advisors  forum
Maucker Union

Office of Student Life
Office of Event Services
*New Guest Services Desk (reservations, UNITix, information, etc.)
*Volunteer Center of Cedar Valley

Additional Offices
Diversity, Inclusion and Social Justice
• Gender & Sexuality Services
• Military & Veterans Student Services
• Center for Multicultural Education
International Students & Scholars Office
Northern Iowan
Health Beat
Computer Lab
DOR Food Services (Food Court, Essentials, Chats)
Event Services Staff

• Mike Bobeldyk, Director  
  • Outdoor events
• Bryan Beardsley, Business and Operations Manager  
  • Events
• Linda Olsen & Janis Wauters  
  • Reservations, Display Case & Electronic Sign
Student Life Staff

• Steffoni Schmidt, Associate Director
  • Fraternity & Sorority Life
  • Student Leadership Awards

• Ashley Adams, Campus Programs Coordinator
  • Campus Activities Board
  • Service & Leadership Council
Student Life Staff

• Connie Hansen, Student Organizations Coordinator
  • Northern Iowa Student Government
  • Student Life Team
  • Student Organization Support, Resources & listserv

• Pam Creger, Secretary
  • NISG Funding
  • Student Organization Start up
  • Coke products & equipment check out
Graduate Interns and Assistants

• Beth Chaney, Graduate Intern for Student Life (Fall Semester)
• Casey Hoekstra, Graduate Intern for the Campus Activities Board (CAB) and Leadership (Fall Semester)
• Hannah Schuler, Graduate Intern for the Service and Leadership Council (SLC) and Community Engagement (Fall Semester)
• Taberie Halling, Graduate Assistant for Fraternity and Sorority Life (2018-2019 academic year)
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
Student Organization Funding
Funding

• NISG Funding
  • Contingency Funding
  • Post Event Report
  • Spring Budgetary Process
• Coca-Cola/Diversity Matters Monetary Fund
• Funding Guidelines and Applications
• **Plan an Event Form**
• Accessing Funding

NISG Director of Administration and Finance,
Jacob Stites
E-mail: stitesj@uni.edu
Office Ph.: (319) 273 3394
Quick Overview of Types of Funding

The following slides will elaborate on each funding source:

- **Budgetary Process**
  - Highest allocations
  - Applications open in the Spring for the next school year

- **Contingency Fund**
  - "Leftovers" from previous Budgetary Process
  - Fund similar items as Budgetary, but lower caps
  - "First come, first serve."

- **Coca-Cola Diversity Matters 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.
Spring Budgetary Process

- Organization will receive an e-mail reminder of budgetary process beginning of spring semester
- NISG DOF requires each student group to attend a mandatory funding meeting
- Student orgs submit funding request for following academic year
- All student orgs meet with organization and finance committee
- Student orgs are emailed with results
- Deferred funding – what to do now
- View your 2018-2019 allocations here
Once the Budgetary Process begins, all organizations will be able to apply to be considered for SSO status.

Even if your organization was categorized as Sponsored this year, you MUST reapply every year.

Qualifications:
- Exhibit widespread benefit to the campus as a whole
- Inclusive, sustainable, innovative, and collaborative
- Well managed and have proper oversight over finances
- Continued success (through leadership transitions, attendance at events, previous funding allocations etc.)
- Funding needs typically above our caps
Contingency Fund

• A year round funding source: [Link](#)

• Application Process can be found on the NISG website
  • 3 week process from the time of application submission

• Used for deferred funding and other funding needed by student organizations

• “Leftovers” of what student organizations did not spend last year

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

• Required one week after an event if the organization received Contingency or Budgetary Funding
• The Organization and Finance Committee will use this information for reference in future funding decisions
• Find a blank copy of a Post Event Report here
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/Diversity Matters Monetary Fund

• Monies come from our exclusivity agreement with Coca-Cola
• Funding guidelines are more flexible than contingency fund
• Will fund food
• Incentive for co-sponsoring
• No solicitation for funding/sponsorships with Coca-Cola directly
• Click here for the link to the application
NISG Funding Resources

NISG Webpage: www.nisg.uni.edu

Funding Guidelines and Applications

- Budgetary Process Guidelines (subject to change)
- Contingency Guidelines, Contingency Application
- Coca-Cola/Diversity Matters Fund Guidelines, Coca-Cola/Diversity Matters Fund Application
- IAF Webpage
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://studentlife.uni.edu/coca-cola-product-request

• When placing a request, please enter quantities in 12 packs and plan for approximately 1 item per person for the event.
Accessing Funding Received

• If you receive funding for an event or organization expense, attached to the approval email PDF instructions will be included with information for how you will access that category of funding. It is important to remember:
  • The way in which you access your funding received depends on what you were funded for
  • 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
Non-Campus Accounts

