Nuts & Bolts: An Introduction to the Student Activities & Registered Student Organizations Policies and Procedures

2016 – 2017 Academic Year
Introduction to Student Activities
Student Activities

Student Activities serves as the intersection of all campus and student life at IUPUI. Student Activities plans and executes many of IUPUI’s large-scale programs including Jagapalooza and Homecoming, oversees student organization management and support, and houses the Student Activities Programming Board (SAPB) and the Traditions Board.
Meet the Student Activities Staff

• CUBE Team, Student Organization Resource Team
  • Stop by the CUBE Desk in the CUBE, which is located on the third floor of the Campus Center in Suite 386 during their hours of operation:
    • Sunday: 5 p.m. – 10 p.m.
    • Monday – Friday: 10 a.m. – 7 p.m.
    • Saturday: Desk Closed
  • Email: StuAct@iupui.edu

• Juliana Jalal, Coordinator for Student Organizations
  • Email: jjalal@iupui.edu

• TBD, Coordinator for Student Programs and Promotions
  • Email: TBD

• TBD, Assistant Director for Student Activities
  • Email: TBD
Student Activities Annual Events

**Fall Semester:**
- Involvement Expo
- Weeks of Welcome First Night Event
- SAPB Concert
- Homecoming
- Nuts & Bolts Sessions

**Spring Semester:**
- Spring Callout Fair
- Jagapalooza
Student Organizations
Staff & Support

• CUBE Team
  • IUPUI’s premier student organization resource team
  • Frontline for student organization assistance and support
  • Contact Information
    • Email: StuAct@iupui.edu
    • Stop by the CUBE Desk on the third floor of the Campus Center in the CUBE (Suite 386) during their hours of operation:
      – Sunday: 2 p.m. – 7 p.m.
      – Monday – Friday: 10 a.m. – 7 p.m.
      – Saturday: Desk Closed

• Coordinator for Student Organizations
  • Supervises CUBE Team
  • Primary source of support for student organization advisors
  • Secondary source of support for student organization leaders
CUBE Team: Duties & Responsibilities

**Administrative**
- Respond to correspondence with students, faculty, and staff via the StuAct@iupui.edu email account.
- Return phone calls regarding student organization questions.
- Organize and disperse student organization mail.
- Handle drop in requests and any questions from students.

**Facilities**
- In supplementing the efforts of the Hospitality Team as well as CFS, the CUBE Team works to reset the furniture in the CUBE during shifts and maintain the cleanliness of the space.
- Monitor the noise level in the CUBE space to ensure a constructive working environment for student organizations.
- Manage & maintain upkeep Student Activities storage spaces.

**Marketing/PR**
- Distribute student organization marketing flyers across the IUPUI campus.
- Process student organization chalking requests.
- Frequently go out into the campus community and table on behalf of the CUBE Team and the Campus Center and Student Experiences.

**The Den**
- Oversees all student organization event submissions on The Den.
- Trouble shoots any problems and questions associated with navigating through The Den.
- Maintain clear and concise communication with event registration process campus partners via email and The Den.
- Handle the waiver distribution process for student organizations for events requiring physical activity.
Coordinator for Student Organizations

• Supervises CUBE team, IUPUI’s premier student organization resource team and primary source of support for student organization leaders
• Serves as the primary risk management facilitator for student organizations, working with IU General Counsel, Emergency Management, and other constituencies for event processing and waiver and facility use agreement creation and dissemination
• Advises the Student Development Funding Committee, which disperses the Student Organization Grant and the Undergraduate Educational Enhancement Grant
  • All funding inquiries should be sent to SDFC@iupui.edu.
• Manages Collegiate Link online engagement tool for up to 500 portals and 8,000+ student, faculty, and staff users
• Acts as administrator and primary support for student organization advisors and the CORE advisor education program. Create and implement resources and development opportunities for faculty and staff advisors to educate them and support their role with student organizations
• Coordinates the semi-annual student involvement fairs in the fall and spring semesters
• Assesses student learning resulting from participation in a wide array of student organization programs. Develops appropriate instruments, administers to students, reports results as part of the Division-wide assessment of learning program, and uses the results for improvement of the programs
Student Organization Resources

- Student Activities Website
  - Student Leader and Advisor sections
- Programs & Services
  - Nuts & Bolts
- Student Organization Staff
  - CUBE Team
    - Primary resource for student organization leaders
    - Coordinator for Student Organizations
    - Primary resource for student organization advisors
  - Renovated CUBE space

- Coming Fall 2017:
  - RSO Online Module System
  - Student Organization Manual
  - Student Organization Advisor Handbook
Nestled in the heart of the Campus, the CUBE is the hub of student organizations. Located on the 3rd floor of the Campus Center, the CUBE provides lounge, meeting, and work space for students and student organizations on campus.

