Leadership Programs
- Mentorship Program
- Project Leadership
- Student Organization Leadership Development

Fraternity & Sorority Life
- National Pan-Hellenic Council
- Panhellenic Association Council
- Interfraternity Council

Community Service & Civic Engagement
- i-Serve
- MLK Day of Service
- Alternative Breaks

Social Justice Education
- Cultural Heritage Dinners
- Social Justice Scholars
- Democracy Plaza
Meet the Staff

Matthew McKay – Assistant Director for Student Activities, mwmckay@iupui.edu

Jillian Van Auken – Coordinator for Student Activities, jjvanauk@iupui.edu

Elizabeth Pence – Graduate Assistant for Student Activities, elipence@Indiana.edu

Communicating with Staff:
• Stop by our Office in Campus Center Room 370 or call 317-274-3931
• Email: stuact@iupui.edu
Assistant Director for Student Activities
- Student Organization Management
- The Den Administration
- The CUBE Administration
- Advisor Competency Program

Coordinator for Student Activities
- Involvement Expo
- Homecoming
- Jagapalooza
- Waivers

Graduate Assistant for Student Activities
- Spring Callout
- Battle of the Bands
- Student Organization Newsletter
- Stall Street Journal

http://booknow.so/studentactivities
Requirements to be a Registered Student Organization

- At least five active IUPUI student members
- A full-time faculty or staff member to serve as an advisor *(CORE completion beginning August 1, 2016)*
- An up to date constitution
- Send at least one representative to a Nuts & Bolts session *(re-registered organizations by October 1)*
- Annually re-register with OSI *(April 1-May 31)*
Key Resources for Student Organizations

Website

Student Organization Engagement Program

Important Student Activities Annual Events:
- Involvement Expo – 9/1 & 9/2
- Spring Callout – 1/13/2016
- Nuts & Bolts
Relevant Policies

Student Organization Policies
  – Definition of a Student Organization
  – Non-Discrimination
  – Non-Hazing
  – Use of IUPUI in Student Organization Name
  – Excerpts from the Code of Student Rights, Responsibilities, and Conduct (as written in the student organization manual)

Political Campaign Activity
  – External Affairs

Games of Chance
Programming/Event Planning

- Change is happening.
- Plan ahead!
Reserving Space On Campus

Activity Registration Form
Completed for events/activities on AND off campus

Space Reservation
Completed for Campus Center, Auxiliary and Academic Spaces

Campus Partner Requirements
Depending on the event/activity
Student Organization Activity Registration

• Due THREE weeks prior to the event.
• Demographic Information
  • Who, What, Where, When
• Specific Event Information
  • How, Why
Step 1
• Student Organization Submits Space Request
• Completes Activity Registration Form

Step 2
• Space request is placed on HOLD until Activity form is processed
• Office of Student Involvement and Campus Partners process form

Step 3
• Campus Partners contact student organization for more information
• Form processed, space request confirmed
Special Events Application

What is a special event?

– Food Fundraising
– Outdoor Event
– Large scale event
– Political Event
Special Events Application

What does the committee want to know?

– Food & Beverages
– Insurance
– Parking
– Portable Toilets
– Security
– Signage
– Tents
– Trash Removal
– Utilities
  • Electricity/Water
Campus Food Policy

Your contacts for help with Food Service:
  – Jane Whisman jwhisman@iupui.edu
  • Brandy Clem brjclem@iupui.edu
  • Andrea Boger Catering@iupui.edu

IUPUI Food Service
  – Exclusive Campus Food Provider
  – Geographic Contract, all food service on campus, must be provided by IUPUI Food Service
  – CaterTrax Online Ordering System iupui.catertrax.com
  – Special Value Menu Options to meet the needs of inexpensive budgets including $5.00/person offerings

Exceptions to using IUPUI Food Service
  – All donated food must be pre-approved by IUPUI Food Service. A letter of intent to donate must be on the licensed vendor’s letterhead and must be 100% donated.
  – Events with food and beverage totaling $100.00 or less are exempt.
  – IUPUI Food Service may provide a waiver if they are not able to prepare a requested food.

*Any exceptions are still subject to Environmental Health and Safety Guidelines
Environmental Health and Safety

IUPUI Food Safety Policy and Marion County Public Health Department regulations promote safe and sanitary preparation and service of foods to prevent foodborne illness at events held on the IUPUI campus.

Public vs. Private events

Event Open to the Public – Any event or function that:
• Takes place on campus and
• Is open to any or all students and/or faculty & staff or
• An open invitation is made to the campus, or the general public through an IUPUI website or other media outlet

Internal Event – Any event or function that:
• Takes place on campus and
• Is limited to University affiliated group internal members and
• Has not been advertised as open to the public, all students and/or faculty & staff
Event Requirements

Internal Events – No requirements or restrictions on food.

