student registration meeting
Event Services Staff

Mike Bobeldyk, Director
• Primary Contact for Events in the Maucker Union
• Secondary Contact for Outdoor Events
• Northern Iowa Student Government

Bryan Beardsley, Business and Operations Manager
• Primary Contact for Outdoor Events & Lang Hall Events
• Secondary Contact for Events in Maucker Union
Student Involvement Staff

Connie Hansen, Associate Director
• Panther Pantry
• Panther FYI
• Student Organization Support

Pam Creger, Secretary
• NISG Funding
• Student Organization Start up
• Student Organization Resources
Student Involvement Staff

Josh Farris
• Fraternity & Sorority Life
• Student Organizations Support

Josh Bulten
• Campus Activities Board
• Student Organizations Support
Why are you here?

Importance of Annual Registration Meeting

1. Resources & Support to help you do what you do
2. Updating your organization, officer information & social media information
3. Confirm with your advisor that they have completed the required Clery Act information

Benefits of Registered Student Organizations

1. Perks and privileges
2. We keep you informed
Student Organizations Updates

• Updates in the Student Organization Database

• Importance of updating student organization information for the website

• Review Constitutions

• Importance of updating your rosters
  (Alumni Association: email to amy.mohr@uni.edu)
Student Org Registration Database Deadlines

9/23 - Deadline for Organizations to submit registration forms

9/28 - Deadline for Office Assistants to have new information entered into the student org database
## Reservations

What spaces are available for my group to reserve?

<table>
<thead>
<tr>
<th>Maucker Union</th>
<th>Lang Hall Auditorium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellness Recreation Center</td>
<td>Rod Library</td>
</tr>
<tr>
<td>Outdoor Spaces</td>
<td>Academic Buildings**</td>
</tr>
</tbody>
</table>

Events in Maucker Union, Lang Hall Auditorium and Outdoor Spaces can be reserved online at [reservations.uni.edu](reservations.uni.edu)
Reservations

What is the cost in reserving a space in Maucker Union?

In general, student organizations do not incur costs associated with utilizing meeting rooms and event spaces in Maucker Union.

Meeting rooms in the lower level have in-room computers, projectors and video conferencing equipment available at no charge for you to use.

Maucker Union Ballroom does have fees associated with projectors and select audio equipment. If you are planning an event, you can utilize your allocated NISG funding or request funding through NISG Contingency Funds.
Marketing your Events in Maucker Union

Southwest Entrance Marquee:
Student Organizations can market events for up to two weeks. Submit event information to: https://union.uni.edu/maucker-union-electronic-message-display

Interior Entrance Displays:
Student Organizations can market events for up to two weeks. Information on slide format and submission form can be found at: https://union.uni.edu/maucker-union-entrance-displays

Student Life Calendar of Events:
Events reserved in EMS reservable spaces automatically populate to: https://eventschedule.uni.edu/
This is also a good resource to see what other events may be occurring across campus that could conflict with your events!
Event Management Safety

In the event of a medical emergency

1) Contact the facility manager if applicable (in Maucker Union that would be full-time staff or evening/weekend building manager)

2) If there is not a facility manager, call UNI Public Safety 319-273-2712 rather than 911. A UNI Public Safety Officer can be on the scene of the incident much faster to assess the situation and call for appropriate assistance.
Student Org Catering

Things to know when having food or beverage at an event:

- There are several University Policies that can impact your food and beverage purchases and/or reimbursement when using a university account.
  - 13.17 Preparation and Service of Food and Beverages on Campus
  - Coca-Cola Contract
- Serving food and beverages comes with some very real risk of foodborne illness if handled inappropriately. It is important that all potentially hazardous food and beverages (those which must be temperature-controlled in order to remain safe to consume) must be prepared in and/or provided by a licensed commercial food service or caterer when providing food or beverages for an open or advertised event.
  - Things you don't think are a big deal, but can cause problems
    - Not using clean dishes or clean utensils, cross contamination both from an allergic reaction and from a bacteria standpoint
    - Not having the right equipment to heat or refrigerate food or beverage quickly enough, or not sanitizing prep areas or other things used to prepare the food or not getting food from a safe source.
    - Someone helping with the prep that is not feeling well.
    - Handling food with bare hands rather than gloves or tongs.
- When providing food for just your group members (called a closed group) with a university account, you are not as restricted, but still want to be thoughtful about how you are handling any food components AND you need to be aware of the restrictions of the Coca-Cola Contract.
- UNI Catering will not be doing takeouts and will support limited serviced catering events.
  - Not just an issue for UNI Dining so it is important to plan ahead and be a little flexible on dates and time.
  - Contact catering@uni.edu or call 319-273-2333 to see if UNI Catering is able to support your event.
  - Maucker Union Food Court and Essentials are available and you can used a Departmental Charge.
- For more food options check out our catering website: https://uhd.uni.edu/dining/catering
  - For events under $250 with lower risk foods, you can order food from Approved Vendors without any additional approval.
  - For events over $250 and events with higher risk foods, you must get a catering exception regardless if it is from an approved vendor.
  - Steps to get a Food Truck for your event.
  - Steps for adding Approved Vendors.
Student Org Catering