**CUBE conference rooms**
- They are available to reserve for low risk meetings and available on a first come, first serve basis.
- **ONLY** available to registered student organizations!

**CUBE Help Desk Hours of Operation:**
- Sunday: 2 p.m. – 7 p.m.
- Monday – Friday: 10 a.m. – 7 p.m.
- Saturday: Closed

**The CUBE Hours of Operation:**
- Anytime the Campus Center is open!
  - Monday – Saturday: 7 a.m. - 11 p.m.
  - Sunday: 11 a.m. – 11 p.m.
Requirements To Start A New Student Organization
Registering a New Student Organization

Prior to beginning this process, please log into The Den and check to ensure that there is no organization that mimics the intentions of your group. Per IU policies, duplicate organizations are not allowed. Each individual organization must meet a need not already met on campus.

• Gather 5 IUPUI student members and their IUPUI email addresses
• Get approval from a full-time IUPUI faculty or staff member to serve as advisor
• Create constitution and bylaws for the organization
• Register your student organization on The Den under the “Organizations” tab. Scroll down to the bottom left hand corner, click on “Register.” Complete the form in its entirety and submit for registration.
• One member of the organization must attend a Nuts and Bolts session. (One member can represent up to two organizations for Nuts and Bolts training). Session dates and times are located here.
Requirements To Be & Remain An Active 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 8/1/2017**
• An up to date constitution in digital format
• Send at least one representative to a Nuts & Bolts session
  • **Must be completed each academic year**
• Annually re-register with the Campus Center and Student Experiences
  • **Registration period: 4/1/17 – 5/31/17**
• Adhere to all student organization policies and procedures
Student Organization Advisor Requirements
Student Organization
Advisor Requirements

• Registered student organizations at Indiana University are required to have at least one full-time IU faculty or staff advisor who is currently employed by the University (undergraduate and graduate students may not qualify as an advisor). **For legal purposes, part-time faculty and staff members cannot serve as an advisor.**

• Advisors provide support, consistency, and advice to student organizations, but do not act as supervisors of the organization’s activities.

• The process of recruiting or replacing an advisor is the responsibility of the SGSO. The Dean of Students reserves the right to remove an advisor in cases of misconduct.
Introduction to Student Organizations
Student Organizations: An Introduction

• A student has the right to form, join, and participate in groups or organizations that promote the common interests of students. Student organizations are groups whose regular membership is comprised of students enrolled at IUPUI, as well as faculty, staff, or individuals from the community. However, only students can serve as officers or have a controlling interest in the organization.

• As a condition for being able to operate at IUPUI, the named student organization agrees to abide by all University regulations. Organizations establish their affiliation with the campus through the Campus Center and Student Experiences and must renew that affiliation each year.

• Student organizations enhance student involvement and leadership as well as the building of community through their activities on IUPUI’s campus.
Types of Student Organizations at IUPUI

- **University Student Organization (USO)** - student organizations typically formed by Indiana University to serve an important function or to provide a certain opportunity for students. USOs are treated as operating units or agencies of IU within the administrative and fiscal structure of Indiana University and are subject to all university policies and procedures. Determination of status as a USO will be made by the campus dean or vice chancellor of student affairs and the campus vice chancellor for finance and administration and/or controller. Final approval of USO status will rest with university administration. Factors to be considered are: funding sources and organizations, IU staff support, management of risk, integration with university operations, and the historical and reputational relationship between the student organization and IU.
  - Examples: Undergraduate Student Government, Student Activities Programming Board, Traditions Board, Graduate and Professional Student Government.
  - There are only approximately 40 USOs at IUPUI

- **Self-Governed Student Organization (SGSO)** - student organizations that are not University Student Organizations; considered organizations separate from Indiana University that must agree to and operate under the Self-Governed Student Organization Agreement (“SGSO Agreement”) in order to use university facilities and services, and receive benefits associated with the Indiana University name. SGSOs that have received permission to use “Indiana University” in the organization’s names must do so only in a locational sense (i.e. “The XZY Club at Indiana University”).
  - Examples: Fraternity and Sorority Life organizations, academic and honor societies, etc.
  - There are approximately 440 SGSOs at IUPUI.
The Den

• The Den at IUPUI is a student engagement platform that is used to keep in touch with what all is happening currently on campus. IUPUI students can browse through upcoming events, student organizations, and discover more about what campus involvement opportunities are available.

