Agenda

• Funding
• Polices & Procedures
• Marketing & University Relations
• Partnerships & Collaborations
• Q&A
Student Life Staff

• Ashley Adams, Campus Programs Coordinator
  • Campus Activities Board
  • Service & Leadership Council
  • Student Life Signature Events
  • Leadership Development

• Connie Hansen, Student Organizations Coordinator
  • Northern Iowa Student Government
  • Student Life Outreach
  • Involvement Fair
  • Student Organization Support & Resources
  • Student Organization listserv
Funding
Funding

- NISG Funding
  - Contingency Funding
  - Post Event Report
  - Spring Budgetary Process
- Pepsi Monetary Fund
- Diversity Matters
- Funding Guidelines and Applications
- [Plan an Event Form](#)
- Accessing Funding

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Director of Administration and Finance, NISG
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Office
Student Fees Allocation = NISG Total Budget

NISG Operations for 2016-2017 (initiatives and programs through NISG)

Budget Allocations for 2016-2017 to Student Organizations

Budgetary Process for next school year
January-March of 2016

Contingency Fund
What is leftover after Budgetary Process

2016-2017 School Year
Open applications through school year to be spent, but allocated less than Budgetary
Spring Budgetary Process

• Organization will receive an e-mail reminder of budgetary process beginning of spring semester
• NISG DOA 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
• View your 2016-2017 allocations [here](#)
Contingency Fund

• A year round funding source
• 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
• Does not fund:
  • Food or beverages
  • Events not open to all students
  • Events off campus
New to this year: 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
Pepsi Monetary Fund

• Monies come from our exclusivity agreement with Pepsi
• Funding guidelines are more flexible than contingency fund
• $1000 limit per organization per event
• $1500 limit per organization per year
• Will fund food
• Incentive for co-sponsoring
• Click here for the link to the application
Pepsi Product Request

• Free Pepsi 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:

http://www.uni.edu/involvement/pepsi-product-request

• When placing a request, please enter quantities in 12 packs and plan for approximately 1 item per person for the event
Diversity Matters

• Funds used for events that promote diversity
• $500 limit per student organization
• More flexible guidelines than contingency fund
• Incentive for co-sponsoring
• Click here for the link to the application
New to this year: Plan an Event

• All necessary steps and resources for an event are now in one place
  • Room Reservations
  • Advertising
  • Food/Drink
  • Equipment Rental
  • Entertainment
• Click [here](#) for a link to the application
NISG Funding Resource

Funding Guidelines and Applications

Contingency Fund Guidelines

Budgetary Process Guidelines (subject to change)
Accessing Funding Received

• If you have or will receive funding for an event or organization expense, it is important that you schedule an appointment with Connie Hansen or Pam Creger in the Student Life Office

• 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 and schedule a meeting to discuss how your funding will be accessed
Off Campus Accounts

• Setting up an off campus bank account
• Off 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 an off campus banking institution
• Recommended that organization leaders, not advisors be listed on off campus accounts
• Cash Handling Training is recommended and available at
  • [http://www.uni.edu/obo/cashiering/uni-deposit-cash-handling-training](http://www.uni.edu/obo/cashiering/uni-deposit-cash-handling-training)
Crowdfunding

What is **Crowdfunding**
Available through the Alumni and Foundation office
Contact person:
  Whitney Cook  
  Graduate Assistant for Student Philanthropy  
  UNI Foundation  
  304 Commons  
  Phone: 273-6078  
  Email: pawprint@uni.edu
Polices & Procedures
Agenda

• Event Planning
• Reservation
• Food Policies
• Student Travel Policies
Event Planning

• Timeline (minimum suggested)
  • 2 weeks prior
    • Catering request should be submitted
  • 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 does have one
    • Additional information can be found in the Student Organization Handbook
  • 3 months prior
    • Reservations for room and publicity spaces should be made
    • Creative resources request should be submitted to University Relations if needed
Event Safety

When planning events the Student Life can be a resource

Event Planning Form
Event Liability Waiver Form
Event Calendar

- **Virtual EMS Facilities Calendar**
  - Browse for space prior to making a request

- **Calendar of Events**
  - Calendar of all events
  - Add logos, graphics and descriptions
  - Use filter
Reservation Procedures

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

• Campus Grounds
  • Campus grounds on main campus are reserved through Maucker Union
  • Submit Maucker Union outdoor event reservation request [here](#)
  • Grounds by Dome & McLeod can be reserved through Brooke at athletics

• WRC
  • In order to reserve a space in the WRC please contact:

• Classrooms
  • Classrooms are managed by the Office of the Registrar, you can also submit your request [here](#)
Food Policies

• Q: Where in Maucker Union can we have food for our organization meetings?
  • A: This policy applies to all reservable meeting rooms.

