student registration meeting
Agenda

• The Staff
• Student Life and Event Services
• Registration Process
• EMS Introduction
• Break Out Groups
  • Funding
  • Presidents
  • Policies, Procedures, and Publicity
• Q&A
Maucker Union

Office of Student Life
Office of Event Services
Other Offices
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
  • Pepsi 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 and officer information

Benefits of Registered Student Organizations
1. Perks and privileges
2. We keep you informed
STUDENT ORGANIZATION FAIR
September 13th | 11am - 1pm | Maucker Union Plaza
(Rain location: Maucker Union Ballrooms)

There are many ways to get involved, grow as a leader and get the most out of your UNI experience. Let the Office of Student Life be your resource.

Find a full list of organizations, contact info and more:

UNI Student Life
@StudentLifeUNI
studentlife.uni.edu

Upcoming Events
Homecoming October 1-7

Thursday, Sept. 28
Homecoming Royalty Competition

Monday, Oct. 2
Kick-Off, Lawther Field (Pride Cry)

Tuesday, Oct. 3
Outdoor Movie

Wednesday, Oct. 4
Picnic, Campanile Plaza

Amazing Race,

Friday, Oct. 6
Pep Rally, West Gym

Saturday, Oct. 7
Homecoming Parade
Social Media

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

Finances-Ballroom A
• If you are treasurer of an organization
• If you want more information about the funding process

Presidents-Ballroom B
• If you are President of an organization

Policies and Publicity-Ballroom C
• If you want more information on reservation, food, and publicity policies
• If you want to learn about the contract process
• If you want more event planning guidelines
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

Danielle Massey
Director of Administration and Finance, NISG
E-mail: masseyd@uni.edu Ph.: (319) 273 3394
Office
## Quick Overview of Types of Funding

The following slides will elaborate on each funding source.

<table>
<thead>
<tr>
<th>Budgetary Process</th>
<th>Contingency Fund</th>
<th>Pepsi Fund</th>
<th>Diversity Matters Fund</th>
<th>Intercollegiate Academics Fund</th>
</tr>
</thead>
</table>
| • Highest allocations  
• Applications open in the Spring for the next school year | • "Leftovers" from previous Budgetary Process  
• Fund similar items as Budgetary, but lower caps  
• "First come, first serve." | • Funding for food  
• Any event which benefits campus | • Funding for food  
• Event provides a benefit and/or creative/innovative/unique opportunity to enrich campus | • 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 2017-2018 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
  - 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 Danielle if you have further questions
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
Coming Soon: New NISG Website

- The web address will be the same: nisg.uni.edu
- Layout should be simplified and easier to access
- If you ever have any questions about where a form or information is, email me
  - masseyd@uni.edu
NISG Funding Resources

NISG Webpage: www.nisg.uni.edu

Funding Guidelines and Applications

• Budgetary Process Guidelines (subject to change)
• Contingency Guidelines, Contingency Application
• Pepsi Fund Guidelines, Pepsi Fund Application
• Diversity Matters Fund Guidelines, DMF Application
• IAF Webpage

* If links are not working, it is due to the new NISG website launch. Please email Danielle Massey for links.
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.
Non-Campus Accounts

• Setting up a non-campus bank account

• 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](http://www.uni.edu/obo/cashiering/uni-deposit-cash-handling-training)
Presidents Session
Student Organizations

• Importance of updating student organization information for the website

• Current Rosters

  (email to amy.mohr@uni.edu by October 13)
Advisors

- 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 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.
Clery Act

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.
Crowdfunding

What is **Crowdfunding**

Available through the Alumni and Foundation office

Contact person:

Taberie Halling
Graduate Assistant for Student Philanthropy
UNI Foundation
Phone: 273-6409
Email: pawprint@uni.edu
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
New: Find Your Involvement, FYI

• Student to student organization matching
• Opportunity for students to
• Please stop by the laptop stations outside to update your organization’s information

https://pantherfyi.com/
Resources

- Teambuilders
- Recruitment
- Retention
- Difficult Conversations
- Student Life Team
- Student Org Resources
Student Life Team

Teambuilders
Student Leader of the Month
Student Organization of the Month
Questions
Policies, Procedures, and Publicity
Agenda

• Event Planning
• Event Safety
• Reservations
• Food Policies
• University Relations Process
• Student Organization 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
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: Luke Bartlett
  • [https://recreation.uni.edu/reserve](https://recreation.uni.edu/reserve)

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

• Assisted Preparation
University Relations Policies

• Covered on handout
Student Organization Policies

- Student Organization Policies
  - 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
Questions?