

IOWA

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



Ian Van Anden
Associate Director



Drea Tinoco
Assistant Director



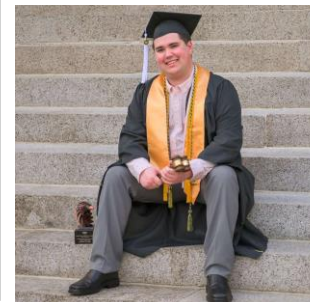
Sam Jacobs
Program Coordinator



Shannon McNeal
**Volunteer
Engagement Coordinator**



Stephen Ogunnubi
**Graduate Intern
Hawkeye Service Breaks**



Austin Olberding
**Graduate Intern
Student Organization Leadership**

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



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.

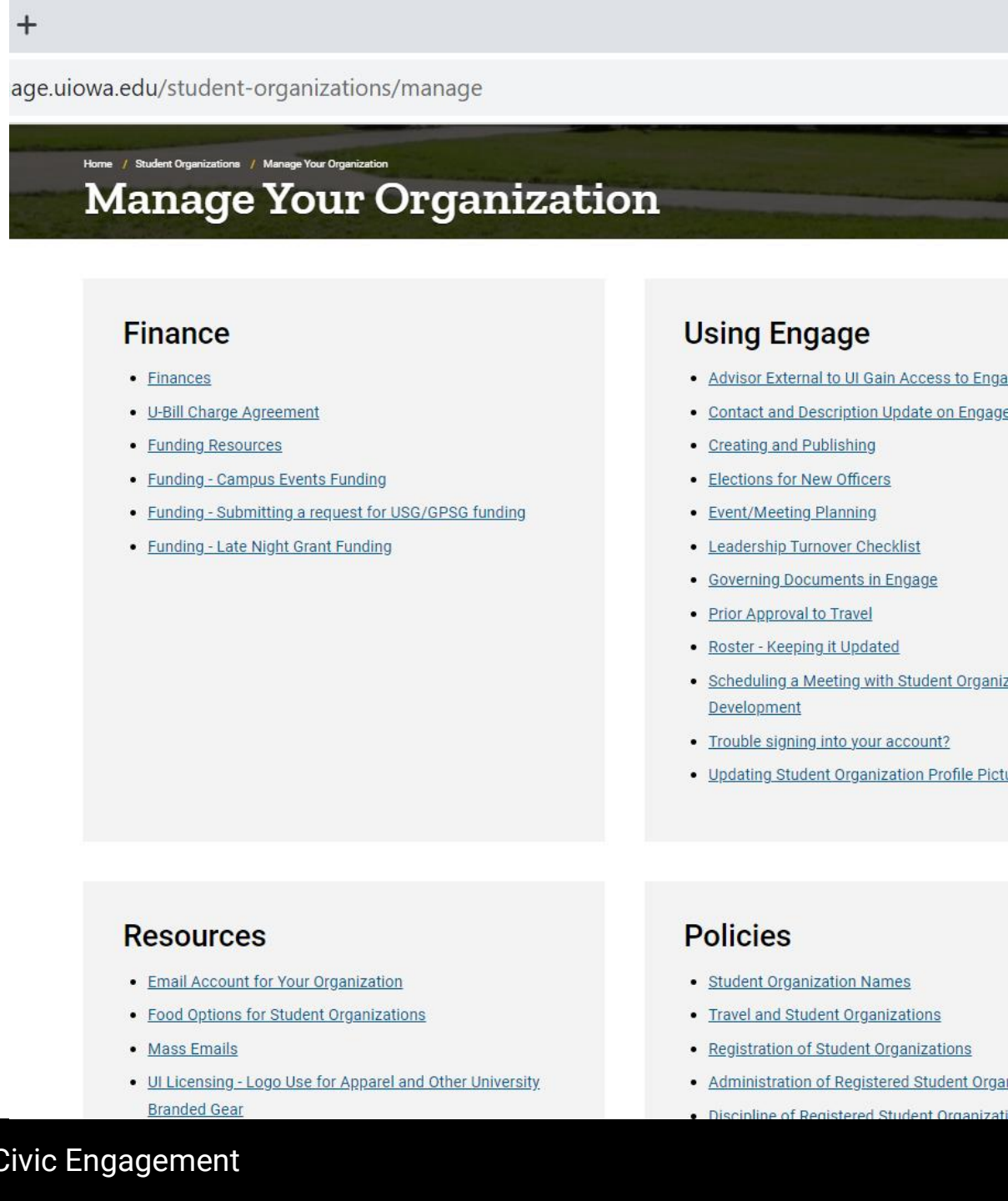


Discipline of Student Organizations

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



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?

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

Student Life Communications



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BRAND 101:
STUDENT
ORGANIZATIONS

UNIVERSITY OF IOWA
DANCE MARATHON

A brand is a(n) reputation.

