

IOWA

Fall 2024 Student Organization Development Day

Leadership, Service, and Civic Engagement

October 13th, 2024

RSVP: Using the QR Code below



Check-In: Using the QR Code below



Leadership, Service, and Civic Engagement Staff



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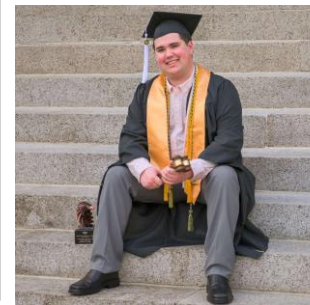
Sam Jacobs
Program Coordinator



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**Hawkeye Service Breaks
Coordinator**



Belle Ireland
Undergraduate Intern



Austin Olberding
**Graduate Intern
Student Organization Leadership**

What to expect today?

- LSCE Resources
- Branding Resources
- Tier Transition Updates
- SOBO Resources
- Optional lunch immediately following!



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 register your organization!

Student Organization Deadlines

Mass Emails

- 5 business days in advance

Meetings and Events

- 2–4-week MINIMUM

Registration

- Required to remain an active and registered student organization
- Occurs 2x a year-based on **YOUR** organization's officer elections
 - Fall
 - Spring



Student Organization Policies



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



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Division of Student Life > Leadership, Service, & Civic Engagement

+

age.uiowa.edu/student-organizations/manage

Home / Student Organizations / Manage Your Organization

Manage Your Organization

Finance

- [Finances](#)
- [U-Bill Charge Agreement](#)
- [Funding Resources](#)
- [Funding - Campus Events Funding](#)
- [Funding - Submitting a request for USG/GPSG 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 Organizations](#)
- [Discipline of Registered Student Organizations](#)

Student Organization Resources: IMU Event services

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!



Meeting Rooms & Information Tables

- Reserve through Mazevo
- Reserve starting the 1st Friday in June for the next academic year (through 7/31 of the next summer)
- Must reserve at least two weeks before event



Banquet & Ballroom Spaces

- Reserve through our Request form
- Reserve starting three years in advance for annual events
- Must reserve at least six weeks before event to allow time for planning, payment, etc



Outdoor Spaces

- Reserve through Mazevo
- Reserve starting the 1st Friday in June for the next academic year (through 7/31 of the next summer)
- Must reserve at least four weeks before event

Student Organization Resources



Mass Emails

Registered Student Organizations are allowed to send **TWO** Mass Emails each semester



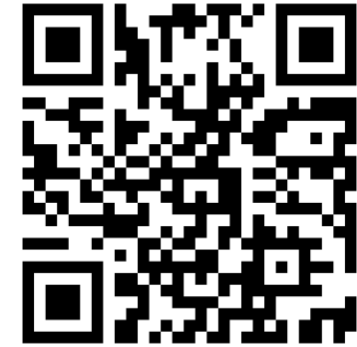
LISTSERV

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?

Branding Resources



Student Organization Brand Manual and Licensing

- Policies reviewed in 2023 – creation of a RSO badge
- Current policies are being reviewed as it relates to new tiers and categories
- Brand management and licensing assisting student organizations in the interim, transition period
- New brand standards and licensing policy will be live in January 2025 at: <https://brand.uiowa.edu/student-organizations>



Student Organization Brand Manual and Licensing

- More development required for Campus Life Organizations and Supported Student Organizations.
- Developing policy considerations:
 - Relationship to a campus department or unit makes this complex given university generated lockups
 - Consideration being given lockup creation for CLOs
 - How would supported student organizations use lockups
 - Brand Manager approval in each college
 - Would each college, department, or unit grant approval or category wide policy
 - Would they use the RSO badge?

Ordering gear and apparel



**Licensed
vendor**



**Develop
artwork**



**Submit
paperwork**

Policies and governance

Required Statements

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).”

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Policies and governance

Dean of Students Policy

The Office of the Dean of Students administers policies and procedures for student organizations in accordance with the university and applicable laws.

Operations Manual

The University of Iowa Operations Manual establishes policy for the governance and regulation of student organizations.

Trademark Licensing Policy

Governs the use of university marks, logos, and symbols in items produced **for sale or distribution** by units or external entities

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BRAND.UIOWA.EDU

Division of Student Life

A short, solid yellow horizontal line.

