

# STUDENT ORGS

## SURVIVAL GUIDE

### **Student Organization Leaders:**

Congratulations on your position and the opportunities before you. Hopefully this guide will help you to effectively lead your organization. The information included is a simply stated, general guide. Exceptions to policies do exist and when in doubt please always ask. For each topic matter, a contact office is likely mentioned or you may direct all questions to the [Office of Student Life](#). All the best to you and your organization!

### ▶ Up and Running

#### TO GET YOU STARTED:

- ▶ Find an Advisor (University Faculty or Staff)
- ▶ [Register online](#)
- ▶ Each fund officer and advisor listed will receive an email asking them to visit a web site, review the contract there and click the button agreeing to the terms. At least 2 fund officers and the advisor must complete this step.

#### THEN:

- ▶ Every year, at least two Org Officers must complete an orientation session via D2L. You will need to Self-Register for the course. Do so by choosing Self-Register at the top of your D2L homepage. The course you want is called "Student Organization Orientation 2008-2009". Once you are registered, view the power point and then take the quiz. Please note: the quiz must be passed by at least two officers in order to complete the orientation. You need 12 out of 13 to pass. Don't worry you can take it as many times as you find necessary.

#### **Instructions for adding D2L Student Organization Orientation 2008-2009 course**

You will still need to self register for the new course (those who have done this before know how quick this goes). To self register log into your D2L account. On the very top navigation bar you should be able to find the Self Registration tab. You'll just need to click on that, select the [Student Organization Orientation 2008-2009](#) course and then click through a few confirmation pages. Once that's done you should now be able to return to your main D2L course page and under the Ongoing section be able to find the course. Once you're there you should be able to find the power point under the content section. View that and once that is done, proceed to the quiz section and take the quiz there.

- ▶ We require that each continuing org re-register every year, by mid April, and must also submit a [Community Service Form](#) and a Membership list. Also to help advertise annual events on campus, we have available the [Org Events Form](#) that can be filled out, so your event will get placed in the Daily Planners available in the Bookstore. All three forms must be turned in via e-mail, D2L, or physically dropping them off in the Office of Student Life by April 17 at 4:30pm.
- ▶ Once all registration requirements are met, you should expect to receive an e-mail from the OrgNet Chair in a day or two confirming that you're fully registered.
- ▶ Apply for storage space in the lateral files in the Org Office area (optional)

### ▶ What do these letters mean?

OSL: Office of Student Life, UU 150

**OFO: Organization Finance Office, UU 110**

**SUFAC: Segregated University Fee Allocation Committee**

**UTIC: University Ticketing & Information Center**

**D2L: Desire to Learn**

## ▶ Phone Numbers

**Copy Center: 465-2227**

**Office of Student Life: 465-2720**

**Organization Finance Office: 465-2258**

**Reservations: 465-2462**

**Residence Life: 465-2040**

**Union Graphics: 465-2200 ext. 23**

**University Catering Service: 465-2715**

**University Information Center: 465-2400**

**SUFAC: 465-2048**

## ▶ Web Sites

**Student Life:** [www.uwgb.edu/stulife](http://www.uwgb.edu/stulife)

**Register a New Org:** [www.uwgb.edu/stulife/orgs/register.htm](http://www.uwgb.edu/stulife/orgs/register.htm)

**Re-register an Existing Org:** [www.uwgb.edu/stulife/cgi-bin/select.asp](http://www.uwgb.edu/stulife/cgi-bin/select.asp)

**SUFAC:** [www.uwgb.edu/studgov/committees/sufac/index.asp](http://www.uwgb.edu/studgov/committees/sufac/index.asp)

**Union Policies:** [www.uwgb.edu/union/org/](http://www.uwgb.edu/union/org/)

**All University Calendar:** <http://calendar.uwgb.edu/>

**Email listserv info:** [www.uwgb.edu/compserv/email/emailapp.htm](http://www.uwgb.edu/compserv/email/emailapp.htm)

**Web page access for your org:** [www.uwgb.edu/webdev/students/](http://www.uwgb.edu/webdev/students/)

## ▶ Procedures

### **Banner Room**

The student org banner room provides supplies such as paint, markers, paper, etc for student org use and is located between the Student Government suite and the new Org Suite in the Union. The banner room is open during normal Union operating hours. Orgs are responsible for all clean up.

