Student Organization Summit

Student Involvement, Campus Recreation & Student Government Association

Fall 2013
Campus Life Staff

Allison Gerland, Student Involvement

Krisi Patterson, Campus Recreation

Darrin Stewart, Student Involvement Assistant
Student Org Recognition

- **September 27** – submit application and paperwork
- **September 28** – attend Summit training
- **October 11** - deadline for any missing paperwork*
- **October 14** – recognition approved through SGA

*Late paperwork may result in a 10% budget cut.*
Benefits of Recognition

- Reserving and using university facilities in the Yellowjacket Union and elsewhere on campus
- Applying for organizational funding through the SUFAC budget process
- Accessing services developed for recognized student organizations, such as utilizing a first-class mailbox, banner paper and supplies, and limited storage.
- Receive program planning assistance, including contracts Being placed on lists and in directories of recognized student organizations.
- Using the UW-Superior name when identifying the group's affiliation.
- Receive invitations to campus events and leadership opportunities
Responsibilities of Orgs

- Follow all campus policies and procedures
- Comply with UWS Student Code of Conduct and any applicable laws
- Manage risk – keep people and rep safe
- Maintain active membership and advisor
- Participate in training and leadership opportunities
- Check email and digest regularly
- Update Student Involvement of changes
SGA Updates
Student Government Association
Yellowjacket Union 156
Resources & Services
Yellowjacket Union Services

- Student Organization Mailboxes
- Meeting Room, YU 153
- Meeting and Event Spaces
- Banner Room
- Photocopier
  - b/w, color, color paper, up to 11x17
Email & Websites

Requests processed through involvement@uwsuper.edu

Campus Email Account
- studentorg@uwsuper.edu
- Provide address and password
- May also add print credits through budget

Website Hosting
- www3.uwsuper.edu/studentorg
- Design and development – organization’s responsibility
- Provide web address and authors
Digests & New/Events

Student Digest
- Provide name of authorized poster

Campus News & Events
- Provide information through online form
- Posted through Student Orgs website, may be featured on main University website
- Automatic digest posting
Directory & Distribution List

- Update contact information form when change of leadership and/or advisor

Online Student Organization Directory
- Make sure primary contact, advisor and purpose statements are accurate

Distribution List
- _Student_Organizations email list
Event Planning

Student Involvement
Yellowjacket Union 155
A Few Planning Tips . . .

- Utilize “Program Planning Guide”
- Allow Adequate Time (3-4 weeks)
- Identify Risks
  - Health and Safety; Reputation
- Consider Collaboration
- Check Campus Calendar
  - Conflicting campus events, holidays, etc.
- Make Reservations in Advance (online directory)
  - Yellowjacket Union – facility for student events!
  - Understand policies
  - Request set up needs
Yellowjacket Union Reservations

- THE place for student centered activities, meetings, and events.
- Reservable Space in the YU
  - 2 Large Meeting Rooms
  - 2 Small Meeting Rooms
  - 1 Meeting Room for Student Organizations Only
  - Great Room
  - Atrium
  - Contact Tables
Yellowjacket Union Reservations

- How to make a reservation: Contact Liz Desimone, YU Operations Coordinator, Edesimo1@uwsuper.edu
- When a reservation should be made:
  - 2 weeks advance for meeting rooms
  - 1 month advance for large events
- When making a reservation request include information:
  - Name of Event/Meeting  (ex. YAC Board Meeting or YAC Open Mic Night)
  - Start time
  - End time
  - Setup Time Start
  - Tear Down Time End
  - How many people attending
  - Is there a specific set up or technology need
Reserve any space in the MWC, Wessman Arena, and/or Outdoor Fields.

- Spaces may be reserved for meetings, club practices, home games, or scrimmages.
- Free of charge for meetings and practices up to 2 days/week.
- Home games, fundraisers, or other special events may have a facility rental fee associated.
- All space is not guaranteed available until confirmed by Campus Recreation (MWC) or Steve Kirk (Wessman/Outdoor fields).

Check availability and process a Facility Request Form online: [www.uwsuper.edu/recreation](http://www.uwsuper.edu/recreation)
Movies & Copyright

- Must obtain “public performance license” or written permission from producer
- **Copyright Law** – Educational Purpose
  - Film is used as part of in-class curriculum, registered students, teacher present
- Contract with [Swank Motion Pictures](#)
- [Internet Movie Database](#) – find producer and distributors
Entertainment Contracts

1. Collect Information & Price Quotes
   - “Talking with Agents” tips
   - Ask about “riders” – hotel, meals, equipment, etc.

