

CAMPUS CENTER

ADVISOR WORKSHOP SERIES

HOW MAY WE HELP YOU?
WORKSHOP OUTLINE

1. *Introduction*
2. *Expectations of this Workshop*
3. *What is this workshop about?*
 - a. Overview
 - b. "Filling in the gaps"
4. *The Campus Center Service Desk Resources*

"All roads lead to Rome, All paperwork leads to the Service Desk"

 - a. Tickets (advance/complimentary)
 - b. Club Deposits
 - i. Vendor Fundraising
 - ii. Cashbox for Events
 - iii. Concessions
 - iv. Coupon Books
 - v. Other Fundraisers
 - c. Credit Cards (Club Cards /Gas Cards)
 - i. To pick up card for purchasing/trips
 1. Advisors
 2. Student Leaders
 - ii. Paperwork does not start at the desk
 - d. Petty Cash
 - i. Advisors (e.g. toll reimbursement)
 - ii. Student Leaders
5. *Campus Center Operations Resources*
 - a. Van scheduling/Van Pack
 - b. Flyer Posting (20-30 to cover three campuses and Residence Halls)
 - c. Banners/Poster Boards/Easels
 - d. Helium Tanks (we supply the Helium, you supply the balloons)
 - e. Buttons (template included)
 - f. Other Equipment (Popcorn Machine/Sno Cone Machine)
 - g. Concerns/Questions with Club/Organization Offices
 - h. Concerns/Questions with event facilities/event setups
 - i. Radios/Walkie-Talkies for large events
 - j. Information table/Vendor scheduling

6. *Feedback*

7. *Useful Contacts*

- Service Desk (x2517)
- Service Desk Website www.monroecc.edu/depts/stucenter/services.htm
- Operations – Donna Allen (x2548) and Craig Proctor (x2530)
- Publicity Office – Pam Hutton (x2478)
- Campus Center Website www.monroecc.edu/depts/stucenter/index.htm
- Conferences and Events Office (x2176)