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BRAND.UIOWA.EDU

General registered student organizations

Naming your student org

OPTION 1

Hawkapellas

OPTION 2

Hawkapellas at Iowa

OPTION 3

Hawkapellas at the University of Iowa

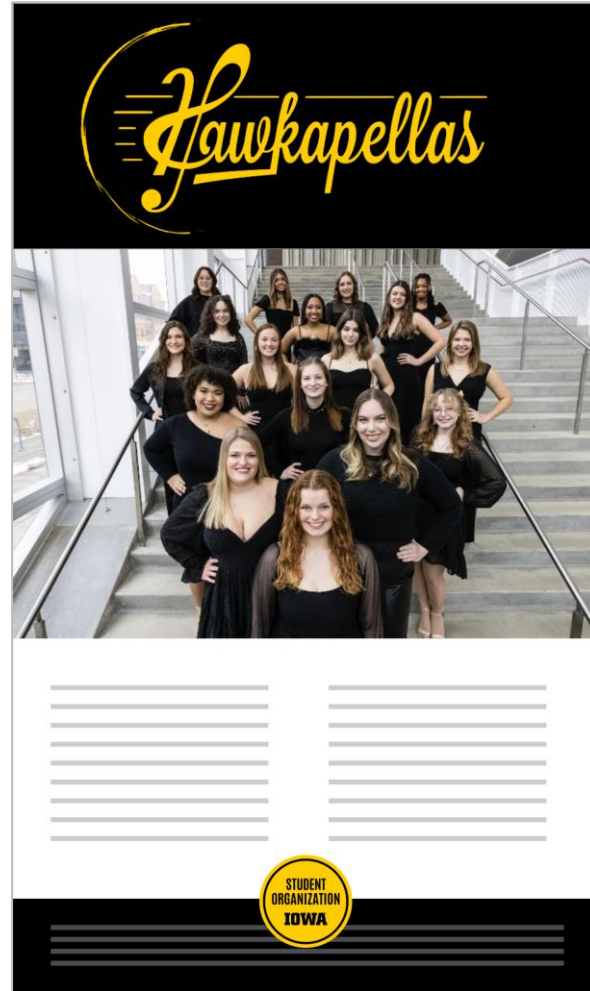
Unique logos



Official badge



Putting it together



IOWA

Putting it together



Ordering gear and apparel



**Licensed
vendor**



**Develop
artwork**



**Submit
paperwork**

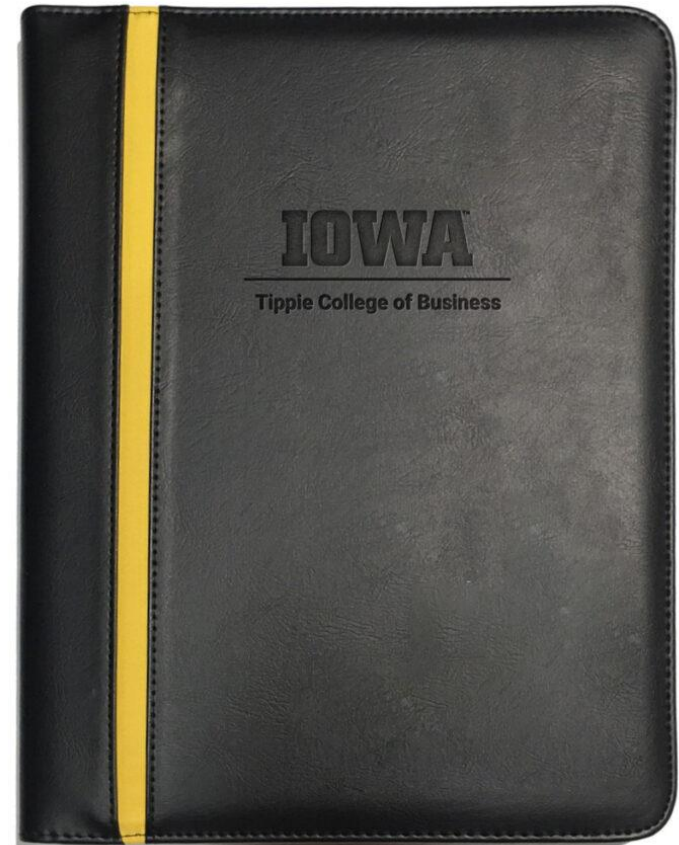
Academically affiliated student organizations

Fundraisers and events

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

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Tippie College of Business



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Sponsored student organizations

Official lockup

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**Undergraduate
Student Government**



