



APIDA STUDENT LEADERSHIP TRAINING

JAPAN

The background features a collage of Japanese architectural and cultural elements. On the left, there is a silhouette of a person in a meditative pose. To the right, there are various traditional buildings, including pagodas and temples with tiered roofs. In the center, there are modern skyscrapers, suggesting a blend of traditional and contemporary Japan. The colors are muted and pastel-like, creating a soft, artistic atmosphere.

AGENDA

Introduction

Meet the AACC Staff & Asian Student Council

Programming & Events

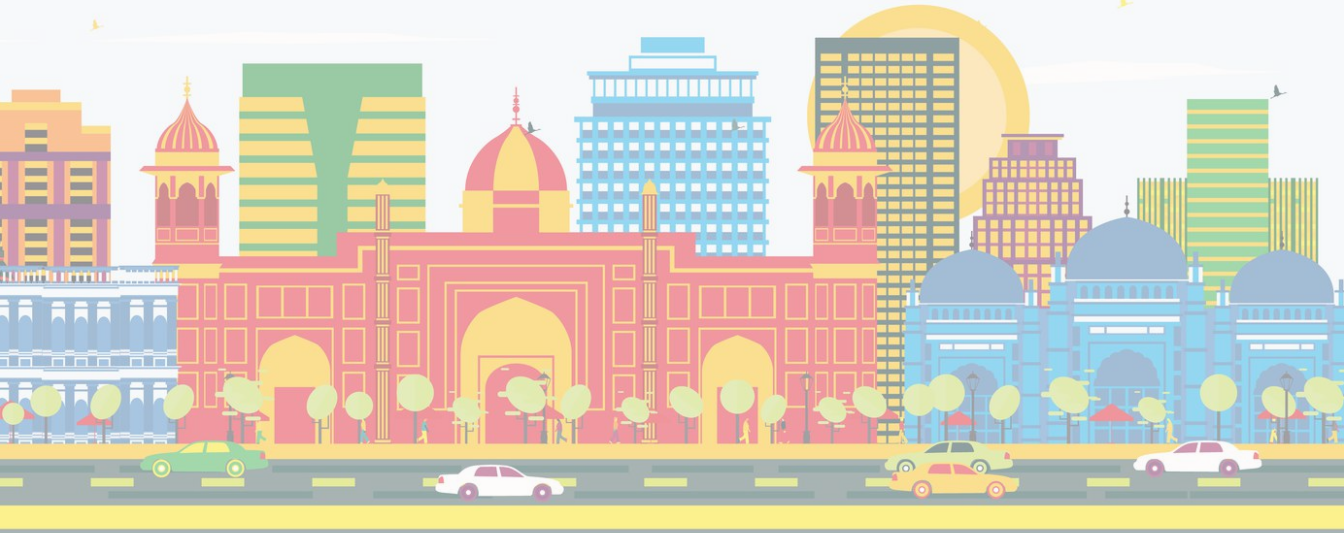
Contracts & SABO Tips

New Protocols - Pandemic Edition

New Advising Requirements

Advising Assignments

DHAKA



INTRODUCTION

AACC & ASC

ISTANBUL



PROGRAM & EVENTS

You are responsible for all details of your events
- not the advisor

CONTRACTS

- Contracts are required when purchasing services: banquet hall, rental, DJs, guest lecturers or performers, specialty catering, etc.
- W9 required with contract for all new vendors
- Legal agreements developed to protect the organization's interests.
- Completed and signed no later than two weeks prior to the event.
- **Only Advisors sign contracts for student organizations.**
- Students should NEVER under any circumstances, sign contracts or invoice on behalf of their organization. If this happens the student may be held personally liable for the terms of the contract, including payment.

SABO TIPS - PERR FORMS

- Limit the use of PERR forms to e-board officers, not members.
- Combine all receipts for one student onto one PERR form.
- Receipts must be itemized and original. No personal items on it
- Amazon receipts must have payee on the billing address or a parent consent form is required
- Purchases made using a gift card, personal Amazon credits or using personal airline miles is *not reimbursable*.