RSO work group update

Student Organization Development Day

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.”

Work group membership

- Division of Student Life
- Leadership and Engagement
- Recreational Services
- Student Governments
- Office of General Counsel
- Risk Management, Insurance, and Loss Prevention
- Academic colleges

Why?

This is a part of a regular, healthy cycle of reviewing and revising policies, the university seeks to provide greater clarity, appropriate autonomy, and clear definitions of student organization types. We believe this will allow for improved student experiences and resources that support student leaders and their organizations appropriately

Major changes?

- The development and implementation of a student organization categorization and tier system that defines their relationship to the university.
 - The tier outlines relationship to the University of Iowa.
 - Campus Life Organizations (CLOs)
 - Registered Student Organizations (RSOs)
 - Supported
 - Affiliated
 - General
- Updated eligibility requirements
- 100% student membership
- Fiscal management strategies
- Naming conventions based on tier or category (at Iowa)

Implementation, Training and Education

- Outreach and tier modification
- Fall is a period of transition focused on education and feedback, not enforcement
- Policy updates and the cascading effect
- Financial transition
- FAQ published and updated
- Training sessions based on tier and category
- Student organizations are complex, evolving processes
- Review and update of administrative policy – Risk management processes, brand, insurance, event processes



Timeline and Next Steps



- May 2024 – Registration process begins using new registration criteria and eligibility requirements
- Summer 2024 – Submission of self-identified registration tiers and categories by student leaders, reviewed by Leadership and Engagement
- Fall 2024 – Outreach to student leaders regarding tier or category modification, continued policy development, education, feedback, training and transition
 - October 2024 – Outline new tiers and categories at Development Day
 - November 2024 – Training for affiliated and general RSOs related to new financial model and funding opportunities
 - December 2024 – Continued policy development and finalization related to administrative changes
- Spring 2025 – Finalized policy is live on the DOS website. Transition of financial accounts is ongoing

Tier Definition Highlights

Campus Life Organizations

CLO activities, operations, and decision-making processes are subject to direct university oversight, whether by the Division of Student Life, academic college, administrative division, department, or unit. CLOs include student leadership and professional development opportunities that guide the program's activities and objectives. They are comprised of enrolled students and have an administrative advisor who is a full-time university faculty or staff member. Advising the CLO is listed in the faculty or staff member's university local job description.

Supported Student Organizations

Are registered voluntary associations of enrolled students that have goals consistent with the university's mission and the academic goals and objectives of the supporting university college, division, department, or unit. The supporting campus unit shall provide the SSO with operational oversight and may provide SSOs with funding or financial and account oversight.

Tier Definition Highlights

Affiliated Student Organizations

are registered voluntary associations of enrolled students that are affiliated with or related to an external, non-university entity, whether local, national, and/or international, that imposes its own requirements, rules, or regulations on the organization and often provides an advisor or oversees some degree of organization operations. ASOs are eligible for specific but limited benefits.

General Student Organizations

are registered voluntary associations of enrolled students organized around shared and specific educational, social, political, religious, or recreational interests or experiences. GSOs include interest-only student organizations, which focus on a shared passion or interest that lies beyond the traditional scope of student organizations, such as niche hobbies, unique fields of study, or uncommon activities, some of which may be considered moderate to high-risk. GSOs provide opportunities for students to find and develop their own university community, connect with like-minded peers, enhance their knowledge in a particular area or topic, and foster a supportive environment. GSOs are eligible for specific but limited benefits.

Questions?

- FAQ: https://leadandengage.uiowa.edu/student-organizations/FAQ_policy
- Feedback: getinvolved@uiowa.edu

Student Organization Business Office (SOBO) Resources



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](#)

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



**Research
Costs**



**Reserve
Space**



**Request
Funding**



**Submit Event
in Engage**



**Spend Funds
with SOBO**

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 3rd 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/> 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>
 - Visit <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:

<https://leadandengage.uiowa.edu/student-organizations/manage/roster-keeping-it-updated>.

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.

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.

Funding Resources



Funding sources



**Undergraduate
Student Government**



**Graduate &
Professional Student
Government**



**Late Night
Grant Funding**



**Campus Events
Funding**



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Thank you!

Fall 2024: Student Organization Development Day
Leadership, Service, and Civic Engagement

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→ <https://leadandengage.uiowa.edu>



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