



student organization 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 Involvement Staff



Connie Hansen, Associate Director

- Panther Pantry
- Panther FYI
- Student Organization Support



Pam Creger, Secretary

- NISG Funding
- Student Organization Start up
- Student Organization Resources

Student Involvement Staff



Josh Farris

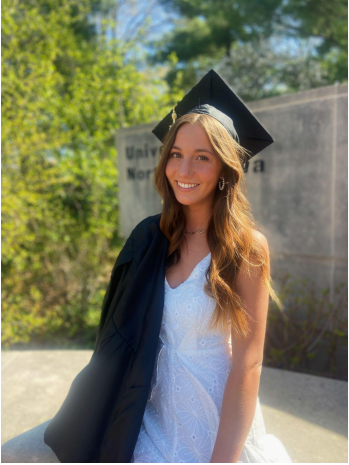
- Fraternity & Sorority Life
- Student Organizations Support



Josh Bulten

- Campus Activities Board
- Student Organizations Support

Graduate Students



Jordan Burds
Student Involvement

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. Student Org Google Drive
4. Confirm with your advisor that they have completed the required Clery Act information. This training can be found on your elearning Blackboard. Please review and complete the training.

Benefits of Registered Student Organizations

1. Perks and privileges
2. We keep you informed
3. Individualize student org meeting - sign up at the end

Student Organizations Updates

- Updates in the [Student Organization Database](#)
- Importance of updating student organization information for the website
 - Review Constitutions: this should be done by your organization yearly
 - Importance of updating your rosters
(Alumni Association: email to amy.mohr@uni.edu)
- The Den
- Copyworks orders will need to be picked up by student organizations in the store. They will no longer be delivered to the Office of Student Involvement.

UNI Pawprint

What is UNI PAWPRINT

Available through the Alumni and Foundation office

Contact person:

[Derick Stoulil](#)

Associate Director, Annual Giving Programs

Phone: 273-6033



Student Org Registration Database Deadlines

9/1 - Deadline for Organizations to submit registration forms

9/8 - Deadline for Office Assistants to have new information entered into the student org database

Student Org Google Drive

Google Drive Updates

Google announced that unlimited storage is no longer available for education customers. Beginning this October, UNI IT will begin the process of removing individual Google accounts of students/faculty/staff that are no longer members of the university community. If your organization utilizes any Google files from previous members, here are a couple of recommended steps to take.

MAKE COPIES OF HISTORICAL FILES YOUR GROUP WISHES TO MAINTAIN

If documents have been created and saved on individual accounts of members who are no longer part of the university community, please create electronic copies so you can retain access to the files. Once you have completed the next step, these files can be stored in your shared drive.

REQUEST STUDENT ORGANIZATION GOOGLE GROUP

We suggest that student organizations have an organizational email account where all folders and documents can be stored and shared permanently. To do so, please have your organization's advisor complete the [Student Organization Google Group Request](#) form by initiating the following steps:

- Select "New Google Group"
- **Note:** Only full time faculty/staff can submit requests for Google Groups.
- Your advisor will serve as the manager of the account and can add additional managers to populate who has access to the drive.
- Contact servicedesk@uni.edu or 273-5555 if you have any additional questions about requesting a Google Group.

Reservations

What spaces are available for my group to reserve?

Maucker Union

Lang Hall Auditorium

Wellness Recreation Center

Rod Library

Outdoor Spaces

Academic Buildings**

Events in Maucker Union, Lang Hall Auditorium and Outdoor Spaces can be reserved online at reservations.uni.edu

Reservations

What is the cost in reserving a space in Maucker Union?

In general, student organizations do not incur costs associated with utilizing meeting rooms and event spaces in Maucker Union.

Meeting rooms in the lower level have in-room computers, projectors and video conferencing equipment **available at no charge for you to use.**

To use the in-room computer, you just need to turn on the projector and sign in using the mouse and keyboard.

Maucker Union Ballroom does have fees associated with projectors and select audio equipment. If you are planning an event, you can utilize your allocated NISG funding or request funding through NISG Contingency Funds.

