Student Organization 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

- Campus Programs Coordinator
- Fraternity & Sorority Life
- Student Organizations Support

Carlos Frazier

- Campus Programs Coordinator
- Student Organization Leadership/Workshops
- Student Leader Organizational Contact

Student Involvement Staff

Tracy Ferguson

- Campus Activity Boards Advisor
- Campus Programs Coordinator
- Social Media Content Creation Coordinator

Kelby Homeister

- Campus Programs Coordinator
- Student Organizations Event Coordinator
- Equipment and Resource Contact

Graduate Student

- Jordan Burds
- Student Involvement
- Student Organizations Resources

- Lauren Wirtz
- Student Involvement
- Student Organizations Event Coordinator

Why are you here?

Importance of Annual Registration Meeting

1. Resources & Support to help you do what you do

2. Updating your organization, officer & Advisors information & social media information (we maintain the student org database)

3. Student Org Google Drive

4. Confirm with your advisor that they have completed the required Clery Act information. This training can be found on your elearning Blackboard. Please review and complete the training.

Benefits of Registered Student Organizations

1. Perks and privileges

2. We keep you informed (PLEASE READ & SHARE your monthly email)

3. Individualize student org meeting - please sign up so we do not have to chase you down.

Next Steps: Sign up for an Org Meeting

- Thirty minutes
- Maximize the work you do
- Set goals and objectives for the year

Student Organizations Updates

- Updates in the [Student Organization Database](#)

- Importance of updating student organization information for the website

  - Review Constitutions: this should be done by your organization yearly

  - Importance of updating your rosters

- The Panther Den (Located behind the Student Involvement Front Desk)

- Copyworks orders will need to be picked up by student organizations in the store. They will no longer be delivered to the Office of Student Involvement.

Student Org Registration Database Deadlines

9/12 - Deadline for Organizations to submit registration forms

9/19 - Deadline for Office Assistants to have new information entered into the student org database

Student Org Google Drive

Google Drive Updates

Google announced that unlimited storage is no longer available for education customers. Beginning this October, UNI IT will begin the process of removing individual Google accounts of students/faculty/staff that are no longer members of the university community. If your organization utilizes any Google files from previous members, here are a couple of recommended steps to take.

MAKE COPIES OF HISTORICAL FILES YOUR GROUP WISHES TO MAINTAIN

If documents have been created and saved on individual accounts of members who are no longer part of the university community, please create electronic copies so you can retain access to the files. Once you have completed the next step, these files can be stored in your shared drive.

REQUEST STUDENT ORGANIZATION GOOGLE GROUP

We suggest that student organizations have an organizational email account where all folders and documents can be stored and shared permanently. To do so, please have your organization's advisor complete the Student Organization Google Group Request form by initiating the following steps:

● Select "New Google Group"
● **Note:** Only full time faculty/staff can submit requests for Google Groups.
● Your advisor will serve as the manager of the account and can add additional managers to populate who has access to the drive.
● Contact servicedesk@uni.edu or 273-5555 if you have any additional questions about requesting a Google Group.

Student Involvement and Alumni Association

The Office of Student Involvement and the Alumni Association are continuing to look for ways to support student organizations. One way is for us to capture each student orgs membership so that we can code student engagement on campus. The memberships will show up in every student's Panther FYI out of the classroom resume. On the Alumni side they will be able to gather alumni rosters for current student orgs looking to build relationships with their alumni. We will look to gather this information twice a year. (March and October).

- Please submit your roster in excel or google sheets
- We just need the following:
  - First name
  - Last name
  - UNI email address
  - Email this list to: involvement@uni.edu.

Deadline is Oct. 16th

Questions: contact Carlos Frazier at carlos.frazier@uni.edu

Student Care

- Student Care serves as the centralized hub for the UNI campus community in providing coordinated care efforts to students experiencing a wide variety of challenges during their career.

- As students and student leaders, we want to support you in your roles and your care for one another. However, we also recognize that you are a college student and you shouldn't be solely responsible for your peers. If you have a friend who is struggling, please know we are here to help.

- Connect a student to Care from the [Dean of Students website](#).