Catered Events – Food provided by IUPUI Food Services Catering does not require any additional paperwork.

- Catering from another source required approval from IUPUI Auxiliary Services (exclusivity policy). They MUST be a licensed caterer and MUST serve the food themselves.

Appendix A

- Required when offering foods (for free) on the Approved Foods List
- Found on EHS Food Safety web page. Submit at least 1 week prior to event date, print confirmation and bring it to your event. You’ll be contacted by email if there’s a problem.

Temporary food service license

- Required when offering foods (for free) NOT on the Approved Foods List -or- food fundraisers held by non-501(c)3 organizations.
- Marion County Public Health Department must approve the event and they provide the license. Cost is $40. Must apply 30 days before event

Food Fundraiser - must be a 501c3 tax exempt organization or obtain a temporary food service license.
Appendix A required, but don’t need a license from Marion county:

- Chips, pretzels and dip (i.e. cheese, marinara and other dips that are pre-manufactured)
- Commercially-prepared baked goods (doughnuts, rolls, cookies and cake)
- Commercially-prepared pizza
- Cotton candy
- Hot dogs with simple condiments (i.e., ketchup, mustard, relish)
- Popcorn, kettle corn, and caramel corn
- Soft drinks (Coke products ONLY), coffee, juice, milk, ice and shaved ice products (e.g. slushies)
- Whole fruits and vegetables or fruits and cut fruits vegetables purchased from a licensed food establishment such as supermarket.
  - You cannot purchase whole fruits/vegetables and cut them yourself to serve.
EHS Food Safety Summary

Food at internal meetings or events:
No restrictions on food source or type

**Food offered for free at open to the public events:**
Offer food on the approved foods list for free and submit and Appendix A
Obtain a license from MCHD to serve any other food
Use IUPUI Food Services Catering

**Selling food:**
Must be 501(c)3 tax exempt - be able to provide documentation
  – Must sell home prepared food (bake sale) -or-
  – Can re-sell commercially prepared pizza
If not tax exempt, must obtain license from MCHD – even if selling foods on “approved” list
  – Must be held on an approved date

Need help? Amanda Stinnett, asfoti@iupui.edu, 278-3328
www.ehs.iupui.edu
Student Organization Grant

The purpose of the Student Organization Grant (SOG) is to enrich student life and increase student engagement through events and programming sponsored by IUPUI student organizations. Allocated funds should benefit the IUPUI student experience and further the endeavors of intellectual development, cultural competence, and critical thinking. Visit [http://funding.iupui.edu](http://funding.iupui.edu) for full guidelines.

**How To Submit a Student Organization Grant Request**

After you register your organization with Office of Student Involvement, click on Applications at [http://funding.iupui.edu](http://funding.iupui.edu).

Fill out the form completely and hit submit!

If the committee has questions about your proposal, the person who submitted the form will receive an email that will require a response. *Make sure you check your email.*

The committee meets weekly. You should receive an email within a week of their decision on your proposal.

**Reimbursement**

Receipts for reimbursement/payment must be submitted within 30 days of purchase/event or June 1 of the academic year, whichever is first. Do no make any purchases without speaking with the Office of Student Involvement Business Manager first.

Note: You can apply for either the SOG or the EEG per event, but not both.
Undergraduate Educational Enhancement Grant

The purpose of the Undergraduate Educational Enhancement Grant (UEEG) is to enhance professional and academic development and leadership training to further the overall educational experience for undergraduate students of IUPUI. UEEG must provide professional or leadership training related to your academic major or organizational purpose. For full funding guidelines, visit http://funding.iupui.edu.

How To Submit an Undergraduate Educational Enhancement Grant Request
Go to http://funding.iupui.edu and click on Applications then on the UEEG which applies.
Fill it out completely and hit submit!
The committee meets weekly. You should receive an email within a week of their decision on your proposal.

Reimbursement
Receipts for reimbursement/payment must be submitted within 30 days of purchase/event or June 1 of the academic year, whichever is first.

Notes:
• You can apply for either the SOG or the EEG for a given event, but not both.
• Graduate students seeking EEG funding should contact GPSG at GPSG@iupui.edu
Undergraduate Student Government

The Undergraduate Student Government Senate will function as a General Assembly for the 2012-2013 school year as follows:

• All members of the Senate will be called Senators
• All school councils recognized by the USG will receive TWO (2) seats and Registered Student Organizations receive ONE (1) at senate meetings.
• Student organization membership can be made up of undergraduates and graduates, however senate representatives must be undergraduate students
• A Senator may represent up to two different entities (i.e. A Council and student organization, or a combination of both) however only one vote will be granted when utilizing double representation
• The attendance policy will remain the same. Visit usg.iupui.edu for more information
• Everyone is welcome to attend, and even speak, but only senators can vote.
• An affidavit of recognition for each council/student organization that a Senator represents must be submitted.
The Graduate and Professional Student Government (GPSG) is the official voice of 8,000+ graduate and professional students on the IUPUI campus. We promote active dialogue between our community and school administration, and advocate on behalf of graduate and professional students on issues important to them.

