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Appendix A – Brochures and Publications (Click to See Appendix A Table of Contents)
Administrative Office Responsibilities & Definitions

- Provide administrative support to the Director of University Centers and leadership team members relating to budget development, entertainment contracts, Pepsi Cola Marketing Fund, employee appointments/contracts, meeting/appointment and office project coordination. Provide professional customer service to the campus community.
- Provide administrative support for financial recordkeeping for University Dining Services and Cartwright Center General Operations.
- Provide administrative support for student organizations, activities and programming areas, and development of publications.

Staffing

Student Employees

Aleckson, Tricia – Financial Specialist
Curran, Cindy – University Services Program Assoc.
Daniel, Karen – University Services Associate
Bain, Megan – Student Organizations & Publicity
Finley, Samantha – Student Senate Assistant
Van Driessche, Rileigh – Pepsi Program & Inventory
Walchak, Dayna – Financial Assistant
Vidmar, Mia - New Hire May 2013

Summary

This report includes summaries regarding student employment; goals, objectives, and accomplishments with the administrative office; and the Pepsi-Cola Bottling Company Marketing Fund.

Student Employment

The administrative office employed four student employees during 2012-13. Our student employment budget was $15,720. We estimated the number of hours for the year we would have students working. In order to stay within the budget we were given, we did not have students work during slower periods (such as non-class days, spring break, and early mornings on some days) and eliminated as much as possible have students overlap their shifts. Students were absent from their assigned shifts more than usual this year due to illnesses and class obligations. This allowed us to stay well within our budget.

Three students will graduate during the 2013-14 school year. Megan Bain and Dayna Walchak will graduate in December 2013; Samantha Finley will graduate in May 2014. To fill their positions, we have hired Mia Vidmar, who began employment in May 2013; Kyle Bastean, beginning in November 2013, and Laura Moss, beginning in November 2013. We plan to hire one more student to begin employment in April 2014 to replace Samantha Finley.

Learning Outcomes 2012-13 and Assessments – Student Employment

Karen, Tricia, and I assessed how our student employees work toward the learning outcomes identified by University Centers. The tools we developed to do this are the “Student Learning Plan” and the Student Learning & Progress Report. The focus of the Student Learning Plan is to identify what students will learn and gain as a result of their employment. It provides a means, by using the learning outcomes identified by the
unit, of identifying and/or evaluating knowledge of our unit and personal skills at the beginning of employment and when leaving employment. The Student Learning and Progress Report is used throughout employment to provide an evaluation of employment responsibilities as well as the work experience, expectations, and additional experiences desired from employment prior to leaving. The evaluations directly relate to the learning outcomes identified in the Student Learning Plan. Copies of each instrument are attached. We are in the process of working on a final assessment piece that will summarize data relating to students’ experiences. A draft of this document is also attached.

1. Students will develop leadership skills as a result of their participation in out-of-class experiences: activities, events, employment, governance, and service.
   
   a. Offer professional customer service by providing knowledgeable information on University Center polices and procedures as evidenced by customers following procedures as provided.
   
   b. Work collaboratively toward a common goal as evidenced by results identified on the student learning plan.
   
   c. Develop effective organizational and oral/written communication skills as evidenced by results identified on the student learning plan.

**Assessment:** Students developed leadership skills through their employment in the University Centers Administrative Office. They gained knowledge regarding unit responsibilities and services; and were able to appropriately provide assistance to customers regarding publicity needs, fundraising, student organization assistance, appointments, and campus information. Customers followed through with posting publicity correctly, organizing fundraisers appropriately, establishing “MyOrgs” accounts, etc. Students worked collaboratively to meet customer requests, assist staff, and professionally represent the unit. Students improved their communication skills by providing daily customer service in person and sending written correspondence on a regular basis.

2. Students will develop critical thinking skills through participation, reflection, and engagement in out-of-class experiences.

   a. Solve problems using acquired knowledge as evidenced by results identified on the student learning plan.
   
   b. Understand UW-La Crosse and University Centers organizational structures and the relationships between University Centers and other departments as evidenced by accuracy of information provided to customers.
   
   c. Increase self-awareness and confidence as evidenced by results identified on the student learning plan.
   
   d. Understand their purpose and identify criteria for achieving their goals as evidenced by results identified on the progress reported on the student learning plan.

**Assessment:** Student employees need to problem solve situations as they occur through acquired knowledge and understanding of organizational structures. Students have commented in discussion with their supervisors that their leadership skills in campus organizations and their general knowledge of campus services have been enhanced because of their employment in University Centers. Supervisors encourage students to problem solve and check resources rather than simply asking a supervisor for the information.

3. Students will learn to be active citizens of their local and global communities through involvement in out-of-class experiences.
a. Contribute to University Centers and recognize that their opinions are valued as evidenced by results identified on the student learning plan.

**Assessment:** Student employees engage in discussions with other staff members regarding current events on local, state, and national levels. Students are encouraged to participate in events, surveys, committees, etc. Our students are actively involved in local and global communities. Their involvements and interests include sustainability, green fund, local food purchases, student government, and national guards.

4. Students will understand, value, and embrace human differences through their participation in out-of-class experiences.

   a. Gain knowledge and understanding of diverse cultures and oppressed groups as evidenced by results identified on the student learning plan.
   b. Use discretion when dealing with confidential matters as evidence by results identified on the student learning plan.

**Assessment:** Student employees are encouraged to attend diversity events. Supervisors and students discuss how to handle confidential matters discretely. Students working directly with student organization members have shown growth in knowledge of diverse cultures.

### 2013-14 Learning Outcomes – Student Employment

1. Students will develop leadership skills as a result of their participation in out-of-class experiences: activities, events, employment, governance, and service.
2. Students will develop critical thinking skills through participation, reflection, and engagement in out-of-class experiences.
3. Students will understand, value, and embrace human differences through their participation in out-of-class experiences.
4. Students will learn to be active citizens of their local and global communities through involvement in out-of-class experiences.

### 2012-13 Goals and Objectives, and Accomplishments – Administrative Office

1. Provide quality service to our customers, staff, and all members of the campus community.
   **Accomplishment:** Our student employees are the “front line” of providing customer service in our operation. Providing quality service to the campus community is emphasized in training sessions. I believe all our staff members take pride in providing quality customer service.

2. Offer a working environment for student employees that provides personal and professional growth.
   **Accomplishment:** One-on-ones are held on a regular basis to identify how each student’s personal goals can be met through employment with University Centers. Students are encouraged to involve themselves in programs and events in which they have personal or professional interest. These results are included on the Student Learning & Progress Reports completed each year.

3. Continue to assess the use of the Student Learning Plan, Student Learning & Progress Report, and the development of a student learning and progress results/summary form. **Accomplishment:** We continue to work with Student Learning Plan, the Student Learning & Progress Report, and the Student Learning and Progress Results Form to assess and evaluate learning for student employees in the administrative office. We have not made any changes to these processes or forms this year.
4. Continue open communication and sharing of ideas with all office support staff to ensure services are provided and project needs are met effectively. Accomplishment: Karen, Tricia, and I meet periodically to communicate information about ongoing projects. We clarify individual responsibilities to be sure all aspects of each project will be completed appropriately. We problem solve situations before they become issues. Information is shared with student employees individually as well as placing notices in their resource book at the front desk. Communication with the ID/Card Office and Reservations Office is good.

5. Investigate methods for electronic filing of historical records. This includes possible purchase of newer office equipment (Ex. Scanner) and/or computer software. Accomplishment: We have identified criteria for saving information for historical records and started the process of purging files, eliminating unnecessary information. We have also started changing the methods for keeping new/current files. Items are kept more in electronic format, scanned in if necessary. This year we purchased a new printer/copier/scanner in the administrative office, but a heavy duty scanner may need to be purchased for this process to be completed. We have also communicated with Murphy Library to see what services they offer for retaining historical records. These options will be further investigated as we continue this process in the next year.

2013-14 Goals and Objectives – Administrative Office

1. Provide quality service to our customers, staff, and all members of the campus community.
2. Provide administrative support to the Director of University Centers and leadership team members, including activities, programs, and financial recordkeeping.
3. Continue open communication and sharing of ideas with all office staff to ensure services are provided and project needs are met effectively.
4. Investigate methods for electronic filing of historical records. This includes possible purchase of newer office equipment (Ex. Scanner) and/or computer software.
5. Modify processes for retaining current records, moving more towards electronic filing; review existing electronic files to re-organize, eliminate unnecessary files, and develop better processes for retention.
6. Identify computerized programs that can be used to create professional looking reports in an electronic format.
7. Offer a working environment for student employees that provides personal and professional growth.
8. Continue to assess the use of the Student Learning Plan, Student Learning & Progress Report, and the Student Learning and Progress Results/Summary Form.

Summary - Pepsi-Cola Bottling Company Marketing Fund

The Pepsi Market Fund was developed in September 2003 to assist student organizations at UW-La Crosse by providing services for their activities and programs. Student groups use the fund to obtain Pepsi banners to advertise their events; to purchase Pepsi product to be given away at their events; and to purchase prizes/give away items to enhance their events. The Pepsi-Cola bottling company provides the university with a budget of $11,000. $2,000 is devoted to the dining service company, which they use for special promotions. Dining Service requests for spending this amount are processed the same as requests from student organizations. We maintain a spreadsheet which includes expenditures by banner, product, merchandise, total amount, and organization. More than 40 student organizations and departments requested services from the Pepsi Marketing fund during 2012-13. A copy of the Pepsi spreadsheet for 2012-13 is attached.
STUDENT LEARNING PLAN
UNIVERSITY CENTERS ADMINISTRATIVE OFFICE

Please respond to the following questions/statements when beginning employment.

Employee Name (Please Print): ________________________________

1. What knowledge do you have of the various units within University Centers and the services they offer?

2. What are your greatest strengths?

3. List 3-5 areas in which you would like to experience growth and improvement.

4. How will your employment with University Centers assist you in reaching your personal or career goals?

5. Define your current leadership skills.

6. Define "critical thinking." Give an example of how you have used critical-thinking skills.

7. Describe your involvement in campus and community organizations.

8. Define "human differences."

Employee ________________________________ Date ________________________________
STUDENT LEARNING PLAN
UNIVERSITY CENTERS ADMINISTRATIVE OFFICE

Please respond to the following questions/statements when exiting employment.

Employee Name (Please Print): ________________________________

1. What knowledge have you gained of units and services offered within University Centers?

2. What are your greatest strengths?

3. List areas in which you experienced growth and improvement through your employment with University Centers.

4. How has your employment with University Centers assisted you in reaching your personal or career goals?

5. Do you believe your employment with University Centers has enhanced your leadership skills? If so, how?

6. Do you believe your employment with University Centers has enhanced your critical-thinking skills? If so, how?

7. Do you believe your employment with University Centers has lead you to increase your involvement in campus or community organizations? If so, how?

8. Do you believe you have changed your level of understanding of human differences or how you value human differences through your employment with University Centers? If so, how?

9. What statement would represent this employment and related experiences on your resume?

Employee ________________________________ Date __________________________
STUDENT PROGRESS REPORT  
UNIVERSITY CENTERS ADMINISTRATIVE OFFICE  

(This information should be completed at least once every two semesters of employment.)  

Employee Name (Please Print): ___________________________ Date: ___________________________

<table>
<thead>
<tr>
<th>Please indicate how the employee completes each goal in the University Centers Administrative Office.</th>
<th><strong>Employee Responses</strong></th>
<th><strong>Supervisor Responses</strong></th>
</tr>
</thead>
</table>
| Offer professional customer service by providing knowledgeable information on University Center policies and procedures. | Circle one: Needs Improvement Satisfactory Excels  
Other comments: | Circle one: Needs Improvement Satisfactory Excels  
Other comments: |
| Works collaboratively toward a common goal. | Circle one: Needs Improvement Satisfactory Excels  
Other comments: | Circle one: Needs Improvement Satisfactory Excels  
Other comments: |
| Develops effective organizational and oral/written communication skills. | Circle one: Needs Improvement Satisfactory Excels  
Other comments: | Circle one: Needs Improvement Satisfactory Excels  
Other comments: |
<table>
<thead>
<tr>
<th>Solves problems using acquired knowledge.</th>
<th>Circle one: Needs Improvement  Satisfactory  Excels</th>
<th>Circle one: Needs Improvement  Satisfactory  Excels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understands UW-La Crosse and University Centers organizational structures and the relationships between University Centers and other departments.</td>
<td>Circle one: Needs Improvement  Satisfactory  Excels</td>
<td>Circle one: Needs Improvement  Satisfactory  Excels</td>
</tr>
<tr>
<td>Increases self-awareness and confidence.</td>
<td>Circle one: Needs Improvement  Satisfactory  Excels</td>
<td>Circle one: Needs Improvement  Satisfactory  Excels</td>
</tr>
<tr>
<td>Identiﬁes criteria for achieving personal and professional goals.</td>
<td>Circle one: Needs Improvement  Satisfactory  Excels</td>
<td>Circle one: Needs Improvement  Satisfactory  Excels</td>
</tr>
<tr>
<td>Understands the purpose and value of position responsibilities; understand the value of contributions made by sharing thoughts and opinions.</td>
<td>Circle one: Needs Improvement  Satisfactory  Excels</td>
<td>Circle one: Needs Improvement  Satisfactory  Excels</td>
</tr>
<tr>
<td></td>
<td>Circle one: Needs Improvement</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>Other comments:</td>
<td></td>
</tr>
<tr>
<td><strong>Gains knowledge and understanding of diverse cultures and oppressed groups.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Uses discretion when dealing with confidential matters.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Comments:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee _______________________________ Date ____________ Supervisor _______________________________ Date ____________
Signature ______________________________ Signature ______________________________
ccurran>Staff Dev&Staff Mtgs>Lmg Outcomes...
**STUDENT LEARNING & PROGRESS RESULTS 2012-13**  
**UNIVERSITY CENTERS ADMINISTRATIVE OFFICE**

*Results are summarized from statements recorded on the Student Learning Plan and Progress Reports. The Student Learning Plan is completed during the first and last semesters of employment. The Student Progress Report is completed once per academic year.*

<table>
<thead>
<tr>
<th>Learning Outcome #1: Students will develop leadership skills as a result of their participation in out-of-class experiences: activities, events, employment, governance, and service.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#1a. Offer professional customer service by providing knowledgeable information on University Center policies and procedures as evidenced by customers following procedures as provided.</strong></td>
</tr>
<tr>
<td><strong>#1b. Work collaboratively toward a common goal as evidenced by results identified on the student learning plan.</strong></td>
</tr>
<tr>
<td><strong>#1c. Develop effective organizational and oral/written communication skills as evidenced by results identified on the student learning plan.</strong></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Learning Outcome #2: Students will develop critical thinking skills through participation, reflection, and engagement in out-of-class experiences.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#2a. Solve problems using acquired knowledge as evidenced by results identified on the student learning plan.</strong></td>
</tr>
<tr>
<td><strong>#2b. Understand UW-La Crosse and University Centers organizational structures and the relationships</strong></td>
</tr>
<tr>
<td>Learning Outcome #1: Students will increase their understanding and appreciation of the workplace culture and the values of University Centers through involvement in out-of-class experiences.</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>#2c. Increase self-awareness and confidence as evidenced by results identified on the student learning plan.</td>
</tr>
<tr>
<td>Students stated they feel more confident in their work and more connected to the campus community through their employment with University Centers and are increasing knowledge of procedures through their positions. Supervisors indicated students are aware of what is happening in their surroundings and also learn from mistakes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2d. Understand their purpose and identify criteria for achieving personal and professional goals as evidenced by results identified on the progress reported on the student learning plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>One student stated she makes goals and action plans based upon her abilities; students stated they identify both personal goals and weekly work goals through list-making. Supervisors promoted developing priority lists and goals, short term and long term, reviewing and revising as needed.</td>
</tr>
</tbody>
</table>

Learning Outcome #3: Students will learn to be active citizens of their local and global communities through involvement in out-of-class experiences.

<table>
<thead>
<tr>
<th>#3a. Contribute to University Centers and recognize that their opinions are valued as evidenced by results identified on the student learning plan. (Understand the purpose and value of position responsibilities; understand the value of contributions made by sharing thoughts and opinions.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students stated that their roles with assisting members of student organizations, collaborating on procedures, and developing new guidelines have made their contributions more valuable to the unit. They also stated the importance of developing new processes to improve the outcomes and doing their work well so University Centers is successful. Supervisors indicated students are encouraged to share their thoughts and knowledge on projects and processes and their work is valued. Students have strong working relationships with co-workers.</td>
</tr>
</tbody>
</table>

Learning Outcome #4: Students will understand, value, and embrace human differences through their participation in out-of-class experiences.
| #4a. Gain knowledge and understanding of diverse cultures and oppressed groups as evidenced by results identified on the student learning plan. | Students stated that working with student organizations, pride Center, and attending student employment diversity training has increased awareness of different cultures and oppressed groups. One student defined diversity as a way of looking at situations from different points of view, including cultural, gender, age, economic, heritage, etc., and appreciated learning about diversity in this definition. Students attended diversity training during fall semester regarding white privilege. Supervisors felt the training included baseline questions and recommend additional training. Supervisors agreed that not all roles work directly with diverse populations, and this is an area where we can see improvement. |
---|---|
| #4b. Use discretion when dealing with confidential matters as evidenced by results identified on the student learning plan. | Students stated they feel very confident in the ability to use discretion and confidentiality. Students assist with a number of confidential materials. Supervisors indicate students understand when situations require discretion and are appropriate. |
# Pepsi Product Spending Log 2012-2013

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Amount Spent</th>
<th>Z Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>$0.00</td>
<td>$</td>
</tr>
<tr>
<td>Social Greeks</td>
<td>$470.00</td>
<td>$267.88</td>
</tr>
<tr>
<td>Diversity Initiative</td>
<td>$389.00</td>
<td>$252.01</td>
</tr>
<tr>
<td>Recognized Student Orgs</td>
<td>$1,383.90</td>
<td>$476.58</td>
</tr>
<tr>
<td>Alumni Assoc.</td>
<td>$0.00</td>
<td>$</td>
</tr>
<tr>
<td>Rec Sports</td>
<td>$1,161.00</td>
<td>$128.88</td>
</tr>
<tr>
<td>Res Life</td>
<td>$1,493.00</td>
<td>$265.00</td>
</tr>
<tr>
<td>CAB,UC,UC</td>
<td>$3,405.41</td>
<td>$543.66</td>
</tr>
<tr>
<td>Misc. Dept./Org</td>
<td>$494.00</td>
<td>$408.61</td>
</tr>
<tr>
<td>University Dining/Sodexo</td>
<td>$1,999.00</td>
<td>$</td>
</tr>
<tr>
<td>Total Spent</td>
<td>$10,795.31</td>
<td>$2,342.62</td>
</tr>
<tr>
<td>Budget</td>
<td>$11,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Remaining Budget**: $204.69

**Example:**

<table>
<thead>
<tr>
<th>Order #</th>
<th>Date Service Needed</th>
<th>Donated</th>
<th>Sponsored By</th>
<th>Event</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-12</td>
<td>11/15/2009</td>
<td>2 Cases</td>
<td>Colleges Against Cancer</td>
<td>Relay for Life</td>
<td>$39.00</td>
</tr>
</tbody>
</table>

P=Product Order; B=Banner Order; M=Merchandise Order; Z = Pre-ordered Merchandise

12= order number

*This spending log runs from August 1, 2012-July 31, 2013. Pepsi will bill at the time the service is delivered not when the order is placed! For example, if we place an order on July 15, 2012, but we do not need it until September 7, 2012, Pepsi will bill us in September on the 2012-2013 school year budget not the 2011-2012 school year!*
Annual Report
♦2012-2013♦
Submitted by Karen Daniel -University Services Associate II

Program Membership/Unit Staffing

- MyOrgs: CollegiateLink/Campus Labs – acquired by Higher One in 2012
- Main student organization support staff in our unit consists of:
  - USA II (Karen Daniel)
  - Program Adviser (Drea Higgins)
  - Student support staff (Megan Bain)

Brochures/Publications

Campus Planner:

- 2012-2013 UW-L Campus Planner was revised in Quark 7.0 and published for the fourth year by University Directories for the fee of $5,276
- The edition has an advertisement component (ad supported) which reduces fee
- Collaborated with 30 campus departments to update existing data, add new page and/or provide event information to the calendar
- Planners were delivered by printer in mid-August and for sale by end of August for $5.00 (= $4.73x5.5 tax)
- The Info Counter sold 340 copies which brought in revenue of $1,658 (21 copies sold at $3 discount to UC student staff)
- University Centers sold 348 copies to departments/units at a discount of $2.50 which brought in revenue of $870 (funds transfer)
- 3,515 copies were sold at a “per page” fee to Res Life, which brought in $3,809.17 in revenue
- 60 copies were given out as ‘complimentary’ to University Center’s staff and Sodexo
- In January, 2013, Planners were discounted to $3
- The 2013-2014 publication of the planner is contracted with University Directories
- We plan to order 4,700 copies of the publication (3,500 for Res Live and 1,200 to be sold by University Centers)

Other publications reviewed/updated upon recommendation from University Centers staff:

- Resource Guide for New Students & Families
- Welcome Week Brochure
- Sexual Assault & Incident Forms Memos
- Freshmen Reg and Family Orientation Guide
- Returning Adult Student Handbook
- Institutional Research Reports Data

2012-2013 Learning Outcomes

My Orgs:

- As a result of student organizations utilizing My Orgs, students will feel more connected to their organizations as evidenced by the number of students utilizing the program.
- As a result of using My Orgs, potential students will be more aware of involvement opportunities as evidenced by increased participation levels in student organizations.
As a result of utilizing My Orgs, staff members of University Centers will be better able to manage student organization information as evidenced by the use of the program.

2012-2013 Goals, Objectives, and Accomplishments
Student Organizations/MyOrgs
- Subscription to the student org database management program is now in its fifth year
- MyOrgs program is used by both the organization and University Centers to manage and track student organizations and their rosters.
- MyOrgs is also the vehicle in which annual registration is completed (via survey)
- The initial registration meeting, a required one on one meeting for all new clubs when they reach full recognition, has proven highly effective
  - This meeting provides opportunity to review all privileges, benefits, services, as well as a tutorial of navigating the club site on MyOrgs
  - The Primary Contact registers the club data during this meeting (the club site remains frozen until this registration meeting is completed)
  - Primary Contact invites Adviser and they accept their management role on MyOrgs so their name is reflected on roster
  - Overall effort of this meeting is ensuring the Primary Contact understands 1) their leadership role 2) their role to maintain the website and 3) manage compliance issues requested by the university
- Promoted MyOrgs tools at new club registration meeting, at All Orgs Meeting, via emails throughout year, and whenever clubs come in to University Centers
  - Involvement Record and Community Service tracking importance
  - Encouraged users to become ‘user members’ so name is on a roster
  - Maintenance of rosters: deleting old, adding new members, updating Advisers
- Continue to communicate each semester with Ryan Rudesill/Rec Sports to inform of club-related sport interests and any inactivated club sports

Student Organization Services: (mailboxes, bulletin boards and storage units)
- Monthly audit process completed its fourth year and works efficiently
- The use it or lose it policy is highly effective in removing services that aren’t used which allows University Centers to provide to another club
- Bulletin Boards and Storage Units fully utilized: waiting list is maintained
- First Class Mail Box requests declining due to electronic mail, email, scanning, etc.
  - Discussing possible elimination of mailboxes in New Student Center and proposal of alternative, such as a mail slot, within the student organization area
  - Data collection from February 2013 reflects the following:
    - Of the total 52 mailboxes: 34 are leased, 18 are open
    - An average of 30 pieces of org-related mail received monthly
    - 75% of mail volume is either for Greek society or the Racquet
    - Honorary and general orgs receive the other 25% of incoming mail

New Student Organization Services as of 2013-Storage Cages and Cubicles:
- Cages and cubicles were added in the lower level of Cartwright in spring 2012
- Assignments of these services were based on survey results
- The administrative management and tracking component of these services is important and is currently being considered and discussed:
  - Central management should be maintained by University Centers Administration
Proper and consistent signage identity and designated area to display sign
- Leasing language being reviewed by Drea and Karen (discloses agreement, usage, language on violation, and contact info)
- Keys or combo lock for cages
- Communicating to organization as other services are

Fundraisers
- Amended and ordered new forms that lists other associated services so nothing is overlooked in approval process, such as: Cash Box order, digital copy of artwork (if a trademark or logo), space reservations (table or venue), and solicitation contact
- 163 total Fundraiser Registrations were submitted and approved

Student Payroll-Lump Sum and Hourly
- Provided and explained student payroll paperwork and process to new hires
- Educated student staff on MyUWSystem/HRS payroll program and resources
- Payroll Supervisor for 22 student staff in these areas:
  - Campus Activities Board
  - Leadership & Involvement Center
  - Cartwright Graphics
- Continue as back-up for Cindy Curran and Mary Beth Vahala

CAB Support/Projects
- Sample the City
- Co-Sponsorship Letters
- Faculty and Staff Announcements
- DLS Committee Member

Graduate Assistantships
- Prepared welcome letters, training agenda/schedules, reserve rooms, order catering, and MyOrgs tutorials

Inclusive Excellence/Diversity Initiatives
- The Year End Summary survey deployed by University Centers in April to all RSO’s requests a report of efforts organizations have taken to promote diversity. Report reflects efforts in these areas:
  - Diversity – 84
  - Programming-44
  - Awareness Publicity-42
  - Group Discussions-35
  - Speech/Lecture-27
  - Training-12

Policy Changes, Issues, and Recommendations
Publicity Signage on Campus/Table Tents:
- Table Tent publicity has been a concern in both Cartwright and Whitney
- Paper tents often are often a challenge as clubs place excessive volume on tables and they become a disruption in our dining space, get dirty, fall on floor, aren’t removed after event, etc.
- A proposal to Student Association is being written summer 2013 to eliminate Table Tent publicity and replace with a TV monitor system in both Cartwright and Whitney
  - TV monitors to be purchased (40”-50” potential size)
Web-based program would be managed by University Centers/Student Organization Support Staff

Benefits of this program:

- Decrease paper-only electronic slide required
- More clubs, departments, and units can make reservations - currently limited to a reservation max number of 2 for The Cellar, and 3 for Cartwright Center State Room and Whitney Dining areas
- Eliminate need for Sodexo staff to monitor

- Campus Publicity Guidelines, disclosures are being amended to support this approval
- New TV Monitor Registration Forms and Reservation Grid being developed

Changes in Responsibilities, Services, and Programs

Due to Assistant Director/Supervisor leave of absence 9/2012: following diverted to Karen

- StrengthsQuest Codes-instruction distribution to students and tracking of used codes
  - 58 codes provided since 9/2013
  - Codes provided to Graduate Assistants, CAB staff, Student Association, Leadership and Involvement staff
  - 50 codes remain
- Rotary Lights - distribution to prior club participants and locating new participants in good standing interested in community service
- Greek Grads - updating and collection of GPA for Greek Grad Adviser, collect reports
- MyOrgs main contact with Campus Labs/Collegiate Link

Student Organizations:

- MyOrgs has been UW-L’s student organization database for 5 years
- MyOrgs continues to have major/minor upgrades throughout the year and improvements are continually made to streamline navigation tools
- Amended and updated language/disclosures in the following student organization resources: CAB brochures, Recognition Procedures, Provisional & Full Recognition Letters, Adviser Memo, Registration Form, Publicity Guidelines, and Year End Summary

Student Staff:

- Megan Bain (hired November 2009) is responsible for student organization administrative support since spring 2011. Megan will remain in her role until her graduation date of December 2013
- Laura Moss was hired spring 2013 to replace Megan but will not begin training and working until November 2013
- Rileigh Van Driessche (hired April 2011) currently responsible for Publicity and Pepsi program orders, graduated May 2013 and will leave June 2013
- Mia Vidmar was hired April 2013 to replace Rileigh and is currently being trained to take on the responsibilities of Publicity and Pepsi

Fundraising:

- Use of the Eagle L caricature and Athletic Logo is now approved by Michael Gasper (formerly Nizam Arain). The electronic version is collected and sent to Michael via email for approval
- Rec Sports now encourages Sport Clubs to utilize the Rec Sports logo for their shirts, jerseys and other printed items as an alternative to the Athletic Eagle L
**Workload and Outcome Measures**

- Currently there are 184 active Recognized Student Organizations
- 36 individual students obtained Recognition Packets from University Centers and met with Karen to discuss the recognition process
- 10 new student organizations were granted full recognition for 2012-2013, see below:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Provisional Date</th>
<th>Full Date</th>
<th>PC Met w/Karen &amp; Registered: Website Updated (invites sent)</th>
<th>Adviser is reflected on MyOrgs Roster</th>
<th>Adviser Letter Sent/Karen approve and Drea/LJR sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation NSO (not an RSO-just a website)</td>
<td>7/19/2012</td>
<td>7/19/2012</td>
<td>7/19/2012</td>
<td>7/19/2012</td>
<td>N/A</td>
</tr>
<tr>
<td>Maroon Platoon (Decided not to be an RSO)</td>
<td>10/1/2012</td>
<td>10/31/2012</td>
<td>12/4/2012</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Botany Club</td>
<td>11/21/2012</td>
<td>12/12/2012</td>
<td>12/18/2012</td>
<td>12/19/2012</td>
<td>12/20/2012</td>
</tr>
<tr>
<td>Hockey Club (Men’s)</td>
<td>3/13/2013</td>
<td>4/24/2013</td>
<td>5/2/2013</td>
<td>5/2/2013</td>
<td>5/2/2013</td>
</tr>
<tr>
<td>The Gentleman’s Club (NOT approved Orgs committee denied name)</td>
<td>4/3/2013</td>
<td>Student disputed-UC replied negotiable/must change</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- 17 Recognized Student Organizations were deactivated in 2012-2013, see below:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Provisional Date</th>
<th>Full Date</th>
<th>PC Met w/Karen &amp; Registered: Website Updated (invites sent)</th>
<th>Adviser is reflected on MyOrgs Roster</th>
<th>Adviser Letter Sent/Karen approve and Drea/LJR sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unitarian Universalists and Friends</td>
<td>5/14/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invisible Children</td>
<td>5/6/2013</td>
<td></td>
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<td>Women’s Gender and Sexuality Studies</td>
<td>5/3/2013</td>
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<td></td>
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<tr>
<td>UW-L Cycling Club</td>
<td>4/23/2013</td>
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<td>The Progressives</td>
<td>10/29/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Wisconsin Camps</td>
<td>10/26/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Latter Day Saints Student Association</td>
<td>10/25/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics Club</td>
<td>10/26/2012</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Parkour and Free Running Club</td>
<td>10/24/2012</td>
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<td></td>
<td></td>
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<tr>
<td>Chinese Club</td>
<td>10/22/2012</td>
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<td>Voices in Praise</td>
<td>10/22/2012</td>
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<tr>
<td>Social Dance Club</td>
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<tr>
<td>International Business Organization (IBO)</td>
<td>9/26/2012</td>
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<td>Students for Sensible Drug Policy</td>
<td>9/17/2012</td>
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<tr>
<td>Threads of Hope</td>
<td>9/10/2012</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Brittany Zimmerman’s Global Wardrobe</td>
<td>9/10/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare Ministries</td>
<td>8/27/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Approximately 140 student organizations or 78% were represented at the fall All Student Organizations Meeting on September 27, 2012
- 100% of Annual Registration Forms completed as of October 24, 2012
- 136 clubs completed a Year End Summary by May 1, 2013
• 235 Events were created and uploaded on MyOrgs during 2012-2013
• On January 1, 2013, began tracking export record data from MyOrgs (collection of name and reason for requesting a distribution list of Primary Contact and Advisers)
  o Collecting exported names is an Administrative access right
  o This allows University Centers to have knowledge of mass emails going out to clubs is not excessive, comes from a university student or employee, and ensures content fits university mission prior to releasing a distribution list:
  o 30 exports were released to the following:
    ▪ University Centers
    ▪ Recognized Student Organizations
    ▪ Campus Activities Board
    ▪ Leadership & Involvement Center
    ▪ New Student Orientation
    ▪ University Reservations
    ▪ University Dining/Catering
    ▪ Institutional Research
• 163 Fundraiser Registration Forms were completed and submitted during 2012-2013

2013-2014 Learning Outcomes
212 Student Staff:
• As a result of implementing MyOrgs, administrative support will be more efficient in managing the information and data provided by student orgs as proven by use of the on-line program and no paper documents.
My Orgs:
• As a result of student organizations utilizing My Orgs, students will feel more connected to their organizations as evidenced by the number of students utilizing the program.
• As a result of using My Orgs, potential students will be more aware of involvement opportunities as evidenced by increased participation levels in student organizations.
• As a result of utilizing My Orgs, staff members of University Centers will be better able to manage student organization information as evidenced by the use of the program.

2013-2014 Goals and Objectives
Publicity – proposal to replace Table Tents with TV Monitors
• Work with Event Support on the management tools when a web-based program is established with monitors
• Update all publications that will disclose policy on TV Monitor publicity (Campus Publicity Guidelines, etc.)
• Create TV Monitor Registration Form
• Eliminate Table Tent references
Services – New Storage Cages and Cubicles
• Determine consistent signage for both new opportunities
• Determine the type of security for the 15 assigned cages: key lock or combination lock
• Determine tracking method so is consistent with other student organization services
• Communicate consistently to organizations regarding service as are other services
Services – First Class Mailboxes
• Address the usage and data collected in spring 2013 to determine viability in New Student Center and the possibility of only mail slots as opposed to mailboxes
Student Organizations/MyOrgs:
- Continue to promote the functions and tools available on MyOrgs on campus such as the Involvement Record and the Service Hours/Community Service tracker
- Continue to streamline student organization compliance processes via MyOrgs and Qualtrics forms by a link
- Improve the on-line Registration Form for 2013 to include further data capture
- Involvement Record/Co-curricular Transcript functions: Encourage all users to become user members so an involvement record is created and students have a transcript available to them reflecting out of classroom experiences that include their own description of roles/projects developed and implemented while participating in a club

Miscellaneous
- Update and adapt the Campus Publicity Guidelines for 2013-2014 as needed

Pictures

2012-2013 Campus Planner

University Centers Student Staff
University Centers Staff and Graduate Assistants
Deposit Handled through 212 CC

2012-2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Copier Chargebacks</td>
<td>$948.90</td>
</tr>
<tr>
<td>Misc-tampons, scrap metal</td>
<td>$329.20</td>
</tr>
<tr>
<td>Campus Cash</td>
<td>$14,036.36</td>
</tr>
<tr>
<td>Reservations-transfers</td>
<td>$12,885.89</td>
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<tr>
<td>Reservations- cash deposits</td>
<td>$15,705.49</td>
</tr>
<tr>
<td>Graphics-cash deposits</td>
<td>$1,599.82</td>
</tr>
<tr>
<td>Graphics-transfers</td>
<td>$1,342.26</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$46,847.92</strong></td>
</tr>
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</table>

*totals thru May

Expenses for CC & WC General Operations

2012-2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Stores</td>
<td></td>
</tr>
<tr>
<td>9002</td>
<td>$5,312.12</td>
</tr>
<tr>
<td>9100</td>
<td>$2,248.26</td>
</tr>
<tr>
<td>Physical Plant</td>
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<tr>
<td>9002</td>
<td>$55,233.58 thru April</td>
</tr>
<tr>
<td>9100</td>
<td>$68,435.73 thru April</td>
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<tr>
<td>9110</td>
<td>$11,194.27 thru April</td>
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<td>Office Supplies-9002</td>
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</tr>
<tr>
<td>Supplies</td>
<td>$1,441.74</td>
</tr>
<tr>
<td>Paper</td>
<td>$1,016.90</td>
</tr>
<tr>
<td>Toner</td>
<td>$1,685.42</td>
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<tr>
<td>Office Supplies-9100</td>
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</tr>
<tr>
<td>Supplies</td>
<td>$887.03</td>
</tr>
<tr>
<td>Copiers</td>
<td>$4,578.04</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$152,033.09</strong></td>
</tr>
</tbody>
</table>
## FOOD SERVICE REVENUE
### 2012-2013

### CASH SALES

<table>
<thead>
<tr>
<th>Month</th>
<th>Galley</th>
<th>Einsteins</th>
<th>Cellar</th>
<th>Centennial</th>
<th>Dining</th>
<th>C. Store</th>
<th>Murphy's</th>
<th>Murphy's %</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$1,441.18</td>
<td>$1,561.63</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>August</td>
<td>$1,785.65</td>
<td>$5,601.78</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>September</td>
<td>$17,381.41</td>
<td>$18,210.04</td>
<td>$2,415.53</td>
<td>$2,140.64</td>
<td>$2,238.05</td>
<td>$5,944.33</td>
<td>$8,624.01</td>
<td>431.20</td>
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<tr>
<td>October</td>
<td>$23,604.09</td>
<td>$19,675.26</td>
<td>$2,758.86</td>
<td>$9,621.42</td>
<td>$3,510.62</td>
<td>$4,093.08</td>
<td>$12,753.01</td>
<td>637.65</td>
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<tr>
<td>November</td>
<td>$15,386.78</td>
<td>$14,746.15</td>
<td>$1,692.21</td>
<td>$8,509.41</td>
<td>$1,110.31</td>
<td>$4,100.89</td>
<td>$10,276.11</td>
<td>511.83</td>
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<tr>
<td>December</td>
<td>$8,908.24</td>
<td>$8,948.52</td>
<td>$1,204.40</td>
<td>$4,494.93</td>
<td>$402.49</td>
<td>$2,768.85</td>
<td>$7,325.58</td>
<td>366.28</td>
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<tr>
<td>Sub Totals</td>
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<td>$68,743.38</td>
<td>$8,071.00</td>
<td>$24,766.40</td>
<td>$7,261.47</td>
<td>$38,978.71</td>
<td>$1,948.94</td>
<td>65.55</td>
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</table>

### CAMPUS CASH SALES

<table>
<thead>
<tr>
<th>Month</th>
<th>Galley</th>
<th>Einsteins</th>
<th>Cellar</th>
<th>Centennial</th>
<th>Dining</th>
<th>C. Store</th>
<th>Murphy's</th>
<th>Murphy's %</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$1,679.75</td>
<td>$635.04</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>August</td>
<td>$214.07</td>
<td>$620.75</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$4.98</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>September</td>
<td>$6,643.14</td>
<td>$12,193.60</td>
<td>$979.25</td>
<td>$1,566.98</td>
<td>$384.10</td>
<td>$13,012.44</td>
<td>$2,859.48</td>
<td>142.97</td>
</tr>
<tr>
<td>October</td>
<td>$6,641.32</td>
<td>$11,707.03</td>
<td>$553.44</td>
<td>$5,597.40</td>
<td>$510.15</td>
<td>$13,651.72</td>
<td>$4,020.54</td>
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<tr>
<td>November</td>
<td>$5,350.41</td>
<td>$8,924.92</td>
<td>$473.49</td>
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<td>$277.00</td>
<td>$11,245.16</td>
<td>$2,914.75</td>
<td>145.74</td>
</tr>
<tr>
<td>December</td>
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<td>$5,643.85</td>
<td>$311.24</td>
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<td>$184.55</td>
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<td>Sub Total</td>
<td>$24,462.87</td>
<td>$39,725.19</td>
<td>$2,317.42</td>
<td>$13,499.73</td>
<td>$1,355.80</td>
<td>$49,702.92</td>
<td>$11,571.16</td>
<td>578.56</td>
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</table>

### CASH SALES Totals

<table>
<thead>
<tr>
<th>Month</th>
<th>GALLEY</th>
<th>EINSTEINS</th>
<th>CELLAR</th>
<th>CENTENNIAL</th>
<th>DINING</th>
<th>C. STORE</th>
<th>MURPHY'S</th>
<th>MURPHY'S %</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$145,427.80</td>
<td>$132,924.06</td>
<td>$16,199.86</td>
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<td>$25,402.05</td>
<td>$74,741.38</td>
<td>$3,737.07</td>
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### CAMPUS CASH Totals

<table>
<thead>
<tr>
<th>Month</th>
<th>GALLEY</th>
<th>EINSTEINS</th>
<th>CELLAR</th>
<th>CENTENNIAL</th>
<th>DINING</th>
<th>C. STORE</th>
<th>MURPHY'S</th>
<th>MURPHY'S %</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$43,299.98</td>
<td>$74,966.32</td>
<td>$3,426.05</td>
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<td>$2,688.73</td>
<td>$103,975.88</td>
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### CATERING & ALCOHOL SALES

<table>
<thead>
<tr>
<th>Month</th>
<th>Campus Catering</th>
<th>Campus Alcohol</th>
<th>Cleary Catering</th>
<th>Cleary Alcohol</th>
<th>Cleary 10% Comm</th>
<th>SAP</th>
<th>SAP 10% Comm</th>
<th>VIP</th>
<th>Camps</th>
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<tr>
<td>July</td>
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<td>$1,448.00</td>
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<td>$ -</td>
<td>$144.80</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>August</td>
<td>$36,386.02</td>
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<td>$ -</td>
<td>$78.49</td>
<td>$16,081.00</td>
<td>$1,608.10</td>
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<tr>
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<td>$267.75</td>
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<td>$553.55</td>
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<td>$211.35</td>
<td>$11,609.00</td>
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### CATERING & ALCOHOL Totals

<table>
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<th>Month</th>
<th>GALLEY</th>
<th>EINSTEINS</th>
<th>CELLAR</th>
<th>CENTENNIAL</th>
<th>DINING</th>
<th>C. STORE</th>
<th>MURPHY'S</th>
<th>MURPHY'S %</th>
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<tbody>
<tr>
<td></td>
<td>$360,558.04</td>
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## CUSTOMER COUNTS
### 2012-2013

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Note: The table provides a detailed breakdown of meal and block plan customers for the specified months, including block meals, reuter block, plus block, guest meals, faculty, upward bound, summer camps, and simply to go categories. The totals are included in the last row for each month.
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**TOTAL** $7,143.00 $8,105.41 $405.28 $51.80 $12,885.89 $28,591.38
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**Totals**  
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**Total Deposited**  
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<td>2680</td>
<td>$877.92</td>
<td>$-</td>
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<tr>
<td></td>
<td><em>$500.00 and over</em></td>
<td>$-</td>
<td>$-</td>
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<tr>
<td></td>
<td><em>Items in $500 and under/over will be found in class codes 2400, 2470, and 2480</em></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total</td>
<td>$419.20</td>
<td>$1,916.96</td>
<td>$477.48</td>
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<tr>
<td>Grand Total</td>
<td>$11,194.27</td>
<td>$9,185.92</td>
<td>$4,104.43</td>
<td>$13,225.51</td>
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## Physical Plant Work Orders - FY

<table>
<thead>
<tr>
<th>Month</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>$5,264.05</td>
<td>$1,532.22</td>
<td>$1,165.49</td>
<td>$2,762.01</td>
</tr>
<tr>
<td>Cost</td>
<td>$4,254.45</td>
<td>$1,532.22</td>
<td>$1,165.49</td>
<td>$2,762.01</td>
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<tr>
<td>Details</td>
<td>PM Storeroom Materials</td>
<td>Resurface tile in dishroom</td>
<td>Replaced chilled water valve</td>
<td>Insulated duct work</td>
</tr>
<tr>
<td>November</td>
<td>$9,570.59</td>
<td>$22,607.62</td>
<td>$6,350.45</td>
<td>$5,933.47</td>
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<tr>
<td>Work</td>
<td>$2,709.04</td>
<td>$1,560.64</td>
<td>$2,592.58</td>
<td>$2,468.66</td>
</tr>
<tr>
<td>Cost</td>
<td>$527.04</td>
<td>$180.72</td>
<td>$444.27</td>
<td>$233.43</td>
</tr>
<tr>
<td>Details</td>
<td>Fabrication of shelf inserts for shelf unit</td>
<td>PM Storeroom Materials</td>
<td>Repair for hot water line spraying</td>
<td>Water leak from ceiling in the galley area</td>
</tr>
<tr>
<td>November</td>
<td>$3,683.66</td>
<td>$3,907.51</td>
<td>$9,094.16</td>
<td>$5,572.25</td>
</tr>
<tr>
<td>Work</td>
<td>$1,135.23</td>
<td>$81.94</td>
<td>$73.74</td>
<td>$189.41</td>
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<tr>
<td>Cost</td>
<td>$1,280.11</td>
<td>$225.90</td>
<td>$1,124.69</td>
<td>$601.58</td>
</tr>
<tr>
<td>Details</td>
<td>PM Storeroom Materials</td>
<td>Pull leaking Circ. Pump for PW</td>
<td>Water leak in the galley area</td>
<td>Water leak in the galley area</td>
</tr>
<tr>
<td>November</td>
<td>$2,415.34</td>
<td>$624.49</td>
<td>$1,198.43</td>
<td>$790.99</td>
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<tr>
<td>Work</td>
<td>$15,669.59</td>
<td>$27,139.62</td>
<td>$16,643.04</td>
<td>$12,286.71</td>
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<tr>
<td>Cost</td>
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<td>$81.94</td>
<td>$233.43</td>
<td>$233.43</td>
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<tr>
<td>Details</td>
<td>Repair steam controls</td>
<td>PM Storeroom Materials</td>
<td>Water leak from ceiling in the galley area</td>
<td>Water leak from ceiling in the galley area</td>
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</table>

*Note: The table lists work orders for different months, along with their associated costs and details.*
<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
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<tbody>
<tr>
<td>$1,714.71</td>
<td>$2,160.54</td>
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<tr>
<td>$-</td>
<td>$-</td>
<td></td>
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<td>$2,823.75</td>
<td>$2,070.75</td>
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<td>$1,383.80</td>
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<td>$750.24</td>
<td>$559.78</td>
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<tr>
<td>$6,672.50</td>
<td>$5,988.86</td>
<td></td>
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<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
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</table>

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,502.18</td>
<td>$2,713.82</td>
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<td>$-</td>
<td>$-</td>
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<td>$361.44</td>
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<tr>
<td>$1,079.00</td>
<td>$1,287.72</td>
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<tr>
<td>$3,339.01</td>
<td>$885.42</td>
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</tr>
<tr>
<td>$1,258.69</td>
<td>$1,432.82</td>
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<td>$450.68</td>
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<td></td>
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<td>$-</td>
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<tr>
<td>$8,540.32</td>
<td>$7,071.66</td>
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<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>$180.05</td>
<td>$338.19</td>
<td></td>
<td></td>
</tr>
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<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$903.60</td>
<td>$753.01</td>
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<td>$1,083.65</td>
<td>$1,091.20</td>
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<td>$-</td>
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</table>

$14,151.72
<table>
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<tr>
<th>Date</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
</table>

Total $ -
## LEAKY CEILINGS, PIPES, ETC (9002/9110)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Cost</th>
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</thead>
</table>

Total: $ -
<table>
<thead>
<tr>
<th>Date</th>
<th># Tickets Sold</th>
<th>Ticket Type</th>
<th>Ticket Price</th>
<th>Ticket Office Commision</th>
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</thead>
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<td>July/Aug</td>
<td>0</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Aug/Sept</td>
<td>1</td>
<td>Adult</td>
<td>$ 35.00</td>
<td>$ 1.00</td>
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<tr>
<td>Sept/Oct</td>
<td>1</td>
<td>Adult</td>
<td>$ 35.00</td>
<td>$ 1.00</td>
</tr>
<tr>
<td>Oct/Nov</td>
<td>1</td>
<td>Adult</td>
<td>$ 35.00</td>
<td>$ 1.00</td>
</tr>
<tr>
<td>Nov/Dec</td>
<td>2</td>
<td>Max Pass</td>
<td>$ 90.00</td>
<td>$ 2.00</td>
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<tr>
<td>Dec/Jan -no sales</td>
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<td>0</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Jan/Feb</td>
<td>1</td>
<td>Adult</td>
<td>$ 35.00</td>
<td>$ 1.00</td>
</tr>
<tr>
<td>Feb/Mar</td>
<td>1</td>
<td>Adult</td>
<td>$ 35.00</td>
<td>$ 1.00</td>
</tr>
<tr>
<td>Mar/April</td>
<td>1</td>
<td>Adult</td>
<td>$ 35.00</td>
<td>$ 1.00</td>
</tr>
<tr>
<td>April/May</td>
<td>0</td>
<td>0</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>May/June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>8</strong></td>
<td></td>
<td><strong>$ 300.00</strong></td>
<td><strong>$ 8.00</strong></td>
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</table>
# Jefferson Bus Lines Summary
## 2012-2013

<table>
<thead>
<tr>
<th>Dates</th>
<th># of Tickets Sold</th>
<th>Total Sales</th>
<th>Ticket Office Commission</th>
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<tbody>
<tr>
<td>July 2012-No Sales</td>
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</tr>
<tr>
<td>August-September 2012</td>
<td>16</td>
<td>$ 826.08</td>
<td>$ 123.91</td>
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<td>October 2012</td>
<td>14</td>
<td>$ 676.98</td>
<td>$ 101.55</td>
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<tr>
<td>November 2012</td>
<td>7</td>
<td>$ 419.05</td>
<td>$ 62.86</td>
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<tr>
<td>December 2012</td>
<td>5</td>
<td>$ 177.65</td>
<td>$ 26.65</td>
</tr>
<tr>
<td>January 2013-No Sales</td>
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<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>February 2013</td>
<td>5</td>
<td>$ 265.20</td>
<td>$ 39.78</td>
</tr>
<tr>
<td>March 2013</td>
<td>8</td>
<td>$ 421.20</td>
<td>$ 63.18</td>
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<tr>
<td>April 2013</td>
<td>9</td>
<td>$ 426.25</td>
<td>$ 63.94</td>
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<tr>
<td>May 2013</td>
<td>2</td>
<td>$ 71.40</td>
<td>$ 10.71</td>
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<td>June 2013</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>66</strong></td>
<td>$ 3,283.81</td>
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</table>
## Campus Planners Summary-Ticket Office Sales
### 2012-2013

<table>
<thead>
<tr>
<th>Month</th>
<th># Sold</th>
<th>Price</th>
<th>Total Revenue</th>
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<tbody>
<tr>
<td>August</td>
<td>99</td>
<td>$5.00</td>
<td>$495.00</td>
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<tr>
<td>September</td>
<td>207</td>
<td>$5.00</td>
<td>$1,035.00</td>
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<tr>
<td>October</td>
<td>11</td>
<td>$5.00</td>
<td>$82.00</td>
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<tr>
<td></td>
<td>9</td>
<td>$3.00</td>
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</tr>
<tr>
<td>November</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>January (priced reduced to $3.00)</td>
<td>8</td>
<td>$3.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>February</td>
<td>2</td>
<td>$3.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>March</td>
<td>2</td>
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<tr>
<td>April</td>
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<tr>
<td>May</td>
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<td>$-</td>
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<tr>
<td>June</td>
<td>0</td>
<td>$-</td>
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<tr>
<td><strong>TOTALS</strong></td>
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## Credit Card Deposits and Service Fees
### 2012-2013

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<th></th>
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<th>Monthly Fee</th>
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<tr>
<td>August</td>
<td>$ 914.27</td>
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<tr>
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<td>October</td>
<td>$ 837.39</td>
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<td>$ 99.79</td>
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<td>$ 74.97</td>
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<tr>
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<td>$ 2,770.57</td>
<td>$ 130.63</td>
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<tr>
<td>April</td>
<td>$ 4,197.10</td>
<td>$ 189.20</td>
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<tr>
<td>May</td>
<td></td>
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</tr>
<tr>
<td>June</td>
<td>$ 14,714.72</td>
<td>$ 677.24</td>
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</tbody>
</table>
## Copier Summaries 2012-2013

<table>
<thead>
<tr>
<th>G5411-1st floor CC +XCP</th>
<th>G4505-office CC-Own</th>
<th>G5410-Scheduling</th>
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</thead>
<tbody>
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<td><strong>July. 11</strong></td>
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</tr>
<tr>
<td>Copies: 2,611</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td><strong>Jan. 12</strong></td>
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<tr>
<td>Copies: 2,804</td>
<td>Charges: $220.32</td>
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<tr>
<td><strong>Feb. 12</strong></td>
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<tr>
<td>Copies: 2,804</td>
<td>Charges: $220.32</td>
<td></td>
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<tr>
<td><strong>Mar. 12</strong></td>
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</tr>
<tr>
<td>Copies: 4,215</td>
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<tr>
<td><strong>Apr. 12</strong></td>
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<tr>
<td>Copies: 2,686</td>
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<tr>
<td><strong>May. 12</strong></td>
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<td><strong>June. 12</strong></td>
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<tr>
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</tr>
</tbody>
</table>

|                              |                      |                  |
|--------------------------------|----------------------|
| **G4538-Career Services-Own** |                     |
| **July. 11**                  |                      |
| Copies: 2,617                 | Charges: $320.96     |                  |
| **Aug. 11**                   |                      |
| Copies:                       | Charges: $80.24      |                  |
| **Sept. 11**                  |                      |
| **Oct. 11**                   |                      |
| Copies: 675                   | Charges: $80.24      |                  |
| **Nov. 11**                   |                      |
| **Dec. 11**                   |                      |
| Copies: 1,883                 | Charges: $80.24      |                  |
| **Jan. 12**                   |                      |
| **Feb. 12**                   |                      |
| **Mar. 12**                   |                      |
| **Apr. 12**                   |                      |
| Copies: 59                    | Charges: $80.24      |                  |
| **May. 12**                   |                      |
| **June. 12**                  |                      |
| **TOTALS**                    |                      |
| **2,617**                     | **$320.96**          |                  |

* billed quarterly charge 4300/$68.80

**Total Copier Expense (monthly charges from Tri-State):** $4,578.04

**Revenue Brought in from Copies:**

- **Chargebacks-CC units:** $948.90

**Revenue and Expense Summary for Copiers:**

- $948.90 Revenue from unit chargebacks
- $4,578.04 Tri-State Charges

**Total:** $3,629.14 Revenue Made
# Office Supplies

## SEMESTER I

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<th>Statement Date</th>
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<th>Toner 04-9002</th>
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<th>9001</th>
<th>9003</th>
<th>9006</th>
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<th>342</th>
<th>CSDA</th>
<th>NYSP</th>
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## Grand Total for Each Account

| Account       | $1,441.74 $850.47 $217.56 $4,541.97 $887.03 $- $271.16 $252.82 $214.55 $- $- $- $1,016.90 $1,685.42 |

## Total Spent

$8,677.30
# 9002 Campus Store Expenses

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**Totals**

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**TOTAL**

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# 9100 Campus Store Expenses

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**Totals**  
$1,890.62 | $341.14 | $ | $ | $ | $ | $ | $ | $16.50  

**TOTAL**  
$2,248.26
### 9110 Campus Store Expenses

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| Totals |   $ -    |   $ -    |   $ -    |   $ -    |   $ -    |   $ -    |   $ -    |   $ -    |   $ -    |

**TOTAL**: $ -
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**SUMMARY**

- Departmental event revenues are subject to a 5% sales tax and a 1% local county tax.
- Corporate events are subject to a 7% sales tax and a 1% county tax.
- Event attendees are charged via a credit card for all corporate event tickets.
- Event attendees are charged via a check for all departmental event tickets.
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## DEPARTMENT & STUDENT ORGANIZATION TICKET SALES

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### EVENT/DATE

**NO EAGLE LEFT BEHIND**

| 1/26/2013 | No tickets sold |                                      |

---

**Prices increase day of show**

- **RES LIFE and Campus Climate**
- **Latin American Student Org**
- **Delta Sigma Phi**

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### Workload and Outcome Measures-Totals from Access Control System

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<td>Whitney Center-Cash &amp; Campus Cash</td>
<td>2,568</td>
<td>1,688</td>
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<td>53,625</td>
<td>53,788</td>
<td>37,640</td>
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<td>3,013</td>
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<td>41,389</td>
<td>28,533</td>
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<td>Centennial Hall-Cash &amp; Campus Cash</td>
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<td></td>
<td>25,057</td>
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<td>203,844</td>
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<tr>
<td><strong>Chars- Transfer</strong></td>
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<td><strong>Galley Transfer</strong></td>
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<td>The Cellar Transfer</td>
<td>79,116</td>
<td>121,358</td>
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</tr>
<tr>
<td>Trattoria Transfer</td>
<td>27,599</td>
<td>23,431</td>
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<tr>
<td><strong>Block Meal Plan</strong></td>
<td>114,943</td>
<td>110,661</td>
<td>100,153</td>
</tr>
<tr>
<td>Reuter Block Plan</td>
<td>51,116</td>
<td>38,164</td>
<td>44,813</td>
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<tr>
<td><strong>Plus Block</strong></td>
<td></td>
<td></td>
<td>1,234</td>
</tr>
<tr>
<td><strong>Guest Meals</strong></td>
<td>9,553</td>
<td>n/a</td>
<td>10,486</td>
</tr>
<tr>
<td><strong>Sack Lunches</strong></td>
<td>81,079</td>
<td>101,263</td>
<td>113,671</td>
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<td><strong>Sub-total Dining:</strong></td>
<td><strong>912,428</strong></td>
<td><strong>1,034,872</strong></td>
<td><strong>486,982</strong></td>
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<tr>
<td><strong>Totals from Access Control System</strong></td>
<td><strong>914,189</strong></td>
<td><strong>1,035,342</strong></td>
<td><strong>486,982</strong></td>
</tr>
</tbody>
</table>

*Data thru 5-30-12*

### Workload and Outcomes Measures-Totals from Ticket Sales

<table>
<thead>
<tr>
<th>AREA</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Ticket Sales</td>
<td>3,538</td>
<td>2,677</td>
<td>2228</td>
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<tr>
<td>Unit Ticket Sales</td>
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<tr>
<td>Jefferson Line Bus Tickets</td>
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<td>85</td>
<td>66</td>
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<tr>
<td>Course Catalogs</td>
<td>27</td>
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<td>n/a</td>
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<tr>
<td>Campus Planners</td>
<td>697</td>
<td>463</td>
<td>340</td>
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<tr>
<td>MTU Bus Tickets</td>
<td>5</td>
<td>5</td>
<td>8</td>
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<tr>
<td><strong>Totals From Ticket Sales</strong></td>
<td><strong>8,282</strong></td>
<td><strong>7,402</strong></td>
<td><strong>4289</strong></td>
</tr>
</tbody>
</table>

*No spring concert, DSL or Book Club*
### Workload and Outcomes Measures - Totals from Estimated Event Attendance

<table>
<thead>
<tr>
<th>AREA</th>
<th>CUSTOMERS</th>
<th>CUSTOMERS</th>
<th>CUSTOMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010-2011</td>
<td>2011-2012</td>
<td>2012-2013</td>
</tr>
<tr>
<td>Activities/Events</td>
<td>16,193</td>
<td>15,137</td>
<td>9,526</td>
</tr>
<tr>
<td>Leadership and Involvement Programs</td>
<td>4,265</td>
<td>3,262</td>
<td>2,820</td>
</tr>
<tr>
<td>Pride Center (events, panels, presentations, etc.)</td>
<td>7,673</td>
<td>7,022</td>
<td>7,792</td>
</tr>
<tr>
<td><strong>Total from Estimated Event Attendance</strong></td>
<td><strong>28,131</strong></td>
<td><strong>25,421</strong></td>
<td><strong>20,138</strong></td>
</tr>
</tbody>
</table>

### Workload and Outcome Measures - Totals from Information Requests

<table>
<thead>
<tr>
<th>AREA</th>
<th>CUSTOMERS</th>
<th>CUSTOMERS</th>
<th>CUSTOMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010-2011</td>
<td>2011-2012</td>
<td>2012-2013</td>
</tr>
<tr>
<td>Total Reservations-Cartwright Center (confirmed-5,686)</td>
<td>31,239</td>
<td>17,616</td>
<td>7,119</td>
</tr>
<tr>
<td>Total Reservation-Academic (confirmed-7,149)</td>
<td></td>
<td></td>
<td>8,423</td>
</tr>
<tr>
<td>Graphics</td>
<td>196</td>
<td>180</td>
<td>149</td>
</tr>
<tr>
<td><strong>Totals from Information Requests</strong></td>
<td><strong>31,435</strong></td>
<td><strong>17,796</strong></td>
<td><strong>15,691</strong></td>
</tr>
</tbody>
</table>

### Workload and Outcome Measures - Totals from Participant Counts

<table>
<thead>
<tr>
<th>AREA</th>
<th>CUSTOMERS</th>
<th>CUSTOMERS</th>
<th>CUSTOMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010-2011</td>
<td>2011-2012</td>
<td>2012-2013</td>
</tr>
<tr>
<td>Meal Plan Participant (fall)</td>
<td>2,675</td>
<td>3,144</td>
<td>3,112</td>
</tr>
<tr>
<td>Meal Plan Participant (Spring)</td>
<td>2,512</td>
<td>2,900</td>
<td>2,965</td>
</tr>
<tr>
<td>Block Meal Plan-Off Campus (fall and spring)</td>
<td>1,341</td>
<td>1,506</td>
<td>2,598</td>
</tr>
<tr>
<td>Block Meal Plan-Reuter (fall and spring)</td>
<td>439</td>
<td>323</td>
<td>655</td>
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<tr>
<td><strong>Sub-total Meal Plans</strong></td>
<td><strong>6,967</strong></td>
<td><strong>7,873</strong></td>
<td><strong>9,330</strong></td>
</tr>
<tr>
<td>(Block meals are Fall and Spring numbers combined)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members-Student Organizations</td>
<td>6,118</td>
<td>2300</td>
<td>3,458</td>
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<tr>
<td><strong>Totals from Participant Counts</strong></td>
<td><strong>13,085</strong></td>
<td><strong>10,173.00</strong></td>
<td><strong>12,788</strong></td>
</tr>
</tbody>
</table>

### Workload and Outcome Measures - all Totals

<table>
<thead>
<tr>
<th>AREA</th>
<th>CUSTOMERS</th>
<th>CUSTOMERS</th>
<th>CUSTOMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010-2011</td>
<td>2011-2012</td>
<td>2012-2013</td>
</tr>
<tr>
<td>Totals from Ticket Sales</td>
<td>8,282</td>
<td>7,402</td>
<td>4,289</td>
</tr>
<tr>
<td>Totals from Estimated Event Attendance</td>
<td>28,131</td>
<td>25,421</td>
<td>20,138</td>
</tr>
<tr>
<td>Totals from Information Requests</td>
<td>31,435</td>
<td>17,796</td>
<td>15,691</td>
</tr>
<tr>
<td>Totals from Participant Counts</td>
<td>13,085</td>
<td>10,173</td>
<td>12,788</td>
</tr>
<tr>
<td>Totals from Access Control System</td>
<td>914,189</td>
<td>1,035,342</td>
<td>486,982</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>995,122</strong></td>
<td><strong>1,096,134</strong></td>
<td><strong>539,888</strong></td>
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</tbody>
</table>
Activities
Campus Activities Board
Fraternity and Sorority Life
Leadership & Involvement Center
Pride Center
Student Organizations
A. **Program Mission Statement, Program Definitions**
   - **Mission Statement:** We believe in providing educational and entertaining events to the La Crosse campus and community. We hope to challenge individual thought through performing arts and lectures, evoke laughter and fun through comedians and special events and be inclusive to all walks of life. The programming process of CAB provides growth and leadership development to any student who chooses to participate. *Campus Activities Board,* strives to link education, entertainment and YOU.

