**ORG ORIENTATION VIDEO SCRIPT**

**UPDATED FOR 2021-2022**

**NOTE: Throughout this document references are made to the Office of Student Life, or OSL as it was called. This office is now known as The Student Engagement Center, and is abbreviated as the SEC.**

(00:00) The Office of Student Life, or OSL, is responsible for helping student organizations. OSL works to ensure that all students have a variety of campus involvement, including a commitment to life-long learning and community leadership that significantly and positively changes the student. As part of that mission, OSL works with student organizations to facilitate their involvement with the university and the community.

(0:23) Stop by the Office of Student Life in Union Room 150 anytime to ask us for help. We’re generally available and you usually do not need an appointment. When you come into Student Life, you may see the rest of our staff. Megan DuFrane Groose is our coordinator for Signature and Cultural Events. She also coordinates the Commencement Program for campus. Stephanie Kaponya works with Social Programming, Community Engagement & Service Programs, and Health & Wellness Programs. John Landrum is the coordinator for Student Orgs. He also advises SUFAC and is responsible for Family Weekend. Katie Lesperance is the Union’s Associate Director for Student Life and oversees the office. Adam Novotny works with the University Student Ambassadors, the University Leadership Awards Program, and Next Week Today. Our Office Manager is Tina Tackmier. She can serve as a good resource for you. She usually knows a lot about orgs and is our student organizations travel coordinator and our purchasing officer for supplies. Allie Youngren is our coordinator for New Student Programs and Fraternity and Sorority Life.

(01:27) There are many benefits to being a student org. When a group becomes an org they have rights to storage space. Org leaders will find lateral file drawers in the in the Office of Student Life and can see Tina in OSL to request a drawer or a key. Drawers will be filled on a first come first served basis. A registered org also has the benefit of org email accounts and web space. This can help immensely when communicating on campus. The email account will help to keep the org leader’s personal email from filling up, and also serve as your digital storage box for important org documents. Routine but important communications from Student Life will be sent there to keep you informed of deadlines and opportunities. Any receipts or other financial documents needed for your records will also be sent to your org email account. If your org receives physical mail, you will receive an email notification to stop by the OSL office to pick it up.

(02:23) You also receive the benefit of reserving spaces throughout the University. Reservations is located at the University Ticketing and Information Center. You can reserve not only rooms, but multimedia devices that serve your needs and banner space to promote events. This is of great benefit to your org because there are generally no fees for your use of the building. Please remember if you are putting up posters or banners to add the disability statement, which is as follows: If you have a disability and would like to discuss accommodations contact Student Life at 465-2720. This can be found on our webpage or on the stamps in the Banner Room. Student Life will help students with his or her needs, the orgs do not need to worry about this, simply add the disability statement.

(03:09) The Office of Student Life can do many things for you. One of the things it can do is give you a copy code if your org has allocated funds from SUFAC for copying or duplicating, or agency funds. This will allow your org to make copies at the copier in the Office of Student Life. To be cost effective we suggest you only do this if you have less than 20 copies to be made, If you have more than 20 copies in mind, please use the DigiCopy Order Form found in the Forms section of the Student Orgs Web Page in advance to use the Duplicating Service. Tina can also help you create bulk mailings and send out your org’s mail and help you with faxing things. If you need supplies, see the Supply Request Form on the Student Org Web Page—Tina processes those requests too.

You can get also travel packets in the FORMS section. These forms need to be filled out at least four weeks before your org plans on traveling. Make sure you follow the instructions on the form. Also, remember drivers need to be reauthorized every September, after September the 1st, and it is never a bad idea to have more drivers authorized than necessary because you may need them at some later point in the year. Tina in OSL can also arrange rental cars or mini-vans or buses if you need them.

(04:32) If you are thinking about submitting a travel request to SUFAC please see the guidelines. These guidelines ask that these requests are submitted with a specific amount of time available to be looked over so make sure you are giving yourselves enough time and get it done as best you can. If you have questions or concerns about the process contact SUFAC at [sosufac@uwgb.edu](mailto:sosufac@uwgb.edu) and they can answer any questions you may have about writing it.