• Setting up a non-campus bank account
• Veridian Credit Union
  • No longer has a branch in the Union but the College Square Branch has been trained to work with student accounts
• Non-Campus accounts are student organization accounts opened for the purpose of collecting dues, fundraising, event ticket sales, or any other collection of non-University funds
• Must apply for and obtain an FEIN (Federal Tax ID #) in order to open an account with a non-campus banking institution
• Recommended that organization leaders, not advisors be listed on non-campus accounts
• Cash Handling Training is recommended and available at
  • http://www.uni.edu/obo/cashiering/uni-deposit-cash-handling-training
Crowdfunding

What is Crowdfunding
Available through the Alumni and Foundation office
Contact person:
  Kyle Soldwisch
  Asst Director Annual Giving Program, Development & Foundation
  Phone: 273–6033
  Email: kyle.soldwisch@uni.edu
Student Organizations

• Importance of updating student organization information for the website
• Current Rosters
  (email to amy.mohr@uni.edu by October 12)
Due to the responsibilities involved in advising student organizations, advisors of student organizations are considered by law to be a Campus Security Authority (CSA) for the university. As a CSA, advisors have a legal obligation to file a report with the Chief of Police/Director of Public Safety of reported criminal activity using the Campus Security Authority Reporting Form. This is to ensure statistical inclusion of all crimes specified by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in the University’s Annual Security Report when those crimes occur on or near University Property, including on-campus property, property immediately adjacent to the campus, and off-campus property owned or controlled by the University.

For more information regarding the roles and responsibilities of CSA’s, please contact the Department of Public Safety, 273-2712.
Clery Act

Traveling—when traveling for a student organization Advisors or Presidents should contact Helen Haire (Department of Public Safety) helen.haire@uni.edu about travel date, location and hotel.

Any crimes that take place should be reported on the

CSA Report Form
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.
Recruitment

• General Reminders
  • Use best practices when recruiting new members
  • No soliciting in the residence halls and Maucker Union
  • If you want to brainstorm on ideas come visit the Office of Student Life
  • Always identify your organization (posters, social media & face to face)
• If a Student Organization plans to host an international visitor/presenter please contact Kathleen Sihler (Kathleen.sihler@uni.edu) in the Office of International Programs 2-3 months in advance of their arrival.
• All international visitors on campus in as official capacity need to be registered in the Visitor Registry and, if receiving payment for services, may face tax implications. Kathleen can help you through this process. Also, check out “How to host an International Visitor” at internationalprograms.uni.edu for an overview of the process.
Find Your Involvement (FYI)

1. Student to student organization matching
2. Another FREE method for you to promote your student organization
3. Please stop by the laptop stations outside to update your organization's information
4. This fall we will add all orgs. If you want a photo or logo please send those to involvement@uni.edu

https://pantherfyi.com/
Homecoming October 15th – 20th

**Thursday, October 11th**
Homecoming Royalty Competition, Maucker Union Ballroom 8pm

**Monday, Oct. 15th**
Kick-Off, Lawther Field (Pride Cry)  5:30pm

**Tuesday, Oct. 16th**
Acapella Group 6 Appeal, Maucker Union Ballroom 8pm

**Wednesday, Oct. 17th**
Picnic, Campanile Plaza, 11 – 1pm
Amazing Race, 6pm Maucker Union

**Friday, Oct. 19th**
Pep Rally, West Gym, 8:00pm

**Saturday, Oct. 20th**
Homecoming Parade, 11am
Football Game, 4pm
Social Media

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

@UNIStudentInvolvement
@StudentLifeUNI
@StudentLifeUNI
studentlife.uni.edu
Event Calendar

• Virtual EMS Facilities Calendar
  • Browse for space prior to making a request
  • To update logo/graphics/Icons send them to Constance.Hansen@uni.edu

• Digital Display
  • For creative content for the Entrance Digital Displays send info to Union-Reservations@uni.edu

• Calendar of Events
  • Calendar of all events
  • Add logos, graphics and descriptions
  • Use filter
Student Life Team

Office Hours:
Monday 1-3pm
Tuesdays 11-4pm
Wednesday 11-4pm
Thursday 11-2pm

Teambuilders
Student Leader of the Month
Advisor of the Month
Student Organization of the Month
Resources

• Teambuilders
• Recruitment
• Retention
• Difficult Conversations
• Student Life Team
• Student Organizations Space
• Student Org Resources
If you would like to perform or have friends that would be great performers contact constance.hansen@uni.edu
Panther Push Day

- November 8th, 10:00am-4:00pm
- (11:00-2:00pm Event in Maucker Union)

Refer your friends to UNI!