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Sport clubs

Identifiers and available trademarks



Sport club identifiers



Trademarks available for competition

Policies and governance

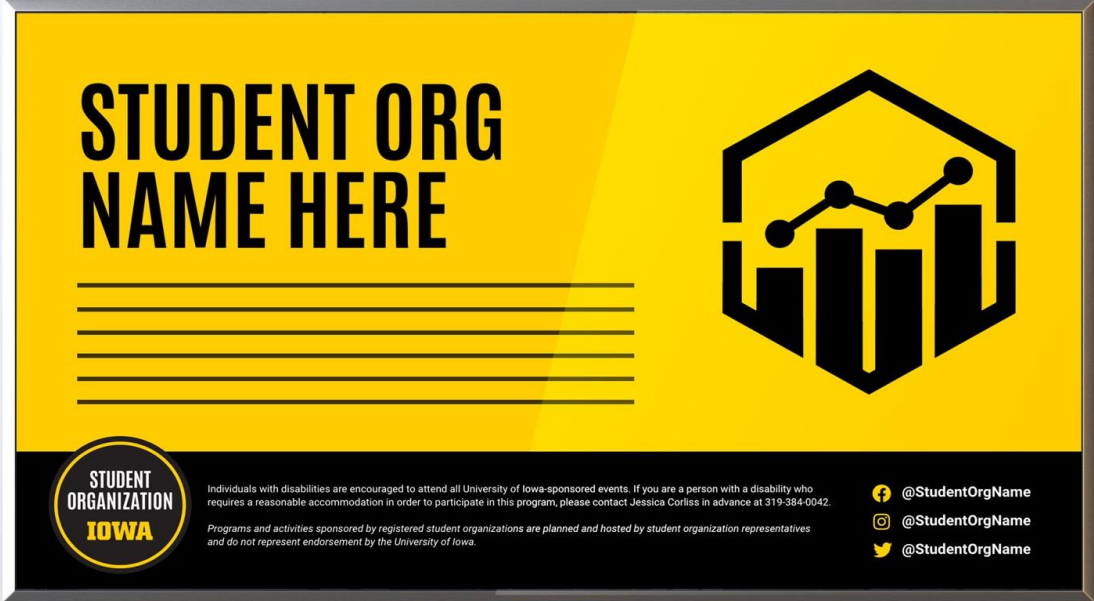
Required Statements

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).”



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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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



**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.

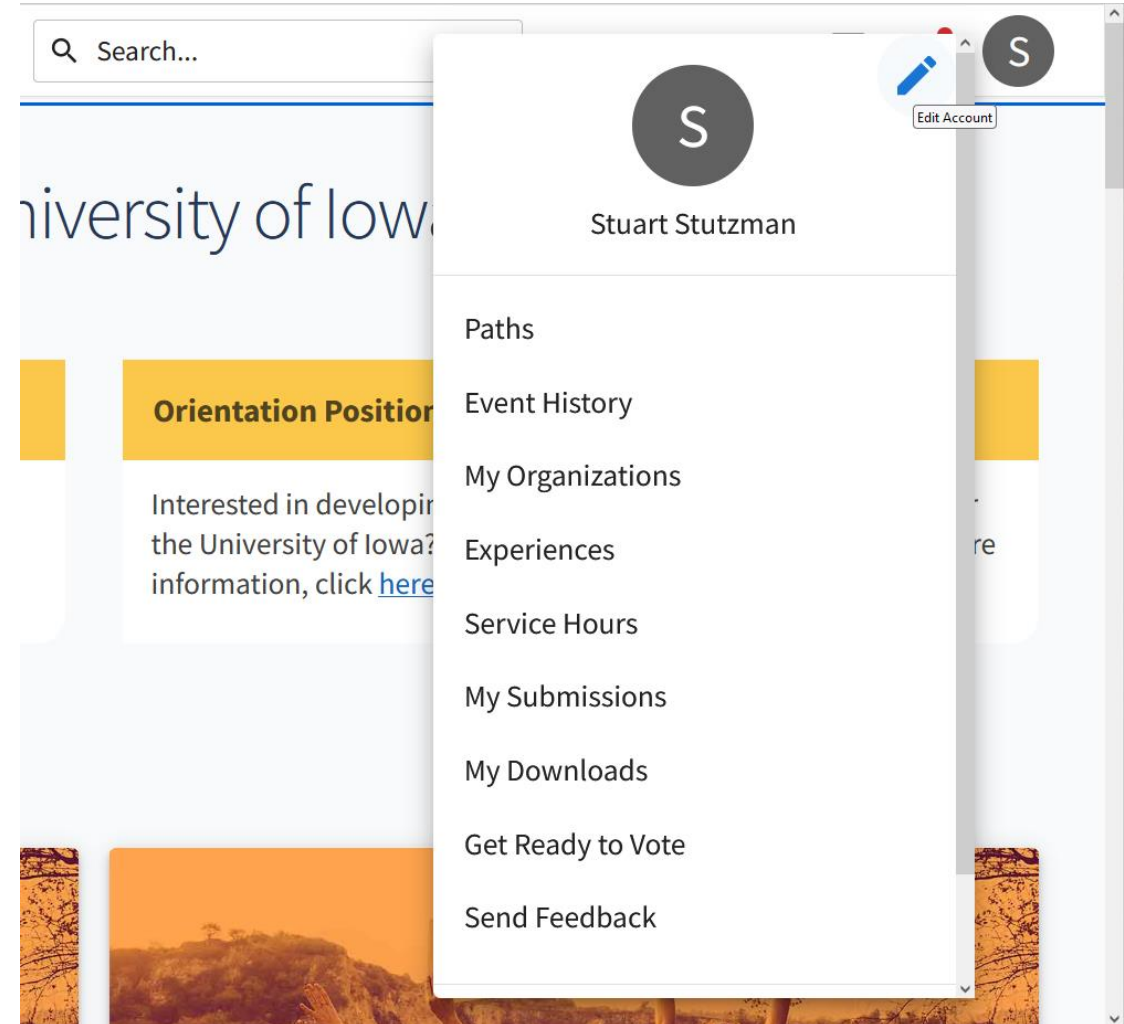
President, Treasurer and Account Signer can spend from SOBO account.

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.

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.