Easy Food Options:

- Purchase food and beverages from Biscotti’s, Book Bistro, Essentials or Maucker Union Food Court with a Departmental Charge.
  - Maucker Union Food Court (10:30 - 2:30 PM Monday - Friday) - Sandwiches, Sushi; Godfather’s Pizza (10:30 - 8 PM Monday - Thursday, 10:30 - 2:30 PM Friday)
  - Online ordering available starting September 26!
- Biscotti’s has great snack options like chips, popcorn, bulk candy, cookies, etc
- Essentials and Biscotti’s will have ½ gallon Peak Tea, 2-liter Lemonade, 12 pks of canned Coke products and cases of bottled water.
  - For larger events, it is important to reach out early to ensure they will have everything you need.
- UNI Baked Good - Cookies, donuts, cakes can be ordered through catering@uni.edu or call 319-273-2333 (Jill Chelesvig will be your contact) but will have times that we may not be able to do or may be limited.
- HyVee is a great partner
  - You can purchase and pick up things like gallons of apple cider served cold, snacks, pre-made fruit trays and relish trays for your event. Keep in original packaging!
- Pizza and sandwiches - lots of Approved Vendors! If less then the $250, no approval needed if using an approved vendor.

For larger events or events that have food that requires the temperature control, make sure you plan head. Get your catering exception in for approval! If you need help, we are always happy to help!
University Relations & Marketing

• Print Material
  • Copyworks discount / printing process
  • Logos
  • brand.uni.edu

• Apparel & Giveaways
  • Work w/licensed vendors

• Spread the Word
  • (+) Student Org Resources page

• Photography
Student Involvement Resources

- Programming supplies
  - Yard games
  - Signs
  - Button maker
  - Sound system
- Student Org Work Space
  - Behind the student involvement front desk
- Programming Promotion
  - Instagram: @studentinvolvement_uni
- Monthly Emails

Student Organizations Resources page
Student Involvement Resources

Meet with us for help with…

• Difficult conversations
• Recruitment ideas
• Leadership transitions
• Advisor relationships
• Program planning
• Retention of leaders
Monthly Recognition and Awards

Student Leadership Awards Nominations will be out in Jan/Feb
**Movie Copyrights**

The Chart below is a quick guide to helping you understand if you need permission to show the film without copyright:

<table>
<thead>
<tr>
<th>Yes, you need to obtain a copyright:</th>
<th>No, you do not need a copyright:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● If the screening is open to the public, such as showing a film to the community for cultural enrichment</td>
<td>● If privately viewing the film in your place of residence with friends</td>
</tr>
<tr>
<td>● If the screen is in a public space where access is not restricted, such as an instructor showing a film to a class for curriculum related purposes in a public or unrestricted location</td>
<td>● If an instructor is showing the film to officially registered students in a classroom, where content of film directly relates to the course</td>
</tr>
<tr>
<td>● If person attending are outside the normal circle of family and acquaintances, such as showing a film to a student org, or showing a film for a class but inviting others to attend</td>
<td>● If the film is streamed from the Kanopy database, rented from Rod Library (assuming Public Performance Rights are available), or a Public Domain Film and no admission fee is charged</td>
</tr>
</tbody>
</table>

Older movies will be about $500 and newer ones $1000. This might be unfeasible for your organization, so consider collaborating with other organizations to split the cost or working with CAB.
### FALL 2022 ACTIVITIES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 18</td>
<td>Student Organization Fair</td>
</tr>
<tr>
<td>Aug. 19</td>
<td>Maucker Union Live</td>
</tr>
<tr>
<td>Sep. 1</td>
<td>Outdoor Maucker Movie - Back to the Future</td>
</tr>
<tr>
<td>Sep. 7</td>
<td>Yoga Night</td>
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<tr>
<td>Sep. 15</td>
<td>Casino Night</td>
</tr>
<tr>
<td>Sep. 21</td>
<td>CAB Kitchen</td>
</tr>
<tr>
<td>Sep. 24</td>
<td>Fan Bus to Western Illinois</td>
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<tr>
<td>Sep. 28</td>
<td>Maucker Movie - Jurassic World Dominion</td>
</tr>
<tr>
<td>Oct. 5</td>
<td>Homecoming Theater Dinner</td>
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<tr>
<td>Oct. 7</td>
<td>Homecoming Pep Rally</td>
</tr>
<tr>
<td>Oct. 13</td>
<td>Maucker Union Live - Sip &amp; Paint</td>
</tr>
<tr>
<td>Oct. 19</td>
<td>CAB Kitchen</td>
</tr>
<tr>
<td>Oct. 21</td>
<td>Family Weekend Bingo</td>
</tr>
<tr>
<td>Oct. 25</td>
<td>Fall Fest</td>
</tr>
<tr>
<td>Nov. 1</td>
<td>Maucker Movie - Knives Out</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Maucker Union Live - Wellness Bingo</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>Game Show Night</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>CAB Kitchen</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>CAB Concert</td>
</tr>
<tr>
<td>Nov. 30</td>
<td>Iron Chef &amp; Cooking Class</td>
</tr>
</tbody>
</table>