- Prizes for Student Organizations
- President’s Suite (potentially)
- Movie Night or Event in the Alumni Suite
- Student Org on Frontpage of Website?
- Prizes for Individuals

Prize for Social Media Usage: #PantherPushDay
- Random Drawing
NISG

280 Tour
Drew & Kristen will be reaching out to all student orgs to
Come into their meetings for about 10 minutes. They want to go
where the students are and find out what the needs are in order to
make UNI the best it can be.
Bender Block Bash

• Sept. 27
• 3-5pm
• Tabling for student organizations
• Great way to meet a lot of our new freshman
• Sept 14th deadline to sign up
• To sign up or for more details contact:
  • Katy Larson (larsokal@uni.edu)
Monthly Email & Student Org Space

- Monthly emails will contain timely information that you should share with your organizations
- Once a month

Student Org Space

- After the meeting I need the Presidents to go to the student org space upstairs for a quick meeting on feedback on this space.
- Meeting with a Student Life Team Member
Policies, Procedures, & Publicity
Student Organization Policies

- Student Organization Advisors

- Registered Student Organization Benefits
  - Resources
  - Mailbox and storage space
  - Publicity
  - Leadership Awards

- Policies to Know
  - Gambling and Raffle policy
  - Student Travel Policy
  - Food policies
  - Event safety
  - Copyworks ordering
Gambling & Raffle Policy

Casino Nights and Raffles are events that require a Gambling License

Door Prizes – ok as long as participants didn’t pay to have a chance to win

• How to proceed:
  • You must apply through Pam Creger in the Office of Student Life
  • Your advisor must be present at prize distribution and must be the one responsible for depositing any funds received

• Gambling License Instructions
Student Travel Policy

• See University Policy 3.05 Student Domestic Travel

• Key Points to Remember:
  • Travel is for organization business
  • You advisor is responsible for:
    • Creating a trip in the ProTrav system
    • Forwarding the approved trip to Department of Public Safety
  • Student Conduct Code still applies
Event Planning

• Timeline (minimum suggested)
  • 3 months prior
    • Reservations for room and publicity spaces should be made

  • 2 months prior
    • Contracts should be in to the Office of Student Life, prior to requesting or receiving a contract. Communicate with Pam Creger about our process
    • Supplier should provide a contract, if they do not have one the Office of Student Life can provide one. Additional information can be found in the Student Organization Handbook

  • 2 weeks prior
    • Catering request should be submitted
Student Organization Publicity Resources

• **NEW!** The Office of Student Life Button Maker is available for Student Organizations to use at no charge beginning Fall 2018

• **Student Organization Resources**
  • Copyworks Order Form
  • Button Maker Reservation and Template
  • Social Media Form
  • Bubble Poster Reservation
University Relations Policies

• Print Projects
  • Student orgs encouraged to do own design

• Design Basics
  • Consult the style guide and use logos/wordmarks

• Printing Process
  • Plan ahead!
  • Submit via online Copyworks Request Form

• Ordering Apparel & Giveaways
  • UNI Bookstore for apparel
  • Approved vendors

• Spread the Word

• Professional Headshots
Copyworks Printing Process

The university has a contract providing a reduced rate (approximately 50%) for jobs submitted through the proper procedures.

Key Items to Remember:

1. It is your responsibility to **plan ahead**. Requests are processed between the hours of 8am and 5pm Monday through Friday. Plan to allow at least a 24-hour turn around for printing submissions.

2. To receive the discounted pricing, you must **use the university nameplate or wordmark**.

3. Any order placed outside of this approved process will not receive the discount.

4. Any orders taken directly to Copyworks using the university nameplate, wordmark or associated marks will be redirected back to follow the approved process. These marks are licensed trademarks and it is illegal for Copyworks (or any vendor) to use them without permission.
Event Reservations

• Maucker Union
  • Submit form [here](#) for room, tabling, table tents, and banner space

• Campus Grounds
  • Submit Maucker Union outdoor event reservation request [here](#)
  • Grounds by Dome & McLeod can be reserved through Brooke Croshier-Sidebotham in UNI Athletics ([brooke.c-sidebotham@uni.edu](mailto:brooke.c-sidebotham@uni.edu), (319) 273-6636)

• WRC
  • Contact Luke Bartlett ([luke.bartlett@uni.edu](mailto:luke.bartlett@uni.edu), (319) 273-4768)
  • [https://recreation.uni.edu/reserve](https://recreation.uni.edu/reserve)

• Classrooms
  • Classrooms are managed by the Office of the Registrar
  • Submit the [Classroom Reservation Request](#)
  • Login is required

• Virtual EMS
  • [https://reservations.uni.edu](https://reservations.uni.edu)
Food & Beverages for Events on Campus

• The purpose of this policy is to ensure the health and safety of individuals consuming food and beverages on university property and compliance with Black Hawk County Health Department regulations, the Iowa Food Code, university contracts and the laws of the State of Iowa.

• Facilities on campus may adopt policies that further regulate food/beverage service in their venue. It is recommended therefore that, before planning an event, planners verify the specific food policies with the facility.
University Policy 13.17

• UNI Catering is the sole caterer for campus
• What constitutes as a “Public” event

• Click here to view the policy
Maucker Union Policies

• All Food and beverage provided by UNI Catering
• Small closed group meetings
• Tabling events still need to follow food policy

• Click here to view the policy
Food & Beverage Request Forms

• **Catering Exception Request** forms are just requests
  o Turn in a minimum of 2 weeks in advance
  o What documentation is needed

• **Bake Sale Exception**

• **Assisted Preparation**
  o Minimum of 8 weeks prior
  o New Catering Chef
Questions?