Funding Panel



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



Funding Guidelines

Undergraduate Student Government Funding

- 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



Funding Guidelines

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

Funding sources



**Undergraduate
Student Government**



**Graduate &
Professional Student
Government**



**Late Night
Grant Funding**



**Campus Events
Funding**



Future Funding Opportunity: OrgTip\$

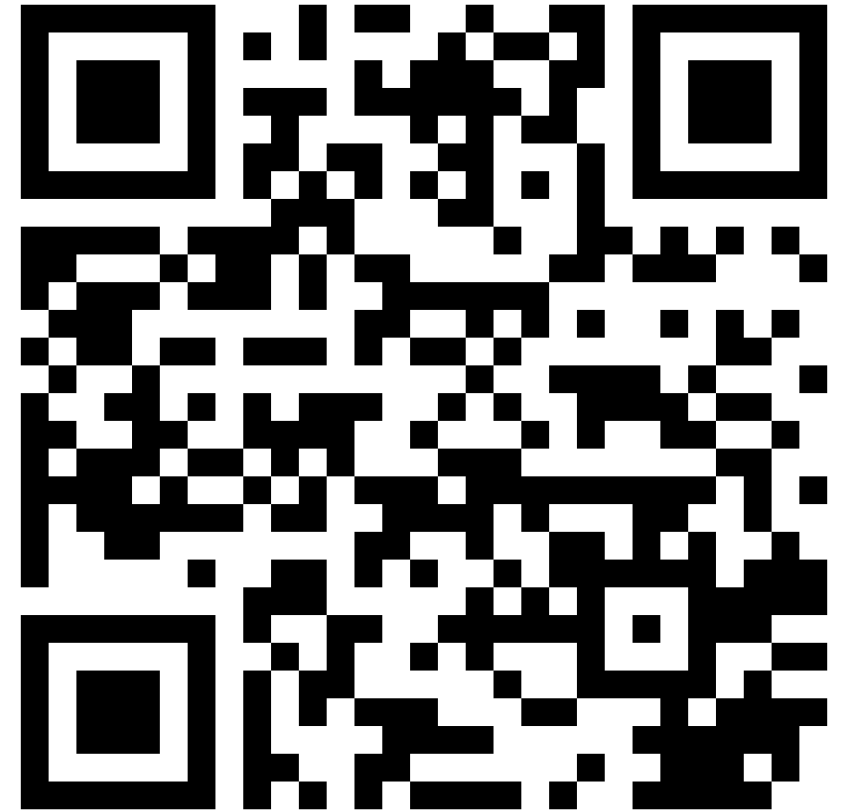
The OrgTip\$ program is a way for student organizations to learn helpful skills to benefit and help the organization excel as well as earning some money!

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



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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 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?