Marketing your Events in Maucker Union

Southwest Entrance Marquee:

Student Organizations can market events for up to two weeks. Submit event information to: <https://union.uni.edu/maucker-union-electronic-message-display>

Interior Entrance Displays:

Student Organizations can market events for up to two weeks. Information on slide format and submission form can be found at:
<https://union.uni.edu/maucker-union-entrance-displays>

Student Involvement Calendar of Events:

Events reserved in EMS reservable spaces automatically populate to:
<https://eventschedule.uni.edu/>

This is also a good resource to see what other events may be occurring across campus that could conflict with your events!

Event Management Safety

In the event of a medical emergency

- 1) Contact the building manager if applicable (in Maucker Union that would be full-time staff or evening/weekend building manager)
- 2) If there is not a building manager, call UNI Public Safety 319-273-2712 rather than 911. A UNI Public Safety Officer can be on the scene of the incident much faster to assess the situation and call for appropriate assistance.

Student Organization Funding

Types of Funding

- Budgetary Process
- Contingency Fund
- Coca-Cola Fund
- Intercollegiate Academic Fund

Contact Information

NISG Director of Administration and Finance

nisg-finance@uni.edu

Overview of Funding Processes

Budgetary

- Flat Allocation
- Mandatory meetings for opt-in flat allocation in the Spring

Contingency

- Funds similar items to budgetary allocations
- Funding decision is based on merit and availability throughout the fiscal year (July 1st 2023-June 30th 2024)

Coca-Cola

- The only funding source for food
- Can also fund travel and other events benefitting the campus

Intercollegiate Academic Fund

- Used for research, academic presentations and competitions
- Must be associated with an academic department

The Budgetary Process

- Changed within the last year, is now an opt-in flat allocation system
- Organizations are required to attend a mandatory meeting in the spring in order to be eligible for the allocation
- Student orgs are emailed the results after the mandatory budgetary meetings, after the Senate votes on the budget
- 2023-2024 budgetary allocations are linked [here](#), but are also available to view at anytime on the [Northern Iowa Student Government website](#)

The Contingency Fund

- Year-round funding source
- Does not fund
 - Food or beverages
 - Events not open to all students
 - Items that do not stay with the club
 - Ex. t-shirts for members (not used as jerseys or uniforms)
- Application based; link can be found [here](#)
 - Applications received less than two weeks prior to the event are subject to automatic denial
- More money can be accessed by collaborating with other student organizations

The Coca-Cola Fund

- The money for this fund comes from the university's exclusivity agreement with Coca-Cola
- Funding guidelines are more flexible than the contingency fund
- This is the only fund that will grant money for food (or anything food-related)
- More money can be accessed when collaborating with other student organizations
- The application can be found [here](#)
 - Applications received less than two weeks prior to the event are subject to automatic denial

Coca-Cola Product Request

- Free Coca-Cola product is available for student organizations that meet the guidelines
- For more information, or to fill a request, use [this link](#)
 - When placing a request, enter the quantities in 12 packs of soda and 24 packs of water, planning for 1 item per person attending the event
 - Ex. a request for 1 case of Coke will provide for 12 people, so if there is a 12 person event, you request 1

Intercollegiate Academics Fund

- Funding from the Provost office for research, competition, and academic presentations
- There is generally a large amount that can be funded, but the application process is more complicated than other sources
- Department Heads and Student Organization Advisors are able to help you through this process
- The link for more information about this fund can be found [here](#)

Accessing Funding

- Applications for any type of funding are required at least two weeks before the event takes place
 - Applications are subject to automatic denial if this deadline is not met
- After funding is approved, organizations are required to meet with Pam Creger to access the monies
- If you have any questions about how to access funding once it is distributed, please contact Pam Creger at pamela.creger@uni.edu

Student Travel

Student Organization Travel with NISG Allocated Funding

- Visit Office of Student Involvement 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 - ideally 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.

