Fall 2023
Student Organization Development Day
Leadership, Service, and Civic Engagement
August 27th, 2023
RSVP: Using the QR Code below
Check-In: Using the QR Code below
## Leadership, Service, and Civic Engagement Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Ian Van Anden</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Sam Jacobs</td>
<td>Program Coordinator</td>
</tr>
<tr>
<td>Stephen Ogunnubi</td>
<td>Graduate Intern</td>
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<tr>
<td>Drea Tinoco</td>
<td>Assistant Director</td>
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<tr>
<td>Shannon McNeal</td>
<td>Volunteer Engagement Coordinator</td>
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<tr>
<td>Austin Olberding</td>
<td>Graduate Intern</td>
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<td>Student Organization Leadership</td>
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What to expect today?

- LSCE Updates
- Student Life Communications
- Student Organization Business Office
- Funding Panel
- Student Organization Development Sessions
  - *Connections are Everything: A college students guide to relationship-rich education*
Leadership, Service, and Civic Engagement
Roles and Expectations

Leadership, Service, and Civic Engagement

- Advocacy
- Policy Support
- Advising & Mediation
- Coordination

Registered Student Organizations

- Plan ahead
- Review of Policy
- Learner Mindset
- Support belonging on campus
What do I need to know as an exec member?

Communication is key!
- You are ultimately responsible for your organization & what it does

Expectations
- Submit events and meetings (delegate)
- Review University Policies and Guidelines
- Leadership transitions and Planning
  - Remember to Re-register your organization!
Student Organization Deadlines

Mass Emails
- 5 business days in advance

Meetings and Events
- 2–4-week MINIMUM

Re-Registration
- Required to remain an active and registered student organization
- Occurs 2x a year-based on YOUR organization’s officer elections
  - Fall
  - Spring
Registration of Student Organizations
A student organization is a voluntary special interest group organized for educational, social, recreational, and service purposes and comprised of its members. Student organizations are separate legal entities from the University of Iowa and legally are not treated the same as University departments or units.

Administration of Student Organizations
Registered student organizations must adhere to the policies outlined below. University Administration has authority to manage the policies within this document and to take action based on them, together with other University policies and all applicable law.

Discipline of Student Organizations
The University of Iowa’s Student Organization Discipline Procedure is designed to provide a process to investigate and resolve alleged violations of University policies by student organizations, including fraternities, sororities, and sport clubs registered by Recreational Services.
Student Organization Resources
Leadership, Service, & Civic Engagement

Finance
- Finances
- U-Bill Charge Agreement
- Funding Resources
- Funding - Campus Events Funding
- Funding - Submitting a request for USG/OPSG funding
- Funding - Late Night Grant Funding

Using Engage
- Advisor External to UI Gain Access to Engage
- Contact and Description Update on Engage
- Creating and Publishing
- Elections for New Officers
- Event/Meeting Planning
- Leadership Turnover Checklist
- Governing Documents in Engage
- Prior Approval to Travel
- Roster - Keeping it Updated
- Scheduling a Meeting with Student Organization Development
- Trouble signing into your account?
- Updating Student Organization Profile Picture

Resources
- Email Account for Your Organization
- Food Options for Student Organizations
- Mass Emails
- UI Licensing - Logo Use for Apparel and Other University Branded Gear

Policies
- Student Organization Names
- Travel and Student Organizations
- Registration of Student Organizations
- Administration of Registered Student Organization
- Equipment of Registered Student Organization
The most important things for students to be aware of are related to timeline:
• how to reserve spaces
• when spaces may be reserved
• how long before an event date a space must be requested

IMU event Services has created a reservations guide with additional information that will be posted on our website!
Registered Student Organizations are allowed to send **TWO** Mass Emails each semester.

**Mass Emails**

**LISTSERV**

LISTSERV is a campus wide e-mail list service available to students, faculty and staff. This service allows customers to create and maintain e-mail lists used to collaborate and share information with a large group of people.

**Classroom Scheduling**

Reserve a University Classroom for a meeting or event.

**Catering**

Looking for meeting snacks or a full-service meal option?
Student Organization Review

Charge

Establish the structural relationship of registered student organizations (RSOs) to the University of Iowa and identify the support provided by the Division of Student Life, academic colleges, and other departments or units through the development of campus-wide policies.