   **Program Definitions:**
   - **Cellar Programming:** Cellar programming includes the 1, 2, 3, Thursday Series. 1, 2, 3, Thursdays are the first three Thursdays of the month. The first week is a local talent band from UW-L or the area. The second Thursday is an open mic night showcasing a variety of student talent on campus. The third Thursday is a game or craft night where students can make something to take with them or win some great prizes. The Cellar also housed our second showing on Free Movie Friday, the first Friday of every month.
   - **Special Events:** Special events are performances that we bring to campus specifically directed at entertaining the students. These include our Welcome Back events in the fall and spring, concerts, comedians, and other fun programming throughout the year.
   - **Performing Arts and Lectures:** Performing Arts and Lectures include a variety of events that help students see the world from a different angle. These include lectures, presentations, dance performances, and other events that challenge our students to look at things through a different lens. CAB often is able to co-sponsor with other groups on campus for these events.

B. **Program Membership/Unit Staffing**

   **Professional Staff:**
   - Jaralee Richter

   **Graduate Staff:**
   - Tev Lee
   - Billy Werb

   **CAB Board Members**

   **Fall 2012**
   - Megan Mundt-President
   - Lindsay Robertson- VP Membership Development
   - Laramie Hren-Director of Selection
   - Felicia Geray-Financial Coordinator
   - Emily Swiecichowski-Event Coordinator
   - Kelly McClone-Director of Public Relations
   - David Jergenson-Event Coordinator
   - Brittany Lehrer-Event Coordinator
   - Courtney Coonen-Event Coordinator
   - Liz Hitzel-Event Coordinator
   - Megan Moneta-Event Coordinator

   **Spring 2013**
   - Megan Mundt-President
   - Lindsay Robertson- VP Membership Development
   - Brittany Mondloch-Director of Selection/Event Coordinator/CAB Intern
   - Emily Swiecichowski- Financial Coordinator
   - Kelly McClone-Director of Public Relations
   - Courtney Coonen-Event Coordinator
   - Liz Hitzel-Event Coordinator
   - Megan Moneta-Event Coordinator
   - Anna Peeters-Event Coordinator
C. **Brochures/Publications**
- CAB decided to disperse their 2012-2013 brochure on the CAB website. The brochure can be found at [http://issuu.com/uw-lacrosse/docs/cab_book_2012-13_may_2013?mode=window](http://issuu.com/uw-lacrosse/docs/cab_book_2012-13_may_2013?mode=window). One of the benefits of having the brochure online other than saving money and being more sustainable is that we can update events that are unknown to us as the semester goes on. Examples of these events include Thursday night Cellar programming and our Free Movie Friday series.

D. **2012-2013 Learning Outcomes and Assessments**
- This year CAB implemented a new election system that runs on a calendar year instead of a school year. During the fall semester, we focused on creating and establishing personal goals and organizational goals for CAB as an organization; whereas in the spring semester the new CAB board focused on team building and competency of learning outcomes. Below are the different learning outcomes and assessments for each respective semester and CAB board.

**Learning Outcomes and Assessments: Fall 2012**
- Each of the three CAB advisors conducted end of the year evaluations with each student on their advising team. These evaluations were a reflective tool for the students to help them think about their expectations, knowledge of University Centers, personal goals, strengths, and areas for improvements.

**University Centers**
- “I am aware of the services of the following functions: meal plan office, 212 office, reservation and front desk, as well as Heather for technology information.”
- “I have extensive knowledge on how to navigate University Centers.”
- “I have sufficient knowledge of most staff member’s positions and the different organizations and committees.”

**Areas for Improvements/Growth**
- “I feel that I can grow in my leadership skills, putting on events, and solving conflict.”
- “My areas for improvement are communication and organization.”
- “I would like to experience growth in my ability to plan for the future (deciding what to do – graduate school, GRE, career, etc.).”
- “I would like to connect with our CAB members on a more personal level, be more approachable, and learn how to gain interest in CAB without using extroverted or loud tactics.”

**Strengths**
- “My strengths are empathy, patience, and organization.”
- “Learner, achiever, intellection, focus, and analytical.”
- “I contribute positivity and encourage others”
- “My strengths, based on StrengthsQuest, are harmony, developer, input, responsibility, and discipline.”

**Learning Outcomes and Assessments: Spring 2013**
- Similarly to the fall semester, each of the three CAB advisors conducted end of the semester evaluations with each student on their advising team. These evaluations were a reflective tool for the students. These are the following themes found within the evaluation.

**Personal Strengths**
- “I believe that I bring positivity and energy to CAB as an Event Coordinator.”
- “Organization, motivation, inclusivity, promotion of new ideas.”
• “Time management, Communication skills, and Motivation/Determination.”
• “Adaptability, Positivity, and Inclusive.”

Knowledge Inquired from CAB Position
• “I have learned that everything is a process. Whether it be planning the logistics of an event from start to finish, to just coming closer with my team. Nothing happens overnight and you get what you put into it.”
• “I have learned more about my presenting style, how to work with larger groups of people, and how to collaborate more with the board members.”
• “I have learned that I’m more capable of doing things than I originally thought. A lot of the things I’ve learned to do this year I’ve never done before, but after doing them once or twice I’ve improved myself in so many ways. Also, I have learned that I am not 100% in control of everything and that is not a bad thing. CAB has taught me that no matter what, everything will work out and it will be fine in the end if you put in your effort needed.”
• “I have learned how delegate tasks and how to serve as a mentor to general members.”

Level of Satisfaction through Personal Involvement
• “I love all the opportunities it has given me. I enjoy the sense of involvement within campus and all of the friends I have gained just in this short semester. I feel like I am making an impact for everything I am a part of, just by speaking about CAB and telling people about it I feel as if I am opening more people up to the idea of CAB and what we do. I had several friends that had no idea what CAB does, and now they are thinking of joining. This I think is contributing to the org as more and more people are becoming aware of what we do.”
• “I have enjoyed working with different people, altering my position to fit the needs of the members, and taking on new challenges as the year has progressed. I feel like I am making a contribution to the organization when I greet new members and I see them come back. I have found a few people who have really made me proud as the semester has progressed. They have become involved through friends and are a very positive influence on our organization.”
• “I love working with everyone both on the board and the general members. The relationships I’ve made will last a long time. I also enjoy all the opportunities in leadership I’ve had by being an event coordinator. I know these experiences will help me greatly in the future. Every time I plan a successful event I feel like I contribute to the organization. Especially the large scale events like Marc Elliot and Sonia Nazario, where hundreds of students and community members learn from the lectures.”
• “I have enjoyed helping our new board members and general members grow and develop and learn new skills. I have enjoyed being part of the group process and serving our campus. I felt that each year I have contributed to cab differently based on my learning experience. I feel that I contributed to CAB by volunteering for event, helping teach new board members the ropes, and just generally getting to know everyone and forming bonds.”

E. 2012-2013 Goals, Objectives, and Accomplishments
CAB created the following goals and objectives for themselves during the fall training in September. These same goals carried over to the new CAB board in the spring semester.

Goals, Objectives, and Accomplishments: Fall 2012 & Spring 2013

Social Media
• 100 new likes by the end of the semester
• Achieved about half
• Methods: Liking contests, lap top at events, squirrel picture
Committees

- Three committed members per committee
- Who had this? All Fall 2012
- Coordinator feels supported
- Measurement?
- Retention, comfortable environment

F. 2012-2013 Highlights/Points of Pride

- **Sample the City:** One of CAB’s most successful fall semester and annual events, Sample the City, brings local La Crosse businesses and UW-La Crosse campus entities together as they promote their products and services on campus. Some participating businesses were Toppers Pizza, Dublin Square, Kwik Trip, Sedexo, Biolife, Orange Pearl, and Generous Earth Pottery; just to name a few. From free food and merchandise to general information about the La Crosse community, the event attracted many students, faculty, and staff outside to enjoy the music and festivities on Wittich lawn.

- **Chris Jones:** For CAB Fest this year, the board chose hypnotist Chris Jones. The CAB board discovered Chris at NACA in April, 2012 after hearing several great recommendations about him prior to attending the conference. Chris, a UW-L alumnus, performed in Valhalla to an audience of over 800 students. In addition to the night performance, Chris also performed across campus and in some of his favorite professors’ classrooms throughout the day to help create a buzz for the event.

- **Sonia Nazario:** Sonia Nazario, the author of the book *Enrique’s Journey*, was this year’s selection for the UW-L Common Reading program. Prior to her lecture in Valhalla, Sonia met with a UW-L 100 class where she shared about her experience writing *Enrique’s Journey* and also answered students’ questions. Following the classroom visit Sonia had dinner with students from LASO, CAB, and UW-L 100. Her lecture included a slideshow of pictures from her time spent riding the trains throughout Mexico. After her lecture she answered questions and signed books.

- **Golden Dragon Acrobats:** CAB was proud to host the one of the most spectacular shows of the year – the Golden Dragon Acrobats. This enthralling theatrical performance has won many awards through its display of acrobatics, traditional dance, spectacular costumes and ancient, contemporary music. In collaboration with the Intercultural Organization Promoting Awareness (IOPA), CAB was able to accommodate seating in Vahalla for nearly 400 audience members. Students, faculty, staff, and the community watched performers of ancient Chinese acrobatics in awe bend, twist, and flip right in front of their eyes.

- **Zach Wahls:** The CAB board was also fortunate enough to discover Zach Wahls at NACA in April, 2012. Zach was chosen to come to campus to speak about marriage equality. Zach was made famous by his powerful speech in front of an Iowa House of Representatives committee prior to their vote on gay marriage. Before Zach’s lecture CAB put together a dinner for some board members and Pride Center students to meet and talk with Zach. His lecture in Valhalla had around 300 people attend and was very well received.

- **MadHatters:** The MadHatters – a men’s acapella group from Madison – have become one of the most anticipated events of the year by UW-L students. The vicinity of Vahalla was occupied to its maximum capacity. In conjunction with the MadHatters, CAB raised money toward breast cancer research for the Steppin’ Out in Pink foundation in association with Gunderson Lutheran Medical Foundation. There was an immediate outpouring of support from the UW-L student body and community. CAB also collaborated with the MadHatters who donated 1/3 of their proceeds from merchandise sales to the Walk as well. The total raised was approximately $500. In the future, CAB hopes to host this event outside to allow for a more spacious and lively environment.
G. **Inclusive Excellence/Diversity Initiatives**

- CAB’s Director of Selection joined the Diversity Organization Coalition (DOC) as an active member; reporting and communicating events, ideas, and contributing efforts toward inclusivity on campus among participating student organizations.
- Early fall semester, CAB participated in the Office of Multicultural Student Services (OMSS) Multicultural Leadership Retreat. This was an opportune time for CAB to build relations with students of diversity organizations and network with student leaders.
- CAB worked with the Intercultural Organization Promoting Awareness (IOPA) who co-sponsored and assisted with the Golden Dragon Acrobats with promotion and on the day of the event. CAB also gave an opportunity to IOPA to show a movie – Guess Who – as a part of our Free Movie Friday series.
- In conjunction with the Common Reading Program, Office of Residence Life, the University Centers, and New Student Orientation; CAB promoted and provided assistance in hosting Sonia Nazario, author of “Enrique’s Journey”, who spoke about her incredible journey through Honduras.
- CAB, along with the Asian Latina African Native American Women, Asian Student Organization, Black Student Unity, Broadening Horizons, Campus Activities Board, Campus Climate and Diversity, Disability Resource Services, Hmong Organization Promoting Education, Intercultural Organization Promoting Awareness, Latin American Student Organization, Native American Student Association, Office of Multicultural Student Services, Office of Residence Life, Provost Office, Rainbow Unity, Students Advocating Potential Ability, Students for a Free Tibet, and UW-L Student Association, collaborated in bringing Jane Fernandes, Provost and Vice Chancellor for Academic Affairs at the University of North Carolina Asheville, to UW-La Crosse to speak about her experiences of White privilege and power in the deaf community.
- This year CAB participated in the Fourth Annual Diversity Dialogues program by inviting Marc Elliot, author of “What Makes You Tick?”, as he spoke about his struggle and liberation of Tourette’s syndrome. This was a university wide event that highlighted diversity in and around campus.
- CAB partnered with the Pride Center to invite Zach Wahls to speak about his testimony – In the States: Iowa and My Two Moms – and importance of equal treatment and marriage rights of people who identify as LGBTQIA. Through this partnership, CAB has established another opportunity to partner with the Pride Center with “I <3 Female Orgasm” next fall semester.

H. **Policy Changes/Issues/Recommendations**

The CAB executive board restructured the organization by developing two separate opportunities for students who join CAB. The roles are: 1) General member – CAB members committed to working with an event coordinator and committee on any and all aspects of assigned events throughout the year; 2) Volunteer – CAB members, who work closely with the VP of Membership, to provide additional support to any event based on personal availability and interest. The current CAB board is in the process of assessing the effectiveness of the new structured membership organization.
I. Changes in Responsibilities, Services, and Programs

- At the start of the fall semester of this year, a new executive position, the Director of Selection, was created to serve as a liaison to other student and community organizations. This position strived to foster potential co-sponsorship opportunities and develops the performing arts and lecture survey for the spring semester. The Director of Selection was developed to assist in providing support and further distributing tasks based on the President and Public Relation’s roles in specifically working with the community and any interested co-sponsored events.

- This year, because of the leave of absence of Kaye Schendel; Jaralee Ricter, University Centers Program Advisor and advisor for CAB, took on the role of coordinating the Student Leadership and Involvement Center (LIC) and staff. Jaralee worked diligently with both organizations; especially with the restructuring and change of culture within the LIC.

- A new election system was implemented for the CAB executive board and event coordinators. Instead of serving for a school year (September to May), the CAB staff would serve their roles according to a calendar year (January to December). This new election system has changed the timeline for elections and turnover for potential, new, and old CAB members. The new CAB executive team is currently in the process of assessing the outcome of this new timeline.

- Brittany Mondloch, a senior majoring in Recreational Sports Management, approached Jaralee Ricter about the opportunity to do an internship with CAB. She had expressed an interest in the field of Student Affairs and Administration and was searching to find any relatable experiences. At the start of spring semester, Brittany was granted an internship position with University Centers. Although Brittany primarily worked with CAB, her time was also divided among various organizations and operations within University Centers – allowing Brittany to gather information about Student Affairs aspects regarding student activities and programming.
J. **Workload and Outcome Measure**
   See attached (Event Chart at end of Report)

K. **Budget and Resources Summary**

   **Overall Summary for 2012-2013:**
   
   Revenue: 89,874.60
   Transfers(cred) +4,690.00
   **Balance:** 94,564.60
   Expenses: -49,122.17
   **Balance:** 45,442.43
   Debt: -16,092.93
   **Balance:** $29,349.50
   Encumbered: -19,426.50
   **Balance:** $9,923.00

   Balance used for June salaries, book order, t-shirts and outstanding bills

   **2013-2014 Programming Budget: (contractual areas-next year)**
   Cellar Programming - $9,000 (9103)
   Welcome Week - $4,500
   Special Events - $11,500
   Performing Arts - $19,000
   Lectures - $12,000
   Movies - $4,000

L. **2013-2014 Learning Outcomes**
   CAB will set learning outcomes at the beginning of 2013-14.

M. **2013-2014 Goals and Objectives**
   CAB will set goals and objectives at the beginning of 2013-14.
<table>
<thead>
<tr>
<th>Event Title</th>
<th>Date of Event/ Location</th>
<th>Agency/Contact Info</th>
<th>Contract Fee</th>
<th>Ticket Prices</th>
<th>Student Attendance</th>
<th>Coupons</th>
<th>Gen. Public Attended</th>
<th>Total Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preston Pugmire Music—one man band</td>
<td>9/3/2012 Valhalla, CC</td>
<td>Nancy Oeswin Auburn Moon Agency</td>
<td>$1,177</td>
<td>Free</td>
<td>150</td>
<td>0</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td>Granite Rose music</td>
<td>9/6/2012 The Cellar, CC</td>
<td>Evan Mehre</td>
<td>$150</td>
<td>Free</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Free Movie Friday- The Avengers</td>
<td>9/7/2012 Graff Main Hall/ The Cellar</td>
<td>Swank</td>
<td>N/A</td>
<td>Free</td>
<td>700</td>
<td>0</td>
<td>0</td>
<td>700</td>
</tr>
<tr>
<td>Sample the City</td>
<td>9/12/2012 Wittich Lawn</td>
<td>CAB</td>
<td>N/A</td>
<td>Free</td>
<td>1600</td>
<td>-</td>
<td>200</td>
<td>1800</td>
</tr>
<tr>
<td>Open Mic Night</td>
<td>9/13/2012 The Cellar, CC</td>
<td>CAB</td>
<td>N/A</td>
<td>Free</td>
<td>75</td>
<td>0</td>
<td>0</td>
<td>75</td>
</tr>
<tr>
<td>Chris Jones hypnotist</td>
<td>9/14/2012 Valhalla, CC</td>
<td>Scott Bass/Bass/Schuler Entertainment</td>
<td>$1,477</td>
<td>Free</td>
<td>900</td>
<td>0</td>
<td>0</td>
<td>900</td>
</tr>
<tr>
<td>Game Night</td>
<td>9/20/2012 The Cellar, CC</td>
<td>CAB</td>
<td>N/A</td>
<td>Free</td>
<td>30</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Peace Concert Furlough Riders</td>
<td>9/21/2012 Joe Gow</td>
<td>N/A</td>
<td>Free</td>
<td>100</td>
<td>0</td>
<td>20</td>
<td>120</td>
<td></td>
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<tr>
<td>REdtoberfest Laser Tag</td>
<td>9/28/2012 REC Eagle Center</td>
<td>Tony The Smith Agency 616-791-8298</td>
<td>$1,600</td>
<td>Free</td>
<td>250</td>
<td>0</td>
<td>0</td>
<td>250</td>
</tr>
<tr>
<td>300 + music</td>
<td>10/4/2012 The Cellar, CC</td>
<td>CAB</td>
<td>$0</td>
<td>Free</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>50</td>
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<tr>
<td>Gail Williamson lecture</td>
<td>10/5/2012 Valhalla 2pm</td>
<td>Kim Frederickson 608-857-3637</td>
<td>$700</td>
<td>Free</td>
<td>175</td>
<td>-</td>
<td>10</td>
<td>185</td>
</tr>
<tr>
<td>Free Movie Friday – The Amazing Spiderman</td>
<td>10/5/2012 Graff Main Hall/ The Cellar</td>
<td>Swank</td>
<td>N/A</td>
<td>Free</td>
<td>80</td>
<td>0</td>
<td>0</td>
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<td>Gen. Public Attended</td>
<td>Total Attended</td>
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</tr>
<tr>
<td>Open Mic</td>
<td>10/11/201</td>
<td>Student Talent</td>
<td>N/A</td>
<td>Free</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>Pumpkin Painting</td>
<td>10/18/201</td>
<td>The Cellar, CC</td>
<td>N/A</td>
<td>Free</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Kurt Scobie music</td>
<td>10/20/201</td>
<td>Carolyn Hey Cole</td>
<td>$1,100</td>
<td>$5, $7</td>
<td>36</td>
<td>-</td>
<td>54</td>
<td>90</td>
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<tr>
<td>Sonia Nazario Common Read lecture</td>
<td>10/25/201</td>
<td>Jason Corliss</td>
<td>$8,000</td>
<td>Free</td>
<td>552</td>
<td>-</td>
<td>23</td>
<td>575</td>
</tr>
<tr>
<td>Josh Vietti music</td>
<td>10/26/201</td>
<td>Brian Dennis Diversity Talent Agency</td>
<td>$2,450</td>
<td>Free</td>
<td>175</td>
<td>0</td>
<td>50</td>
<td>225</td>
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<tr>
<td>La Croix music</td>
<td>11/1/2012</td>
<td>Jacob Stilin</td>
<td>$0</td>
<td>Free</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Free Movie Friday – The Dark Knight Rises</td>
<td>11/2/2012</td>
<td>Swank</td>
<td>N/A</td>
<td>Free</td>
<td>200</td>
<td>0</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>Open Mic Night</td>
<td>11/8/2012</td>
<td>Student Talent</td>
<td>N/A</td>
<td>Free</td>
<td>80</td>
<td>0</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>Minute to Win It</td>
<td>11/15/201</td>
<td>CAB</td>
<td>N/A</td>
<td>Free</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Golden Dragon Acrobats</td>
<td>11/19/201</td>
<td>Sandra Hamilton Art Fegan Entertainment</td>
<td>$8,424</td>
<td>$3, $10</td>
<td>241</td>
<td>71</td>
<td>50</td>
<td>362</td>
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<tr>
<td>Dessa – Spoken Word/lecture</td>
<td>11/27/13</td>
<td>Worked with English Dept.</td>
<td>Free</td>
<td></td>
<td>40</td>
<td>-</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Free Movie Friday - ELF</td>
<td>12/7/2012</td>
<td>Swank</td>
<td>N/A</td>
<td>Free</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>40</td>
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<tr>
<td>Event Title</td>
<td>Date of Event/Location</td>
<td>Agency/Contact Info</td>
<td>Contract Fee</td>
<td>Ticket Prices</td>
<td>Student Attendance</td>
<td>Coupons</td>
<td>Gen. Public Attended</td>
<td>Total Attended</td>
</tr>
<tr>
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</tr>
<tr>
<td>Free Movie Friday – Argo</td>
<td>2/1/2013 Graff Main Hall/The Cellar, CC</td>
<td>Swank</td>
<td>N/A</td>
<td>Free</td>
<td>150</td>
<td>0</td>
<td>25</td>
<td>175</td>
</tr>
<tr>
<td>Marc Elliot lecture</td>
<td>2/6/2013 Valhalla, CC</td>
<td>Brooke Sines Coleman Productions 704-896-9494</td>
<td>$3,000</td>
<td>Div Dial Free</td>
<td>300</td>
<td>146</td>
<td>-</td>
<td>463</td>
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<tr>
<td>Trees on the Moon music</td>
<td>2/7/2013 The Cellar, CC</td>
<td>Travis Thorp travisthorpgmail.com</td>
<td>$150</td>
<td>Free</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>50</td>
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<tr>
<td>Open Mic Night</td>
<td>2/14/2013 The Cellar, CC</td>
<td>Student Talent</td>
<td>N/A</td>
<td>Free</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>100</td>
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<tr>
<td>Family Feud</td>
<td>2/21/2013 The Cellar, CC</td>
<td>CAB</td>
<td>N/A</td>
<td>Free</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Jane Fernandez lecture</td>
<td>2/25/13</td>
<td>Jane Fernandez – 828-251-6470 co sponsored with many orgs</td>
<td>$3199</td>
<td>Free</td>
<td>650</td>
<td>-</td>
<td>100</td>
<td>750</td>
</tr>
<tr>
<td>Free Movie Friday – The Impossible</td>
<td>3/1/2013 Graff Main Hall/The Cellar, CC</td>
<td>Swank</td>
<td>N/A</td>
<td>Free</td>
<td>45</td>
<td>0</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>Aaryn Deutsch musici</td>
<td>3/7/2013 The Cellar, CC</td>
<td>Aaryn Deutsch</td>
<td>$0</td>
<td>Free</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>100</td>
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<tr>
<td>Dancing Wheels dance</td>
<td>3/13/2013 Valhalla, CC</td>
<td>Lori Bowman Professional Flair</td>
<td>$4,600</td>
<td>$2 $5</td>
<td>179</td>
<td>-</td>
<td>23</td>
<td>202</td>
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<tr>
<td>Are you smarter than a 5th grader?</td>
<td>3/14/2013 The Cellar, CC</td>
<td>CAB</td>
<td>N/A</td>
<td>Free</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Found Footage Festival</td>
<td>4/1/2013 Valhalla, CC</td>
<td>Scott Bass Bass/Schuler Entertainment 773-282-5184</td>
<td>$1677</td>
<td>Free</td>
<td>40</td>
<td>0</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td>Jessi Campbell comedian</td>
<td>3/28/2013 The Cellar, CC</td>
<td>Robin Menier Summit Comedy Inc. 800-947-0651</td>
<td>$1,677</td>
<td>Free</td>
<td>80</td>
<td>0</td>
<td>0</td>
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<td>Contract Fee</td>
<td>Ticket Prices</td>
<td>Student Attendance</td>
<td>Coupons</td>
<td>Gen. Public Attended</td>
<td>Total Attended</td>
</tr>
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</tr>
<tr>
<td>Ben Vanden Boogaard</td>
<td>4/4/13 The Cellar</td>
<td>CAB</td>
<td>$0</td>
<td>Free</td>
<td>80</td>
<td>0</td>
<td>0</td>
<td>80</td>
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<tr>
<td>Trivia Game Night</td>
<td>4/11/13</td>
<td>CAB</td>
<td>$0</td>
<td>Free</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Zach Wahls lecture</td>
<td>4/15/13</td>
<td>Scott Wolfman Wolfman Prod.</td>
<td>$3199</td>
<td>$2 $5</td>
<td>119</td>
<td>55</td>
<td>10</td>
<td>184</td>
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<tr>
<td>Open Mic</td>
<td>4/18/13</td>
<td>CAB</td>
<td>$0</td>
<td>Free</td>
<td>80</td>
<td>-</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>Free Movie Friday – Relay for Life</td>
<td>4/19/13</td>
<td>SWANK Silver Linings Playbook</td>
<td>Free</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Craft Nite</td>
<td>5/2/13 The Cellar</td>
<td>CAB</td>
<td>N/A</td>
<td>Free</td>
<td>40</td>
<td>-</td>
<td>-</td>
<td>40</td>
</tr>
<tr>
<td>Madhatters</td>
<td>5/3/13 Valhalla</td>
<td>Joe Meeker</td>
<td>$900</td>
<td>Free</td>
<td>700</td>
<td>-</td>
<td>-</td>
<td>700</td>
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<td><strong>TOTALS</strong></td>
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<td></td>
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<td>43</td>
<td>8,783</td>
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**2012-13 ANNUAL REPORT**

**Fraternity & Sorority Life**

A. Program Mission Statement, Program Definitions, Program Responsibilities

B. Program Membership/Unit Staffing

Graduate Assistant: Jessica Jurgella
Greek Advisor: Jennifer Hartzheim
Greek Advisor: Spencer Long

<table>
<thead>
<tr>
<th>Fraternity Membership</th>
<th>Fraternity Membership</th>
</tr>
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<tbody>
<tr>
<td><strong>Fall 2012</strong></td>
<td><strong>Spring 2013</strong></td>
</tr>
<tr>
<td>Alpha Sigma Phi</td>
<td>Alpha Sigma Phi</td>
</tr>
<tr>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Chi Phi</td>
<td>Chi Phi</td>
</tr>
<tr>
<td>30</td>
<td>35</td>
</tr>
<tr>
<td>Delta Sigma Phi</td>
<td>Delta Sigma Phi</td>
</tr>
<tr>
<td>25</td>
<td>24</td>
</tr>
<tr>
<td>Sigma Alpha Epsilon</td>
<td>Sigma Alpha Epsilon</td>
</tr>
<tr>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Sigma Tau Gamma</td>
<td>Sigma Tau Gamma</td>
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<table>
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<tr>
<th>Sorority Membership</th>
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<tr>
<td><strong>Fall 2012</strong></td>
</tr>
<tr>
<td>Alpha Phi</td>
</tr>
<tr>
<td>47</td>
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<tr>
<td>Alpha Xi Delta</td>
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<table>
<thead>
<tr>
<th>Sorority Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 2013</strong></td>
</tr>
<tr>
<td>Alpha Phi</td>
</tr>
<tr>
<td>50</td>
</tr>
<tr>
<td>Alpha Xi Delta</td>
</tr>
<tr>
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</tr>
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</table>

Greek Total Fall 2012: 185
Greek Total Spring 2013: 195

C. Brochures/Publications

D. Learning Outcomes and Assessments 2012-13

Learning Outcome #1: Students will develop leadership skills as a result of their participation in out-of-class experiences: activities, events, employment, governance, and service.
- As a result of membership in the Fraternity/Sorority Community, students will promote academic success through the encouragement of scholarly programs as evidenced by Fraternity and Sorority community members’ GPA’s.
- As a result of membership in the Fraternity/Sorority Community, students will encourage a responsible social life and appropriate risk management practices as evidenced by the University Learning Outcomes Assessment, Greek Experience Survey and community members' behaviors.

Learning Outcome #2: Students will develop critical thinking skills through participation, reflection, and engagement in out-of-class experiences: activities, events, employment, governance, and service.
- As a result of membership in the Fraternity/Sorority Community, students will strive for an ethical and value-based community as evidenced by the results of the Greek Experience Survey to be conducted at least every two years.
As a result of membership in the Fraternity/Sorority Community, students will encourage a responsible social life and appropriate risk management practices as evidenced by the University Learning Outcomes Assessment, Greek Experience Survey and community members' behaviors.

Learning Outcome #3: Students will learn to be active citizens of their local and global communities through involvement in out-of-class experiences: activities, events, employment, governance, and service.

As a result of membership in UW-L fraternities and sororities, student's sense of civic commitment and involvement will be affected positively as evidenced by the University Learning Outcomes Assessment and the Greek Experience Survey.

Learning Outcome #4: Students will understand, value, and embrace human differences through their participation in out-of-class experiences: activities, events, employment, governance, and service.

As a result of membership in the Fraternity/Sorority Community, students will work towards the advancement of a more diverse Fraternity and Sorority community as evidenced by the interest in and support of multicultural events.

As a result of participating in the Fraternity/Sorority Community alternative break, students will work towards their personal understanding of global citizenship.

E. Goals, Objectives, and Accomplishments – 2012-13

- The community needs to focus its efforts on recruiting. They spend most of their time focusing on trivial issues that end-up hurting the organization rather than helping it. Phired Up! and other dynamic friend/relationship-based recruitment strategies will be used to grow the community.
  - Over this past year, there was a strong emphasis placed on recruitment. The women’s groups have chosen to continue a continuous open recruitment model. Alpha Xi Delta chapter has begun utilizing a recruitment schedule that is similar to that of Alpha Phi. The women have chosen to have the same bid day in order to allow potential new members to choose the right chapter for them.
  - The entire community has begun collaborating with First Year Experience to provide opportunities that promote the community and begin building relationships with new students, with the intention that the new relationships will translate to a growth in the interest of the Greek Community.
  - The Panhellenic and IFC Recruitment & Public Relations VP attended the regional conference for the Association of Fraternal Leadership and Values (AFLV) and gained a tremendous insight on the topic of recruitment.

- Utilize the results of University Learning Outcomes Assessment, which was conducted during the end of the spring 2012 semester. This assessment will display where community members are deficient compared to their campus and national peers. Appropriate conversations and programs will be developed based on these results.
  - These results were not readily available.

- Things have been moving forward slowly for the last three years. However, they have been moving forward. The community needs continued challenge and support to keep up their momentum.
  - A significant amount of time was spent having philosophical conversations the purpose and function of IFC & Panhellenic should be, as well as continuing to develop the shared vision for our community. Many of the goals for the upcoming school year derive from these conversations.
As the community continues to strive towards living their values every day, they to be continuously challenged and questioned to support their actions and decisions. Accompanying the questioning and challenging, comes support in the form of Greek Life advisors.

- The entire community has expressed interest in and has begun to develop a large scale marketing push. However, this marketing currently lacks unified focus and consistent theme. The community, spearheaded by IFC and Panhellenic Council, needs to take time to develop a marketing strategy. The marketing efforts should be based off the UniLOA results and include social and traditional media forms.
  - Panhellenic began an “I’m a Sorority Woman” campaign that lasted through the first semester of the year. Though a great idea the campaign didn’t create the buzz the group was looking for. The community in general has very little marketing occurring. When talked to about marketing it seems that the groups feel they have to do separate marketing and public relations. They don’t seem to realize that they can use the events they already have and a lot that they already do to market themselves and create positive PR. Some of the events they used to market their organizations include the Study-a-thon and the blood drive. In addition the groups are participating in move-in, New Student Orientation events, such as bingo and are hosting a Meet the Greeks ice cream social during Welcome Week. Both organizations have also become more active in their use of social media.
  - The entire community has also been more engaged in Wear Letter Wednesday. To help in promoting this weekly event, they have implemented a contest utilizing Facebook. Awards are given for the funniest, cleverest or for having the most Greeks in the picture.

- IFC, Panhellenic Council, and Order of Omega are viewed as second tier organizations, to that of individual chapters and are not held in high regard. Over the last two years, they have been making strides to be taken more seriously. Both IFC and Panhellenic Council need to uphold their policies and develop a strong presence within chapters. Order of Omega needs to develop a clear plan of action for the coming year.
  - In an effort to make IFC and Panhellenic stronger organizations. Both organizations chose to change the number and responsibilities of the officer positions. The reasoning behind this change was that if the positions were more important and held more responsibilities these groups could attract better leadership from the chapters. The restructuring allowed for the alignment of officer positions in IFC and Panhellenic, so that each officer had a clear partner in the other organization. After the officer transition, this change has shown to be successful through the collaboration between council officers, as evidenced by the Study-A-Thon. IFC and Panhellenic both have officers that attend every meeting. IFC and Panhellenic have also decided on a structure for joint meetings that allows for group work time as well as group discussion for collaboration, idea sharing and hashing out details. IFC and Panhellenic are collaborating better then they have in years.

F. 2012-2013 Highlights/Points of Pride/Photos (events, activities, stories from students/customers (Include descriptions/notations with each photo and story.)
Chi Phi Fraternity hosted their 1st annual Sara Softball event. The event raised funds towards the prevention of violence. The event is named after their friend Sara Hougom, a local college student who was murdered in her home. Teams included groups of local law enforcement, fraternity/sorority members, friends and family of Sara.

The fraternity and sorority community hosted a Study-A-Thon. The event was hosted on Study Day before finals and was a campus-wide event to promote scholarship. The event also provided a positive public relations opportunity for the community through the demonstration of its’ values.

Alpha Xi Delta hosted their 2nd Annual Light It Up Blue event. The event was well attended by many of the other chapters.
The community has brought back Wear Letter Wednesdays. The community created a new Facebook page and in hopes of making it more active they started a photo competition. Prizes are randomly given out for the best pictures. Some of the past winners were for most Greeks and funniest picture.

![Image of Relay for Life participants](image.png)

The Fraternity and Sorority Community showed up full-force to Relay for Life. Some of the participants are pictured above.

G. **Inclusive Excellence/Diversity Initiatives**
Many of our organizations participated in wheelchair basketball this year. Delta Sigma Phi hosted an event to raise money for cerebral palsy and Alpha Xi Delta hosted their second annual Light it Up Blue event at the clock tower. Nearly every chapter participated in the Pride Center’s Drag Show. Panhellenic and IFC both encouraged their chapters to attend the events of the multicultural organizations. The Greek Community also provides a member to the D.O.C.

H. **Policy Changes, Issues, and Recommendations**
The community needs to continue to strive to set themselves apart from the other Greek letter organizations on campus in order to limit their ability to impact the perceptions of the community on campus.

This year, the community had three advisors (two extraordinary appointments and one graduate assistant). While the basic needs of the community were met, having three advisors created an interesting and sometimes challenging dynamic between the advisors, and the advisors and community.

I. **Changes in Responsibilities, Services, and Programs**
The Fraternity & Sorority Alternative J-Term was cancelled due to lack of interest. The community will be reintroducing Greek Week and will be competing as mixed teams.

J. **Workload and Outcome Measures (Totals from access control system, tickets sales, event attendance, information requests, and dining participation counts)**
95% of the community attended the Rick Barnes Presentation

K. **Budget and Resources Summary**
L. **2013-2014 Learning Outcomes**

**Learning Outcome #1:** Students will develop leadership skills as a result of their participation in out-of-class experiences: activities, events, employment, governance, and service.
- As a result of membership in the Fraternity/Sorority Community, students will promote academic success through the encouragement of scholarly programs as evidenced by Fraternity and Sorority community members’ GPA's.
- As a result of membership in the Fraternity/Sorority Community, students will encourage a responsible social life and appropriate risk management practices as evidenced by the University Learning Outcomes Assessment, Greek Experience Survey and community members' behaviors.

**Learning Outcome #2:** Students will develop critical thinking skills through participation, reflection, and engagement in out-of-class experiences: activities, events, employment, governance, and service.
- As a result of membership in the Fraternity/Sorority Community, students will strive for an ethical and value-based community as evidenced by the results of the Greek Experience Survey to be conducted at least every two years.
- As a result of membership in the Fraternity/Sorority Community, students will encourage a responsible social life and appropriate risk management practices as evidenced by the University Learning Outcomes Assessment, Greek Experience Survey and community members' behaviors.

**Learning Outcome #3:** Students will learn to be active citizens of their local and global communities through involvement in out-of-class experiences: activities, events, employment, governance, and service.
- As a result of membership in UW-L fraternities and sororities, student’s sense of civic commitment and involvement will be affected positively as evidenced by the University Learning Outcomes Assessment and the Greek Experience Survey.

**Learning Outcome #4:** Students will understand, value, and embrace human differences through their participation in out-of-class experiences: activities, events, employment, governance, and service.
- As a result of membership in the Fraternity/Sorority Community, students will work towards the advancement of a more diverse Fraternity and Sorority community as evidenced by the interest in and support of multicultural events.
- As a result of participating in community service, students will work towards their personal understanding of citizenship.

M. **2013-2014 - Goals and Objectives**

- Continue to focus on recruitment. Panhellenic continue a collaborative approach to recruitment. Mens groups should create more opportunities for chapters to share what works for them. Chapters should also encourage members to check out other chapters to find a better fit in order to improve retention.
- Build a strong advisor team for the community as well as chapters individually. Chapters are in desperate need of longer term faculty/staff advisors. Many chapters currently have graduate students who serve as their primary advisor. In addition, a few of our chapters are struggling to find local alum advisors. This should be a continued focus considering it may be helpful with the transition within the departmental staff.
- Continue efforts to better market the community. The community should continue their plans for a marketing push at the beginning of next fall. In addition, the community should continue to
make and utilize partnerships on campus in order to better market the fraternity/sorority experience.

- Continue to make IFC, Panhellenic and Order of Omega more relevant. Though IFC and Panhellenic have made great strides, the effort must continue in order to make a lasting impact and inspire a new group of leaders to get involved in councils. Bylaws should be reviewed and rewritten if necessary in order to eliminate ambiguity. Councils should begin asserting their authority and continue to address the issue of communication between chapter representatives and governing councils. Order of Omega needs to function as an organization and begin to have a purpose greater than meeting only for initiations.

- Continue to develop stronger connections and working relationships with national organizational representatives.
Program Mission Statement, Program Definitions, Program Responsibilities

Program Mission & Vision Statements:

- **Mission**: To create events and programs to support enriching qualities of volunteerism, leadership, and character. These collaborative affairs will encourage both diversity and empowerment within the student body and each individual.

- **Vision**: Our center is dedicated to providing and assisting students with a connection to co-curricular opportunities for future enrichment experiences. This connection is established within the University as well as the community to help develop characteristics of volunteerism, leadership, and character within each unique individual.

Program Definitions:

- **Blood Drives**: The Leadership and Involvement Center (LIC) partners with the Red Cross to facilitate three blood drives each academic year with eight total days students are able to donate. This program provides an opportunity to donate blood and time to a beneficial cause, volunteer to keep the blood drive functioning smoothly, and leadership opportunities to the organization that assists in running the blood drive. This year we partnered with the Fraternity and Sorority Life organizations. We will continue to do this in the upcoming academic year, and have also reached out to ROTC and Vanguards to be co-sponsors of a blood drive in the 2013-2014 academic year.

- **Eagle Roundtable**: Eagle Roundtable is a leadership recognition and development opportunity. Faculty and staff are provided invitations and asked to invite students they see as leaders on campus. These students attend Eagle Roundtable which is set up as an open forum discussion with the chancellor. It provides: recognition to an invite-only event for our campus leaders, leadership development in that these students are able to discuss topics of interest with the chancellor, campus professionals, and other student leaders, and a networking opportunity for students to get to know the administrative personnel on campus.

- **Helping Our Own Food Pantry**: The campus food pantry is a service for students in need. The LIC partners with Sodexo, Hunger Task Force, the Neumann Center, and many other academic departments and student organizations to run food drives to continue to keep the food pantry shelves stocked for students to use. It is a no-questions-asked system as any student is able to come in and take food. We have signs suggesting the number of items a person can take and reiterating the purpose of the pantry is to assist those in need and not provide a free snack.

- **Involvement Fest**: Involvement Fest is a fair that occurs in the beginning of the fall semester. It is popular with incoming students and UWL 100 classes. Typically approximately 60 student organizations and 20 community agencies participate in Involvement Fest. They each have a table and speak with students who pass by about their organizations, volunteer opportunities, membership opportunities, and more. The purpose of this program is to connect students with campus and local organizations and to promote involvement and awareness of the diverse involvement opportunities available to students.

- **Make a Difference Day**: Make a Difference Day is a nationally recognized service day. It encourages students to be involved in their local community and make a difference where it
truly matters. We promote volunteering opportunities to the students and sign them up to volunteer for events in the community.

- **Random Acts of Kindness**: Random Acts of Kindness is a nationally recognized week of kindness. This event promotes selflessness, positivity, and character and leadership development. The LIC staff performs various acts of kindness around the campus and promotes ways students can continue these acts in a pay it forward manner.

- **Volunteer Fair**: Volunteer Fair is similar to the setup of Involvement Fest. However, the focus of Involvement Fest is to get involved, while the focus of Volunteer Fair is to participate in volunteer opportunities in the local community. Only a few designated student organizations are invited to participate in Volunteer Fair whose sole mission is centered on volunteering (Lions Club, Optimist Club, and the like). This is mainly an event for our community organization partnership. They are able to connect with students who are interested in volunteer opportunities and promote how they can assist a student in reaching these goals.

**Program Responsibilities**

- See attached GA Job Description (A)
- LIC Peer Adviser Job Description (B)

**Unit Staffing**

Professional Staff:
- Jaralee Richter

Graduate Advisers:
- Gina Montilino
- Natalie Magnus

2012-13 Peer Advisors:
- Kristin Ammerman (second semester only)
- Krystina Hoey
- Lindsay Nevins
- Taylor Thompson
- Nicole Kindschi
- Kristine Schill (first semester only)

2013-14 Peer Advisors:
- Lindsay Nevins (first semester only)
- Krystina Hoey
- Taylor Thompson
- Lindsay Robertson (first semester only – may do internship second semester)

**Brochures/Publications (see attached)**

- Community Agency Guide (Attachment C)
- Volunteer Fair flyers (Attachment D)
- LIC Centennial Slide (Attachment E)
Learning Outcomes and Assessments

Learning Outcomes

1. Students will develop critical thinking skills through participation, reflection, and engagement in out-of-class experiences: activities, events, employment, governance, and service.
2. Students will learn to be active citizens of their local and global communities through involvement in out-of-class experiences: activities, events, employment, governance, and service.
3. Students will understand, value, and embrace human differences through their participation in out-of-class experiences: activities, events, employment, governance, and service.
4. Students will develop leadership skills as a result of their participation in out-of-class experiences: activities, events, employment, governance, and service.

Assessments

- **Graduate Adviser Assessment**
  - Professional Skills Inventory
  - Evaluations by Peer Adviser/Supervisor

- **Peer Adviser Assessment**
  - Student Learning Plan
  - Student Learning and Progress Report (Attachment F)
  - Evaluation of Adviser (Attachment G)

- **Program Assessment**
  - Involvement Fest Exit Evaluations
  - Volunteer Fair Evaluations, linked here: [http://www.surveymonkey.com/s.aspx?PREVIEW_MODE=DO_NOT_USE_THIS_LINK_FOR_COLLECTION&sm=7r1R5rFtf9jlfkcFUwDWic%2bhD978H%2brP%2bMaXQp3WWrE%3d](http://www.surveymonkey.com/s.aspx?PREVIEW_MODE=DO_NOT_USE_THIS_LINK_FOR_COLLECTION&sm=7r1R5rFtf9jlfkcFUwDWic%2bhD978H%2brP%2bMaXQp3WWrE%3d)
  - Make a Difference Day Survey Monkey
  - For full results on each survey, please contact montilin.gina@uwlax.edu. A general overview of the results are mentioned in “Points of Pride” below
  - Community Agency Survey (Attachment H)

Goals, Objectives, and Accomplishments

Goals & Objectives

- Our goal from the start of the year was to reevaluate the LIC’s purpose, mission, and events. We asked ourselves; “do we do this because it’s a great event or because it has always been done?”
• We also worked on staff development to strengthen our team communication, commitment to the center, and cohesiveness. With this major shift in culture we had many opportunities to set new goals and try new things. Goals and objectives included:
  • Explored alternative sources of donations for the food pantry. UWL made a change in catering from Chartwells to Sodexo, and with this change came a change in where we received a large amount of our food donations.
  • Developed a comprehensive Leadership Plan (in progress)
    o LeaderShape summer 2012 institute attendance by seven students (two graduate)
    o Determine feasibility of hosting LeaderShape at UW-L in future
  • Maximized our “Friday Volunteer Email” efforts. We want our center to be a place for students to come if they want/need volunteer hours. Make a Difference Day was a huge platform for this goal and we hope to continue it by creating a “Volunteer Center or Nook” in the office.
  • Strengthened our relationship with EFN course instructors so that we may be a resource for those students as they complete the required volunteer portion of the course.
  • Explored the possibility of leading a day or weekend educational/service trip to the Ho Chunk Nation of Wisconsin.
  • Revised our Campus Close Up and UWL100 presentation material. We created a new Prezi that we continue to use.
  • Established a greater web presence and refocus our marketing campaigns. We created a Facebook page that has reached over 140 students. We also created a marketing plan with a comprehensive list of new marketing strategies and ideas for each event. We eliminated some strategies we were using in the past that are ineffective.
  • Led staff development activities such as StrengthsQuest, motivational movie viewings, and social events with the purpose of aligning our goals and motivating each other to make the LIC the best it can be.
  • Continued with successful programs like Eagle Roundtable, Red Cross Blood Drives, and Fall Involvement Fest while tweaking details to improve their quality.
  • Established a relationship with Greek Life, and other organizations, so that they may successfully co-sponsor Blood Drives.
  • Established a relationship with student organizations so to understand the involvement “scene” on campus and better direct students to the right opportunities.

**Highlights/Points of Pride/Photos**

• **Volunteer Fair:** We are very proud of how well this new program went! This was a new event that we decided to take on rather than attempting another Involvement Fest in the Spring, which was traditionally unsuccessful. We got wonderful feedback from community agencies and the event was very well attended by students including the following:
  o 70% responded that the event went “well”. 30% responded “outstanding”
  o “I think this was a successful first time event. The focus was clear and the students that attended were more engaged than when it is combined with student organizations which lends to a more social atmosphere.”
• **Eagle Round Table:** Based on feedback from the Fall ERT, students wanted more interaction with each other and with administration. For our Spring ERT, we assigned students and members of administration to random tables and provided them with time to interact as well as conversation starters. We received 29 responses of feedback which included the following:
  o 100% of students reported that they enjoyed Eagle Roundtable.
All but two students felt the event was “just the right amount of time.” The other two felt it was “too short.”

“I feel that this is a great opportunity for students around Campus to come together and address issues about our campus. Many different concerns were brought up, some that I didn’t even know about beforehand.”

**Staff Development:** Since this was a transition year, we also focused heavily on staff cohesiveness and creating a vision as a center. Our “Braining” training sessions were vital in brainstorming ideas for the future. Overall, we are pleased with the strides we have made and believe there is a new level of energy in the center. We are looking forward to continuing this process next school year.

**Food Pantry:** Our end of the year food collection from the residence hall was MASSIVE. We were able to share some of the food we received with the La Crosse community via the Boys and Girls Club and WAFER. What we kept will be available to students throughout the summer hours or in storage until Fall.

**Inclusive Excellence/Diversity Initiatives**

- **Staff:** We have encouraged our staff to attend diverse programming including Zach Wahl’s speech, Widening the Circle Conference, Hunger Forum, and Diversity Dialogues.

- **Volunteer Opportunities:** The organizations we partner with and consistently present as volunteer options for student have mission which focus on diversity and serve diverse populations. These include the Warming Shelter, Salvation Army, Ho-Chunk Nation, and more.

- **Developing Partnership with Ho-Chunk Nation:** We have worked to create a partnership between the Ho-Chunk and the LIC. We are continuing to explore options on how we can work together for serve projects in the future.

- **Involvement Fest:** Each fall the diversity organizations are invited to the Involvement Fest to interact with students to gain awareness of their organization and add to membership. We traditionally have the majority of these groups present at this event.
Changes in Responsibilities, Services, and Programs

- Our previous supervisor was Kaye Schendel. She left the University in September and Jaralee Richter took over supervision of the LIC.
- We performed the first Volunteer Fair ever in Spring of 2013.
- We cancelled spring 2013 Involvement Fest (replaced with Volunteer Fair).
- We cancelled spring 2013 Celebration of Leadership and Involvement.
- We began LIC Peer Advisor/Grad Assistant weekly one-on-ones.
- We began a rehiring process for Peer Advisor student employees.
- We began semesterly self-evaluations of Peer Advisors and Graduate Assistants.
- We began a Facebook page for the LIC.
- We created a new vision and mission statement for our office.
- We changed our staffing structure by assigning Peer Advisors to be coordinators of certain events.
- We developed a Leadership Plan. (Attachment I)

Workload and Outcome Measures

Customer Counts: All of the following events were free to participants.

- Involvement Fest: 300 students, 82 total organizations
- Volunteer Fair: 150+ students, 27 community agencies, 4 student organizations
- Bloodmobiles:
  - Fall 1 (September 5th and 6th): Goal 100 units each day, actual Sept 5th: 119 units; actual Sept 6th: 148 units
  - Fall 2 (November 1-3): Goal 375 units, actual = 306
  - Spring (February 7-9): Goal 320 units, actual = 294
- Dining: All three Blood Drives were catered by Sodexo. About $833 were spent on each.
- Make A Difference Day:
  - Fall (scheduled for October 20th, rescheduled to October 31st): This event took place at the Clocktower over a 4 hour period. 60-80 students signed up for volunteer opportunities or for information on our center, and many more saw us or interacted with us in some way.
  - Dining: Sodexo catered hot chocolate. The total came to $34.00.
- Random Acts of Kindness: 300 scratch off calendar giveaways were distributed on the first day and an additional 100 were made for the second day. Many more students stopped by and were reached by the LIC staff and actions of calendars. Both days staff ran out of giveaways.
- Eagle Roundtable:
  - Fall (November 1st): 74 attendees
  - Spring (February 28th): 55 attendees
  - Dining: Both events were catered by Sodexo. The budget was approximately $670 for each.
- Food Pantry: A total of about 900 visits were made to the food pantry.
**Budget and Resource Summary**

**Leadership: 128-00-04-0345**

- Starting Balance: $3,617.94
- Expenditures: $2,610.19
- Carry over: $928.48
- Outstanding bill (E.R): $652.50
- **Balance:** $1,283

The final balance put towards the ordering of 500 shirts for Next Steps

**Involvement Center: 128-00-04-9003**

- Starting Balance (for Supplies/Programs/Food Service): $9,265
- Supplies/Programs – used: $1,029.46
- Food Service – used: $3,023.36
- **Balance:** $5,212.18
- Student Help Budget: $10,530
- Student Help Used: $9,186.80
- **Balance (using in June 2013):** $1,343.20
- Total Allocation: $19,795
- Total Expenditures: $13,239
- **Current Balance:** $6,556 (both areas)

**2013 – 2014 Learning Outcomes**

- The learning outcomes of the LIC staff and the general student population of UWL will be decided upon at our fall training session.

**2013 – 2014 Goals and Objectives**

- There are many goals we want to accomplish as a center in the upcoming school year. Attached is our Leadership plan that we will continue to work on.
- In addition, we hope to add events focused on Hunger Awareness as well as a service day or weekend. We hope to strengthen our relationships with campus organizations and be seen as a resource to any student who hopes to get involved at UWL and in the community.
- We also aim to:
  - Strengthen our web presence
  - Evaluate and/or create a new “celebration of leadership and involvement” type program
  - Have an informed and committed student staff who will be able to advise students
  - Broaden our marketing tactics
A. **Program Mission Statement, Program Definitions, Program Responsibilities**

- **Pride Center Mission Statement:** The Pride Center shall foster a safe environment for LGBTIQQAA students, faculty, and staff, educate the campus and community on issues and advocate for student success and inclusivity. (Draft Fall 2012)
- **Program Definitions:** N/A
- **Program Responsibilities:**

B. **Program Membership/Unit Staffing**

- The Pride Center is staffed by one full time staff person, one part time graduate student (Assistantship) and three undergraduates (Peer Educator.) This year our graduate student, Abby Novak, was asked to take a job in our Multicultural Student Services office. We did have another student in University Centers help out along with one of the graduate students in Campus Climate.

C. **Publications/Brochures:** N/A

D. **2012-2013 Learning Outcomes and Assessments**

- The Pride Center will implement pre and post-tests in the EFN classrooms to assess the following learning outcome:
- As a result of interaction with Pride Center and its programs, students will become more aware of issues that face Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning, Asexual and Ally (LGBTIQQAA) people as evidenced by the statements they make when we gather feedback.
- The Pride Center will also evaluate the following learning outcome:
- As a result of interactions with Rainbow Unity and the Pride Center and its programs, students in the LGBTIQQAA community will develop a comfort with their identity as assessed by personal and group conversations with students.
- Due to Abby’s departure this year we did not work on these learning outcomes. We also were an active participant in the Campus Climate survey which was issued this past spring.
- In order to assess whether or not the programs we provide are meeting the intended learning outcomes and helping support the mission of the Pride Center, there are some formal and informal means of assessment. After nearly every panel/training, we ask the people who participated to go around and share one thing they learned or appreciated about the panel or training that they just attended. During these times, we are able to mentally assess the parts of
the program that had the most impact on students and if the learning objectives we set out to accomplish were actually evident. Some formal surveys have been administered in the past and are suggested for the future. The formal surveys are sometimes time-consuming and not always appropriate for each panel or training.

- Verbal feedback included such comments as, “I didn’t know what all of the letters meant until this panel”, “It was eye-opening to hear your experiences”, “I grew up in a small town and have never had contact with someone from the LGBT community before this”, “I did not know all of these terms until attending Ally Training”, “I had no idea people had such a problem with transgender individuals”, “I didn’t know you shouldn’t use ________ term because it offends people”, etc.

E. 2012-2013 Goals, Objectives and Accomplishments

F. 2012-2013 Goals and Objectives

- Integrate learning outcomes in more activities and events of the Pride Center - **Ongoing**
- Further publicize the friendly faculty and staff list to both staff and students - **Ongoing**
- Continue to acquire resources with an emphasis on variety and new categories added: Asexuality, Intersex, Transgender, and Queer Athletes - **Ongoing**
- Continue to reach out and collaborate with other groups and organizations on campus - **Ongoing**
- Increase visibility of the Pride Center across campus through co-sponsorships and reaching out to other offices with programs - **Ongoing**
- Continue to build relationships with area high schools through programming and annual diversity days
- This year we connected with an Onalaska Health Teacher when we presented a panel for teachers in the Onalaska School District. Students spoke in three of his classes
- Work with campus leaders to continue to develop long-term goals for the Pride Center - **Ongoing**
- Participate in the MBLGTACC regional conference and other state wide conferences when the opportunities arise, as well as take advantage of conference opportunities that come to the area. Get students to present at these conferences.
- We took students to the OUT for Work Conference in Chicago
- Two students applied to present at the MBLGTA College Conference. One student was accepted to present both of his programs
- Update job descriptions, publicity guidelines, and evaluation sheets every semester
- Publicity guidelines were updated
- Implement a training session in the fall for Rainbow Unity Executive members
- This was done by the RU executives and the graduate student.
- Allow Rainbow Unity Executive members more responsibilities with co-sponsored events and programs - **Ongoing**
- Implement a mid-semester reflection/evaluation for peer educators, in addition to the end-of-the-semester reflection
- This was done and was used with each employee
- Create and implement a more formalized evaluation for the Graduate Assistant, mid and end-semester - **Ongoing**
- Do more formalized staff trainings with other offices on campus as resources - **Ongoing**
- Continue to ask students about what they would like to see in Rainbow Unity
• This was done twice this year by the RU Executive team
• Provide at least one educational opportunity a semester for student in Rainbow Unity
• Several were done each semester
• Collaborate with a community resource for students (peer educators and/or RU members) to participate in service learning - Ongoing
• Continue to work toward inclusive excellence - Ongoing

G. 2012-2013 Highlights/Points of Pride/Photos

Highlights/Points of Pride/Photos
Partnered with Career Services to send 8 students to the OUT for Work Conference in Chicago, IL.

Twenty students went to the Midwest BLGBT College Conference in Lansing, MI which is five more than the previous year.

The 2013 Drag Show was a great success! We had around 700 people attend the event. In addition, we raised a little more than $1,300 in tips for brand new Sara Sullivan LGBTQ Study Abroad Scholarship. At this time over $2,100 has been raised for the scholarship!
We began the Dr. Sara Sullivan LGBTQ Scholarship for students who will study abroad.

Gender-neutral housing became a reality in Reuter Hall for the 2013-2014 school year.

Rob Waara was this year’s recipient of the LGBT scholarship fund for $1,000. Another $500 scholarship was to an incoming freshman.

H. Inclusive Excellence/Diversity Initiatives

I believe that all that we do in the Pride Center is focused on diversity and fits within Inclusive Excellence. At the Pride Center, our staff feels we have a positive impact on educating campus about inclusive practices. We are working hard to make the connections for students, faculty and staff with multiple identities through our programs, guest speakers, resources, etc. There are several workshops/trainings we have done for campus members to promote learning how to become a better advocate and ally for multiple areas of diversity and social justice, not just LGBT issues. The Pride Center has been a part of the Inclusive Excellence initiatives for the University of Wisconsin and University of Wisconsin System. On campus, we are a strong participant in the Diversity Dialogues, Boxes and Walls, etc. The Pride Center is an active participant in the University of Wisconsin system Inclusive Excellence initiative towards LGBT issues. All events are created with inclusive excellence in mind.

I. Policy Changes, Issues and Recommendations

- We did not have any policy changes in 12-13. The issues we faced were usual ones. Too much to do and not enough staff to get it all done. With some of Will’s time over in Campus Climate it
does take away his ability to be on site for support, or crisis management and to staff the space when student staff is unavailable. I believe this caused an issue which lead to a few faculty/staff not encouraging their students to go down to the Pride Center. I believe we dealt with this issue. This leads to my recommendations. I would suggest for 2013-2014 that I am in the Pride Center 4 days a week and Campus Climate 1 day a week. I would also recommend that we begin planning to hire a full time Assistant Director. It is my hope that one day we will be able to track LGBTIQQA students and provide services similar to OMSS. I believe that day will be in the near future.

- The issues we faced were usual ones. Too much to do and not enough staff to get it all done. With some of Will’s time over in Campus Climate it does take away his ability to be on site for support, or crisis management and to staff the space when student staff is unavailable. I believe this caused an issue which lead to a few faculty/staff not encouraging their students to go down to the Pride Center. I believe we dealt with this issue. We also struggled once Abby Novak left for the interim position in OMSS. This leads to my recommendations. I would suggest for 2013-2014 that Will is in the Pride Center 4 days a week and Campus Climate 1 day a week. I would also recommend that we begin discussing the possibility of hiring a full time Assistant Director. It is my hope that one day we will be able to track LGBTIQQA students and provide services similar to OMSS. I believe that day will be in the near future.

- This year we have seen a number of students with mental health issues. It is important for the Pride Center staff to continue to work with Counseling and Testing, Student Life, and other resources on campus to assist these students back to a healthier life.

Graduate Assistant Recommendations:

For the new Graduate Assistant, I would recommend the following:

- In accordance to a supervision style, it is important to start off strong and diligent as a supervisor having trainings, one on ones, staff meetings, evaluations, etc. then you can ease up on your style once you have a solid management direction selected.
- Each Peer Educator has the responsibility of developing one program per semester, be persistent with them to get the planning and implementation of their program done early, so they do not wait till the last minute to start them.
- There were several Diversity Organizations that would hold events on the same day, recommend that events are reserved and planned far in advanced. Make sure to make use of the following publicity methods:
  - Marquee
  - Posters in all Academic Buildings and Residence Halls
  - Campus Connection
  - Pepsi Banner in Cartwright
  - Send an advertisement of the event in a horizontal PowerPoint format to Larry Sleznikow to advertise the event on Centennial TV screens
• My Orgs
• The UW-L Campus Calendar
• Facebook
• Chalking
• Tabling outside of Port O’Call and/or Clock Tower
• Put posters on easel
• Facebook Event
• Have the Director of the Pride Center (Will) email faculty and staff on campus
• Post your work schedule or time you will be in the office on your door, try to keep a set schedule if you can and ensure the peer educators do the same.
• Attendance by student staff to meetings are important must stress this importance to them, and they must notify you if they cannot make it ahead of time.
• There has been an increase in numbers of students who have come to volunteer at the Pride Center. Staff should continue to think of insightful and meaningful projects they can do increase involvement.