Connect a student to care →

Student Accessibility Services

- Student Accessibility Services works with individual students to determine appropriate accommodations for their Academic and Campus Experience as well as for University Housing & Dining.

- To support individuals with disabilities, please include the following statement in advertisements for programs or activities you are hosting:

  - If you need a reasonable accommodation to participate in this program/event/activity, please contact (sponsoring organization) at (email) prior to the event.

  - If you have questions about the accommodation a student requests please work with the Student Involvement team and/or Student Accessibility Services.

  - Sample of Accessibility Statement: Individuals with disabilities are encouraged to attend all UNI-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact CAB at **unicab@uni.edu** at least one week prior to the event.

Student Conduct Code

- Student organizations can also be held responsible through the [Student Conduct Code](#), for behaviors on or off campus.

- If your organization allegedly violates the Student Conduct Code,
  - We will communicate with your organizations president.
  - We communicate via UNI email.
  - You can have an advisor in the student conduct process.

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

Student Conduct Code

- The following factors will be considered when determining if the alleged policy violation was committed by a student organization or by individual(s):

    - How many of the members of the student organization were involved in the incident?

    - Did the incident occur in relation to an event sponsored by the organization?

    - Did a member(s) of the organization violate university policy(ies) at an event sponsored by the organization or in the course of the organization's affairs, and fail to exercise reasonable preventable measures?

    - Did the organization's leadership have knowledge that the event was going to occur?

    - What was the nature of the incident?

Student Conduct Code

Case Study:

On Friday afternoon you receive a message in the Taylor Swift Fan Club (TSFC) group chat about a party tonight. The message reads, "Pull out your sparkly boots and grab your friendship bracelets to swap, we're hosting a party tonight. Location: Alli & Lindsay's House (TSFC Headquarters), $10.00 pitch in for drinks required, members only."

What might be concerning about this message?

Family Weekend

Family Weekend (October 4 - 6)

- Nominate your Family to be named a **Forever Family**

- Don't forget to invite your parents, siblings, grandparents, friends - whoever you want to come spent the weekend with you.
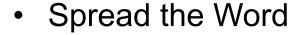
University Relations & Marketing

- 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 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 offer all styles of catering including full serviced events.
  - 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, Chats and Essentials are available for pick up 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.
  - You must complete a catering exception for vendors that are not listed as an Approved Vendor for each event.
  - 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, Chats, 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 - 5 PM Monday - Thursday, 10:30 - 2:30 PM Friday)
    - Pickup Orders from Maucker Union Online ordering available: https://uhd.uni.edu/dining/catering
  - 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.
- Lots of Approved Vendors! If less then the $250, no approval needed if using an **Approved Vendor**. If you think you might go over $250 or are using a vendor that is not approved, do a catering exception.

For larger events or events that have food that requires the temperature control, make sure you plan head. Contact UNI Catering early in the process or get your catering exception in for approval! If you need help, we are always happy to help!

Reservations

What spaces are available for my group to reserve?

Maucker Union

Wellness Recreation Center

Outdoor Spaces

Lang Hall Auditorium

Rod Library

Academic Buildings

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

Email: wrs-reservations@uni.edu

https://recreation.uni.edu/recreation-services-facilities-reservation

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 are equipped with in-room computers, projectors and video conferencing equipment **available at no charge for you to use.**

To use the in-room computer, you just need to turn on the projector and sign in using the mouse and keyboard.

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 Non-Allocated 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 Involvement 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 building manager if applicable (in Maucker Union that would be full-time staff or evening/weekend building manager)

2) If there is not a building 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 Organization Funding

Types of Funding

- Budgetary Process
- Contingency Fund
- Coca-Cola Fund
- Intercollegiate Academic Fund

Contact Information

NISG Director of Administration and Finance

nisg-finance@uni.edu

Evan Winter

Overview of Funding Processes

Budgetary
- Student organizations must submit a budgetary fund request form, including a detailed budget breakdown for events/expenses the organization wishes to receive funding for
- This budgetary process will happen in the spring.