### **Budget**

For an org to receive funding for supplies, expenses, trips, events, etc., for the following year, you must submit a budget in the fall. Budget forms are found on the [SUFAC Web site](#). After the deadline you will be notified the day your organization will present the budget before the SUFAC board. At a later date you will be notified the total amount your organization has been allocated for the following academic year.

### **Cash Box/Change Fund**

If you require a cash box for events such as a fundraiser or sale, request forms are available at UTIC, located on the second floor of the Union, next to the Cloud Commons. It is important to

make the request at least three days in advance.

### **Catering**

When hosting an event on campus (including meetings), food or drinks must be ordered through the University's Dining Service, SODEXO. A "Priced Right" menu with discounted prices is available for student organizations. To place an order, see OFO. If your program includes catering, you must take a copy of the poster to OFO.

### **Checks**

To get a check written to a business, bring an invoice and as much information about the purchase as possible to OFO. To get a reimbursement check for an individual, you must bring in any receipts. An authorized org member must sign approval for the check to be cut from the account. Please allow 2 weeks for checks processed with SUFAC funds and 1 week for checks from Agency funds.

### **Co-Sponsorship**

An organization interested in additional funding through co-sponsorship should approach other orgs who may possess a similar interest in the event/cause or Student Life. Co-sponsorship includes sharing of resources and responsibility, as well as funding.

### **Deposits**

To make a deposit to organization accounts, bring the cash, checks, and coins to OFO. Any org member can make a deposit to an account.

### **Duplicating**

When making large quantities of copies, it is less expensive to send your documents to the Copy Center. The Copy Center also has a variety of paper sizes, weights, and colors. To make use of Copy Center services, go to OFO. Please allow one week for processing time, so plan ahead.

### **Food Waiver**

If the catering service is unable to provide the food or beverage you request or if there is a specific purpose for bringing more than \$50 of non-perishable food/beverage in, a food waiver must be completed and approved. The waiver must be completed two weeks in advance.

Please see the policies at: [www.uwgb.edu/union/assets/pdf/policies/flow\\_chart.pdf](http://www.uwgb.edu/union/assets/pdf/policies/flow_chart.pdf) (requires Adobe Reader) and [www.uwgb.edu/union/nsfea/index.asp](http://www.uwgb.edu/union/nsfea/index.asp)

### **Fund Raising**

The Student Life Office needs to approve all your fund raising activities. The policy and form are at: [www.uwgb.edu/stulife/orgs/fund-raising\\_form.doc](http://www.uwgb.edu/stulife/orgs/fund-raising_form.doc) (Word).

### **Movies and Copyrights**

To show any movie as part of an org event, you will need a license, which can be very costly. Please see Grant Winslow in Student Life with any questions you may have.

### **Organization Accounts**

Each organization has two funding sources available to them: SUFAC funds or Agency funds. SUFAC funds are allocated via the annual budget process or contingency requests. Agency funds are monies generated by student organizations through various fund raisers, annual dues, or donations. For information regarding these funds, please contact OFO.

### **Photocopying**

A copy machine is located in the AIC/OSL (UU 150) . A copy code (obtained in OFO) is required to use the machine. At the end of every month your organization's account will be charged for the total number of copies. Each year the copy code is changed, therefore, you will need to check with OFO in the fall for your new code. See duplicating section for information on making large numbers of copies.

### **Raffle**

To sponsor a raffle you must have a license. Contact OFO for information about your access to the license and how to set up tickets.

### **Reservations**

Rooms, banner spaces, display cases, and promotional booths must be reserved ahead of time. Please note that rooms, especially in the Union, are frequently reserved a year in advance. To make reservations, call 465-2462 or stop up on the third floor of the Union.

### **Solicitation**

Soliciting organizations outside of the University requires authorization from University Advancement and takes at least 2 or 3 weeks. There is an on-line [Solicitation Form](#), which is also available in the Office of Student Life. (An example of soliciting is asking a business to donate gift certificates or coupons as prizes for special events.) If you have any questions regarding solicitation, please ask in OSL.