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### October 3-8 - Homecoming Schedule

- Traditions Challenge Amazing Race (Tuesday)
- Homecoming 70’s Party (Friday)
- Parade through Main St. (Saturday)

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### Partnership with CAB

- Reach out to Yessenia Rodriguez
- [Collaboration Form](#)
Tips for Working With Your Advisor

- Advisors Role
  - Attending Meetings
  - Holding one on one meetings with executive officers
  - Policies & Procedures
  - Resource & Guide to University offices
  - Goal Setting
  - University Student Travel Policy
  - Leadership Development
  - Mediation (between members, university departments, etc.)
  - Financial
  - Representative to campus community
  - Be familiar with national affiliates
Recruitment

• General Reminders
  • Use best practices when recruiting new members
  • Practice Year Round Recruitment
  • No soliciting in the residence halls and Maucker Union
  • If you want to brainstorm on ideas come visit the Office of Student Involvement
  • Always identify your organization (posters, social media & face to face)
• In an emergency, every second counts!
• Interactive alcohol education workshop
• Contact Shawna Jesse in Student Wellness to host a workshop for your organization
• September 25th at 1:30pm for the FSL community
Student Travel

Student Organization Travel with NISG Allocated Funding

- Visit Office of Student Involvement website for information on How to Access Funding For Travel
- Some expenses can be prepaid using a university credit card, others will have to be paid out of pocket by the student and reimbursed upon completion of the travel
- Contact Pam Creger to schedule a planning meeting as soon as possible - ideally 30 days prior to travel
- A trip must be created in the university travel system (ProTrav) - this will be done by Pam Creger if NISG funding is being utilized for the travel

Student Organization Travel without NISG Allocated Funding

- A trip must be created in the university travel system (ProTrav) - the student organization advisor or a designee in their department is responsible for creating this trip
- Pam Creger can be contacted to assist the advisor with the ProTrav creation if they are unfamiliar with the system

NOTE: ProTrav trips are REQUIRED for any student organization travel - even local travel with no overnight stay. Contact Pam Creger if you have any questions that are travel related.
Student Code of Conduct

• Being a Panther is being Respectful, Responsible and Honest

• Reminder that student organizations also fall under the Student Code of Conduct.

• Remind your members that they not only represent themselves but they also represent the organizations that they are a member of.

• Focus on being safe and respectful when participating in events on and off of campus.
What is **UNI PAWPRINT**

Available through the Alumni and Foundation office
Contact person:
**Derick Stoulil**
Associate Director, Annual Giving Programs
Phone: 273–6033
Content Creator

Social Media Marketing Request Form - An opportunity for Student Organizations to send in Social Media requests so they are able to get reposted on the UNI Student Involvement Social Media Accounts.

Button Maker - Request a time slot or request help with a button Design

Bubble Poster - Request a bubble poster to be printed and hung up, or request help with a bubble poster design

Social Media Templates - Multiple templates to help student organizations create social media graphics.

Maucker Union Marquee (Outdoor Electronic Message Board) - A request form for student organizations to have their graphic appear on the outdoor electronic message board in Maucker Union

Computer Lab Monitor Screensavers - A request form for student organizations to have their graphic appear on the computer lab monitor screensavers.

Maucker Union Entrance Displays (Indoor Digital Signage) - A request form for student organizations to have their graphic appear on the indoor digital signage in Maucker Union.

The Student Involvement Content Creator, Annahlee Huspen, can assist Student Organizations with the creation of any graphic that may be needed for any of the marketing opportunities listed above at involvementmarketing@uni.edu.
Follow us on Social Media

Follow UNI Student Involvement
On Social Media!

@studentinvolvement_uni
@InvolvementUNI
@unistudentinvolvement
UNI Student Involvement & Event Services

• Please share your organization’s events with the Office of Student Life and we will post it on our social media platforms.
UNI Wants Your Voice Heard

Online survey October 4- November 4

• Confidential way to share your experiences

Aim: ≥ 30% student participation

Prizes & Giveaways for participants

• 2 grand prize tuition reductions of $500!
• 100 Amazon cards,
• Panther Friday t-shirts
The earlier you take the survey, the more chances you get to win the grand prize!