J. **Changes in Responsibilities, Services and Programs**

• We have had some changes in positions this year. We started the year with returning educator, Zerr Her, Liliah Myhre and Sawyer Johnson. We also had two new hires that began in the fall semester due to Abby’s absence, Sarah Schmidt and Christopher Lynum. As the spring semester began, Zerr Her graduated. Christopher Lynum was offered a job in Biology (his major) and quit for the semester. Liliah Myhre left the country to study abroad in Costa Rica. Therefore, we were left with Sarah Schmidt and Sawyer Johnson. We needed to hire a third person and hired Ruthann Aitch.
• Our graduate assistant, Abby Novak, was offered an interim position in OMSS. This left the Pride Center without a grad assistant. We did have the privilege of having Lucas Graff as our graduate intern for the fall semester. He helped with multiple tasks in the Pride Center and assisted with advising Rainbow Unity. Angela Birrittella, graduate assistant in Campus Climate, also worked in the Pride Center 5 hours a week. In spring graduate student Tarra Bourgeois agreed to work about 10 hours a week in the Pride Center.
• In fall we completed our first Strategic Plan for the Pride Center. We had 7 faculty/staff members and 5 students (both undergraduate and graduate students) attend. Madeline Holzem was the facilitator and I was there assist, take notes and observe the process. This group was able to address the following:
  • SWOT Analysis – Strengths, Weaknesses, Opportunities, Threats
  • Appreciative Inquiry – focuses on increasing what an organization does well
  • Values
  • Individually list what you think are important values for the Pride Center.
  • Share with your tablemates and have a discussion to agree on a top 10.
  • Identify a spokesperson and have each table share their list.
  • Roles of the Center
  • Table 1 – What are the Pride Center’s unique contributions to campus? What would NOT happen if the Pride Center was gone?
• Table 2 – What do you want students, faculty and staff to know about the Pride Center?
• Table 3 – What difference or change do you want the Pride Center to make on campus?
• Table 4 – What would you like the Pride Center’s legacy to be? How do you want alumni to remember the work of the Pride Center?
• Each table needs to write their responses on large pieces of paper. Each table will share with the large group

Vision
• Individually reflect: It is 2015, what does the Pride Center look like? Feel like? Sound like? Etc. Use the work that we have already done to help guide you.
• At your table, share your reflections and come up with a group vision. Write it on a large sheet of paper.
• Share your group visions with the larger group.

Mission
• We will continue this strategic planning with focus groups in fall 2013 and will use the information we gain from the Campus Climate Survey.
• This year we changed who MC’s the Drag Show. We were interested in having the show hosted by students, alum or faculty/staff, instead of a professional drag queen. We asked Molly Censky, Alumna and Dr. Sara Sullivan, faculty to MC this year’s event. It was a huge success and both are interested in returning to do it again next year!!! A new program we offered this year was Pride Prom. We held a smaller scaled event, allowed people to dress as they felt comfortable and was free. The event was wonderful! We had over 50 people attend. This will become an annual event!
• For our services, we will be updating our out-of-date website. Abby took care of the website and once she left no one else picked it up. We began QPID (Queer Programs in Demand.) These are programs that the Pride Center staff can offer to the campus community. Lastly, we are attempting to provide more training services to faculty, students, and staff on campus of how to be more inclusive of the LGBTIQQA{} community.
### K. Workload and Outcome Measures

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<td></td>
<td>Eagle Maroon Sex Week</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Wentz Sex Week</td>
<td>25</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2037</td>
</tr>
</tbody>
</table>
L. 2013-2014 Learning Outcomes

The Pride Center will implement pre and post-tests in the EFN classrooms to assess the following learning outcome:

- As a result of interaction with Pride Center and its programs, students will become more aware of issues that face Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning, Asexual and Ally (LGBTIQQA) people as evidenced by the statements they make when we gather feedback.
- The Pride Center will also evaluate the following learning outcome:
- As a result of interactions with Rainbow Unity and the Pride Center and its programs, students in the LGBTIQQA community will develop a comfort with their identity as assessed by personal and group conversations with students.
- As a result of the outreach to LGBTIQQA faculty and staff by the Pride Center Director and Pride Center campus programming the LGBTIQQA faculty and staff will share their experiences positive or negative as well as their needs and suggestions for the campuses inclusive excellence plan as assessed by the Campus Climate Survey and focus groups.
M. 2013-2014 Goals and Objectives

- Integrate learning outcomes in more activities and events of the Pride Center.
- Further publicize the friendly faculty and staff list to both staff and students.
- Continue to acquire resources with an emphasis on variety and new categories added: Asexuality, Intersex, Transgender, and Queer Athletes.
- Continue to reach out and collaborate with other groups and organizations on campus.
- Increase visibility of the Pride Center across campus through co-sponsorships and reaching out to other offices with programs.
- Work with campus leaders to continue to develop long-term goals for the Pride Center.
- Continue to participate in the MBLGTACC regional conference and other state wide conferences when the opportunities arise, as well as take advantage of conference opportunities that come to the area. Get students to present at these conferences.
- Update job descriptions, publicity guidelines, and evaluation sheets every semester.
- Continue to create a training session in the fall for Rainbow Unity Executive members.
- Allow Rainbow Unity Executive members more responsibilities with co-sponsored events and programs.
- Create and implement a more formalized evaluation for the Graduate Assistant, mid and end-semester.
- Do more formalized staff trainings with other offices on campus as resources.
- Continue to provide at least one educational opportunity a semester for student in Rainbow Unity.
- Collaborate with a community resource for students (peer educators and/or RU members) to participate in service learning.
- Continue to work toward inclusive excellence.
RECOGNIZED STUDENT ORGANIZATIONS
2012-2013

Campus Programming Boards
Campus Activities Board

Departmental/Professional Societies
American Chemical Society Student Affiliate Club
American Marketing Association (AMA)
American Society for Microbiology
Archaeology Club
Art Student Association
Athletic Trainers Association
Biology Club
CBA/Student Advisory Council (College of Business Administration)
Communication Club
Computer Science Club
Delta Sigma Pi (Business)
English Club
Financial Management Association (FMA)
Geography Club
Graduate Student Organization
Information Systems Association
Music Educators National Conference
Nuclear Medicine Technology Club
Philosophy Club
Physical Education Majors Club
Physician Assistant Student Society
Physics Club
Political Science Association
Pre-Chiropractic Club
Pre-Dentistry Club
Pre-Law Association
Pre-Medical Chapter of the American Medical Student Association
Pre-Occupational Therapy Club
Pre-Optometry Club
Pre-Pharmacy Club
Pre-Physician Assistant Club
Pre-Veterinary Club
Psychology Club
Radiation Therapy Club
Recreation Majors Club
School Psychology Student Society
Society for Human Resource Management (SHRM)
Sociology Club
Spanish Club
Sports Management Association
Student Affairs Administration in Higher Education (SAA)
Student Council for Exceptional Children
Student Nutrition Association

Student Occupational Therapy Association
Student Physical Therapy Club
Student Wisconsin Education Association
Therapeutic Recreation Club
Women in Physics
Women’s Studies Student Association

Honor and Recognition Societies
Beta Alpha Psi
Beta Gamma Sigma (Business Honorary)
Eta Phi Alpha (Honors for Arts, Letters, and Sciences)
Eta Sigma Gamma
Golden Key International Honour Society
Kappa Delta Pi (Education Honorary)
Lambda Pi Eta
National Residence Hall Honorary
Order of Omega (National Greek Honorary)
Phi Alpha Theta (National History Honorary)
Pi Sigma Alpha-Iota Beta Chapter (Political Science Honorary)
Psi Chi (Honor Society for Psychology)
Sigma Tau Delta

Human Diversity Organizations
Asian, Latina, African, Native American Women (ALANA)
Asian Student Organization (ASO)
Black Student Unity (BSU)
Chinese Students and Scholars Association
Hmong Organization Promoting Education (HOPE)
Intercultural Organization Promoting Awareness (IOPA)
International Student Organization
La Crosse International Friendship Exchange (LIFE)
Latin American Student Organization
Native American Student Association
Rainbow Unity: People Advocating Unity and Love
Saudi Student Association
Students Advocating Potential Ability (SAPA)
Vietnamese Student Association (VSA)

Religious and Spiritual Organizations
Campus Crusade for Christ
Christian Collegians
Crossroads-United Campus Ministry
Diamond Way Buddhist Club
Hillel
InterVarsity Christian Fellowship
JC’s Village
Lutheran Campus Ministry
Newman Catholic Students
Residence Hall Association Council
Individual Hall Councils

Service Organizations
Campus Autism Education & Awareness
Advocates for Children
Circle K
Colleges Against Cancer
Gamma Sigma Sigma Sorority
Habitat for Humanity
Lion’s Club, UW-L
Students Today Leaders Forever (STLF)
Vanguards
Volunteering Within

Social Activism Organizations
Active Minds
College Democrats
College Republicans
Men United Against Sexual Assault (MUASA)
Pro-Life Students of La Crosse
Students for a Free Tibet

Social Fraternities and Sororities
Alpha Phi Sorority
Alpha Sigma Phi
Alpha Xi Delta Sorority
Chi Phi Fraternity
Delta Sigma Phi Fraternity
Sigma Alpha Epsilon Fraternity
Sigma Tau Gamma Fraternity

Special Interest Organizations
Animé Club
Botany Club
Broadcast Club
Ceramics Club
Collegiate Entrepreneurs Organization (CEO)
Competition Dance Team
Competitive Ballroom Dance Team
Cross Country Ski Club
Curling Club
Fishing Team
Fitness Council
Golf Club
Hockey Club (Men’s)
Iota Tau Alpha
La Crosse Environmental Activities Federation (LEAF)
La Crosse Secular Student Society
LC Hip Hop Dance Team
Le Cercle Francais (French Club)
Mathematics and Statistics Club
Optimist Club
Returning Adult Student Association
Screaming Eagles Marching Band
Social Action Theater
Social Dance Club
Socrates Café: An Open Discussion Club
Speak Easy

Student Alumni Ambassadors
Student Veterans Association
Students for Sustainability
Students Protecting Environmental and Animal Kinships (SPEAK)
Supporting Peers in Laid-back Listening (SPIll)

Club Sports
Aikido Club
Alpine Race Team
Archery Club
Club Sports
Equestrian Club
Hockey Club (Women’s)
Lacrosse Club (Men’s)
Lacrosse Club (Women’s)
Rugby Club (Men’s)
Rugby Club (Women’s)
Ski and Snowboard Club
Soccer Club (Men’s)
Table-Top Gaming Club
Triathlon Club
Ultimate Frisbee Club
Volleyball Club (Men’s)
Volleyball Club (Women’s)
Water Ski & Wake Board Club

Student Government
Interfraternity Council (Governing Board for Fraternities)
Panhellenic Council (Governing Board for Sororities)
Residence Hall Association Council
Student Association

Student Association Committees
Academic Affairs Committee
Academic Initiatives Oversight Committee
Academic Initiatives Stipend Committee
Athletics Committee
Cultural Affairs Committee
Human Diversity Organizations Committee
Legislative Affairs Committee
Planning and Process Committee
Segregated University Fee Allocation Committee
Student Organizations Committee
Student Services/Buildings Committee
<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Provisional Date</th>
<th>Full Date</th>
<th>PC Met w/Karen &amp; Registered Website Updated (invites sent)</th>
<th>Adviser is reflected on MyOrgs Roster</th>
<th>Adviser Letter Sent/Karen approve and Drea/LJR sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation NSO (not an RSO-just a website)</td>
<td>7/19/2012</td>
<td>7/19/2012</td>
<td>7/19/2012</td>
<td>7/19/2012</td>
<td>N/A</td>
</tr>
<tr>
<td>Maroon Platoon (Decided not to be an RSO)</td>
<td>10/1/2012</td>
<td>10/31/2012</td>
<td>12/4/2012</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Botany Club</td>
<td>11/21/2012</td>
<td>12/12/2012</td>
<td>12/18/2012</td>
<td>12/19/2012</td>
<td>12/20/2012</td>
</tr>
<tr>
<td>Hockey Club (Men's)</td>
<td>3/13/2013</td>
<td>4/24/2013</td>
<td>5/2/2013</td>
<td>5/2/2013</td>
<td>5/2/2013</td>
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<tr>
<td>The Gentleman's Club (NOT approved-Orgs committee denied name)</td>
<td>4/3/2013</td>
<td>Student disputed-UC replied not negotiable/must change</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</table>
### Recognized Student Organizations
#### New and Deactivated History
#### 2007-Present

<table>
<thead>
<tr>
<th>Academic Year (September-May)</th>
<th>New Clubs</th>
<th>Deactivated Clubs</th>
<th>Total Clubs</th>
<th>Change</th>
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<tbody>
<tr>
<td>2007-2008</td>
<td>12</td>
<td>12</td>
<td>184</td>
<td>N/C</td>
</tr>
<tr>
<td>2008-2009</td>
<td>12</td>
<td>22</td>
<td>174</td>
<td>-10</td>
</tr>
<tr>
<td>2009-2010</td>
<td>13</td>
<td>7</td>
<td>180</td>
<td>+6</td>
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<tr>
<td>2010-2011</td>
<td>13</td>
<td>15</td>
<td>178</td>
<td>-2</td>
</tr>
<tr>
<td>2011-2012</td>
<td>15</td>
<td>4</td>
<td>189</td>
<td>+11</td>
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<tr>
<td>2012-2013</td>
<td>9</td>
<td>14</td>
<td>184</td>
<td>-5</td>
</tr>
</tbody>
</table>

As of 2006-2007
184 Total Clubs Existed...
Number of Members in Selective Recognized Student Organizations 2012-2013

**4 Members (minimum)**

**5-10 Members**

Drake Hall Council
Hutchison Hall Council
Laux Hall Council
Reuter Hall Council
Sigma Delta Pi - Epsilon Theta Chapter
White Hall Council
Volleyball Club (Men's)

**11-20 Members**

Alpha Sigma Phi
Coate Neighborhood Council
College of Business Administration Student Advisory Council
Eagle Gray Hall Council
Equestrian Club
Interfraternity Council
Iota Tau Alpha
Political Science Association
School Psychology Student Society
Sigma Alpha Epsilon
Sigma Tau Gamma
Triathlon Club
Volleyball Club (Women's)
Wentz Hall Council
Wisconsin Covenant Scholars
Women's Ultimate Frisbee

**21-30 Members**

Angell Hall Council
Beta Gamma Sigma
Biology Club
Delta Sigma Phi
Eagle Maroon Hall Council
English Club
Graduate Student Organization
Ultimate Frisbee Club - Men
31-40 Members

Alpha Xi Delta
Chi Phi
Information Systems Association
Lambda Pi Eta
Physician Assistant Student Society
Pi Sigma Alpha
Residence Hall Association Council
Student Association
Water Ski & Wake Board Club

41-50 Members

Alpha Phi
Athletic Trainer's Association
Sanford Hall Council
Sport Management Association
Student Occupational Therapy Association

50-75 Members

American Marketing Association
Leadership in Action
Panhellenic Council
Physics Club
Student Wisconsin Education Association

75+ Members

Eta Phi Alpha
Golden Key International Honour Society
International Student Organization
Kappa Delta Pi-Beta Tau Chapter #67
Physical Education Majors Club
Pre-Med Chapter of American Medical Student Association & the Student Osteopathic Medical Association
Radiation Therapy Club
Screaming Eagles Marching Band
Did Not Participate in Survey

Beta Alpha Psi
Club Sports
Delta Sigma Pi
Eta Sigma Gamma
Financial Management Association
International Business Organization
Latin American Student Organization
LC Hip Hop Dance Team
National Residence Hall Honorary
Nomad
Order of Omega
Phi Alpha Theta
Psi Chi
Residence Hall Association Council
Returning Adult Student Organization
Sigma Tau Delta
Student Veterans Association
Number of Members in Non-Selective
Recognized Student Organizations
2012-2013

4 Members (minimum)

5-10 Members

Aikido Club
Ceramics Club
College Democrats
Collegiate Entrepreneurs Organization
Cross Country Ski Club
Diamond Way Buddhist Club
Invisible Children
La Crosse Environmental Activities Federation
Le Cercle Français
Martial Arts Club
Native American Student Association
Philosophy Club
Pre-Law Association
Women's Studies Student Association

11-20 Members

Active Minds
Alpine Race Team
Archery Club
Botany Club
Boxing Club
Circle K International
Chinese Students and Scholars Association
Competition Dance Team, UW-L
Computer Science Club
Fishing Club
Geography Club
Golf Club
Kenya Make a Difference
La Crosse Secular Student Society
Luteran Campus Ministry
Men United Against Sexual Assault (MUASA)
Optimist Club
Pre-Optometry Club
Pro-Life Students of La Crosse
Soccer Club (Men's)
Soccer Club (Women's)
Spanish Club
Student Council for Exceptional children
Student Nutrition Association
Students Protecting Environment and Animal Kinships
21-30 Members

Anime Club
Black Student Unity
Christian Collegians
Competitive Ballroom Dance Team
Hmong Organization Promoting Education
Intervarsity Christian Fellowship
Lacrosse Club (Men's)
Lacrosse Club (Women's)
Rugby Club (Men's)
Rugby Club (Women's)
Society for Human Resource Management
Sociology Club
Student Alumni Ambassadors
Students Advocating Potential Ability
Table Top Gaming Club
Vanguards

31-40 Members

American Society for Microbiology
Pre-Dentistry Club
Mathematics and Statistics Club
Pre-Veterinary Club
Ski and Snowboard Club
Vietnamese Student Association

41-50 Members

American Chemical Society Student Affiliate
Campus Activities Board
Habitat for Humanity
Pre-Occupational Therapy Club
Pre-Pharmacy Club
Students Today Leaders Forever
Therapeautic Recreation Club

50-75 Members

Archaeology Club
Colleges Against Cancer
Communication Club
Gamma Sigma Sigma
Supporting Peers in Laid-Back Listening

75+ Members

Campus Crusade for Christ
Rainbow Unity: People Advocating Unity and Love
Student Physical Therapy Club
Volunteering Within
Did Not Participate In Survey

Advocates for Children
Art Student Association
Asian Student Organization
Asian Latina African Native American Women (ALANA)
Boxing Club
Brittany Zimmerman's Global Wardrobe
Broadcast Club
Chinese Club
College Republicans
Crossroads - United Campus Ministry
Cycling Club
Economics Club
Hillel
Hockey Club (Eagle Women's)
JC's Village
La Crosse International Friendship Exchange (LIFE)
Lions Club
Newman Catholic Students
Nuclear Medicine Technology Club
Pre-Chiropractic Club
Prepare Ministries
Pre-Physicians Assistant Club
Psychology Club
Social Dance Club
Socrates Café: An Open Discussion Club
Student Affairs Administration in Higher Education
Students for a Free Tibet
Students for Sensible Drug Policy
Students for Sustainability
The Progressives
Threads of Hope
Unitarian Universalists & Friends
Voices in Praise
Wisconsin Camps
Women in Physics
End of the Year Summary Report
2012-2013

Financial Accounts:

<table>
<thead>
<tr>
<th>Number of Organizations</th>
<th>Account Types</th>
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<tbody>
<tr>
<td>24</td>
<td>No Account</td>
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<tr>
<td>92</td>
<td>On Campus</td>
</tr>
<tr>
<td>19</td>
<td>Off Campus</td>
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Diversity:

Number of Organizations Reporting Diversity Efforts:

109

Community Service:

<table>
<thead>
<tr>
<th>Number of Organizations</th>
<th>Participated in Community Service Projects</th>
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<tbody>
<tr>
<td>96</td>
<td>Yes</td>
</tr>
<tr>
<td>36</td>
<td>No</td>
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</table>

<table>
<thead>
<tr>
<th>Number of Organizations</th>
<th>Number of Hours Devoted</th>
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<tbody>
<tr>
<td>6</td>
<td>&lt; 5</td>
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<tr>
<td>16</td>
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<td>18</td>
<td>11-20</td>
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<tr>
<td>15</td>
<td>21-40</td>
</tr>
<tr>
<td>8</td>
<td>41-60</td>
</tr>
<tr>
<td>4</td>
<td>61-80</td>
</tr>
<tr>
<td>6</td>
<td>81-100</td>
</tr>
<tr>
<td>17</td>
<td>&gt;100</td>
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<tr>
<td>48</td>
<td>Not Specified or N/A</td>
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MyOrgs Usage:

<table>
<thead>
<tr>
<th>Number of Organizations</th>
<th>Use</th>
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</thead>
<tbody>
<tr>
<td>98</td>
<td>Yes</td>
</tr>
<tr>
<td>40</td>
<td>No</td>
</tr>
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</table>
## Fundraising Summary 2012-2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Events</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>88</td>
<td>Cartwright; Badger Street by W. Carl Wimberly Hall; Clock Tower; Centennial; Wittich Field; Reuter Field; Taylor Falls, MN; Murphy Library; W. Carl Wimberly Hall; Greek Office, Cartwright Center; La Crosse Community; French Island; Health Science Center; People’s Food Co-Op; Howe’s Diamond Jewelers; Mitchell Hall; Jade Café; Cleary Alumni Center; Village Festival; Recreation Eagle Center; Eagle’s Nest.</td>
</tr>
<tr>
<td>Semester II</td>
<td>75</td>
<td>Mitchell Hall; La Crosse Community; Hu-Hot; Jade Café; Cartwright Center; Valhalla, Cartwright; Whitney Center; Lake Onalaska; the Concordia Ballroom; Clock Tower; Recreation Eagle Center; Centennial Hall; Drake Field; Hall of Nations, Centennial Hall; Wittich Field; Reuter Field; Port O’Call, Cartwright Center; Murphy Library; Veterans Memorial Stadium Parking Lot</td>
</tr>
<tr>
<td>TOTALS:</td>
<td>163</td>
<td></td>
</tr>
</tbody>
</table>

### Examples of Food Sales Fundraisers:
- Bake Sales (homemade cookies, puppy chow, bars, etc.), hot chocolate (packets + water), lemonade (packet + water), can collection (Trick-or-Treat for Cans), apple cider sale (packets + water), hosting a night at a local restaurant (Jade Café and Hu-Hot), decorating cookies, LASO Fiesta, pancake breakfast.

### Examples of Non-Food Sales Fundraisers:
- Pet the Pooch, “Rent an Eaglem” car wash, t-shirt sales, bracelet and magnet sale, script card sale (Kwik Trip, Buffalo Wild Wings, Fazoli’s), campus clean-up, Monster Mile Fun Run, flower sale, raking leaves, penny wars, Make a Difference Day, massage days, $88 in 88 hours (autism awareness), UW-L Wheels for All Basketball Classic, silent auction, solicitation to local businesses, selling bird seed wreaths, zumba class, ceramic sale, caroling, Jason Church Benefit, Coaches against Cancer, Luminary Bag Sale, Fishing for Love Annual Dance Event, Catch-A-Cure, St. Baldrick’s, game night, Music for Miracles, AmaXing Challenge, Spring Safety Bash, Spring Break Survivor Event, Cardboard Village, Crushing Cerebral Palsy, Earth Day Environmental Fair, Alphatrax Jail n’ Bail, “Sara Softball,” Teeter-Totter-A-Thon
<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Description of Fundraiser</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Med Club</td>
<td>Pet the Pooch</td>
<td>Outside Cartwright</td>
<td>8/31/2012</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>Bake Sale</td>
<td>Badger Street - by Wimberly</td>
<td>8/31/12-9/1/12</td>
</tr>
<tr>
<td>Screaming Eagles Marching Band</td>
<td>&quot;Rent an Eagle&quot; - Assisting with community yard work, outdoor details and moving furniture, etc.</td>
<td>N/A</td>
<td>9/1/12-12/23/12</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>Car Wash</td>
<td>TBD</td>
<td>9/1/12-9/2/12</td>
</tr>
<tr>
<td>Alpha Xi Delta</td>
<td>Lemonade Stand</td>
<td>Cartwright</td>
<td>9/4/12-9/21/12</td>
</tr>
<tr>
<td>Delta Sigma Pi</td>
<td>Calendar Raffle</td>
<td>N/A</td>
<td>9/4/12-9/21/12</td>
</tr>
<tr>
<td>Students for a Free Tibet</td>
<td>Recruiting, T-Shirt Sale</td>
<td>Clock Tower, Centennial</td>
<td>9/6, 9/11, 9/25</td>
</tr>
<tr>
<td>CAB/University Centers</td>
<td>Sample the City</td>
<td>Wittich Field</td>
<td>9/12/2012</td>
</tr>
<tr>
<td>All Greeks (Alpha Phi, Alpha Sigma Phi)</td>
<td>Football Game</td>
<td>Reuter Field</td>
<td>9/15/2012</td>
</tr>
<tr>
<td>UW-L Alpine Race Team</td>
<td>Rugged Maniac Mud Run - Volunteered and got paid for helping with registration, course work, etc.</td>
<td>Taylors Falls, MN</td>
<td>9/15/2012</td>
</tr>
<tr>
<td>Screaming Eagles Marching Band</td>
<td>Raffle - prizes and donors TBD - proceeds go to the band</td>
<td>N/A</td>
<td>9/15-10/15</td>
</tr>
<tr>
<td>UW-L Wellness Resource Center</td>
<td>Oktoberfest T-Shirt Sales</td>
<td>Cartwright</td>
<td>9/13, 9/17, 9/19</td>
</tr>
<tr>
<td>Alpha Xi Delta</td>
<td>Autism Speaks bracelets and ribbons sale</td>
<td>Cartwright</td>
<td>9/19, 9/20</td>
</tr>
<tr>
<td>Sigma Tau Gamma</td>
<td>T-shirt Sales</td>
<td>Cartwright</td>
<td>9/20/2012</td>
</tr>
<tr>
<td>Therapeutic Recreation Club</td>
<td>Bracelet and magnet sale</td>
<td>Cartwright</td>
<td>9/21/2012</td>
</tr>
<tr>
<td>Spanish Club</td>
<td>Bake Sale</td>
<td>Murphy Library</td>
<td>9/25/2012</td>
</tr>
<tr>
<td>Autism Speaks U</td>
<td>Bake Sale</td>
<td>Cartwright</td>
<td>9/26/12 &amp; 9/28/12</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>Card/Voucher with Buffalo Wild Wings - 10% goes to HFH</td>
<td>N/A</td>
<td>9/15/12-10/15/12</td>
</tr>
<tr>
<td>Event</td>
<td>Activity Details</td>
<td>Place</td>
<td>Start/End Dates</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Women's Soccer Club</td>
<td>T-shirt Sales - selling to friends/family</td>
<td>N/A</td>
<td>9/15-9/30</td>
</tr>
<tr>
<td>Women's Soccer Club</td>
<td>Jerseys for club</td>
<td>N/A</td>
<td>9/15-9/30</td>
</tr>
<tr>
<td>Men's La Crosse Team</td>
<td>Card/Voucher with Buffalo Wild Wings - 10% goes to HFH</td>
<td>N/A</td>
<td>10/1/12-10/31/12</td>
</tr>
<tr>
<td>Screaming Eagles Marching Band</td>
<td>Gift Cards with Kwik Trip - 10% goes to Screaming Eagles for trip to Cancun</td>
<td>N/A</td>
<td>10/1/12-3/1/13</td>
</tr>
<tr>
<td>Student WEA</td>
<td>T-shirt Sale (Sold to group members only)</td>
<td>N/A</td>
<td>10/1/12-12/15/12</td>
</tr>
<tr>
<td>UW-Lions Club</td>
<td>Campus Clean-Up</td>
<td>Campus</td>
<td>10/7/2012</td>
</tr>
<tr>
<td>Eta Sigma Gamma</td>
<td>Monster Mile Fun Run</td>
<td>Clock Tower</td>
<td>10/11/12, 10/18/12, 10/31/12</td>
</tr>
<tr>
<td>L.I.F.E.</td>
<td>Bake Sale</td>
<td>Cartwright, Clock Tower</td>
<td>10/11/12 &amp; 10/12/12</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>Raking Leaves</td>
<td>La Crosse</td>
<td>10/13/2012</td>
</tr>
<tr>
<td>Delta Sigma Pi</td>
<td>Flower Sale</td>
<td>Cartwright, Wimberly</td>
<td>10/17/2012</td>
</tr>
<tr>
<td>Sigma Alpha Epsilon</td>
<td>Penny Wars</td>
<td>Greek Office</td>
<td>10/15/12-10/31/12</td>
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<tr>
<td>Sigma Tau Gamma</td>
<td>Bake Sale</td>
<td>Clock Tower</td>
<td>10/15/12-10/16/12</td>
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<tr>
<td>RHAC</td>
<td>Bake Sale/Puppy Chow</td>
<td>Clock Tower</td>
<td>10/18/12 &amp; 10/25/12</td>
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<tr>
<td>Advocates for Children</td>
<td>Bake Sale</td>
<td>Cartwright</td>
<td>10/19/12 &amp; 10/26/12</td>
</tr>
<tr>
<td>Pre-Occupational Therapy Club</td>
<td>Trick or Treat for Cans</td>
<td>La Crosse</td>
<td>10/22/2012</td>
</tr>
<tr>
<td>Delta Sigma Pi</td>
<td>Apple Cider sale</td>
<td>Cartwright, Clock Tower</td>
<td>10/23/12 &amp; 11/8/12</td>
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<tr>
<td>Chemistry Club</td>
<td>Mole Day Bake Sale</td>
<td>Cartwright</td>
<td>41205</td>
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<td>University Police</td>
<td>Justice for the Cure</td>
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<td>Leadership and Involvement Center</td>
<td>Make a Difference Day</td>
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<td>41207</td>
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<td>Laux Hall Council</td>
<td>1 Mile Race</td>
<td>Clock Tower</td>
<td>10/25/2012</td>
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<td>Habitat for Humanity</td>
<td>Apple Cider sale</td>
<td>Cartwright</td>
<td>10/25/2012</td>
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<td>Hillel</td>
<td>Challah Bake Sale</td>
<td>Cartwright</td>
<td>10/26/2012</td>
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<td>Aikido Club</td>
<td>Bake Sale</td>
<td>Cartwright</td>
<td>10/29/2012</td>
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<tr>
<td>Lacrosse Team (Men's)</td>
<td>T-shirt/Shorts sale</td>
<td>Cartwright</td>
<td>10/29/12-10/31/12</td>
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<td>Trick or Treat for Cans</td>
<td>French Island</td>
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<td>Trick or Treat for Cans</td>
<td>La Crosse</td>
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<td><strong>Women's Rugby</strong></td>
<td>T-shirt sale (friends/family/club)</td>
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<td>Pie Sale</td>
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<td><strong>Pre-PT Club</strong></td>
<td>Massage Days</td>
<td>Health Science Center</td>
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<td><strong>Students Today Leaders Forever</strong></td>
<td>Cookie Sale</td>
<td>Whitney &amp; Cartwright</td>
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<tr>
<td><strong>Screaming Eagles Marching Band</strong></td>
<td>Candy Sale</td>
<td>Cartwright</td>
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<td><strong>Autism Speaks U</strong></td>
<td>$88 in 88 hours</td>
<td>Cartwright</td>
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<td><strong>PSY 343</strong></td>
<td>Pet a Puppy</td>
<td>Clock Tower</td>
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<td><strong>Panhellenic Council</strong></td>
<td>Hot Chocolate/Bake Sale</td>
<td>Cartwright, Clock Tower</td>
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<td><strong>CBA - Student Advisory Council</strong></td>
<td>Food Drive/Collection</td>
<td>People's Food Co-op, Howe's Diamond Jewlers</td>
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<td><strong>Sport Management Association</strong></td>
<td>UW-L Wheels For All Basketball Classic</td>
<td>Mitchell Hall</td>
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<td><strong>Katie Zink</strong></td>
<td>Registering Loyalty Cards</td>
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<td><strong>S.P.E.A.K.</strong></td>
<td>Bake Sale</td>
<td>Cartwright</td>
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<td><strong>Broadcast Club</strong></td>
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<td><strong>UW-L Men's &amp; Women's Track and Field</strong></td>
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<td>Cartwright</td>
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<td>Night at Jade</td>
<td>Jade</td>
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<td>Silent Auction</td>
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<td>La Crosse</td>
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<td><strong>Active Minds</strong></td>
<td>Club T-shirts - not selling</td>
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<td>T-shirt sales</td>
<td>Cartwright &amp; Whitney</td>
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<td>Organization</td>
<td>Event Description</td>
<td>Location</td>
<td>Date</td>
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<td>12/4/12-12/31/12</td>
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<td>SPIll</td>
<td>Decorating cookies</td>
<td>Port O'Call</td>
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<td>12/8/12-12/9/12</td>
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<td>12/6/12-12/7/12</td>
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<td>Selling Wreaths - bird seed wreaths</td>
<td>Cartwright, REC</td>
<td>12/7/12-12/9/12</td>
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<td>Sigma Tau Gamma</td>
<td>Puffin Fundraiser</td>
<td>Cartwright</td>
<td>12/10/12-12/11/12</td>
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<td>LC Hip Hop Team</td>
<td>Zumba class</td>
<td>Mitchell Hall</td>
<td>12/11/2012</td>
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<td>Ceramics Club</td>
<td>Ceramic Sale</td>
<td>Centennial</td>
<td>12/11/2012</td>
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<td>Archaeology Club</td>
<td>Bake Sale</td>
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<td>12/12/2012</td>
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<td>Bake Sale</td>
<td>Murphy Library</td>
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<td>Student WEA</td>
<td>Buffalo Wild Wings Fundraiser</td>
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<td>Competition Dance Team</td>
<td>Zumba class</td>
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<td>12/13/2012</td>
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<tr>
<td>Rugby Club (Women's)</td>
<td>Raffle - 50/50</td>
<td>Eagle's Nest</td>
<td>12/15/12-5/4/13</td>
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<td>Competitive Ballroom Dance Team</td>
<td>Potential Sponsors</td>
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<td>La Crosse</td>
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<td>Competition Dance Team</td>
<td>Kid's Clinic</td>
<td>Mitchell Hall</td>
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<td>Alumni Center</td>
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<td>Golf Club</td>
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<td>Alpine Race Team</td>
<td>Sweatshirt Sale for team/family/alumni</td>
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<td>1/28-2/28</td>
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<tr>
<td>Colleges Against Cancer</td>
<td>Coaches Against Cancer</td>
<td>Hu-Hot</td>
<td>1/29/2013</td>
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<tr>
<td>Women's Ultimate Frisbee Club</td>
<td>Jade Café Fundraiser - 15% of profit goes to club</td>
<td>Jade Café</td>
<td>2/1/2013</td>
</tr>
<tr>
<td>Organization</td>
<td>Event Description</td>
<td>Location</td>
<td>Dates</td>
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<tr>
<td>Colleges Against Cancer</td>
<td>Luminary Bag Sale</td>
<td>Cartwright</td>
<td>2/2, 2/18, 3/4, 3/11, 4/8, 4/11, 4/15/13</td>
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<td>Colleges Against Cancer</td>
<td>Heads on Tails - Half-Time Event at basketball game</td>
<td>Mitchell Hall</td>
<td>2/2/2013</td>
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<td>HOPE</td>
<td>Fishing for Love - Annual Dance Event</td>
<td>Vahalla, Cartwright</td>
<td>2/2/2013</td>
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<td>The Racquet</td>
<td>Valentine's Day inserts in Paper</td>
<td>Cartwright</td>
<td>2/6, 2/7, 2/11</td>
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<td>Volunteering Within</td>
<td>Collecting Teddy Bears (donations)</td>
<td>Cartwright</td>
<td>2/6/2013</td>
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<td>Alpha Phi</td>
<td>Heart Attack (Valentine's) Sales</td>
<td>Whitney &amp; Cartwright</td>
<td>2/7, 2/8, 2/11, 2/12</td>
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<td>Pre-Physician Assistant Club</td>
<td>Catch-A-Cure</td>
<td>Lake Onalaska</td>
<td>2/9/2013</td>
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<tr>
<td>Competitive Ballroom Dance Team</td>
<td>Jade Café (receive 10% of sales)</td>
<td>Jade Café</td>
<td>2/12/2013</td>
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<td>SPILL</td>
<td>Valentine's Fundraiser</td>
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<td>Diamond Way Buddhist Club</td>
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<td>Pre-Veterinary Club</td>
<td>Donations for Capable Canines of Wisconsin, Inc.</td>
<td>Cartwright</td>
<td>2/14/2013</td>
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<td>LIFE</td>
<td>Bake Sale Event</td>
<td>Cartwright</td>
<td>2/13, 2/14</td>
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<td>Competitive Ballroom Dance Team</td>
<td>Bake Sale at a Social Dance Event</td>
<td>Concordia Ballroom</td>
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<td>Women's Ultimate Frisbee Club</td>
<td>Coupon Book Sale</td>
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<td>2/18/2013</td>
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<td>Autism Speaks U</td>
<td>Bake sale &amp; Lecture</td>
<td>Cartwright</td>
<td>2/20, 3/28</td>
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<td>Bingo Night at Jade Café</td>
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<td>Coate Hall</td>
<td>Jade Café St. Baldrick's Fundraiser - 10% of sales go to St. Baldrick's</td>
<td>Jade Café</td>
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<td>Chi Phi</td>
<td>Coupon Book Sale</td>
<td>Cartwright</td>
<td>2/27, 3/5, 3/6</td>
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<td>Lacrosse Club (Women's)</td>
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<td>2/28/2013</td>
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<td>Maroon Platoon</td>
<td>Brewers Raffle</td>
<td>Cartwright, Games</td>
<td>3/1-3/31</td>
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<td>LASO</td>
<td>LASO Fiesta</td>
<td>Cartwright - Valhalla</td>
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<td>Bracelet Sale</td>
<td>Clock Tower</td>
<td>3/5-3/6</td>
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<td>Location</td>
<td>Date</td>
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<td>Table Top Gaming Club</td>
<td>Game Night</td>
<td>Cartwright - Valhalla</td>
<td>3/7/2013</td>
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<td>3/7-3/8</td>
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<td>Volleyball Club (Women's)</td>
<td>Tournament</td>
<td>REC &amp; Mitchell</td>
<td>3/9/2013</td>
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<td>Cartwright - Port O'Call</td>
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<td>End of Year Show</td>
<td>Cartwright - Valhalla</td>
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<td>Alpha Xi Delta</td>
<td>Promoting AmaXing Challenge</td>
<td>Cartwright</td>
<td>3/26, 3/28</td>
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<td>Spring Safety Bash</td>
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<td>La Crosse</td>
<td>4/1-5/31</td>
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<td>Cardboard Village</td>
<td>Drake Field</td>
<td>4/5-4/6</td>
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<td>Crushing Cerebral Palsy</td>
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<td>Alpha Xi Delta</td>
<td>Autism Speaks Walk/Run</td>
<td>Clocktower</td>
<td>4/6/2013</td>
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<td>Eta Sigma Gamma</td>
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<td>Cartwright</td>
<td>4/12-4/13</td>
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<td>Luminary Bag Sale</td>
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<td>HED 335</td>
<td>Earth Day Environmental Fair</td>
<td>Centennial - Hall of Nations</td>
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<td>Bake Sale</td>
<td>Cartwright &amp; Whitney</td>
<td>4/16, 4/17</td>
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<td>Alphatrax Jail n' Bail</td>
<td>Wittich Field</td>
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<td>Anime Club</td>
<td>Anime Club T-shirts (just for club)</td>
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<td>4/18/2013</td>
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<td>4/18-4/19</td>
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<td>Active Minds</td>
<td>National Stress-Out Week: Therapy Dogs</td>
<td>Clocktower</td>
<td>4/18/2013</td>
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<td>Relay for Life</td>
<td>REC or Mitchell</td>
<td>4/19-4/20</td>
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<td>College/Club</td>
<td>Event</td>
<td>Location</td>
<td>Date</td>
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<td>Colleges Against Cancer</td>
<td>Pancake Breakfast</td>
<td>REC &amp; Cartwright</td>
<td>4/19, 4/23-4/25</td>
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<td>Sigma Tau Gamma</td>
<td>Mr. UWL</td>
<td>Clocktower</td>
<td>4/22-4/23</td>
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<td>Bake Sale</td>
<td>Whitney</td>
<td>4/25/2013</td>
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<td>Wristband Sale</td>
<td>Cartwright</td>
<td>4/25/2013</td>
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<td>Gamma Sigma Sigma</td>
<td>Teeter-Totter-A-Thon</td>
<td>Drake Field</td>
<td>4/26/2013</td>
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<td>Sports Management and Class Project</td>
<td>Wheels for All Basketball Classic</td>
<td>Mitchell Hall</td>
<td>4/27/2013</td>
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<td>Chi Phi</td>
<td>&quot;Sara Softball&quot;</td>
<td>Reuter Field</td>
<td>4/27/2013</td>
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<td>Name of organization</td>
<td>Does RSO have a financial account?</td>
<td>Where is it located?</td>
<td>End of academic year balance</td>
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<tr>
<td>Active Minds</td>
<td>Yes</td>
<td>Campus</td>
<td>$0-200</td>
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# RSO Diversity Information Report 2012-2013

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Name of organization: Active Minds
What efforts has the organization taken to promote diversity: Programming, Awareness Publicity

Name of organization: Aikido Club
What efforts has the organization taken to promote diversity: Recruitment

Name of organization: Alpha Phi
What efforts has the organization taken to promote diversity: Recruitment, Programming, Awareness Publicity, Speech/Lecture, Offer Training

Name of organization: Alpha Sigma Phi
What efforts has the organization taken to promote diversity: Recruitment, Programming

Name of organization: Alpha Xi Delta
What efforts has the organization taken to promote diversity: Recruitment, Programming, Awareness Publicity

Name of organization: Alpine Race Team
What efforts has the organization taken to promote diversity: Recruitment

Name of organization: American Chemical Society Student Affiliate
What efforts has the organization taken to promote diversity: Programming

Name of organization: American Marketing Association
What efforts has the organization taken to promote diversity: Speech/Lecture

Name of organization: American Society for Microbiology
What efforts has the organization taken to promote diversity: Speech/Lecture

Name of organization: Angell Hall Council
What efforts has the organization taken to promote diversity: Programming, Awareness Publicity, Group Discussions, Speech/Lecture

Name of organization: Anime Club
What efforts has the organization taken to promote diversity: Recruitment

Name of organization: Archaeology Club
What efforts has the organization taken to promote diversity: Speech/Lecture

Name of organization: Archery Club
What efforts has the organization taken to promote diversity: Recruitment, Programming, Awareness Publicity

Name of organization: Athletic Trainer's Association
What efforts has the organization taken to promote diversity: Programming, Awareness Publicity, Speech/Lecture
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<td>Native American Student Association</td>
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<th>Name of organization</th>
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<th>Approximate hours devoted to service?</th>
<th>Projects/volunteer opportunities RSO participated in</th>
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<tr>
<td>Ski and Snowboard Club</td>
<td>Yes</td>
<td>41-60 Hours</td>
<td>Rec Climbing Comp, Battle Ship, Relay For Life</td>
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<td>Soccer Club (Men's)</td>
<td>Yes</td>
<td>&gt; 100 Hours</td>
<td>Volunteering at events for the Equestrian Club, Women's Soccer Club, Women's Volleyball Club</td>
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<td>No</td>
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<td>Society for Human Resource Management</td>
<td>Yes</td>
<td>11-20 Hours</td>
<td>Campus Welcome Week</td>
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<td>N/A</td>
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<td>Spanish Club</td>
<td>Yes</td>
<td>5-10 Hours</td>
<td>We participated in Ghoulees in the Coulees as well as advocated for help in the La Crosse Warming Center.</td>
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<td>Sport Clubs</td>
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<td>Sports Management Association</td>
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<td>N/A</td>
<td>Neighbors Day, Work day at the Hunger Task Force community garden, Hunger Taks Force volunteering at the warehouse, Salvation Army Bell ringing.</td>
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<td>Student Alumni Ambassadors</td>
<td>Yes</td>
<td>11-20 Hours</td>
<td>Oktoberfest Cleanup, Riverwatch</td>
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<td>Student Association</td>
<td>Yes</td>
<td>5-10 Hours</td>
<td>Rotary lights, Riverfront dance, COTH christmas party, Step-up for Down syndrome walk,</td>
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<td>Student Council for Exceptional Children</td>
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<td>Student Nutrition Association</td>
<td>Yes</td>
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<td>Rotary Lights, Polar Plunge, Relay for Life, Project Funway</td>
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<td>Student Occupational Therapy Association</td>
<td>Yes</td>
<td>81-100 Hours</td>
<td>Relay for Life, Massage Days, Morale Retreat, Coate Hall Spa Night, Festival Foods Granddad Marathon, Gundersen Woman's Heart Healthy Event, and many other community and campus events</td>
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<tr>
<td>Student Physical Therapy Club</td>
<td>Yes</td>
<td>&gt; 100 Hours</td>
<td>Rotaray Lights, Polar Plunge, Relay for Life, Project Funway</td>
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<td>Student Wisconsin Education Association</td>
<td>Yes</td>
<td>5-10 Hours</td>
<td>Children's Museum; volunteer at elementary schools; bell ringing</td>
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<td>Students Advocating Potential Ability</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
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<td>Students Protecting Environment and Animal Kinships</td>
<td>Yes</td>
<td>&lt; 5 Hours</td>
<td>Group of students got together to pick up trash in La Crosse.</td>
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<tr>
<td>Students Today Leaders Forever</td>
<td>Yes</td>
<td>81-100 Hours</td>
<td>Spring Break Trip, Children's Museum, Kane Street Garden, Habitat for Humanity</td>
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<td>Supporting Peers in Laid-Back Listening</td>
<td>No</td>
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<td>Table Top Gaming Club</td>
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<tr>
<td>Therapeutic Recreation Club</td>
<td>Yes</td>
<td>11-20 Hours</td>
<td>Polar Plunge, Wheelchair basketball, making crafts/cards for nursing homes, stamping, volunteering at various events through special olympics/in the community</td>
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<tr>
<td>Triathlon Club</td>
<td>Yes</td>
<td>61-80 Hours</td>
<td>Ironman Wisconsin, VO2 Max Testing for students, 5K races</td>
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<tr>
<td>Ultimate Frisbee Club</td>
<td>Yes</td>
<td>41-60 Hours</td>
<td>We did highway clean up and refereed intramural ultimate frisbee games</td>
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<tr>
<td>Vanguards</td>
<td>Yes</td>
<td>5-10 Hours</td>
<td>Participated in Rotary Lights setup and Neighbor's Day.</td>
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<tr>
<td>Vietnamese Student Association</td>
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<td>Volleyball Club (Men's)</td>
<td>Yes</td>
<td>21-40 Hours</td>
<td>Earth Fair</td>
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<td>Volleyball Club (Women's)</td>
<td>Yes</td>
<td>&gt; 100 Hours</td>
<td>Turkey Trot</td>
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<td>Volunteering Within</td>
<td>Yes</td>
<td>&gt; 100 Hours</td>
<td>Trick or Treat for Cans, Teddy bear Toss, gundersen Lutheran, Mayo clinic, village on cass, children's museum, Kamo Mentor, Coulee region chill, la crosse warming center, La Crosse county prevention network, Humane society, Salvation Army, Care center and more</td>
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<td>Water Ski &amp; Wake Board Club</td>
<td>Yes</td>
<td>61-80 Hours</td>
<td>High School State Dance Competition Malibu Open Core Requests from River City Show Ski Team</td>
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<td>No</td>
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<td>11-20 Hours</td>
<td>River Watch Boys and Girls Club Children's Museum</td>
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<td>Wisconsin Covenant Scholars</td>
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<td>21-40 Hours</td>
<td>Animal Shelter Children's Museum Relay for Life</td>
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<td>Women's Studies Student Association</td>
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<td>21-40 Hours</td>
<td>Take Back The Night La Crosse</td>
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<td>Women's Ultimate Frisbee</td>
<td>Yes</td>
<td>21-40 Hours</td>
<td>We helped, as a team, in the YMCA's valentines day 5K.</td>
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Operations
University Dining Program
University Reservations
Event Support Services
Facilities/Custodial
Graphic Services
Student Employment
Sustainability
The Racquet (student newspaper)
A. PROGRAM MISSION STATEMENT, PROGRAM DEFINITIONS PROGRAM RESPONSIBILITIES

University Meal Plan/Card Office and Dining Program

Our Mission: To serve the university community by providing the university ID card and the meal plan program. The dining program works to provide hospitality and nutrition excellence to the University of Wisconsin-La Crosse and its community.

Our Vision: UW-L Dining Services is the true partnership of the University of Wisconsin-La Crosse and Sodexo, working together to exceed the dining needs of the university community.

This will be achieved by adhering to our guiding principles:
- Integrity
- Value
- Variety
- Wellness education
- Employing great people
- Exceeding customer expectations for quality and service.

Program Responsibilities: The Meal Plan/ID card office takes pictures for student, staff and faculty ID cards, assists with card activation, the replacement of lost ID cards, and helps students whose cards are not working as they should. Additionally, this office enrolls students in the meal plan of their choice, processes waiver requests, initiates all billings for campus cash and meal plans, and serves as an information source for the meal plan, campus cash and ID card programs. Some ancillary responsibilities include issuing cards and processing bills for summer camp program meals and designing and creating name badges for university departments when requested.

University Reservations & Event Support

Mission: University Reservations & Support Services assists the community by coordinating reservations and services, offering information for event planning and acting as a liaison with University entities.

Program Responsibilities: University Reservations & Event Support is responsible for assisting community members with making their reservations for rooms in Cartwright Center and a number of academic rooms and outdoor spaces on campus. This area works in concert with many university departments to help plan small and large scale University events (Board of Regent meetings, NCUR, Chancellor’s inauguration, etc.) and oversees the technology and logistics needed for those events. Additionally, this area provides set-up information to the Cartwright custodial staff and the Custodial Supervisor who oversees the academic buildings.
Additional responsibilities include supervision of the Center’s student building managers and the Information Counter and oversight of the campus calendar.

**Custodial Services**

**Mission:** Custodial Services strives to provide the highest level of cleaning, safety, and set-up services possible.

**Program Responsibilities:** Custodial Services is responsible for cleaning all the meeting rooms, offices, public areas, and food service/dining areas (up to the service counters) in Cartwright and Whitney Centers. Additionally this area works with all room set-ups, moving projects, and equipment surplus projects in both buildings.

**Facilities Maintenance**

**Program Responsibilities:** This area is responsible for the installation and maintenance of all food service and general usage equipment purchased and used by University Centers. Additionally, personnel in this area maintain all mechanical systems (air conditioning, heat, fire suppression, etc.) in the Centers.

**Graphics**

**Program Responsibilities:** Graphics provides a number of creative and artistic services for student organizations and university departments. Services include original designs when requested, poster size printing, laminating, button making, and the printing of copies. The area also offers supplies such as rolled paper in various colors, Texas markers, and use of the Ellison machine for die cutting letters for posters at no cost to student organizations.

### B. PROGRAM MEMBERSHIP/UNIT STAFFING

**Meal Plan/ID Card**

**Financial Specialist** – Cindi Swanson

- **Student Employees** – Kelly Farrell, Nicole Kathmann, Kelly McCool, Sean Miller, Jamie Satterlee, Alexandra Syvrud, Olivia Yorton, Keali Zastro

**University Reservations & Event Support**

**University Reservations Coordinator:** Michael Slevin

- **University Reservations Program Assistant:** Rebeca Neitzel
- **Student Employees - Reservations:** Emily Aplin, Anna Quackenboss, Kristin Riniker, Lexi Schroeder, Kayla Sobotta, All Towers, Taylor Wermund
- **Student Employees – Building Managers:** Chelsey Engibous, Nicole Flackey, Sara Hessefort, Briana Justin, Sara Medina-Bielsk (Chiqui), Nicole Pernsteiner, Emily Stacken, Hayley Tatro, Amanda Zenk
• **Student Employees – Information Counter:** Alison Foglia, Brittany Griese, Amanda Hardy, Abby Jamison, Alyssa Neumann, Jessica Pierce, Briana Rickmar, Karie Sarazen, Victori Shuette, Deanna Schultz, Caitlin Sevener

• **Event Support Coordinator:** Heather Holm

• **Student Employees – Event Support:** Callan Donovan, Paul Gaska, Matthew Grewe, Gus Johnson, Kelly Logeman, Chris Losinski, Garret Martin, Shawn Verbeten, Cori Vought, James Vought, Lewis Wethall

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**Custodial Services**

- **Custodial Supervisor:** Rob Hamann
- **Lead Custodian - Cartwright:** Bob Wilson
- **Lead Custodian – Whitney:** Mark Barton
- **Custodians (Cartwright):** Rita Anderson, Leeann Dobson, Kenneth Miller, Karen Novak, Sam Arentz,
- **Custodians (Whitney):** Jeff Schmitz, Brian Jorstad (1/2 time)

**Student Custodians** - **Cartwright:** Jacob Botsford, Andy Brownfield, Nathan Haas, Devan Johnson, Emily Lovison, Bryan Rundhag, Desiree Starkey

**Student Custodians – Whitney:** David Johnson, Kristin Kotzer, Meghan Long, Kelly McClone, Michelle Raabe

**Valhalla Set-Up Crew:** Amanda Bridleman, Justin Campbell, Kelly Denk, BreAnna Diehl-Holm, Grant Dvorak, Buzzy Holman, Sarah Joost (lead), Garrett Loken, Morgan Phalen, Jessica Ramel (lead), Sarah Renguette, Bryan Rundhag, Ellen Weiler

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**Facilities Maintenance**

- **Maintenance Mechanic:** Jon Borgen
- **Electrician:** Dave Langteau

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**Graphics**

- **Graduate Student:** Tarra Bourgeois
- **Student Employees:** Max Hautala, Emily Johansen, Marvin Labre, Samantha Petit, Rob Schrader

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**Racquet**

- **Editor-in-Chief:** KC Powers
- **Managing Editor:** Nicole Laegler
- **News Editor:** Melissa Moss
- **Sports Editor:** Spencer Mertes
- **Features Editor:** Annalise Falck-Pedersen
- **Viewpoint Editor:** Caleb Brown
C. BROCHURES/PUBLICATIONS

University Meal Plan/Card Office and Dining Program
- See attached folder

D. LEARNING OUTCOMES & ASSESSMENT (2012-2013)

University Dining Services Committee

- As a result of participating in the Dining Services Committee, students will understand how the university dining services function and operate, as evidenced by active participation and demonstrated awareness of program complexities.

Assessment:
Discussions centered on the new dining contract and if contractual obligations were being met. Students gave feedback on improvements that needed to be made in order for students to be satisfied with the program being offered.

- As a result of participating in the Dining Services Committee, students will demonstrate active, responsible citizenship by allowing their voices to be heard and promoting the desires of the student population as a whole, as evidenced by regular contributions during committee meetings.

Assessment:
Committee members relayed praise and complaints from their residents and other students regarding specific items or the meal plan in general. Additionally, they offered suggestions to address student complaints.

- As a result of participating in the Dining Services Committee Meetings and active dissemination of important information, student representatives of residence halls, RHAC, and other organizations will exercise effective leadership and communication skills as evidenced by continuing observations.

Assessment: Students regularly shared important information with members of the Residence Hall Association (RHAC).
• As a result of being part of the Dining Service Committee, students will apply interpersonal
communication skills, as evidenced through observations of collaborative participation and
problem solving during committee meetings.

Assessment: Fall Semester, discussions were regularly centered on improvements that
needed to be made in order to meet students’ expectations of the meal plan program.
Committee members explored solutions to meet students’ dining needs. Spring Semester
meetings centered more on providing suggestions to add variety and work with issues of
traffic flow.

University Reservations & Event Support

• To continue the training and evaluation program that was started several years ago and to
continue to work with the student staff members to reach a more advanced level of
technology. Additionally, each student should understand the fundamentals of sound
technology and how some of the processes we use can be used every day. We will work
toward staff understanding what they learn in this job can help them toward their future
goals.

Assessment:

This year we ended up spending more time on making sure that students understood the
equipment we use due to many new people joining staff.

• To focus on the importance of customer service and how it is vital to the operation.
Students will understand the importance of customer service and be able to apply it to their
daily lives. In addition, students will learn to become self-sufficient while working an event,
anticipating problems that may occur, anticipating the next step to complete a setup and
make suggestions to customers that may help improve the overall quality of an event.

Assessment:

This learning outcome was measured through the evaluation process of the student staff.
Ten areas of customer service were measured and discussed during one-on-one evaluations.
The students did a self-perception instrument which was identical to the evaluation done by
the supervisors.

• Experienced student staff will take a lead role in assisting with training and possibly with the
scheduling for staff hours. Student trainers will go through the learning rubric so they are
aware of students should be learning as a result of their training.
Assessment:

This was not implemented this year. A few students took on some leadership roles, but there has not been enough time to come up with a comprehensive plan for making this come together.

Racquet

• As a result of attending orientation & workshop sessions, Racquet student editors and writers will gain a better understanding of newspaper writing as evidenced by continued article submission and consistent improvement in their writing skills.

Assessment:

Though an orientation session was not held, several workshops were hosted by Advisory Board members and their colleagues to focus on writing.

• As a result of attending a diversity workshop, Racquet student editors and writers will gain a stronger sensitivity to issues facing members of oppressed groups as evidenced by how these issues are addressed in articles written for the paper.

Assessment:

Though this was a constant discussion topic in weekly meetings with the advisor, editor-in-chief, the managing editor, and the business manager, a general diversity workshop for all writers and section editors was not held.

• As a result of attending weekly meetings with the advisor, the editor-in-chief and business manager will develop a better understanding of budgets and how to make decisions regarding the Racquet keeping the budget in mind.

Assessment:

The budget guided weekly decisions regarding how many pages to print. At the end of the Spring Semester, one week of printing and the recap edition were eliminated in order to better meet budget restrictions.
E. GOALS, OBJECTIVES & ACCOMPLISHMENTS (2012-2013)

University Dining Program

• Get to know all of the Sodexo management team.

The main team members were hired and began working the last several weeks in June. Team members hired were Nori Yamashita (general manager), Michael Carlson (operations manager), Brian Caballero (Whitney manager), Russ Glasby (retail manager), Jay Rekadahl (executive chef), Brian Weichert (executive chef – Cartwright), Robb Hanson (executive chef – Whitney), Patty Valentine (assistant retail manager), Michelle Gage (assistant Whitney manager), Sarah Nicklay (dietician), Nicole Zitzner (marketing), Bridgett Lansink (catering), Brandon McQuinn (human resources), and Debbie Tooley (office Manager). The operations manager resigned during the first week of fall classes, the Whitney Center manager resigned at the end of fall semester, the catering director was transferred to another institution at the end of fall semester, the Whitney executive chef and the retail manager both resigned mid spring semester. Temporary replacements from other institutions were used on and off throughout Spring Semester with the intent to hire permanent replacements for fall semester 2013. A new catering director, Mary Evers, was hired mid-spring semester and Jay Rekadahl moved from executive chef to retail manager, leaving the executive chef position open. Needless to say, after developing a comfortable relationship with the vacating company over the past 20 + years, this year was spent learning the style and expectations of a new organization as well as developing relationships with people who were new to their positions and for some also new to the organization.

• Develop marketing materials to inform the students, faculty and staff regarding the dining program.

A number of marketing pieces were developed: Meal plan brochures, sustainability information sheets, materials to help Resident Assistants & Hall Directors better understand the new program, and an updated website. A new informational video is in the process of being developed.

• Work with Human Resources to develop a payroll deduction program for the faculty/staff block plan

The payroll deduction program was developed and implemented late fall semester. With the implementation of this program, the faculty/staff meal plan enrollment went from 11 members fall semester to 26 for the spring semester.

University Reservations & Event Support

• Implement online reservations

We are working on implementing a new software package (Ad Astra), so we have not made this addition.
• **Place all forms currently being used online**

Several of the forms will continue to be available only through our office or 212. The justification is that some discussion needs to take place, so we want the contact to meet with us before filling out the form. Other forms that aren’t as critical will be added when the new website is constructed.

• **Continue to develop Centennial Hall reservations policies**

This is being worked on as it is wrapped up with the overall reservations policies that the University committee is working on.

• **Complete revision of the Scheduling Policy**

Progress is being made, and a final policy is expected to be completed by July, 2013.

• **Work with other university entities to create a more unified billing structure for the different campus groups**

This is a part of the ongoing scheduling policy committee.

• **Develop a publicity/marketing plan to educate the campus community regarding our services**

Energy has been devoted to creating a much better website page for University Reservations which will better represent what we have to offer. There has not been enough time to plan invitational training sessions, but this will have to take place when Ad Astra gets implemented in summer of 2014.

• **Revise training and evaluation process for student staff**

The evaluation tool was updated to be aligned with our learning outcomes. For this upcoming fall training, the new staff will learn about expectations and their roles by understanding the evaluation tool from the beginning of their time here.

• **Continue to update equipment.**

We have added new lighting equipment and backdrops, a digital mixing board, large dry erase board, several computers (through a division grant) and a few other miscellaneous items to offer more complete service.

• **Hire a more diverse staff.**

We have diversified the gender of the staff in all three areas with our staff for 12/13 and for the staff we hired for 13/14. We have some racial diversity, but our applicant pool still was not as diverse with strong candidates. This will be an ongoing goal.
**Custodial Services**

- **Develop the cleaning program for all of the dining areas.**

  This year, as a result of the new dining contract, University Centers assumed cleaning responsibilities for the State Room, Main Deck, the Galley (up to the serving counters), the Cyber Café (up to the serving counter), and the Cellar (up to the serving counter) in Cartwright Center. In Whitney Center, UC staff is cleaning all of the dining rooms (seating areas and serving areas up to the serving counters). Cleaning responsibilities are centered predominately on floor care with additional tasks being covered during the winter and summer breaks. In order to cover all of the areas, current staff schedules and job descriptions were adjusted and an additional full-time staff member and student staff was hired. Though the University Centers staff did a remarkable job of keeping the areas clean, it was a constant struggle to ensure that the dining company was meeting the set expectations.

- **Develop an assessment tool that will offer feedback to custodial services regarding the cleanliness of the facilities.**

  This goal was not met and will be a goal for 2013-14.

**Student Employment**

This year, there was no graduate student for the student employment program or the dining program as there has been in the past. For this reason, more of the Associate Director’s efforts were directed towards the dining program. Thus the offering of the training sessions and the implementation of the UniLOA did not occur.

- **Offer two training sessions for the Center student employees** (topics to be determined) – goal was not met

- **Implement usage of the UniLOA** – goal was not met

- **Review student employee manual and review pay structure for student employees**

  Development of a new manual was begun. More discussion will occur over the summer regarding the manual and the pay structure. The intent is to have the new manual available for the Spring 2014 hiring process.

- **Work toward a more diverse staff.**

  As part of the hiring process, we worked with the Office of Multicultural Student Services to publicize our positions to students of color.
Facilities

- Facilitate the renovations in the area previously occupied by Career Services and Advising Center staff in the lower level of Cartwright Center.