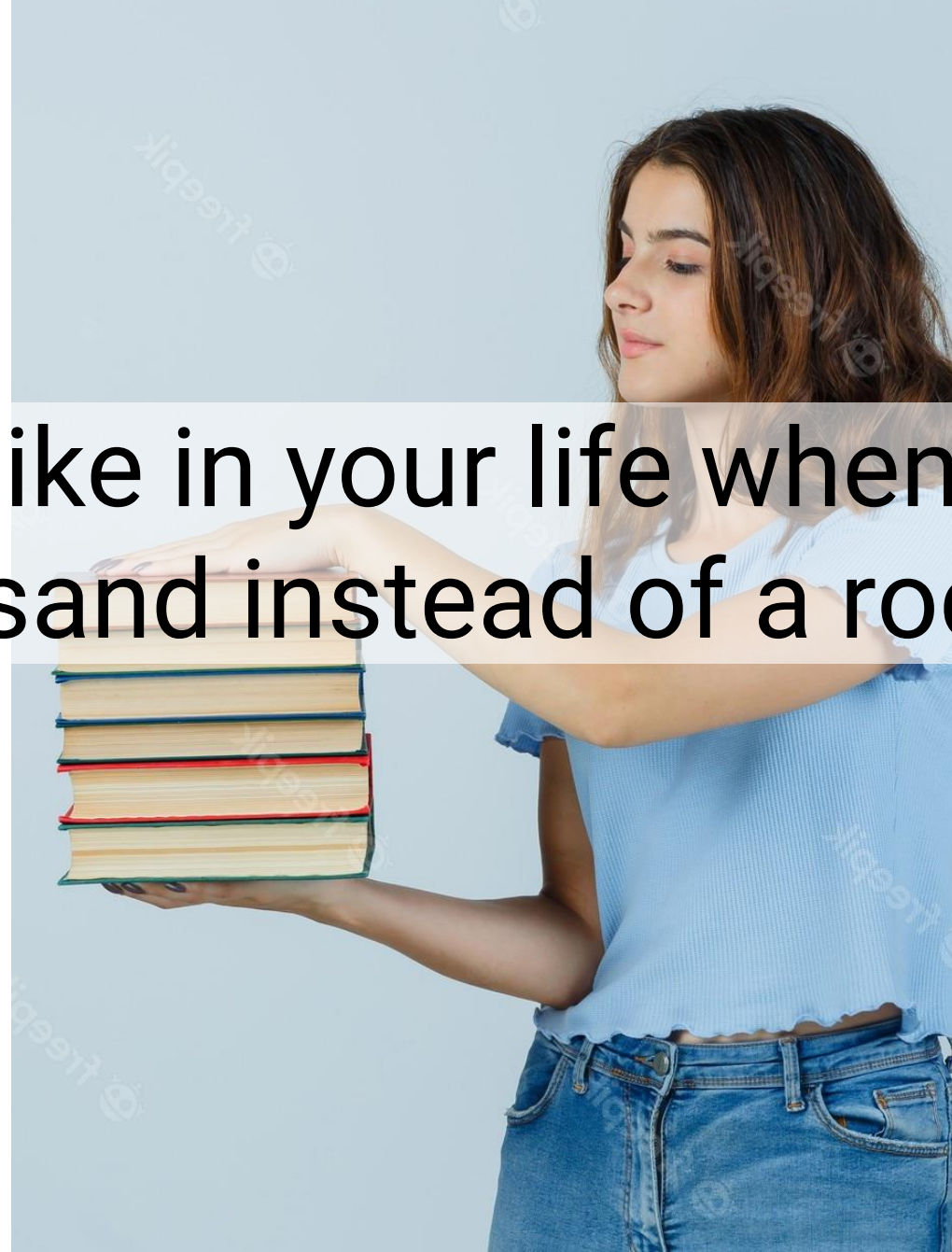
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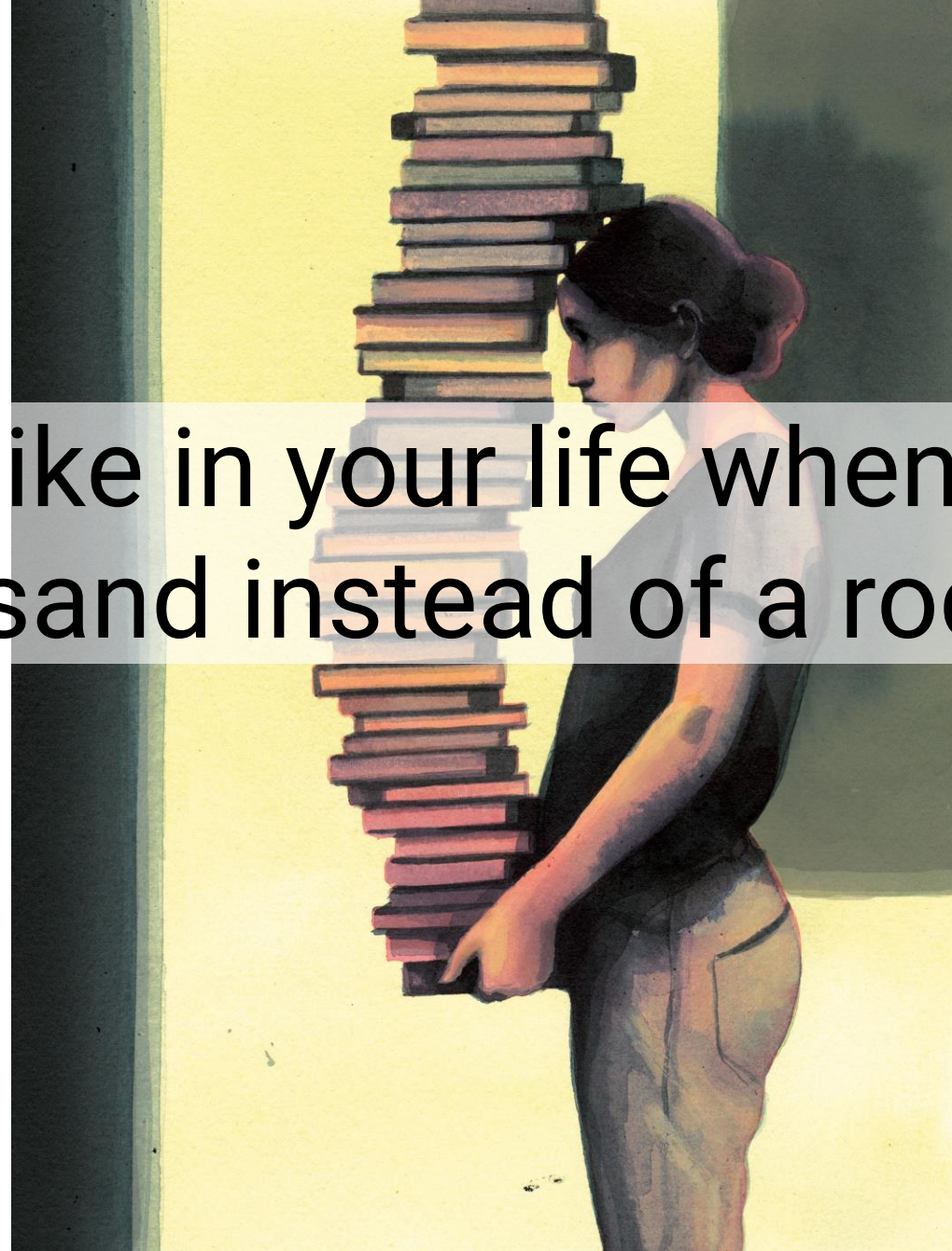
Consider...

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...



Consider...



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?



