

Student
organizations

welcome to the u of a !

**student organization
recognition assembly
2006-2007**



agenda

- welcome!
- important department information
- center for student involvement & leadership (csil): recognition process, events, services
- associated students of the university of arizona (asua): how can asua help clubs?
- graduate professional student council (gpsc): services for graduate clubs
- closing
- gpsc & sports clubs: funding and policy info

slide show themes

- presidents and Officers
- plan ahead
- be resourceful
 - use: asua, gpssc, and csil

important campus offices and policies

- event planning and mall scheduling
- trademark and licensing
- risk management
- facilities management –motor pool
- ua hazing policy
- student organization hearing board
- room and course scheduling

event planning and mall scheduling

- plan ahead, it will take a minimum of 2 weeks to coordinate your event
- rooms, equipment, and facilities in the student union memorial center and park student union
- only recognized president and/or treasurer can make reservations
- 5 days notice for cancellations
- “preset” room can be used for free, refer to website:
www.union.arizona.edu/mall

event planning continued

- “no shows” result in the possible loss of room reservation privileges
- the larger spaces in the union (ie ballrooms, kiva, gallagher, etc) require a rental fee for all groups
- submit series request in writing and sign policy form
- no other food than student union food is allowed
- pick up your mess
- for questions stop by the event planning office (3rd floor, room 348, sumc)

mall scheduling

- if interested in sponsoring a vendor on the mall (a fundraising opportunity), please contact :
 - diane newman, mall coordinator, 626-2630 or dnewman@u.arizona.edu

all information for event planning and mall scheduling
can be found on their department's website:
www.union.arizona.edu/rooms

trademark and licensing

- you must secure authorization to use any trademarks beforehand, including any of the university of arizona names, nicknames and/or logos
- you must use officially licensed vendors
- call 621-3547 for more information

risk management

- conduct activities to maximize health and safety of members and participants and prevent accidents, injuries etc.
- student organization members are responsible for their own actions and any loss, damage or other liability incurred as a result of those actions- the university of arizona is not responsible unless that person is clearly action on behalf of the university and has been given permission to do so.

facilities management and motor pool

- to use a high occupancy vehicle you must submit a copy of your driver's license and your hov training card- reservations will not be accepted until these are on file with csil
- required that all drivers must take our university of arizona hov class
- plan ahead- you must sign up for the training and complete it before making reservations.

motor pool continued

- university vehicles can only be used for activities that fit within the scope of your organization
- university vehicles may not be driven to bars or other locations perceived as inappropriate or unofficial
- ps ... people will and do call to complain about bad driving!

hazing

- hazing is illegal in arizona and is prohibited by the student code of conduct
- national hazing education week is september 24-30, 2006
- student organization leaders are responsible for educating their members on this policy.
- if you even think an event or action might be hazing – it probably is, please ask.
- to report hazing or ask questions, etc. call the hazing hotline at: 626-haze or call kathy adams reister in csil 621-8046

student organization hearing board

- this is a peer hearing board which will adjudicate complaints against recognized student organizations
- the board will also mediate inter-group conflict
- we are looking for four members to fill at-large positions on the board
- requirements-sophomore standing, involvement in a student organization (but you can not be the current president)
- applications due friday, september 22, 2006.

room and course scheduling

- reserve classroom facilities in campus buildings – no student union memorial center reservations
- must submit a room reservation application yearly
- the recognized president and treasure may reserve rooms on line via: www.registrar.arizona.edu/rcs. departments or advisors may not submit requests for student organizations.
- plan ahead! you must submit reservations at least 2 weeks ahead of the event.

room and course scheduling

- no food or drinks allowed in classrooms.
- keep your noise level down.
- you can reserve 2 classrooms (50 seats or less) or one auditorium per week for four hours at no charge.
- charges are invoiced for extra hours or for events involving fees.
- cancellations must be submitted 3 days prior to the event.
- keep copy of the room confirmation on hand to present to security if necessary.
- full policies included with room reservation application found on the website.

contact info for room and course scheduling department

- office location: modern languages 347, the service window is open monday – friday from 9 a.m. – 4 p.m.
- phone: (520) 621 – 3313
- email: rccschedule@listserve.arizona.edu
- website: www.registrar.arizona.edu/rccs

Student
organizations

center for student involvement & leadership

recognition, events, services



csil – recognition requirements

- 4th floor of the student union, room 404.
- provides official recognition from u of a
- recognition requires two separate students
 - one as president and the other as treasurer
 - faculty / staff advisor(or chapter advisor for social greek letter organizations.).
- recognition applications must be completed by:
5pm on friday, september 22, 2006

csil online recognition process

- 2006 - 2007 recognition process will be on line september 5, 2006
- visit www.union.arizona.edu/clubs and select the “club listings” link.
- select the link to apply for new or renewal recognition.
- log in: ua net id.
- print and turn in signature page to the csil office, sumc room 404, by september 25th , 2006

csil – online and early birds

- early birds: do not need to submit the signature page!
- you will need to enter your information on the website.
 - your group's recognition will be on hold until the page is submitted.

