

Student Organization FAQ Guide 2022-2023

Travel (Registration, Transportation, Hotels)

- Complete Travel Authorization Form found in Phoenix Connect under “Campus Forms”
- Must be completed at least one month prior to travel date
- Primary Contact: Nina Dessoir

Food

- Complete Event Registration Form in Phoenix Connect under “Campus Forms”
- Must be requested two weeks prior to event date
- Primary Contact: Nina Dessoir

Supplies

- Complete Supply Order Form found in Phoenix Connect under “Campus Forms”
- Primary Contact: Nina Dessoir

DigiCopy

- Complete DigiCopy Request Form found in Phoenix Connect under “Campus Forms”
- Must submit PDF file
- Primary Contact: Nina Dessoir

Fundraisers

- Complete Event Registration Form in Phoenix Connect under “Campus Forms”
- Primary Contact: Stephanie Kaponya

Agency Deposits

- Bring cash & check deposits to University Ticketing & Information Center
 - Primary Contact: Mark Fischer

Budget Spreadsheet Requests

- Email stofo@uwgb.edu to request a current org budget or a meeting to explain your budget

Reimbursements

- Complete Reimbursement Request Form found on Student Organization page under “forms”
- Primary Contact: Nina Dessoir (SUFAC reimbursements) and Mark Fischer (Agency reimbursements)

Mail

- General org mail will be located in a bin at the Student Engagement Center front desk (UU-150). Packages – org will receive an email indicating pickup location.

Copies

- B&W copies can be made using the SEC copy machine. Stop at Student Engagement front desk to get organization copy code.
- Color copies (3 copies or less) can be sent to stofo@uwgb.edu. They will be printed and put in the mail bin.

Green Bay Campus Contacts:

Stephanie Kaponya, 920-465-2938, kaponyas@uwgb.edu
Nina Dessoir, 920-465-2220, dessoirn@uwgb.edu
Mark Fischer, 920-465-2013, fischmar@uwgb.edu

Phoenix Connect: uwgb.presence.io

Use to manage your org roster, manage events, and submit forms.