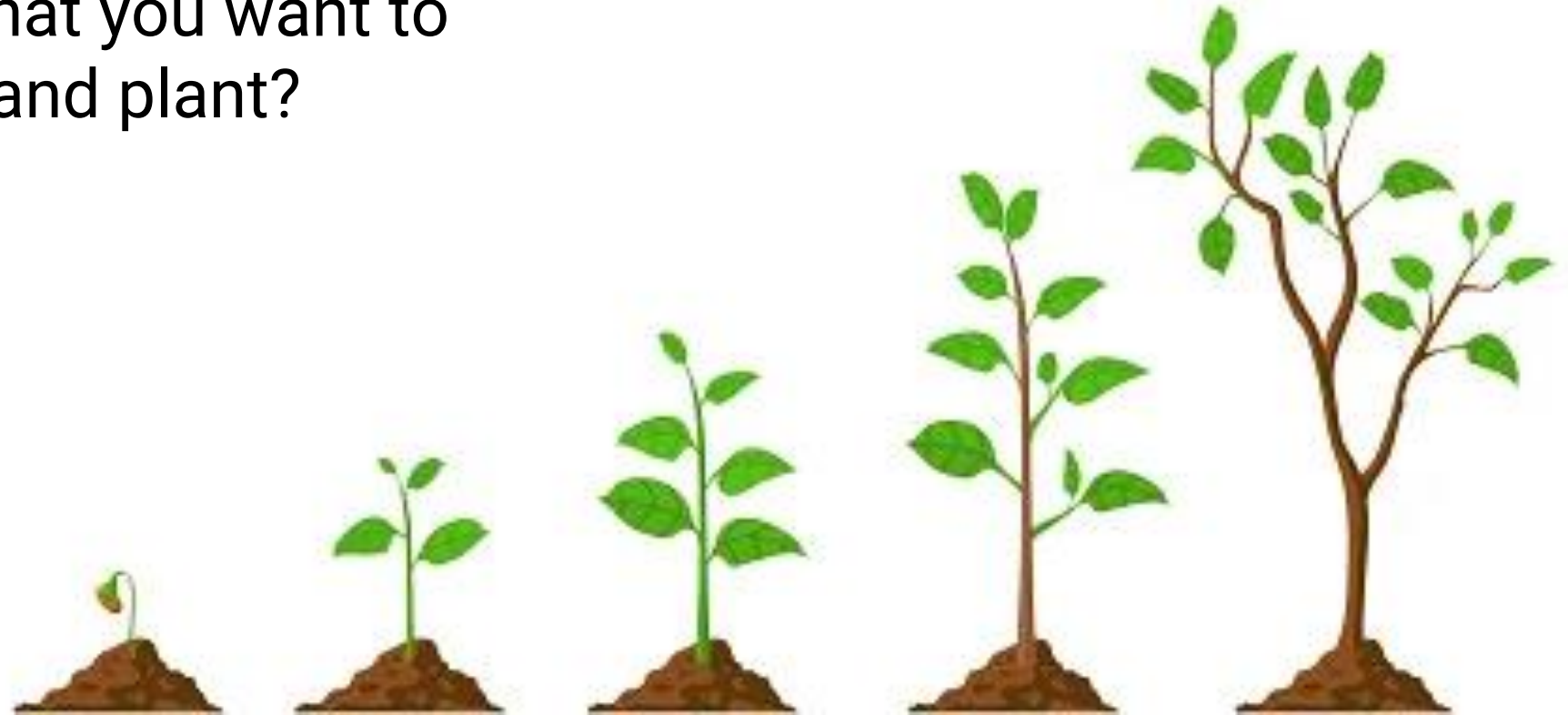
Action!

- 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!