• The Den provides programs for students to get involved with. Students that participate in co-curricular experiences will develop skills that will benefit them during college and throughout their post-collegiate career.

• Student organizations at IUPUI utilize The Den to:
  • Register their events
  • Manage their rosters,
  • Hold elections,
  • Integrate social media,
  • Track event attendance
  • Upload organizational documents and photos, and
  • Overall, foster a greater sense of community on campus.
Student Organization
Policies & Procedures
IUPUI Student Organization
Non-Discrimination Policy

Registered Student Organizations must abide by the Non-Discrimination Policy and are required to include the Statement of Non-Discrimination in their constitution.

Statement of Non-Discrimination: Participation in the proposed organization and prerogatives of membership must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, gender identity, gender expression, marital status, national origin, race, religion, sexual orientation, or veteran status.

Greek-Letter Social Fraternities and Sororities

Fraternities and sororities which otherwise meet University requirements in this category may waive the gender discrimination aspect of the above IUPUI Statement of Non-Discrimination.
IU Naming Policy

If your organization has "Indiana University–Purdue University Indianapolis" or "IUPUI" in its title, it must follow the main portion of the name. This policy is also applicable to all School, Academic Program and Department names as well.

SO, the group name should be as follows:

• *Student Organization at IU entity name*

Example:

• **NOT** Allowed: Indiana University Purdue-University Indianapolis Chess Club, IUPUI Chess Club, OR Chess Club of IUPUI

• Allowed: Chess Club at Indiana University-Purdue University Indianapolis OR Chess Club at IUPUI
Student Organization Code of Student Rights, Responsibilities, and Conduct

Registered Student Organizations are expected to maintain appropriate standards of conduct and will be responsible for abiding by:

• All Federal, state, and local laws AND
• All IU policies AND
• All University policies as specified in the Code of Conduct.
Showing Films on Campus

• Unfortunately, due to MPAA policies, student organizations cannot show films on campus unless they purchase the appropriate movie rights. Proof of purchase will need to be provided to the Student Activities Staff. Otherwise, the movie showing cannot take place.

• Motion Picture Association of America (MPAA)
  • Public Performance = outside of the privacy of a home setting
  • Campus ≠ Home Setting
    • Online resource: http://www.mplc.org/copyright

• 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.
  • Student organizations do not qualify for this educational exemption.
Games of Chance, Raffles, Drawings, etc.

- Games of chance such as Bingo, poker, or a similar game are prohibited.
- Raffles are prohibited, only drawings are allowed.
- Policies also not only limits prize amounts, but the types of activities as well.
- Prize Amount Policies
  - Individual prize amount cannot exceed $300
  - All prizes cannot total $900
  - Typically, if an individual prize amount is not over $20, no additional paperwork is required. An individual prize that exceeds $20 requires additional paperwork.
Risk Management

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.
Types Of Risk Management

- Financial
- Physical
- Emotional
- Facilities
- Reputation
Hazing by members of IUPUI student organizations is strictly forbidden. Hazing activities are defined as "any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent."

Such activities may include, but not limited to, the following

- Use of alcohol
- Paddling in any form
- Creation of excessive fatigue
- Physical and psychological shocks
- Quests, treasure hunts, scavenger hunts, road trips, or any other such activities
- Wearing of public apparel which is conspicuous and not normally in good taste
- Engaging in public stunts or buffoonery, morally degrading or humiliating games and activities
- Any other activities which are not consistent with academic achievement, the regulations and policies of IUPUI/Indiana University, or applicable state law.

Hazing will interfere with your student status and result in expulsion from the University. It could also impact your RSO status through temporary or permanent removal of your group. This could prevent the RSO from ever returning to IUPUI's campus. In extreme cases, lawsuits against students can occur in to the millions of dollars.
Campus Food Policy

IUPUI Food Services

Environmental Health & Safety

Marion County Health Department

Auxiliary Services
Campus Food Policy

Three campus departments responsible for food:

- IUPUI Food Services (food provider)
- IUPUI Auxiliary Services (food exclusivity)
- IUPUI Environmental Health & Safety (food safety)

IUPUI Food Services:

- Website: https://iupui.catertrax.com/

IUPUI Auxiliary Services:

- Website: www.aux.iupui.edu

IUPUI Environmental Health & Safety (EHS):