This space has been converted for student organizations. A large office area for the Campus Activities Board has been created. Cubicles are in place and have been assigned to a variety of student organizations. Fifteen “cages” for storage have been assembled and assigned to student organizations.

F. HIGHLIGHTS/POINTS OF PRIDE (2012-2013)

University Dining Program

Dining Contract

- The RFP for the new dining contract was successfully completed.
- A new venue was opened in Centennial Hall featuring Starbucks coffee and a Simply-to-Go concept

Share-a-Meal

- 541 meal plan meals, 40 Block meals and $15.00 in cash were donated (Last year, 420 meal plan meals, 29 Block meals and $62.00 in dining dollars were donated)
- The meals were converted to a dollar amount and were used to purchase food that was then donated to the UW-L food pantry during Spring Semester 2013.

Recipes from Home

- Provided parents and/or guardians of students the opportunity to submit their student’s favorite recipe from home to be prepared in the Whitney Center main dining room
- 285 recipes were submitted this year!

Green Initiatives

- As part of the new meal plan contract, all students had the opportunity to pick up an eco-clamshell or a reusable lunch bag, as one of their meal plan benefits, to use for carry-out meals

University Reservations & Event Support/Custodial

General

- The staff in these areas provided stellar service for three large events this year: Vice President Joe Biden’s visit, the Board of Regents meeting, and the NCUR Conference. The entire full-time and student staff put in many hours planning and staffing all three events.
• The Vice President’s visit was a very time-intensive event which required a total commitment for the entire process for Heather Holm. Within a three day time period she spent over 45 hours coordinating with the VP’s staff, Secret Service officers, University Police, sound, light, and staging vendor and other university staff. She was the go-to person and was totally responsible for making sure all of the logistics came together. Heather was an amazing representative of both University Centers and the University in general, and she received great praise from all of the external staff.

• Board of Regents – April 4th and 5th, 2013 – Event Support successfully used twelve (12) SM81 microphones and Nexo PA to amplify the Regents’ discussion. The Regent’s secretary told us it was the best sound they have ever had. In addition to the technical areas in both meeting rooms, logistics, including room setup, signage, and coordinating changeovers were all handled without incident. This note from the secretary for the Board of Regents is a nice summary:

  Dear Joe and Kjerstin,

  Just wanted to say "thank you again" to you both, and to Heather, Michael, Sue and everyone else at UW-La Crosse who was involved in hosting last week’s Board of Regents meeting. I know the Regents enjoyed having the opportunity to meet on campus, and I’ve heard nothing but positive reviews. Everything went extremely smoothly, from the Thursday-morning presentation, to the delicious food, to the entertainment on Thursday evening, to the opportunities for conversation with students, etc., etc.

  This meeting was in the works for a long time -- I think Kjerstin first contacted me well over a year ago! We know very well how much planning and hard work goes into hosting one of these meetings. I can’t tell you how much we appreciate all that you did to make the meeting a great success.

  Best regards,

  --Jane

  Jane S. Radue
  Secretary of the Board of Regents
  University of Wisconsin System

• Once again, Heather was the key person coordinating all aspects of the plenary speaker sessions and the International Banquet for NCUR. She arranged for and coordinated all of the equipment and logistics for the external vendor and acted as the event manager for all sessions and the banquet. Additionally, Heather played a huge role in working with the entire process for the talent portion of the banquet. She sat in on the auditions, met with each group individually, coordinated the rehearsals and produced the actual event. This
was a 75 hour week, right after a 70+ hour week for the Board of Regents event. This feedback is representative of what our entire operation brought to this event:

UW-L Colleagues:

The UW-L NCUR Executive Committee wants to thank you for your help in organizing and implementing the many aspects of NCUR 2013. Your work included all of the NCUR event venues from the REC to Cartwright to Mitchell...and the list goes on.

We recall the many planning meetings as well as “spur of the moment” interactions. Even with the enormous planning effort, we ended up having to do many modifications “on the run” as new issues arose. Your collective staffs not only did an outstanding job in all regards, but also did it with a positive attitude...when asked to accommodate last minute changes, the response was “we can make that happen AND is there anything else we can do?”

Your efforts overall were exemplary, and the efforts of all those involved in the REC were simply unbelievable until we saw the time-lapse video yesterday (Heather was a great “go to” person).

Please extend our gratitude to your staffs—they all stepped up to the plate to make this NCUR 2013 a great success. Accordingly, we and the NCUR Oversight Committee are exceptionally pleased with the experience you helped to provide to these young scholars—it is what we are all about.

With appreciation,

The UW-L NCUR Executive Committee

- The Custodial staff began cleaning all of the seating and serving areas associated with the dining areas this year and was able to raise the standard of cleanliness. Additionally “green products” were introduced into the cleaning routine of these areas.

Facility

- New Student Center – Kindness Architecture and Planning was awarded the contract and meetings began late spring semester

G. INCLUSIVE EXCELLENCE

General

- A continuation of the passive, inclusive excellence program that was begun Spring Semester 2012 was continued. Pictures (of individuals from oppressed groups) with appropriate quotes were placed in each meeting room (with an explanation of the series) to get people
to think about inclusive excellence. The pictures/quotes were rotated between floors during the winter break.

University Reservations and Support Services

- This year Event Support has been able to hire and retain 3 female staff members. It has been exciting to continue to add to the dynamics of our staff team. I hope in the future we are able to add to our staff to make a more diverse group.
- Per our usual practice, we do our best to help with acquiring the necessary facilities, equipment, and staffing to ensure success for events that support the inclusive excellence mission.

H. ISSUES and RECOMMENDATIONS

University Dining Services

Meal Plan Program

- New contract began July 1, 2012 – a number of changes were made regarding options offered, such as removal of the self-serve salad bars in Whitney Center. Over the course of the semester we learned that students enjoyed this self-service aspect and where possible some self-service options were returned to the mix of offerings in the Main Dining Room and the Flying Star Diner
- Dining Services Contract – Fall Semester had a very stressful opening with the dining areas being short staffed, long lines, and the campus membership adjusting to the new offerings. As the semester progressed service improved and adjustments were made as needed. Over the summer, Sodexo will need to make sure plans are in place to ensure a smooth opening in September.
- Now that we have one year with the new contract, students in the halls have a better understanding of what is provided as a result of the new contract. All parties involved have had time to adjust – focus groups to obtain feedback regarding the meal plan program should be conducted in the residence halls
- Continue giving Residence Life written materials and informational flyers to post in the residence halls. Meet with the Residence Life staff to inform them about all the changes.
- Packouts & Fine Dine Program – both program were very slow to start this year as Sodexo was slow to get things in place. Both of these programs should be available at the beginning of Fall Semester.
- Dining Services Newsletter – due to the lack of a graduate assistant in this area, the newsletter took a hiatus. The practice of a monthly newsletter should return for the 2013-2014 academic year.
- Share-a-meal – this program did not get implemented until late fall semester and did not occur during the spring semester. The program should take place before mid-semester both Fall and Spring
- Sick Meal Trays – better publicity needs to be done regarding this meal plan benefit.
University Reservations & Support Services

- We need to look into how Event Support is going to function with the new student union coming. We should look into what the responsibilities will be for Event Support, what changes are coming with the new union and consider hiring a second full time staff member to assist with supporting the new building.
- As we create new options for end users I recommend planning to increase the amount of student staff hours offered for future years. Some of these new options take more time to utilize.
- Heather should receive professional rigging training and become certified in rigging as we plan on adding more rigging needs now and in the new building.
- Heather and the UES student staff should take the CPR/AED training to be better prepared during events.
- Not having an updated website is an issue for us because it is difficult for our customers to access important information needed for events. This should be taken care of this summer.
- There are concerns about Ad Astra implementation and use. There is an issue with the billing function, and we will be exploring this as we start using the software in January for reservations starting in either June or September.

Custodial Staff

- There were issues throughout the year with the cleaning of the dining areas on the part of Sodexo. Tables were not getting cleaned on a regular basis and when they were cleaned, food was being wiped onto the floors and chairs. So the custodial staff was doing more than intended. Additionally, the dining company was not cleaning the floor in the kitchen area and the grease was constantly being tracked into the areas our custodial staff was cleaning. We were in constant communication with the Sodexo operations manager regarding this issue.

Facility

- New Student Center – Kindness Architecture and Planning was aw
- Old “Bowling Lanes” area – working with students to have the new organizations space become a viable area in the building
- Cyber Café – this venue gets very warm (especially the work area behind the counter) during the summer. Two air conditioners were installed in May to help alleviate this problem.

I. CHANGES IN RESPONSIBILITIES, SERVICES AND PROGRAMS

University Reservations & Event Support

- We have updated the first aid supplies and have added a wheelchair available for minor emergencies. Heather worked with a for-credit student intern, and it was a very successful and a rewarding experience for the student.
In anticipation of the new building, we are also considering changing the name of the information counter to “Guest Services”, but we are still working on the best words/concept.

**Custodial/Maintenance**

As a part of the new dining contract (effective July 1, 2012), University Centers custodial staff took over responsibility for the floor care of all of the Dining areas (seating areas and service areas up to the serving counters) in both Cartwright and Whitney Centers. As a result of this, the cleaning of dining areas was added to a number of the current custodial positions and work shifts/starting times were adjusted to accommodate the operational hours of the dining area and a number of student custodians were hired. Because of the added cleaning responsibilities and the need for supervision of a student custodial crew, a full-time position in the form of a lead worker was created at Whitney Center.

**University Dining Program/Facilities**

- The Dining RFP which was initiated Fall Semester 2011 resulted in the contract being awarded to a new vendor, Sodexo.
- As a result of the new contract, the meal plan options changed from the traditional 10/14/19 meals per week to the options of a 14 or 19 Basic Plan and a 14 or 19 Plus Plan. These new options did away with the past concept of transfer meals and all 14 or 19 meals (on both the Basic & the Plus plans) could be eaten in any of the restaurants in Whitney Center (Main Dining Room, Flying Star Diner, Sub Connection/Hot Spot, Simply-to-Go) or the Cellar (FoD) whenever they were open. If students wanted to expand the areas where they could eat, they could purchase the Plus plan which would add 30 Block meals for the semester to their plan. These 30 blocks allow students to eat at any of the Galley concepts, Einstein’s Bagels, and at the Murphy’s Library & Centennial Hall Simply-to-Go concepts.
- Most of the facility changes made this year occurred in the dining areas as a result of the new dining contract. The Galley was remodeled to include the following concepts: Chef’s Table (menu changes daily), the Original Burger Company (burgers, chicken, fries, onion rings, etc.), Cyclone Salads (salads made to order), Slice of Life (pizza slices, bread sticks, pasta dishes), Erbert & Gerbert’s (soup and sandwiches). Einstein’s Bagels became the new concept in the Cyber Café (which still houses Red Mango). In Whitney Center, the salad bars were removed and a concept called 360º (exhibition cooking) was installed. Additional concepts in this area are Basic Kneads (deli area), Bella Tratorria (pizza slices, casserettes, specialty salads, bread sticks), Wild Mushroom (vegan/vegetarian area), Magellan’s (stir fry @ lunch & comfort foods @ dinner), and My Zone (addresses food allergies & special dietary needs). The Flying Star Diner, is still considered a separate concept, but no longer requires a separate swipe in order to eat. In addition to a “diner” menu concept, this area serves breakfast all day. The Cellar became the Food on Demand Concept. Students place orders at a kiosk, then munch on items from the “nosh bar” while waiting for their entrée. This
area now features breakfast, lunch and dinner menus. A new concept opened in Centennial Hall featuring Starbuck’s coffee and a Simply-to-Go concept.

- In addition to the facility changes, some facility hours changed. The Cellar now opens at 7:00 am on Monday – Friday (previously 11:00 am); the Galley now opens at 10:30 am (previously at 7:00 am) with some areas remaining open until 6:00 pm (Original Burger Company, Cyclone Salads, Slice of Life) and some until 8:00 pm (Erbert & Gerbert’s and Simply-to-Go); the SubConnection is open until 1:00 am (previously midnight).

**Student Employment**

- This year there was no graduate student working with the student employment area, so the usual training sessions did not occur.

**Racquet**

- KC Powers became the new Editor-in-Chief

**J. Workload and Outcome Measures**

- Note that prior to 2011-12, reservations made by personnel from other entities; such as the REC and athletics; were included in the reservations totals.

**Reservations**

**Total Reservations**

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<td>2009-2010</td>
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The months in which the most reservations are made were:

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[See Reservations for complete listing]
The most frequent users of our service are:

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[see Customer Statistics Summary for complete listing]

Academic Departments:

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## Reservation by Event Type:

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<tr>
<td>Review Session</td>
<td>157</td>
<td>145</td>
<td>131</td>
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<td>Exam</td>
<td>88</td>
<td>136</td>
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<tr>
<td>Athletic Event</td>
<td>3</td>
<td>5</td>
<td>205</td>
<td>211</td>
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</table>

[See Event Type Analysis for complete listing]
Room usage:

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of Reservations</th>
<th>Number of Hours Reserved</th>
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</thead>
<tbody>
<tr>
<td>Room 257</td>
<td>386</td>
<td>488</td>
</tr>
<tr>
<td>Room 263</td>
<td>479</td>
<td>474</td>
</tr>
<tr>
<td>Room 259</td>
<td>285</td>
<td>373</td>
</tr>
<tr>
<td>Room 258</td>
<td>408</td>
<td>369</td>
</tr>
<tr>
<td>Port O’Call</td>
<td>286</td>
<td>321</td>
</tr>
<tr>
<td>Room 326</td>
<td>244</td>
<td>320</td>
</tr>
<tr>
<td>Room 260</td>
<td>294</td>
<td>292</td>
</tr>
<tr>
<td>Room 330</td>
<td>264</td>
<td>285</td>
</tr>
<tr>
<td>Room 339</td>
<td>279</td>
<td>282</td>
</tr>
<tr>
<td>Room 342</td>
<td>254</td>
<td>273</td>
</tr>
<tr>
<td>Room 337</td>
<td>293</td>
<td>273</td>
</tr>
<tr>
<td>Ward Room</td>
<td>284</td>
<td>270</td>
</tr>
<tr>
<td>Room 332</td>
<td>207</td>
<td>237</td>
</tr>
<tr>
<td>Room 328</td>
<td>335</td>
<td>236</td>
</tr>
<tr>
<td>Room 329</td>
<td>205</td>
<td>211</td>
</tr>
<tr>
<td>Room 340</td>
<td>199</td>
<td>208</td>
</tr>
<tr>
<td>Valhalla*</td>
<td>198</td>
<td>188</td>
</tr>
</tbody>
</table>

* Indicates when all of Valhalla was used (times when just the A side or B side were used separately are not included in this figure [See Room Statistics for complete listing]

Sales – Reservations

<table>
<thead>
<tr>
<th>Year</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>$33,799.95</td>
</tr>
<tr>
<td>2011-2012</td>
<td>$24,885.06</td>
</tr>
<tr>
<td>2010-2011</td>
<td>$33,028.08</td>
</tr>
<tr>
<td>2009-2010</td>
<td>$52,930.59</td>
</tr>
<tr>
<td>2008-2009</td>
<td>$23,823.16</td>
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[See Sales by Customer Type, Sales by Customer, Sales by Resource]
# Student Employment

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># Applicants</td>
<td>47</td>
<td>88</td>
<td>62</td>
<td>55</td>
<td>51</td>
</tr>
<tr>
<td># Group Process</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>46</td>
</tr>
<tr>
<td># Hired</td>
<td>20</td>
<td>18</td>
<td>23</td>
<td>24</td>
<td>27</td>
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## Number of Student Employees By Area:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Building Manager</td>
<td>8</td>
<td>8</td>
<td>9</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Computer Assistant</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Custodial</td>
<td>11</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Diversity Center</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Event Support</td>
<td>10</td>
<td>8</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Graphics</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Information Counter</td>
<td>8</td>
<td>10</td>
<td>9</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Leadership &amp; Involvement Center</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Meal Plan/ID Card Office</td>
<td>6</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Pride Center</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Reservations</td>
<td>7</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Student Activities/Reception</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Valhalla Set-Up Crew</td>
<td>12</td>
<td>12</td>
<td>10</td>
<td>9</td>
<td>8</td>
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## Food Service

### Recipes From Home:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Recipes Submitted</th>
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<tbody>
<tr>
<td>2012-2013</td>
<td>285</td>
</tr>
<tr>
<td>2011-2012</td>
<td>229</td>
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<tr>
<td>2010-2011</td>
<td>180</td>
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<tr>
<td>2009-2010</td>
<td>175</td>
</tr>
<tr>
<td>2008-2009</td>
<td>180+</td>
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</table>

### Number Of Students on Traditional Meal Plans:

<table>
<thead>
<tr>
<th>Meal Plan Type</th>
<th>Fall 2012</th>
<th>Spring 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>1,751</td>
<td>1,638</td>
</tr>
<tr>
<td>19+</td>
<td>546</td>
<td>499</td>
</tr>
<tr>
<td>14</td>
<td>519</td>
<td>505</td>
</tr>
<tr>
<td>14+</td>
<td>323</td>
<td>323</td>
</tr>
<tr>
<td>Totals:</td>
<td><strong>3,139</strong></td>
<td><strong>2,965</strong></td>
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Number of Students on Reuter Block Plan:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>330</td>
<td>326</td>
</tr>
<tr>
<td>2011-2012</td>
<td>317</td>
<td>325</td>
</tr>
<tr>
<td>2010-2011</td>
<td>434</td>
<td>380</td>
</tr>
<tr>
<td>2009-2010</td>
<td>336</td>
<td>336</td>
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Number of Students on Off Campus Block Plan:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>1,276</td>
<td>1,342</td>
</tr>
<tr>
<td>2011-2012</td>
<td>1,406</td>
<td>1,572</td>
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<tr>
<td>2010-2011</td>
<td>1,341</td>
<td>1,442</td>
</tr>
<tr>
<td>2009-2010</td>
<td>1,434</td>
<td>1,420</td>
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Number of People on Faculty/Staff Block Plan:

<table>
<thead>
<tr>
<th>Fall 2012</th>
<th>Spring 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>26</td>
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</tbody>
</table>

Campus Cash:

<table>
<thead>
<tr>
<th>Amount Purchased</th>
<th>Amount Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>$248,769.30</td>
<td>$210,460.09</td>
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Meal Plan Campus Cash:

<table>
<thead>
<tr>
<th>Amount Spent Fall 2012:</th>
<th>Amount Spent Spring 2013:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$219,928.14</td>
<td>$255,386.07</td>
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</tbody>
</table>

Packouts (Residence Halls)

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Number of Packouts Fall Semester</th>
<th>Number of Packouts Spring Semester</th>
<th>Total Packouts</th>
<th>Individuals who Participated in Fall Semester</th>
<th>Individuals who Participated in Spring Semester</th>
<th>Total Individuals who Participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>18</td>
<td>9</td>
<td>27</td>
<td>605</td>
<td>450</td>
<td>1,055</td>
</tr>
<tr>
<td>2011-2012</td>
<td>23</td>
<td>21</td>
<td>44</td>
<td>1,045</td>
<td>926</td>
<td>1,971</td>
</tr>
<tr>
<td>2010-2011</td>
<td>18</td>
<td>11</td>
<td>29</td>
<td>739</td>
<td>1,009</td>
<td>1,748</td>
</tr>
</tbody>
</table>

# Meal Plan Waivers: 6 students requested waivers from the residential meal plan program (5 students were kept on their original meal plan, 1 student was given the option of a reduced meal plan)
K. Budget and Resources Summary

Large Purchases - Whitney Center

- $18,465.00 – Dorsal Chairs (Main Dining Room)
- $14,669.64 – Tables (Main Dining Room)
- $4,568.72 – Café Height Chairs
- $4,389.00 – Cylindrical Floor Machine
- $8,839.00 – Food Service Equipment (Charbroiler, Gas Griddle, Reachin Freezer, Double Oven)
- $7,535.00 – Merchandiser
- $7,139.00 – Electric Oven-Rotisserie
- $15,800.00 – Dishwasher
- $39,600.00 – Convection Microwave Ovens
- $10,179.00 – Digital Soundboard

Open Dining

- $14,820.00 – Strive Chairs (Main Deck)
- $3,364.00 – Food Equipment (Food Processor, Under Counter Beverage Air)
- $4,952.00 – Floor Machine
- $1,801.00 – Small Carpet Extractor
- $2,935.00 – Furniture (Computer Tables, Chairs – Cyber Café)

Cartwright Center

- $1,079.00 – Floor Burnisher
- $1,702.00 – Couches (2nd Floor TV Lounge)
- $3,840.00 – Furniture (Tables, Chairs, End Tables – 3rd Floor Lounge)
- $1,500.00 – Fork Lift
- $3,597.00 – Lighting
- $3,511.00 – Sound Equipment

L. Learning Outcomes for 2013-2014

The following learning outcome will be added to those listed in Section D:

Reservations/Event Support

- As a result of attending fall training and 4-6 additional topic sessions, building managers and IC staff will demonstrate their knowledge of the building, policies, and procedures, as evidenced by their performance on the D2L test.
**Student Employment**

- As a result of participating in the student employee customer and diversity training programs, students will develop solid customer service skills and will be able to talk about some privileges that they have compared to members of oppressed groups.

**M. GOALS 2013-2014**

**University Dining Program**

- Continue to work with Sodexo to ensure a smooth Fall Semester opening and to make sure that all facets of the contract are realized in the dining areas.
- Continue to develop a working relationship with all returning management staff and begin to get to know new management team members.
- Work to make sure that all processes for the Fine Dine Program, Packouts, and Sick Trays are well defined and the information is distributed to Residence Life Staff.
- Look at all equipment and storage areas to make sure that everything that is no longer of use to the Centers has been surplused.
- Work with the director of the FYE/Student Success Program to have information on use of the ID Card and Meal Plan Programs part of the New Student Orientation in the Fall.

**Reservations/Event Support**

- Develop and implement training for Yamaha M7.
- Develop and implement training for all new lighting equipment.
- Develop strong student leadership.
- Implement Ad Astra to be operational by January 2014 with a planned transition date sometime in the summer of 2014.
- Finalize the new campus-wide reservations policies and come up with a good strategy to inform the UW-L community of the new changes.
- Create a new webpage for University Reservations, independent of University Centers, to allow for quick and easy access to all of the information and policies. The timeline of this will follow the speed of the new University web page implementation.

**Custodial**

- Develop an assessment tool that will offer feedback to custodial services regarding the cleanliness of the facilities.

**Student Employment**

- Offer two training sessions for the Center student employees (topics to be determined)
- Review pay structure for student employees
- Develop a new student employee manual
Student Association

Report by Andrea Higgins
By-Laws
Student Senate Resolutions

Resolutions of Special Interest Include:

- SA 1213-026 (Supporting Fiscal Year 2014 Allocable Budget Amount and Segregated Fee Rate)
- SA 1213-031 (Approving Student Organization Grants)
- SA 1213-033 (Endorsing Segrated Fees, Room & Board Rates, and Non-Allocable Summary)
- SA 1213-035 (Approving Fall 2012 Green Fund Requests)
- SA 1213-036 (Approving Nobacco ’13 Referendum Language – Passed with Amendments)
- SA 1213-042 (Expressing Support for a UW-La Crosse Campus Garden)
- SA 1213-051 (Removing Membership from USSA – Passed with Amendments)
- SA 1213-053 (Approving Policy for Use of Cartwright Center for Academic Purposes – Passed with Amendments)
- SA 1213-054 (Approving Blood Drive Reservations Policy – Passed with Amendments)
- SA 1213-055 (Approving Spring 2013 Green Fund Requests)
Report from Andrea Higgins,
Student Association Co-Adviser
University Centers Student Association & Organizations
End of Year Report 2012-2013
Submitted by: Andrea Higgins

A. Program Mission Statement
The UW-L Student Association mission statement is as follows: The University of Wisconsin-La Crosse Student Association, composed of the entire student body, serves as an equal voice for all students in the University’s decision-making process and promotes open communication among students, the UW-L community, and the UW System.

The UW-L Student Senate mission statement is as follows: UW-L Student Senate seeks to provide a student voice by advocating for student rights and responsibilities, fostering leadership, communicating student issues, and demonstrating respect for diversity in our actions.

When looking at Organizations, our mission is really to allow students opportunities for involvement in areas that peak their interest. Involvement can be related to academics or other general interests. Involvement in student organizations allows students to gain a number of experiences in areas such as serving as leaders, possibly managing budgets, role-modeling to others on and off campus, networking, representing UW-L as well as opportunities for planning programs, attending conferences, writing grants and a wide range of other experiences over the course of their involvement.

B. Program Membership
The UWLSA is comprised of the Student Senate, which serves as the legislative body, along with the Executive Branch and Judicial Branch. Together these bodies represent the UW-L student body on the campus, state, and federal levels. UWLSA representatives work closely with the University of Wisconsin System to serve the University of Wisconsin-La Crosse. Student Senate consists of 35 voting members. The following is the most up to date breakdown of UWLSA membership from the Student Senate By-Laws. The specifics on membership of senate can be found on this page under Article IV Section 3.1 Membership Student Senate By-Laws.

Student Organization membership as indicated by UW-L and System rules, may not discriminate based upon age, race, creed, color, gender, sexual orientation, disabilities, gender identity or expression, national origin, ancestry, marital status, arrest record or conviction record unless it is per an exception recognized by law. Selective organizations must identify selection procedures in their constitution/by-laws.

C. Publications/brochures
a. For Student Association all governing documents/publications can be found at this link on the UWLSA Webpage UWLSA Governing Documents.
b. For Recognized Student Organizations the best resources including the Student Organization Advisers Manual and the Leaders Guide can be found at this link [RSO Resources](#).

**D. 2012-2013 Learning Outcomes**

a. As a participant/member in UWLSA students will come to understand the shared governance process at UW-L as well as within the UW-System.

b. Participants/members in UWLSA will gain a deeper understanding of Robert’s Rules of Order and how Parliamentary Procedure is utilized as evidenced by how these processes are used in a formal senate setting.

c. As a result of participating in UWLSA students will become knowledgeable of the budgeting process and how segregated and non-segregated fees are utilized throughout the University.

d. Participants in UWLSA will be asked to vote on a plethora of topics including some high impact issues; their discussions and conversations with the constituents they represent will demonstrate their ability to have difficult conversations, stand up and advocate for specific rights, as well as their ability to network and communicate with a variety of individuals with varying levels of interest on the topic.

e. Members in UWLSA as well as organizations will have a greater understanding of self with regards to communicability, flexibility, adaptability, and problem solving as evidenced by participating in resolution writing and voting.

f. As a result of participating in an Organization students will serve as student leaders across campus and ambassadors of UWL in the community; resulting in campus pride and promoting the positive endeavors of UWL students.

g. Engaging in Organizations will support the data that learning both in and out of the classroom is important to the development of students; it encourages them to engage in their community through conversations and service initiatives.

**E. 2012-2013 Goals, Objectives, and Accomplishments**

a. **Student Association**

   i. Re-engage students in and about UWLSA

   ii. Assess committee structures

      1. Are all committees functional; do they serve a purpose?

      2. Who is the convener of each joint committee?

      3. What is the role of this committee and how many students are needed?

   iii. Incorporate SA Committees into the SUFAC budgetary process

   iv. Engage in the process of Shared Governance
v. Encourage and role model what it means to be fiscally responsible and good stewards of state and university funding

vi. Promote use of the Green Fund
   1. Created a process for student only small grant initiatives
   2. Created online application forms and timelines that allow for two funding deadlines in the academic year for green initiatives
   3. Created, proposed and got approved funding for Peer Mentors to assist with Green Fund and Green Initiatives such as promotions and marketing

vii. Assess the use and mission of the Off Campus Housing Center (OCHC)

b. Organizations
   i. Provide opportunities for students to get involved
   ii. Allow for a fair but just grant process with students at the forefront of the process
   iii. Engage advisers to be active and aware of their organizations, more than just a paper adviser
   iv. Provide an open door to all student groups for anything that arises; work to develop them and be a resource whenever possible

F. 2012-2013 Highlights/Points of Pride/Photos
   a. Student Association hosted a variety of events throughout the year, some programs were more of their annual events, Veggies with the Leggies, participating in Midnight Breakfast both Fall and Spring Semester, and attending conferences such as Leg Con in Washington DC, monthly UW-System Student Reps meetings, and USA meetings. Some additions to the calendar this year included Cocoa with the Locals, What it Means to be a Woman part I and part II, participating in the Board of Regents meeting hosted at UW-L and a trip to Germany at the beginning of the summer.

Cocoa with the Locals was a meet and greet with the local City Council Student representatives to discuss issues pertinent to UW-L and more specifically what the role of each of the students had on City Council and how to get involved, get informed and what other opportunities are there for students.

What it Means to be a Woman part I and part II were programs that were a collaboration in the fall and spring semesters between a few student organizations and Stephanie Holt, Diversity Director and Brittney Long, Gender Issues Director. These programs were meant to get participants thinking of the gender differences not only at the basic level of man vs. woman, but also along the line of ethnicity, socio-economic status, context in media, even how life in some parts of the country differ from other parts of the country and even world. Part I of this program went so well they wanted to continue the conversation and dig a little deeper, thus the spring part II of this program emerged.

UW-L had the opportunity to be on the list of schools to host a Board of Regents meeting this year. With such an opportunity at our disposal, the President and Vice-
President of UWLSA jumped up to partake by attending meetings, helping with hosting and mingling at some of the larger events. This also allowed them to rub elbows with some key players in state issues, and have some positive discussions about a variety of these hot topic state issues.

The culmination of the year for the UWLSA President and Vice-President was a trip to Germany. After going through some files we discovered a tradition that was about due for revisiting, and some partnerships that needed to be re-kindled. As luck would have it, after speaking with International Education there was work to be done in Germany, an adventure was in store for the outgoing Vice-President and continuing President. The guys were able to visit and meet with three schools while in Germany.

Student Association GPAs

<table>
<thead>
<tr>
<th></th>
<th>Fall 2012</th>
<th>Semester</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Student Association</td>
<td>3.271</td>
<td>3.246</td>
<td></td>
</tr>
<tr>
<td>Male SA</td>
<td>3.277</td>
<td>3.207</td>
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</tr>
<tr>
<td>Female SA</td>
<td>3.266</td>
<td>3.28</td>
<td></td>
</tr>
<tr>
<td>Exec's &amp; Directors</td>
<td>3.58</td>
<td>3.357</td>
<td></td>
</tr>
<tr>
<td>Committee Chairs &amp; Coordinators</td>
<td>2.955</td>
<td>3.149</td>
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<table>
<thead>
<tr>
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<th>Spring 2013</th>
<th>Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>All Student Association</td>
<td>3.145</td>
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</tr>
<tr>
<td>Male SA</td>
<td>3.047</td>
<td>3.256</td>
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<tr>
<td>Female SA</td>
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<td>Exec's &amp; Directors</td>
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<tr>
<td>Committee Chairs &amp; Coordinators</td>
<td>3.29</td>
<td>3.286</td>
<td></td>
</tr>
</tbody>
</table>

| New Senators 2013-2014 | 3.208 | 3.316 |

b. **Organizations** the highlights of this year are far and wide, with so much happening in the various organizations represented at UW-L. The grant process specifically went well, with groups requesting over $71,000 for initiatives, events, and conferences. Unfortunately, we are allocating about $22,000 out through the grant process, so this gives the folks on the Organizations Committee a great opportunity to talk through the requests and really discuss what priorities this fund should be doing and how to best proceed when you have to cut so much from the requests at hand.

Through the Organizations committee we also welcomed nine new student organizations this year! Only one group of the actual ten that applied was asked to go back and elaborate on their groups focus and name, that particular group did not
resubmit any materials once they were asked to provide more information about their mission and concept as a student organization.

The Student Organization Grant application is able to be utilized by any groups that are Registered Student Organizations (RSOs) at UW-L that need funding to assist in deferring cost for programs, conferences or events that will benefit that organization and the greater UW-L campus community. Each year UWLSA allocates a portion to fund this account. This year we saw unbelievably high dollar amounts being requested with a pool of funding not nearly 1/3 of the actual request amounts. Due to the high amounts of funding being requested, the Organizations committee had to be picky and particular about how to best allocate the grants. The Organizations committee was able to supplement funds for 28 organizations and was able to diligently allocate money in a way that would have allowed for a second opportunity for grant funding in the spring semester. Unfortunately, many of the groups that were allocated grant funding, did not utilize their funds until later into the spring semester making it difficult to open the mini grant opportunity. Any unallocated funding from this account will be used to fund the speaker Jamie Washington to come and speak with ALL Organizations in the fall of 2013. Please see the documents attached at the end of this document for the original application list and the final allocation list.

Hard numbers:
52 applications were turned in covering 38 different Organizations with requests totaling $71,056.60. of those, 28 Organizations were approved for grants; for a total for $17,947.60
By year's end only 23 organizations utilized their grants totaling $15,955.29

G. Inclusive Excellence/Diversity Initiatives
In working with both Student Association and Organizations finding ways to incorporate Inclusive Excellence and other Diversity Initiatives is key. With both of these groups focusing on a vast number of students and meeting the needs of those varying students it is imperative that we have initiatives that are encompassing of all people. Student Association collaborated with Diversity Orgs Coalition on the What it Means to be a Woman programs. UWLSA also contributed funds and promoted attendance at lectures that promoted Inclusive Excellence such as Jane Fernandez in the fall as well as Jamie Washington who will be coming to UWL in the fall of 2013.

H. Policy Changes, Issues, and Recommendations
   a. Student Association
      i. All resolutions can be found in this report for all issues and changes that were voted on throughout the year
      ii. Commencement attire is a policy that the Academic Affairs committee stated to look into and make suggestions on, unfortunately the committee and the
Provost were unable to get together to discuss specific details and proposals of the resolution, but all information about their progress can be found in the meeting minutes.

iii. Student committees were an area that we took a closer look at this year in an effort to make sure we had students on committees that needed them and that we had committees that were utilizing the services of the folks that were assigned to them. From this a few recommendations are being made for next year.

1. Remove the Planning and Process Committee
2. Combine Cultural Affairs with AIS so they have duties throughout the entire year
3. We also looked into the actual numbers needed on each of the sub and joint committees so students will be able to more accurately be placed where more priority is needed and now an updated committee roster count can be found at this link in the UC SharedDrive.

iv. It is recommended that Advisers and Execs continue to pay mind to the numbers of students active in UWLSA and through committees. If the numbers continue to be challenging to attain, it would be recommended to do an across the board reallocation of senators, BOD and committee members.

v. Working with the Board of Directors is another area that we tried to focus on and look at how to best support the BOD while making them feel valued at UWLSA meetings. Some success was seen by meeting monthly with the BOD to get updates on projects. BOD end of the year reports can be found at this location on the UC ShareDrive: Board Of Directors Reports. A few suggestions for moving forward with the BOD:

1. Establish a program planning worksheet with budgets and processes that need to be completed and submitted to the President for approval
2. The UWLSA President should meet individually with each BOD member to set goals and establish a mission for that individual for the year.
3. Continue to assess the necessity for each BOD member, consider downsizing and combining duties of some members.
4. When hiring for the BOD, utilize this process for the Social Justice Director, which will also mean collaborating with DOC. This process was established in spring 2013.
SOCIAL JUSTICE DIRECTOR: The Social Justice Director for Student Association serves to connect the Student Senate with the Diversity Organizations Coalition (DOC). Because this connection is vital for cooperative programming and the representation of university issues, the selection of the Social Justice Director requires special procedures. They are:

- For 2013, the DOC will convene a summer committee to assist with this decision.
- Applications for the Social Justice Director will be shared with DOC at the time of the application deadline.
- University Centers staff will create a Google.doc for review of applications. All applications will be scanned and posted to this site. UC Staff will let Will know when all of the applications are posted. Will Van Roosenbeek will manage the site and provide student access to the applications.
- The DOC will provide recommendations to the President of Student Association within seven days (of all of the applications being uploaded.) The qualified candidates will be rank ordered (top 3.) Unqualified candidates will be noted.
- If a person is chosen from the qualified list, this selection will be shared with DOC.
- If a person is chosen not on the qualified list, the president will meet with DOC and provide an explanation of the selection in fall.

b. **Organizations** have a few minor changes and recommendations moving forward. The first is to look at updating the Student Organizations Grant application to ask for more details on how funds will be used specifically, as well as to establish with each group that applies a better picture of how funds are attained for their specific functions. This past year we ran into a few hiccups with groups not being able to utilize funds due to their understanding of what the grant could be used for and how the actual process of attaining those funds works. With this being said, it is also recommended to look at running grant processes based on dates, with one happening very early in the semester for events happening prior to spring break and then one happening early in the spring for events happening after spring break and into the beginning of the summer session. This would also allow groups that get recognition status later in the year the opportunity to apply for grants.

Something to make note of and a sort of policy that we looked at being more conscious of in Student Senate meetings specifically, was to make all Organization recommendations and approvals that come through Student Association to go straight to the consent agenda. The concept behind this being that the Organizations Committee has already looked at the paperwork and asked questions to the group to move them through in the process, by the time it gets to senate there should not be a need to do all of the same questioning and deliberating.

The other major recommendations for Organizations are more specifically when working with the grant process. This year having a graduate student working with this group was a little challenging due to the nature of involvement from the Organizations Committee members, thus it made it difficult for the graduate student to feel like they had a role with the process. We also had a chair that worked in the office of University Centers, which also took away some of the role of the graduate assistant as the chair was more in the know of the processes and available to answer questions, send out grant emails and the like. I would recommend if having a graduate student serve on the committee to possibly make them the chair of the committee. Have them be an active
member of the process but coordinating all grant applications, all award letters, as well as coordinating the processes of how groups would come to get their award. If this is not possible I would likely recommend utilizing the services of a graduate assistant in some other area with another project and process that they can gain valuable skills from.

Finally, when looking at the Organization Grant process and while working with the Organization Committee I would suggest establishing a meeting time very early in the year and making a commitment to have that time set aside weekly or bi-weekly for the year to discuss any issues that might arise and to review documents as they come in. The great part about the Orgs Committee is that it is a larger group, the negative is that it makes meeting difficult. Ultimately, we established a group of folks that were able to meet on a regular basis and we ran all issues past the full committee via emails. This was not ideal, and often led to a slow response rate, but it was the only solution that seemed to work to get us the input we needed from the group.

I. **Changes in Responsibilities, Services, and Programs**
   a. **Student Association**
      i. Not much has or will shift with Student Association in the upcoming year outside of the recommendations with committees. For the 2013-2014 year rather than having two professional full time staff co-advising UWLSA without any graduate students, there will be a graduate student working with UWLSA and more than likely two professional staff folks.
   b. **Organizations**
      i. Nothing to report
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**Organizational Grants**

2012-2013
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<td>$160.00</td>
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<td>UW-L Athletic Training Association</td>
<td>$1,000.00</td>
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<td>UW-L Biology Club</td>
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<td>$300.00</td>
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<tr>
<td>UW-La Crosse College Republicans</td>
<td>$4,000.00</td>
<td>$320.00</td>
<td>$3,680.00</td>
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<tr>
<td>UW-La Crosse Student Alumni Ambassadors</td>
<td>$740.00</td>
<td>$500.00</td>
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<td>Volunteering Within</td>
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<td>Wisconsin Covenant Scholars</td>
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- **Total Budget:** $22,392.00
- **Suggested Budget:** $18,567.60
- **Difference:** $3,824.40
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<td>Chartering Fees</td>
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<td>$600.00 paid $1500; chi phi pd UC $900</td>
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<td>Freedom Ride-March</td>
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<td>tourney in spring</td>
<td>Soccer Club-wm (Quad Tourney LaX)</td>
<td>$600.00</td>
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<td>$140.00 returned $460 to grant fund</td>
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<td>$2,000.00</td>
<td>$1,000.00</td>
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<td>$1,000.00 contacts: Mittet, Marissa/Johnson, Devan</td>
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<td>$10.00</td>
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<td>$740.00</td>
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<td>$4,444.40</td>
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Paid
In Progress/Partially paid
Declined
Not sure?
On Hold
By-Laws
BY-LAWS OF THE UW-L STUDENT ASSOCIATION
ACADEMIC AFFAIRS COMMITTEE

Article I: NAME

Section I: Name- The name of this committee shall be the Academic Affairs Committee, a standing committee of Student Senate (UW-L Student Association).

ARTICLE II: PURPOSE

Section I: Purpose- The Academic Affairs Committee will have the authorities and duties that include but are not limited to
   a) Assisting and coordinating members in initiating academic reform on the UW-L campus
   b) Receiving reports from the Academic Affairs Office of the University of Wisconsin System Administration
   c) Selecting Fall and Spring Commencement speakers;
   d) Providing the primary student input on student based information technology services.

ARTICLE III: MEMBERSHIP

Section I: Voting Members
   a) Student Representatives- The committee shall consist of five (5) student senators, two (2) at-large students, and one (1) member of RHAC appointed by the RHAC President.
   b) Faculty- The faculty members shall consist of two (2) faculty appointed by the Faculty Senate. These members will not have voting rights when discussing student technology issues.
   c) Academic Staff- The academic staff membership shall consist of the Dean of Students or designee. This member will not have voting rights when discussing student technology issues.

Sections III: Elections
   a) Officers- The chairperson shall be a student whom shall be elected by voting members of the committee. Additionally a vice-chairperson and a secretary shall be elected by a majority vote of the membership. This will be done by the end of the second meeting of the year by a majority cast for each office.
   b) Terms- The officers shall serve for one year and their term shall begin immediately after election.
   c) Vacancy- If a vacancy of the chairperson occurs; the vice-chair person shall assume the office of chairperson. If the office of vice-chairperson is vacated, a new vice-chairperson shall be elected by the same elective process.
   d) Eligibility- All officers shall be students.
ARTICLE IV: RESPONSIBILITIES

Section I: Duties of the Committee
   a) The committee will recommend an official stance on academic issues to the Student Senate.
   b) The committee shall select commencement speakers for the Fall and Spring Commencement ceremonies.
   c) The committee shall provide the primary student input for student based information technology issues, including but not limited to printing, internet, etc. The committee shall also provide student membership for IT task forces as needed.
   d) The committee will communicate the position of UWL-SA on related issues.

ARTICLE V: DUTIES OF OFFICERS

Section I: Chairperson
   a) Call meetings of the committee.
   b) Preside at meetings of the committee.
   c) Prepare and establish the agenda for the committee.
   d) Act as official representative of the committee.
   e) Serve as or appoint an ex-officio member of all subcommittees of the committee.
   f) Make reports to the Student Senate regarding committee actions.
   g) Excuse absences of the committee members.

Section II: Vice-Chairperson
   a) Preside at all meetings of the committee in the absence of the chairperson.
   b) Assume the position of the Chairperson if the Chairperson becomes unable to perform the duties of office.
   c) Excuse the Chairperson from meetings.
   d) Aid the Chairperson in coordination of committee’s activities.

Section III: Secretary
   a) Record the minutes of all committee meetings.
   b) Distribute all minutes to the committee and make them available to the campus community through the UW-LSA office.
   c) Maintain a file of committee minutes from the beginning of the year.
   d) Distribute a copy of all file material to the president of the UW-LSA along with two other copies.
   e) The committee will communicate the position of UWL-SA on related issues.

ARTICLE VI: COMPENSATION

Section I: Compensation of Committee Members- The committee chair will be compensated for his or her work on the committee based on the discretion of the UWLSA President.
ARTICLE VII: VOTING
Section I: Quorum - A quorum will consist of half of the voting members plus one.
Section II: Motions - Action of the Committee shall be approved by a majority vote 2/3 of voting members present, except amendments to the By-laws which will be approved by two thirds (2/3) of voting members present.

ARTICLE VIII: MEETINGS
Section I: Convening of the First Meeting - It shall be the Vice President of Student Association’s duty to appoint a student member of the committee to convene the committee of each academic year within the first three weeks.
Section II: Meetings - As per Student Association Resolution 1011-045 the committee will meet at 8:00 AM on Tuesdays as needed at the discretion of the chair.
Section III: Special Meetings
   a) Special meetings may be called by the chairperson by providing written notice to all committee members within twenty-four (24) hours.
   b) The Academic Affairs Committee may create subcommittees as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Academic Affairs Committee, and all policies and procedures must be approved by the Academic Affairs Committee.
Section IV: Open Meetings - All meetings will be held in compliance with the Wisconsin Open Meeting Law.
Section V: Parliamentary Procedure - Robert’s Revised Rules of Order shall be used as the parliamentary authority.
Section VI: Business Conduct
   a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
   b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.
   c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

ARTICLE IX-ATTENDANCE
Section I: Attendance - A member is allowed two (2) unexcused absences. An unexcused absence will be defined as any absence where the Chair of the committee is not notified prior to the meeting missed. A third unexcused absence will be considered abandonment of the committee and will result in dismissal

ARTICLE X – AMENDMENTS
Section I: Amendments - Amendments to the Academic Affairs Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

Enacted 9-20-95
Amended: 5/2011
ACADEMIC INITIATIVES OVERSIGHT COMMITTEE (AIOC) BYLAWS OF THE UW-L STUDENT ASSOCIATION

ARTICLE I: NAME

Section I: Name- The name of this committee shall be the University of Wisconsin-La Crosse Academic Initiatives Oversight Committee, a standing committee of the Student Senate (UW-La Crosse Student Association).

ARTICLE II: PURPOSE

Section I: Purpose- The Academic Initiative Oversight Committee is responsible for recommending budget allocations for programs funded through Academic Initiative differential tuition. Categories eligible to receive funding through the Academic Initiative differential tuition programs include: advising, diversity, internationalization, and research.

ARTICLE III: MEMBERSHIP

Section I: Voting Members

a) Student Representatives- The student membership shall consist of six (6) students. One (1) representative shall be from the College of Business and Administration, one (1) representative shall be from the College of Science and Health, one (1) representative shall be from the College of Liberal Studies, and three (3) shall be students at large: one (1) of which should preferably be a graduate student, one (1) of which should preferably be a first year student and one (1) at-large student.

b) Faculty- one (1) faculty member chosen by Faculty Senate.

c) Academic Staff- one (1) academic staff member chosen by Academic Staff Council.

d) Classified Staff- one (1) classified staff member chosen by Classified Staff Council.

Section II: Non-Voting Members

a) The Assistant Chancellor for Student Affairs or a designee from the Office of Student Life will have a seat on the committee as an ex-officio member.

b) The Vice Chancellor of Administration and Finance or a designee from the Budget and Finance Office will have a seat on the committee as an ex-officio member.

Section III: Elections

a) Officers- The committee shall elect a student chairperson, a student vice-chair person, and a student secretary from its membership.

b) Terms- The officers shall serve for one academic year and their term shall begin immediately after election.

c) Vacancy- If a vacancy of the chairperson occurs; the vice-chair person shall assume the office of chairperson. If the office of vice-chairperson is vacated, a new vice-chairperson shall be elected by the same elective process.

d) Eligibility- All officers shall be voting members.

ARTICLE IV: RESPONSIBILITIES

Section I: Budgetary Considerations

a) The following criteria must be considered when allocating budgets: accessibility to students; fiscal responsibility; advisory participation; contribution to cultural diversity; user fees, in kind, or volunteer services; value to the student body; quality of services
provided; uniqueness of opportunities and services; and history of programmatic, fiscal, advising stability; and assessment outcomes.

b) Student Senate approval is not required unless a program is receiving a change of fifty percent (50%) or more from the previous year’s budget.

c) The final vote for budgetary decisions must occur at an AIOC meeting following discussion as a non-action item in a Student Senate meeting.

d) All recommended budget allocations shall be presented to Student Senate for their endorsement and then forwarded to the Chancellor for approval.

ARTICLE V: DUTIES OF OFFICERS

Section I: Chairperson

a) Call meetings of the committee.
b) Preside at meetings of the committee.
c) Prepare and establish the agenda for the committee.
d) Act as official representative of the committee.
e) Serve as or appoint an ex-officio member of all subcommittees of the committee.
f) Make reports to the Student Senate regarding committee actions.
g) Excuse absences of the committee members.
h) Responsible for updating the AIOC web page.
i) Responsible for all correspondences from the AIOC.
j) Responsible for leading the creation of a timeline guideline for members of the committee for the following year.

Section II: Vice-Chairperson

a) Preside at meetings of the committee in the absence of the chairperson.
b) Assume the position of the chairperson if the chairperson becomes unable to perform the duties of office.
c) Excuse the chairperson from meetings of the committee.
d) Carry out any reasonable instructions of the chairperson.

Section III: Secretary

a) Record the minutes of all committee meetings.
b) Distribute all minutes to the committee.
c) Make all minutes available to the campus community through the UWLSA website.
d) Maintain a record of committee minutes from the beginning of the year.
e) Upload all minutes to the AIOC Desire 2 Learn (D2L) site.

ARTICLE VI: COMPENSATION

Section I: Chair- The chair is eligible to receive compensation at the discretion of the President of the UWLSA.

Section II: Committee Members- No members of this committee will receive compensation for their membership on the committee.

ARTICLE VII: VOTING

Section I: Quorum- A quorum will consist of five (5) voting members, four (4) of whom must be students.

Section II: Motions- Action of the committee shall be by a majority vote of quorum, unless budget related and a two-thirds (2/3) vote is required.

ARTICLE VIII: MEETINGS
Section I: Convening of the First Meeting- It shall be the Dean of Student’s duty to convene the committee of each academic year within the first two weeks of the semester.

Section II: Meetings- Meetings shall be held as needed at the discretion of the chairperson during the academic year.
   a) Budget presentation and deliberation meetings shall be held according to a schedule established and approved by the chairperson and the committee. Budget presentations will begin no later than the second week in October and follow the guidelines of Academic Initiatives Budget and Presentation.
   b) Preliminary budget decisions will be made prior to the end of the fall semester reserving spring semester for assessment and policy adoptions or revisions.

Section III: Special Meetings
   a) Special meetings may be called by the chairperson by providing written notice to all committee members at least twenty-four (24) hours ahead of time.
   b) The Academic Initiatives Oversight Committee may create subcommittees to enforce established policies and procedures and to recommend new policies as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Academic Initiatives Oversight Committee and all policies and procedures must be approved by the Academic Initiatives Oversight Committee.

Section IV: Open Meetings- All meetings will be held in compliance with the Wisconsin Open Meeting Law.

Section V: Parliamentary Procedure- Robert’s Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct
   a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
   b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.
   c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

ARTICLE IX: ATTENDANCE

Section I: Absences- A member is allowed two (2) unexcused absences. An unexcused absence will be defined as any absence where the Chair of the committee is not notified prior to the meeting missed. A third unexcused absence will be considered abandonment of the committee and will result in dismissal.

ARTICLE X: AMENDMENTS

Section I: Amendments- Amendments to the Academic Initiatives Oversight Committee bylaws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

Enacted April 12th, 2010 by AIOC
Enacted April 21st, 2010 by Student Senate
ACADEMIC INITIATIVES STIPEND COMMITTEE (AIS) BY-LAWS OF THE UW-L STUDENT ASSOCIATION

ARTICLE I: NAME

Section I: Name- The name of this committee shall be the University of Wisconsin-La Crosse Academic Initiatives Stipend Committee, a sub-committee of the UW-La Crosse Student Association’s Academic Initiatives Oversight Committee.

ARTICLE II: PURPOSE

Section I: Purpose- The Academic Initiative Stipend Committee is responsible for distributing the Academic Initiative Stipend for internationalization to students from UW-L who chose to study abroad.

ARTICLE III: MEMBERSHIP

Section I: Membership
a) The membership shall consist of four (4) students selected by the Vice-President of the UWLSA. The Chairperson of the committee is non-voting unless a member is absent.

b) At least one (1) representative from the Office of International Education will serve as a non-voting member.

Section II: Elections
a) Officers- The committee shall elect a student chairperson, a student vice-chairperson, and a student secretary from its membership.

b) Terms- The officers shall serve for one academic year and their term shall begin immediately after election.

c) Vacancy- If a vacancy of the chairperson occurs, the vice-chairperson shall assume the office of chairperson. If the office of vice-chairperson is vacated, a new vice-chairperson shall be elected by the same elective process.

d) Eligibility- The chair will be a voting member when a committee member is absent.

ARTICLE IV: RESPONSIBILITIES

Section I: Stipend Allocations
a) The committee reviews applications and determines award amount received by each individual that applied for the Academic Initiative Stipend. The minimum amount to be awarded is $0 and the maximum is the amount set by the committee for program length and type.

b) The committee is responsible for setting the award amounts for the following year before adjournment.

c) Applications which are submitted up to fourteen days following the deadline will be eligible for up to one half of the corresponding award. Applications submitted after the fourteen day grace period will not be considered.

d) Appeals for reconsideration will be honored at the discretion of the committee. Appeals which are granted due to missing information will be granted seven days to submit the required materials.
ARTICLE V: DUTIES OF OFFICERS

Section I: Chairperson
   a) Call meetings of the committee.
   b) Preside at meetings of the committee.
   c) Prepare and establish the agenda for the committee.
   d) Act as official representative of the committee.
   e) Serve as or appoint an ex-officio member of all subcommittees of the committee.
   f) Make reports to the Student Senate regarding committee actions.
   g) Excuse absences of the committee members.
   h) Responsible for all correspondences from and to the AIOC.
   i) Vote in the absence of a committee member

Section II: Vice-Chairperson
   a) Preside at meetings of the committee in the absence of the chairperson.
   b) Assume the position of the chairperson if the chairperson becomes unable to perform
      the duties of office.
   c) Excuse the chairperson from meetings of the committee.
   d) Carry out any reasonable instructions of the chairperson.

Section III: Secretary
   a) Record the minutes of all committee meetings.
   b) Distribute all minutes to the committee.
   c) Maintain a record of committee minutes from the beginning of the year.

ARTICLE VI: COMPENSATION

Section I: Chair- The chair is eligible to receive compensation at the discretion of the President of
the UWLSA.

Section II: Committee Members- No members of this committee will receive compensation for their
membership on the committee.

ARTICLE VII: VOTING

Section I: Quorum- A quorum will consist of three (3) voting members

Section II: Motions- Action of the committee shall be by a majority vote.

ARTICLE VIII: MEETINGS

Section I: Convening of the First Meeting- It shall be the role of a Study Abroad Officer to
convene the first committee meeting of the year.

Section II: Meetings- Meetings shall be held as needed at the discretion of the chairperson during
the academic year.

Section III: Special Meetings
   a) Special meetings may be called by the chairperson by providing written notice to all
      committee members within twenty-four (24) hours.

Section IV: Open Meetings- All meetings will be held in compliance with the Wisconsin Open
Meeting Law.
Section V: Parliamentary Procedure - Robert’s Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct
a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.
c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

ARTICLE IX: ATTENDANCE

Section I: Absences - A member is allowed two (2) unexcused absences. An unexcused absence will be defined as any absence where the chair of the committee is not notified prior to the meeting missed. A third unexcused absence will be considered abandonment of the committee and will result in dismissal.

ARTICLE X: AMENDMENTS

Section I: Amendments - Amendments to the Academic Initiatives Stipend Committee by-laws shall require a two-thirds (2/3) vote of the committee, endorsement of the Academic Initiatives Oversight Committee, and Student Senate Approval.

Enacted May 5th 2010
Amended: 5/2011
BY-LAWS OF THE UW-L STUDENT ASSOCIATION
INTERCOLLEGIATE ATHLETICS COMMITTEE

Article I: NAME

Section I: Name- The name of this committee shall be the University of Wisconsin-La Crosse Intercollegiate Athletics Committee, a standing committee of Student Senate (UW-L Student Association).

ARTICLE II: AFFILIATION

Section I: Affiliation- UW-L holds membership in both state and national organizations including the WIAC (Wisconsin Intercollegiate Athletics Conference) and the NCAA (National Collegiate Athletics Association), with the exception of Women’s Gymnastics which holds membership with the NCGA (National Collegiate Gymnastics Association).

ARTICLE III: PURPOSE AND DUTIES

Section I: Purpose- The committee will formulate policies to be used by the Athletic Directors in conducting the UW-L Intercollegiate Athletic program.

Section II: Duties- Upon Student Senate approval of allocable and non-allocable portions of segregated fees, the committee will be responsible for making recommendations to the Apportionment Committee for the disbursement of funding to athletic programs. The Athletic Director or Associate Athletic Director shall assign recommended budgetary decisions in accordance with the University’s and the Athletics Committee’s policies and procedures.

ARTICLE IV: MEMBERSHIP

Section I: Voting Members

a) Student Representatives- Student membership will consist of five (5) student senators and two (2) students chosen at-large by the UW-L Student Senate.
b) Faculty- The faculty members shall consist of four (4) faculty members appointed by the Faculty Senate. There may be no coaches or athletic administrators on the committee.
c) Academic Staff- The academic staff members shall consist of two (2) academic staff appointed by Academic Staff Council.

Section II: Non-voting Members

a) Staff Representatives- (i) The Athletic Director and/or designee will have a seat on the committee as non-voting ex-officio.
b) Faculty Athletic Representatives- The Faculty Athletic Representatives (FAR) for the University will be representatives at the NCAA National Convention and are ex-officio members.

Sections III: Elections

a) Officers- The committee shall elect a chairperson, a vice-chairperson, and a secretary from its membership. This will be done by the end of the second meeting of the year by a majority cast for each office.

b) Terms- The officers shall serve for one year and their term shall begin immediately after election.

c) Vacancy- If a vacancy of the chairperson occurs; the vice-chair person shall assume the office of chairperson. If the office of vice-chairperson is vacated, a new vice-chairperson shall be elected by the same elective process.

d) Eligibility- All officers shall be students.

ARTICLE V: RESPONSIBILITIES

Section I: Budgetary Considerations

a) The committee shall make budgetary considerations to SUFAC regarding the athletic programs.

b) The committee shall monitor and keep the Student Senate informed of the financial status of all areas of responsibility.

Section II: Recommendations The committee is responsible for recommendations to the Student Senate for the formulation of policies and procedures regarding athletics at UW-L.

Section III: Interim Periods

a) The Athletics Committee shall designate an Interim committee to act for the Athletics Committee in special consideration during summer, winter intersession or vacation periods. Membership shall consist of a minimum of three (3) regular academic year members.

ARTICLE VI: DUTIES OF OFFICERS

Section I: Chairperson

a) Call meetings of the committee.

b) Preside at meetings of the committee.

c) Prepare and establish the agenda for the committee.

d) Act as official representative of the committee.

e) Serve as or appoint an ex-officio member of all subcommittees of the committee.

f) Make reports to the Student Senate regarding committee actions.

g) Excuse absences of the committee members.

Section II: Vice-Chairperson

a) Preside at all meetings of the committee in the absence of the chairperson.
b) Assume the position of the Chairperson if the Chairperson becomes unable to perform the duties of office.
c) Excuse the Chairperson from meetings.
d) Aid the Chairperson in coordination of committee’s activities.

Section III: Secretary
a) Record the minutes of all committee meetings.
b) Distribute all minutes to the committee and make them available to the campus community through the UW-LSA office.
c) Maintain a file of committee minutes from the beginning of the year.
d) Distribute a copy of all file material to the president of the UW-LSA along with two other copies.

ARTICLE VII: COMPENSATION

Section I: Compensation of Committee Members- The committee chair will be compensated for his or her work on the committee based on the discretion of the UWLSA President.

ARTICLE VIII: VOTING

Section I: Quorum- A quorum will consist of half of the voting members plus one.

Section II: Motions- Action of the Committee shall be by a majority vote.

ARTICLE IX: MEETINGS

Section I: Convening of the First Meeting- It shall be the Vice President of Student Association’s duty to appoint a student member of the committee to convene the committee of each academic year within the first three weeks.

Section II: Meetings- As per Student Association Resolution 1011-045, the committee will meet on Tuesdays at 12:00 PM (noon) as needed at the discretion of the chairperson.

Section III: Special Meetings
a) Special meetings may be called by the chairperson by providing written notice to all committee members within twenty-four (24) hours.
b) The UW-L Intercollegiate Athletics Committee may create subcommittees as deemed necessary. Each subcommittee shall have a list of policies and procedures with the committee, and all policies and procedures must be approved by the committee.

Section IV: Open Meetings- All meetings will be held in compliance with the Wisconsin Open Meeting Law.

Section V: Parliamentary Procedure- Robert’s Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct
a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.
c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

ARTICLE X - ATTENDANCE

Section I: Attendance- A member is allowed two (2) unexcused absences. An unexcused absence will be defined as any absence where the Chair of the committee is not notified prior to the meeting missed. A third unexcused absence will be considered abandonment of the committee and will result in dismissal

ARTICLE XI – AMENDMENTS

Section I: Amendments- Amendments to the UW-L Intercollegiate Athletics Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

Dates of Revision:
3/2008
5/2011
BY-LAWS OF THE UW-L STUDENT ASSOCIATION BOARD OF DIRECTORS

ARTICLE I: PURPOSE

SECTION I: PURPOSE

To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these By-Laws. Also, the Board of Directors shall act as an advisory body to the President and Vice-President, and shall assist in the creation and implementation of all legislation passed through the Student Association.

ARTICLE II: MEMBERSHIP

SECTION I: VOTING MEMBERSHIP

The voting membership of the Board of Directors shall consist of the following: President, Vice-President, Chief Financial Officer (CFO), Director of Public Relations, Director of Local Affairs, Gender Issues Director, Legislative Issues Director, Shared Governance Director, Social Justice Director, and Environmental Sustainability Director; from which a Chair of the Board shall also be elected.

SECTION II: NON-VOTING MEMBERSHIP

The Get Out the Vote Director, Parliamentarian, and Secretary of the UWLSA shall be non-voting members of the Board.

SECTION III: ELIGIBILITY

The members of the Board of Directors, at the time of their appointment, and throughout their time in office, shall be at least half-time students, be in good academic standing at the University of Wisconsin-La Crosse as defined in the current UW-L General Catalog, and shall not simultaneously be a member of the Board of Directors and a member of the Legislative or Judicial Branch of the UWLSA.

SECTION IV: SELECTION

All candidates for positions on the Board of Directors shall submit their applications to the UWLSA President and/or Vice-President on or before a deadline set by the UWLSA President and/or Vice President. For Social Justice Director, no less than two (2)
applicant recommendations will be forwarded to the President and Vice-President from the Diversity Organization Coalition. The President and Vice-President shall then review all applications and select the most suitable candidate for each position and submit the chosen names to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

SECTION V: TERMS

The terms of office for the members of the Board of Directors shall be from the time of their appointment until the end of the current Student Association session, or until a member is removed from office, becomes ineligible to hold the office, or departs from his/her office for any reason.