- 1st week = 4 entries
- 2nd week = 3 entries
- 3rd week = 2 entries
- 4th week = 1 entry

Tell your friends, org members!
• https://pantherpantry.uni.edu/
• Drives and Donates

Panther FYI

Trainings for student organizations email
involvement@uni.edu
Student Organization Funding
Topics

• NISG Funding Sources
• Budgetary Process
• Contingency Funding
• Coca-Cola Fund
• Intercollegiate Academics Fund

Contact

NISG Director of Administration and Finance,
Derek Koppes
E-mail: nisg-finance@uni.edu
Quick Overview of Types of Funding

The following videos will elaborate on each funding source

**Budgetary Process**
- Applications open for the next school year
- New Method: Flat Allocation

**Contingency Fund**
- Funds similar items as Budgetary
- Funding decisions are based on merit and availability of funds throughout the school year

**Coca-Cola Fund**
- Funding for food
- Any event which benefits campus

**Intercollegiate Academics Fund**
- Research, Academic Presentations, and Academic Competitions.
- Must be associated with an Academic Dept.
Budgetary Process

• The budgetary process is being changed dramatically in the coming year.

• NISG DoF requires each student group to attend a mandatory funding meeting.

• Student orgs will simply opt in or out of a flat allocation next budgetary period.

• Student orgs are emailed with results following the mandatory funding meetings. Information regarding these meetings will be distributed later this year.

• View your 2022-2023 allocations here
Contingency Fund

A year round funding source: Link

Designed to fund unforeseen events and expenses of student organizations.

Does not fund:
• Food or beverages (Exception: Monies allocated for Weekend Incentive)
• Events not open to all students
• Events off campus
Intercollegiate Academics Fund

• Funding from the Provost Office for research, competition, and academic presentations. Must be associated with an Academic Department

• Large amounts funded, but more elaborate application process than other funding sources.

• Department Head and Student Organization Advisor should help you through the process.
• [Link](#) Contact the NISG Director of Finance if you have further questions
Coca-Cola Fund

• Money comes from our exclusivity agreement with Coca-Cola
• Funding guidelines are more flexible than contingency fund
• Will fund food
• Incentive for collaboration with other student orgs
• No solicitation for funding/sponsorships with Coca-Cola directly
• Click [here](#) for the link to the application
Coca-Cola Product Request

• Free Coca-Cola product is available to student organizations for events which meet the criteria set out in the guidelines.

• For more information, and to fill out a request, follow the link below:
  https://docs.google.com/forms/d/e/1FAIpQLSeialqp01Lyi_Bxpj2idH7cwDziEpo0b8Yey7uDgl9K9sPEbA/viewform?usp=sf_link

• When placing a request, please enter quantities in 12 packs for soda and 24 packs for water with a plan for approximately 1 item per person for the event.
How to Apply for Funding

● Budgetary Process
  ○ Attend a mandatory budget meeting in the Spring semester with me.

● Contingency Fund
  ○ Apply on the NISG website at this [Link](#)

● Coca-Cola Fund
  ○ Apply on the NISG website at this [Link](#)

● IAF Fund
  ○ Apply online using this [Link](#)

If you have any questions, please contact nisg-finance@uni.edu
Accessing Funding Received

• You will not receive the funding in a lump sum prior to your event

• In order to make the most of your funding and have a successful event, it is critical that you plan ahead.

• If you have any questions about accessing the funding your organization has received, please contact Pam Creger at pamela.Creger@uni.edu

Quick information on accessing funding for different types of expenses (advertising, equipment, travel etc) is located on the Student Organization Resources page.
Item specific Purchasing Information

• **Organization Name Badges** - can be purchased through University Relations using a department account. Pam Creger can help with ordering if you have funding, or a department secretary can assist.

• **Organization Tablecloths with logo for tabling events** - must be ordered through a licensed vendor. Pam Creger can help with ordering.

• Orders for items with UNI or organization logos must be purchased through a licensed vendor.

• Items paid for with university funding that are considered technology or electronics must be vetted through IT. Plan accordingly for additional lead time when purchasing.
Apparel purchases

- If you want to purchase t-shirts, uniforms or any type of apparel with NISG funding, send an email to pamela.creger@uni.edu including the following information:
  - Type of apparel (t-shirts, team jersey etc)
  - Business reason/justification for the apparel (worn as uniform, required for members to wear at sponsored events)
  - Estimated cost per item
  - Total anticipated cost
- Your request will be forwarded to the NISG Organization and Finance committee for review and approval
- If approved, you will be required to submit a list of each person receiving apparel, the dollar amount of the item received
- All apparel purchases must be purchased through a licensed vendor
Thank you for coming!