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 Life Staff

Connie Hansen, Student Orgs Coordinator

• Campus Activities Board (CAB)
• Panther Pantry
• Student Organization Support
Taberie Van Boening,
  • Fraternity & Sorority Life
  • Student Leadership Awards
Student Life Staff

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

• Current Rosters
  (email to amy.mohr@uni.edu by October 10)
Student Org Registration Database Deadlines

9/17 - Deadline for Organizations to submit registration forms
9/22 - Deadline for Office Assistants to have new information entered into the student org database
9/27 - Hard reset of Database by IT

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11/1 - List of non re registered orgs to Connie for presentation to Senate
11/10 - Senate approval to deactivate non re-registered orgs
Monthly Emails, Student Org Spaces & Resources

• Monthly emails will contain timely information that you should share with your organizations

• Only leaders listed on the Student Org database receive the emails

• Space behind the Office Student Life for group meetings

• Storage Units in the Keyhole Room

• Student Organizations Resources page
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 Travel

Student Organization Travel with NISG Allocated Funding

- Visit Office of Student Life 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 - minimally 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 Life Resources

- Teambuilders
- Recruitment Ideas
- Retention
- Promotion of events/programs
- Difficult Conversations
- Student Organization Space
- Event/Speaker/Programming
Event Calendars & Reservations

**Event Management System**
- Availability of Rooms

**Reservations**
- Browse for space prior to making a request
- [Event Services Resources](#)

**Digital Display**
- For creative content for the Entrance Digital Displays

**Calendar of Events**
- Calendar of all events

[UNI](#)
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)
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.
UNI Pawprint

What is **UNI PAWPRINT**

Available through the Alumni and Foundation office
Contact person:
Derick Stouil
Assistant Director Annual Giving Programs
Phone: 273–6033
### 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</th>
<th>NO</th>
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| - If the screening is open to the public, such as showing a foreign language 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 access location.  
- If persons attending are outside the normal circle of family and acquaintances, such as showing a film to a student organization, or showing a film for 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 stream 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. |
• In an emergency, every second counts!
• Interactive alcohol education workshop
• Contact Shawna Jesse in Student Wellness to host a workshop for your organization
Sept. 27 - Oct. 2

Homecoming Schedule

Get Involved
Student Leadership Award & Monthly Recognition

- Student Leadership Awards Nominations will be out in Jan/Feb
- Monthly Student Organization Recognition
Questions
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
● Highest allocations
● Applications open for the next school year

Contingency Fund
● Funds similar items as Budgetary, but lower allocation caps
● Funding decisions are based on merit and availability of funds

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 timeline is being changed dramatically in the coming year.

• 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 the organization and finance committee.

• Student orgs are emailed with results.

• View your 2021-2022 allocations [here](#)
Budgetary Process Cont.

● Further information about registration meetings and mandatory budget meetings will be provided during the first few weeks of the fall semester. Please read the student life newsletter and emails regarding funding to stay up to date on this important information.

● Types of Meetings
  ○ Mandatory Budget Meetings
  ○ Budget Application Meetings
  ○ SSO Meetings
Budgetary Process: Sponsored Student Organizations (SSOs)

All organizations will be able to apply to be considered for SSO status. If your organization was categorized as Sponsored this year, you MUST reapply every year.

NOTE: The amount of student organizations recognized as an SSO is limited by the funds available.

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]

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
Contingency Fund: Post Event Report

• **Required** one week after an event if the organization received Contingency or Budgetary Funding
• Email or leave a copy on my desk

• 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 theProvost 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://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
How to Apply for Funding

● Budgetary Process
  ○ Attend a mandatory budget meeting in the Fall 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

Link to “How to Access Student Government (NISG) Funding”
Follow us on Social Media

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