(04:56) Please remember that contracts MUST be written by a program coordinator in the Office of Student Life, and signed by the Union Director. Students should NOT sign contracts. Go to the FORMS section of the Student Orgs webpage and fill out a pre-contract worksheet five weeks in advance of any performer or speaker engagement you are trying to arrange.

(05:18) We will also help you create food orders with Chartwells. Remember there is a student org catering guide, with some discounted rates. You can find that catering guide by using the Food Request Form in the forms section of the Student Organization web page. Do not go directly to Chartwells!

Another option is that you can buy up to $100 of non-perishable food per day from off campus and bring it in. Remember to save your receipts if you are seeking reimbursement.

(05:44) You ARE allowed to call Domino’s, Pizza Hut, or Toppers (ONLY these three places!) and order in pizza regardless of where the funds are coming from as a student org. For all other “outside food”, student orgs must submit a Non Standard Food Event Authorization Form to the Union. Most of these will not be approved, and you will have to go through OFO to order through Chartwells. If you want to have a look at the food policies in more detail please go to the Union’s website and search for the Non Standard Food Event Authorization Policy.

(06:20) Another thing to remember is what is on campus. All buildings are on campus except the Weidner Center, the STEM Building and the Mauthe Center. Everything else including housing, the Lambeau Cottage and academic buildings are on campus. If you have any questions regarding the food policies please stop by OSL.

(06:42) Fundraising and soliciting are two great ways for your organization to raise money. Please keep in mind that these activities must be approved by Student Life two weeks prior to the event. The forms can be found at the link on screen. When soliciting, remember to ask for items your org may need instead of asking for cash or gift cards. Cash and gift cards are not permitted.

(07:02) Some important advice, tell OSL what you are doing. We can help you in ways you couldn’t even imagine. They know the ins and outs of orgs and will be able to answer any question you may have. Another piece of advice would be to let OSL know about money you are planning spending four to five weeks in advance. That way they can work with you to ensure everything is done correctly. Also make sure to keep all receipts, especially if you plan on being reimbursed for a purchase you have made. We cannot reimburse you if there are no receipts so please save them all.

(07:35) There are two different kinds of funds: Agency and SUFAC. Agency funds are funds that the org has collected. These could have come from fundraisers, such as bake sales, candy sales, carwashes, or dues. These accounts have much more flexibility and orgs can buy almost anything except alcohol, firearms, and tobacco.

(07:56) SUFAC Funds come from Segregated Fees that Student Government has allocated from a budget. These funds are much more restricted in regards to spending. Certain dollar amounts are allocated to certain items and can only be changed by submitting a reallocation request form to SUFAC. There are many rules to this SUFAC money. One of the things is they will not pay for items they have not approved in advance, so do not spend money anticipating that they will approve it. They will not. Get it approved first and then arrange to spend the money.

(08:32) Budget Training happens every year in October to teach you how to write a budget. Next year’s dates are listed on the screen. You should watch your SO accounts for emails regarding the deadline for submissions in case the days or times change. Please attend one of the budget training meetings and learn as much as you can. After you attend you will be set to write your budget. Budgets will be due in late October or early November. The deadline is firm so make sure your budget is turned in on time. SUFAC usually refuses any late budgets—no excuses are accepted. If you wait and your budget is late, you may have to wait until next year to submit contingencies to see if you get the money you were hoping for. It is a definite disadvantage to you to do it that way. But, once again, it doesn’t mean that you are out of luck if you didn’t get in on the annual budget process. Just submit contingency requests the next year.

(09:26) For the past several years, the Office of Student Life has offered President’s Council meetings. These sessions cover topics designed to make your org function better. Please see the dates of the screen and plan on sending someone from your org. These sessions are usually Wednesday nights and include dinner! It doesn’t have to be the president, anyone can attend. In a similar vein, we will also lead a session for Treasurers right before SUFAC org budgets are due to answer any questions they may have and get them ready to submit great budgets for your orgs.

(09:57) Promoting your org can be easy when using these tools. One the biggest ways to get members would be to get a table at OrgSmorg. This event takes place in both Fall and Spring Semester. Next year’s dates are listed on the screen. Remember only registered orgs can get a table so please make sure this is done in advance. See John if you’re having any trouble with getting a table.