2. Request a Contract/Agreement
   - You cannot sign any agreements. Contracts, memos, etc.

3. University Speaker/Entertainment Contract

4. Green Purchase Requisition
   - Attach promo or other documentation and contract
Rentals

Sound System/Tech Managers
- Portable or YU House System
- $10/hour – interdepartmental chargeback
- Request through Student Involvement

Popcorn Machine
- Includes all supplies
- $20/event; must be cleaned
- Reservation form through YAC
Campus Food Policy

- Must be part of approved SUFAC Budget or fundraised

- Applies everywhere on campus
  - Yellowjacket Union – less than $100 for pre-packaged and/or prepared foods by alternative food suppliers (student orgs only)
  - Cannot purchase alcohol
  - No potlucks in YU

- New Food Safety Policy
Food Service Options

Aviand’s Catering

- **Special menu/pricing** for student orgs
- **Catered Food Service Payment Request Form**
  - Attach promo or other documentation and list of attendees

Alternate Food Suppliers

- **Pre-packaged** food and non-alcoholic beverages and/or **prepared** food delivered to campus
- **Pre-approved** licensed and fully insured alternative suppliers
- Pay with purchase/field order
  - Attach promo or other documentation and list of attendees
Union Bash

November 9\textsuperscript{th} at 8:00pm in the Yellowjacket Union!

- This is going to be THE LARGEST STUDENT EVENT EVER ON CAMPUS…. Seriously.
- The idea is to have the entire building, every corner, offering some kind of activity for students to participate in.
- Email Liz at \texttt{edeismo1@uwsuper.edu} with your ideas by Friday, October 4\textsuperscript{th}. 
Union Bash Activities

- Free Food (Taco in a Bag, Popcorn)
- Photo Booth
- Massages
- Character Drawings
- Make your own shutter shades
- Mocktails
- Have a beer with SGA
- Drag Show
- Gaming Competition with SAGA
- Glow in the Dark Casino with YAC
- Mechanical Bull with RHA
- DJ
- Bingo – Win a TV! with Student Ambassadors
- Student Org / Athletics Team Dance off Competition –
  - Rules and Invitations sent out next week so check your mail boxes!
Promotions
Student Involvement, University Relations
Yellowjacket Union 155, Old Main 314
Forms of Promotions

- **Posters**
  - Bulletin Boards – look for public or designated boards
  - Residence Halls – 26 for RA mailboxes

- **Digital Signage (YU)**
  - JPEG files to involvement@uwsuper.edu

- **Table Tops (YU)**

- **Contact Tables** - Tabling (YU)

- **Sandwich Boards**
  - Reserve through involvement@uwsuper.edu
Forms of Promotions

- **Banners (limited spaces)**
  - YU Banner Room
  - Supplies for checkout at YU Information Desk

- **Chalk**
  - Avoid overhangs

- **Button Maker**
  - $0.25/button
  - Online form to involvement@uwsuper.edu

- **Resident Mailboxes**
  - Limited to 1 mailing/semester – permission from Res Life
Bulletin Board Etiquette

- 1 poster/board
- Pushpins only
- Don’t cover/remove others
- Take down expired
University Relations Resources

- **Style Manual**
- **Logo Templates**
- **Brand Review** – for communication to external audience or an internal shelf-life of three months or longer
  - Fonts, Colors, Logos, etc.
- **Printing & Photocopying** (over 200 or special projects)
  - Print Manager coordinate with vendor
- **Presentations**
  - Creative Promotion for Student Organizations
  - Marketing Your Brand
- **Media Relations**
- **Social Media** Best Practices
Design Standards

Student Organizations & Internal Promotions:
 Use of a university logo preferred
 Written identifier, at minimum (i.e., University of Wisconsin-Superior)
 Identification of organization
 Website or other contact information.
 Event or posting date
Promotional Items

- All promotional items must be approved by University Relations prior to ordering.
- Logo usage guidelines also apply.
- University Relations can coordinate the purchase of promotional items across departments; may yield a lower cost per unit.
- For assistance in selecting, designing and/or ordering promotional items, please complete a Service Request Form.
- To submit a promotional item for brand review, email a PDF or jpeg file to brandreview@uwsuper.edu.
SUFAC
Student Organization Funding
The purposes of this Council shall be the structuring of Segregated Student Fees, dispersing allocable and non-allocable fees within the guidelines of the UW-System, the management of student fee reserves, and policy and procedures for its operation.
New & Existing Student Organizations

