in advance of when you need your copies!

## How to Request Funding

Student organizations have the ability to request funding from the student activity fee once your student organization is registered. This process is run by the Student Senate Finance Committee through Student Government. Every year \$185,000 of the student activity fee is allocated by the Student Senate Finance Committee to student organizations. These funds are intended to support student organizations and help them host events on-campus, attend conferences, and compete in tournaments. All events using this funding must be open to the student body and must be free of charge. These funds are given out on a rolling basis.

Depending on the type of organization you are, depends on how you access funding:

- **Sport Clubs**—can receive funding on a yearly basis through the portion of the fee allocated to Campus Recreation and the Sport Club Council
- **Pharmacy**—organizations directly affiliated with the pharmacy school receive their own funding
- **Law**—organizations directly affiliated with the law school receive their own funding

- All other **Undergraduate Organizations**—can receive funding on a per event basis through the Student Senate Finance Committee within Student Government
- All other **Graduate Organizations**— can receive funding on a per event basis through the GSA Finance Committee within the Graduate Student Association (GSA).

To begin the process of receiving funding, visit the Treasurer’s Manual website where you can learn more information on the process: <https://www.sa.sc.edu/treasurersmanual/> or the PDF of the Treasurer’s Manual here:

[https://sc.edu/about/offices and divisions/leadership and service center/student organizations/student government/treasurer manual.pdf](https://sc.edu/about/offices_and_divisions/leadership_and_service_center/student_organizations/student_government/treasurer_manual.pdf).

## Risk Management & Buying Insurance for Events

Student organizations are not covered by the University of South Carolina insurance (except for Sport Clubs who have a special insurance through Campus Recreation). If you’d like to purchase insurance for your events (which we highly recommend to help your organization reduce liability and increase safety), visit <https://tulip.ajgrms.com/>. Tulip is a great resource for purchasing individual event insurance.

## Tabling at the Student Org Fairs and Tours

The Leadership and Service Center hosts Student Organizations fairs throughout the academic year. Fairs are held at the beginning of each semester and may also be offered throughout the semester in-person or virtually. Student Org Fairs are a great way to showcase your organization to the Carolina community and attract new members to your organization! The Leadership and Service Center will send all officers an email via Garnet Gate with a link to sign up several weeks before each fair. If you’re interested in signing up, just keep an eye out for those emails!

## Other Resources in the LSC

### Meet with a Leadership Coach

To set up an appointment with any Leadership Coach within our office by visiting [https://sc.edu/about/offices and divisions/leadership and service center/leadership development/coaching/index.php](https://sc.edu/about/offices_and_divisions/leadership_and_service_center/leadership_development/coaching/index.php). Leadership coaches can be a resource for your organization to be more successful by discussing within you a topics such as membership recruitment and retention, understanding your personality and how it relates to your leadership, and how to use Garnet Gate.

### Using the Leadership and Service Center Space

The Leadership and Service Center (LSC) provides multiple opportunities for you to use our space and engage in leadership learning. These spaces are intentionally designed as intimate settings for smaller audiences to learn, converse, and collaborate. The LSC is open to all students and student organizations during normal operating hours (which can be found on our

website). The space is first come, first served, so if you'd like to meet in the Think Tank or snag a booth in the center to brainstorm ideas, you can!

While the spaces are not reservable for your regularly scheduled meetings, committee meetings or other consistent activities, they are programmable if you have an event that is open to all students and furthers their understanding of leadership and service. To learn more about programming in our space, contact a Leadership Coach by emailing [lsc@sc.edu](mailto:lsc@sc.edu).

## **Awards & Recognition**

Every year we recognize the great work student organizations are doing on our campus through the student organization awards presented during the Leadership and Service Awards. As a registered organization, you can nominate your organization, leaders, and Advisor to be recognized! To learn more about the awards and process visit:

[https://sc.edu/about/offices\\_and\\_divisions/leadership\\_and\\_service\\_center/awards\\_and\\_recognition/leadership\\_and\\_service\\_awards/index.php](https://sc.edu/about/offices_and_divisions/leadership_and_service_center/awards_and_recognition/leadership_and_service_awards/index.php).