Item specific Purchasing Information

- **Organization Name Badges** - can be purchased through University Relations using a department account. Pam Creger can help with ordering if you have funding, or a department secretary can assist.
- **Organization Tablecloths with logo for tabling events** - must be ordered through a [licensed vendor](#). Pam Creger can help with ordering
- Orders for items with UNI or organization logos must be purchased through a [licensed vendor](#)
- Items paid for with university funding that are considered technology or electronics must be vetted through IT. Plan accordingly for additional lead time when purchasing

Apparel purchases

- If you want to purchase t-shirts, uniforms or any type of apparel with NISG funding, send an email to pamela.creger@uni.edu including the following information:
 - Type of apparel (t-shirts, team jersey etc)
 - Business reason/justification for the apparel (worn as uniform, required for members to wear at sponsored events)
 - Estimated cost per item
 - Total anticipated cost
- Your request will be forwarded to the NISG Organization and Finance committee for review and approval
- If approved, you will be required to submit a list of each person receiving apparel, the dollar amount of the item received
- All apparel purchases must be purchased through a [licensed vendor](#)

Student Org Catering

Things to know when having food or beverage at an event:

- There are several University Policies that can impact your food and beverage purchases and/or reimbursement when using a university account.
 - 13.17 Preparation and Service of Food and Beverages on Campus
 - Coca-Cola Contract
- Serving food and beverages comes with some very real risk of foodborne illness if handled inappropriately. It is important that all potentially hazardous food and beverages (those which must be temperature-controlled in order to remain safe to consume) must be prepared in and/or provided by a licensed commercial food service or caterer when providing food or beverages for an open or advertised event.
 - Things you don't think are a big deal, but can cause problems
 - Not using clean dishes or clean utensils, cross contamination both from an allergic reaction and from a bacteria standpoint
 - Not having the right equipment to heat or refrigerate food or beverage quickly enough, or not sanitizing prep areas or other things used to prepare the food or not getting food from a safe source.
 - Someone helping with the prep that is not feeling well.
 - Handling food with bare hands rather than gloves or tongs.
- When providing food for just your group members (called a closed group) with a university account, you are not as restricted, but still want to be thoughtful about how you are handling any food components AND you need to be aware of the restrictions of the Coca-Cola Contract.
- UNI Catering will support limited serviced catering events.
 - Important to plan ahead and be a little flexible on dates and time.
 - Contact catering@uni.edu or call 319-273-2333 to see if UNI Catering is able to support your event.
 - Maucker Union Food Court, Chats and Essentials are available for pick up and you can use a Departmental Charge.
- For more food options check out our catering website: <https://uhd.uni.edu/dining/catering>
 - For events under \$250 with lower risk foods, you can order food from [Approved Vendors](#) without any additional approval.
 - For events over \$250 and events with higher risk foods, you must get a catering exception regardless if it is from an approved vendor.
 - You must complete a catering exception for vendors that are not listed as an Approved Vendor for each event.
 - Steps to get a [Food Truck](#) for your event.
 - Steps for adding Approved Vendors.

Student Org Catering

Easy Food Options:

- Purchase food and beverages from Biscotti's, Book Bistro, Essentials or Maucker Union Food Court with a [Departmental Charge](#).
 - Maucker Union Food Court (10:30 - 2:30 PM Monday - Friday) - Sandwiches, Sushi; Godfather's Pizza (10:30 -7 PM Monday - Thursday, 10:30 - 2:30 PM Friday)
 - Pickup Orders from Maucker Union Online ordering available: <https://uhd.uni.edu/dining/catering>
 - Biscotti's has great snack options like chips, popcorn, bulk candy, cookies, etc
 - Essentials and Biscotti's will have ½ gallon Peak Tea, 2-liter Lemonade, 12 pks of canned Coke products and cases of bottled water.
 - For larger events, it is important to reach out early to ensure they will have everything you need.
- Lots of Approved Vendors! If less than the \$250, no approval needed if using an **Approved Vendor**. If you think you might go over \$250 or are using a vendor that is not approved, do a catering exception.

For larger events or events that have food that requires the temperature control, make sure you plan head. Contact UNI Catering early in the process or get your catering exception in for approval! If you need help, we are always happy to help!