Process and Deliverables

- Review current policy, procedures, and guidelines, including registration practices, event reviews, health and safety protocols, and financial processes
- Research, analyze, and create policy, including updated registration tiers and categories
- Meet with various campus stakeholders including RSO leaders, advisors, and support staff
- Establish re-registration criteria and process, including an appeals process if denied registration or to contest organization recategorization
- Assess and recategorize all university RSOs
- Update Policies and Regulations Affecting Students and institutional policy, including events policies and the University Operations Manual to align with the new RSO structure
- Outline an assessment plan for year one implementation
Student Organization Review

Timeline

Charge Meeting
  July 2023

Policy research and analysis
  July – August 2023

Policy development and criteria established
  July – September 2023

Policy completion and implementation
  October – November 2023

Registration Process
  Winter of 2023/2024
A brand is a(n) **reputation**.
General registered student organizations
Naming your student org

- **OPTION 1**
  Hawkapellas

- **OPTION 2**
  Hawkapellas at Iowa

- **OPTION 3**
  Hawkapellas at the University of Iowa
Unique logos
Putting it together
Putting it together

3D DESIGN CLUB AT IOWA

3D DESIGN CLUB

IOWA
Ordering gear and apparel

1. Licensed vendor
2. Develop artwork
3. Submit paperwork
Academically affiliated student organizations
Fundraisers and events

- Unit brand manager approval to use a unit or program lockup
- Don’t use a student org badge

IOWA
Tippie College of Business
Sponsored student organizations
Official lockup

IOWA

Undergraduate Student Government
Sport clubs
Identifiers and available trademarks

Sport club identifiers

Trademarks available for competition
Policies and governance
Nonendorsement Statement

“Programs and activities sponsored by registered student organizations are planned and hosted by student organization representatives and do not represent endorsement by the University of Iowa.”

Accessibility Statement

“Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact (contact person) in advance at (phone number).”
# Policies and governance

<table>
<thead>
<tr>
<th><strong>Dean of Students Policy</strong></th>
<th><strong>Operations Manual</strong></th>
<th><strong>Trademark Licensing Policy</strong></th>
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</thead>
<tbody>
<tr>
<td>The Office of the Dean of Students administers policies and procedures for student organizations in accordance with the university and applicable laws.</td>
<td>The University of Iowa Operations Manual establishes policy for the governance and regulation of student organizations.</td>
<td>Governs the use of university marks, logos, and symbols in items produced <em>for sale or distribution</em> by units or external entities.</td>
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</table>
MODELS NEEDED!

The Office of Strategic Communication is seeking student models for a variety of upcoming marketing photo shoots.

→ BRAND.UIOWA.EDU/PHOTOSHOOTS
Student Organization Business Office (SOBO)
Student Organization Business Office
(SOBO)

157 IMU
sobo@uiowa.edu
319-335-3065
https://leadandengage.uiowa.edu/student-organizations/student-organization-business-office

Aiding student groups with all things financial. Payments, purchases, deposits, travel plans, contracts, cash handling and more.
Collecting Money

- All money collected by a student organization must be deposited into a University account before it is spent.

- Cash box should always be used to collect cash and checks. Cash boxes are available for rent if your organization does not own a cash box.

- Cash Handling Procedures for Student Organizations should be followed at all times.

- CashNet is a new option for accepting online credit card payments.
Fundraising

- Review [Cash Handling Procedures for Student Organizations](#)
- Review [Fundraising, W9 Requests, and Taxes](#)
- Review [Collecting and Depositing Money](#)
Fundraising - Raffles

• To hold a raffle, Student Organizations must complete an online Event Form in Engage and a Gambling License Application.

• Raffles are considered gambling in the State of Iowa. 6% of your proceeds go to the State.

• A copy of the Gambling License must be on display during the raffle. License will be provided once approval has been granted.

• The Cash Handling Procedures for Student Organizations should be followed at all times.
Event & Travel Approval

- All student organization events, trips, and meetings need to be submitted for approval in Engage.
- No funds can be spent on related expenses until approved.
- Different reviewers are assigned based on event or trip specifics (IMU Event Services, UI Catering, SOBO).
- Submission instructions found at: https://leadandengage.uiowa.edu/student-organizations/manage/eventmeeting-planning.
Event Planning Timeline

1. Research Costs
2. Reserve Space
3. Request Funding
4. Submit Event in Engage
5. Spend Funds with SOBO

Student Org Business Office
Event Planning – Contracts

• Students and most staff are **NOT** allowed to sign a contract on behalf of a student organization.