(10:20) The university calendar is another that way orgs can make people aware of your events. When you make a room reservation utilizing Union Reservations, make sure you add a description of whatever you’re planning on doing. That way people will be able to tell that it is indeed a special event and they’ll be more likely to want to come. Of course you could always make mention that your org meetings are just that, that way your members will know what those are about too.

(10:45) Organizations can also put posters up throughout campus. Be sure to create 75 posters, 53 can go to Residence Life and the rest can be posted throughout campus. Check out the “Poster Locations” page in the Student Org Toolkit on the Student Org Web Pages for more information about that. Make 75 copies, because it is cheaper than making 73--there is a price break that will save you some money. Banners can also be created and hung in a banner space. Utilize the Banner Room to develop your banner and then contact University Reservations to reserve a banner space somewhere on campus. Another thing that Reservations can do for you is book a booth space. At a booth, you can promote your event by having giveaways, posting banners, or sitting and talking about your events.

(11:33) Mailings are also a way to promote your org. Please stop by OSL to see Tina to make plans to do so, they can save you money on postage and will make sure the mailing is done successfully.

(11:43) Organizations can also promote themselves by getting on the Table Tents. The table tents are set out in the Garden Café, the Phoenix Club and the Cloud Commons. You can request your event be included in the Table Tent by filling out a Marketing Request Form on the Union webpage. If you would like to create your own Table Tent you need to contact the Dining Chair of SGA to get them approved. If they are not approved they will be taken down.

(12:08) Another way to promote your event or program would be to write it on the school chalkboards. It is a free way to promote, however, anyone has the right to erase your message so beware. Another thing to do would be to Sidewalk Chalk. Putting your event on the sidewalks throughout campus is a great way to promote your org and it is relatively easy. Please remember not to write on buildings or on anything other than the sidewalk.

(12:35) All of these are great ways to promote but the best way to promote your org would be word of mouth. When people are buzzing about your org then people will come to your events. Just start talking about it.

(12:48) There are many resources for registered student orgs. You have the opportunity to work in the Banner Room. The Banner Room is at the bottom of the ramp in the Union- you just need to go through the Student Government area to find it. The Banner Room is a place for student orgs to create banners, posters and other things. There are many different supplies including an Ellison Machine. This machine is used to cut out different shapes of paper by simply punching them out. This student has just cut out a picture of a phoenix to put on a banner. Use this room as you like but remember to keep it clean.

(13:19) The Student Life Office is also at the bottom of the ramp in the Union, but on the other side of the hallway from the Student Government area. We have desks, chairs, tables, comfy couches and a TV for you to use! Student Life is sometimes quiet and laid back. During these times, napping and studying are quite acceptable habits. Other times, you never know what you might find going on in Student Life, and it could be quite rowdy and rambunctious.

(13:43) There is also a computer to keep your org running, as well as a printer for you to print org materials on. To use the printer, sign in with your student org SO account address and that will get you into your email as well as enable you to print. Please do not attempt to print while logged into your personal account—it will cause the printer to malfunction in a major way.

(14:06) If you are unsure what your SO account address or passwords are please contact John Landrum and he would be happy to help you. John sends out an email almost once a week containing the official communication from Student Life to your org. It will go to your SO account. You may set up your SO account to forward this email to your personal account for convenience. Either way be sure to check for emails from John at least once a week.

(14:32) The UTIC, or University Ticketing and Information Center, can also help you with many things. If your org has reserved a room and something is not setup correctly or is not working contact them and they will try to help you as best they can. They can also help you to approve posters you may want to put up throughout the Union; however, they can only take three. The UTIC is also where you will go to deposit money into your Agency Account.

(14:54) Now that you have watched this video, please have two fund officers take the org orientation quiz. You will need to get at least a 12 out of 13 to pass. If you do not pass, the quiz will allow you to retake the questions you missed. Please check out your organization information page in MyOrgs. You will see the registration steps itemized and a note as to whether each step is completed. Please take care of completing each step. After all steps are completed, your org registration will be marked “approved” by Student Life within a day or so. If you run into any problems or questions, do not hesitate to drop into Student Life and see John. Thank you for watching this video.

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