csil – events

- advisor / officer summit: friday, october 5th, 12:00-4:30 pm, tucson room, student union memorial center. co-sponsored by asua. rsvp to uaorgs@email.arizona.edu.
- fall & spring club fair
- family weekend october 20 –22, 2006
- fall paws: october 2-6, 2006.
- advisor of the month drawings
- leadership workshop series
- arizona collegiate leadership conference:
february 16-18, 2007
 - www.union.arizona.edu/aclc

csil –advisor of the month

- this is a great opportunity to recognize organization advisors who go above and beyond the call of duty for their club(s).
- to nominate your advisor, simply email
- uaorgs@email.arizona.edu with the reasons why your advisor should be advisor of the month (short paragraph only).
- the first advisor of the month will be presented at our advisor / officer summit on october 5, 2006.

csil – services

- assistance in completing the recognition process.
- student organizations are eligible to utilize a number of computer workstations wireless meeting areas
- organizational consulting
- on line policy and handbook
- advisor summit
- club recruitment fairs

csil – services continued

- there are 50 lockers available for student organization use within the csil office.
 - a locker application can be picked up from the csilL office and must be submitted before locker use is granted
 - lockers are reserved on a first-come first-served basis
 - locker reservations continue through the entire academic year

Student
organizations

asua and clubs

how can asua help clubs?

student organization web pages

- existing web accounts will expire soon, so you need to renew!
- existing webmasters will be contacted with reminders to renew the web account.
- web space applications and renewals can be accessed on the asua website:
www.asua.arizona.edu .
- only president or treasurer may submit a web space application to khaled in asua.

club funding

- asua has \$144,000 to give to student clubs and organizations
- there is a formal process to apply for this money.
- club funding that is available:
 - on campus events
 - travel
 - capital or disposable equipment

club funding

- request this fall under the guidelines for club funding
- one time event hosted by your club for the campus to enjoy
- a conference attended by members of your club (asua can fund two people)
- a competition in which your club competes for money.
- all special funding requests must be made one month prior to the event
- you will need to meet with a club advocate to fill out forms
- next your case will be heard by the asua appropriations board
- 10 days later you will pick up your purchase order
- asua does not give checks

club events

- advisor / officer summit: october 5, 2006 at noon in student union memorial center: tucson room.
- club olympics: in late october for two days
 - cash prizes for 1st, 2nd and 3rd place
 - sign up on line by mid october 2006
- president's ball: tba
- club talent show: early february , 2007

Student
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spring fling

- largest student run carnival in the nation.
- 250+ clubs participate yearly
- 32 years in Tucson

Student
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coming this october

- asua needs you as a club liaison
- you will receive a formal invitation and personal contact from the senator chairing your council district
- councils meet once each month beginning this october
- meetings will last approx 1hr
- senators and club advocates will be available after meetings to discuss specifics

constituency councils: benefits

- learn first hand about issues facing the campus and your organization
- develop a personal relationship with a senator and a club advocate
- contribute your advice and voice the concerns of your organization
- announce / advertise your events to other organizations
- network with peer organizations
- attendance incentives

**Student
organizations**

graduate and professional student council (gpsc)

**services for graduate & professional
student clubs**

gpsc mission

- to promote the academic, economic and social aims of graduate and professional students
- to facilitate communication between graduate & professional students and other university units
- additional information is available online at:
www.gpsc.arizona.edu
- please direct email inquiries to:
gpsc.funding@gmail.com

gpssc funding overview

- more than \$42,000 budgeted for club funding and p.o.d. grants
- more than \$79,000 budgeted for travel grants for individual graduate and professional students

gpsc initial club funding

- once per year, recognized graduate & professional student organizations may apply for up to \$500 in initial club funding (for flyers, banners, t-shirts, office supplies, etc.).
- the application process can be completed online, at www.gpsc.arizona.edu.—click “funding”

gpsc special club funding

- groups may apply for special club funding for holding special events or carrying out other projects (including travel).
- amounts awarded vary, dependent on club need & gpsc funds available
- applicants may complete the entire process online.—go to www.gpsc.arizona.edu, and click “funding”.

gpsc professional opportunities development funding (pod grants)

- the gpsc awards pod grants to groups of graduate and professional students for the purposes of holding academic conferences or similar **on-campus events**.
- the maximum grant \$1500.
- most of the process can be completed online.—go to www.gpsc.arizona.edu, and click “funding”.

Student
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gpsc application deadlines for club funding and pod grants

september 15th

february 15th

october 15th

march 15th

november 15th

april 15th

january 15th

june 15th

gpsc travel grants

- administered once every two months (aug, oct, dec, feb, apr, june) on the 1st of month
- individuals may apply for up to \$500 to subsidize travel costs associated with attendance at academic conference in the united states and abroad.

other funding sources

- the gpsc maintains a listing of possible funding sources for graduate and professional student clubs.
- these range from programs administered by the ua graduate college to grants sponsored by academic units and ua corporate sponsors
- please go to www.gpsc.arizona.edu, and click “funding”.

Student
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more information

- go to the gpssc website:
www.gpssc.arizona.edu
- email us for graduate club related questions:
gpssc.funding@gmail.com

closing

- remember to turn in your card & needs assessment survey.
- if you have any recognition paperwork to turn in, please hand this in to any csil staff outside in the atrium.
- sports clubs turn in your cards and please go to the tucson room for information presented by mary o'mahoney, assistant director of our campus recreation center.
- graduate clubs, please go to the catalina room if you have any further graduate club related questions
- thank you all for attending this years assembly!