SPRING 22 - EVENT PROTOCOLS

Emailed to you by RU Student Involvement (update)

- Masks required in all Rutgers Buildings
- Events over 25 people protocols (in door events)
 - EACS Portal Entry for certification
 - Space reservation confirmation from Meetings & Events Office
 - Event host must check for Proof of Vaccination (card or electronic proof) or Negative PCR test with a test taken no more than 72 hours prior to event along with photo ID matching this information - Rutgers APP can help with this for Faculty, Staff, and Students (will have photo, vaccine info)
 - No record keeping of vaccine info/id etc.
 - **For events over 25 attendees and sponsored and/or hosted by Rutgers students and attended only by Rutgers students, displaying proof of vaccine or negative test is not required. A Rutgers student ID card will be required for attendance at the event.**

NEW ADVISING MEETING REQUIREMENTS

INDIA
VECTOR ILLUSTRATION

- Planning an event & approvals:
 - President & Treasure must meet w/ AACC advisor at least 1 month in advance of an event
- **Must send & bring completed Student Org. Program Form to the meeting for approval**
- Meet advisor after the event:
 - President & Treasurers must meet advisor with 5 business days to reconcile all cash advance, reimbursement, and vendor payments
 - Bring all original receipts, invoices and approved Student Org Program Form
- No meeting = no approvals for the event, contracts, or payments

IMPORTANT RESOURCE LINKS

[RUSA - Funding & Spending Guidelines](#)
[Links to Treasure Key](#)

RESOURCES

SHANGHAI
VECTOR ILLUSTRATION

Student Organization Listserv

- make sure to check weekly update
- email to osi@echo.rutgers.edu if you don't have access

AACC weekly newsletter

- Link to sign up for AACC News Letter

Let's talk (TBD)

- informal, free and confidential consultations with CAPS counselors
- AACC (Yushi) - Wednesdays 3:00PM-5:00PM
- Call CAPS: 848-932-7884, leave a voice mail with your full name, phone number and RUID

Do Something To Help – Share A Concern!

- <http://dosomething.rutgers.edu>
- <http://vpva.rutgers.edu/contact-us/>



STUDENT ORGANIZATION ADVISING

Jacob

- ASC
- RAPS
- CSO
- RU KSA
- RU SANGAM
- TASA
- MARU

Naima

- AIR
- APRU
- BSA
- DIYA
- HARU
- PSA

Mufrad (Moofy)

Supported by Jacob & Naima

- RCC
- VSA

- additional graduate assistant will be hired to support AACC advising and projects
- we currently have a vacancy that will be filled soon - Senior Program Coordinator

RUSA ALLOCATION - SP22

Student Org	Total Allocation
Asian Student Council	\$7,711.90
Association of Philippine Students (Rutgers)	\$11,389.00
Cantonese Club (Rutgers)	\$596.40
Chinese Student Organization	\$4,301.50
Korean Students Association	\$10,710.00
Ru Sangam	\$3,157.00
Taiwanese American Student Association	\$8,792.00
Association of Indians at Rutgers	\$5,124.00
Association of Punjabi Students at Rutgers University	\$11,301.53
Bengali Students Association	\$6,195.00
Desi Intercultural Youth Association	\$4,828.25
Haru: Kpop Dance Cover Club	\$2,156.00
Pakistani Student Association	\$9,373.00
Vietnamese Student Association	\$861.70

- Total allocation includes programs and over head
- this chart does not include any special events funding
- details of specific programming allocation can be found [here](#)

AACC Advisor Contact Information

aacc@echo.rutgers.edu

Jacob Chacko

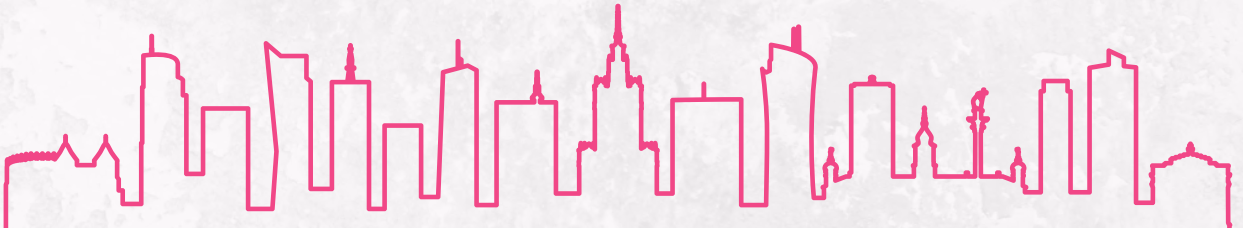
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Naima Chowdhury

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Mufrad Ahmed

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RUTGERS.
Student Affairs

APIDA Orgs can sign up to perform or share about their student org. Email will be sent to sign up by **Feb 1st**