SECTION VI: OATH OR AFFIRMATION

Before entering into his/her respective offices, each member appointed to the Board of Directors shall take the following Oath or Affirmation, administered by the President of the UWL S: "I, (Name), do solemnly swear (or affirm) that I shall uphold the Constitution of the University of Wisconsin-La Crosse Student Association and the Office of (Elected Position) with integrity and honor, and, I swear (or affirm) that I shall promote, protect, and defend the best interests of the students of this University and those powers given to students by Section 36.09(5) of the Wisconsin State Statutes”.

SECTION VII: VACANCIES

If at any time a member of the Board of Directors resigns or is removed from office, either due to loss of eligibility or failure to fulfill his/her duties, the President of the UWL S shall re-open the application process for the position to all students eligible for office and, within three weeks of the vacancy, shall select a new member to the office. Upon selection the President shall submit the name of the candidate to the Senate to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

SECTION VIII: REMOVAL FROM OFFICE

Any Board of Directors member shall be removed immediately from office upon a two-thirds (2/3) vote of the remaining Board of Directors members or by impeachment by the Student Senate, if convicted of a major violation of national, state, or local laws; of violation of major University of Wisconsin-La Crosse policies; or failure to uphold this Constitution, appropriate By-Laws, or legislation passed by the UWL S; or failure to conduct themselves in a manner consistent with this Constitution; or of any abuses of power.
ARTICLE III: POWERS AND DUTIES

SECTION I: GENERAL DUTIES OF DIRECTORS

A. To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these by-laws,
B. To attend all meetings associated with their position,
C. To represent all issues that are being worked on for the Student Association in a non-partisan manner,
D. To report problems and suggest changes to these by-laws to the Executive Officers and Student Senate,
E. To write an end-of-term director report for the individual that is filling his/her position,
F. All duties pertaining to national, local, and university organizations referenced Article III, Section II will only apply in times of affiliation or existence,
G. Collaborate with other directors when possible.

SECTION II: SPECIFIC DUTIES OF DIRECTORS

The specific duties of each Board of Directors member are as follows:

A. Chair of the Board: It is the Chair’s responsibility to ensure all board members are fulfilling the duties outlined within these by-laws. The chair shall lead the board through delegation with any additional projects or tasks the group may take on throughout the year. Ultimately, the Chair should create a team environment within the board. It shall be the duty of the Chair of the Board to:
   1. Organize board meetings as necessary,
   2. Plan agenda for board meetings,
   3. Assist in the following years hiring process as needed,
   4. Meet with each director in attempt to set and reach goals,
   5. Facilitate updating of director training guides, as necessary,
   6. Facilitate updating of these by-laws in regards to director descriptions, as necessary,
   7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

B. Chief Financial Officer (CFO): Monitor all financial transactions of the Student Association. Be a member of the Board of Directors and Chair/Vice-Chair of the Segregated University Fee Allocation Committee. Report directly to the President and Vice President. It shall be the duty of the CFO to:
1. Prepare the Student Association’s annual budget in conjunction with President,
2. Be available for explaining questions or concerns Senators or their constituents may have regarding the Student Association budget or other monetary subject matters,
3. Monitor the Student Association account activity,
4. Explain and implement procedures regarding funding as needed,
5. Analyze and provide reliable feedback to proposed plans or initiatives relating to Student Association fiscal issues,
6. Educate groups as to the workings of the Student Association budgetary process,
7. Be in charge of UWLSA Director payroll as outlined in Article IV: Compensation
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

C. Director of Public Relations (PR): The Director of PR will be responsible for communication with the entire campus and community on behalf of Student Association. Duties may include writing press releases, setting up news conferences, and producing publicity for SA campaigns and events. The PR Director will report directly to the President and Vice President but will work closely with all of the SA directors and senators. It shall be the duty of the PR Director to:
   1. Produce and assist in distribution of publicity for campaigns and events. Publicity could include but is not limited to press releases, fliers, table tents, posters, and electronic communication,
   2. Assist the UWLSA executive, legislative and judicial branches in establishing and maintaining an efficient line of communication with them and their constituents,
   3. Utilize a variety of resources on campus at UW-L to help inform the student body about weekly Student Association discussions and decisions,
   4. Contact the La Crosse Tribune’s Higher Education reporter, and other members of the local media, to inform him/her about meetings, open forums, and any important Student Association topics/decisions,
   5. Help in fielding any questions from local/national media outlets,
   6. Maintain the UWLSA website,
   7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

D. Director of Local Affairs (DoLA): The Director of Local Affairs is a liaison position which to maintain good communication between the students of UW-L and the City and County of La Crosse. The DoLA works with city officials to ensure that the students’ best
interest is taken into account in regards to city policies. The DoLA oversees and works with any current contracts or agreements that the Student Association has with the City and County of La Crosse. It shall be the duty of the Director of Local Affairs to:

1. Meet with the District 5 Council member and County Board Supervisor as needed,
2. Meet with La Crosse Police Department University Liaison Officer within the first month of each semester for reports or to build rapport,
3. Serve as a tri-campus representative on the MTU Board, if selected. If not, attend MTU Board meetings regularly to stay informed and speak on behalf of UW-L when necessary.
4. Actively seek out a position on a city board or committee in addition to the MTU Board,
5. Become familiar with the City Council members and seek to open lines of communication with them,
6. Attend and speak at City Council meetings on an at-need basis when issues arise that would affect the student population of UW-L,
7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

E. Gender Issues Director (GID): The UW-La Crosse Student Association Gender Issues Director reports directly to the UW-La Crosse Student Association President. The GID has autonomy over the campaigns run throughout the academic year, so long as they directly relate to the betterment of the status of students on this campus and in this community. The GID often works in collaboration with the Social Justice Director to meet the needs of various groups on campus. Commitment to grassroots organizing and activism is strongly recommended. It shall be the duty of the Gender Issues Director to:

1. Promote trainings and materials available for use on campus to expand students’ skills on gender and LGBTQQIAA issues,
2. Research and serve as a resource on gender issues that affect students ,
3. Build a relationship and coalition with campus organizations or departments that relate to gender or LGBTQQIAA issues (examples include: ALANA, WSSA, MUASA, Rainbow Unity and the Women, Gender and Sexuality Studies Department),
4. Promote coordination and communication between diverse groups on this campus and in the community that deal with gender or LGBTQQIAA issues (examples include: New Horizons, Safe Path, Options, the Domestic Abuse Reduction Team, the Domestic Violence Intervention Project and the Health Science Center),
5. Provide leadership and advocacy in the development and implementation of programs that address the needs, interests, and concerns of students,
6. Attend Violence Prevention Advisory Council meetings,
7. Serve as a member of the Human Diversity Organization Committee (HDOC).
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**F. Legislative Issues Director (LID):** The Legislative Issues Director will work directly with the United States Student Association (when applicable), United Council of UW Students (when applicable), Student Association President and Vice President. The LID will be in charge of researching legislative issues on the state and federal level that will affect UW-L students. Contact will be made with the corresponding legislators regarding UWLSA position. It shall be the duty of the Legislative Issues Director to:

1. Write or assist in writing position resolutions concerning legislative issues,
2. Submit to the UWLSA a monthly written or verbal summary of major legislative issues that will affect UW-L students,
3. Meet with the Chancellor at least once during each semester,
4. Organize an on-campus forum for area legislators once a semester,
5. Required to attend USSA Legislative Conference as delegation leader (March), when applicable,
6. Attend or find appropriate replacement to USSA Congress as delegation leader (July), when applicable,
7. Serve as the official liaison for the UWLSA by engaging in monthly communications with United Council and United States Student Association, when applicable,
8. Serve as a student member on the UWLSA Joint Legislative and Regent Relations Committee,
9. Serve as a student member on the UWLSA Legislative Affairs Committee
10. During federal election years, the LID will actively work with the Get Out the Vote Coordinator, organizing a voter registration drive and distributing a non-partisan voting guide to the campus,
11. Complete additional responsibilities that seem fitting and necessary and proper for the position.
12. Act as the primary liaison between United Council of Wisconsin Students and UW-L Student Association.
13. Attend as many UC conventions as their schedule permits.
14. Report to UW-L SA about any appropriate updates about UC that are worth considering for the Senate body.

**G. Shared Governance Director:** The Shared Governance Director is responsible for ensuring that there is adequate student representation and participation in all shared governance activities at UW-La Crosse, in accordance with WI statute 36.09(5). It shall be the duty of the Shared Governance Director to:

1. Primarily be responsible for ensuring that the provisions in WI Statute 36.09(5) be carried out at UW-L,
2. Be a resource for the UWLSA on issues of Shared Governance,
3. Give at least one presentation during the school year that is open to all students on the importance of 36.09(5),
4. Present reports for the Student Senate regarding issues of shared Governance and explain their implications for the students of UW-L,
5. Serve as one of the student members of Academic Affairs Committee,
6. Serve as one of the student members of Joint Planning and Budget Committee,
7. Attend Faculty Senate meetings and be a liaison between that group and Student Senate,
8. Be in direct communication with the Faculty Senate Chair as needed,
9. Attend as many as UW System Board of Regents meetings as possible,
10. Work to actively engage legislators and Board of Regents Members while attending BOR meetings by setting up lobby visits,
11. Be in regular contact with student and UW-L’s buddy Regents,
12. Be in regular contact with Shared Governance Directors in other campuses,
13. Follow the directives set forth by the Student Association President and Vice-President as well as develop new ideas for consideration by the President and Vice-President,
14. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**H. Social Justice Director:** The Social Justice Director will be charged with raising awareness and promoting social equality throughout campus. The Social Justice Director will work to promote an environment on the UW-L campus that is understanding and accepting of diversity. This shall be done by carrying out campaigns that involve and educate the entire campus of the social injustices that affect us as a university. It shall be the duty of the Social Justice Director to:

1. Carry out campus wide campaigns promoting social awareness,
2. Promote legislation towards diversifying our campus,
3. Serve on the Joint Minority Affairs Committee,
4. Serve on Campus Climate Council and the Hate Response Team,
5. Serve as the facilitator for the Diversity Organization Coalition (DOC),
6. Serve as the Chair of the Human Diversity Organization Committee (HDOC).
7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**I. Environmental Sustainability Director:** The Environmental Sustainability Director will serve as a liaison between Student Association, environmental organizing groups, and individuals on campus and in the community of La Crosse that work on environmental issues. They will be charged with organizing campaigns to inform UW-L students of, and make progress toward, environmental sustainability on campus and
strengthen the student voice around issues of environmental sustainability. The Environmental Sustainability Director will report directly to the President and Vice President. It shall be the duty of the Environmental Sustainability Director to:

1. Serve as a student member on the Joint Committee on Environmental Sustainability,
2. Be actively involved in overseeing the Green Fund,
3. Establish and maintain relationships between other UW-System Student Government Environmental Sustainability Directors,
4. Advocate for issues pertaining to environmental sustainability within the campus, UW-System, State and national levels,
5. Attend UW-L Environmental Council meetings,
6. Co-chair the Green Transportation Council,
7. Meet with leadership from UW-L campus food services to make efforts to bring local and/or sustainable food and beverage products to campus,
8. Meet regularly with the Graduate Assistant serving as University Centers Sustainability Coordinator, when applicable,
9. Run campaigns that promote campus wide practices of reducing, reusing, and recycling of goods,
10. Complete additional responsibilities that seem fitting and necessary and proper for the position.

J. Parliamentarian The Parliamentarian shall be appointed by the presiding President and Vice-President of the UWLSA from among the UW-L student population or the general membership of the UWLSA and shall serve at the discretion of the Senate. If no qualified candidate is found, a member of the Board of Directors shall be appointed Interim Parliamentarian. The Parliamentarian shall provide counsel to the President of Student Senate, officers, committees, and individual members on matters relating to Parliamentary Procedure according to Roberts Rules of Order, Newly Revised. The President of Senate shall retain final authority over procedural decisions but the decision of the President may be overruled by 2/3 vote of the Senate, consistent with Roberts Rules of Order, Newly Revised. The Parliamentarian must fulfill the following duties:

1. Uphold the principles of Parliamentary Procedure and rights of members, and
2. Maintain an unbiased speakers list throughout meetings, and
3. Call the attention of the chair to any error in the proceedings that may affect that substantive rights of any member, and
4. Maintain a position of impartiality, therefore, serving as a non-voting member on the Board of Directors, and
5. Serve as a non-voting member on the Legislative Affairs Committee and be knowledgeable about UWLSA bylaws and constitutional procedures, and
6. Communicate with the President of Senate before each meeting to go over possible Parliamentary Procedures that the Senate body may encounter during the meeting, and
7. Conduct trainings for UWLSA Senators on Parliamentary Procedure, and
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

K. Get Out the Vote Director (GOTV): The Get Out the Vote Director will be a position that is offered only during major election years (every other year), He/She will partner with the Legislative Issues Director and will work directly with the Student Association President and all other Board of Director Members. The GOTV Director will run effective non-partisan campaigns on campus that should run congruent with major state and national elections. It shall be the duty of the GOTV Director to:
1. During federal election years, the GOTV Director will actively work with the Legislative Issues Director, organizing a voter registration drive and distributing a non-partisan voting guide to the campus,
2. Present non-partisan information to campus about elections, debates and editorials,
3. Work as the primary liaison between other GOTV efforts on campus, including but not limited to efforts by Fair Wisconsin, College Republicans, College Democrats and Progressives,
4. Promote voter registration and voting to all UW-L students on and off-campus,
5. Help run voter registration campaigns and non-biased informational campaigns about all candidates involved in the elections,
6. Be actively involved with the UC and USSA Grassroots Coordinators, when applicable,
7. Meet with the La Crosse City Clerk to set up deputization and voting guidelines,
8. Meet with the Director of Residence Life during the election period to incorporate RHAC and Residence Assistants with registration and deputization,
9. Complete additional responsibilities that seem fitting and necessary and proper for the position.

ARTICLE IV: COMPENSATION

SECTION I: DIRECTOR COMPENSATION

A. Budget: Compensation will be determined by amount allocated in the Student Association budget; as approved by Senate. Total compensation can be adjusted during the year.

B. Adjusting Pay
1. Compensation of the current President and Vice-President can be adjusted through final approval of the Student Senate.
2. Salaries for the President and Vice President of the subsequent year must be adjusted by final approval of the Student Senate prior to the due date of election papers.

C. **Uncompensated Work:** The following activities do not warrant pay, and therefore should be ignored when calculating compensation:
   1. Student Senate meetings,
   2. Student Association Committee Meetings not required for the position,
   3. Other organizational attendance that is not required for the position.

**ARTICLE V: VOTING**

**SECTION I: QUORUM**

A majority of the membership of the board shall constitute a quorum six (6) members, of which five (5) must be voting student members.

**SECTION II: MOTIONS**

Action of the board shall be by two-thirds (2/3) affirmative vote of the members in attendance.

**ARTICLE VI: MEETINGS**

**SECTION I: INITIAL MEETING**

The UWLSA President shall call the first meeting of the Board and shall preside until election of the Chair of the Board.

**SECTION II: REGULAR MEETINGS**

Regular meetings shall be held at least once per month during the academic year.

**SECTION III: SPECIAL MEETINGS**

Special meetings may be called whenever necessary to conduct business.

**SECTION IV: PARLIAMENTARY PROCEDURE**
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this board in all cases to which they are applicable which they are not inconsistent with these bylaws and any special rules of order the board may adopt.

SECTION V: LAW

All meetings shall comply with the provisions of Wisconsin Open Meeting Law (Chapter 297, Laws of 1973).

ARTICLE VII: ATTENDANCE

SECTION I: ATTENDANCE

All members of the board shall attend regular and special meetings. Excused absences for all members shall be granted by the Chair of the Board.

ARTICLE VIII: SUMMER DUTIES

SECTION I: SUMMER DUTIES

Summer duties, powers, and functions of this board shall be delegated to the UWLSA Summer Executive Committee.

ARTICLE IX: AMENDMENTS

SECTION I: AMENDMENTS

These by-laws may be amended with a two-thirds (2/3) affirmative vote of the board membership and by a two-thirds (2/3) affirmative vote of the members in attendance in the Student Senate.

Amended 05/07/2008
Article II, Section II Amended 04/29/2009
Article III, Section II Amended 04/29/2009
Amended 4/21/2010
Amended 5/5/2010
Amended 5/4/2011
Amended 4/2013
BY-LAWS FOR THE UNIVERSITY OF WISCONSIN-LA CROSSE CAMPUS COMMUNITY ENRICHMENT FUND COMMITTEE

Article I: Background

In the summer of 2007, the UW-System Board of Regents approved the decision of the UW-L Chancellor and Student Leadership to allow Pepsi Bottling Company to have exclusive rights to vending machines and dining hall areas on campus at UW-La Crosse. In exchange for this right, Pepsi will give UW-L $70,000 a year for the next seven years (2007-2013). The Chancellor recommended that the money received through this contract be used to fund large, visible projects on the UW-L campus. This document lays out the procedures for distributing that money over the contract period.

Article II: Committee Structure

Section I: Name and Purpose
   A. Name- The name of this committee shall be the Campus Community Enrichment Fund Committee (CCEFC).
   B. Purpose- The purpose of this committee is to make recommendations to the Chancellor on the expenditure of the Campus Community Enrichment fund through large-scale projects that promote and improve accessibility, sustainability, and/or diversity.

Section II: Membership
   A. Voting Membership- The committee shall consist of twelve (12) voting members from the following groups:
      1. Student Membership- Student membership on the committee shall consist of eight (8) students: two (2) members of Student Senate, two (2) members of RHAC, one (1) member of the Diversity Organizations Coalition, one (1) member from SAPA, one (1) member of UW-L Environmental Council, and one (1) student at-large. Each member shall be appointed by their respective organization.
      2. Faculty Membership- Faculty membership on the committee shall consist of one (1) member of Faculty or IAS (Instructional Academic Staff) appointed by the Faculty Senate.
      3. Academic Staff Membership- Academic Staff membership on the committee shall consist of one (1) member of the Academic Staff Council appointed by the Academic Staff Council Chair and one (1) member of the Campus Climate Council.
      4. UW-L Administration Membership- UW-L Administration membership on the committee shall consist of one (1) member of UW-L Administration appointed by the Chancellor (other than himself).
   B. Non-Voting Membership- The committee shall consist of non-voting members for advice when the committee as a whole feels it is necessary.

Section III: Officers
   A. Chair- It shall be the duty of the Chair to:
      1. Preside at all meetings,
      2. Oversee all operations,
      3. Issue meeting notices,
      4. Conduct general correspondence for the committee,
      5. Present committee recommendations to the Chancellor,
6. Speak for and be the official representative of the committee,
7. Write a wrap-up report at the conclusion of the spring semester each year,
   including all pertinent committee information and decisions.

B. Secretary- It shall be the duty of the Secretary to:
   1. Record the minutes of all meetings
   2. Keep a file on all committee records,
   3. Issue meeting minutes to all appropriate parties.

Section IV: Voting
   A. Quorum- The presence of at least seven (7) voting members will constitute quorum,
      of which four (4) must be voting student members.
   B. Motions- Action of the committee shall be by a simple majority affirmative vote of the
      members in attendance. When it comes to a final recommendation on what project(s)
      will be funded, a two-thirds (2/3) affirmative vote of the members in attendance shall
      be necessary.

Section V: Meetings
   A. Initial- The Vice-President of the Student Association shall call the first meeting of
      the committee when funds are available and shall preside until election of a
      committee chair.
   B. Law- All meetings shall comply with the provisions of the Open Meeting Law
   C. Parliamentary Procedure- The rules contained in the current edition of Robert’s
      Rules of Order Newly Revised shall govern this committee in all cases to which they
      are applicable and which they are not inconsistent with these bylaws and any special
      rules of order the committee may adopt.

Section VI: Attendance
   A. Attendance- All members of the committee shall attend all committee meetings
      called by the chair. The chair, with the approval of the committee, may remove
      members from their positions based on lack of participation. The chair shall report
      any vacancies to the appropriate membership entities.
   B. Excused Absences- Excused absences for all members shall be granted by the
      chair.
   C. Appeal- Any dispute may be appealed to the Chancellor within ten (10) days.

Section VII: Vacancies
   A. Vacancies- The appropriate governance group shall fill vacancies on the committee.

Article III: Allocation Policy and Procedures

Section I: Spending
   A. Carryover- Funding can be saved in the reserve if the committee deems worthy. In
      this case, funding will rollover into the budget of the next year.
   B. Large Project Funding- Due to the large scale nature of projects, funding will be
      earmarked.

Section II: Idea Generation
   A. Eligibility- Students, Faculty/Staff, Organizations, and University
      departments/offices/units.
   B. Process- Campus community members may submit ideas for the committee to
      consider, or the committee may consider ideas generated internally. In the case of an
      idea submitted by a non-committee member, the committee shall investigate ideas
      deemed appropriate, obtain cost information, set a general timeline, determine
      feasibility, and locate an entity (department, organization, student, faculty/staff
C. **Selection Criteria**- Ideas will be evaluated based on the uniqueness, impact/significance, and scale of proposed ideas. The committee will rank ideas deemed appropriate, and forward these ranked recommendations to the Student Senate. Upon approval by this group, recommendations will be sent to the Chancellor, who, working in harmony with the ideals of shared governance, shall either approve or reject each proposal.

**Article IV: Amendments**

**Section I: Procedure**

A. These by-laws may be amended with a two-thirds (2/3) affirmative vote of the committee membership and by a two-thirds (2/3) majority vote of the members of the Student Senate.

Ratified 4/21/2010
BY-LAWS OF THE UW-L STUDENT ASSOCIATION
CULTURAL AFFAIRS COMMITTEE

Article I: Name

Section I: Name
The name of this committee will be the Cultural Affairs Committee, a standing committee of the Student Senate (UW-La Crosse Student Association).

Article II: Purpose

Section I: Mission
The mission of the Cultural Affairs Committee includes but is not limited to providing communication between the culture related functions on campus and the Student Senate. The Cultural Affairs Committee evaluates and recommends Student Senate funding to SUFAC for programs that culturally enhance the UW-La Crosse environment.

Article III: Membership

Section I: Voting Members
a. Student Representatives- The student membership will consist of five (5) student senators, and two (2) students at-large approved by the Cultural Affairs Committee.
b. Faculty Representatives and Academic Staff- Faculty and Academic Staff representation will consist of no more than three (3) members appointed by the Faculty Senate, and may be chosen from any department. No more than one member may be selected from any single department.

Section II: Non-voting Members
a. Advisor Representative- Advisor representation will consist of one (1) faculty or Academic Staff appointed by University Centers, and may be chosen from any department or administrative office.

Section III: Elections
a. Officers- The committee will elect a chairperson and a vice-chairperson/secretary from its student membership. This will be done by the second meeting of the academic year by a majority cast for that seat.
b. Term- The term of office will be one academic year and will begin immediately after being elected.
c. Vacancy- If a vacancy occurs in the chairpersonship, the vice-chairperson/secretary will assume the duties of the chairperson for the remainder of the year. A new vice-chairperson/secretary will be elected from the student membership.
d. Eligibility- The chairperson and the vice-chairperson/secretary will be UW-La Crosse students in good academic standing.

Article IV: Responsibilities

Section I: Organizations
The Cultural Affairs Committee provides consultation and assistance for the following organizations:

a. Art Exhibitions
b. Marching/Concert Bands
c. Choir
d. Jazz Ensembles
e. Multicultural Events
f. Orchestra
g. Theatre
h. Women’s Studies Programs
i. Ability Awareness Programs
j. International Student Programs
k. LGBTIQQA
l. Korean Drum Ensemble

Section II: Sub-Committees
The Cultural Affairs Committee may create subcommittees to enforce established policies and procedures, and to recommend new policies and procedures as deemed necessary. All subcommittees must have policies and membership approved by the Cultural Affairs Committee. Each subcommittee must elect a chairperson to serve as liaison to the Cultural Affairs Committee.

Section III: The Cultural Affairs Committee will:
   a. Be responsible for communicating with the organizations and SUFAC in relation to procedures and schedules of budgetary and one-shot related matters.
   b. Be informed of and be active in issues concerning areas listed or described in Article IV, Section I.
   c. Keep the Student Senate informed of the budgetary needs relating to the areas under Article IV, Section I.
   d. Make recommendations to the Student Senate for the formulation of policies and rules regarding these activities, as listed or described in Article IV, Section I, at UW-La Crosse.
   e. Recommend to the Student Senate such actions or measures relating to the above mentioned activities which the committee deems in the best interest of the student body of UW-La Crosse.
   f. Send meeting agenda, minutes, and room reservations to Student Association Vice-President and the organizations the committee represents.

Article V: Duties of Officers

Section I: Chairperson- It will be the duty of the chairperson to:
   a. Call meetings of the committee.
   b. Preside at the meetings of the committee.
   c. Prepare and establish the agenda for the committee.
   d. Act as an official representative of the committee.
   e. Serve as an ex-officio member of all subcommittees of the committee.
   f. Report to the Student Senate regarding committee actions.
   g. Excuse absences of the committee members.
   h. Communicate information to areas identified under Article IV, Section I.

Section II: Vice-Chairperson/Secretary- It will be the duty of the vice-chairperson/secretary to:
   a. Preside at meetings of the committee in the absence of the chairperson.
   b. Assume the position of chairperson if the chairperson becomes unable to perform the duties of the office.
   c. Have the authority to excuse the chairperson from the meetings.
   d. Aid the chairperson in the coordination of all committee activities.
   e. Record the minutes of all meetings of the committee.
   f. Distribute all minutes to the committee and make them available to the
g. Be responsible for all committee correspondence as directed by the chairperson.

h. Maintain a file of committee minutes dating from the beginning of the year.

i. Distribute a copy of all file material to the President of the UW-L Student Association along with one other copy.

Article VI: Voting

Section I: Quorum
A quorum will consist of a simple majority (half of the members plus one) of the voting members.

Section II: Parliamentary Procedures
Robert’s Revised Rules of Order will be used as parliamentary authority.

Article VII: Meetings

Section I: Meetings
Meetings will be held as needed during the academic year at the discretion of the chairperson.

Section II: Special Meetings
Special meetings may be called by the chairperson by providing written notice to all committee members with at least twenty-four (24) hours notice.

Section III: Open Meetings
All meetings will be in compliance with the Wisconsin Open Meeting Law.

Section V: Parliamentary Procedure
Robert’s Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct
a. The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.

b. The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.

c. The committee will conduct its business in accordance with the rules of the state of Wisconsin.

Article VIII: Attendance

Section I: Attendance
A simple majority of the voting membership shall constitute a quorum for conducting business.

Article IX: Amendments

Section I: Amendments
Amendments to the Cultural Affairs Committee By-Laws can be amended with a two-thirds (2/3) majority vote of the committee members, and a simple majority approval of the Student Senate.

Enacted May 5th 2010
4.1 Election Commission

A Commission set up solely to administer and monitor all elections and referenda of the UWL- SA. The objectives of the Election Commission are to insure a fair campaign period and a fair election. Another objective of the Election Commission is to be free of any political influences of Student Government. These objectives shall underlie all activities of the Election Commission.

4.2 Membership

4.21 The Board of Directors of the UW-L Student Association, by majority vote, shall appoint the entire Election Commission no less than six weeks prior to the date of the election. The Student Senate must approve the Commission appointments by a 2/3 vote.

4.21.1 No member of the Election Commission shall participate in any partisan campus political activity while serving on the Commission, including the signing of petition papers, the wearing of campaign materials and the usage of online support such as social networking websites and web pages that explicitly endorse a particular candidate or slate. This includes both on and off campus activities. Failure to comply herewith shall be sufficient grounds for removal from the Commission by the Election Commission by a majority vote of those members present.

4.22 Membership Breakdown

4.22.1 The Election Commission shall consist of six voting students, one student alternate, and one voting member representing the Dean of Student Affairs Office.
   a. Two non-returning Senators
   b. Four non-senators
   c. One non-senator serving as an alternate
   d. One Dean of Student Affairs or his/her designee
   e. All voting members of the UW-LSA Board of Directors shall not serve on the Commission.
   f. No present UW-LSA interns shall serve on the Commission.

4.22.2 Four members are necessary for Election Commission quorum. Members must attend no less than 3/4 of meetings, or they will be subject to removal from the Election Commission by the UW-LSA Board of Directors.

4.22.3 No proxy voting will be allowed.

4.23 The Election Commissioner

4.23.1 The Election Commissioner shall be elected by a simple majority vote of the members present of the Election Commission.

4.23.2 The Election Commissioner shall be in charge of convening meetings, maintaining a file of all records: appeals and minutes. The Election Commission minutes shall be made accessible to the public upon request.
4.23.3 The Election Commissioner shall account for all Senate vacancies and comprise a list of total available seat positions prior to the end of the nomination period.

4.23.4 The Election Commission shall dissolve on the final day of the academic year in which it is convened.

4.3 Powers and Responsibilities of the Election Commission

4.31 The Election Commission shall, acting in accordance with all provisions of the UW-LSA Constitution, have the authority to establish any rules it deems necessary for the purpose of conducting an election and/or Student Senate referendum.

4.32 A sample ballot with biographies shall be publicized in the Racquet, the Student Association webpage, and Eagle Connection at least one week prior to the election. The dates, times, and process of voting shall be included with this information.

4.33 The Election Commission will draft a statement to be sent to all division heads, which will then be forwarded to all faculty and staff, reminding them that an endorsement for or against a specific candidate or candidates is prohibited. This shall be sent prior to the beginning of the campaign period.

4.34 The Election Commission is responsible for gathering candidates’ biographies and putting them onto the sample and online ballots to inform voters. Prior to placing the biographies on the ballot, commission should review the content in order to make sure the biographies contain factual information and solely pertain to that individual candidate.

4.4 Candidates for Office

4.41 Eligibility

4.41.1 Any candidates for office shall maintain a minimum cumulative grade point average of 2.0 at the time of election.

4.41.2 Students running for a seat representing a specific college must be currently enrolled as a member of that college.

4.41.2.1 In the case of a student who is working towards majors in different colleges, the student is allowed to choose the college in which they choose to run.

4.42 Filing

4.42.1 Candidates for an executive or senatorial position of the UW-LSA who wish to be on the ballot must complete and file with the Election Commission the proper nomination form by 4:00 p.m. the final day of the nomination period and must turn the paper into the Office of Student Life. The nomination period shall be no less than two class weeks.

a. Each candidate for an executive position must include the signatures of at least fifty UW-L students with the nomination forms.
b. Each candidate for a senatorial position must include the signatures of at least twenty-five UW-L students with nomination papers.

c. Disqualification: If nomination papers are handed in after the deadline, their eligibility shall be decided by the Commission. The candidate affected shall present their defense to the Election Commission. A unanimous vote of Commission members present will be needed for re-qualification.

4.43 Biographies

4.43.1 Candidates receive the opportunity to submit a biography that will be placed on the online ballot. This needs to be completed upon the filing of their nomination papers. Biographies will appear on a previous page during the voting process before the students are able to make their official vote(s). However, these biographies will not be present on the same page of the official online ballot.

a. The biographies will contain four different questions.
   1. “What are your past experiences?”
   2. “What inspired you to run for (position)?”
   3. “What are your future goals for Student Senate?”
   4. “How do you plan on representing your constituents?”

b. The answers for each question on the biography may not exceed 40 words.

c. Candidates who do not submit a biography on time will not receive the opportunity to have a biography present on the sample or online ballot.

d. Before biographies are posted, commission will review content for factual and relevant information.

e. Disqualification: If candidates provide false information or personal attacks in their biographies they can be disqualified by the Election Commission. The candidate affected shall present their defense to the Election Commission. A 2/3 vote of Commission members present will be needed in order to be disqualified.

4.5 Campaign Period

4.51 Campaigning will be defined as any activity, either written or spoken, that is designed to influence students to vote for a prospective or official candidate or a referendum question on the ballot.

4.52 The campaign period shall begin for a candidate after they have filed completed nomination paper and attended the mandatory policy meeting with the Election Commission and last 3 weeks for Presidential and Vice-Presidential candidates and 2 weeks for all other Senatorial candidates.

4.52.1 Nomination papers will include notice of dates of the campaign period and dates of mandatory meetings.

4.53 Disqualification

4.53.1 Campaigning without complying with 4.52 shall be considered a violation and the candidate shall be considered for disqualification. The defendant(s) shall be provided the opportunity to appeal. A 2/3 vote of the Commission members shall be required for re-instatement of the defendant. Students considered for write-in
must abide by all campaign policies with the exception of filing petition papers and meeting with the Office of Student Life.

4.54 Conduct of Campaign
4.54.1 Equal campaign opportunities will be afforded to all candidates by University funded student organizations and affiliates.

4.54.2 All campaign literature and materials (i.e. pamphlets, clothing/apparel, stickers, advertisements, etc.) must include an “authorized and paid for by” or “AAPFB” with the last name of the candidate(s) or name of campaign committee.

4.54.3 The Election Commission will view each complaint independently unless multiple complaints are filed on the same issues.
   a. When a complaint is filed, the Election Commission will contact the candidate(s) affected. Upon the decision of the Election Commission, a candidate has 24 hours to adhere to a decision made by the Election Commission.
   b. The Election Commission has the power to decide the severity of the violation and enact the consequence they deem necessary.

4.54.4 Write-in candidate(s), who choose to violate the Election Commission by-laws and/or Campus Publicity Guidelines, votes will not be counted.

4.55 Candidates and their supporters are NOT allowed to use, utilize, or campaign through Student Activities and Centers. Nor shall university resources be used to support candidate(s) campaigns. These resources include but are not limited to: naming menu items after candidates, distributing publicity (i.e. stickers on cups, handing out literature, etc.), swiping cards at food service places, collecting tickets for campus events, and stamping table tents and other candidate-specific publicity.

4.55.1 Personal web space may be used, but not official university web space (excluding space allotted for personal use). Linking to other websites is allowable as long as the candidate(s) do not use the University seal, Student Association logo or any other copyrighted materials without explicit permission.

4.55.2 A candidate or candidates may use e-mail, but they may not use any electronically created university administrative lists for campaign purposes or in any other way that violates the university’s policy regarding the use of e-mail. The use of organizations lists is, however, acceptable as well as manually entering all e-mail addresses.

4.55.3 The Student Senate office area is off-limits for any campaigning or storage of campaigning materials.

4.56 Candidates and their supporters are NOT allowed to distribute food items or beverages to potential voters.
4.6 Qualifications and Conduct of Voters

4.61 Eligibility of Voters
4.61.1 All undergraduate and graduate students who are registered at UW-L for the current semester are eligible to vote.

4.61.2 Any student may vote for the candidates for executive offices, senatorial candidates running at large, and senatorial candidates in the school or college in which he/she is enrolled.

4.61.3 Only students residing off-campus at the time of the election may vote for the off-campus senators.

4.62 Voting Procedure
4.62.1 No voter shall cast more than one vote for each executive office.

4.62.2 The number of votes that a student may cast in his/her school or college shall be equal to the number of open positions available. The number of votes that a student may cast for senators at-large shall be equal to the number of at-large positions available in that election.

4.62.3 It is the voter’s prerogative to vote for only one candidate, to cast no vote at all, or to write in a name, which does not appear on the ballot. This shall not invalidate the ballot.

4.7 Mechanics of the Election

4.71 Election Dates
4.71.1 The Commission shall conduct a one-day election for executive and senatorial positions on the fourth Tuesday following Spring Break.

4.71.2 A debate for the executive candidates, sponsored by Student Association, shall be held the week before the general election.

4.71.3 The Election Commissioner or appointee will proceed as the moderator for the executive candidate debate.

4.71.4 If circumstances arise that do not allow for the above dates to be feasible, the Commission shall announce feasible, substitute dates.

4.72 Violation Protocol
4.72.1 Campaign violations shall be defined as any activity committed by or given prior approval by a candidate contrary to the By-Laws of the UW-L Student Association Elections, UW-La Crosse Campus Publicity Guidelines, and the Residence Hall Solicitation/Campaigning Policy, as well as university policies. Write-in candidates shall be responsible to know and adhere to all election and campaign rules.
4.72.2 When a complaint about a violation is brought to the Commission, it must include a description of the evidence, or the names of witnesses of the alleged violation.

4.72.3 In the case of an election violation, the following steps shall be taken.
   a. Failure of a candidate to abide by these by-laws may result in a disqualification of the violator(s) name(s) and removal from the ballot
   b. The Commission may act on its own or act on an appeal written by any candidate, student, or witness.
   c. A 2/3 vote by the Commission members shall be needed in order to take any action in response to violations.
   d. Notification of the candidate(s) affected is required.
   e. The candidate affected shall be given an opportunity to present their defense before the Commission reaches judgment.

4.8 Appeal process

4.81 The Commission shall have the power to suspend elections for twenty-four hours, upon receiving an appeal for such a suspension from one or more candidates, students or other witnesses. A 2/3 vote of Commission members present shall be required for a twenty-four hour suspension.

4.82 Elections shall be suspended only at the beginning of the election day before the polls open, or on the preceding day, but never while the polls are open on election day.

4.83 Written appeals regarding the election process for each election must be presented to the Election Commission before the polls close on the last day of that primary or general election.

4.84 When an appeal is made, the Commission must meet within two class days to determine whether a violation has occurred.

4.85 Other potential judgments
   4.85.1 The Commission, by a 2/3 vote of members present, may choose to order a re-election for the office(s) if the election outcome was affected by violations.
      a. If a re-election is called, the Commission may leave the names intact, or may disqualify certain names from the ballot for the re-election.
   4.85.2 If the person(s) making the appeal wish(es) to appeal the action of the Election Commission, they must take the issue to the Student Court.
4.9 Counter Appeals

4.91 All Commission judgments may be subject to a counter-appeal by the other candidate or candidates affected within two class days of notification of person(s) affected.

4.92 Any Commission meetings regarding written statements against a candidate where a candidate may be disqualified shall be made known to the candidates affected. They shall be notified of their right to appear before the Commission in defense and support.

4.93 Once a counter-appeal is received, the Commission shall meet within two class days of the receipt of the counter-appeal to consider it.

4.94 If the person(s) affected by the Commission’s decision(s) pertaining to any counter-appeal want to appeal further, they must take the issue to the Student Court.

4.10 Ballot Counting

4.101 The Election Commission shall supervise the vote tally.

4.102 Any person who has access to the voting data while votes are being tallied may not release partial results.

4.103 All voting data will be held by the Commission for fifteen class days following the election day at which time they will be destroyed unless an appeal, recount, or re-election is pending, in which they shall be held until the dispute is resolved.

4.104 Recounts can be requested by a candidate up to three class days after the election. Such a recount is to be authorized by the Commission after hearing the case. A simple majority vote of members is needed for the recount decision.

4.105 In case of a tie between candidates for an executive or senatorial position, there shall be a run-off election between those tied candidates, two weeks following the final Election Day.

4.106 In case of write-in candidates for Senate positions the Election Commission shall determine the winner by write-in votes and individual’s consent.

4.107 The Election Commission must approve the election process and results before they are made official. Two-thirds of the Election Commission members present must vote in the negative to not approve the process and results.

4.108 The Election Commission will make the election results public upon approval of the election process and results, and must present them to Student Senate.
4.11 Re-Elections Due to Other Un-Specified Conditions

4.111 A re-election may be authorized by the Commission whenever actions by a candidate, by parties unassociated with any candidate, or by parties unknown, significantly affected the outcome of the election. The same appeal process as found in sections 4.8-4.9 will be followed.

4.12 Freshman and Graduate Elections

4.121 Candidates for Office

4.121.1 Eligibility

4.121.1.1 Candidates for all offices shall be enrolled in UW-La Crosse and meet all other current Constitutional qualifications.

4.121.1.2 Candidates for Freshman Senator must be freshmen by credit (under 30 resident credits). Candidates for Graduate Senator must be Graduate students currently enrolled in a Graduate program.

4.121.2 Filing

4.121.2.1 Candidates who wish to be on the ballot must complete and file with the Election Commission the proper nomination forms by 4:00 pm the final day of the nomination period. No late papers will be accepted. The nomination period shall be no less than one week.

4.121.2.2 Each candidate for a senatorial position must include the signatures of at least twenty-five UW-L Students with nomination papers.

4.121.3 Disqualification:

4.121.3.1 Disqualification can occur if sections 4.54-4.56 and/or section 4.72.1 of this document are violated by a candidate or a candidate's campaign.

4.121.3.2 Any disqualification is subject to the violation protocol in section 4.72 of this document.

4.121.3.3 If disqualification(s) occur and a candidate wishes to appeal their disqualification, the appeal process detailed in sections 4.8-4.9 of this document will be followed.

4.122 Campaign Period

4.122.1 The campaign period for Freshman and Graduate elections shall begin for a candidate when the candidate has filed completed nomination papers to the Election Commission.

4.122.2 The campaign period will begin after 4:00 p.m. on the third Wednesday in September after completed nomination papers are submitted to the Election Commission.

4.122.3 All candidates must comply with sections 4.54-4.56 of this document.
4.123 Eligibility and Conduct of Voters

4.123.1 Eligibility of Voters
4.123.1.1 Eligible voters must be registered at UW-L for the current semester.

4.123.1.2 Any student who is a freshman by credit (under 30 resident credits) is eligible to vote for the Freshman Senator positions.

4.123.1.3 Any student who is enrolled in a Graduate program at UW-La Crosse is eligible to vote for the Graduate Senator positions.

4.123.2 Conduct of Voters
4.123.2.1 Each voter is allowed to cast one vote for each Senator position that they are eligible to vote for.

4.123.2.2 It is the voter’s prerogative to vote for only one candidate, to cast no vote at all, or to write in a name, which does not appear on the ballot. This shall not invalidate the ballot.

4.124 Mechanics of the Elections

4.124.1 Election Dates:
4.124.1.1 Elections for each position shall be held on the fourth Wednesday of September.

4.124.1.2 If circumstances arise that do not allow for the dates set by the Commission to be used, the Commission shall announce feasible, substitute dates.

4.124.2 Ballot Counting
4.124.2.1 Refer to section 4.10.

4.13 Amendments to Election Commissions By-Laws

4.131 Amendments to these by-laws must be in writing to the Student Senate and require a majority vote by those present for passage.

Proposed 5/4/88
Accepted 5/11/88
Approved revisions 2/15/06
Approved Section 4.543 Amendment 5/7/08
Approved Section 4.551 Amendment 3/4/09
Approved revisions 5/6/09
Approved Section 4.12 Amendment 12/4/09
Amended 4/28/2010
Approved Section 4.71.1 Amendment 2/29/2012
Approved Section 4.53.1 Amendment 3/28/2012
By Laws of the UW-L Student Association
Freshman Elections

Article I – Election Commission

The Freshman Election Commission is an ad hoc committee of the UW-L Student Association. It is setup solely to administer and monitor the Freshman elections of the University of Wisconsin at La Crosse Student Association (hereafter UWL-SA). The objectives of the Election Commission are to insure a fair campaign period and a fair election. Another objective of the Election Commission is to be free of any political influence of Student Government. These objectives shall underlie all activities of the Election Commission.

Article II – Membership

Section 1 The membership of the Commission shall consist of four student members of the Legislative Affairs Committee. The members are to be approved by the Senate.

Section 2 There shall be one representative from the Student Life Office who shall be a voting member.

Section 3 The Election Commissioner:
   (1) The Election Commissioner shall be the elected chairperson of the Legislative Affairs Committee, unless that person is unable. If the Chairperson is unable to serve as Commissioner, a replacement will be elected by the Legislative Affairs Committee. The Chairperson or the person elected Commissioner must be voted on by Senate and passed by a simple majority.

   (2) The Election Commissioner shall be in charge of maintaining a file of all records: appeals, minutes, and the Election Commission minutes shall be made public.

   (3) The Commissioner can vote only in case of a tie or when needed to make quorum.

Article III – Powers of the Commission

Section 1 The Election Commission shall decide: polling places and polling times, and Student Senate approved forms for petition for nomination for freshman senatorial candidates.

Section 2 All rules established by the Election Commission under Article III, shall be made available to any students upon request.

Article IV – Candidates for Office

Section 1 Eligibility
   (1) Candidates for all offices shall be enrolled at UW-L and meet all other current Constitutional qualifications.
(2) Candidates must be Freshmen by credit (under 30 credits).

Section 2  Filing
(1) Candidates who wish to be on the ballot must complete and file with the Election Commission the proper nomination forms by 4:00 pm the final day of the nomination period. No late papers will be accepted. The nomination period shall be no less than one week.
(a) Each candidate for a senatorial position must include the signatures of at least twenty-five UW-L Students with nomination papers.
(b) Disqualification:
   1. If disqualification(s) occur then that individual(s) may run as a write-in candidate.

Article V – Campaign Period

Section 1  The campaign period shall begin for a candidate when they have filed completed nomination papers to the Election Commission.

Section 2  Disqualification:
(1) Campaigning without complying with Article V, Section 1 shall be considered a potential violation. The Commission shall have a meeting to decide if the violation was flagrant enough for disqualification. The defendant shall be provided the opportunity to defend themselves before judgement. A majority vote of the Commission members present shall be required for disqualification of the defendant.

Section 3  Conduct of Campaign:
(1) All campaign literature, except chalking, must include “authorized and paid for by” or “AAFPB” with the last name of the candidate(s) or the name of the campaign committee.
(2) Permission for the use of a person’s name on any campaign literature including all newspaper advertising, must be in writing by that person to the Commission.
(3) If a candidate is charged with a campaign violation a majority vote of Election Commission members present will result in removal of the candidate’s name from the ballot.
Article VI – Qualifications and Conduct of Voters

Section 1 Eligibility of Voters:
(1) Any student who is a freshman (under 30 credits) is eligible to vote.

Section 2 Voting Procedure:
(1) The number of votes that a student may cast shall be equal to all available positions pursuant to Article III, Section 2 of the Constitution.
(2) It is the voter’s prerogative to vote for only one candidate, to cast no vote at all, or to write in a name which does not appear on the ballot. This shall not invalidate the ballot.

Article VII – Mechanics of the Election

Section 1 Election Dates:
(1) Elections shall be held on the fourth Wednesday and Thursday in September.
(2) If circumstances arise that do not allow for the dates set by the Commission to be used, the Commission shall announce feasible, substitute dates.

Section 2 Polls:
(1) There shall be no candidate or supporters campaigning or loitering within a fifty-foot radius of the polls, nor shall there be campaign signs, posters, chalkings, or other literature within the same distance of the polling places on election days.
(a) Failure of a candidate to abide by the above bylaw may result in a disqualification of the candidate.
(b) The Commission may act on its own, may act on an appeal written by any poll worker, student, or other witness.
(c) A majority vote by Commission members present shall be needed in order to take the action specified in this section.
(d) Notification of the candidate(s) effected is required.
(e) The candidate effected shall be given opportunity to present a defense before judgement by the Commission is reached.
(f) The Commission will determine if fair and adequate opportunity was given to the effected candidate(s) to appear in his/her defense.
(g) If found guilty of violations the candidate(s) results will be eliminated.
(2) Poll workers shall not make any attempt to influence potential voters.
(3) There shall be no loitering at the polls by any students.
(4) The location of polls shall be well publicized and shall be located to afford easy access to the voter.

Article VIII – Ballot Counting

Section 1 The ballot counting shall be supervised by the Election Commission.

Section 2 No partial results shall be released by any person who has access to the counting room while ballots are being counted.

Section 3 All ballots will be held by the Commission in a place specified by the Commission for the ten class days following election day at which time they will
be destroyed unless an appeal, recount, or re-election is pending, in which they shall be held until the dispute is resolved.

Section 4 The Commission shall make known the results of the election, no later than the succeeding day of the election.

Section 5 Amendments to UWL-SA Freshman Election Bylaws:
(1) Amendments to these bylaws must be submitted in writing to the Student Senate and require a two-thirds vote for passage.

**Article IX – Appeal Process**

Section 1 Appeals for cause must be submitted in writing to the Election Commission no later than five days after the election.

Section 2 When an appeal is made, the Commission must rule on the appeal within three days after the appeal is made.

Section 3 Re-elections:
(1) The Commission may choose to order a re-election. Candidates must appear on the re-election ballot as they did on the original election ballot, unless a candidate(s) has been disqualified.
(2) A re-election must be held no less than 7 days and no more than 10 days after the Commission’s decision.

Section 4 Recounts:
(1) A recount shall be performed if requested by a candidate up to 3 days after the last day of the election.
(2) If a request for a recount is made more than 3 days after the day of the election, a recount may be performed at the discretion of the Election Commission.

Section 5 Any Commission meetings regarding written statements against a candidate where a candidate may be disqualified shall be posted outside of the Student Association offices and candidates affected shall be notified of their right to appear before the Commission in defense and support.

Section 6 The Commission will determine if fair and adequate opportunity was given the affected candidate(s) to appear in their defense.

**Article X – Counter-Appeals**

Section 1 All Commission judgements may be subject to a counter appeal, which must be submitted, within forty-eight hours of notification of the decision of the Election Commission to person(s) affected to the Student Court.

Section 2 Once a decision is received from the Student Court the Commission shall meet within forty-eight hours of the notification of the judgement of the counter-appeal to take issue with it.
GREEN FUND BYLAWS

Article I. Purpose
The Green Fund exists in order to fund projects that promote the ideals and practices of environmental sustainability at the University of Wisconsin La Crosse. It is funded by student segregated fees and can be used for projects that promote sustainability on campus, including but not limited to: renewable energy, waste reduction and recycling initiatives, and energy efficiency projects.

Article II. Green Fund Funding Criteria

Section 1. Collection of Green Fund
Each semester starting in the Fall of 2013, an amount up to $7 will be collected from each University of Wisconsin La Crosse student and placed into the Green Fund, totalling $60,000 per semester. The amount collected per student per semester will vary as the amount of students varies each semester, but the total amount placed into the Green Fund each semester will always total $60,000, unless the “Cap” described in Article II Section 5 is reached.

Section 2. Eligibility for Funding
The Environmental Sustainability Reserve, or “Green Fund” can be used to fund projects for both GPR and non-GPR facilities, including but not limited to:
- Residence Halls
- Cartwright Center
- The Recreational Eagle Center
- Whitney Center
- Veteran’s Memorial Stadium
- Academic Buildings
The fund cannot go towards:
- Bikes and bike racks
- Trees
- Landscaping not related to gardens, rain gardens and green roofs
- Items typically included in other entities’ ongoing budgets

Section 3. Evaluation Criteria for Proposed Projects
Highest Priority
- Impact on carbon footprint: including reduced energy usage through efficiency and renewable energy
- Collaboration with other organizations: through funding matches, joint planning, or in the execution of the project
- Visibility: that projects be conspicuous and noticeable
- Innovation: new initiatives not typically funded by other entities

Medium Priority:
- Size of project: projects with greater magnitude preferred
- Educational value: increasing student understanding of environmental issues or actions
- Possibility for future expansion: growth from a pilot into a standing program

Other important considerations:
- Purchasing ethics: considerations such as fair trade, etc.
- Support of local/sustainable businesses

Section 4. Earmarking of Funds
4.1. Funds may be earmarked for large projects not to exceed Sixty percent of the funds collected during the academic year.
4.2. Funds for a single project may only be earmarked for four academic years.
4.3. In the event that the Green Fund Referendum fails, the earmarked funds for ongoing projects will continue to be collected until the full balance of the project has been paid in full. During this time, no further proposals will be accepted.

Section 5. Cap on Funds
5.1 In the event that the amount of non-allocated funds accumulate in the Green Fund reaches or exceeds double the amount collected each year ($240,000) at the end of a semester, funds will not be collected for the next semester. If the $60,000 is scheduled to be collected during a given semester and would put the total amount of non-allocated funds over $240,000, funds will only be collected to bring the total up to $240,000. Using the method outlined above, the non-allocated funds within the Green Fund shall not exceed $240,000. After this process occurs, if the fund is spent down below the $240,000 limit, funds will then be collected again in accordance with Article 2, Section 1.
5.2 Non-allocated funds are defined as funds that have not been specifically designated for a purpose. Funds that have been earmarked for a future project or have been allocated to a project that has not been completed are not considered non-allocated funds.

Article III. Green Fund Grant Review Process

Section 1. Application Deadlines
There shall be one application deadline per semester. The deadlines are to be set by the Green Fund Coordinator.

Section 2. Application Review Process
• Green Fund Grant Proposals will be first reviewed by the Joint Committee for Environmental Sustainability. Proposals will be reviewed and assessed. Proposals meeting criteria may be strengthened before being forwarded to the Segregated University Fee Allocation Committee.
• The Segregated University Fee Allocation Committee will review and assess Green Fund Grant Proposals for value before forwarding them to the Student Senate. The Segregated Fee Allocation Committee is responsible for allocating segregated fees paid by students as defined by the Board of Regents Policy.
• Final Green Fund Grant Proposals are presented to the Student Senate as a whole, discussed, and voted on for final funding.

Article IV. Green Fund Coordinator

Section 1. Hiring of the Green Fund Coordinator
1.1 Applications for Green Fund Coordinator are prepared, made available to students, and received by the University Centers office in the beginning of March during the semester preceding the beginning of the Green Fund Coordinator’s term.
1.2 Only applicants enrolled as students at the University of Wisconsin La Crosse for a minimum of 6 credits shall be considered as applicants.
1.3 The Director of University Centers, one University Centers graduate student, and the current Green Fund Coordinator will review applications and interview candidates during the first two weeks in April. They will then nominate the candidate seen as most capable of performing the duties of the Green Fund Coordinator.
1.4 The nominee for Green Fund Coordinator must be approved by the Student Senate.
Section 2. Compensation of the Green Fund Coordinator
The Green Fund Coordinator shall be paid a salary of $1,000 per semester out of the Green Fund. They are expected to work an average of 10-15 hours per week performing their duties outlined in Article IV, Section 3.

**Section 3. Duties of the Green Fund Coordinator**
- The Green Fund Coordinator’s duties are as follows:
  - Monitor the progress of current Green Fund projects.
  - Attend all Joint Committee for Environmental Sustainability Meetings as a non voting committee member.
  - Assist students, faculty, and staff with Green Fund projects and applications.
  - Prepare an annual report at the end of each school year of the Green Fund’s expenditures and funded projects and put information about each project on the UW-L website.
  - Research and prepare one or two applications for possible Green Fund projects. The priority of the Green Fund Coordinator should be to prepare an application for a large capital project of a type that has not yet been funded.
  - Meet with the Vice Chancellor for Administration and Finance and representatives from the Department of Facilities Planning and Management regularly while preparing the abovementioned application for a large capital project.
  - Attend SUFAC and Student Senate meetings in which Green Fund proposals are being discussed and answer questions pertaining to the proposals.
  - Set the deadline for the Green Fund proposals. There shall be one proposal in the Fall Semester and one proposal in the Spring Semester of each academic year.

**Section 4. Mid-term replacement of the Green Fund Coordinator**

4.1 The Director of University Centers and the graduate student responsible for overseeing the Green Fund Coordinator will monitor the progress of the Green Fund Coordinator. If the Green Fund Coordinator is not performing the above duties, they reserve the right to remove the Coordinator. The results of the vote shall be forwarded to the Student Association President and Vice President within five business days.

4.2 In the event that the Green Fund Coordinator resigns or is removed, an interim Green Fund Coordinator may be appointed by University Centers and approved by Student Senate to fulfill the remainder of the term, foregoing the application process.

4.4 An allocation of $20,000 per year from the green fund will be administered by JCES (Joint Committee for Environmental Sustainability) and Green Fund Coordinator. $10,000 will be allocated for Fall semester and the remainder of the $20,000 that is unspent will be allocated to Spring semester.

4.5 JCES and Green Fund Coordinator determine eligibility of applications for green fund mini grant requests.

4.6 No grant is to exceed $2,000 per project.

4.7 Green Fund mini grants will be limited to currently enrolled UW-La Crosse student applicants.

4.8 Green Fund mini grant requests will be required to meet the same criteria as regular green fund applications.

4.9 Mini grants will be exempt from 4.1, 4.2, 4.3 of section 4.

**Article V. Green Fund Referendum**

Every five years following a referendum, another referendum shall be conducted to ask students if the fee should continue. If a referendum fails and funds have already been earmarked for ongoing projects, the guidelines found in Article II Section 4.3 shall be followed.

**Article VI. Bylaw Amendment**

Amendments to the Green Fund Bylaws may be made by a ⅔ vote in the Student Senate.
BY-LAWS OF THE UW-L STUDENT ASSOCIATION LEGISLATIVE AFFAIRS COMMITTEE

ARTICLE I: NAME

Section I: Name- The name of this committee shall be the Legislative Affairs Committee, a standing committee of the Student Senate (UW-L Student Association).

ARTICLE II: PURPOSE

Section I: Purpose- The purpose of the Legislative Affairs Committee is to advise the Student Association on issues regarding its governing documents.

ARTICLE III: MEMBERSHIP

Section I: Voting Members

a) Student Representatives- The student membership shall consist of seven (7) students, at least four (4) being senators, at least one (1) being a student chosen at-large, and one (1) preferably being a graduate student.
b) Faculty- The faculty membership shall consist of four (4) faculty appointed by the Faculty Senate.
   i) One (1) faculty appointee shall be from the Political Science Department.
c) Academic Staff- The academic staff membership shall consist of the Dean of Students or a designee.

Section II: Non-Voting Members

a) Student Representatives- The non-voting student membership shall consist of the Student Association Parliamentarian.

Section III: Elections

a) Officers- The committee shall elect a chairperson, a vice-chairperson, and a secretary from its membership. This will be done by the end of the first meeting of the year by a majority cast for each office.
b) Terms- The officers shall serve for one (1) academic year and their term shall begin immediately after election.
c) Vacancy- If a vacancy of the chairperson occurs; the vice-chair person shall assume the office of chairperson. If the office of the vice-chairperson is vacated, a new vice-chairperson shall be elected by the same election process.
d) Eligibility- All officers shall be students.

ARTICLE IV: RESPONSIBILITIES

Section I: The committee will maintain the constitution of the Student Association and the by-laws of the Student Senate and its committees.

Section II: The committee will submit an annual written summary and review of the committee’s activities to the Student Association.
Section III: The committee will investigate impeachment charges brought forth against members of the Student Association and present their findings to the Student Senate.

Section IV: Assess both UC and USSA and decide if any resolution regarding, joining or leaving, should be pursued of either organization.

Section V: Assess other organizations that could represent UW-L and UW-LSA on a state or federal level, and decide if any resolution should be pursued to join as members.

ARTICLE V: DUTIES OF OFFICERS

Section I: Chairperson
   a) Call meetings of the committee.
   b) Preside at meetings of the committee.
   c) Prepare and establish an agenda for the committee.
   d) Act as an official representative of the committee.
   e) Serve as an ex-officio member of all sub-committees of the committee.
   f) Make reports to the Student Senate regarding committee actions.
   g) Excuse or not excuse all absences of the committee members.

Section II: Vice-Chairperson
   a) Preside at meetings of the committee in the absence of the chairperson.
   b) Assume the position of the chairperson if the chairperson becomes unable to perform the duties of office.
   c) Excuse the chairperson from meetings of the committee.
   d) Carry out any reasonable instructions of the chairperson.

Section III: Secretary
   a) Record the minutes of all meetings of the committee.
   b) Distribute all minutes to the committee and shall provide a copy of the minutes to the Student Association office.
   c) Maintain a file of committee minutes from the beginning of the year.
   d) Take attendance at all committee meetings.

ARTICLE VI: COMPENSATION

Section I: Compensation of Committee Members- The committee chair will be compensated for his or her work on the committee based on the discretion of the UWLSA President.

ARTICLE VII: VOTING

Section I: Quorum- A quorum will consist of a simple majority (half of the members plus one) of the voting members.

Section II: Motions- Action of the committee shall be by a majority vote.

ARTICLE VIII: MEETINGS

Section I: Convening the First Meeting- It shall be the Vice-President of Student Association’s duty to appoint a student member of the committee to convene the committee of each academic year within the first three (3) weeks.

Section II: Meetings- Meetings shall be held as needed at the discretion of the chairperson during the academic year.
Section III: Special Meetings

a) Special meetings may be called by the chairperson by providing written notice to all committee members within twenty-four (24) hours.

b) The Legislative Affairs Committee may create subcommittees as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Legislative Affairs Committee, and all policies and procedures must be approved by the Legislative Affairs Committee.
Section IV: Open Meetings- All meetings will be held in compliance with the Wisconsin Open Meeting Law.

Section V: Parliamentary Procedure- Robert’s Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct
a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.
c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

ARTICLE IX: ATTENDANCE

Section I: Absences- Members shall be allowed two (2) unexcused absences. An unexcused absence will be defined as any absence where the Chair of the committee is not notified prior to the meeting missed. A third unexcused absence will be considered abandonment of the committee and will result in dismissal.

ARTICLE X: IMPEACHMENT PROCEEDINGS

Section I: Investigation-
a) An investigation for impeachment of a member of the UWLSA will be conducted if the qualifications for such are met as stated in the UWLSA by-laws.
b) Prior to the following Wednesday after the impeachment investigation resolution passes the Student Senate, the Legislative Affairs Committee will convene to hear testimony from the accused and the accuser.
   1. The investigation will be conducted in closed session.
   2. The session will be recorded.
   3. The Student Association Advisor will be present.
   4. Each party will be given 5 minutes to make an opening statement and will then have up to 30 minutes to answer questions; the accuser will go first.

Section II: Findings-
a) The Legislative Affairs Committee will consider all evidence provided for and against the accused party and will meet to deliberate to determine whether or not impeachment is warranted or if a different form of reprimand would be more appropriate.
b) The committee will then present their findings in the form of a binding resolution to the Student Senate.
c) If the committee chooses to impeach the individual or impose a different form of reprimand, the Student Senate must approve the decision by a two-thirds (2/3) vote. If the committee chooses not to impeach, the Student Senate may choose to reopen the investigation with a majority vote.

ARTICLE XI: AMENDMENTS

Section I: Amendments- Amendments to the Legislative Affairs Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.
BY-LAWS OF THE UW-L STUDENT ASSOCIATION
PLANNING AND PROCESS COMMITTEE

ARTICLE I: PURPOSE

SECTION I: STATEMENT OF PURPOSE
By promoting, protecting, and defending the principles of the UWLSA by adhering to the
provisions of the UWLSA Constitution and these By-Laws, the Planning and Process Committee
shall act as the macro-historians to the Student Association; act as the primary oversight in the
creation, implementation, and preservation of legislation; and act as the primary oversight in the
collection of data on student opinion and well-being.

