## 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, jjvauken@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
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<th>Coordinator for Student Activities</th>
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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
Room Reservations

- Campus Center
- Academic Space
- Activity Form

Room Reservation
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

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 Contacts:
• Jane Whisman jwhisman@iupui.edu
• Brandy Clem brjclem@iupui.edu
• Andrea Boger Catering@iupui.edu

IUPUI Auxiliary Services Contacts:
• Angie Hill, anhill@iupui.edu, 317-274-4364
• www.aux.iupui.edu

IUPUI Environmental Health & Safety (EHS) Contacts:
• Amanda Stinnett, asfoti@iupui.edu 278-3328
• 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
Exceptions to IUPUI Food Services Exclusivity:

- **Donation:** Sponsorships of events by an "outside" restaurant, caterer, grocery store, or food distributor that donates (100%) food or beverage for the event. In order to ensure safe food handling, a list of the donated items along with the event name and date on the donor's letterhead must be forwarded via email to Auxiliary Services at aux@iupui.edu.

- **Capacity Issues:** IUPUI Food Services recognizes that on occasion it may not be possible to provide service requested on a particular date due to maximum capacity, prior commitments, or the inability to service a particular request, such as a Kosher meal for 200 people. These circumstances should be rare, and when exist, alternate dates, a change to the level of service (i.e. full service to drop off), or alternate food options should be considered. After discussion with the Director of Catering, should an alternative solution not be found and an outside caterer is required approval by IUPUI Food Services, IUPUI Auxiliary Services, and Environmental Health and Safety, is necessary.

*Any exceptions are still subject to Environmental Health and Safety Guidelines*
Exceptions to IUPUI Food Services Exclusivity Cont’d:

• **Location Specific**: Locations (building/grounds) on the IUPUI campus that are not managed by IU such as IU Health Hospitals, Eskanazi Hospital, VA, Ronald McDonald House, and NIFS are exempt. Center for Young Children is also exempt.

• **Pitch-ins**: Pitch-ins, which are defined as food and beverage provided by the participants of a private event not intended to be resold and not reimbursed by either an IU or IUF account, are exempt.

• **Minimum Orders**: There is a $100 minimum for events held Monday thru Friday and a $250 minimum for events held on Saturday and Sunday. The total cost of purchased food and beverages not meeting these minimums are exempt.

• **Fundraisers**: Food fundraisers can serve as a source of revenue for students groups. Food fundraisers and the applicable Marion County Department of Public Health regulations have been formalized in the IUPUI Food Safety Policy.

*Any exceptions are still subject to Environmental Health and Safety Guidelines*
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 when not using university fun.

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 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.
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.
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](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
What is USG?
The governing body for undergraduate students at IUPUI comprised of over 60 student leaders.

Our Mission:
To provide student input through legislation, representation, and advocacy, to faculty, staff, and administrators in the decision making process to ensure the betterment of student life at IUPUI.

How Can You Get Involved?
• Become a senator for a student organization or school council.
• Become a USG Representative and sit on a University or campus committee.
• Join an Initiatives Department and work on Initiatives regarding Sustainability, Student Safety, and Wellness.
Changes to USG this year:

• Affidavits are now done online, please visit usg.iupui.edu or The Den.

• New involvement opportunities in the executive branch:
  • Department of Sustainable Initiatives
  • Department of Student Safety and Wellness
  • USG University and Campus Committee Representatives

• New or changed committees in the legislative branch:
  • Government Relations Committee
  • Events Committee
  • Public Relations Committee

Contact Us:

Twitter- @iupuiUSG
Email- usg@iupui.edu
Website- usg.iupui.edu
Facebook- www.facebook.com/iupuiUSG
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/IUPUIGPNGS
Campus Center Room 340B
gpsg@iupui.edu
G-PEG:

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 an G-PEG please go to our The Den page for the application and more details. For any questions please email Austin Stanforth at gpsgvp@iupui.edu.
The Graduate and Professional Student Government (GPSG) will be hosting the Inaugural Elite 50 Dinner. This dinner is open exclusively to graduate and professional students. The dinner will take place April 13th from 6pm-8pm in Campus Center Room 450. This dinner will not only recognize the elite 50 graduate and professional students, but also awards will be given out to the top student from each school, the top ten overall students, and will culminate with the Dr. Charles R. Bantz Award for Excellence.

Awards will be available at gpsg.iupui.edu
The Graduate

The Graduate is the only in-print student-run paper at IUPUI. While it is geared towards graduate and professional students, the content is applicable to all IUPUI students, faculty, and staff.

Email - thegrad@iupui.edu
Facebook - https://www.facebook.com/TheGraduateIUPUI
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 setup.

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!
DESIGN

- 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
- Physical
- Emotional
- Facilities

Reputation
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. Implement program or service
4. Gather evidence
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!