• Bring any contract with a 3\textsuperscript{rd} party to SOBO or initiate a contract through SOBO.

• Allow two weeks for contract processing

• Required for: DJs, lecturers, musicians, photographers, etc.
COVID-19 Related Purchasing Restrictions

- The following items may NOT be purchased by P-card or reimbursement until further notice:
  - Masks - N95, N95 NOISH, KN95, Surgical or isolation masks, etc.
  - Gloves – Latex, Nitrile, Disposable, etc.
  - Face Shields
  - Disinfectant wipes for cleaning – i.e. Virex 256, bleach, Clorox wipes, etc.
  - Hand Sanitizer
Printing

- All printed materials (including flyers, posters, and banners) must be produced by University Printing Services department.
- External vendors may not be used to produce anything that could be produced by University Printing Services.
- P-card requests and member reimbursement requests for printed materials from external vendors will be denied.
- University Printing Services orders are placed online: [https://printmail.fo.uiowa.edu/](https://printmail.fo.uiowa.edu/) and paid with an MFK. SOBO can provide MFK information.
- University Printing Services orders take at least a week and will be delivered to any campus mail address.
Apparel

For merchandise/apparel using University of Iowa trademarks or wordmarks, Student Organizations are required to use an approved University vendor. Approved vendors are guaranteed to comply with the University of Iowa’s Code of Conduct.

- Must use a licensed vendor located at [https://licensing.uiowa.edu/current-list-licensees](https://licensing.uiowa.edu/current-list-licensees)
- Visit [https://brand.uiowa.edu/student-organizations](https://brand.uiowa.edu/student-organizations) for current brand guidelines.

For each purchase, before placing an order, Student Organizations must submit the design and:

- Trademark Licensing Application for approval from UI Licensing if using University of Iowa trademarks or wordmarks.
- Proof of permission to use other copyrighted trademarks.
Authorized Account Signers

Keep Engage roster updated with correct officer positions and names.

The roster can be updated by the currently listed organization President following these instructions:

Other officers may also be able to update roster, customizable per organization.

All organizations should have a President and Treasurer at minimum.

Communications specific to these two roles gets sent out via Engage. If these roles aren't filled, your organization could be missing important updates.

For organizations with alternate titles (Co-President, VP of Finance, etc.), assign President and Treasurer roles in addition.

President, Treasurer and Account Signer can spend from SOBO account.

Any person on the roster with one of these three positions is authorized to request to spend funds from the organization's University account with SOBO.

If a specific officer (Vice President, Event Planner, etc.) should be authorized, assign Account Signer position in addition.
Automated E-mail Account Statements

- Opt-in
- Currently enrolled Presidents & Treasurers
- Add “Preferred Email Address” to Engage profile
  - use school address
Spending from SOBO account

Many ways to spend funds from SOBO account.
University credit card can be checked out from SOBO for one business day to make purchases locally or online.
University checks can be issued drawing funds from SOBO account. For Member Reimbursements, check with SOBO first. (note from Shared Services: screenshots cannot be used as documentation.)
Orders can be placed through University’s Amazon account, Office Depot account, etc.

Regardless of type of spending, process starts at SOBO Forms.
President, Treasurer, or Account Signer will fill out a PDF form from https://leadandengage.uiowa.edu/student-organizations/student-organization-business-office/forms and e-mail as attachment to sobo@uiowa.edu.

When in doubt, ask SOBO first.
Officers are encouraged to contact sobo@uiowa.edu to explain their needs and SOBO will send back link to the correct form. No need to guess and potentially do extra work.
Graduate and Professional Student Government Funding

- The funding arm of the Graduate and Professional Student Government is GPAC (Graduate and Professional Allocations Committee).
- GPAC is comprised of students from all the graduate and professional colleges, and they give recommendations to the delegates of GPSG on funding for graduate and professional student orgs.
- The funding that comes from GPAC is from the Student Activity Fee, requests can be made by registered student organizations through the Org Budget Requests module on Engage.
- **GPAC has two funding processes:** Both processes are governed by the GPAC Funding Guidelines and Tenets which lay out what GPAC will fund.
  1. Regular Funding Cycle
  2. Rapid Funding Process

**Students can direct their funding questions to:**
- GPAC Director, Eric Field, eric-field@uiowa.edu
The Undergraduate Student Government provides funding for student organizations via the “Activities Fee” paid by each student. This funding can be used for trips, events, or organizational maintenance.