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Student Wellness

STUDENT WELLNESS

- *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*

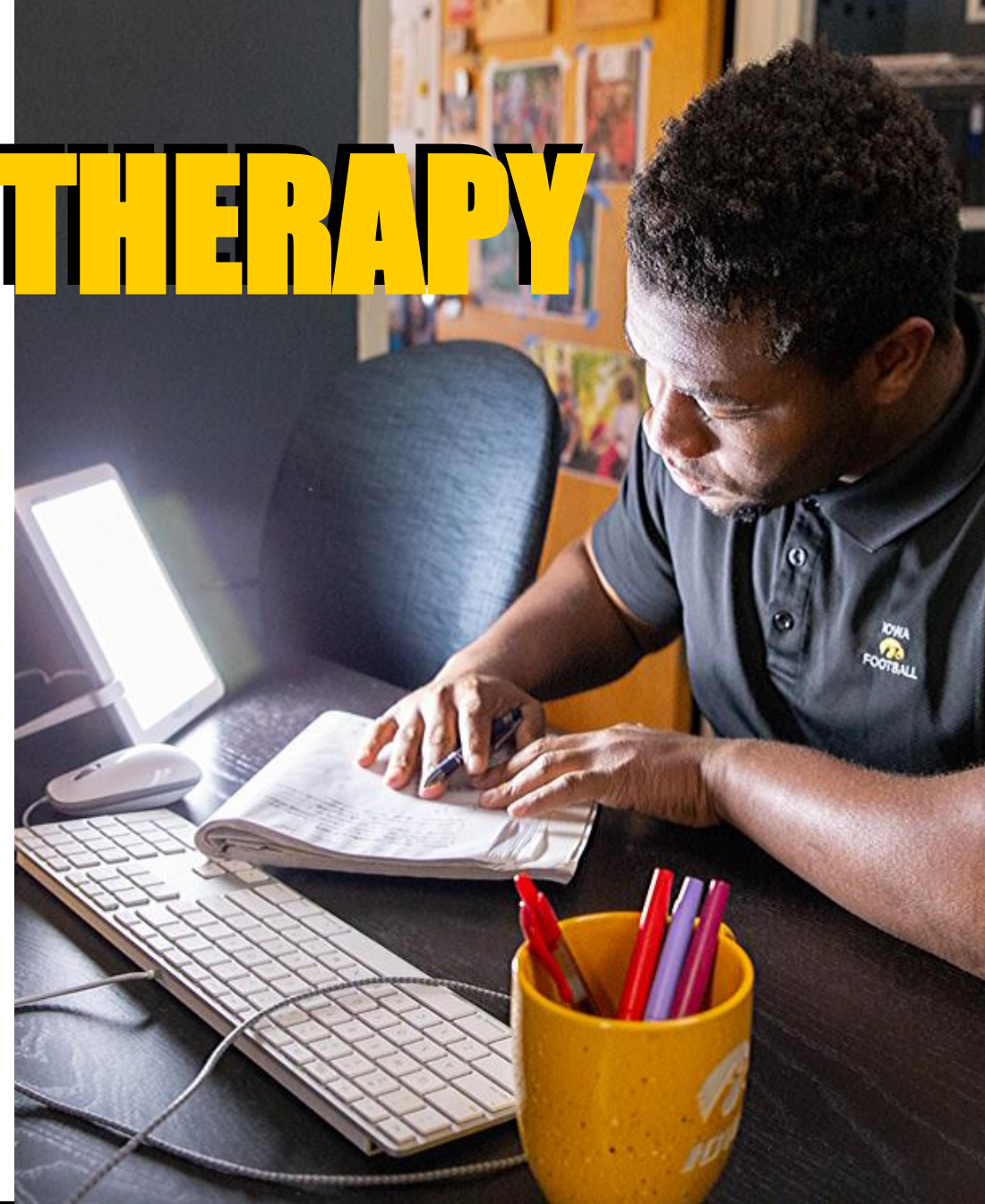
WELLNESS COACHING



STUDENT WELLNESS

- Free one month checkout
- Available at CRWC

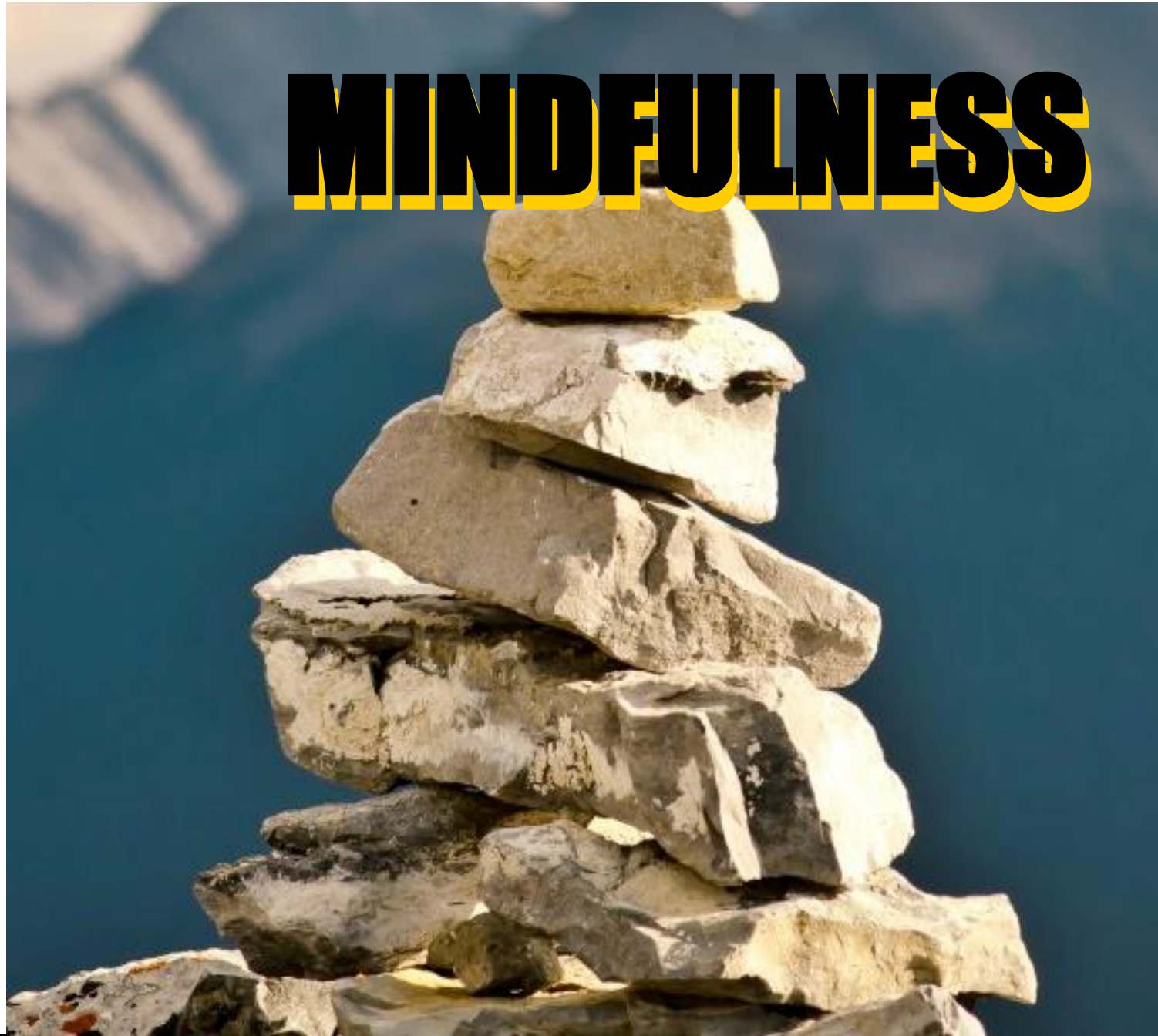
LIGHT THERAPY



STUDENT WELLNESS

- Workshops
- Retreat
- Skills to enhance your immune system, concentration, energy and ability to enjoy daily life.