### **SUFAC Request**

Additional funding is available from SUFAC for special events, travel, speakers, etc. To apply for the funding, you need to fill out the appropriate form found on the [SUFAC Web site](#) and submit one copy to the SUFAC office no later than 4:30 pm on Monday to be placed on the agenda for that Thursday's meeting.

### **Contractual/Contingency/Food, and Travel Requests**

Contracts must be processed by Student Life; students and advisors are not permitted to sign for contracts. For all arrangements, please allow 4-6 weeks to process the reservations or check. To make the arrangements, go to OFO for assistance.

## **Promotion**

### **Banner Space/Booth Space/Display Cases**

All promotional spaces must be reserved through Union reservations, who will provide you with a sticker indicating the dates of the reservation. If the banner space is located in the Union, take the banner to the UTIC and they will hang it. If the banner space is located in an academic building, put the sticker on the banner and then you may hang the banner yourself (it is also your responsibility to take it down). The booth spaces are usually composed of a table, two chairs, and a bulletin board. The day the reservation begins you may put together your booth as you like. It is the organization's responsibility to take all the promotional materials down after the reservation has expired. The same policy for booth spaces applies to the display cases. To access the display case, go to the UTIC to get the key.

### **Campus Life E-Mail**

The Campus Life E-mail is sent to all students on Friday mornings. To include your announcement, send an e-mail in "Rich Text Format" to [campuslife@uwgb.edu](mailto:campuslife@uwgb.edu) by 4:30 p.m. on Wednesday. Please do not include graphics or colors, or large size fonts. Be sure to include the name of the sponsoring org, a contact person, and e-mail or phone number for that person. For more information or to see a demo click [here](#).

### **Sidewalk Chalking**

Student organizations may chalk their announcements on sidewalks around campus. Chalking is not allowed on buildings.

### **Channel 20**

Student organizations may advertise events on Channel 20. Contact [Channel 20](#) for more information.

### **Where do posters go?**

- 65 - Residence Life (take them to the Community Center)
- 6 - Union take to the University & Ticketing Info Center
- 8 - Public Safety
- 4 - Kress Center (take them to the Front Desk)
- 2 - Ecumenical Center
- 1 - IC (International Center - RH 310)
- 1 - GTP Office Window

- 1 - SGA Office Window
- 1 - Above Org Mailboxes
- 1 - OFO
- 1 - To Keep

(**NOTE:** Posters and flyers are subject to approval by Union/Public Safety). Those posted in the Union must have the [Disability Statement](#) on them.

#### Table Tents

The union's promotions team put's together a table tent every week that goes up in the Union and the Garden Café. There is an on-line form (<http://www.uwgb.edu/union/tabletents/index.asp>) available that you can fill out that goes directly to them. Orgs are also allowed to create their own tents, however you do need to contact the Chair of the [Union and Dining Committee](#) in SGA to get approved. If you don't you're tents will be thrown away.

#### Fourth Estate

Contact the Fourth Estate at [4E@uwgb.edu](mailto:4E@uwgb.edu) or 465-2719 for information regarding advertisement or event coverage.

#### WGBX - The Phoenix Campus Radio Station

All student organizations may advertise on WGBX for free. Any one may contact them at [wgbx@uwgb.edu](mailto:wgbx@uwgb.edu). In order to get advertising on our station, you must do the following:

- Give them at least 3 weeks notice before your event so they can properly prepare and get ads out on the airwaves
- Come up with a script or list of ideas that you had for the commercial
- Come in and do your own commercial (optional)
- Have date, time, and information about the event

For more information visit their website at [www.uwgb.edu/wgbx](http://www.uwgb.edu/wgbx).

#### Mailing

Labels for mailings are available from the Registrar's office. Contact OFO for the forms required to process and charge the mailing. To mail to on-campus students, there is no charge. Contact the Residence Life Community Center for the exact count of student boxes.

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[CALENDAR/a>](#) | [FUN STUFF](#) | [GROW YOUR MIND](#) | [LEADERSHIP](#) | [VOLUNTEER](#) | [STUDENT ORGS](#) | [ABOUT US](#)