Requests for funding can be submitted on Engage under the “Finance” section of your organization’s “Organizational Tools.” A full step-by-step guide on how to apply for funding can be found on the USG website.

Organizations can receive funding for a wide variety of items including venue rentals, equipment purchases, and travel costs.

Students can direct their funding questions to:

- Director of Finance, Jack Carrell, usg-finance@uiowa.edu
- Finance Committee Chair, Katie Meredith, katherine-r-meredith@uiowa.edu
Additional Funding Resources

**Campus Event Funding**

Events must:

- Be open to all University of Iowa students
- Applications should focus on Diversity, Inclusion, Collaboration and Uniqueness
- **Submitted and approved through Engage** to be considered for funding
- Additional requirements found on website

**Deadline:** Applications accepted on a rolling bases, however, applications must be submitted a minimum of 3 weeks prior to your event date

Amount: Organizations may receive (but are not guaranteed) a maximum of $2500 per fiscal year

**Late Night Grant Funding**

Events must:

- Be open to all University of Iowa students
- Begin no earlier than 7:00 PM on Thursdays and Fridays and no earlier than 11:00 AM on Saturdays and Sundays
- **Submitted and approved through Engage** to be considered for funding
- Additional requirements found on website

**Deadline:** September 5, October 3, November 7, December 5
- Your event must be at least two weeks after the deadline. The committee will meet following the deadline and get you a response within 2 business days.

Amount: Organizations may receive (but are not guaranteed) a maximum of $2500 per fiscal year

Questions? Contact: getinvolved@uiowa.edu
Funding sources

Undergraduate Student Government

Graduate & Professional Student Government

Late Night Grant Funding

Campus Events Funding
Future Funding Opportunity: OrgTip$

The OrgTip$ program is a way for student organizations to learn helpful skills to benefit and help the organization excel as well as earning some money!

3 pillars that student organizations can utilize:
• Mental Health and Wellbeing
• Organized Communication and Resolution
• Safety Awareness & Violence Prevention

Each course results in a sum of money put towards the organization.

Please check our website for more updates or email USG-StudentServices@uiowa.edu
Student Organization Development Sessions
Connections are Everything
You Have What it Takes

The Strengths You Bring

Change is Exciting and Uncomfortable

Agency
Reflection Worksheet

IOWA

You Have What It Takes!
This worksheet is designed to help you assess your strengths and experiences to best identify how to leverage those to accomplish new goals and objectives.

Analyzing Your Strengths

Executing Strengths:
Description: You know how to make things happen! When something needs to be implemented or worked out you have the ability to take an idea and make it a reality.

Influencing Strengths:
Description: You are a someone who knows how to influence and encourage others to act. You may serve as a strong voice and advocate for others and make sure the right voices are heard.

Relationship Strengths:
Description: You provide the essential connections to hold a group or community together. You have a unique ability to make a group stronger than the sum of its parts.

Leadership, Service, and Civic Engagement

What are your strengths?

EXECUTING

INFLUENCING

RELATIONSHIPS
Reflection – Achievement

• What is one thing that you’ve worked toward and achieved?
• What did you do and what did you believe that made that achievement possible?
  – Example actions: (practice everyday, guidance from coach/expert/mentor)
  – Example beliefs: (“I can do this” or “I won’t give up”)
• How do you/could you apply those practices to your student leadership experiences while in college?
Reflection – Strengths and Future

• If we asked members of your organization or leadership team to describe your strengths, what would they tell us?

• Where do you want to be after college?
  – What experiences do you need to have now to build to that goal?
  – Who do you know now that you want to stay connected with?
  – Who are new people you need to connect with along your journey?
Healthy Student Organization Culture
Wellness

Those things you already know you ought to do, but how can you because you’re already doing all the things and do you even have time for more things?
Consider...

What does it look like in your life when your well-being is sand instead of a rock?

...For one day?
...For a week?
...For a semester?
Consider...

What does it look like in your life when your well-being is sand instead of a rock?

...For one day?
...For a week?
...For a semester?
Consider…

What does it look like in your life when your well-being is sand instead of a rock?

…For one day?
…For a week?
…For a semester?
Consider...

- Memory and attention impaired
- Stress, anxiety amplified
- Body missing fuel to function
- Motivation impacted
- Irritability
- Feeling ungrounded
- Loss of connection
- Disappointment in goal achievement
- Less satisfaction in experiences, loss of purpose
- Immune system issues
- More....
Consider…

Everything hurts and I’m dying.
Consider...