Non-Allocated (previously known as the Contingency fund)

- Funds similar items to budgetary allocations
- Funding decision is based on merit and availability throughout the fiscal year (July 1st 2024- June 30th 2025)

Coca-Cola

- The **only** funding source for food
- Can also fund travel and other events benefitting the campus

Intercollegiate Academic Fund

- Used for research, academic presentations and competitions
- Must be associated with an academic department

The Budgetary Process

- We are back to a budgetary review process
- Organizations are required to submit a form including a budget breakdown for fundable expenses they wish to receive funding for
- Student orgs are emailed the results after review by the budgetary committee and after the Senate votes on the budget
- 2024-2025 budgetary allocations are linked here, but are also available to view at anytime on the Northern Iowa Student Government website

The Non Allocated Fund

- Year-round funding source
- Does not fund
  - Food or beverages
  - Events not open to all students
  - Items that do not stay with the club
    - Ex. t-shirts for members (not used as jerseys or uniforms)
- Application based; link can be found here
  - Applications received less than two weeks prior to the event are subject to automatic denial
- More money can be accessed by collaborating with other student organizations

Intercollegiate Academics Fund

- Funding from the Provost office for research, competition, and academic presentations
- There is generally a large amount that can be funded, but the application process is more complicated than other sources
- Department Heads and Student Organization Advisors are able to help you through this process
- The link for more information about this fund can be found [here](#)

The Coca-Cola Fund

- The money for this fund comes from the university's exclusivity agreement with Coca-Cola
- Funding guidelines are more flexible than the contingency fund
- This is the only fund that will grant money for food (or anything food-related)
- More money can be accessed when collaborating with other student organizations
- The application can be found [here](#)
  - Applications received less than two weeks prior to the event are subject to automatic denial

Coca-Cola Product Request

- Free Coca-Cola product is available for student organizations that meet the guidelines

- This product allocation is a set amount and on an annual basis

- Groups are able to request product for future events as soon as they have confirmed event details set

- For more information, or to fill a request, use [this link](#)
  - When placing a request, enter the quantities in 12 packs of soda and 24 packs of water, planning for 1 item per person attending the event
    - Ex. a request for 1 case of Coke will provide for 12 people, so if there is a 12 person event, you request 1

Accessing Funding

- Applications for any type of funding are required at least two weeks before the event takes place
  - Applications are subject to <u>automatic denial</u> if this deadline is not met
- After funding is approved, organizations are required to meet with Pam Creger to access the monies
- If you have any questions about how to access funding once it is distributed, please contact Pam Creger at pamela.creger@uni.edu
- Pam Creger's meeting schedule for 2024-2025:
  - In person meetings can be scheduled Tuesdays/Wednesdays 8-3:30pm
  - Available for meetings via zoom Monday, Thursday, Friday 8-3:30 pm

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 30-45 days prior to travel
- A travel request must be created in the university travel system via OBO Service Hub - this will be done by Pam Creger if NISG funding is being utilized for the travel

Student Organization Travel without NISG Allocated Funding

- A travel request must be created in the university travel system via OBO Service Hub by the student organization advisor or a designee in their department is responsible for creating this trip

NOTE: When student organizations are traveling in the Cedar Falls/Waterloo area, a travel request form is only required if the group will be renting space at the intended venue/location.

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

Overview

- In partnership, the University of Northern Iowa and the Volunteer center of the Cedar Valley (VCCV) connect students to volunteer opportunities in the community.

- The VCCV utilizes an online database that displays over 50 ongoing volunteer opportunities. There are over 180+ member organizations to connect with!

- Both individuals, student organizations, staff, and faculty can collaborate and utilize us as a resource for volunteer needs.

WE Can Help!