- Eligible for max. $2,500 and 2 requests/year

Missed recognition and/or SUFAC requirements

- Limited to max. $500/year
Emergency Funding Request

Submit to:
senate@uwsuper.edu

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Emergency Funding Request

Organization Name:

Total Amount Requested:

Reasons for Request:

Funding Request Breakdown:

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<th>Item</th>
<th>Price</th>
<th>Quantity</th>
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Totals:

Notes:
Finances
Business Office, Budget Office
Old Main 206, 202
Cost Center = Campus Account Number
- MUST have on-campus account for funding, purchasing, and fundraising
- CANNOT have off-campus bank account
- Advisor is the “Cost Center Manager”

Set Up Cost Center – Budget Office
- Form online

WISDM Access – Business Office
Purchasing

1. Get a Quote
   - Office Supplies - Staples (MDS)
   - Large Copying/Printing - University Relations
   - Promotional Items - University Relations

2. Green Purchase Requisition

3. Purchasing Office Determine Best Method
   - K-Mart – field order
   - Use local and/or reputable vendors

*Reimbursements – not best method for purchasing!
**Purchase Requisition**

Allow *at least* 10 business days!
Fundraising & Donations

Budget Office, Foundation Office
Old Main 202, 237
Bake Sales

- Bake sales are exempt from the fundraising approval process; can be held at any time
  - Cookies, cakes, other “cold” food

- Hot food sales not recommended due to food safety
Fundraising

- Includes ticket sales and donation solicitation
- Fundraised money can be used at the organization's discretion and carried over into the next fiscal year.

1. **Fundraising Paperwork**
   - Request to Conduct Fundraiser
   - List of Merchants – reflect University values
   - Solicitation Letter
   - Final Report

2. Submit to UWS Foundation Office
3. Business Office will send approval notification
4. Must submit Final Report within 5 days
Fundraising

- Must follow proper cash handling procedures
- Fundraisers are tax-exempt (non-profit)

Cashier’s Office

- Cash Box or Locked Bag
- Starting Cash
- Deposit Form - all funds must be deposited to the organization's campus account.
Raffles & Prizes

Raffle – game of chance; tickets are sold
Drawing – everyone is eligible

- Raffles require special approval forms and must follow State Gaming Commission guidelines
- Contact the Business Office
  - Class A & B Raffle Approval Forms & Sales Reports

Prizes & Awards
- Approval Form – Business Office
Trip Planning

1. Student Trip Planning Form
   - Book rental vehicle, hotel, registration

2. Driver Authorization
   - Personal Vehicles – still need to be authorized; assume personal liability

3. Recognition of Agency Statement
   - If advisor is not traveling

SUFAC/Seg Fees CANNOT be used for campus visits (graduate, law, medical schools, etc.)
Trip Planning Form

Submit at least 30 days prior!

Fill out completely!
List of authorized drivers online

Driver Authorization Form

Expiration end of semester for students.

More than 1 driver.
Pre-Trip Arrangements

1. **Travel Advance**
   - Cash in advance for gas, hotel, etc.
   - **Advisors:** Funds are issued as a check or direct deposit

2. **Trip Responsibility, Release & Authorization**
   - For overnight trips
   - Can fill out for entire semester/year

3. **Emergency Contact Information**
   - Multiple copies
At least 10 business days
1. Travel Expense Report
   - If received Travel Advance or need Reimbursement

Save ALL receipts!
## UW Travel Expense Report

**Travel Agency:** [Click here for Travel Policy]

<table>
<thead>
<tr>
<th>Month and Day of Travel</th>
<th>Depart Time</th>
<th>Return Time</th>
<th>Official Business Purpose of Trip</th>
<th>Nature of</th>
<th>Mileage/Billed Expenses (Mail/Travel)</th>
<th>Person(s) Vehicle</th>
<th>Fare(s)</th>
<th>Misc. Exp.</th>
<th>Misc. Exp. Req. Fee, Phone, Etc.</th>
<th>Lodging</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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**Claimant’s Statement:** 18.52 Wisconsin Statutes. I declare (under penalties of perjury) this account of travel expenses is accurate and conforms with all applicable University and State regulations. The expenses are actual, reasonable, and were incurred in my usual travel in the performance of my duties. No portion of this claim was provided free of charge, covered by a registration fee, previously reimbursed from any other source, or will be paid from any other source in the future.

**Car Travel Calculator**

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**Last Updated:** 1/26/2008
Watch for Online Evaluation!