ARTICLE II: MEMBERSHIP

SECTION I: VOTING MEMBERSHIP
There shall be nine (9) voting members: Three (3) Student Senators serving one year terms, one
(1) of which must be a representative of a Human Diversity Organization, two (2) of which must
be returning Senators; (2) At-Large Student Representatives serving indefinite terms; one (1)
representative from the National Residence Hall Honorary serving a one year term, the current
Environmental Sustainability Director, the current City Affairs Director, and the current Shared
Governance Director

SECTION II: NON-VOTING MEMBERSHIP
Non-Voting Members shall consist of the Director of University Centers or Designee, President
and/or Vice-President of the Student Association and any other person appointed by the
committee. The President and Vice-President of the Student Association may serve as Alternate
members of the committee.

SECTION III: ALTERNATE MEMBERSHIP
The committee may create alternate positions to assume voting privileges in the absence of a
regular member. Alternate members shall be either regular student participants at all committee
meetings or President or Vice-President of the Student Association. The alternate voters shall be
declared by the Chair prior to beginning the meeting. Alternate voters are not required to be
declared in any circumstance.

SECTION III: ELIGIBILITY
The members of the Planning and Process Committee, at the time of their appointment, and
throughout their time in office, shall be at least half-time students, be in good academic standing
at the University of Wisconsin-La Crosse as defined in the current UW-L General Catalog.

ARTICLE III: OFFICERS

SECTION I: CHAIR
A. DUTIES
1. Preside at all meetings.
2. Oversee all operations.
3. Issue meeting notices.
4. Conduct general correspondence for the Committee.
5. Present committee recommendations to the Student Senate.
6. Speak for and be the official representative of the Committee.
7. Act as liaison between the Student Senate and the Committee.
8. Assist in the orientation of new Senators and Directors.
SECTION II: SECRETARY
A. DUTIES
1. Record the minutes of all meetings
2. Keep a file on all committee records
3. Issue meeting minutes to all appropriate parties
4. Carry out reasonable instructions of the Chair

ARTICLE IV: VOTING

SECTION I: QUORUM
A majority of the membership of the committee shall constitute a quorum five (5) members.

SECTION II: MOTIONS
Action of the committee shall be by a majority vote of the members in attendance. Where monetary issues are concerned, a two-thirds (2/3) affirmative vote of the members in attendance shall be requested.

ARTICLE V: MEETINGS

SECTION I: INITIAL
The Vice-President of the Student Association shall call the first meeting of the committee and shall preside until the election of the Committee Chair.

SECTION II: REGULAR
Regular meetings shall be held at least once per month during the academic year.

SECTION III: SPECIAL
Special meetings may be called whenever necessary to conduct business.

SECTION IV: PROCEDURE
A. All meetings shall comply with the provisions of the Open Meeting Law (Chapter 297, Laws of 1973).
B. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this committee in all cases to which they are applicable and which they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

SECTION V: REMOVAL
Any Committee member shall be removed immediately from office upon a two-thirds (2/3) vote of the remaining Committee members, if convicted of a major violation of national, state, or local laws; of violation of major University of Wisconsin-La Crosse policies; or failure to uphold this Constitution, appropriate By-Laws, or legislation passed by the UWLSA; of failure to conduct themselves in a manner consistent with this Constitution.

SECTION VI: APPEALS
Any dispute may be appealed to the Student Senate within ten (10) days.

ARTICLE VI: ATTENDENCE

SECTION I: ATTENDENCE
All members of the committee shall attend regular and special meetings. After two (2) unexcused absences from regular and special meetings, the member shall vacate their position.
SECTION II: ABSENCES
Absences for all members shall be approved at the discretion of the Chair in advance of the meeting.

ARTICLE VII: VACANCIES

SECTION I: PROCESS
Vacancies shall be reported to the Vice-President of the Student Association to be filled according to the Constitution of the UWLSA or referred to respective organization leader.

ARTICLE VIII: SUMMER DUTIES

SECTION I: PROCESS
This Committee may delegate its powers and function to no less than three (3) members of the committee to transact committee business during the summer interim. These members must be approved by the Committee and the Student Senate.

ARTICLE IX: AMENDMENTS

SECTION I: PROCESS
These by-laws may be amended with a two-thirds (2/3) affirmative vote of the committee membership and by a majority vote of the members in attendance in the Student Senate.

Enacted 02/10/2010
PREAMBLE

We, the students of the University of Wisconsin-La Crosse, seeking to provide an effective means by which we may enumerate the powers of the University of Wisconsin-La Crosse Student Association, to promote and protect a consummate college experience, to engage in the governance of the University as granted in §36.09(5) of the Wisconsin State Statutes, and to improve our University through a united effort, do ordain and establish this Constitution.

ARTICLE I – ESTABLISHMENT

SECTION 1: NAME

The name of this organization will be the University of Wisconsin-La Crosse Student Association; and hereafter will be referred to as the UWLSA.

SECTION 2: MEMBERSHIP

Each student enrolled at the University of Wisconsin-La Crosse, both full-time and part-time, and without discrimination, shall be considered a member of the UWLSA, and will thus be a voting member for all UWLSA elections and referendums.

SECTION 3: GOVERNANCE

Subsection 3(a): The UWLSA shall vest all governing power to the UWLSA Student Government, hereafter Student Government. The Student Government shall consist of three branches: Legislative, Executive, and Judicial.

Subsection 3(b): No document, bylaw, or decision of the Student Government shall contradict the policies and procedures outlined in this Constitution.

SECTION 4: DECLARATION OF ORGANIZATION

This Constitution is the established declaration of organization as a governance group of the University of Wisconsin-La Crosse student body guaranteed to us by §36.09(5) of the Wisconsin State Statutes.

ARTICLE II: DECLARATION OF RIGHTS

SECTION 1: CHARGE

The members of the UWLSA hereby charge the Student Government with protecting, promoting, and developing the rights of the students of the University.

SECTION 2: STATEMENT OF NON-DISCRIMINATION

The members of the UWLSA shall be free from discrimination on the basis of race, color, ethnicity, creed, religion, gender, sexual orientation, physical ability, marital status, national origin, political ideology, or age.
SECTION 3: DUE PROCESS

All members of the UWLSA and organizations recognized by the UWLSA shall be guaranteed due process under the law.

SECTION 4: TRANSPARENCY

Subsection 4(a): The Student Government shall conduct all of its business in open session, unless an exemption to the open session requirement applies.

Subsection 4(b): The Wisconsin open meetings law requires a governmental body to keep a record of the motions and roll-call votes at each meeting of the body.

Subsection 4(c): Any member of the UWLSA retains the right to petition the Student Government about any issue and to receive a response.

SECTION 5: LIMITATIONS

This Article, of certain rights, shall not deny other rights retained by the members of the UWLSA not specifically enumerated herein.

ARTICLE III – LEGISLATIVE BRANCH

SECTION 1: LEGISLATIVE BRANCH

The legislative power of the UWLSA shall be vested in a one-house legislature called the Student Senate (hereafter, "Senate").

SECTION 2: MEMBERSHIP

Subsection 2(a) The UWLSA Vice-President shall preside over the Senate, hereafter "President of the Senate."

Subsection 2(b): The Senate shall be composed of thirty-five (35) student senators, seventeen (17) of which must be elected college representatives. Nine (9) seats shall be reserved for human diversity organization representation. Nine (9) other seats shall be reserved for other organizations or constituencies. Constituency representation assignments shall be defined in the Senate By-Laws

Subsection 2(c): Senators shall serve until the first meeting in May upon which the incoming Senators take the Oath or Affirmation of Office. Each term of a senator shall be at most one (1) year. Senators may serve more than one (1) term.

Subsection 2(d): Vacant seats must be filled by the appropriate constituency and approved by a two-thirds (2/3) vote of the Senate.

SECTION 3: ELIGIBILITY

The members of the Senate, at the time of their election or appointment, and throughout their time in office, shall be at least half-time students, and must maintain a cumulative G.P.A. of at least 2.0.

SECTION 4: POWERS AND DUTIES

Subsection 4(a) The Senate shall establish By-Laws

Subsection 4(b) The Senate shall maintain records of all legislative procedures.
Subsection 4(c): The Senate shall maintain communication with members of UWLSA. Senators shall report regularly to their constituents.

Subsection 4(d): The Senate shall elect a President Pro-Tempore. The President Pro-Tempore will be a non-voting member of the Board of Directors.

Subsection 4(e): The Senate shall elect two (2) General Executives from within the Senate body to sit on the Board of Directors.

SECTION 5: SENATORS

Subsection 5(a): Senators shall be elected among the UWLSA student body pursuant to the procedures outlined in ARTICLE VII in this Constitution, unless the seat is to be filled by appointment of an organization.

Subsection 5(b): Senators may not hold another formal position in another branch of the UWLSA Student Government, with exception to the General Executives and President Pro-Tempore who will serve on the Executive Branch.

Subsection 5(c): Senators shall be responsible:
- To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of this Constitution.
- To actively seek out and gather student opinion on issues of student life and formulate these issues into legislation.
- To prepare for, attend, and participate in all Senate and assigned committee meetings as voting members.
- To promote the UWLSA and encourage student involvement by regularly attending UWLSA events such as tabling and open forums.
- To hold regular office hours to be reached by all UWLSA constituents.

SECTION 6: OATH AND AFFIRMATION OF OFFICE

The Senators of the UWLSA shall, before entering the execution of their respective offices, take the following Oath or Affirmation of Office, administered by the President and Vice-President:

“I, (senator-elect's name) do solemnly swear that I will dutifully execute the Office of Senator of the University of Wisconsin-La Crosse Student Association and will to the best of my ability promote, protect, and defend §36.09(5) of the Wisconsin State Statutes and the Constitution of the University of Wisconsin-La Crosse Student Association.”

SECTION 7: COMMITTEES

Subsection 7(a): The UWLSA shall have the power to establish standing committees. The Senate will enumerate the charges and responsibilities of the standing committees in the respective committee By-Laws.

Subsection 7(b): All standing UWLSA committees shall have By-Laws, which must be approved by a two-thirds (2/3) vote of the Senate. Standing committees shall maintain records of all proceedings.

Subsection 7(c): The Senate may create and fold ad hoc committees. Ad hoc committees shall maintain records of all proceedings.

Subsection 7(d): Initial appointments will be made by the President of the Senate and approved by the Senate with a majority vote. After the initial approval, the President of the Senate shall appoint new members to fill vacancies without Senate approval. Objections to the appointments can be expressed in
New Business at any time. If this happens, the appointment is rescinded instantaneously and the new appointment must receive Senate approval.

Subsection 7(e): The Senate must establish the following committees: the Segregated University Fee Allocations Committee (SUFAC), the Student Services and Buildings Committee, the Legislative Affairs Committee, and the Organizations Committee.

SECTION 8: VACANCIES

If at any time during their term in office an elected Senator is impeached, resigns, or fails to meet each and all eligibility requirements, the Vice-President and President Pro Tempore shall open up an application process, and within three (3) weeks of the vacancy, nominate a candidate for the position. This nomination must then be confirmed by a two-thirds (2/3) vote of the Senate.

ARTICLE IV – EXECUTIVE BRANCH

SECTION 1: EXECUTIVE BRANCH

The executive powers of the UWLSA shall be vested in the Executive Branch.

SECTION 2: MEMBERSHIP

The Executive Branch shall consist of the UWLSA President (hereafter, “President”), UWLSA Vice-President (hereafter, “Vice-President”), and the Board of Directors.

SECTION 3: ELIGIBILITY

The President, Vice-President, and members of the Board of Directors, at the time of their election or appointment, and throughout their time in office, shall be at least half-time students, and must maintain a cumulative G.P.A. of at least 2.0.

SECTION 4: POWERS AND DUTIES

Subsection 4(a) The Executive Branch will be responsible for enforcing and overseeing all directives of the Student Government.

Subsection 4(b) The Executive Branch will be responsible for maintaining proper communications with UWLSA members, administrators, media, and the public.

Subsection 4(c) The Executive Branch will be responsible for maintaining records of all Executive meetings.

Subsection 4(d) The Board of Directors will act as a Senate when Senate is not in session. Decisions shall be subject to Senate oversight and approval.

SECTION 5: PRESIDENT

Subsection 5(a): The President shall be elected among the UWLSA student body pursuant to the procedures outlined in ARTICLE VII in the UWLSA Constitution.

Subsection 5(b): The term of the President shall be served until the first Student Senate meeting in May upon which the incoming President takes the Oath or Affirmation of Office.

Subsection 5(c): The President shall be the primary representative of the UWLSA and Student Government.
Subsection 5(d): The President shall be responsible:
1. To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of this Constitution.
2. To be the Chief Executive Officer and official representative of the UWLSA in all matters concerning student life.
3. To sign or veto all Senate legislation within seven (7) academic days of passage or the legislation is upheld, and to notify the Senate of vetoed legislation before the next Senate meeting.
4. To be responsible and accountable for the implementation of all legislation passed by the Senate and signed by the President.
5. To oversee all operations of the UWLSA office and budget.
6. To hold regular office hours.
7. To hold regular meetings with the Chancellor and Provost each semester to ensure continual discussion of student and university issues.
8. To be a voting member of all UWLSA committees when quorum is needed and a non-voting member during all other situations.
9. To appoint a Board of Directors with the advice and two-thirds (2/3) approval of the Senate.
10. To serve as a voting member of the Board of Directors.
11. To appoint four (4) Student Court Justices at the beginning of his/her term with a two-thirds (2/3) approval of the appointees by the Senate, to appoint a sitting Justice to the position of Chief Justice at the end of his/her term with a two-thirds (2/3) approval of the appointee by the Senate, and to fill any other Student Court Justice vacancies with a two-thirds (2/3) approval by the Senate.
12. To work with the Vice-President to ensure attendance by one member of the Executive Branch at all United Council (if membership applies), United States Student Association (if membership applies), and all other major events important to the UWLSA.

SECTION 6: VICE-PRESIDENT

Subsection 6(a): The Vice-President shall be elected among the UWLSA student body pursuant to the procedures outlined in ARTICLE VII in the UWLSA Constitution.

Subsection 6(b): The term of the Vice-President shall be served until the first Student Senate meeting in May upon which the incoming Vice-President takes the Oath or Affirmation of Office.

Subsection 6(c): The Vice-President shall be responsible:
1. To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of this Constitution.
2. To be an official representative of the UWLSA in all matters concerning student life
3. To hold regular office hours.
4. To assign legislation, submitted by or with authorization from members of the Legislative Branch, to the appropriate UWLSA committees prior to it coming to a vote on the Senate floor.
5. To set the agenda, assign priority to motions before the body, rule on points of parliamentary procedure, request impeachment if necessary, and conduct meetings as the presiding officer for the UWLSA Student Senate.
6. To vote as President of the Senate only in the case of a tie.
7. To assign fair and diverse student and faculty committee representation with the approval of the Senate.
8. To serve as a voting member of all UWLSA committees when quorum is needed and a non-voting member during all other situations.
9. To serve as a voting member of the Board of Directors.
10. To work with the President to ensure attendance by one member of the Executive Branch at all United Council (if membership applies), United States Student Association (if membership applies), and all other major events important to the UWLSA.

11. To certify the decisions of the Senate in matters of legislation to the President.

SECTION 7: OATH OR AFFIRMATION OF OFFICE

The President and Vice-President of the UWLSA shall, before entering the execution of their respective offices, take the following Oath or Affirmation of Office, administered by the departing President and Vice-President:

“I, (President/Vice-President elect’s name) do solemnly swear that I will dutifully execute the Office of (Position) of the University of Wisconsin-La Crosse Student Association and will to the best of my ability promote, protect, and defend §36.09(5) of the Wisconsin State Statutes and the Constitution of the University of Wisconsin-La Crosse Student Association.”

SECTION 8: VACANCIES

Subsection 8(a): If at any time during his/her term in office the President is impeached, resigns, or fails to meet eligibility requirements, the seat shall be permanently filled by the Vice-President of the UWLSA.

Subsection 8(b): If the President is temporarily unable to perform the duties of his/her office, the President Pro-Tempore will assume the duties of the Vice-President in the interim, and the Vice-President will assume the duties of the President.

Subsection 8(c): If at any time during his/her term in office the Vice-President is impeached, resigns, or fails to meet eligibility requirements, the position shall be filled by the President Pro-Tempore until the President appoints a permanent Vice-President with a two-thirds (2/3) approval of the Senate.

Subsection 8(d): If the Vice-President is temporarily unable to perform the duties of his/her office, the President Pro-Tempore shall be notified, at which time he/she will assume the duties of the Vice-President in the interim.

SECTION 10: BOARD OF DIRECTORS

Subsection 10(a): The Board of Directors convenes under the supervision and direction of the Chair of the Board.

Subsection 10(b): The membership of the Board of Directors shall consist of the President, Vice-President, Secretary, Parliamentarian, Chief Financial Officer, Legislative Issues Director, and Shared Governance Director. The Parliamentarian and Secretary shall serve as non-voting members.

Subsection 10(c): During the J-Term and summer months two (2) Senate General Executives will serve on the Board of Directors.

Subsection 10(d) The President may appoint additional members to the Board of Directors. The appointment process and duties of the appointed members shall be established in the Board of Director Bylaws.

Subsection 10(e): Each member of the Board of Directors must take the Oath or Affirmation of Office as defined in Article IV, Section 7 of this Constitution, which shall be administered by the presiding President.

Subsection 10(f): Any appointed member of the Board of Directors may be removed from office as defined in Article VIII of this Constitution.
ARTICLE V – JUDICIAL BRANCH

SECTION 1: JUDICIAL BRANCH
The judicial powers of the UWLSA shall be vested in the Student Judiciary (hereafter, “the Court”)

SECTION 2: MEMBERSHIP
Subsection 2(a): The Court shall consist of five (5) student justices (hereafter, “Justices”) of the Court.

Subsection 2(b): Justices shall serve for the academic year in which they are appointed. The President will appoint Justices to serve for the academic year of their presidency with a two-thirds (2/3) approval by the Senate.

Subsection 2(c): One remaining Justice each year shall be appointed as the Chief Justice of the Court and will preside over the Court, voting only in the event of a tie.

SECTION 3: ELIGIBILITY
Subsection 3(a): The Justices at the time of their election or appointment, and throughout their time in office, shall be at least half-time students, and must maintain a cumulative G.P.A. of at least 2.0.

Subsection 3(b): Justices may not serve in any elected or appointed position within the Student Government during their term in office.

SECTION 4: POWERS AND DUTIES
Subsection 4(a): The Court shall have the sole power to interpret legislation, bylaws, and decisions of the Student Government as unconstitutional.

Subsection 4(b): The Court shall decide suits brought against organizations recognized by the UWLSA including the UWLSA.

Subsection 4(c): Decisions of the Court shall establish precedent within the Student Government for future proceedings. These decisions will be binding unless amendments to this Constitution contradict previous decisions of the Court, or until a decision is overturned by the Court.

Subsection 4(d): The Court shall establish Rules of Procedure to govern all hearings and deliberations.

SECTION 5: OATH OR AFFIRMATION OF OFFICE
Before being seated on the Court, each appointed Justice shall take the following Oath or Affirmation of Office, administered by the President:

“I, (Justice elect’s name) do solemnly swear that I will dutifully execute the Office of Student Court Justice of the University of Wisconsin-La Crosse Student Association and will to the best of my ability promote, protect, and defend §36.09(5) of the Wisconsin State Statutes and the Constitution of the University of Wisconsin-La Crosse Student Association.”

SECTION 6: VACANCIES
Subsection 6(a): If at any time during their term in office a Justice resigns or is removed from office, the President must appoint a Justice through an open application process.

Subsection 6(b): If the Chief Justice resigns or is removed from office, the President must appoint a Chief Justice among the remaining Justices and replace the vacant seat through an open application process.
ARTICLE VI – RATIFICATION OF LEGISLATION

SECTION 1: LEGISLATION

Subsection 1(a): Decisions of the Senate are binding and shall guide the operations of the Student Government and the UWLSA.

Subsection 1(b): Any Senator, Director, or committee charged by the UWLSA may submit a resolution to the President of the Senate to be discussed at legislative proceedings. Resolutions submitted by a Director must be sponsored or co-authored by a senator.

Subsection 1(c): Resolutions may be passed through Senate with a simple majority vote and forwarded onto the President and Vice-President for ratification.

Subsection 1(d): The Senate will vote to accept or reject all action of the Board of Directors with a majority vote.

Subsection 1(e): All resolutions submitted to the Senate must be affirmed or vetoed within the same session as they were submitted.

SECTION 2: VETO

Subsection 2(a): In order for a resolution to take effect, it must be signed by the President. If the President does not sign or veto the resolution within seven (7) academic days of being passed by Senate, the resolution shall be effective immediately.

Subsection 2(b): The President shall have the power to veto any legislation passed by the Senate. The President must sign or veto the legislation in whole.

Subsection 2(c): A veto may be overridden by a two-thirds (2/3) vote of the Senate, within three (3) session weeks of the veto. An overridden veto shall result in the resolution taking effect.

ARTICLE VII – ELECTIONS

SECTION 1: ELECTION COMMISSION

Subsection 1(a): The Board of Directors shall appoint an Election Commission for all elections and referendums with two-thirds (2/3) approval from the Senate.

Subsection 1(b): Members of the Election Commission are restricted from running for an elected office or from being appointed to a position in the legislative, executive, or judicial branch the following term.

Subsection 1(c): The Election Commission must maintain By-Laws to be voted on by the Senate.

Subsection 1(d): The Election Commission shall certify all election results to be approved by the Senate.

ARTICLE VIII – IMPEACHMENT AND REMOVAL

SECTION 1: POWER TO IMPEACH

The Senate alone shall hold the power to impeach the President, Vice-President, Senators, Justices, Directors, and committee members of the Student Government.

SECTION 2: PROCESS OF IMPEACHMENT
Subsection 2(a): Any UWLSA member or Senator can petition the Legislative Affairs Committee to initiate an investigation of any position in the aforementioned section accused of being in major violation of a national, state, or local law; of a violation of a major University policy; of failure to uphold this Constitution, appropriate By-Laws, or legislation passed by the UWLSA; of failure to conduct themselves in a manner consistent with this Constitution; or any abuses of power.

Subsection 2(b): The Legislative Affairs Committee shall hold hearings and review the actions of the individual in question. If the individual in question is a member of the Legislative Affairs Committee, the individual will be temporarily removed from the committee and barred from any deliberations.

Subsection 2(c): The Legislative Affairs Committee will then forward its recommendations in the form of a resolution to Senate. If the committee chooses to impeach the individual, the Senate must approve the decision by a majority vote. If the committee chooses not to impeach, the Senate may choose to reopen the investigation with a majority vote.

Subsection 2(d): Immediately following the confirmation of the impeachment, the individual will be suspended from serving their position until the Senate tries the case and reaches a conclusion. If the impeached is found not guilty, they will be reseated.

SECTION 3: CONVICTION AND REMOVAL

Subsection 3(a): Upon impeachment by the Legislative Affairs Committee or the Senate, it will be the duty of the Senate to hear the impeachment within two (2) weeks. The Senate may convict the individual by a two-thirds (2/3) vote.

Subsection 3(b): Removal of a Justice must be confirmed with a two-thirds (2/3) vote of the Senate. Removal of all other Student Government members may be removed with a two-thirds (2/3) vote of the Senate.

Subsection 3(c): The Senate may choose to impose other sanctions against the individual with a two-thirds (2/3) vote of the Senate.

Subsection 3(d): An individual that has been convicted and removed from office may not be eligible to hold a position within the Student Government for one full year following removal.

ARTICLE IX – PETITIONS AND REFERENDUMS

SECTION 1: THE RIGHT TO PETITION

Members of the UWLSA shall have the right to create resolutions and petitions to make an amendment to UWLSA By-Laws, to propose legislation, or to file for impeachment of any Student Government member.

SECTION 2: PROCEDURAL PETITIONS

Procedural petitions shall be used by members of the UWLSA to place a resolution directly onto the Senate agenda and must be signed by at least five (5) percent of the UWLSA membership, as determined by the Dean of Students on the day the petition is filed with the UWLSA President. The President will forward this document to the President of the Senate to be placed on the agenda for the next meeting.

SECTION 3: PETITIONS FOR REFERENDUM

Subsection 3(a): Petitions for referendum shall be used by members of the UWLSA to place a resolution into general referendum to be voted on by the members of the UWLSA, and must be signed by at least
ten (10) percent of all UWLSA members as determined by the Dean of Students on the day the petition is filled with the President.

Subsection 3(b): Resolutions involving a petition for referendum shall be reviewed for sufficiency of form by the Student Court. If an insufficiency occurs, the Student Court shall contact the author of the resolution.

Subsection 3(c): Resolutions involving a petition for referendum shall be advertised to all members of the UWLSA, without bias, by the Student Court for two (2) weeks, at which time a general referendum will take place in which all members of the UWLSA shall be eligible to vote.

Subsection 3(d): The results of the referendum shall take effect immediately following the review of the results. No more than one special referendum shall be called within any six-month period.

**ARTICLE X – AMENDMENTS**

Amendments to this Constitution may be proposed by any UWLSA member at any time. Amendments submitted by an UWLSA member must be submitted with a signed petition by ten (10) percent of the UWLSA membership, as determined by the Dean of Students on the day the petition is filed. Amendments submitted by a Senator must be passed through Senate as a resolution by a two-thirds (2/3) vote. Amendments that meet these qualifications will be put to a majority vote of the UWLSA membership. Upon ratification, amendments shall become effective and be attached to at the end of this Constitution.

**ARTICLE XI – ENACTMENT**

**SECTION 1: RATIFICATION**

This document shall take effect immediately starting the new session on the first meeting in May, 2009. Legislative and Election Commission membership changes will take effect during the 2010 – 2011 session. This Constitution shall replace all constitutions preceding it and shall be the official Constitution of the University of Wisconsin-La Crosse Student Association.

**SECTION 2: PREVIOUS DECISIONS**

Decisions of previous Senates shall be maintained under the ratification of this Constitution.

Amended: 4/2011
BY-LAWS OF THE UW-L STUDENT ASSOCIATION STUDENT ORGANIZATIONS COMMITTEE

ARTICLE I: NAME

Section I: Name- The name of this committee shall be the Student Organizations Committee, a standing committee of Student Senate (UW-L Student Association).

ARTICLE II: PURPOSE

Section I: Purpose- The purpose of this committee is to:
   a) Make recommendations to the Student Senate in regard to general policies concerning campus wide student organizations
   b) Form general policies which govern student organizations.
   c) Approve all new student organization requests
   d) Provide a means for non-budgeted organizations to request segregated fee funding. The Student Organizations Committee may also assist in the evaluation of organizations for full budgetary standing.

ARTICLE III: MEMBERSHIP

Section I: Voting Members
   a) Student Representatives- The student membership shall consist of five (5) students, one (1) of which must not be a senator.
   b) Faculty- One (1) faculty member shall be appointed by the Faculty Senate.
   c) Academic Staff- One (1) academic staff member shall be appointed by the Academic Staff Council.

Section II: Non-voting Members
   a) One (1) member of University Centers Staff.
   b) One (1) Graduate Assistant member of the University Centers staff.

Sections III: Elections
   a) Officers- The committee shall elect a chairperson, a vice-chairperson, and a secretary from its membership. This will be done by the end of the first meeting of the year by a majority cast for each office.
   b) Terms- The officers shall serve for one academic year and their term shall begin immediately after election.
   c) Vacancy- If a vacancy of the chairperson occurs; the vice-chair person shall assume the office of chairperson. If the office of vice-chairperson is vacated, a new vice-chairperson shall be elected by the same elective process.
   d) Eligibility- All officers shall be students.

ARTICLE IV: RESPONSIBILITIES

Section I: Budgetary Considerations
   a) The committee shall monitor and keep the Student Senate informed of the financial status of all areas of responsibility.

Section II: Recommendations
a) The committee is responsible for recommendations to the Student Senate for the formulation of policies and procedures regarding Student Organization concerns.

b) The committee shall recommend for approval to the Student Senate new student organizations.

c) The committee shall recommend to the Student Senate actions or measures relating to organizations which the committee deems in the best interest of the student body of UW-L.

ARTICLE V: DUTIES OF OFFICERS

Section I: Chairperson
a) Call meetings of the committee.
b) Preside at meetings of the committee.
c) Prepare and establish the agenda for the committee at least 24 hours in advance of meeting.
d) Act as official representative of the committee.
e) Serve as or appoint an ex-officio member of all subcommittees.
f) Provide reports to the Student Senate regarding committee actions and recommendations.
g) Excuse absences of the committee members.

Section II: Vice Chairperson
a) Preside at all meetings of the committee in the absence of the chairperson.
b) Assume the position of the chairperson if the chairperson becomes unable to perform the duties of office.
c) Excuse the chairperson from meetings.
d) Aid the chairperson in coordination of committee's activities.

Section III: Secretary
a) Record the minutes of all committee meetings.
b) Distribute all minutes to the committee and make them available to the campus community through the UWLSA office.
c) Maintain a file of committee minutes from the beginning of the year.
d) Distribute an electronic copy of all file material to the President of the UWLSA.

ARTICLE VI: VOTING

Section I: Quorum
A quorum will consist of a majority of the voting members plus one.

Section II: Motions
Action of the committee shall be by a majority vote of quorum, with the exception of organizations grants and financial decisions, which will require two-thirds (2/3) vote.

ARTICLE VII: MEETINGS

Section I: Convening of the First Meeting
It shall be the Vice-President of Student Association's duty to appoint a student member to convene the committee within the first three weeks of each academic year.

Section II: Meetings
Meetings shall be held as needed at the discretion of the chairperson during the academic year.
Section III: Special Meetings
   a) The chairperson may call special meetings by providing written notice to all committee members within twenty-four (24) hours.
   b) The Student Organizations Committee may create subcommittees to enforce established policies and procedures and to recommend new policies as deemed necessary. Each subcommittee shall have a list of policies and procedures approved by the Student Organizations Committee.

Section IV: Open Meetings
All meetings will be held in compliance with the Wisconsin Open Meeting Law.

Section V: Parliamentary Procedure
Robert’s Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct
The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse, the University of Wisconsin-System, and the State of Wisconsin.

ARTICLE VIII: ATTENDANCE

Section I: Attendance
A simple majority of the voting membership shall constitute a quorum for conducting business.

ARTICLE IX: AMENDMENTS

Section I: Amendments
Amendments to the Student Organizations Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

Enacted May 5th 2010
ARTICLE I – NAME
Section 1.1-
The name of this governing body shall be the University of Wisconsin-La Crosse Student Senate, hereafter “Student Senate.”

ARTICLE II – PURPOSE
Section 2.1-
The University of Wisconsin-La Crosse Student Senate exists to serve as a representative body of the University of Wisconsin-La Crosse Student Association. The Student Senate will represent students by promoting, advocating and working on student rights and student issues.

ARTICLE III – MISSION STATEMENT
UW-L Student Senate seeks to provide a student voice by advocating for student rights and responsibilities, fostering leadership, communicating student issues, and demonstrating respect for diversity in our actions.

ARTICLE IV – MEMBERSHIP
Section 3.1-
In accordance with the University of Wisconsin-La Crosse Student Association, hereafter “UWLSA,” the Student Senate membership shall consist of thirty-five (35) voting members. Seventeen (17) of these members must be elected by their respective colleges, two (2) of the seats will be for Freshmen, two (2) of the seats will be for Graduate students, five (5) other members which will be defined in a subsequent subsection, and nine (9) members shall be reserved for diversity organization representation.

3.101- College Representatives will comprise seventeen (17) of the total thirty-five (35) senators. Representation for each college will be determined by taking the percentage that the number of students in each college or school represents in the total school population.

3.102- Human Diversity Organizations – 9 Senators, 1 Senator for each of the following organizations:
   (a) Latin American Student Organization (LASO)
   (b) Black Student Unity (BSU)
   (c) Students Advocating for Potential Ability (SAPA)
   (d) Rainbow Unity (RU)
   (e) Native American Student Association (NASA)
   (f) Asian Student Organization (ASO)
   (g) Hmong Organization Promoting Education (HOPE)
   (h) International Student Organization (ISO)
   (i) Student Veteran Organization (SVO)

The above mentioned nine (9) seats will be on a permanent basis for the organization. The organizations will elect their senate membership every year. The duration and the membership can be modified because of the following reasons:
   (1) In the case that a student organization is unable to elect a person during the first six (6) weeks of a new Senate term, that particular Senate seat can be awarded for one (1) Senate term to another Human Diversity Organization (as defined by University Centers) through an application process defined by the Human Diversity Organization Committee.
(2) If a student organization mentioned above is no longer recognized by the University Centers then the Senate seat can be awarded on a permanent basis through the application processed defined by the Human Diversity Organization Committee.

(3) In case of an increase in the number of seats for Human Diversity Organization the increased seats will be awarded for a two (2) year term to a recognized Human Diversity Organization by an application process defined by the Human Diversity Organization Committee.

3.103 – Other Senators – 5 Senators
(a) Residence Hall Association Council (RHAC) – 2 Senators
(b) Greek – 1 Senator
(c) Athletics – 1 Senator
(d) Returning Adult Student Organization (RASO) – 1 Senator

3.104 – Specially elected Senators – 4 Senators
(a) Freshman (First-Year Students) – 2 Senators
(b) Graduate – 2 Senators

ARTICLE V – POWERS AND RESPONSIBILITIES

Section 4.1- Student Senate

4.101- Provide the University of Wisconsin-La Crosse, UW-System, and Wisconsin governing bodies with recommendations and resolutions showing student viewpoint on issues.

4.102- Approve and amend resolutions brought forth by any Primary Committee of Student Association. Financial resolutions must pass by a 2/3 vote.
   (a) Primary Committees are those that handle issues over which the student body is the final authority.
   (b) These include: Segregated University Fee Allocation Committee (SUFAC), Student Services and Buildings Committee, Legislative Affairs Committee, Organizations Committee, Cultural Affairs Committee, Athletics Committee, Academic Affairs Committee, and Human Diversity Organization Committee.

4.103- Endorse resolutions brought forth by any Secondary Committee of Student Association.
   (a) Secondary Committees are those that handle issues over which the student body is not the final authority but should be consulted.
   (b) These include: Student Technology Fee Committee, Campus Community Enrichment Fund Committee, and Academic Initiatives Oversight Committee.

4.104- Gather opinions from the student body.

4.105- Develop policies and issue opinions on behalf of the student body.

4.106- Conduct weekly open meetings while the fall and spring terms are in session.

4.107- Respectfully consider all student issues in the spirit of the Student Senate Mission Statement.

4.108- Maintain records of all legislative procedures.

4.109- Elect a President Pro-Tempore who shall serve as chair of the Senate meetings when the President of the Senate is unable to fulfill his/her duties by a majority.

4.110- Elect two (2) general executives who shall serve as voting members on the UWLSA Board of Directors during J-term and summer months by a majority.
4.111- Approve organizational status, as well as, any recommendations brought forward by the Student Services and Buildings Committee.

4.112- Approve all members of the Court Justices, Election Commission, Replacement Senators and Board of Directors through a 2/3 vote.

4.113- Award someone from outside the University of Wisconsin-La Crosse Student Association with, “The University of Wisconsin-La Crosse Student Association Higher Education Advocate of the Year.”
   (a) This award will highlight and thank the achievements of someone outside the organization that has promoted students to be an active part of the community and has been an advocate for students at the University of Wisconsin-La Crosse.
   (b) Nominations for the award will be solicited until April 15th and the Board of Directors shall decide who will receive the award.
   (c) The award shall be presented during a special ceremony sponsored by the Student Senate and coordinated through the President of the Student Senate.
   (d) The ceremony shall take place within the last two weeks of April each year.

Section 4.2- Membership

4.201- Members of the Student Senate shall be in attendance at every Student Senate meeting. (a) Senators are allowed two (2) excused absences per semester with pre-approval from the President of the Senate. (b) Senators are allowed one (1) unexcused absence per year.

4.202- Senators shall actively serve on a minimum of one (1) student or faculty committee. Senators are expected to fill vacant committee seats after all Senators have already fulfilled their one (1) committee requirement.

4.203- Senators shall hold at least two (2) registered office hours. Hours shall be posted in the Student Senate office as well as available to the public through the UWLSA website.

4.204- Senators shall be active participants in the fall and spring UWLSA leadership training sessions.

4.205- Student Senators shall conduct themselves in a respectful fashion both within and outside of Student Senate meetings. Behavior that degrades the respect and reputation of the Student Senate will not be tolerated.

4.206- Speaking Rights
   (a) Senators shall be given two (2) opportunities to on each motion. A senator wishing to speak beyond their allotted time must be yielded to by a senator who has not exhausted his or her speaking rights.
   (b) Senators may only yield to guests including the UWLSA Board of Directors once per speaking term. Guests may not yield any time to anyone and must yield back to the Senator after concluding their remarks.
   (c) Directors will be allowed to present a report to the Senate, but are only allowed speaking rights when they have a point of information or point of clarification. These actions shall be deemed necessary by the chair and Directors will only be allowed to speak after the chair acknowledged them and granted permission for them to speak. The chair may cut off the point of information or point of clarification from a Director at any time. This may be objected by the body if deemed inappropriate as well as the body’s ability to challenge the chair.

4.207- Impeachment
   (a) Any UWLSA member or Senator can petition the Legislative Affairs Committee to initiate an investigation of any position in the UWLSA accused of being in major violation of a national, state, or local law; of a violation of a major University policy; of failure to uphold the Constitution, appropriate By-Laws, or legislation passed by the UWLSA; of failure to conduct themselves in a manner consistent with this Constitution; or any abuses of power.
(b) Petition 4
i. The petition to the Legislative Affairs Committee should be in the form of a letter
detailing the charges against the accused.
ii. A resolution requesting an impeachment investigation must accompany the letter and
be presented to the UWLSA.
iii. To initiate an impeachment investigation the resolution must be passed by Student
Senate with majority vote requesting that the Legislative Affairs Committee investigate.
(c) The Investigation process is outlined in the Legislative Affairs Committee By-Laws.

ARTICLE VI – PROCEDURES

Section 5.1–
The Student Senate agenda shall consist of the following line items in this order:

I. Call to Order
II. Pledge of Allegiance
III. Roll Call
IV. Consent Agenda
   a. Approval of Agenda
   b. Approval of Minutes
   c. Approval of Written Committee Reports
V. Guest Speakers
VI. General Student Body Open Forum
VII. Officer Reports
   a. President
   b. Vice-President
   c. Chief Financial Officer
   d. Shared Governance Director
   e. Legislative Issues Director
   f. Local Affairs Director
   g. Environmental Sustainability Director
   h. Social Justice Director
   i. Public Relations Director
   j. Gender Issues Director
   k. RHAC Reports
VIII. Advisor Reports
IX. Committee Reports
X. Organizational Reports
XI. Unfinished Business
XII. New Business
XIII. Discussion
XIV. Announcements
XV. Adjournment

5.101- Student Senate must act in accordance with open meetings law. Thus, notice of meeting
(with a complete and accurate agenda) must be given at least 24 hours before the meeting
commences. To add an item to the agenda after notice of meeting has been sent out, an
addendum to the meeting notice may be posted. This notice must be sent 24 hours before the
meeting, in accordance with open meetings law. No item may be added to the agenda less than
24 hours before a meeting.

In addition, all documents shall be submitted to the President of the Senate at least 48 hours in
advance of the weekly meeting time. Any document submitted to the President of the Senate
less than 48 hours in advance may be added at the discretion of the President. However, all
additions must be in accordance with open meetings law.

5.102- The President of the Senate shall record any guests present at the meeting.
ARTICLE VII – COMMITTEES

Section 6.1-
The following committees shall be standing committees of the UWLSA Student Senate. Membership, powers, and responsibilities within the committees shall be governed by the respective committee by-laws. If any of these committees changes its name, these bylaws will be adjusted accordingly.

6.101- Segregated University Fee Allocation Committee (SUFAC)
6.102- Student Services and Buildings Committee
6.103- Legislative Affairs Committee
6.104- Organizations Committee
6.105- Cultural Affairs Committee
6.106- Athletics Committee
6.107- Academic Affairs Committee
6.108- Academic Initiatives Oversight Committee
6.109- Academic Initiatives Stipend Committee
6.110- Human Diversity Organization Committee
6.111- Planning and Process Committee

Section 6.2-
The President of the Senate may create and fold ad-hoc committees with a majority approval of the Senate. S/He shall determine the membership of the committee with consultation from the Student Senate.

ARTICLE VIII – AMENDMENTS

Section 7.1-
Amendments to these Bylaws may be proposed by any senator at any time. All amendments must go through a two week process in which the first week the amendments are presented in the Student Senate new business. The second week, the amendments are presented in unfinished business and must be passed by a two-thirds (2/3) vote.

ARTICLE IX – ENACTMENT

Section 8.1-
These bylaws shall take effect immediately starting the new session on the first meeting in May, 2009. Membership changes in Article III, Section 3.1 will take effect during the 2010-2011 Session.

Ratified and Enacted 5/6/2009
Amended 2/10/2010
Amended 2/17/2010
Amended 4/28/2010
Amended 11/10/2010
Amended 4/20/2011
Amended 2/6/2013
ARTICLE I: NAME

Section I: Name- The name of this committee shall be the Student Services and Buildings Committee, a standing committee of Student Senate (UW-L Student Association).

ARTICLE II: PURPOSE

Section I: Purpose- To make recommendations to the Student Senate concerning services and building funded by the Student Association. These services include but are not limited to: Child Care, Health Services, Honors Reception, University Centers, Student Newspaper (Racquet), Club and Recreational Sports. The buildings include but are not limited to the following: Campus Child Care Center, Cartwright Center, Recreational Eagle Center (REC), Veterans Memorial Field Sports Complex, and Whitney Center. The committee will also define and clarify the policies and procedures that may affect these service areas/buildings.

ARTICLE III: MEMBERSHIP

Section I: Voting Members
a) Student Representatives- The student membership shall consist of five (5) student senators one of which must be a Residence Hall Association Council senator as well as one (1) member of Environmental Council appointed by the Student Senate Board of Directors.
b) Faculty- The faculty members shall consist of two (2) faculty appointed by the Faculty Senate.
c) Academic Staff- The academic staff member shall consist of one (1) academic staff appointed by Academic Staff Council.

Section II: Non-voting Members
a) Staff Representatives-
   i) One (1) member of University Centers Staff
   ii) One (1) member of the Recreational Eagle Center (REC) staff

Section III: Elections
a) Officers- The committee shall elect a chairperson, a vice-chairperson, and a secretary from its membership. This will be done by the end of the second meeting of the year by a majority cast for each office.
b) Terms- The officers shall serve for one year and their term shall begin immediately after election.
c) Vacancy- If a vacancy of the chairperson occurs; the vice-chair person shall assume the office of chairperson. If the office of vice-chairperson is vacated, a new vice-chairperson shall be elected by the same elective process.
d) Eligibility- All officers shall be students.

ARTICLE IV: RESPONSIBILITIES
Section I: Budgetary Considerations
   a) The committee shall make budgetary considerations to the Apportionment Committee regarding the Child Care Center, Honors Reception, The Student Newspaper (Racquet), Recreational Sports, Club Sports, and Veterans Memorial Field Sports Complex.
   b) The Committee shall monitor and keep the Student Senate informed of the financial status of all areas of responsibility.

Section II: Recommendations
   a) The committee is responsible for recommendations to the Student Senate for the formulation of policies and procedures regarding these services at UW-L.
   b) The committee shall recommend to the Student Senate the development of new Student Services or buildings at UW-L as it deems necessary.
   c) The committee shall recommend to the Student Senate such actions or measures relating to these services which the committee deems in the best interest of the student body of UW-L.

Section III: Encourage Student Use
   The committee shall take an active role in encouraging student use of these services.

Section IV: Programs
   The committee shall work with the directors of the various units under the Student Services and Buildings Committee in regard to their programs.

Section V: Hiring
   The committee shall also be responsible for establishing and conducting the hiring process for the Racquet Editor position.

ARTICLE V: DUTIES OF OFFICERS

Section I: Chairperson
   a) Call meetings of the committee.
   b) Preside at meetings of the committee.
   c) Prepare and establish the agenda for the committee.
   d) Act as official representative of the committee.
   e) Serve as or appoint an ex-officio member of all subcommittees of the committee.
   f) Make reports to the Student Senate regarding committee actions.
   g) Excuse absences of the committee members.

Section II: Vice-Chairperson
   a) Preside at all meetings of the committee in the absence of the chairperson.
   b) Assume the position of the Chairperson if the Chairperson becomes unable to perform the duties of office.
   c) Excuse the Chairperson from meetings.
   d) Aid the Chairperson in coordination of committee’s activities.

Section III: Secretary
   a) Record the minutes of all committee meetings.
   b) Distribute all minutes to the committee and make them available to the campus community through the UW-LSA office.
   c) Maintain a file of committee minutes from the beginning of the year.
d) Distribute a copy of all file material to the president of the UW-LSA along with two other copies.

ARTICLE VI: COMPENSATION

Section I: Compensation of Committee Members
No members of this committee will receive compensation for their membership on the committee.

ARTICLE VII: VOTING

Section I: Quorum
A quorum will consist of a majority of the voting members plus one.

Section II: Motions
Action of the Committee shall be by a majority vote of quorum.

ARTICLE VIII: MEETINGS

Section I: Convening of the First Meeting
It shall be the Vice President of Student Association’s duty to appoint a student member of the committee to convene the committee of each academic year within the first three weeks.

Section II: Meetings
Meetings shall be held as needed at the discretion of the chairperson during the academic year.

Section III: Special Meetings
a) Special meetings may be called by the chairperson by providing written notice to all committee members within twenty-four (24) hours.

b) The Student Services and Buildings Committee may create subcommittees to enforce established policies and procedures and to recommend new policies as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Student Services and Buildings Committee, and all policies and procedures must be approved by the Student Services and Buildings Committee.

Section IV: Open Meetings
All meetings will be held in compliance with the Wisconsin Open Meeting Law.

Section V: Parliamentary Procedure
Robert’s Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct
a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.

b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.

c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

ARTICLE IX-ATTENDANCE

Section I: Attendance
A simple majority of the voting membership shall constitute a quorum for conducting business.

ARTICLE X – AMENDMENTS

Section I: Amendments
Amendments to the Student Services and Buildings Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

10-15-86
02-27-89
05-03-95
04-24-08
ARTICLE I: COMMITTEE STRUCTURE

Section I: Name and Purpose

A. Name – The name of this committee shall be the Segregated University Fee Allocation Committee (SUFAC), a standing committee of the Student Senate (UW-L Student Association).

B. Purpose – The purpose of this committee shall be to:

1. Make recommendations to the Student Senate regarding the manner in which the segregated university fees are to be distributed among eligible activities and programs as identified in the Segregated Fee Chart of Accounts.

2. Allocate from the Equipment and Supplies Fund for:
   a. Advance purchasing,
   b. Capital expense items,
   c. Unforeseen budgetary matters.

3. Hear and discuss any Contingency Requests.

4. Review Green Fund requests and forward recommendations to Student Senate.

5. Approve the expenditure of excess income not anticipated during budget deliberations.

6. Review budgetary deficits and formulate, as appropriate, compensation or reduction of subsequent budgets.

7. Maintain at all times a minimum cash balance of $75,000 to ensure the continuation of programs in the event of enrollment fluctuations, unforeseen shortfalls in program revenue, or other catastrophic experiences.

C. Definition – Student Association committees in this document shall refer to Athletics, Cultural Affairs, Student Organizations, and Student Services and Buildings.

Section II: Membership

A. Student Membership – Student membership on the committee shall consist of eight (8) students: five (5) student senators, three (3) students at-large appointed by the Student Senate President. Student Association committee chairs shall serve as temporary voting members during the budgeting process, equipment and supply fund hearings, and at the request of the Chair. The executive board members of SUFAC may not serve as a voting member of a budgetary Student Association committee.

B. Faculty Membership – Faculty membership may consist of up to two (2) faculty members appointed by the Faculty Senate Committee-On-Committees.
C. Academic Staff Membership – Academic Staff membership shall consist of the Associate Vice-Chancellor/Dean of Student Development or designee and the Budget Officer or designee.

D. Ex-officio Membership – Student Association advisor(s) shall be ex-officio non-voting members of SUFAC. The committee may request additional ex-officio non-voting members. The President and Vice-President of the UW-LSA shall be ex-officio non-voting members of the committee unless a quorum is needed, in such a case they shall become voting members. Ex-officio members shall be declared by the Chair.

Section III: Officers

A. Chair – It shall be the duty of the Chair to:

1. Preside at all meetings,
2. Oversee all operations,
3. Issue meeting notices,
4. Conduct general correspondence for the committee,
5. Present committee decisions to the Student Senate,
6. Speak for and be the official representative of the committee,
7. Act as liaison between the Student Senate and representatives of eligible activities and programs as far as monetary matters are concerned,
8. Convene an orientation meeting for the budgeted organizations in conjunction with University Centers and the Office of Budget and Finance,
9. Make sure all organizations receive the procedures and guidelines that SUFAC will be using to evaluate all monetary issues (Budget/Equipment and Supplies requests).

B. Vice-Chair – It shall be the duty of the Vice-Chair to:

1. Preside at meetings in the absence of the Chair,
2. Assume the duties of the Chair if the Chair is unable to perform his or her duties,
3. Carry out reasonable instructions of the Chair,
4. Be in charge of a budget review (Article IV) if requested by SUFAC,

C. Secretary – It shall be the duty of the Secretary to:

1. Record the minutes of all meetings,
2. Keep a file on all committee records,
3. Issue meeting minutes to all appropriate parties,
4. Carry out reasonable instructions of the Chair.

Section IV: Voting

A. Quorum – A majority of the membership of the committee shall constitute a quorum seven (7) members.

B. Motions – Action of the committee shall be by a majority vote of the members in attendance. Where monetary issues are concerned, a two-thirds (2/3) affirmative vote of the members in attendance shall be requested.

C. Proxy – Proxy voting is permitted if the member giving proxy was in attendance for roll call. Power of proxy, if given, shall be submitted in writing to the Chair/Convener and shall be specific to the issue.

Section V: Meetings

A. Initial – The Director of University Centers shall call the first meeting of the committee and shall preside until election of the committee Chair.

B. Law – All meetings shall comply with the provisions of the Open Meeting Law (Chapter 297, Laws of 1973).

C. Regular – Regular meetings shall be held at least one Monday per month at 5:30 P.M. during the academic year or at the discretion of the chair.

D. Special – Special meetings may be called whenever necessary to conduct business.

Section VI: Attendance

A. Attendance – All members of the committee shall attend regular and special meetings. After two (2) unexcused absences from regular and special meetings, the member shall vacate his/her position. Vacancies shall be declared by the Chair. The Chair shall report the vacancy to the Vice President of Student Association.

B. Excused Absences – Excused absences for all members shall be granted by the Chair. Excused absences for the Chair shall be granted by the Vice-Chair.

C. Appeal – Any dispute may be appealed to the Student Senate within ten (10) days.

Section VII: Vacancies

A. Vacancies – The appropriate governance group shall fill vacancies on the committee.

Section VIII: Summer Duties

A. This committee may delegate its powers and function to the Student Association Summer Executive Team.
Section IX: Amendments

A. These by-laws may be amended with a two-thirds (2/3) affirmative vote of the committee membership and by a majority vote of the members in attendance in the Student Senate.

ARTICLE II: ALLOCATION POLICIES AND PROCEDURES

Section I: General Provisions

A. Programs which are funded shall be those which best serve the interests of the student population, directly and/or indirectly, with the funds available to the Student Association.

B. Programs may be evaluated periodically by the committee to determine student interest.

C. In general, budgeting shall be done on an incremental basis.

D. Periodically, programs may be required to use zero-based budgeting procedures to the fullest extent.

E. Increases or decreases in the Student Allocable Segregated Fee shall be approved based on gradual changes in the current fee as based on approved programs, projected revenue, and program revenue.

F. A budget calendar shall be prepared early each fall to provide requesting programs maximum time for budget preparation and student participation. This calendar will be coordinated with the University Planning and Budget Schedule as approved by the Chancellor in the UW-La Crosse Segregated Fee Planning Schedule.

G. The committee may review at any time requests from eligible activities and programs (Section I, part A-E above) for additional funding because of unforeseen cost increases or program modifications or changes. The approved funding shall be allocated directly to the respective program account from the budgeted Contingency Reserve.

H. Equipment and Supplies Fund Requests may also be entertained under the following conditions:

1. The Equipment and Supplies Fund has been budgeted and resources are available.

2. Year-end balances have been approved through SUFAC.

3. A specific time period has been established by the committee to decide on and complete the Equipment and Supplies Fund allocation process.

4. Upon approval, the allocated funds shall be transferred by the Office of Budget and Finance from the Equipment and Supplies Fund to the appropriate program/activity account.

5. Purchases shall require signature approval through the University Centers Office and the Office of Budget and Finance.

6. All deviations from the Equipment and Supplies requests approved must be resubmitted to SUFAC for reconsideration.
7. Approved requests must be expended in the fiscal year in which they were approved. Any Equipment and Supplies allocations not used in the fiscal year in which they were granted shall be returned to the Equipment and Supplies Fund.

Section II: Budget Policies

A. Organizations which meet the following criteria may be approved to be budgeted:

1. The unit shall be a recognized university organization which provides programming for the entire student body.

2. The organization shall be open to all students.

3. There shall be no discrimination as stated in Wisconsin State Statutes 111.325 through 111.39.

B. Student allocable fees are not intended to fund items such as: (See ARTICLE III, Section I, part B-I.).

C. Funding of university employee wages shall not be approved except in extenuating circumstances. In such situations proper justification is required. Student participation in filling the position, and salary determination, in such cases shall be mandatory.

D. Programs shall minimize travel and travel cost, and shall not exceed per diem allocations. (See ARTICLE III, Section I, part A.)

E. Programs are required to use the University Purchasing Department guidelines in the purchase of supplies, services, and equipment.

F. Ending balances:

1. Accounts with positive ending balances will have the balance transferred to the SUFAC reserve account at the end of the fiscal year, except for Theater, Distinguished Lecture Series, and Athletics.

2. Accounts with negative balances, dependent on the outcome of the appeal hearing, will inherit the balance in their current year program budget. The program is expected to end the year without a deficit.

3. Accounts with a negative ending balance may request an appeal hearing with SUFAC to discuss the negative ending balance.

4. An account manager may file an Ending Balance Assessment Appeals Form to request some or all of the money to be returned if the account manager feels the balance absorbed was unreasonable or done so in error.

5. Any budget errors need to be reported to the Budget Office prior to the end of the fiscal year.

6. This policy may be superseded by an agreement made with the Student Association committee that oversees the entity and is approved by SUFAC for any individual account. Agreements may be reviewed by SUFAC on an individual account basis.
Section III: Budget Procedures

A. Budget forms and instructions are provided by the Budget Office.

B. SUFAC shall set a timeline for the budget process.

C. SUFAC shall determine and allocate appropriate funds to the Student Association committees.

D. The Budget Office will send out the budget templates to the units.

E. Budgets will be completed and returned to the Budget Office; then distributed to the Student Association committees (i.e. Cultural Affairs, Athletics, Student Organizations, and Student Services and Buildings).

F. The program budget request shall specify expenditures which the Student Association committees and SUFAC are approving.

G. The budget request shall identify the program’s previous year actual expenditures and revenue, current year budgeted expenditures and revenue, and the upcoming year’s request.

H. After the established due date, Student Association committees will:

   1. Review budget requests and specific expenditures submitted to Student Association committees: identify information deficiencies and notify the programs prior to budget hearings.

      a. Each program requesting funds shall be notified in writing to appear at an established time at a budget hearing. Failure to appear may jeopardize the budget in question.

      b. Programs will be designated a specific amount of time in which to make a formal presentation. The oral presentation should be made by no more than three (3) delegates.

   2. The Student Association committees shall recommend a budget to SUFAC for approval in accordance with the timeline previously established.

   3. SUFAC shall pass a budget, including the administrative budgets, and present to the Student Senate for feedback approximately one (1) month prior to the budget deadline as established by UW System Administration as identified in the UW-La Crosse Segregated Fee Planning Schedule.

   4. SUFAC will consider Student Senate feedback.

I. Any budgeted entity that wishes to alter their budget must present to SUFAC for consideration.

Section IV: Policy on One-Time Funding: Equipment and Supplies Fund Requests

A. Only budgeted entities are eligible to request money from the Equipment and Supplies Fund.

B. Equipment and Supplies Fund Requests are not intended for personal items, food, awards, telephones, or fundraising. Requests must be for durable items serving the organization and/or the campus community.

C. Approved requests must be expended in the fiscal year in which they were approved.
D. Requests for funds shall be submitted in accordance with the Segregated Fee Planning Schedule. This will be determined by SUFAC by the end of the previous spring semester. Equipment and Supplies Fund Requests will be approved at least once per academic year. If funds are available, requests will be taken in the spring semester.

E. Equipment and Supplies Fund Requests shall be granted on the basis of need and availability of funds, to be allocated at the discretion of SUFAC.

F. Any Equipment and Supplies Fund Request that does not meet the criteria as set form in part A through E (above) shall not be considered.

G. Equipment and Supplies Fund Requests shall be limited to expenditures for the fiscal year. Phased projects will not be entertained.

Section V: Equipment and Supplies Requests Procedure

A. Equipment and Supplies Fund Requests shall be prepared and submitted to SUFAC.

B. Equipment and Supplies Fund Requests shall include monetary amounts and detailed justification of intended use.

C. Equipment and Supplies Fund Requests must include three pricing quotes (if available). If three pricing quotes are not provided, SUFAC reserves the right to request additional quotes.

Section VI: Policy on One-Time Funding: Contingency Requests

A. Requests for emergency funding shall only be available to budgeted entities.

B. Contingency funds may only be allocated for purposes unforeseen to the committee and budgeted entity or to fund developmental grants.

C. Requests can be made at any time during the academic year. Approved requests must be expended in the fiscal year in which they were approved.

D. An organization may file a “Request for Developmental Grant” form to be eligible for contingency reserve monies. Developmental grants shall be available to any program achieving budgetary status after normal budget allocations have been approved.

Section VII: Contingency Requests Procedure

A. Contingency Requests can be submitted at any time to be reviewed by SUFAC. All funds are allocated and approved at the discretion of SUFAC.

Section VIII: Underwriting Policy and Procedure

A. Underwriting is a means by which budgeted programs may sponsor events that were unforeseen during budget deliberation and require financial responsibility beyond the program’s ability to insure. In such cases, the program may submit a proposal to SUFAC through their respective Student Association committee, outlining in detail all costs involved and projected revenue. SUFAC may agree to insure
financial responsibility for the event if there is sufficient justification and sufficient possibility of revenue generation.

**B.** If a consensus of the committee is reached, a draft of the agreement shall be passed by all parties involved. The draft shall include all relevant information regarding: costs by line/category, security, physical plant, dates/times/location, projected revenue, and any research done as it relates to the event.

**C.** The underwriting agreement is considered final if it passes by a two-thirds (2/3) affirmative vote in the Student Senate.

1. **Note** – The term “underwriting agreement” pertains solely to the monetary agreement made between SUFAC and the sponsoring organization and/or event.

2. SUFAC accepts no responsibility for contractual agreements made between organizations and vendors.

**D.** A resolution can be written to appeal an allocation by SUFAC. An allocation appeal resolution that passes the Student Senate with a 2/3 majority sends the allocation back to SUFAC for reconsideration. That specific reconsideration will come back to the Student Senate, which has final authority on the matter with a 2/3 majority.

**Section IX: Funding Appeal Process** – An activity/program may appeal a funding decision by the Student Association committee or SUFAC through the following process:

**A.** Submit an appeal in writing to the appropriate Student Association committee with additional explanation and/or justification.

**B.** If approved, the Student Association committee will forward the appeal on to SUFAC for final approval.

**C.** If SUFAC rejects the appeal; the Student Association committee may forward the appeal on to the Student Senate.

**D.** If the appeal is rejected by the Student Senate, the Student Association committee may present the appeal to the Chancellor.

**E.** As in accordance with University Guidelines 36.09(5), if an irreconcilable difference occurs between either the Student Senate or SUFAC, the appeal may be forwarded to the Chancellor.

**F.** If an irreconcilable difference occurs between the decision of either the Student Senate or SUFAC and the Chancellor, the appeal may be forwarded to the Board of Regents.

**Section X: Non-Allocable Budgeting Process**

**A.** Non-allocable budgets are segregated fee budgets which students have advisory responsibility to the Chancellor.

**B.** Current non-allocables and fee generating accounts are: Child Care Center, Counseling and Testing Center, Health Center, Recreational Eagle Center, Recreational Sports (partially), Athletics and Athletic
Venues (including the gymnastics facility) (partially), University Centers, Stadium, and University Dining Services (fee generating).

C. Budget presentations will be held yearly for each entity, usually during fall semester.

D. SUFAC will have dialogues with the budget presenter on issues related to budget priorities.

E. Recommendations are made to the Director for budget modifications.

F. SUFAC will review the total fee package and provide feedback to University Administrators

G. It is recommended that the University will bring final fee recommendations to Student Senate, after feedback from SUFAC.

ARTICLE III: BUDGETING GUIDELINES

Section I: Budget Guidelines

A. Travel – Travel allocations, regular or post-season, are given as a subsidy and are not intended to cover the total cost of an event. PARTICIPANTS IN TRAVEL ARE ENCOURAGED TO INCUR PART OF THE EXPENSES. All participants (e.g., advisers, students, and coaches) that claim any expenses against the allocable accounts must follow the following guidelines:

1. Programs are required to stay within per diem allocations:

   a. Lodging: shall not exceed $45.00 per night per person.

   b. Meals: shall not exceed $18.00 per day with the following meal breakdown.
      i. $3.50 for breakfast per day per person.
      ii. $6.00 for lunch per day per person.
      iii. $8.50 for dinner per day per person.

   c. Per Diem recipients are not eligible to use per diem of others who did not participate in the activity because of an extenuating circumstance (illness, family emergency).

   d. Per Diem allocation is based on a per participant basis. In other words, those who actually attended the event and not on the projected attendance.

   e. It is preferable that all per diem for hotels be claimed against the university charge card by the adviser/coach when possible. Cash disbursement of per diem money is discouraged.

   f. Any spending of per diem money for other than its intent could result in the budget being investigated with potential disciplinary sanctions (Article V).

   g. Any increases in per diem amounts cannot reflect an automatic budget increase for the following semester.

   h. Per Diem amounts stay the same, regardless whether the entity generates program revenue (only pertains to 128 accounts).
2. Programs are required, whenever possible, to use university vehicles:

   a. Rates: see University Purchasing Office.

   b. Mileage: current state rate.