- Website: www.ehs.iupui.edu
Campus Food Policy

IUPUI Food Services

- Exclusive caterer of the IUPUI campus
- Professional Delivery and Service Staff
- Catering for Plated Events, Buffets, and Drop-off Service
- Convenient Ordering by phone or online at iupui.catertrax.com
- Special Value Menu Options to meet the needs of smaller budgets including $5/person offerings
- Easiest method for IUPUI EHS Food Safety Policy Compliance
Campus Food Policy

• Student organizations are exempt from the IUPUI Food Service contract for **ALL** of their events.
• **HOWEVER** Marion County Health policies still apply!
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
• The event is being advertised publicly
  • Examples: An open invitation is made to the campus or the general public through an IUPUI website (such as JagNews) or other media outlet (including social media)

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
  • Examples: Events with a defined guest list or limited to members of a specific student group *only* would be considered internal
Event Requirements

**Internal Events** – No requirements or restrictions on food when not using university funds.

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

- **Non-IUPUI Food Services** MUST be a licensed caterer and MUST serve the food themselves.

**Temporary food service license**

- Required when offering foods (for free) NOT on the Approved Foods List
- Required for food fundraisers held by non-501(c)3 organizations
- Required even if the food is donated or prepared by a restaurant or grocery store.
- Marion County Public Health Department must approve the event and they provide the license. You must plan ahead and work with Marion County Public Health Department to obtain approval and the license. Cost of the license is $40. Must apply **AT LEAST 30 days before event**.

**Food Fundraiser** - must be a 501c3 tax exempt organization or obtain a temporary food service license. Only allowed during specific dates. Please check EHS website for these dates.
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
  - 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

Need help? Please visit Environmental Health and Safety’s website at www.ehs.iupui.edu
Approved/Safe Foods List

The food must be limited to one or more of the following:

• Chips and pretzels and premanufactured dip
• Commercially prepared baked goods (doughnuts, rolls, cookies, and cake)
• Commercially prepared pizza
• Commercially prepared, individually wrapped deli sandwiches
• Cotton candy
• Hot dogs with simple condiments (i.e., ketchup, mustard, relish)
• Popcorn, kettle corn, and caramel corn
• Soft drinks, coffee, juice, milk, ice and shaved ice products (slushies)
• Whole fruits and vegetables or cut fruits and vegetables purchased from a licensed food establishment such as a supermarket
For more information on student organization policies, please visit policies.iu.edu.
Student Organization
Events & Programs
For risk management and liability purposes, the IU system requires student organizations to submit and register their **ON AND OFF campus** organizational events through The Den. This registration process makes the process more transparent, ensures that the appropriate campus partners are involved, enhances communication between the event reviewers, and the overall process is more transparent for the event submitter.

Although the event registration process can be perceived as an intensive one, it eliminates the need for student organizations to reserve events in one place, register their events in another place, **AND** make sure they are abiding all student organization policies and procedures. Additionally, the registration process simplifies the need to understanding the many student organization policies and procedures that the IU system has placed on student organization programming and assists in preventing student organizations from violating policies and procedures.

Overall, this event registration process can serve as a major resource and asset to student organizations who utilize it in accordance to the guidelines and recommendations Student Activities has made.
Student Organization
Event Activity Registration Process

Due at least THREE weeks prior to the event! For higher risk events, such as those involving physical activity and needing waivers, student organizations are encouraged to submit their events further in advance than the minimum three week requirement to ensure appropriate time for risk management and liability processes to be completed.

- Otherwise, you CANNOT have the event.
- Exception #1: Early Opening/Late Closing events in the Campus Center must be requested SIX weeks in advance in order to allow for scheduling and staffing (FYI: there are fees involved).
- Exception #2: Events to be held at/in Campus Recreation spaces (Natatorium, CROF, etc.) must be requested SIX weeks in advance in order to allow for scheduling and staffing (FYI: there could be fees involved depending on nature of event).
- Exception #3: Events with no risk require ONE week submission. A no risk event means there is no food and it’s a basic meeting.

- Demographic Information
  - Who, What, Where, When
- Specific Event Information
  - How, Why
- **Be as descriptive and thorough as possible with your event submissions!**
Event Submission FAQs

How do I submit an event request?

• Step 1: Log into The Den (theden.iupui.edu) using your CAS login
• Step 2: Go to your student organization’s homepage
• Step 3: Select “Events” tab
• Step 4: Click on “Create Event”
• Step 5: Complete the Event Form in its entirety and submit the event request to undergo the event activity registration process.

How do I check the status of an event request?