UNI / **University of Northern Iowa.**
Community Engagement

Volunteer Center of Cedar Valley

- **Learn about the national Certified Nonprofit Professional (CNP) Credential at UNI. (Current participation in a student organization gives you and your members an advantage in earning a CNP).**
- **Assist in setting up volunteer service activities for your organization or register for natural disaster relief training.**
- **10-15 minute presentation at your organization meeting with more details about Community Engagement and the Volunteer Center of**

CNP Interest

Volunteer Service Set-Up

Presentation

Contact Us

UNI / **University of Northern Iowa.**
Community Engagement

Volunteer Center of Cedar Valley

Office of Community Engagement

Email: community.engagement@uni.edu

Location: Human Performance Complex 107

Monday-Friday: 8 am- 4:30 pm

@UNIEngagement

Volunteer Center of Cedar Valley

Email: information@vccv.org OR

Location on Campus: Maucker Union

Monday: 10am- 4:30pm
Thursday: 8am-1:30pm, 3:30-4:30pm

@volunteercenterofcedarvalley

@volunteercenter_CV

@volunteercentercv

FALL 2024 ACTIVITIES

Aug. 22	Student Organization Fair
Aug. 23	Maucker Union Live
Aug. 31	CAB Kick-Off Tailgate
Sept. 5	Açaí Bowls of Love
Sept. 10	CAB Field Day
Sept. 18	Frosty Fiesta
Sept. 19	CAB Courtside (Volleyball vs. Texas A&M)
Sept. 26	Casino Night
Oct. 4	Bingo Night (Family Weekend)
Oct. 9	Hurling Hatchets
Oct. 17	Movie Night @ Crossroads Cinema
Oct. 24	Panthers Escape
Oct. 25	Homecoming Dance Party
Oct. 30	Diwali Celebration
Nov. 6	Fall Fest
Nov. 16	Panther Bowl-o-Rama
Nov. 18	Afrobeats Fest
Dec. 4	National Cookie Day

CONNECT WITH US!

Follow for updates and fun content throughout the semester!

@UNI_CAB   UNI CAB

UNI / University of Northern Iowa.
Student Involvement & Event Services

CAB
CAMPUS ACTIVITIES BOARD

Register Today!

Homecoming Schedule (October 21- 26)

- Traditions Challenge Amazing Race (Tuesday)
- Panthers Escape - Escape Rooms (Thursday)
- Homecoming Dance Party (Friday)
- Parade through Main St. (Saturday)

Come to CAB events as an organization. Let us know if your group is coming and we can save some seats for you.

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 un Maucker Union.

The Student Involvement Content Creator, Emijah Jones, 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!

Instagram @studentinvolvement_uni

Twitter @InvolvementUNI

TikTok @unistudentinvolvement

Facebook 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.

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, ect..)
  - Financial
  - Representative to campus community
  - Be familiar with national affiliates

STUDENT LEADER WORKSHPS

ENGAGE COMMUNITY

ENHANCE LEADERSHIP

ENCOURAGE INSPIRATION

EXPLORING ENTREPRENEURSHIP

WORKING IN NON-PROFIT AND ENGAGING

IN PHILANTHROPY

CAREER LEADERSHIP

WORKSHOP OPTIONS

NETWORKING

INTERNATIONAL WORK & TRAVEL

UTILIZING HANSHAKE

TAKING THE NEXT STEPS

WHAT ABOUT GRAD SCHOOL?

BECOMING AN ALUM

REGISTER HERE:

UNI / University of Northern Iowa
Student Involvement

Movie Copyrights

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

Yes, you need to obtain a copyright:	No, you do not need a copyright:
● If the screening is open to the public, such as showing a film to the community for cultural enrichment ● 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 ● 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	● If privately viewing the film in your place of residence with friends ● If an instructor is showing the film to officially registered students in a classroom, where content of film directly relates to the course ● 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

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.

STUDENT ORG.
GROUP PHOTO DAY

The Office of Student Involvement & Event Services would like to offer your organization the opportunity to have a **FREE** group photo taken. The photos will be taken on the Maucker Union rooftop . Rain location will be in the lobby of the Maucker Union ballrooms.
Please contact
Carlos.Frazier@uni.edu

Sign Up Today!

THURSDAY
SEPT. 26

3:00 - 6:00 pm

Maucker Union
Roof Top
Rain location - Lobby of
Maucker Union Ballrooms

UNI / **University of Northern Iowa.**
Student Involvement & Event Services

UNI Pawprint

What is [UNI PAWPRINT]

Available through the Alumni and Foundation office
Contact person:
[Derick Stoulil]
Associate Director, Annual Giving Programs
Phone: 273-6033

Thank you for coming!