3. In such cases where university vehicles and/or housing are unavailable or inappropriate, programs shall work through the University Purchasing Office to obtain the lowest possible rates and proper insurance coverage.

4. Justification for all faculty/staff travel shall be required.

5. Justification for student participation in state, regional, and national competition/performance shall be required.

B. Personal Items – Items of a personal nature shall not be funded. An item is considered personal if it falls within any of the following categories:

   1. If the item will be worn outside of its intended (specific) use.

   2. If the user will keep it after use.

   3. If it is not needed for participation in the intended (specific) activity.

   4. If they are socks, footies, body suits, turtlenecks, or shoes.

C. Refreshments – Refreshments may be funded for receptions open to the entire student body.

D. Awards – Awards shall not be funded except where a program generates sufficient revenue to cover the cost.

E. Telephones – Only service charges and toll charges which relate to the function of the program shall be funded.

F. Athletic Events – Student Activity Fee moneys shall not be spent to fund Athletic fund raising, pre-season or exhibition program events which are not intercollegiate in nature.

G. National Meetings and Professional Development – Justification is required for funding of student and faculty/staff participation in state, regional, and national activities.

H. Brochures/Fliers – Programs are encouraged to develop fliers covering all activities sponsored rather than publishing them individually.

I. Purchasing Procedures – Purchasing procedures for all supplies, services, and equipment shall be consistent with those administered by the University Purchasing Office.

ARTICLE IV: BUDGET CONTROL

Section I: Administrative Procedures
A. Budget and expenditure control requires that three questions be asked. 1) Is the expenditure within the budget limits of the entity? 2) Does the expenditure have proper approval? 3) Does the expenditure adhere to the expenditure restraint of student government and the Board of Regents?

B. Budgets are controlled through the Budget Office.

C. The Budget Office shall check the per diem claimed against the constraints specified in Article III, Section I.

D. The entity itself will be responsible for any budget or expenditure violation.

ARTICLE V: FISCAL ACCOUNTABILITY

Section I: Guidelines

A. SUFAC funded entities will be expected to adhere to their approved budgets.

B. Organizations will not be permitted to exceed their total spending allocations unless approved by SUFAC. Additionally, organizations will be expected to spend according to their approved budget line-items.

Section II: Violations and Discipline

A. Any entity that is found in violation of the expenditure guidelines (Article IV, Section I; Article III, Section I) may be subject to discipline.

B. A violation will be considered as any expenditure(s) that substantially deviate(s) from the approved budget for the fiscal year in which it was spent.

C. Any group found to be in violation will have their spending authority frozen pending an explanation regarding the expenditures in question to SUFAC.

D. SUFAC reserves the right to lower, freeze, or eliminate any budget that fails to meet the expenditure or budget guidelines.

E. The entity will have seven (7) class days to appeal before SUFAC. The final appeal must be submitted within an additional seven (7) class days to the UW-L Student Senate for reconsideration.
Student Senate Resolutions
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<tr>
<td>1213-024</td>
<td>Supporting Adding Classified Staff as a University Governance Group in Wisconsin State Statute Chapter 36.09 (PASSED)</td>
</tr>
<tr>
<td>1213-025</td>
<td>Appointing New Senators (PASSED)</td>
</tr>
<tr>
<td>1213-026</td>
<td>Supporting Fiscal Year 2014 Allocable Budget Amount and Segregated Fee Rate (PASSED)</td>
</tr>
<tr>
<td>1213-027</td>
<td>Supporting Early Registration for Student Athletes (VETOED)</td>
</tr>
<tr>
<td>1213-028</td>
<td>Approving Early Registration for Military Veterans (VETOED)</td>
</tr>
<tr>
<td>1213-029</td>
<td>Approving Graduating Military Veterans American Flag Style Graduation Stole during Ceremony (PASSED)</td>
</tr>
<tr>
<td>1213-030</td>
<td>Granting Organizational Status to the Botany Club (PASSED)</td>
</tr>
<tr>
<td>1213-031</td>
<td>Approving Student Organization Grants (PASSED)</td>
</tr>
<tr>
<td>1213-032</td>
<td>Approving Student Organization Grants (PASSED)</td>
</tr>
<tr>
<td>1213-033</td>
<td>Endorsing Segregated Fees, Room &amp; Board Rates, and Non-Allocable Summary (PASSED)</td>
</tr>
<tr>
<td>1213-034</td>
<td>Approving the Request to Use the REC for Relay for Life (PASSED)</td>
</tr>
<tr>
<td>1213-035</td>
<td>Approving Fall 2012 Green Fund Requests (PASSED)</td>
</tr>
<tr>
<td>1213-036</td>
<td>Approving Tobacco 13 Referendum Language (PASSED WITH AMENDMENTS)</td>
</tr>
<tr>
<td>1213-037</td>
<td>Approving the Use of the Recreational Eagle Center for AAU Girls Basketball Tournament (PASSED)</td>
</tr>
<tr>
<td>1213-038</td>
<td>Approving Class Picture Location (PASSED)</td>
</tr>
<tr>
<td>1213-039</td>
<td>Granting Organizational Status to the Curling Club (PASSED)</td>
</tr>
<tr>
<td>Bill Number</td>
<td>Bill Title</td>
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<tr>
<td>1213-040</td>
<td>Granting Organizational Status to Speak Easy (PASSED)</td>
</tr>
<tr>
<td>1213-041</td>
<td>Amending Green Fund Bylaws (PASSED)</td>
</tr>
<tr>
<td>1213-042</td>
<td>Expressing Support for a UW-La Crosse Campus Garden (PASSED)</td>
</tr>
<tr>
<td>1213-043</td>
<td>Recommending that the NetID Password Expiration Policy Be Repealed (PASSED)</td>
</tr>
<tr>
<td>1213-044</td>
<td>Approving Academic Initiatives Oversight Committee (AIIOC) Meeting Standing Time (PASSED)</td>
</tr>
<tr>
<td>1213-045</td>
<td>Approving Dining Services Contract 7.13.1 Violation Policy (PASSED WITH AMENDMENTS)</td>
</tr>
<tr>
<td>1213-046</td>
<td>Supporting State Legislation for Responsible Action (PASSED)</td>
</tr>
<tr>
<td>1213-047</td>
<td>Granting Organizational Status to Hockey Club (Men's) (PASSED)</td>
</tr>
<tr>
<td>1213-048</td>
<td>Approving Spring Commencement Speakers (PASSED)</td>
</tr>
<tr>
<td>1213-049</td>
<td>Amending the Legislative Affair Committee Bylaws (PASSED)</td>
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<tr>
<td>1213-050</td>
<td>Amending the Legislative Issues Director Bylaws (PASSED)</td>
</tr>
<tr>
<td>1213-051</td>
<td>Removing Membership from USSA (PASSED WITH AMENDMENTS)</td>
</tr>
<tr>
<td>1213-052</td>
<td>Approving 2013-14 Racquet Editor-in-Chief (PASSED)</td>
</tr>
<tr>
<td>1213-053</td>
<td>Approving Policy for Use of Cartwright Center for Academic Purposes (PASSED WITH AMENDMENTS)</td>
</tr>
<tr>
<td>1213-054</td>
<td>Approving Blood Drive Reservations Policy (PASSED WITH AMENDMENTS)</td>
</tr>
<tr>
<td>1213-055</td>
<td>Approving Spring 2013 Green Fund Requests (PASSED)</td>
</tr>
<tr>
<td>1213-056</td>
<td>Approving 2013-2014 Student Association Election Results (PASSED)</td>
</tr>
<tr>
<td>1213-057</td>
<td>Granting Organizational Status to Saudi Student Association (PASSED)</td>
</tr>
<tr>
<td>1213-058</td>
<td>Amending the SUFAC Bylaws (PASSED)</td>
</tr>
</tbody>
</table>
SA1213-001: Resolution Approving 2012-2013 SA Board of Directors

DATE: 5/2/2012
AUTHOR(S): Nick Bezier

WHEREAS, the Student Association President and Vice President in consultation with the advisors appoints students to positions on the Student Association Board of Directors as stated in the Board of Director Bylaws, and;

WHEREAS, review of Board of Directors applications has taken place and the following have been deemed qualified, and;

WHEREAS, further appointments will occur after interviews have taken place with prospective directors;

THEREFORE BE IT RESOLVED, David Wermedal is appointed to the position of Legislative Issues Director, Kyle Slaby is appointed to the position of Local Affairs Director, Samantha Finley is appointed to the position of Secretary, Karin Johnson is appointed to the position of Parliamentarian.
SA1213-002: Resolution Supporting Student Selection of Student Regents

DATE: 9-12-2012  
AUTHOR(S): Nick Bezier  
SPONSOR(S): David Wermedal

WHEREAS, the right of university students to govern themselves is respected in this state and codified in Wisconsin Statute 36.09(5), and;

WHEREAS, the right of student governance groups to make recommendations for their representation on the state Board of Regents is codified in Wisconsin Statute 15.91, which states “…student members may be selected from recommendations made by elected representatives of student governments at institutions within the University of Wisconsin System. The governor shall appoint one student member who is at least 18 years old and one undergraduate student member who is at least 24 years old and represents the views of nontraditional students, such as those who are employed or are parents…”, and;

WHEREAS, the spirit of Wisconsin Statute 15.91 can be interpreted as allowing student governments the right to have a say in who they wish to serve as their representation on the UW System Board of Regents, and;

WHEREAS, several recent governors have taken to making student regent appointments based more on political affiliation and less on qualification to speak for UW students, and;

WHEREAS, the Board of Regents makes hundreds of decisions every year that directly impact students in the University of Wisconsin System, and;

WHEREAS, University of Wisconsin System students should have the right to directly select their representation on the state Board of Regents;

THEREFORE, BE IT RESOLVED that the Student Senate assembled at the University of Wisconsin-La Crosse supports amending Wisconsin state statute 15.91 to require direct student involvement in the selection of their representation on the state Board of Regents by striking the word “may” and replacing it with “shall”;

BE IT FURTHER RESOLVED, copies of this resolution shall be forwarded to the offices of Representative Jill Billings, Senator Jennifer Shilling, and Governor Scott Walker.

David Wermedal  
President, Student Senate  
Vice-President, Student Association  
09-19-12

Nick Bezier  
President, Student Association  
09-19-12
SA1213-003: Resolution Approving 2012-2013 SA Appointments

DATE: 9/12/2012
AUTHOR(S): Nick Bezier

WHEREAS, the Student Association President nominates interested and capable students to open positions on the Senate in the absence of a Vice President and a President Pro Tempore, and;

WHEREAS, the Senate must confirm the nominations by a 2/3 majority;

THEREFORE BE IT RESOLVED, David Wermedal is appointed to the position of Vice President of the UW-L Student Association, Austin Schoen is appointed to the position of College of Science and Health Senator, and the committee rosters as outlined in Supporting Document 1 are finalized and sent to the appropriate conveners.
SA1213-004: Resolution Approving 2012-2013 SA Student Court Justices

DATE: 9/25/2012
AUTHOR(S): Nick Bezier
SPONSOR(S):

WHEREAS, the following students have applied and meet the qualifications of the position of Chief Justice and Student Court Justice, and;

WHEREAS, the President appoints Student Court Justices;

BE IT RESOLVED, Shirsha Juneja is appointed to the position of Chief Justice, and Thomas Trehus be appointed to the position of Student Court Justice.
SA1213-005: Resolution Approving 2012-2013 SA Shared Governance Director

DATE: 9/25/2012
AUTHOR(S): Nick Bezier
SPONSOR(S):

WHEREAS, the applicant for the position of Shared Governance Director was interviewed and meets the criteria set by bylaws for the position, and;

WHEREAS, the President makes Board of Directors appointments in case of vacancies;

BE IT RESOLVED, Kathryn Johnson be appointed to the position of Shared Governance Director.
SA1213-006: Resolution Appointing New Senators

DATE: September 24th, 2012
AUTHORS: David Wermedal
CO-SPONSORS: Riley Karlstrand

WHEREAS; the Student Senate requested vacant Senate seats be filled in order to have a more representative Body; and,

WHEREAS; the Student Association Vice-President replaces vacancies which need to be approved by the Student Senate as a whole; and,

WHEREAS; applications for School of Arts and Communication Senator and School of Education Senator were made available online; and,

WHEREAS; President Nick Bezier and Vice-President David Wermedal have received and reviewed applications for the position; and,

WHEREAS; interviews were conducted on September 21st;

THEREFORE, IT BE RESOLVED; that the UW-L Student Senate approves the following members to fill the vacant seat:

School of Arts and Communication Senator – Mellissa Buss
School of Education Senator- Megan Roehl
SA1213-007: Resolution Approving 2012-2013 Legislative Issues Director

DATE: 10/10/12
AUTHOR(S): Nick Bezier
SPONSOR(S): Jordan Fay

WHEREAS, David Wermedal served as Legislative Issues Director until he was appointed as the Vice President, creating a vacancy in the position, and;

WHEREAS, James Dirth has applied for the position and meets the criteria set for appointment to the position;

THEREFORE BE IT RESOLVED, James Dirth is appointed as the Legislative Issues Director for the 2012-2013 term.
SA1213-008: Resolution Appointing Freshman Senators

DATE: 10/10/12
AUTHOR(S): David Wermedal
SPONSOR(S): Jordan Fay

WHEREAS, according to the by-laws of the UW-L Student Association Election Commission, the Election Commission must sanction an election for any vacancies for elected positions as well as approve the election process and results, and;

WHEREAS, there was an election that occurred on Wednesday, October 7, 2012 to fill the two (2) vacant Freshmen Senator positions on UW-La Crosse’s Student Senate;

WHEREAS, the results of the election are as follows:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaylee Otterbacher</td>
<td>242</td>
</tr>
<tr>
<td>James Bennett</td>
<td>145</td>
</tr>
<tr>
<td>Macy Paul</td>
<td>105</td>
</tr>
<tr>
<td>Olivia Deitelhoff</td>
<td>32</td>
</tr>
<tr>
<td>Rachel Radunz</td>
<td>29</td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, The Office of Student Life certifies that the following candidates were voted into the two (2) vacant Freshmen Senator positions for the 2012-2013 academic year:

Kaylee Otterbacher
James Bennett

10-10-12
Date

10-10-12
Date
SA1213-009: Resolution to Make Statement of Non-Discrimination Inclusive

DATE: October 15, 2012
AUTHOR(S): Jeni Roberts, Riley Karlstrand
SPONSOR(S): David Wermedal, Nick Bezier

WHEREAS, last year’s Senate recommended that there be a resolution to make statement of non-discrimination inclusive this year for the following reasons:

WHEREAS, the current Statement of Non-Discrimination listed in the Declaration of Rights within the University of Wisconsin-La Crosse Student Association Constitution states, “The members of the UWLSA shall be free from discrimination on the basis of race, color, ethnicity, creed, religion, gender, sexual orientation, physical ability, marital status, national origin, political ideology, or age”,

WHEREAS, this current Statement of Non-Discrimination does not list “gender identity or expression” or “veteran status” as a protected identity,

WHEREAS; the UW System Board of Regents implemented the Racist and Other Discriminatory Conduct Policy, which states “that racist and other discriminatory conduct toward students, employees, officials, and guests in the University of Wisconsin System is conduct that will not be tolerated”,

WHEREAS; this non-discrimination policy, mandated by the UW System Board of Regents, includes the following as protected identities: “race, sex, gender identity or expression, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age of an individual or individuals”,

WHEREAS; the current UW-L Student Association Constitution Statement of Non-Discrimination is not reflective of the UW System Board of Regents non-discrimination policy,

WHEREAS; the current UW-L Student Association Constitution Statement of Non-Discrimination is not inclusive of transgender* individuals, and therefore transgender* individuals are not protected under the Statement of Non-Discrimination,

THEREFORE, BE IT RESOLVED, that Student Senate add “gender identity or expression” and “veteran status” to the list of protected identities under the Statement of Non-Discrimination within the UW-L Student Association Constitution.
SA1213-010: Resolution Dedicating Freedom Week

DATE: 9-12-2012
AUTHOR(S): Jordan Wileman
SPONSOR(S): Katie Johnson, Hannah Bresson

WHEREAS: Within the week of November 5, 2012 to November 11, 2012, there fall several historic dates important to the spreading of freedom and democracy in America and around the world, and;

WHEREAS: November 9th is the anniversary of the fall of the Berlin Wall in 1989. For decades the Berlin Wall was the most recognizable symbol of the Cold War and the Soviet Union’s repression of millions. The fall of the Berlin Wall marked a significant milestone for freedom’s victory over tyranny, and;

WHEREAS: November 11th is Veterans Day, a federal holiday honoring veterans from all branches of the armed services, and;

WHEREAS: Billions around the world, are still oppressed. Their ongoing struggle for freedom should be recognized;

THEREFORE, BE IT RESOLVED that Freedom Week be held annually prior to or following November 11th. If Veterans Day is held on a Saturday or Sunday, Freedom Week be the week preceding, if November 11th falls on Monday through Friday, Freedom Week will take place during that week at the University of Wisconsin-La Crosse. The day of November 9, 2012 be recognized as World Freedom Day, and be officially recommended to the University of Wisconsin-La Crosse Administration to place Freedom Week in the official Student Planner.
SA1213-011: Resolution Creating United Council/United States Student Association Evaluation Task Force

DATE: 10/24/12
AUTHOR(S): Nick Bezier, James Dirth
SPONSOR(S): Nick Buroker

WHEREAS, students currently pay a $3.00 mandatory refundable fee (MRF) to United Council (UC) and a $0.25 MRF to the United States Student Association (USSA) for campus membership to the organizations, and;

WHEREAS, there is considerable debate among the student populace regarding UW-L’s continued involvement with UC, and;

WHEREAS, UC has shown its commitment to UW-L as a member school during GOTV efforts and invited UWLSA members to their vote convention this past month, and;

WHEREAS, several recent actions by UC and their leaders can be construed as politically motivated, and;

WHEREAS, the USSA openly encouraged student participants at their Legislative Conference to stage a sit-in the national headquarters of student loan provider Sallie Mae, resulting in their brief arrests by DC police, and;

WHEREAS, UC leaders and members were involved in these protests last year, unbecoming of their position and casting a negative light on the organization, and by association, UW-L;

THEREFORE BE IT RESOLVED, a task force be created to evaluate UW-L’s continued involvement with United Council and the United States Student Association by weighing the benefits and consequences of continued membership in light of the above events,

BE IT FURTHER RESOLVED, Student Senate educates the student body with the findings of the task force

BE IT FURTHER RESOLVED, Legislative Issues Director James Dirth is appointed Chair of the task force and is able to select members with confirmation of the President as well as the Senate Body.
SA1213-012: Granting Organizational Status to Alpha Sigma Phi

DATE: 10/31/12
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a chapter of Alpha Sigma Phi Fraternity and,

WHEREAS; Alpha Sigma Phi has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; Alpha Sigma Phi has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; Alpha Sigma Phi has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for Alpha Sigma Phi; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to Alpha Sigma Phi, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.
SA1213-013: Granting Organizational Status to the Competitive Ballroom Dance Team

DATE: 10/31/12
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a Competitive Ballroom Dance Team and,

WHEREAS; the Competitive Ballroom Dance Team has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; the Competitive Ballroom Dance Team has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; the Competitive Ballroom Dance Team has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for the Competitive Ballroom Dance Team; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to the Competitive Ballroom Dance Team, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.

10-31-12
Date

10-31-12
Date
SA1213-014: Granting Organizational Status to the Cross Country Ski Club

DATE: 10/31/12
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a Cross Country Ski Club and,

WHEREAS; the Cross Country Ski Club has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; the Cross Country Ski Club has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; the Cross Country Ski Club has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for the Cross Country Ski Club; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to the Cross Country Ski Club, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.

10-31-12

Date

David Wermedal
President, Student Senate
Vice-President, Student Association

Nick Bezier
President, Student Association

10-31-12
Date
SA1213-015: Granting Organizational Status to the Fitness Club

DATE: 10/31/12
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a Fitness Club and,

WHEREAS; the Fitness Club has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; the Fitness Club has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; the Fitness Club has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for the Fitness Club; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to the Fitness Club, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.
SA1213-016: Granting Organizational Status to Intercultural Organization Promoting Awareness

DATE: 10/31/12
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming an Intercultural Organization Promoting Awareness and,

WHEREAS; Intercultural Organization Promoting Awareness has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; International Organization Promoting Awareness has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; International Organization Promoting Awareness has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for International Organization Promoting Awareness; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to Intercultural Organization Promoting Awareness, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.

David Wermedal  
President, Student Senate  
Vice-President, Student Association  

Nick Bezier  
President, Student Association  

10-31-12  
Date
SA1213-017: Granting Organizational Status to Maroon Platoon

DATE: 10/31/12
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a Maroon Platoon Organization and,

WHEREAS; the Maroon Platoon has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; the Maroon Platoon has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; the Maroon Platoon has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for the Maroon Platoon; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to the Maroon Platoon, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.

David Wermedal
President, Student Senate
Vice-President, Student Association

Nick Bezier
President, Student Association

10-31-12
Date
SA1213-018: Resolution Expressing Support for the City of La Crosse’s Bicycle Pedestrian Plan

DATE: 11/5/12
AUTHOR(S): Katherine Svitavsky, Bridget Kisting
SPONSOR(S): Kyle Slaby

WHEREAS, The University of Wisconsin-La Crosse Student Association has a long tradition of representing students’ interests on campus and in the community; and,

WHEREAS, The University of Wisconsin-La Crosse Student Association recognizes its special role as a vehicle for representing students’ interests in the city of La Crosse; and,

WHEREAS, the University of Wisconsin-La Crosse Student Association acknowledges that students not only from UW-La Crosse but also Viterbo University and Western Technical College compose a large portion of the bicycling and pedestrian population in the La Crosse community; and,

WHEREAS, The City of La Crosse’s proposed Pedestrian plan to be considered in the November Common Council Meeting provides many benefits for students, including:

a. Promoting safer streets through reducing traveling speeds to the speed limit on key streets
b. Including several new bike boulevards on King and 17th streets, very close to the UW-La Crosse campus, as well as Farnam Street
c. Increasing mobility of students, especially those without vehicles, because our streets are safer for pedestrians and bikers—creating increased access to downtown for jobs as well as recreation
d. Decreasing student reliance on vehicles as a means of transportation, translating to less congestion around a campus which is running out of readily available parking
e. Advocating healthier lifestyles by encouraging alternative modes of transportation such as walking and bicycling
f. Conducting educational campaigns on bicycle and pedestrian safety
g. Achieving Bicycle Friendly University status for all colleges in La Crosse;

NOW, THEREFORE, BE IT RESOLVED THAT the University of Wisconsin-La Crosse Student Association expresses it support for the City of La Crosse’s Bicycle Pedestrian Plan.

David Wermedal
President, Student Senate
Vice-President, Student Association

11-07-12
Date

Nick Bezier
President, Student Association

11-07-12
Date
SA1213-019: Resolution for Approving the Membership of the United Council and United States Student Association Taskforce

DATE: 11/13/12
AUTHOR(S): James Dirth
SPONSOR(S):

WHEREAS, The University of Wisconsin-La Crosse Student Association passed resolution SA1213-011 creating the United Council and United States Student Association taskforce.

WHEREAS, the taskforce passed by the University of Wisconsin-La Crosse Student Association was granted a charge by President Nick Bezier.

WHEREAS, The University of Wisconsin-La Crosse Student Association appointed James Dirth to chair the taskforce and select members for the Student Senate to approve.

NOW, THEREFORE, BE IT RESOLVED THAT the University of Wisconsin-La Crosse Student Association approve these individuals to be part of the United Council and United States Student Association taskforce:

- James Bennett
- Stephanie Holt
- Brittany Long
- Chelsea Fischer
- Katie Johnson
- Megan Roehl

__________________________________________
David Wermedal
President, Student Senate
Vice-President, Student Association

_____11-28-12______

Nick Bezier
President, Student Association

_____11-28-12______
SA1213-020: Resolution Amending the UW-La Crosse Student Senate Bylaws

DATE: 11/12/12
AUTHOR(S): David Wermedal, Karin Johnson
SPONSOR(S): Nick Bezier, Chelsea Fischer

WHEREAS, the University of Wisconsin La Crosse Student Senate is charged with protecting, promoting, and developing the rights of all students in the University; and,

WHEREAS, the University of Wisconsin La Crosse Student Senate has the responsibility of developing policies on behalf of the student body; and,

WHEREAS, the weekly meetings of the University of Wisconsin La Crosse Student Senate must be run in an orderly and efficient manner; and,

WHEREAS, the below amendments to the Student Senate Bylaws provide for a more effective and accurate meeting structure to allow for a more productive discussion process when deciding policies; and,

THEREFORE BE IT RESOLVED, that the Student Senate Bylaws be amended to include the following changes:

4.206- Speaking Rights
(a) Senators shall be given two (2) opportunities to on each motion. A senator wishing to speak beyond their allotted time must be yielded to by a senator who has not exhausted his or her speaking rights.
(b) Senators may only yield to guests including the UWLSA Board of Directors once per speaking term. Guests may not yield any time to anyone and must yield back to the Senator after concluding their remarks.
(c) Directors will be allowed to present a report to the Senate, but are only allowed speaking rights when they have a point of information or point of clarification. These actions shall be deemed necessary by the chair and Directors will only be allowed to speak after the chair acknowledged them and granted permission for them to speak. The chair may cut off the point of information or point of clarification from a Director at any time. This may be objected by the body if deemed inappropriate as well as the body’s ability to challenge the chair.
4.207- Impeachment
(a) Any UWLSA member or Senator can petition the Legislative Affairs Committee to initiate an investigation of any position in the UWLSA accused of being in major violation of a national, state, or local law; of a violation of a major University policy; of failure to uphold the Constitution, appropriate By-Laws, or legislation passed by the UWLSA; of failure to conduct themselves in a manner consistent with this Constitution; or any abuses of power.
(b) Petition 4 i. The petition to the Legislative Affairs Committee should be in the form of a letter detailing the charges against the accused.
ii. A resolution requesting an impeachment investigation must accompany the letter and be presented to the UWLSA.
iii. To initiate an impeachment investigation the resolution must be passed by Student Senate with majority vote requesting that the Legislative Affairs Committee investigate.
(c) The Investigation process is outlined in the Legislative Affairs Committee By-Laws.
ARTICLE VI – PROCEDURES
Section 5.1-
The Student Senate agenda shall consist of the following line items in this order:
1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consent Agenda
   a. Approval of Minutes
   b. Approval of Written Committee Reports
VI. Guest Speakers
VII. Officer Reports
   a. President
   b. Vice-President
   c. Chief Financial Officer
   d. Shared Governance Director
   e. Legislative Issues Director
   f. Local Affairs Director
   g. Environmental Sustainability Director
   h. Social Justice Director
   i. Public Relations Director
   j. Gender Issues Director
   k. RHAC Reports
IX. Advisor Reports
X. Committee Reports
XI. Organizational Reports
XIII. Unfinished Business
XIV. New Business
XV. Discussion
XVI. Announcements
XVII. Adjournment

5.101- Student Senate must act in accordance with open meetings law. Thus, notice of meeting (with a complete and accurate agenda) must be given at least 24 hours before the meeting commences. To add an item to the agenda after notice of meeting has been sent out, an addendum to the meeting notice may be posted. This notice must be sent 24 hours before the meeting, in accordance with open meetings law. No item may be added to the agenda less than 24 hours before a meeting.

In addition, all documents shall be submitted to the President of the Senate at least 48 hours in advance of the weekly meeting time. Any document submitted to the President of the Senate less than 48 hours in advance may be added at the discretion of the President. However, all additions must be in accordance with open meetings law.

ARTICLE VIII – AMENDMENTS
Section 7.1-
Amendments to these Bylaws may be proposed by any senator at any time. All amendments must go through a two week process in which the first week the amendments are presented in the Student Senate new business. The second week, the amendments are presented in unfinished business and must be passed by a two-thirds (2/3) vote.
ARTICLE I – NAME

Section 1.1-
The name of this governing body shall be the University of Wisconsin-La Crosse Student Senate, hereafter “Student Senate.”

ARTICLE II – PURPOSE

Section 2.1-
The University of Wisconsin-La Crosse Student Senate exists to serve as a representative body of the University of Wisconsin-La Crosse Student Association. The Student Senate will represent students by promoting, advocating and working on student rights and student issues.

ARTICLE III – MISSION STATEMENT

UW-L Student Senate seeks to provide a student voice by advocating for student rights and responsibilities, fostering leadership, communicating student issues, and demonstrating respect for diversity in our actions.

ARTICLE IV – MEMBERSHIP

Section 3.1-
In accordance with the University of Wisconsin-La Crosse Student Association, hereafter “UWLSA,” the Student Senate membership shall consist of thirty-five (35) voting members. Seventeen (17) of these members must be elected by their respective colleges, two (2) of the seats will be for Freshmen, two (2) of the seats will be for Graduate students, five (5) other members which will be defined in a subsequent subsection, and nine (9) members shall be reserved for diversity organization representation.

3.101- College Representatives will comprise seventeen (17) of the total thirty-five (35) senators. Representation for each college will be determined by taking the percentage that the number of students in each college or school represents in the total school population.

3.102- Human Diversity Organizations – 9 Senators, 1 Senator for each of the following organizations:
   (a) Latin American Student Organization (LASO)
   (b) Black Student Unity (BSU)
   (c) Students Advocating for Potential Ability (SAPA)
   (d) Rainbow Unity (RU)
   (e) Native American Student Association (NASA)
   (f) Asian Student Organization (ASO)
   (g) Hmong Organization Promoting Education (HOPE)
   (h) International Student Organization (ISO)
   (i) Student Veteran Organization (SVO)

The above mentioned nine (9) seats will be on a permanent basis for the organization. The organizations will elect their senate membership every year. The duration and the membership can be modified because of the following reasons:
   (1) In the case that a student organization is unable to elect a person during the first six (6) weeks of a new Senate term, that particular Senate seat can be awarded for one (1) Senate term to another Human Diversity Organization (as defined by University Centers) through an application process defined by the Human Diversity Organization Committee.
(2) If a student organization mentioned above is no longer recognized by the University Centers then the Senate seat can be awarded on a permanent basis through the application processed defined by the Human Diversity Organization Committee.

(3) In case of an increase in the number of seats for Human Diversity Organization the increased seats will be awarded for a two (2) year term to a recognized Human Diversity Organization by an application process defined by the Human Diversity Organization Committee.

3.103 – Other Senators – 5 Senators
   (a) Residence Hall Association Council (RHAC) – 2 Senators
   (b) Greek – 1 Senator
   (c) Athletics – 1 Senator
   (d) Returning Adult Student Organization (RASO) – 1 Senator

3.104 – Specially elected Senators – 4 Senators
   (a) Freshman (First-Year Students) – 2 Senators
   (b) Graduate – 2 Senators

ARTICLE V – POWERS AND RESPONSIBILITIES

Section 4.1- Student Senate

4.101- Provide the University of Wisconsin-La Crosse, UW-System, and Wisconsin governing bodies with recommendations and resolutions showing student viewpoint on issues.

4.102- Approve and amend resolutions brought forth by any Primary Committee of Student Association. Financial resolutions must pass by a 2/3 vote.
   (a) Primary Committees are those that handle issues over which the student body is the final authority.
   (b) These include: Segregated University Fee Allocation Committee (SUFAC), Student Services and Buildings Committee, Legislative Affairs Committee, Organizations Committee, Cultural Affairs Committee, Athletics Committee, Academic Affairs Committee, and Human Diversity Organization Committee.

4.103- Endorse resolutions brought forth by any Secondary Committee of Student Association.
   (a) Secondary Committees are those that handle issues over which the student body is not the final authority but should be consulted.
   (b) These include: Student Technology Fee Committee, Campus Community Enrichment Fund Committee, and Academic Initiatives Oversight Committee.

4.104- Gather opinions from the student body.

4.105- Develop policies and issue opinions on behalf of the student body.

4.106- Conduct weekly open meetings while the fall and spring terms are in session.

4.107- Respectfully consider all student issues in the spirit of the Student Senate Mission Statement.

4.108- Maintain records of all legislative procedures.

4.109- Elect a President Pro-Tempore who shall serve as chair of the Senate meetings when the President of the Senate is unable to fulfill his/her duties by a majority.

4.110- Elect two (2) general executives who shall serve as voting members on the UWLSA Board of Directors during J-term and summer months by a majority.
4.111- Approve organizational status, as well as, any recommendations brought forward by the Student Services and Buildings Committee.

4.112- Approve all members of the Court Justices, Election Commission, Replacement Senators and Board of Directors through a 2/3 vote.

4.113- Award someone from outside the University of Wisconsin-La Crosse Student Association with, “The University of Wisconsin-La Crosse Student Association Higher Education Advocate of the Year.”
   (a) This award will highlight and thank the achievements of someone outside the organization that has promoted students to be an active part of the community and has been an advocate for students at the University of Wisconsin-La Crosse.
   (b) Nominations for the award will be solicited until April 15th and the Board of Directors shall decide who will receive the award.
   (c) The award shall be presented during a special ceremony sponsored by the Student Senate and coordinated through the President of the Student Senate.
   (d) The ceremony shall take place within the last two weeks of April each year.

Section 4.2- Membership

4.201- Members of the Student Senate shall be in attendance at every Student Senate meeting. (a) Senators are allowed two (2) excused absences per semester with pre-approval from the President of the Senate.
   (b) Senators are allowed one (1) unexcused absence per year.

4.202- Senators shall actively serve on a minimum of one (1) student or faculty committee. Senators are expected to fill vacant committee seats after all Senators have already fulfilled their one (1) committee requirement.

4.203- Senators shall hold at least two (2) registered office hours. Hours shall be posted in the Student Senate office as well as available to the public through the UWLSA website.

4.204- Senators shall be active participants in the fall and spring UWLSA leadership training sessions.

4.205- Student Senators shall conduct themselves in a respectful fashion both within and outside of Student Senate meetings. Behavior that degrades the respect and reputation of the Student Senate will not be tolerated.

4.206- Speaking Rights
   (a) Senators shall be given two (2) opportunities to on each motion. A senator wishing to speak beyond their allotted time must be yielded to by a senator who has not exhausted his or her speaking rights.
   (b) Senators may only yield to guests including the UWLSA Board of Directors once per speaking term. Guests may not yield any time to anyone and must yield back to the Senator after concluding their remarks.
   (c) Directors will be allowed to present a report to the Senate, but are only allowed speaking rights when they have a point of information or point of clarification. These actions shall be deemed necessary by the chair and Directors will only be allowed to speak after the chair acknowledged them and granted permission for them to speak. The chair may cut off the point of information or point of clarification from a Director at any time. This may be objected by the body if deemed inappropriate as well as the body’s ability to challenge the chair.

4.207- Impeachment
   (a) Any UWLSA member or Senator can petition the Legislative Affairs Committee to initiate an investigation of any position in the UWLSA accused of being in major violation of a national, state, or local law; of a violation of a major University policy; of failure to uphold the Constitution, appropriate By-Laws, or legislation passed by the UWLSA; of failure to conduct themselves in a manner consistent with this Constitution; or any abuses of power.
(b) Petition 4
   i. The petition to the Legislative Affairs Committee should be in the form of a letter
detailing the charges against the accused.
   ii. A resolution requesting an impeachment investigation must accompany the letter and
be presented to the UWLSA.
   iii. To initiate an impeachment investigation the resolution must be passed by Student
Senate with majority vote requesting that the Legislative Affairs Committee investigate.
(c) The Investigation process is outlined in the Legislative Affairs Committee By-Laws.

ARTICLE VI – PROCEDURES

Section 5.1-
The Student Senate agenda shall consist of the following line items in this order:

 I. Call to Order
 II. Pledge of Allegiance
 III. Roll Call
IV. Consent Agenda
   a. Approval of Agenda
   b. Approval of Minutes
   c. Approval of Written Committee Reports
 V. Guest Speakers
 VI. General Student Body Open Forum
 VII. Officer Reports
   a. President
   b. Vice-President
   c. Chief Financial Officer
   d. Shared Governance Director
   e. Legislative Issues Director
   f. Local Affairs Director
   g. Environmental Sustainability Director
   h. Social Justice Director
   i. Public Relations Director
   j. Gender Issues Director
   k. RHAC Reports
VIII. Advisor Reports
IX. Committee Reports
 X. Organizational Reports
 XI. Unfinished Business
 XII. New Business
 XIII. Discussion
 XIV. Announcements
 XV. Adjournment

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(with a complete and accurate agenda) must be given at least 24 hours before the meeting
commences. To add an item to the agenda after notice of meeting has been sent out, an
addendum to the meeting notice may be posted. This notice must be sent 24 hours before the
meeting, in accordance with open meetings law. No item may be added to the agenda less than
24 hours before a meeting.

In addition, all documents shall be submitted to the President of the Senate at least 48 hours in
advance of the weekly meeting time. Any document submitted to the President of the Senate
less than 48 hours in advance may be added at the discretion of the President. However, all
additions must be in accordance with open meetings law.

5.102- The President of the Senate shall record any guests present at the meeting.
ARTICLE VII – COMMITTEES

Section 6.1-
The following committees shall be standing committees of the UWLSA Student Senate. Membership, powers, and responsibilities within the committees shall be governed by the respective committee by-laws. If any of these committees changes its name, these bylaws will be adjusted accordingly.

6.101- Segregated University Fee Allocation Committee (SUFAC)
6.102- Student Services and Buildings Committee
6.103- Legislative Affairs Committee
6.104- Organizations Committee
6.105- Cultural Affairs Committee
6.106- Athletics Committee
6.107- Academic Affairs Committee
6.108- Academic Initiatives Oversight Committee
6.109- Academic Initiatives Stipend Committee
6.110- Human Diversity Organization Committee
6.111- Planning and Process Committee

Section 6.2-
The President of the Senate may create and fold ad-hoc committees with a majority approval of the Senate. S/He shall determine the membership of the committee with consultation from the Student Senate.

ARTICLE VIII – AMENDMENTS

Section 7.1-
Amendments to these Bylaws may be proposed by any senator at any time. All amendments must go through a two week process in which the first week the amendments are presented in the Student Senate new business. The second week, the amendments are presented in unfinished business and must be passed by a two-thirds (2/3) vote.

ARTICLE IX – ENACTMENT

Section 8.1-
These bylaws shall take effect immediately starting the new session on the first meeting in May, 2009. Membership changes in Article III, Section 3.1 will take effect during the 2010-2011 Session.

Ratified and Enacted 5/6/2009
Amended 2/10/2010
Amended 2/17/2010
Amended 4/28/2010
Amended 11/10/2010
Amended 4/20/2011
Amended 2/6/2013
SA1213-021: Resolution Ratifying Student Reps Constitution

DATE: 11/13/2012
AUTHOR(S): Nick Bezier
SPONSOR(S): David Wermedal, Riley Karlstrand

WHEREAS, students throughout the UW System have recognized the need to organize in pursuit of common goals, and;

WHEREAS, the Student Reps organization required further development in order to pursue these goals, and;

WHEREAS, the constitution passed on October 5th 2012 at the Student Reps meeting in Eau Claire satisfies this need for development;

THEREFORE, BE IT RESOLVED the Student Senate of the University of Wisconsin La Crosse does not ratify Student Reps constitution due to the lack of budgetary and policy oversight of United Council by the Student Reps organization.
SA1213-022: Resolution Approving Fall 2012 Commencement Speaker

DATE: November 13, 2012
AUTHOR(S): Kyle Slaby
SPONSOR: David Wermedal, Austin Schoen

WHEREAS; the Academic Affairs Committee is responsible for appointing students to speak at commencement ceremonies; and,

WHEREAS; commencement ceremonies require student speakers; and,

WHEREAS; the committee accepted applications to speak; and,

WHEREAS; faculty, staff, and students were invited to nominate students; and,

WHEREAS; the committee received five applications; and,

WHEREAS; the committee heard the applicants give their speech that included University Centers staff; and,

WHEREAS; the committee used a scoring system to rate delivery, content of speech, and character of the student; and,

WHEREAS; the committee approved one University of Wisconsin-La Crosse student to speak at the commencement for the Fall 2012 graduating class; and,

THEREFORE, BE IT RESOLVED; that the Student Senate approves Elizabeth Rosendale to speak at Fall 2012 Commencement ceremony:

__________________________  ________________________
David Wermedal  Date
President, Student Senate  11-28-12
Vice-President, Student Association

__________________________  ________________________
Nick Bezier  Date
President, Student Association  11-28-12
SA1213-023: Resolution Granting Approval for Banners for UW-L Continuing Education  
DATE: 11/28/12  
AUTHOR(S): Emily Scheife;  
SPONSOR(S): Student Services and Buildings

WHEREAS; UW-La Crosse Continuing Education was charged by the campus to help market the Winter and Summer Session classes due to low enrollments/revenue; and,

WHEREAS; The signs would be for the purpose of increasing awareness of classes and the benefits of taking Winter/Summer session courses; and,

WHEREAS; The Student Services and Buildings Committee is charged with answering requests for sizes of this size; and,

WHEREAS; The Student Services and Buildings Committee determined that two of these banners would be allowed to be hung:

    Whitney Center – 134” w X 36” h. One sign to be hung along the railings with rope, where space permits. No holes, drilling, etc. will be used to secure the sign

    Cartwright Center – 240” X 116” – One larger sign hung from the grommets above the dish belt (same place as the last time); and

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants permission for these banners to be hung by UW-L Continuing Education until the first day of the Winter session and the first day of the last summer session.

BE IT FURTHER RESOLVED: the banners may be hung beginning one week prior to the beginning of registration for the term being publicized.

BE IT FURTHER RESOLVED: this policy is in place for three years and then it will need to be renewed.

__________________________  12-05-12  
David Wermedal  
President, Student Senate  
Vice-President, Student Association

__________________________  12-05-12  
Nick Bezler  
President, Student Association
SA1213-024: Resolution Supporting Adding Classified Staff as a University Governance Group in Wisconsin State Statute Chapter 36.09

DATE: 11/27/12
AUTHOR(S): Nick Bezier
SPONSOR(S): Austin Schoen

WHEREAS, classified staff are defined by the UW System as employees that fall under “blue collar, clerical, financial, information technology, and other non-instructional occupations”, and;

WHEREAS, recent state law has led to volatility in bargaining rights and union contracts for classified staff groups, and;

WHEREAS, classified staff are critical to the function of the university, and;

WHEREAS, classified staff are not recognized as a part of the university structure in Wisconsin State Statute as students, faculty and academic staff are;

THEREFORE BE IT RESOLVED, Wisconsin State Statute 36.09 be amended to include a clause recognizing the right of classified staff to organize themselves in a manner they determine and to select their representatives to participate in institutional governance, and;

BE IT FURTHER RESOLVED, the UW-L Student Senate encourages UW-L administration to continue working with the existing Classified Staff Council on issues of mutual interest to both parties, and;

BE IT FINALLY RESOLVED, this resolution be sent to the Chancellor’s office, and the offices of Representative Jill Billings and Representative Jennifer Shilling upon passage.
SA1213-025: Resolution Appointing New Senators

DATE: November 26th, 2012
AUTHORS: David Wermedal
CO-SPONSORS: Casey Kulinski

WHEREAS; the Student Senate requested vacant Senate seats be filled in order to have a more representative Body; and,

WHEREAS; the Student Association Vice-President replaces vacancies which need to be approved by the Student Senate as a whole; and,

WHEREAS; President Nick Bezier and Vice-President David Wermedal have received and reviewed applicants for the positions; and,

THEREFORE, IT BE RESOLVED; that the UW-L Student Senate approves the following members to fill the vacant seats:

Native American Student Association (NASA) Senator – Joe Shervey
At Large Senator- Andrew Kugle

_____________________________  _______________________
David Wermedal  Date
President, Student Senate  11-28-12
Vice-President, Student Association

_____________________________  _______________________
Nick Bezier  Date
President, Student Association 11-28-12
SA1213-026: Resolution Supporting Fiscal Year 2014 Allocable Budget Amount and Segregated Fee Rate

DATE: 11/30/2012
AUTHOR: Segregated University Fee Allocation Committee

WHEREAS; the Segregated University Fee Allocation Committee (SUFAC) is charged with oversight of all non-allocable and allocable university auxiliary budgets; and,

WHEREAS; SUFAC is charged with setting and managing allocable university budgets; and,

WHEREAS; SUFAC decides how best to appropriate funds to allocable entities; and,

THEREFORE, BE IT RESOLVED; that the Student Senate supports the total allocable budget amount of $920,533 for fiscal year 2014 at a segregated fee rate of $97.52 per student.
### ALLOCABLE BUDGET
**FISCAL YEAR 2013-14**

#### General:
<table>
<thead>
<tr>
<th>Approved Budget</th>
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<th>Art Exhibitions</th>
<th>Church Music</th>
<th>International Student Programs</th>
<th>Jazz Ensemble</th>
<th>Korean Performance Ensemble</th>
<th>LGBTQ</th>
<th>Marching Band</th>
<th>Multicultural Events</th>
<th>Orchestra</th>
<th>Outreach</th>
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#### Student Services and Building:
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<th>Club Sports General</th>
<th>Post-Season Budget</th>
<th>Recreation</th>
<th>Scholarship Honors Receptions</th>
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#### Scenarios:
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#### Variances:
| Change in Seg Fee | 0.0% |

### Other Financial Information:
- Riley Karlstrand, SUPAC Co-Chair
- Samantha Finley, SUPAC Co-Chair
- Date: 11-19-12

### Net Seg Fee:
| 905,033 |

### Net Seg Fee:
| 905,033 |
SA1213-027: Resolution Supporting Early Registration for Student Athletes

DATE: 12/3/12
AUTHOR(S): Olivia Hartwick
SPONSOR(S): Brian A. Manske, Christian Wendland

WHEREAS, the University of Wisconsin-La Crosse has a strong athletic tradition with great pride in their athletic representation and success; and,

WHEREAS, the student athletes are required to maintain a minimum of a 2.0 GPA along with strict credit requirements each semester in order to practice and compete; and

WHEREAS, the time commitment student athletes contribute to their respective sport is a minimum of 10 hours per school week, which does not include strength training and time in the athletic training room or any practice exceeding two hours per day; and

WHEREAS, the hours committed by student athletes all take place during academic hours (7:45am-9:00pm); and,

WHEREAS, the facilities used by the athletic department are only allocated for athletes during specific times; for example, Mitchell Fieldhouse can only be used for athletic purposes from 2:00pm-8:00pm (with 3:00pm-6:00pm being unavailable three days a week in fall/winter) as well as Mitchell gym can only be used from 3:00pm-7:00pm; and,

WHEREAS, the student athletes need to have these designated times slots available in order to achieve team camaraderie and practice/preparation necessary for competition, as there is little control over their athletic schedule; and,

WHEREAS, the early registration will give the student athletes more selection in their academic schedule, giving them the opportunity to achieve their highest potential in both academics and athletics.

WHEREAS, the motto of our university is “mens corpusque” meaning “of sound mind and body;” and,

THEREFORE BE IT RESOLVED, the University of Wisconsin- La Crosse Student Association supports early registration for student athletes in order to maintain and improve their academic and athletic contributions to the university; and,

BE IT FURTHER RESOLVED, that returning players, which, exempting graduating seniors, is approximately 350 students, or 3.84% of the student body, may be permitted to register at the top of their class, i.e. a student with a junior credit standing will register for classes at the top of the junior class list.

______________________________                  _________________________
David Wermedal Date
President, Student Senate Vice-President, Student Association

______________________________                  _________________________
Nick Bezier Date
President, Student Association
SA1213-028: Resolution Approving Early Registration for Military Veterans

DATE: November 30, 2012
AUTHOR(S): Brian A. Manske
SPONSOR: Olivia Hartwick, Nicholas Buroker

WHEREAS; the population of Military Veterans returning to college campus is increasing nationwide; and,

WHEREAS; Veterans of Operation Enduring Freedom/Operation Iraqi Freedom military campaigns make up .45% of the United States population; and,

WHEREAS; 2.5% of the current University Wisconsin-La Crosse student population is composed of Military Veterans, Dependents, and Reserve Officers’ Training Corps (ROTC) Cadets; and,

WHEREAS; there is current delay or lack of resources for Veterans returning from deployment for timely reintegration into society and transitioning to college; and,

WHEREAS; Veterans are continually facing Physical and Psychological Stress related to service, resulting in extraordinary appointments for support services on campus and through the Veterans Administration; and,

WHEREAS; many veterans currently struggle to identify appropriate courses, which may improperly result in poor academic performance; and,

WHEREAS; the magazine Government Issue Jobs (2011) article placed the University of Wisconsin-La Crosse in the top fifteen percent of Military friendly higher learning institutions nationwide; and,

WHEREAS; the University of Wisconsin-La Crosse has recently supported the student veteran population with the Veterans Center; and,

WHEREAS; although the University of Wisconsin-La Crosse has made strides in accommodating Veteran needs, there are many more problems yet to be solved; and,

WHEREAS; because Veteran students are by definition non-traditional students, it is more difficult to schedule classes that do not conflict with family and other responsibilities.

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association encourages University of Wisconsin-La Crosse Administration to approve early registration for all qualified Military Veterans, Dependents, and Reserve Officers’ Training Corps (ROTC) Cadets; and,

BE IT FURTHER RESOLVED; the Veteran Students receive early registration based class and semester rank indefinitely.
SA1213-029: Resolution Approving Graduating Military Veterans American Flag Style Graduation Stole during Ceremony

DATE: November 30th, 2012
AUTHORS:  Brian A. Manske
CO-SPONSORS: Derrick Sailor, Olivia Hartwick

WHEREAS; the Graduating Military Veterans in the past have been recognized with a stole containing red and white stripes along with a blue section at the ends containing white stars; and,

WHEREAS; the University of Wisconsin-La Crosse has been nationally recognized as a Military friendly University; and,

WHEREAS; the recognition of Military service upon graduation increases awareness of veterans’ successes at the University of Wisconsin-La Crosse; and,

WHEREAS; the achievement of our Veterans at the University of Wisconsin-La Crosse brings with it public perception of Leadership in Veteran Friendliness; and,

THEREFORE, BE IT RESOLVED; the University of Wisconsin-La Crosse Student Senate approves Military Veterans to wear a patriotic American flag style stole during commencement ceremony as depicted below.
SA1213-030: Granting Organizational Status to the Botany Club

DATE: 12/5/12
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a Botany Club and,

WHEREAS; the Botany Club has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; the Botany Club has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; the Botany Club has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for the Botany Club; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to the Botany Club, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.
SA1213-031: Resolution Approving Student Organization Grants

DATE: 12/5/12  
AUTHOR(S): Hannah Bresson  
SPONSOR(S): Student Organizations Committee

WHEREAS; the Student Organization Committee is charged with allocating grants to student Organizations

WHEREAS; at the end of each fiscal year the Organizations Committee sets the amount for student grants

WHEREAS; the Student Organizations Committee has approved the grant allocations in the attached document

THEREFORE, BE IT RESOLVED; that the Student Senate approves the organizational grant allocations in the attached document.
<table>
<thead>
<tr>
<th>Student Organization</th>
<th>Amount Requested</th>
<th>Amount Proposed</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
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<td>Active Minds (&quot;Laugh More&quot;)</td>
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<td>Chi Phi (Chi Phi Congress)</td>
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**Totals**

- Total Budget: $71,056.60
- Suggested Budget: $17,947.60
- Difference: $53,109.00

__Signature__  
David Wermedal  
President, Student Senate  
Vice-President, Student Association  
12-12-12

__Signature__  
Nick Bezier  
President, Student Association  
12-12-12
SA1213-033: Resolution Endorsing Segregated Fees, Room & Board Rates, and Non-Allocable Summary

DATE: 11/30/2012
AUTHOR: Segregated University Fee Allocation Committee

WHEREAS; the Segregated University Fee Allocation Committee (SUFAC) is charged with oversight of all non-allocable and allocable university auxiliary budgets; and,

WHEREAS; SUFAC is charged with oversight of the non-allocable university budgets; and,

WHEREAS; SUFAC provides student input on non-allocable budgetary matters; and,

WHEREAS; SUFAC endorses the presented Segregated Fees, Room & Board Rates, and Non-Allocable Summary, and

THEREFORE, BE IT RESOLVED; that the Student Senate supports the total non-allocable budget amount of 1,016.36 per student for fiscal year 2014 at a projected increase rate of 2.99%
SA1213-034: Resolution Approving the Request to Use the REC for Relay For Life

DATE: November 28, 2012  
AUTHOR: Emily Scheife  
SPONSOR: Student Services and Buildings Committee

WHEREAS; the American Cancer Society’s signature event is the annual Relay for Life, which is an overnight event, where participants raise money to benefit the American Cancer Society and walk around a track for 12 or 24 hours; and,

WHEREAS; this event incorporates students, faculty, and staff from La Crosse’s three colleges/universities, the University of Wisconsin-La Crosse, Viterbo University, and Western Technical College, as well as community members; and,

WHEREAS; previously, Relay For Life alternated between hosts Viterbo University and the University of Wisconsin-La Crosse, however, in 2006, the number of participants was approximately 1,100, which exceeded the building codes of Viterbo’s recreational facility; and,

WHEREAS; Relay For Life is requesting the use of the Martial Arts room, Multipurpose room 150, Aerobics Studio 101, indoor track, courts 1-4, and Field house 105, the first aid room, and the main lobby, on Friday, April 19th to Saturday April 20th, 2012 for the overnight event; and,

WHEREAS; Colleges Against Cancer understands it is responsible for all costs related to the event which would include staffing, custodial costs, supplies, and expenses associated with the event; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association approve the use of the Recreational Eagle Center on Friday, April 19th at 6:00 pm to Saturday April 20th at 6:00 am, 2012 for the use of the American Cancer Society’s Relay For Life.
SA1213-035: Resolution Approving Fall 2012 Green Fund Requests

DATE: February 4, 2013
AUTHOR(S): Riley Karlstrand and Samantha Finley
SPONSOR(S): Segregated University Fee Allocation Committee (SUFAC)

WHEREAS, the SUFAC is responsible for submitting finalized recommendations to the Student Senate; and,

WHEREAS, the Student Senate is required to approve all Green Fund requests; and,

THEREFORE, BE IT RESOLVED, that the Student Senate approve the fall 2012 Green Fund requests.
## Green Fund Budget

### Fall 2012

**SA1213-035: Resolution Approving Fall 2012 Green Fund Requests**

<table>
<thead>
<tr>
<th>Project</th>
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<th>Building</th>
<th>Amount Requested</th>
<th>JCES Approved</th>
<th>JCES Comment</th>
<th>SUFAC Approved</th>
<th>SUFAC Comment</th>
<th>Senate Approved</th>
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**Total**                  |                               |                      | **$98,195.00**   | **$85,195.00**|               | **$64,065.00** |               | **$64,065.00**  |

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**SA1213-035: Resolution Approving Fall 2012 Green Fund Requests**

David Wermedal  
President, Student Senate  
Vice-President, Student Association

Nick Bezier  
President, Student Association

Date: 02-13-13
SA1213-036: Resolution Approving Nobacco ’13 Referendum Language

Date: 2/15/2013  
Author: Riley Karlstrand  
Sponsors: Jordan Wileman, Jessie Welton, Nicole Breunig, Casey Kulinski,

WHEREAS, the current campus smoking policy is ineffective;

WHEREAS, a group of students, as well as the Wellness Center are running a Nobacco ’13 campaign;

WHEREAS, the campaign calls for a change in the University of Wisconsin-La Crosse smoking policy UWS 18.08(6)(11);

WHEREAS, this proposed policy change greatly affects the student population at UW-L,;

WHEREAS, students deserve the right to vote on the policy;

THEREFORE BE IT RESOLVED, that a referendum shall be held during the Spring 2013 Student Association elections giving the students the opportunity to decide if they want a tobacco-free campus;

THEREFORE BE IT FURTHER RESOLVED, the Referendum question is as follows:

1.0 Policy/Purpose: The University of Wisconsin-La Crosse acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. In light of the health risks, and in support of a safe and healthy learning and working environment, the University of Wisconsin-La Crosse has set the following tobacco-free campus policy to be implemented on July 1, 2013. This policy supersedes University of Wisconsin-La Crosse smoking policy UWS 18.08(6)(11).

The purposes of this policy are to reduce harm from secondhand smoke, provide an environment that encourages persons to be tobacco-free, establish a campus culture of wellness and environmental responsibility, and promote a tobacco-free future. For the purpose of this policy, “tobacco” is defined to include any lighted cigarette (such as clove, bidis, kretexs), cigars, pipes, and hookah products; any other smoking products (such as e-cigarettes); and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff, or snus, in any form (such as orbs, sticks, pellet, etc.).
Smoking or the use of other tobacco products (see above) is prohibited on all campus grounds (college owned, controlled, and/or leased); college owned or leased properties; and campus owned, leased, or rented vehicles. This includes but is not limited to all university streets and sidewalks, parking lots, landscaped areas, outdoor athletic facilities, and recreational areas; at lectures, conferences, meetings, and social events held on campus property or campus grounds. Smoking or the use of other tobacco products is also prohibited in the interior of all buildings, including campus residence halls.

This policy applies to all faculty, staff, students, contractors, vendors, and visitors during and after campus hours at all University of Wisconsin-La Crosse sites.

2.0 Responsibilities: All University of Wisconsin-La Crosse faculty, staff, and students are responsible for compliance and for advising visitors of the policy.

All administrators, deans, directors, department chairs, and supervisors are responsible for communicating the policy to everyone within their areas of responsibility.

Sufficient signage will be posted to inform members of the campus community and its visitors, including contractors and vendors, of the policy.

Cessation information for students, faculty, and staff is available in the Student Health Center, Student Life Office, Counseling and Testing, and Human Resource Office to those who would like to end their use of tobacco products.

The Office of Student Life and Wellness Resource Center in consult with the Chancellor’s is responsible for determining policy applicability and will answer policy-related questions.

3.0 Enforcement: Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students to not only comply with the policy, but also to encourage others to comply in order to promote a healthy and clean environment in which to work, learn, and live. The success of this policy will depend on the courtesy, respect, and cooperation of users and non-users of tobacco products.

This policy does not apply to the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC, sections 1996 and 1996a. All ceremonial use, exceptions must be approved in advance by the Student Life Office.
SA1213-037: Resolution Approving the Use of the Recreational Eagle Center for AAU Girls Basketball Tournament

DATE: February 22, 2013
AUTHOR(S): Madeline Reed
SPONSOR(S): Student Services and Building Committee

WHEREAS, the University of Wisconsin La Crosse Student Senate Student Services and Buildings Committee has the purpose of making recommendations to the Student Senate concerning services and building funded by the Student Association; and,

WHEREAS, the Recreation Eagle Center is funded by student Segregated Fees in consultation with the University of Wisconsin La Crosse Student Association; and,

WHEREAS, the University of Wisconsin La Crosse Student Services and Buildings Committee approved the use of the Recreational Eagle Center for an AAU Girls’ Basketball Tournament on April 6th and 7th unanimously; and,

THEREFORE BE IT RESOLVED, that the Student Association approves the use of the Recreational Eagle Center for the AAU Girls’ Basketball Tournament on April 6th and 7th; and,

THEREFORE BE IT FURTHER RESOLVED that this resolution be forwarded to Sue White, the Director of Recreational Sports.

David Wermedal
President, Student Senate
Vice-President, Student Association

Nick Bezier
President, Student Association

03-06-13
Date
SA1213-038: Resolution Approving Class Picture Location

DATE: February 22, 2013
AUTHOR(S): Madeline Reed
SPONSOR(S): Student Services and Buildings Committee

WHEREAS; starting Fall 2012 a picture of each incoming freshmen class will be taken at Freshmen Orientation; and,

WHEREAS; the Student Services and Buildings Committee was charged with designating a location for the placement of this photo; and,

WHEREAS; the Student Services and Buildings Committee voted to place the photo on the wall adjacent to the entrance of Valhalla in the Cartwright Center; and,

THEREFORE BE IT RESOLVED; the Student Association approves the placement of the freshmen class photo for each year’s class on the wall adjacent to the entrance of Valhalla; and,

THEREFORE BE IT FURTHER RESOLVED, that this resolution be forwarded to Larry Riggenberg the Direct of University Centers and Jennifer Hartzheim the First-Year Experience/Student Success Coordinator.
SA1213-039: Granting Organizational Status to the Curling Club

DATE: March 5, 2013
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a Curling Club and,

WHEREAS; the Curling Club has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; the Curling Club has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; the Curling Club has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for the Curling Club; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to the Curling Club, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.
SA1213-040: Granting Organizational Status to Speak Easy

DATE: March 5, 2013
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming Speak Easy and,

WHEREAS; Speak Easy has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; Speak Easy has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; Speak Easy has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for Speak Easy; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to Speak Easy, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.
SA1213-041: Resolution Amending Green Fund Bylaws

DATE: 2/23/13
AUTHOR(S): Adrian Moreno, Allison Thaiss, Ian Wright
SPONSOR(S): Hannah Bresson

WHEREAS, the University of Wisconsin La Crosse Student Senate is charged with duty to encourage student involvement and ability for students to access involvement.

WHEREAS, current Green Fund Bylaws are preventing student involvement with student funds.

WHEREAS, the below amendments to the Green Fund Bylaws provide an accessibility that previous Bylaws fail to do.

THEREFORE BE IT RESOLVED, The Green Fund bylaws amended to include the following changes:

4.4 An allocation of $20,000 per year from the green fund will be administered by JCES (Joint Committee for Environmental Sustainability) and Green Fund Coordinator. $10,000 will be allocated for Fall semester and the remainder of the $20,000 that is unspent will be allocated to Spring semester.