THAT WAS AN OVERREACTION

Everything hurts and I'm dying.
Consider...
Consider...
Consider...

When do you notice you are inclined to sacrifice your wellness?
Action!

What would it look like to make well-being part of the rocks in your life?

➢ What are you already doing well?
➢ What could change?
➢ Where are you stuck
Action!

• What are 3 (or more) strategies to make wellness part of your rocks for this semester?
  – Include 1 thing you’re already doing well.

• What is one challenge you have supporting your well-being that you could use some help with?
Action!

• Share with your table.
• Who has experienced similar challenges prioritizing their wellness?
  – What has been helpful for you?
  – Other support ideas to share?
Seed Harvesting

• What idea seeds were discussed at your table that you want to take with you and plant?
Relationships

Relationships in college tend to offer a mixture of supports:

- Emotional support (including having fun!)
- Academic support (learning)
- Instrumental support (practical, day-to-day living)
What does all this mean as a leader?

Like it or not, you’re an influencer.

• What is your role with this responsibility?
What does this mean as a leader?

As student leaders peer-to-peer support is both inevitable and essential.
• How are you providing support to your peers?
• How can you hold each other accountable?
Thank you for your leadership on campus!
- Personalized support to determine how to begin and where to go in boosting your wellness

- Help overcoming barriers and achieving health and wellness related goals
• Free one month checkout
• Available at CRWC
• Workshops
• Retreat
• Skills to enhance your immune system, concentration, energy and ability to enjoy daily life.
Refresh is a FREE program to improve your sleep, offered as an app or weekly email.

Information that is included in the program:
- Sleep Education
- Sleep Tracking
- Daily Habit Support
- Achievable Goals

For more information or to register, go to: ✨ STUDENTWELLNESS.UIOWA.EDU/REFRESH ✨
• Healthy eating
• Weight management
• Intolerances/allergies
• Eating on a budget
• Learn to prepare easy, tasty and affordable recipes (plus, free food samples!)

Tuesday, October 3, 7pm
CRWC Rooms 1A and B

Prepare easy, tasty, and affordable recipes!
• Consultations
• Assessments
• Exercise/equipment orientations
• Free CPR/AED Certification
• Alcohol emergency bystander response training
SUBSTANCE USE SUPPORT

• Confidential, non-judgmental
• Support reducing or stopping use

Does substance use affect your:

- Relationships?
- Grades?
- Physical and mental health?

We’re here to help.
- Role models in their community
- Nominated by peers
- Leadership Role - Have a positive impact on campus
• Role models in their community
• Nominated by peers
• Leadership Role - Have a positive impact on campus
Connections are Everything
# Building Your Relationship Constellation

<table>
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<tr>
<th>Types of Constellations and Purposeful Connections</th>
<th>Who Could Be in your Constellation?</th>
<th>Value of a Diverse Constellation</th>
<th>Strategies for Beginning and Growing Your Constellation</th>
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</thead>
<tbody>
<tr>
<td>Division of Student Life &gt; Leadership, Service, &amp; Civic Engagement</td>
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<td></td>
<td>Shoulder Tap Moments</td>
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<td></td>
<td>Seek Advice, Feedback, and Honesty</td>
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<td>Nurture Relationships</td>
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Constellation Reflection
Reflection Worksheet

Building Your Relationship Constellation

Creating a Connection Action Plan

1. **Priority Connections**
   - Based on your analysis, identify the top 3-5 individuals/organizations you want to connect with.
   - Write down the reasons why these connections could be valuable.

2. **Outreach Strategy**
   - Determine how you will reach out to these potential connections (e.g., email, social media message, in-person introduction).
   - Craft a brief introduction highlighting common interests and potential collaboration.
Reflection

• How world you describe your current constellation or web of relationships?
• What do you want your constellation to become?
• Comparing your current constellation to the one you want to have, what’s missing?
• What is one thing you could do now to help develop the constellation you’d like to have?
Reminders

• Engagement Fair:
  – Wednesday, August 30th from 5:00-7:00pm, Hubbard Park
  – Monday, you will receive an email with check-in instructions
  – Check-in will be completely online
    • Find your color section
    • Select your table
Thank you!

Fall 2023: Student Organization Development Day
Leadership, Service, and Civic Engagement

Office: IMU 145
Phone: 319-335-3059
Email: dsl-leadandserve@uiowa.edu

https://leadandengage.uiowa.edu
IOWA