MINDFULNESS



STUDENT WELLNESS

Refresh Sleep Program

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](https://studentwellness.uiowa.edu/refresh)



STUDENT WELLNESS

- *Healthy eating*
- *Weight management*
- *Intolerances/allergies*
- *Eating on a budget*

NUTRITION CONSULTATIONS



STUDENT WELLNESS

- 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!

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Student Wellness

STUDENT WELLNESS

- *Consultations*
- *Assessments*
- *Exercise/equipment orientations*

FITNESS CONSULTATIONS



STUDENT WELLNESS

- Free CPR/AED Certification
- Alcohol emergency bystander response training

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Student Wellness

RED WATCH BAND



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

SUBSTANCE USE SUPPORT

Does substance use affect your:



Relationships?



Grades?



Physical and
mental health?

**We're here
to help.**

STUDENT WELLNESS

- Role models in their community
- Nominated by peers
- Leadership Role -
Have a positive impact on campus

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Student Wellness

CAMPUS WELLNESS LEADERS



STUDENT WELLNESS

- Role models in their community
- Nominated by peers
- Leadership Role -
Have a positive impact on campus

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Student Wellness



**Connections are
Everything**



Building Your Relationship Constellation



Types of Constellations and Purposeful Connections



Who Could Be in your Constellation?



Value of a Diverse Constellation

Strategies for Beginning and Growing Your Constellation

Shoulder Tap Moments

Seek Advice, Feedback, and Honesty

Nurture Relationships

Be a Star in Other's Constellations



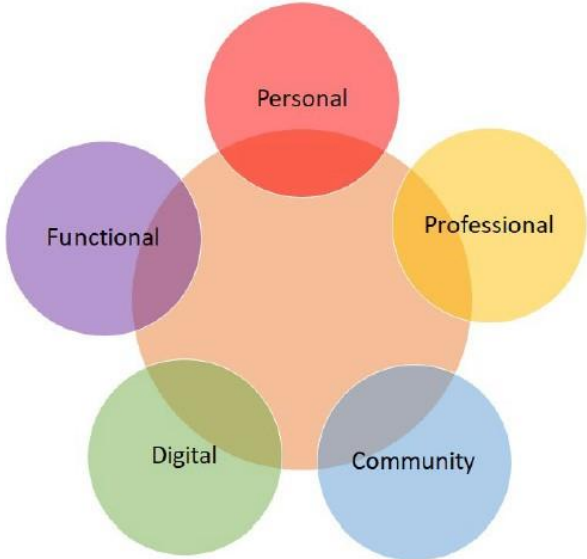
Constellation Reflection

Reflection Worksheet



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Building Your Relationship Constellation



Leadership, Service, and Civic Engagement

Creating a Connection Action Plan

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.

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 would 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

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Thank you!

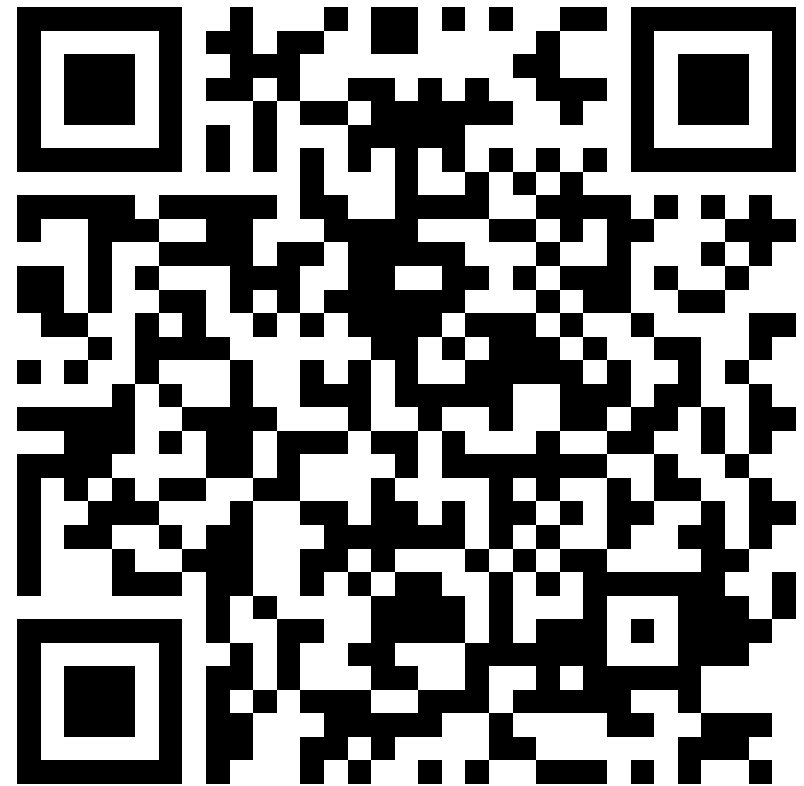
Fall 2023: Student Organization Development Day
Leadership, Service, and Civic Engagement

Office: IMU 145

Phone: 319-335-3059

Email: dsl-leadandserve@uiowa.edu

→ <https://leadandengage.uiowa.edu>



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