University Relations & Marketing

- Print Material
 - Copyworks discount / printing process
 - Logos
 - brand.uni.edu
- Apparel & Giveaways
 - Work w/licensed vendors
- Spread the Word
 - (+) [Student Org Resources page](#)
- Photography



Student Care

- Student Care serves as the centralized hub for the UNI campus community in providing coordinated care efforts to students experiencing a wide variety of challenges during their career.
- As students and student leaders, we want to support you in your roles and your care for one another. However, we also recognize that you are a college student and you shouldn't be solely responsible for your peers. If you have a friend who is struggling, please know we are here to help.
- Connect a student to Care from the [Dean of Students website](#).

[Connect a student to care](#)



Student Accessibility Services

- Student Accessibility Services works with individual students to determine appropriate accommodations for their Academic and Campus Experience as well as for University Housing & Dining.
- To support individuals with disabilities, please include the following statement in advertisements for programs or activities you are hosting:
 - If you need a reasonable accommodation to participate in this program/event/activity, please contact (sponsoring organization) at (email) prior to the event.
 - If you have questions about the accommodation a student requests please work with the Student Involvement team and/or Student Accessibility Services.

Student Conduct Code

- Student organizations can also be held responsible through the [Student Conduct Code](#), for behaviors on or off campus.
- If your organization allegedly violates the Student Conduct Code,
 - We will communicate with your organizations president.
 - We communicate via UNI email.
 - You can have an advisor in the student conduct process.
- Remind your members that they not only represent themselves but they also represent the organizations that they are a member of.

Student Conduct Code

- The following factors will be considered when determining if the alleged policy violation was committed by a student organization or by individual(s):
 - How many of the members of the student organization were involved in the incident?
 - Did the incident occur in relation to an event sponsored by the organization?
 - Did a member(s) of the organization violate university policy(ies) at an event sponsored by the organization or in the course of the organization's affairs, and fail to exercise reasonable preventable measures?
 - Did the organization's leadership have knowledge that the event was going to occur?
 - What was the nature of the incident?

Student Conduct Code

Case Study:

On Friday afternoon you receive a message in the Taylor Swift Fan Club (TSFC) group chat about a party tonight. The message reads, “Pull out your sparkly boots and grab your friendship bracelets to swap, we’re hosting a party tonight. Location: Alli & Lindsay’s House (TSFC Headquarters), \$10.00 pitch in for drinks required, members only.”

What might be concerning about this message?



**Volunteer Center
of Cedar Valley**

UNI

University of Northern Iowa™
Community Engagement



University of Northern Iowa
Community Engagement

Overview



- In partnership, the University of Northern Iowa and the Volunteer center of the Cedar Valley (VCCV) connect students to volunteer opportunities in the community.
- The VCCV utilizes an online database that displays over 50 ongoing volunteer opportunities. There are over 180+ member organizations to connect with!
- Both individuals, student organizations, staff, and faculty can collaborate and utilize us as a resource for volunteer needs.

WE Can Help!



- Learn about the national Certified Nonprofit Professional (CNP) Credential at UNI. (Current participation in a student organization gives you and your members an advantage in earning a CNP).
- Assist in setting up volunteer service activities for your organization or register for natural disaster relief training.
- 10-15 minute presentation at your organization meeting with more details about Community Engagement and the Volunteer Center of



Contact Us



Office of Community Engagement

Email: community.engagement@uni.edu

Location: Human Performance Complex 107

Monday-Friday: 8 am- 4:30 pm

Volunteer Center of Cedar Valley

Email: information@vccv.org OR

Location on Campus: Maucker Union

Monday: 10am- 4:30pm

Thursday: 8am-1:30pm, 3:30-4:30pm



@UNIEngagement



@volunteercenterofcedarvalley

@volunteercenter_CV

@volunteercentercv

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 LEADER WORKSHOPS

ENGAGE
COMMUNITY

ENHANCE
LEADERSHIP

ENCOURAGE
INSPIRATION

RECRUITING FOR YOUR ORGANIZATION
HOW TO BUILD A BUDGET
CONFLICT MANAGEMENT

WORKSHOP OPTIONS

OFFICER TRANSITIONS
EVENT PLANNING

ORGANIZATION RETREAT PLANNING
WELLNESS SESSION
CAREER SERVICES: TAKING THE NEXT STEP



REGISTER
HERE:



UNI

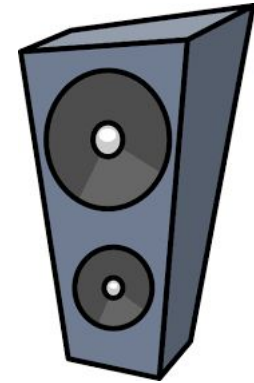
University of Northern Iowa
Student Involvement

Recruitment

- General Reminders
 - Use best practices when recruiting new members
 - Practice Year Round Recruitment
 - No soliciting in the residence halls and Maucker Union
 - If you want to brainstorm on ideas come visit the Office of Student Involvement
 - Always identify your organization (posters, social media & face to face)

Student Involvement Resources

- Programming supplies
 - Yard games
 - Signs
 - Button maker
 - Sound system
- Student Org Work Space
 - Behind the student involvement front desk
- Monthly Emails
- Event Planning Checklists



[Student Organizations Resources page](#)

Movie Copyrights

The Chart below is a quick guide to helping you understand if you need permission to show the film without copyright:

Yes, you need to obtain a copyright:	No, you do not need a copyright:
<ul style="list-style-type: none">● If the screening is open to the public, such as showing a 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 location● If person attending are outside the normal circle of family and acquaintances, such as showing a film to a student org, or showing a film for a class but inviting others to attend	<ul style="list-style-type: none">● 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 streamed 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

Older movies will be about \$500 and newer ones \$1000. This might be unfeasible for your organization, so consider collaborating with other organizations to split the cost or working with CAB.

FALL 2023 ACTIVITIES

Aug. 17	Student Org Fair
Aug. 18	Panther Welcome CAB After Dark
Aug. 26	Panther's Downtown
Aug. 31	Beat The Heat
Sep. 8	CAB Carnival
Sep. 12	Outdoor Movie
Sep. 21	Craft Night
Sep. 29	Family Weekend Bingo
Oct. 6	CAB After Dark
Oct. 12	Casino Night
Oct. 19	Homecoming Dinner Theater
Oct. 20	Homecoming Dance Party
Oct. 26	Fall Fest
Nov. 4	CAB Football
Nov. 8	Board Game Night
Nov. 30	CAB Goes to the Movies
Dec. 7	Crash & Relax

CONNECT WITH US

Follow for updates and fun content throughout the semester!

 @UNI_CAB  @UNI_CAB

 UNI CAB  @UNI_CAB

CAB
CAMPUS ACTIVITIES BOARD

UNI / University of Northern Iowa

October 17-21 - Homecoming Schedule

- Traditions Challenge Amazing Race (Tuesday)
- Homecoming Dance Party (Friday)
- Parade through Main St. (Saturday)

**Come to CAB events as an organization.
Let us know if your group is coming and
we can save some seats for you.**

Content Creator

Social Media Marketing Request Form - An opportunity for Student Organizations to send in Social Media requests so they are able to get reposted on the UNI Student Involvement Social Media Accounts.

Button Maker - Request a time slot or request help with a button Design

Bubble Poster - Request a bubble poster to be printed and hung up, or request help with a bubble poster design

Social Media Templates - Multiple templates to help student organizations create social media graphics.

Maucker Union Marquee (Outdoor Electronic Message Board) - A request form for student organizations to have their graphic appear on the outdoor electronic message board in Maucker Union

Computer Lab Monitor Screensavers - A request form for student organizations to have their graphic appear on the computer lab monitor screensavers.

Maucker Union Entrance Displays (Indoor Digital Signage) - A request form for student organizations to have their graphic appear on the indoor digital signage un Maucker Union.

The Student Involvement Content Creator, Annahlee Huspen, can assist Student Organizations with the creation of any graphic that may be needed for any of the marketing opportunities listed above at involvementmarketing@uni.edu.

Follow us on Social Media

Follow UNI Student Involvement On Social Media!



@studentinvolvement_uni



@InvolvementUNI



@unistudentinvolvement



UNI Student Involvement
& Event Services

- Please share your organization's events with the Office of Student Life and we will post it on our social media platforms.

Next Steps: Sign up for an Org Meeting

- Thirty minutes
- Maximize the work you do
- Set goals and objectives for the year



Thank you for coming!