• Step 1: Log into The Den (theden.iupui.edu) using your CAS login
• Step 2: Click on your own name located in the top right corner of the site
• Step 3: Select “Involvement”
• Step 4: Click on “Submissions”
• Step 5: Go to the Forms tab
• Step 6: Locate the submission you would like to view/update in the list
• Step 7: The current status is listed in the second column, as In progress, Pending, Approved, or Denied.
Policy on Cancelling Student Organization Events

• If you are cancelling a student organization event, you will need to do the following:
  • Cancel the event in The Den **AND**
  • Contact the appropriate Venue Request campus partner via email and notify them that you will not be holding the event (please CC StuAct@iupui.edu on the email).

  • Venue request campus partners include:
    – The Campus Center, IUPUI scheduling requests, Event and Conference Services, PETM, Campus Recreation.

• Please check our Campus Partners’ cancellation policies to ensure that you cancel far enough in advance and prevent having to pay a late cancellation or no show fee.
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
Assessing your Programs/Events

Set goals and objectives
Align with learning outcomes
Implement program or service
Gather evidence
Analyze results
Use results for improvement
Student Organization
Funding Sources
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 student organizations at IUPUI. Allocated funds should benefit the IUPUI student experience and further the endeavors of intellectual development, cultural competence, and critical thinking. Please visit http://funding.iupui.edu for full guidelines.

How To Submit a Student Organization Grant Request

1. Before you apply, please make sure your organization is registered AND in good standing with the Campus Center and Student Experiences.

2. For a group to submit a funding request for an event or program, the primary contact will need to go to the "Events" tab of your organization's page on the Den and select "Create Event." From there, you fill out the event form and when asked how this event is being funded, select "Student Organization Grant." From there, the grant application will be prompted and questions regarding funding will be asked. It is recommended that organizations put forth a strong effort in the application in explaining the significant and impact of the event and what measures are being taken to market this event to the IUPUI community since the information provided is what is used by the SDFC to make a careful and considerate decision in whether or not to approve the disbursement of Student Activity Fees to pay for the item(s) included in the request.

3. 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.

4. The committee meets twice a month during the academic year. You should receive an email within a week of their decision on your proposal.

Reimbursement

Receipts for reimbursement/payment must be submitted within 15 days of purchase/event or June 1 of the academic year, whichever is first. DO NOT make any purchases without speaking with the Campus Center and Student Experiences Business Manager first.
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, please visit http://funding.iupui.edu.

**How To Submit an Undergraduate Educational Enhancement Grant Request**

1. Before you apply, please make sure your organization is registered AND in good standing with the Campus Center and Student Experiences.
2. Go to http://funding.iupui.edu and click on Applications then on the UEEG which applies.
3. Fill it out completely and hit submit!
4. The committee meets twice a month during the academic year. You should receive an email within a week of their decision on your proposal.

**Reimbursement**

Receipts for reimbursement/payment must be submitted within 15 days of purchase/event or June 1 of the academic year, whichever is first. **DO NOT** make any purchases without speaking with the Campus Center and Student Experiences Business Manager first.
Graduate-Professional Education Grants (G-PEGs)

For graduate students seeking an Educational Grant, GPSG provides Graduate-Professional Education Grants (G-PEGs) 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.

To apply for a G-PEG, please go to their The Den page for the application and more details.

If you have any questions, please contact GPSG at gpsg@iupui.edu.
Student Organization
Multimedia Services
Design

- Student organizations can visit mpc.iupui.edu to submit a request for design services with the MPC. On our homepage click on Design With Us and we will schedule an intake meeting with you.

- The timeline for your specific project to be completed will vary, however, two weeks to complete a single flyer design from the date of your intake meeting is a good estimate to keep in mind.
PRINTING

• Each registered student organization has 350 free prints per semester to promote their organization.

• To send in a file to us you can visit mpc.iupui.edu and click on Print With Us on the homepage.

• Files must be PDF as well as formatted and sized properly for printing.

• While we generally get print jobs completed the same business day. Please allow 1 to 2 business days for printing at most.
PRINTING

• Should you have a project for class or for research projects from your course work the MPC does offer printing at a rate cheaper than most outside companies. You can email iupuimpc@iupui.edu for a quote.
WEBSITES

• If your organization would like webspace the MPC can setup an account for you on webservve or on Dotnetnuke. A MySQL database can be requested for your organization if you would like to install Wordpress.

• Email iupuimpc@iupui.edu to have one of these accounts requested for your organization.

• You MUST have an IUPUI email account for your organization to set these services up.
EMAIL ACCOUNTS

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

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

If you have forgot the passphrase for your student organization account you can email Nathan Mugg at jmugg@iupui.edu to have your passphrase reset.
Questions?

Please contact the Student Activities Team at StuAct@iupui.edu