Facebook.com/IUPUIGPSG
Campus Center Room 340B
gpsg@iupui.edu
GPSG EEG

GPSG provides Educational Enhancement Grants (EEGs) for the following activities:

1. Travel associated with attending a professional conference.
2. Travel associated with presenting a paper/poster at a professional conference.
3. Consumable research supplies/equipment needed for thesis/dissertations.
4. Training resulting in certification.
5. Travel, equipment, or resources associated with service learning, or providing a professional service to an underserved community.

To apply for an EEG please go to our Oncourse page for the application and more details. For any questions please email Austin Stanforth at gpsgvp@iupui.edu.
multimedia production center
EMAIL ACCOUNTS

if you’re a new student organization and would like an email account you can visit mpc.iupui.edu and click on Email Account Request.

Approval usually only takes a few days for UITS to approve the account and get it set up.

The MPC will email you with how to access the account and setup the passphrase once everything is ready!
PRINTING

- 350 free prints per semester
- You can trade in 30 free prints for a 2’ x 3’ poster.
- If you need prints please visit mpc.iupui.edu and click on Printing Upload
- Files must be sized and formatted properly for printing.
- Allow 1 to 2 business days for printing.
WEBSITES

- Webserve and content management options available

- Email iupuimpc@iupui.edu to setup an appointment to get a demo of each option to what works best for your organization!

- You MUST have an IUPUI email account for your organization to set this up.
JAGtv

JAGtv advertising is free for student organizations and is displayed all over campus. Visit jagtv.iupui.edu to submit a request for an ad!
DESEIGN

- Student organizations can visit mpc.iupui.edu to submit a request for design help. Just click on Design Request and fill out our form.

- Allow 1 to 2 weeks for completion approximately.
Risk Management:

Is the process of identifying and evaluating the risks associated with activities and operations of an organization; developing a means to control, reduce, or eliminate those risks.
Risk Management

- Financial
- Reputation
- Physical
- Emotional
- Facilities
Showing Films on Campus

• Motion Picture Association of America (MPAA)
  • Public Performance = outside of the privacy of a home setting
    • Campus ≠ Home Setting
• Educational Exemption
  • “Integral part of a class session”
  • Supervised by a teacher in a classroom.
  • Attended only by students in a registered class.
  • Lawfully obtained through rental or purchase.
Assessing your Programs/Events

1. Set goals and objectives
2. Align with learning outcomes
3. Gather evidence
4. Implement program or service
5. Analyze results
6. Use results for improvement
Assessing your Programs/Events

Principles of Co-Curricular Learning

- Core Communication Skills
- Critical Thinking
- Integration and Application of Knowledge
- Intellectual Depth, Breadth, and Adaptiveness
- Understanding Society and Culture
- Values and Ethics
- INTRApersonal Development
- INTERpersonal Development
Beginner Sessions

Communication & Conflict
Marketing & Engagement
Etc.

Advanced Sessions

Professionalism as a Leader
Ethical Leadership
Etc.
The purpose of the Leadership Consultants at IUPUI is to promote leadership and encourage growth and development within student organizations by:

- Creating and facilitating workshops and retreats.
- Providing an objective prospective to address the specific needs of organizations.
- Connecting student leaders to further support and resources.

Visit the [website](#) to learn more information or request a Leadership To Go presentation.
Under construction for 2015-2016

- Lounge area remains open
- No student organization workspaces will be assigned

Moving towards office space for student organizations

- Applications will be sent out April 2016
Introducing

The Den
Where campus comes to life
The Den

• Online Student Organization Management System
  • Social Media Integration
  • Roster Management
  • List Serves
  • Websites
  • Event Attendance
  • Elections
  • Documents
  • Photos
  • Etc.
The Den Beta Launch August 2015

Student Organization Migration – January 1 - February 1

Re-Registration in the Den – April 1 – May 31
Completing the Requirement

A Survey will be emailed to you.

Complete it and your organization will receive credit for attending a Nuts & Bolts Session.

CREDIT WILL NOT BE RECEIVED UNTIL YOU COMPLETE THE SURVEY.
You can only represent two organizations.
Questions?

Thanks for attending!