• Q: Will Maucker Union or UNI Catering be able to provide my group with additional equipment (tongs, bowls, serving dishes, etc.) for our meeting?
  • A: The organization is responsible for providing all items needed when providing food.

• Q: What if our group does not clean up after our event or makes a mess of the room?
  • A: Groups that do not clean up after their event may be charged a $60 cleaning fee. This includes food or spills on table tops/floors, large amounts of food waste/trash in meeting rooms. Because rooms are reserved multiple times throughout the day, organizations are asked to take trash out of the meeting room and dispose of it into the large trash containers in the lower level hallways of Maucker Union or one of the various trash containers in the Coffeehouse.
Food Policies

• Q: **What types of food are allowed?**
  A: Food that is prepared by a member of the organization or that has been purchased as takeout from a food establishment (restaurant) is allowed. Examples include: pizza, sub sandwiches, brownies/cookies/cake. Events catered by a food provider (ex. HyVee, Applebees, etc.), other than UNI Catering, are prohibited.

• Q: **Can I bring food that is stored in a warming device?**
  A: Yes, a crockpot can be used for these functions. Only one crockpot per outlet and it must be plugged directly into the wall socket (no extension cords). Hot plates or any other device to cook/prepare food are not allowed.

• Q: **Can my group advertise food for our meeting/gathering?**
  • A: Once any type of advertisement is released publicly (print media, flyers, social media, etc.) the event is considered a public event and is no longer permitted to have any food provider other than UNI Catering.
Student Travel Policy

It is the policy of the university that students engaged in domestic travel are required to secure approval from a sponsoring university department or student organization advisor, and to comply with related requirements required by UNI.

In the case of travel sponsored by a university department, it is the responsibility of the department to ensure compliance with the university policy and any other applicable university policies.
Student Travel Policy

- Formals
- Socials
- Philanthropy
- Conferences
Marketing & University Relations
University Relations Policies

• Covered the handout

• Link to the licensed vendors:
  
  • https://uni.edu/ur/licensed-merchandise-vendors
Advertising Sources

- Poster Displays
- **Creative Resources Request** – can be used for artwork, photography and university screensavers
- Lamination
- Maucker Union Display Case
- Table Tents
  - Maucker Union
  - DOR contact (319) 273-2333
- **UNI Calendar of Events**
- Button Maker
- Marquee Board
- NISG TV Monitors
- **Banners** – Use Online Room Reservation Form on Maucker website
- **Chalking**
- Social Media – **NEW FORM** - [http://www.uni.edu/involvement/social-media-marketing-request](http://www.uni.edu/involvement/social-media-marketing-request)
Partnerships & Collaborations
Resources

• Teambuilders
  • Strength Quest
• Recruitment
• Retention
Student Organization Handbook

• Student Organization Handbook

• Student Organization Handbook covers
  • Registration process
  • Student Organization Advisors
  • Benefits to being a registered Student Organization
    • Resources
    • Office, mailbox and storage space
    • Publicity
    • Copyworks ordering
    • Leadership Awards
    • Hazing and Non-Discrimination policy
    • Drug and Alcohol policy
    • Gambling and Raffle policy
    • Student Travel Policy
    • Food policies
    • Event safety
    • Etc.
Student Organizations

• **Homecoming**, October 2\textsuperscript{nd}-October 7\textsuperscript{th}

• **Traditions**
Upcoming Events

• MLK Day of Service, Jan. 16 11am-2pm
  https://www.uni.edu/studentlife/slc

• Volunteer Tuesdays & Stop & Serve
  • Every Tuesday until April
  • Volunteer Opportunities from 3:30-5:30pm & 5:30-7:30pm
  • Sign up on the Service & Leadership Council Webpage
Questions?