4.5 JCES and Green Fund Coordinator determine eligibility of applications for green fund mini grant requests.

4.6 No grant is to exceed $2,000 per project.

4.7 Green Fund mini grants will be limited to currently enrolled UW-La Crosse student applicants.

4.8 Green Fund mini grant requests will be required to meet the same criteria as regular green fund applications.

4.9 Mini grants will be exempt from 4.1, 4.2, 4.3 of section 4.
GREEN FUND BYLAWS

Article I. Purpose
The Green Fund exists in order to fund projects that promote the ideals and practices of environmental sustainability at the University of Wisconsin La Crosse. It is funded by student segregated fees and can be used for projects that promote sustainability on campus, including but not limited to: renewable energy, waste reduction and recycling initiatives, and energy efficiency projects.

Article II. Green Fund Funding Criteria

Section 1. Collection of Green Fund
Each semester starting in the Fall of 2013, an amount up to $7 will be collected from each University of Wisconsin La Crosse student and placed into the Green Fund, totalling $60,000 per semester. The amount collected per student per semester will vary as the amount of students varies each semester, but the total amount placed into the Green Fund each semester will always total $60,000, unless the “Cap” described in Article II Section 5 is reached.

Section 2. Eligibility for Funding
The Environmental Sustainability Reserve, or “Green Fund” can be used to fund projects for both GPR and non-GPR facilities, including but not limited to:

- Residence Halls
- Cartwright Center
- The Recreational Eagle Center
- Whitney Center
- Veteran’s Memorial Stadium
- Academic Buildings

The fund cannot go towards:

- Bikes and bike racks
- Trees
- Landscaping not related to gardens, rain gardens and green roofs
- Items typically included in other entities’ ongoing budgets

Section 3. Evaluation Criteria for Proposed Projects

Highest Priority

- Impact on carbon footprint: including reduced energy usage through efficiency and renewable energy
- Collaboration with other organizations: through funding matches, joint planning, or in the execution of the project
- Visibility: that projects be conspicuous and noticeable
- Innovation: new initiatives not typically funded by other entities

Medium Priority:

- Size of project: projects with greater magnitude preferred
- Educational value: increasing student understanding of environmental issues or actions
- Possibility for future expansion: growth from a pilot into a standing program

Other important considerations:

- Purchasing ethics: considerations such as fair trade, etc.
- Support of local/sustainable businesses

Section 4. Earmarking of Funds
4.1. Funds may be earmarked for large projects not to exceed Sixty percent of the funds collected during the academic year.
4.2. Funds for a single project may only be earmarked for four academic years.
4.3. In the event that the Green Fund Referendum fails, the earmarked funds for ongoing projects will continue to be collected until the full balance of the project has been paid in full. During this time, no further proposals will be accepted.

Section 5. Cap on Funds
5.1 In the event that the amount of non-allocated funds accumulate in the Green Fund reaches or exceeds double the amount collected each year ($240,000) at the end of a semester, funds will not be collected for the next semester. If the $60,000 is scheduled to be collected during a given semester and would put the total amount of non-allocated funds over $240,000, funds will only be collected to bring the total up to $240,000. Using the method outlined above, the non-allocated funds within the Green Fund shall not exceed $240,000. After this process occurs, if the fund is spent down below the $240,000 limit, funds will then be collected again in accordance with Article 2, Section 1.
5.2 Non-allocated funds are defined as funds that have not been specifically designated for a purpose. Funds that have been earmarked for a future project or have been allocated to a project that has not been completed are not considered non-allocated funds.

Article III. Green Fund Grant Review Process

Section 1. Application Deadlines
There shall be one application deadline per semester. The deadlines are to be set by the Green Fund Coordinator.

Section 2. Application Review Process
- Green Fund Grant Proposals will be first reviewed by the Joint Committee for Environmental Sustainability. Proposals will be reviewed and assessed. Proposals meeting criteria may be strengthened before being forwarded to the Segregated University Fee Allocation Committee.
- The Segregated University Fee Allocation Committee will review and assess Green Fund Grant Proposals for value before forwarding them to the Student Senate. The Segregated Fee Allocation Committee is responsible for allocating segregated fees paid by students as defined by the Board of Regents Policy.
- Final Green Fund Grant Proposals are presented to the Student Senate as a whole, discussed, and voted on for final funding.

Article IV. Green Fund Coordinator

Section 1. Hiring of the Green Fund Coordinator
1.1 Applications for Green Fund Coordinator are prepared, made available to students, and received by the University Centers office in the beginning of March during the semester preceding the beginning of the Green Fund Coordinator’s term.
1.2 Only applicants enrolled as students at the University of Wisconsin La Crosse for a minimum of 6 credits shall be considered as applicants.
1.3 The Director of University Centers, one University Centers graduate student, and the current Green Fund Coordinator will review applications and interview candidates during the first two weeks in April. They will then nominate the candidate seen as most capable of performing the duties of the Green Fund Coordinator.
1.4 The nominee for Green Fund Coordinator must be approved by the Student Senate.

Section 2. Compensation of the Green Fund Coordinator
The Green Fund Coordinator shall be paid a salary of $1,000 per semester out of the Green Fund. They are expected to work an average of 10-15 hours per week performing their duties outlined in Article IV, Section 3.

Section 3. Duties of the Green Fund Coordinator

- The Green Fund Coordinator’s duties are as follows:
  - Monitor the progress of current Green Fund projects.
  - Attend all Joint Committee for Environmental Sustainability Meetings as a non voting committee member.
  - Assist students, faculty, and staff with Green Fund projects and applications.
  - Prepare an annual report at the end of each school year of the Green Fund’s expenditures and funded projects and put information about each project on the UW-L website.
  - Research and prepare one or two applications for possible Green Fund projects. The priority of the Green Fund Coordinator should be to prepare an application for a large capital project of a type that has not yet been funded.
  - Meet with the Vice Chancellor for Administration and Finance and representatives from the Department of Facilities Planning and Management regularly while preparing the abovementioned application for a large capital project.
  - Attend SUFAC and Student Senate meetings in which Green Fund proposals are being discussed and answer questions pertaining to the proposals.
  - Set the deadline for the Green Fund proposals. There shall be one proposal in the Fall Semester and one proposal in the Spring Semester of each academic year.

Section 4. Mid-term replacement of the Green Fund Coordinator

4.1 The Director of University Centers and the graduate student responsible for overseeing the Green Fund Coordinator will monitor the progress of the Green Fund Coordinator. If the Green Fund Coordinator is not performing the above duties, they reserve the right to remove the Coordinator. The results of the vote shall be forwarded to the Student Association President and Vice President within five business days.

4.2. In the event that the Green Fund Coordinator resigns or is removed, an interim Green Fund Coordinator may be appointed by University Centers and approved by Student Senate to fulfill the remainder of the term, foregoing the application process.

4.4 An allocation of $20,000 per year from the green fund will be administered by JCES (Joint Committee for Environmental Sustainability) and Green Fund Coordinator. $10,000 will be allocated for Fall semester and the remainder of the $20,000 that is unspent will be allocated to Spring semester.

4.5 JCES and Green Fund Coordinator determine eligibility of applications for green fund mini grant requests.

4.6 No grant is to exceed $2,000 per project.

4.7 Green Fund mini grants will be limited to currently enrolled UW-La Crosse student applicants.

4.8 Green Fund mini grant requests will be required to meet the same criteria as regular green fund applications.

4.9 Mini grants will be exempt from 4.1, 4.2, 4.3 of section 4.

Article V. Green Fund Referendum

Every five years following a referendum, another referendum shall be conducted to ask students if the fee should continue. If a referendum fails and funds have already been earmarked for ongoing projects, the guidelines found in Article II Section 4.3 shall be followed.

Article VI. Bylaw Amendment

Amendments to the Green Fund Bylaws may be made by a ⅔ vote in the Student Senate.
SA1213-042: Resolution Expressing Support for a UW-La Crosse Campus Garden

DATE: 3/12/13
AUTHOR(S): Allison Thaiss, Ian Wright, Adrian Moreno
SPONSOR (S): Hannah Bresson

WHEREAS, The University of Wisconsin-La Crosse is recognized for its commitment to fostering a healthy campus, which is reflected in our academic programs, our athletic and recreational opportunities, and in our motto, mens corpusque (body and mind); and,

WHEREAS, Chancellor Gow signed the Talloires Declaration, a declaration that institutions of higher learning will be world leaders in developing, creating, supporting and maintaining sustainability; and,

WHEREAS, A campus garden is a natural fit to bring together UW-La Crosses health and sustainability initiatives; and

WHEREAS, A campus garden would be a highly visible representation of UW-La Crosse’s commitment to teaching students the importance of living a sustainable, healthy, and active lifestyle.

THEREFORE BE IT RESOLVED, The UW-La Crosse Student Association fully expresses its support of the UW-La Crosse campus garden initiative as an important way for UW-La Crosse to demonstrate their commitment towards campus sustainability.
SA1213-043: Resolution Recommending that the NetID Password Expiration Policy Be Repealed

DATE: 3/20/2013
AUTHOR(S): Nicholas Buroker
SPONSOR(S): Jeffery Brown, Riley Karlstrand, Kaylee Otterbacher, Madeline Reed

WHEREAS, a student’s NetID password must be changed every 120 days.

WHEREAS, a student’s WINGS and EagleApps passwords are never required to be changed.

WHEREAS, the algorithmic complexity of a brute force attack on a password is $O(S^L)$ where $S =$ size of the character set used, and $L =$ the chosen length of the password.

WHEREAS, changing a password while keeping constraints the same doesn't increase the algorithmic complexity.

WHEREAS, the students have the ability to change their passwords at any time, and as frequently as desired.

WHEREAS, constantly changing passwords trends toward more simple and easily remembered passwords that in turn make the passwords easier to crack.

THEREFORE BE IT RESOLVED, We recommend that the administration revise the NetID password policy making the NetID password never expire.
SA1213-044: Resolution Approving Academic Initiatives Oversight Committee (AIOC) Meeting Standing Time

DATE: March 13, 2013
AUTHOR(S): Nicole Breunig, Jessie Welton
SPONSOR(S): Academic Initiative Oversight Committee

WHEREAS, AIOC has traditionally met at 4:30 pm on Tuesdays; and,

WHEREAS, AIOC’s standing committee time has allowed members to better plan their schedules resulting in higher attendance rate; and,

WHEREAS, SUFAC has a high attendance rate due to their exception to the removal of standing times; and,

WHEREAS, SUFAC’s standing time was an exception because it is a budget committee; and,

WHEREAS, AIOC is also a budget committee with a budget of approximately $1.4 million; and,

THEREFORE BE IT RESOLVED, AIOC be given the standing time of 4:30 pm on Tuesdays.
SA1213-045: Resolution Approving Dining Services Contract 7.13.1 Violation Policy

DATE: March 29, 2013
AUTHOR(S): Madeline Reed
SPONSOR(S): Student Services and Buildings Committee

WHEREAS, Section 7.13.1 of the Sodexo Food Service Contract provides Sodexo with exclusive rights to all dining services on campus including catering; and,

WHEREAS, Section 7.13.1 has been violated by recognized University of Wisconsin La Crosse student organizations; and,

WHEREAS, Student Services and Buildings Committee received a briefing of the violations and policy from the Dr. Mary Beth Vahala from the Dining Services Committee; and,

WHEREAS, currently there is no documented procedure regarding policy violation; and,

WHEREAS, the Student Services and Buildings Committee approved the proposed enforcement policy unanimously; and,

THEREFORE BE IT RESOLVED, the Student Association approves the following policy in response to violations of Section 7.13.1 of the Food Service Contract:

1. First Offense: Documented notification of violation of policy and one-on-one meeting with University Centers Associate Director and Dining Services Committee Adviser.
2. Second Offense: Loss of reservation rights for one semester.
   a. Violations after the first 60 days of the semester will result in loss of reservation right for the current and successive academic semester.
3. Third Offense: Loss of recognized organizational status for one year after date of violation.

Violation count will be reset after one full year of recognized organization status without violations.
*J-term and Summer academic sessions will not be counted as “semesters”.

THEREFORE BE IT FURTHER RESOLVED, a copy of this resolution be sent to Dr. Larry Ringgenberg, Dr. Mary Beth Vahala, and Karen Daniel.
SA1213-046: Resolution Supporting State Legislation for Responsible Action

DATE: April 10, 2013
AUTHOR(S): Chelsea Fischer
SPONSOR(S): Hannah Bresson, Nicole Breunig, Nicholas Buroker, Riley Karlstrand, Brady Long, Jessie Welton, Jordan Wileman

WHEREAS; Under current Wisconsin law, a person who has not attained the legal drinking age of 21 years and who is not accompanied by his or her parent, guardian, or spouse who is at least age 21 (underage person) may not:
   1) Procure or attempt to procure alcohol beverages from an alcohol retailer,
   2) Possess or consume alcohol beverages on licensed retail premises or knowingly possess or consume alcohol beverages elsewhere,
   3) Enter or be on licensed retail premises, subject to various exceptions,
   4) Falsely represent his or her age to obtain alcohol beverages from a retailer (underage violation)

WHEREAS; A person who commits an underage violation is subject to various penalties, including a forfeiture ranging in amount from $200 to $1,000 depending on the number of prior underage violations the person has committed,

WHEREAS; Underage students, who have consumed alcohol, may be dissuaded to call on behalf of an impaired individual in need of medical attention or law enforcement because of the disciplinary ramifications to be taken against them,

THEREFORE, BE IT RESOLVED; the UW-L Student Senate urge the Wisconsin State Senate and Wisconsin State Assembly to craft legislation that states an underage person may not be issued a citation for, or be convicted of, an underage violation if the following apply to the situation:
1) A law enforcement officer has contact with the underage person because the underage person requested emergency medical assistance for himself, herself, or for another person.

2) A law enforcement officer has contact with the underage person because the underage person requested law enforcement assistance to report, request investigation of, or prevent a possible crime.

3) The underage person remains at the scene until emergency medical assistance or law enforcement assistance arrives, and thereafter, cooperates with providers of emergency medical assistance or law enforcement assistance. However, this requirement does not apply if the underage person is the person in need of emergency medical assistance and lacks capacity to cooperate.

THEREFORE, IT BE FURTHER RESOLVED; the UW-L Student Senate urge the Wisconsin State Senate and Wisconsin State Assembly to craft legislation that does not prohibit college or university campuses from requiring wellness checks or other educational programs after the above mentioned situations arise.

THEREFORE, IT BE FURTHER RESOLVED; the Student Association President inform Senator Jennifer Shilling and her staff; Assemblywomen Jill Billings and her staff; UW-La Crosse police and Police Chief Scott Rohde; Vice Chancellor of Student Affairs Paula Knudson; Jason Bertrand and the Wellness Resource Center of this resolution upon passage.
SA1213-047: Granting Organizational Status to Hockey Club (Men’s)

DATE: April 24, 2013
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a Hockey Club (Men’s) and,

WHEREAS; the Hockey Club (Men’s) has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; the Hockey Club (Men’s) has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; the Hockey Club (Men’s) has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for the Hockey Club (Men’s); and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to the Hockey Club (Men’s), granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.
SA1213-048: Resolution Approving Spring Commencement Speakers

DATE: 4/17/2013
AUTHOR(S): Jared Torkelson
SPONSOR(S): Kyle Slaby

WHEREAS, The Academic Affairs is in given the task of deciding the speakers at each commencement ceremonies,

WHEREAS, graduating Seniors that applied to speak at the 2013 Spring Commencement Ceremony gave their speeches to the committee,

WHEREAS, All of the speeches were very well written and performed by each applicant,

WHEREAS, two speakers were chosen,

THEREFORE BE IT RESOLVED, Saskia Richter and Mary Coan will speak at the two 2013 Spring Commencement Ceremonies.
SA1213-049: Resolution Amending the Legislative Affair Committee Bylaws

DATE: 4/17/2013
AUTHOR(S): James Dirth, Chelsea Fischer
SPONSOR(S): USSA/UC Taskforce

WHEREAS; The USSA/UC Taskforce in a 5-0 decision

WHEREAS; the USSA/UC Taskforce recommended that steps be taken to increase oversight and accountability of United Council and United States Student Association,

WHEREAS; the Legislative Affairs Committee bylaws state that the purpose of the Legislative Affairs Committee is to look over all governing documents and entities that SA interact with,

THEREFORE BE IT RESOLVED, that the Legislative Affairs Committee’s bylaws be amended to include the following under responsibilities:

IV. Assess both UC and USSA and decide if any resolution regarding, joining or leaving, should be pursued of either organization.

V. Assess other organizations that could represent UW-L and UW-L SA on a state or federal level, and decided if any resolution should be pursued to join as members.
ARTICLE I: NAME

Section I: Name- The name of this committee shall be the Legislative Affairs Committee, a standing committee of the Student Senate (UW-L Student Association).

ARTICLE II: PURPOSE

Section I: Purpose- The purpose of the Legislative Affairs Committee is to advise the Student Association on issues regarding its governing documents.

ARTICLE III: MEMBERSHIP

Section I: Voting Members

a) Student Representatives- The student membership shall consist of seven (7) students, at least four (4) being senators, at least one (1) being a student chosen at-large, and one (1) preferably being a graduate student.
b) Faculty- The faculty membership shall consist of four (4) faculty appointed by the Faculty Senate.
   i) One (1) faculty appointee shall be from the Political Science Department.
c) Academic Staff- The academic staff membership shall consist of the Dean of Students or a designee.

Section II: Non-Voting Members

a) Student Representatives- The non-voting student membership shall consist of the Student Association Parliamentarian.

Section III: Elections

a) Officers- The committee shall elect a chairperson, a vice-chairperson, and a secretary from its membership. This will be done by the end of the first meeting of the year by a majority cast for each office.
b) Terms- The officers shall serve for one (1) academic year and their term shall begin immediately after election.
c) Vacancy- If a vacancy of the chairperson occurs; the vice-chair person shall assume the office of chairperson. If the office of the vice-chairperson is vacated, a new vice-chairperson shall be elected by the same election process.
d) Eligibility- All officers shall be students.

ARTICLE IV: RESPONSIBILITIES

Section I: The committee will maintain the constitution of the Student Association and the by-laws of the Student Senate and its committees.

Section II: The committee will submit an annual written summary and review of the committee’s activities to the Student Association.
Section III: The committee will investigate impeachment charges brought forth against members of the Student Association and present their findings to the Student Senate.

Section IV: Assess both UC and USSA and decide if any resolution regarding, joining or leaving, should be pursued of either organization.

Section V: Assess other organizations that could represent UW-L and UW-LSA on a state or federal level, and decide if any resolution should be pursued to join as members.

ARTICLE V: DUTIES OF OFFICERS

Section I: Chairperson
   a) Call meetings of the committee.
   b) Preside at meetings of the committee.
   c) Prepare and establish an agenda for the committee.
   d) Act as an official representative of the committee.
   e) Serve as an ex-officio member of all sub-committees of the committee.
   f) Make reports to the Student Senate regarding committee actions.
   g) Excuse or not excuse all absences of the committee members.

Section II: Vice-Chairperson
   a) Preside at meetings of the committee in the absence of the chairperson.
   b) Assume the position of the chairperson if the chairperson becomes unable to perform the duties of office.
   c) Excuse the chairperson from meetings of the committee.
   d) Carry out any reasonable instructions of the chairperson.

Section III: Secretary
   a) Record the minutes of all meetings of the committee.
   b) Distribute all minutes to the committee and shall provide a copy of the minutes to the Student Association office.
   c) Maintain a file of committee minutes from the beginning of the year.
   d) Take attendance at all committee meetings.

ARTICLE VI: COMPENSATION

Section I: Compensation of Committee Members- The committee chair will be compensated for his or her work on the committee based on the discretion of the UWLSA President.

ARTICLE VII: VOTING

Section I: Quorum- A quorum will consist of a simple majority (half of the members plus one) of the voting members.

Section II: Motions- Action of the committee shall be by a majority vote.

ARTICLE VIII: MEETINGS

Section I: Convening the First Meeting- It shall be the Vice-President of Student Association’s duty to appoint a student member of the committee to convene the committee of each academic year within the first three (3) weeks.

Section II: Meetings- Meetings shall be held as needed at the discretion of the chairperson during the academic year.
Section III: Special Meetings

a) Special meetings may be called by the chairperson by providing written notice to all committee members within twenty-four (24) hours.

b) The Legislative Affairs Committee may create subcommittees as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Legislative Affairs Committee, and all policies and procedures must be approved by the Legislative Affairs Committee.
Section IV: Open Meetings- All meetings will be held in compliance with the Wisconsin Open Meeting Law.

Section V: Parliamentary Procedure- Robert’s Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct
a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.
c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

ARTICLE IX: ATTENDANCE

Section I: Absences- Members shall be allowed two (2) unexcused absences. An unexcused absence will be defined as any absence where the Chair of the committee is not notified prior to the meeting missed. A third unexcused absence will be considered abandonment of the committee and will result in dismissal.

ARTICLE X: IMPEACHMENT PROCEEDINGS

Section I: Investigation-
 a) An investigation for impeachment of a member of the UWLSA will be conducted if the qualifications for such are met as stated in the UWLSA by-laws.
b) Prior to the following Wednesday after the impeachment investigation resolution passes the Student Senate, the Legislative Affairs Committee will convene to hear testimony from the accused and the accuser.
  1. The investigation will be conducted in closed session.
  2. The session will be recorded.
  3. The Student Association Advisor will be present.
  4. Each party will be given 5 minutes to make an opening statement and will then have up to 30 minutes to answer questions; the accuser will go first.

Section II: Findings-
 a) The Legislative Affairs Committee will consider all evidence provided for and against the accused party and will meet to deliberate to determine whether or not impeachment is warranted or if a different form of reprimand would be more appropriate.
b) The committee will then present their findings in the form of a binding resolution to the Student Senate.
c) If the committee chooses to impeach the individual or impose a different form of reprimand, the Student Senate must approve the decision by a two-thirds (2/3) vote. If the committee chooses not to impeach, the Student Senate may choose to reopen the investigation with a majority vote.

ARTICLE XI: AMENDMENTS

Section I: Amendments- Amendments to the Legislative Affairs Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

7/29/86
Revised 12/92
Revised 11/08
Revised 4/2010
Revised 5/2011
Revised 4/2013
SA1213-050: Resolution Amending the Legislative Issues Director Bylaws

DATE: 4/17/2013
AUTHOR(S): James Dirth, Chelsea Fischer
SPONSOR(S): USSA/UC Taskforce

WHEREAS; the USSA/UC taskforce voted 5-0 in favor of amending the Legislative Issues Director Bylaws,

WHEREAS; the taskforce recommended that more steps be taken to improve communications and the relationship between UC and UW-L SA,

WHEREAS; the Legislative Issues Director’s bylaws currently state that they must work directly with UC,

THEREFORE, BE IT RESOLVED; that the Legislative Issues Director Bylaws add under the current duties to state,

12. Act as the primary liaison between United Council of Wisconsin Students and UW-L Student Association.
13. Attend as many UC conventions as their schedule permits.
14. Report to UW-L SA about any appropriate updates about UC that are worth considering for the Senate body.

David Wermedal
President, Student Senate
Vice-President, Student Association

Nick Bezier
President, Student Association

04-24-13
Date
BY-LAWS OF THE UW-L STUDENT ASSOCIATION BOARD OF DIRECTORS

ARTICLE I: PURPOSE

SECTION I: PURPOSE

To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these By-Laws. Also, the Board of Directors shall act as an advisory body to the President and Vice-President, and shall assist in the creation and implementation of all legislation passed through the Student Association.

ARTICLE II: MEMBERSHIP

SECTION I: VOTING MEMBERSHIP

The voting membership of the Board of Directors shall consist of the following: President, Vice-President, Chief Financial Officer (CFO), Director of Public Relations, Director of Local Affairs, Gender Issues Director, Legislative Issues Director, Shared Governance Director, Social Justice Director, and Environmental Sustainability Director; from which a Chair of the Board shall also be elected.

SECTION II: NON-VOTING MEMBERSHIP

The Get Out the Vote Director, Parliamentarian, and Secretary of the UWLSA shall be non-voting members of the Board.

SECTION III: ELIGIBILITY

The members of the Board of Directors, at the time of their appointment, and throughout their time in office, shall be at least half-time students, be in good academic standing at the University of Wisconsin-La Crosse as defined in the current UW-L General Catalog, and shall not simultaneously be a member of the Board of Directors and a member of the Legislative or Judicial Branch of the UWLSA.

SECTION IV: SELECTION

All candidates for positions on the Board of Directors shall submit their applications to the UWLSA President and/or Vice-President on or before a deadline set by the UWLSA President and/or Vice President. For Social Justice Director, no less than two (2)
applicant recommendations will be forwarded to the President and Vice-President from the Diversity Organization Coalition. The President and Vice-President shall then review all applications and select the most suitable candidate for each position and submit the chosen names to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

SECTION V: TERMS

The terms of office for the members of the Board of Directors shall be from the time of their appointment until the end of the current Student Association session, or until a member is removed from office, becomes ineligible to hold the office, or departs from his/her office for any reason.

SECTION VI: OATH OR AFFIRMATION

Before entering into his/her respective offices, each member appointed to the Board of Directors shall take the following Oath or Affirmation, administered by the President of the UWLSA: "I, (Name), do solemnly swear (or affirm) that I shall uphold the Constitution of the University of Wisconsin-La Crosse Student Association and the Office of (Elected Position) with integrity and honor, and, I swear (or affirm) that I shall promote, protect, and defend the best interests of the students of this University and those powers given to students by Section 36.09(5) of the Wisconsin State Statutes”.

SECTION VII: VACANCIES

If at any time a member of the Board of Directors resigns or is removed from office, either due to loss of eligibility or failure to fulfill his/her duties, the President of the UWLSA shall re-open the application process for the position to all students eligible for office and, within three weeks of the vacancy, shall select a new member to the office. Upon selection the President shall submit the name of the candidate to the Senate to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

SECTION VIII: REMOVAL FROM OFFICE

Any Board of Directors member shall be removed immediately from office upon a two-thirds (2/3) vote of the remaining Board of Directors members or by impeachment by the Student Senate, if convicted of a major violation of national, state, or local laws; of violation of major University of Wisconsin-La Crosse policies; or failure to uphold this Constitution, appropriate By-Laws, or legislation passed by the UWLSA; of failure to conduct themselves in a manner consistent with this Constitution; or of any abuses of power.
ARTICLE III: POWERS AND DUTIES

SECTION I: GENERAL DUTIES OF DIRECTORS

A. To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these by-laws,
B. To attend all meetings associated with their position,
C. To represent all issues that are being worked on for the Student Association in a non-partisan manner,
D. To report problems and suggest changes to these by-laws to the Executive Officers and Student Senate,
E. To write an end-of-term director report for the individual that is filling his/her position,
F. All duties pertaining to national, local, and university organizations referenced Article III, Section II will only apply in times of affiliation or existence,
G. Collaborate with other directors when possible.

SECTION II: SPECIFIC DUTIES OF DIRECTORS

The specific duties of each Board of Directors member are as follows:

A. Chair of the Board: It is the Chair’s responsibility to ensure all board members are fulfilling the duties outlined within these by-laws. The chair shall lead the board through delegation with any additional projects or tasks the group may take on throughout the year. Ultimately, the Chair should create a team environment within the board. It shall be the duty of the Chair of the Board to:
   1. Organize board meetings as necessary,
   2. Plan agenda for board meetings,
   3. Assist in the following years hiring process as needed,
   4. Meet with each director in attempt to set and reach goals,
   5. Facilitate updating of director training guides, as necessary,
   6. Facilitate updating of these by-laws in regards to director descriptions, as necessary,
   7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

B. Chief Financial Officer (CFO): Monitor all financial transactions of the Student Association. Be a member of the Board of Directors and Chair/Vice-Chair of the Segregated University Fee Allocation Committee. Report directly to the President and Vice President. It shall be the duty of the CFO to:
1. Prepare the Student Association’s annual budget in conjunction with President,
2. Be available for explaining questions or concerns Senators or their constituents may have regarding the Student Association budget or other monetary subject matters,
3. Monitor the Student Association account activity,
4. Explain and implement procedures regarding funding as needed,
5. Analyze and provide reliable feedback to proposed plans or initiatives relating to Student Association fiscal issues,
6. Educate groups as to the workings of the Student Association budgetary process,
7. Be in charge of UWLSA Director payroll as outlined in Article IV: Compensation
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

C. Director of Public Relations (PR): The Director of PR will be responsible for communication with the entire campus and community on behalf of Student Association. Duties may include writing press releases, setting up news conferences, and producing publicity for SA campaigns and events. The PR Director will report directly to the President and Vice President but will work closely with all of the SA directors and senators. It shall be the duty of the PR Director to:
   1. Produce and assist in distribution of publicity for campaigns and events. Publicity could include but is not limited to press releases, fliers, table tents, posters, and electronic communication,
   2. Assist the UWLSA executive, legislative and judicial branches in establishing and maintaining an efficient line of communication with them and their constituents,
   3. Utilize a variety of resources on campus at UW-L to help inform the student body about weekly Student Association discussions and decisions,
   4. Contact the La Crosse Tribune's Higher Education reporter, and other members of the local media, to inform him/her about meetings, open forums, and any important Student Association topics/decisions,
   5. Help in fielding any questions from local/national media outlets,
   6. Maintain the UWLSA website,
   7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

D. Director of Local Affairs (DoLA): The Director of Local Affairs is a liaison position which to maintain good communication between the students of UW-L and the City and County of La Crosse. The DoLA works with city officials to ensure that the students’ best
interest is taken into account in regards to city policies. The DoLA oversees and works with any current contracts or agreements that the Student Association has with the City and County of La Crosse. It shall be the duty of the Director of Local Affairs to:

1. Meet with the District 5 Council member and County Board Supervisor as needed,
2. Meet with La Crosse Police Department University Liaison Officer within the first month of each semester for reports or to build rapport,
3. Serve as a tri-campus representative on the MTU Board, if selected. If not, attend MTU Board meetings regularly to stay informed and speak on behalf of UW-L when necessary.
4. Actively seek out a position on a city board or committee in addition to the MTU Board,
5. Become familiar with the City Council members and seek to open lines of communication with them,
6. Attend and speak at City Council meetings on an at-need basis when issues arise that would affect the student population of UW-L,
7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

E. Gender Issues Director (GID): The UW-La Crosse Student Association Gender Issues Director reports directly to the UW-La Crosse Student Association President. The GID has autonomy over the campaigns run throughout the academic year, so long as they directly relate to the betterment of the status of students on this campus and in this community. The GID often works in collaboration with the Social Justice Director to meet the needs of various groups on campus. Commitment to grassroots organizing and activism is strongly recommended. It shall be the duty of the Gender Issues Director to:

1. Promote trainings and materials available for use on campus to expand students’ skills on gender and LGBTQQIAA issues,
2. Research and serve as a resource on gender issues that affect students,
3. Build a relationship and coalition with campus organizations or departments that relate to gender or LGBTQQIAA issues (examples include: ALANA, WSSA, MUASA, Rainbow Unity and the Women, Gender and Sexuality Studies Department),
4. Promote coordination and communication between diverse groups on this campus and in the community that deal with gender or LGBTQQIAA issues (examples include: New Horizons, Safe Path, Options, the Domestic Abuse Reduction Team, the Domestic Violence Intervention Project and the Health Science Center),
5. Provide leadership and advocacy in the development and implementation of programs that address the needs, interests, and concerns of students,
6. Attend Violence Prevention Advisory Council meetings,
7. Serve as a member of the Human Diversity Organization Committee (HDOC).
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**F. Legislative Issues Director (LID):** The Legislative Issues Director will work directly with the United States Student Association (when applicable), United Council of UW Students (when applicable), Student Association President and Vice President. The LID will be in charge of researching legislative issues on the state and federal level that will affect UW-L students. Contact will be made with the corresponding legislators regarding UWLSA position. It shall be the duty of the Legislative Issues Director to:
   1. Write or assist in writing position resolutions concerning legislative issues,
   2. Submit to the UWLSA a monthly written or verbal summary of major legislative issues that will affect UW-L students,
   3. Meet with the Chancellor at least once during each semester,
   4. Organize an on-campus forum for area legislators once a semester,
   5. Required to attend USSA Legislative Conference as delegation leader (March), when applicable,
   6. Attend or find appropriate replacement to USSA Congress as delegation leader (July), when applicable,
   7. Serve as the official liaison for the UWLSA by engaging in monthly communications with United Council and United States Student Association, when applicable,
   8. Serve as a student member on the UWLSA Joint Legislative and Regent Relations Committee,
   9. Serve as a student member on the UWLSA Legislative Affairs Committee
   10. During federal election years, the LID will actively work with the Get Out the Vote Coordinator, organizing a voter registration drive and distributing a non-partisan voting guide to the campus,
   11. Complete additional responsibilities that seem fitting and necessary and proper for the position.
   12. Act as the primary liaison between United Council of Wisconsin Students and UW-L Student Association.
   13. Attend as many UC conventions as their schedule permits.
   14. Report to UW-L SA about any appropriate updates about UC that are worth considering for the Senate body.

**G. Shared Governance Director:** The Shared Governance Director is responsible for ensuring that there is adequate student representation and participation in all shared governance activities at UW-La Crosse, in accordance with WI statute 36.09(5). It shall be the duty of the Shared Governance Director to:
   1. Primarily be responsible for ensuring that the provisions in WI Statute 36.09(5) be carried out at UW-L,
   2. Be a resource for the UWLSA on issues of Shared Governance,
3. Give at least one presentation during the school year that is open to all students on the importance of 36.09(5),
4. Present reports for the Student Senate regarding issues of shared Governance and explain their implications for the students of UW-L,
5. Serve as one of the student members of Academic Affairs Committee,
6. Serve as one of the student members of Joint Planning and Budget Committee,
7. Attend Faculty Senate meetings and be a liaison between that group and Student Senate,
8. Be in direct communication with the Faculty Senate Chair as needed,
9. Attend as many as UW System Board of Regents meetings as possible,
10. Work to actively engage legislators and Board of Regents Members while attending BOR meetings by setting up lobby visits,
11. Be in regular contact with student and UW-L’s buddy Regents,
12. Be in regular contact with Shared Governance Directors in other campuses,
13. Follow the directives set forth by the Student Association President and Vice-President as well as develop new ideas for consideration by the President and Vice-President,
14. Complete additional responsibilities that seem fitting and necessary and proper for the position.

H. Social Justice Director: The Social Justice Director will be charged with raising awareness and promoting social equality throughout campus. The Social Justice Director will work to promote an environment on the UW-L campus that is understanding and accepting of diversity. This shall be done by carrying out campaigns that involve and educate the entire campus of the social injustices that affect us as a university. It shall be the duty of the Social Justice Director to:
  1. Carry out campus wide campaigns promoting social awareness,
  2. Promote legislation towards diversifying our campus,
  3. Serve on the Joint Minority Affairs Committee,
  4. Serve on Campus Climate Council and the Hate Response Team,
  5. Serve as the facilitator for the Diversity Organization Coalition (DOC),
  6. Serve as the Chair of the Human Diversity Organization Committee (HDOC).
  7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

I. Environmental Sustainability Director: The Environmental Sustainability Director will serve as a liaison between Student Association, environmental organizing groups, and individuals on campus and in the community of La Crosse that work on environmental issues. They will be charged with organizing campaigns to inform UW-L students of, and make progress toward, environmental sustainability on campus and
strengthen the student voice around issues of environmental sustainability. The Environmental Sustainability Director will report directly to the President and Vice President. It shall be the duty of the Environmental Sustainability Director to:

1. Serve as a student member on the Joint Committee on Environmental Sustainability,
2. Be actively involved in overseeing the Green Fund,
3. Establish and maintain relationships between other UW-System Student Government Environmental Sustainability Directors,
4. Advocate for issues pertaining to environmental sustainability within the campus, UW-System, State and national levels,
5. Attend UW-L Environmental Council meetings,
6. Co-chair the Green Transportation Council,
7. Meet with leadership from UW-L campus food services to make efforts to bring local and/or sustainable food and beverage products to campus,
8. Meet regularly with the Graduate Assistant serving as University Centers Sustainability Coordinator, when applicable,
9. Run campaigns that promote campus wide practices of reducing, reusing, and recycling of goods,
10. Complete additional responsibilities that seem fitting and necessary and proper for the position.

J. Parliamentarian The Parliamentarian shall be appointed by the presiding President and Vice-President of the UWLSA from among the UW-L student population or the general membership of the UWLSA and shall serve at the discretion of the Senate. If no qualified candidate is found, a member of the Board of Directors shall be appointed Interim Parliamentarian. The Parliamentarian shall provide counsel to the President of Student Senate, officers, committees, and individual members on matters relating to Parliamentary Procedure according to Roberts Rules of Order, Newly Revised. The President of Senate shall retain final authority over procedural decisions but the decision of the President may be overruled by 2/3 vote of the Senate, consistent with Roberts Rules of Order, Newly Revised. The Parliamentarian must fulfill the following duties:

1. Uphold the principles of Parliamentary Procedure and rights of members, and
2. Maintain an unbiased speakers list throughout meetings, and
3. Call the attention of the chair to any error in the proceedings that may affect that substantive rights of any member, and
4. Maintain a position of impartiality, therefore, serving as a non-voting member on the Board of Directors, and
5. Serve as a non-voting member on the Legislative Affairs Committee and be knowledgeable about UWLSA bylaws and constitutional procedures, and
6. Communicate with the President of Senate before each meeting to go over possible Parliamentary Procedures that the Senate body may encounter during the meeting, and
7. Conduct trainings for UWLSA Senators on Parliamentary Procedure, and
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

K. Get Out the Vote Director (GOTV): The Get Out the Vote Director will be a position that is offered only during major election years (every other year), He/She will partner with the Legislative Issues Director and will work directly with the Student Association President and all other Board of Director Members. The GOTV Director will run effective non-partisan campaigns on campus that should run congruent with major state and national elections. It shall be the duty of the GOTV Director to:
1. During federal election years, the GOTV Director will actively work with the Legislative Issues Director, organizing a voter registration drive and distributing a non-partisan voting guide to the campus,
2. Present non-partisan information to campus about elections, debates and editorials,
3. Work as the primary liaison between other GOTV efforts on campus, including but not limited to efforts by Fair Wisconsin, College Republicans, College Democrats and Progressives,
4. Promote voter registration and voting to all UW-L students on and off-campus,
5. Help run voter registration campaigns and non-biased informational campaigns about all candidates involved in the elections,
6. Be actively involved with the UC and USSA Grassroots Coordinators, when applicable,
7. Meet with the La Crosse City Clerk to set up deputization and voting guidelines,
8. Meet with the Director of Residence Life during the election period to incorporate RHAC and Residence Assistants with registration and deputization,
9. Complete additional responsibilities that seem fitting and necessary and proper for the position.

ARTICLE IV: COMPENSATION

SECTION I: DIRECTOR COMPENSATION
A. Budget: Compensation will be determined by amount allocated in the Student Association budget; as approved by Senate. Total compensation can be adjusted during the year.
B. Adjusting Pay
1. Compensation of the current President and Vice-President can be adjusted through final approval of the Student Senate.  
2. Salaries for the President and Vice President of the subsequent year must be adjusted by final approval of the Student Senate prior to the due date of election papers.  

C. Uncompensated Work: The following activities do not warrant pay, and therefore should be ignored when calculating compensation:  
   1. Student Senate meetings,  
   2. Student Association Committee Meetings not required for the position,  
   3. Other organizational attendance that is not required for the position.

ARTICLE V: VOTING

SECTION I: QUORUM

A majority of the membership of the board shall constitute a quorum six (6) members, of which five (5) must be voting student members.

SECTION II: MOTIONS

Action of the board shall be by two-thirds (2/3) affirmative vote of the members in attendance.

ARTICLE VI: MEETINGS

SECTION I: INITIAL MEETING

The UWLSA President shall call the first meeting of the Board and shall preside until election of the Chair of the Board.

SECTION II: REGULAR MEETINGS

Regular meetings shall be held at least once per month during the academic year.

SECTION III: SPECIAL MEETINGS

Special meetings may be called whenever necessary to conduct business.

SECTION IV: PARLIAMENTARY PROCEDURE
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this board in all cases to which they are applicable which they are not inconsistent with these bylaws and any special rules of order the board may adopt.

SECTION V: LAW

All meetings shall comply with the provisions of Wisconsin Open Meeting Law (Chapter 297, Laws of 1973).

ARTICLE VII: ATTENDANCE

SECTION I: ATTENDANCE

All members of the board shall attend regular and special meetings. Excused absences for all members shall be granted by the Chair of the Board.

ARTICLE VIII: SUMMER DUTIES

SECTION I: SUMMER DUTIES

Summer duties, powers, and functions of this board shall be delegated to the UWLSA Summer Executive Committee.

ARTICLE IX: AMENDMENTS

SECTION I: AMENDMENTS

These by-laws may be amended with a two-thirds (2/3) affirmative vote of the board membership and by a two-thirds (2/3) affirmative vote of the members in attendance in the Student Senate.

Amended 05/07/2008
Article II, Section II Amended 04/29/2009
Article III, Section II Amended 04/29/2009
Amended 4/21/2010
Amended 5/5/2010
Amended 5/4/2011
Amended 4/2013
SA1213-051: Resolution Removing Membership from USSA

DATE: 4/17/2013
AUTHOR(S): James Dirth, Chelsea Fischer
SPONSOR(S): USSA/UC Taskforce

WHEREAS; the USSA taskforce voted 7-0 in favor of voting on membership for USSA,

WHEREAS; the taskforce’s charge indicates that a resolution be put forward on membership with USSA,

WHEREAS; the taskforce has found complications with USSA that would justify a vote for removal as present of the charge,

THEREFORE, BE IT RESOLVED; that Student Senate revokes UW-L membership from the United States Student Association effective September 30th, 2013 after passage of this resolution and a notification sent to the current USSA administration.

THEREFORE, BE IT FURTHER RESOLVED; No dues will be charged starting fall semester of 2013.
SA1213-052: Resolution Approving 2013-14 Racquet Editor-in-Chief

DATE: November 13, 2012
AUTHOR(S): Madeline Reed
SPONSOR: Student Services and Buildings Committee

WHEREAS, The Racquet is hiring a new Editor-in-Chief for the 2013-2014 academic year,

WHEREAS, the Student Services and Buildings Committee is responsible for overseeing the hiring process for the Racquet Editor position,

WHEREAS, hiring recommendations for the Racquet Editor must be approved by the University of Wisconsin-La Crosse Student Association.

THEREFORE, BE IT RESOLVED; that the Student Senate approves Nicole Laegeler as the Editor-in-Chief of the *The Racquet* for the 2013-2014 academic year.

David Wermedal  
President, Student Senate
Vice-President, Student Association

Nick Bezier  
President, Student Association
SA1213-053: Resolution Approving Policy for Use of Cartwright Center for Academic Purposes

DATE: 4/19/2013
AUTHOR(S): Madeline Reed
SPONSOR(S): Student Services and Buildings

WHEREAS, the University of Wisconsin La Crosse Student Senate Student Services and Buildings Committee has the purpose of making recommendations to the Student Senate concerning services and building funded by the Student Association; and,

WHEREAS, the Cartwright Center is funded by student Segregated Fees in consultation with the University of Wisconsin La Crosse Student Association; and,

WHEREAS, the proposed Classroom Scheduling Policy Statement 6 states “Non-Instructional Spaces will not be scheduled for instructional use”.

WHEREAS, use of Cartwright Center for academic purposes may be appropriate on a case to case basis; and,

WHEREAS, there is a financial interest by students in how the facility charges for non-student use; and,

WHEREAS, the Student Services and Buildings Committee approved the proposed reservation criteria unanimously; and,

THEREFORE BE IT RESOLVED, that the University of Wisconsin La Crosse Student Association approves the following policy outlining the use of Cartwright Center for academic purposes;

THEREFORE BE IT FURTHER RESOLVED, a copy of this resolution be forwarded to Dr. Larry Ringgenberg and Michael Slevin.
ACADEMIC USES WITHIN CARTWRIGHT CENTER

Cartwright Center is the student center for UW-La Crosse. The students fund the facility through a non-allocable segregated fee. Therefore, there is a financial interest by students in how the facility charges for non-student use.

Cartwright Center also serves as a University Center. This allows for uses by non-student groups in an effort to foster interactions between students, faculty, administrators, and, at times, community members.

Academic Classes for Credit
Cartwright Center is not designed for classes. However, on occasion, a class may be better suited for this facility. Each situation will have a different approval process.

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>RESERVATION APPROVAL</th>
<th>ROOM RENTAL FEE</th>
<th>SET-UP AND TECHNOLOGY COSTS</th>
<th>TIME LINE</th>
<th>APPROVAL PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1: Student project for a class with the reservation made by an individual or group of students – This can include a health fair, a spring break safety event, etc.</td>
<td>By Reservations Staff</td>
<td>No</td>
<td>No</td>
<td>Three Days (minimum) Prior to the Event</td>
<td>By Event</td>
</tr>
<tr>
<td>#2: Discussion session/Review Session – Student presentations or reviews with the reservation made by the faculty member (open space needed with no chairs).</td>
<td>By Reservations Staff</td>
<td>No</td>
<td>No</td>
<td>Three Days (minimum) Prior to the Event</td>
<td>By Event</td>
</tr>
<tr>
<td>#3: Mass testing – The department reserves the facility.</td>
<td>Student Approval by Student Services &amp; Buildings Committee</td>
<td>No</td>
<td>*Yes</td>
<td>One Month Prior to the Event</td>
<td>By Semester</td>
</tr>
<tr>
<td>#4: Regularly scheduled class – There is no other available space on campus. This may be a result of a room or facility being off-line for a sustained time period or because of overcrowding in academic spaces.</td>
<td>Student Approval by Student Services &amp; Buildings Committee</td>
<td>*Yes</td>
<td>*Yes</td>
<td>One Month Prior to the Semester Start</td>
<td>By Semester</td>
</tr>
</tbody>
</table>

*Rental fees are based on square footage of the assigned room and University Centers Scheduling Policy.

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David Wermedal  
President, Student Senate  
Vice-President, Student Association  
05-01-13  
Date

Nick Bezier  
President, Student Association  
05-01-13  
Date
SA1213-054: Resolution Approving Blood Drive Reservations Policy

DATE: 4/19/2013
AUTHOR(S): Madeline Reed
SPONSOR(S): Student Services and Buildings Committee

WHEREAS, the University of Wisconsin La Crosse Student Senate Student Services and Buildings Committee has the purpose of making recommendations to the Student Senate concerning services and building funded by the Student Association; and,

WHEREAS, the Cartwright Center is funded by student Segregated Fees in consultation with the University of Wisconsin La Crosse Student Association; and,

WHEREAS, in the 2012-13 academic year 22 blood drives were held in Cartwright Center the heaviest months being November and April which hosted 6 blood drives per month; and,

WHEREAS, utilization of Cartwright Center rooms Port O’ Call, Valhalla, and the Ward room by outside community sources decreases availability for student use; and,

THEREFORE BE IT RESOLVED, that the University of Wisconsin La Crosse Student Association approves the use of University space, excluding campus residence halls, be limited to one blood drive lasting up to two (2) days per month per blood bank organization.
SA1213-055: Resolution Approving Spring 2013 Green Fund Requests

DATE: April 19, 2013  
AUTHOR(S): Riley Karlstrand and Samantha Finley  
SPONSOR(S): Segregated University Fee Allocation Committee (SUFAC)

WHEREAS, the SUFAC is responsible for submitting finalized recommendations to the Student Senate; and,

WHEREAS, the Student Senate is required to approve all Green Fund requests; and,

THEREFORE, BE IT RESOLVED, that the Student Senate approve the spring 2013 Green Fund requests.
### Project Approval Summary

<table>
<thead>
<tr>
<th>Project</th>
<th>Entity</th>
<th>Building</th>
<th>Amount Requested</th>
<th>JCES Approved</th>
<th>JCES Comment</th>
<th>SUFAC Approved</th>
<th>SUFAC Comment</th>
<th>Senate Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainable Theatre Program</td>
<td>Department of Theatre Arts</td>
<td>N/A</td>
<td>$1,225.00</td>
<td>Approved Full Budget</td>
<td>$1,225.00</td>
<td>$0.00</td>
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<tr>
<td>HVACR System</td>
<td>REC</td>
<td>REC</td>
<td>$129,000.00</td>
<td>Approved Full Budget</td>
<td>$129,000.00</td>
<td>$64,500.00</td>
<td>Approved at Half</td>
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<tr>
<td>Water Bottles</td>
<td>Green Fund Coordinator</td>
<td>N/A</td>
<td>$3,800.00</td>
<td>Approved Full Budget</td>
<td>$3,800.00</td>
<td>$3,800.00</td>
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<td></td>
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<tr>
<td>XL-GR Automatic High Speed Hand Dryers</td>
<td>REC</td>
<td>REC</td>
<td>$12,814.00</td>
<td>Approved Full Budget</td>
<td>$12,814.00</td>
<td>$12,814.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$146,839.00</strong></td>
<td></td>
<td></td>
<td><strong>$81,114.00</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

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**SA1213-055: Resolution Approving Spring 2013 Green Fund Requests**

David Wermedal  
President, Student Senate  
Vice-President, Student Association  

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Nick Bezier  
President, Student Association  

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SA1213-056: Resolution Approving 2013-2014 Student Association Election Results

DATE: 4/22/2013
AUTHOR(S): David Wermedal
SPONSOR(S): The Election Commission

WHEREAS; the Election Commission is charged with administering and monitoring all elections and referenda of the UW-LSA; and,

WHEREAS; the Election Commission sanctioned Student Association Elections on Tuesday, April 16th, 2013; and,

WHEREAS; the referendum regarding the Nobacco ’13 campaign was voted on by the student body; and,

WHEREAS; there is one President candidate elected, one Vice President candidate elected, three College of Business Administration senator candidates elected, four College of Liberal Studies senator candidates elected, one School of Arts and Communications senator candidate elected, two School of Education senator candidates elected, and seven College of Science and Allied Health senator candidates elected; and,

THEREFORE, BE IT RESOLVED; that the following is a list of next year’s elected Student Association President and Vice President and next year’s Student Senators:

President of Student Association:

Nicholas J. Bezier 598 votes (42%)
Josh Gran 518 votes (37%)
Stephanie Holt 269 votes (19%)
Write ins 25 votes (2%)

Vice President of Student Association:

Riley Karlstrand 613 votes (44%)
Mitch Reiser 746 votes (54%)*
Write ins 33 votes (2%)

__________________________________________
Date
05-01-13

______________________________
David Wermedal
President, Student Senate
Vice-President, Student Association

______________________________
Nick Bezier
President, Student Association

05-01-13
*Mitch was called at approximately 7:05 pm on Tuesday, April 16 by a member of the Election Commission and was told he had won the election and was asked if he accepted the nomination. Mitch did decline to accept the Vice President position of Student Association.

College of Business Administration Senator: Jordan Wileman 214 votes (98%)  
Vacant  
Vacant

School of Education: Megan Roehl 71 votes (99%)

College of Science and Allied Health: Nicole Breunig 558 votes (84%)  
Laura Juszczyk 499 votes (75%)  
4 Vacant

Write ins 76 votes (11%)  
Sarah Achenbach 16 votes  
Maggie Quigley 4 votes

College of Liberal Studies: Chelsea Fischer 227 votes (78%)  
James Bennett 215 votes (74%)  
Storm Larson 221 votes (76%)  
Hayley Kresnak 218 votes (75%)

School of Arts and Communication Kaylee Otterbacher 57 votes (93%)

THEREFORE, BE IT FURTHER RESOLVED; that the Student Senate approves the referendum results below which will be forwarded to the Chairpersons of Faculty Senate, Academic Staff Council and Classified Staff Council.

Referendum Vote Results:
Yes, I support 1,018 votes
No, I do not support 495 votes
Total Votes 1,513
SA1213-057: Granting Organizational Status to Saudi Student Association

DATE: April 24, 2013
AUTHOR(S): Hannah Bresson
SPONSOR(S): Student Organizations Committee

WHEREAS; there has been interest in forming a Saudi Student Association and,

WHEREAS; the Saudi Student Association has submitted all organizational forms for review and has complied with all form requests by the Students Organizations Committee; and,

WHEREAS; the Saudi Student Association has published a working constitution, by-laws, and process for membership, as required for approval; and,

WHEREAS; the Saudi Student Association has submitted a list of members, officers, and contact information to the Students Activities and Organizations office and,

WHEREAS; the Students Organizations Committee has approved organizational status for the Saudi Student Association; and,

WHEREAS; the University of Wisconsin-La Crosse Student Association supports and encourages increased organizational involvement in the student community; and,

THEREFORE, BE IT RESOLVED; that the University of Wisconsin-La Crosse Student Association grants organizational status to the Saudi Student Association, granting all of the privileges allowed and requirements that are required of Student Organizations at the University of Wisconsin-La Crosse.
SA1213-058: Resolution Amending the SUFAC Bylaws

DATE: April 22, 2013
AUTHOR(S): Riley Karlstrand and Samantha Finley
SPONSOR(S): Segregated University Fee Allocation Committee (SUFAC)

WHEREAS, last year the SUFAC bylaws were changed; and,

WHEREAS, after a year of operating under the new bylaws there were some changes that needed to be made to make the bylaws more concise;

THEREFORE, BE IT RESOLVED; the Student Senate accept their recommendation and make the following changes to the SUFAC bylaws.
BY-LAWS OF THE UW-L STUDENT ASSOCIATION
SEGREGATED UNIVERSITY FEE ALLOCATION COMMITTEE (SUFAC)

ARTICLE I: COMMITTEE STRUCTURE

Section I: Name and Purpose

A. Name – The name of this committee shall be the Segregated University Fee Allocation Committee (SUFAC), a standing committee of the Student Senate (UW-L Student Association).

B. Purpose – The purpose of this committee shall be to:

1. Make recommendations to the Student Senate regarding the manner in which the segregated university fees are to be distributed among eligible activities and programs as identified in the Segregated Fee Chart of Accounts.

2. Allocate from the Equipment and Supplies Fund for:
   a. Advance purchasing,
   b. Capital expense items,
   c. Unforeseen budgetary matters.

3. Hear and discuss any Contingency Requests.

4. Review Green Fund requests and forward recommendations to Student Senate.

5. Approve the expenditure of excess income not anticipated during budget deliberations.

6. Review budgetary deficits and formulate, as appropriate, compensation or reduction of subsequent budgets.

7. Maintain at all times a minimum cash balance of $75,000 to ensure the continuation of programs in the event of enrollment fluctuations, unforeseen shortfalls in program revenue, or other catastrophic experiences.

C. Definition – Student Association committees in this document shall refer to Athletics, Cultural Affairs, Student Organizations, and Student Services and Buildings.

Section II: Membership

A. Student Membership – Student membership on the committee shall consist of eight (8) students: five (5) student senators, three (3) students at-large appointed by the Student Senate President. Student Association committee chairs shall serve as temporary voting members during the budgeting process, equipment and supply fund hearings, and at the request of the Chair. The executive board members of SUFAC may not serve as a voting member of a budgetary Student Association committee.

B. Faculty Membership – Faculty membership may consist of up to two (2) faculty members appointed by the Faculty Senate Committee-On-Committees.
C. **Academic Staff Membership** – Academic Staff membership shall consist of the Associate Vice-Chancellor/Dean of Student Development or designee and the Budget Officer or designee.

D. **Ex-officio Membership** – Student Association advisor(s) shall be ex-officio non-voting members of SUFAC. The committee may request additional ex-officio non-voting members. The President and Vice-President of the UW-LSA shall be ex-officio non-voting members of the committee unless a quorum is needed, in such a case they shall become voting members. Ex-officio members shall be declared by the Chair.

**Section III: Officers**

**A. Chair** – It shall be the duty of the Chair to:

1. Preside at all meetings,
2. Oversee all operations,
3. Issue meeting notices,
4. Conduct general correspondence for the committee,
5. Present committee decisions to the Student Senate,
6. Speak for and be the official representative of the committee,
7. Act as liaison between the Student Senate and representatives of eligible activities and programs as far as monetary matters are concerned,
8. Convene an orientation meeting for the budgeted organizations in conjunction with University Centers and the Office of Budget and Finance,
9. Make sure all organizations receive the procedures and guidelines that SUFAC will be using to evaluate all monetary issues (Budget/Equipment and Supplies requests).

**B. Vice-Chair** – It shall be the duty of the Vice-Chair to:

1. Preside at meetings in the absence of the Chair,
2. Assume the duties of the Chair if the Chair is unable to perform his or her duties,
3. Carry out reasonable instructions of the Chair,
4. Be in charge of a budget review (Article IV) if requested by SUFAC,

**C. Secretary** – It shall be the duty of the Secretary to:

1. Record the minutes of all meetings,
2. Keep a file on all committee records,
3. Issue meeting minutes to all appropriate parties,
4. Carry out reasonable instructions of the Chair.

Section IV: Voting

A. Quorum – A majority of the membership of the committee shall constitute a quorum seven (7) members.

B. Motions – Action of the committee shall be by a majority vote of the members in attendance. Where monetary issues are concerned, a two-thirds (2/3) affirmative vote of the members in attendance shall be requested.

C. Proxy – Proxy voting is permitted if the member giving proxy was in attendance for roll call. Power of proxy, if given, shall be submitted in writing to the Chair/Convener and shall be specific to the issue.

Section V: Meetings

A. Initial – The Director of University Centers shall call the first meeting of the committee and shall preside until election of the committee Chair.

B. Law – All meetings shall comply with the provisions of the Open Meeting Law (Chapter 297, Laws of 1973).

C. Regular – Regular meetings shall be held at least one Monday per month at 5:30 P.M. during the academic year or at the discretion of the chair.

D. Special – Special meetings may be called whenever necessary to conduct business.

Section VI: Attendance

A. Attendance – All members of the committee shall attend regular and special meetings. After two (2) unexcused absences from regular and special meetings, the member shall vacate his/her position. Vacancies shall be declared by the Chair. The Chair shall report the vacancy to the Vice President of Student Association.

B. Excused Absences – Excused absences for all members shall be granted by the Chair. Excused absences for the Chair shall be granted by the Vice-Chair.

C. Appeal – Any dispute may be appealed to the Student Senate within ten (10) days.

Section VII: Vacancies

A. Vacancies – The appropriate governance group shall fill vacancies on the committee.

Section VIII: Summer Duties

A. This committee may delegate its powers and function to the Student Association Summer Executive Team.
Section IX: Amendments

A. These by-laws may be amended with a two-thirds (2/3) affirmative vote of the committee membership and by a majority vote of the members in attendance in the Student Senate.

ARTICLE II: ALLOCATION POLICIES AND PROCEDURES

Section I: General Provisions

A. Programs which are funded shall be those which best serve the interests of the student population, directly and/or indirectly, with the funds available to the Student Association.

B. Programs may be evaluated periodically by the committee to determine student interest.

C. In general, budgeting shall be done on an incremental basis.

D. Periodically, programs may be required to use zero-based budgeting procedures to the fullest extent.

E. Increases or decreases in the Student Allocable Segregated Fee shall be approved based on gradual changes in the current fee as based on approved programs, projected revenue, and program revenue.

F. A budget calendar shall be prepared early each fall to provide requesting programs maximum time for budget preparation and student participation. This calendar will be coordinated with the University Planning and Budget Schedule as approved by the Chancellor in the UW-La Crosse Segregated Fee Planning Schedule.

G. The committee may review at any time requests from eligible activities and programs (Section I, part A-E above) for additional funding because of unforeseen cost increases or program modifications or changes. The approved funding shall be allocated directly to the respective program account from the budgeted Contingency Reserve.

H. Equipment and Supplies Fund Requests may also be entertained under the following conditions:

1. The Equipment and Supplies Fund has been budgeted and resources are available.

2. Year-end balances have been approved through SUFAC.

3. A specific time period has been established by the committee to decide on and complete the Equipment and Supplies Fund allocation process.

4. Upon approval, the allocated funds shall be transferred by the Office of Budget and Finance from the Equipment and Supplies Fund to the appropriate program/activity account.

5. Purchases shall require signature approval through the University Centers Office and the Office of Budget and Finance.

6. All deviations from the Equipment and Supplies requests approved must be resubmitted to SUFAC for reconsideration.
7. Approved requests must be expended in the fiscal year in which they were approved. Any Equipment and Supplies allocations not used in the fiscal year in which they were granted shall be returned to the Equipment and Supplies Fund.

Section II: Budget Policies

A. Organizations which meet the following criteria may be approved to be budgeted:

1. The unit shall be a recognized university organization which provides programming for the entire student body.

2. The organization shall be open to all students.

3. There shall be no discrimination as stated in Wisconsin State Statutes 111.325 through 111.39.

B. Student allocable fees are not intended to fund items such as: (See ARTICLE III, Section I, part B-I.).

C. Funding of university employee wages shall not be approved except in extenuating circumstances. In such situations proper justification is required. Student participation in filling the position, and salary determination, in such cases shall be mandatory.

D. Programs shall minimize travel and travel cost, and shall not exceed per diem allocations. (See ARTICLE III, Section I, part A.)

E. Programs are required to use the University Purchasing Department guidelines in the purchase of supplies, services, and equipment.

F. Ending balances:

1. Accounts with positive ending balances will have the balance transferred to the SUFAC reserve account at the end of the fiscal year, except for Theater, Distinguished Lecture Series, and Athletics.

2. Accounts with negative balances, dependent on the outcome of the appeal hearing, will inherit the balance in their current year program budget. The program is expected to end the year without a deficit.

3. Accounts with a negative ending balance may request an appeal hearing with SUFAC to discuss the negative ending balance.

4. An account manager may file an Ending Balance Assessment Appeals Form to request some or all of the money to be returned if the account manager feels the balance absorbed was unreasonable or done so in error.

5. Any budget errors need to be reported to the Budget Office prior to the end of the fiscal year.

6. This policy may be superseded by an agreement made with the Student Association committee that oversees the entity and is approved by SUFAC for any individual account. Agreements may be reviewed by SUFAC on an individual account basis.
Section III: Budget Procedures

A. Budget forms and instructions are provided by the Budget Office.

B. SUFAC shall set a timeline for the budget process.

C. SUFAC shall determine and allocate appropriate funds to the Student Association committees.

D. The Budget Office will send out the budget templates to the units.

E. Budgets will be completed and returned to the Budget Office; then distributed to the Student Association committees (i.e. Cultural Affairs, Athletics, Student Organizations, and Student Services and Buildings).

F. The program budget request shall specify expenditures which the Student Association committees and SUFAC are approving.

G. The budget request shall identify the program’s previous year actual expenditures and revenue, current year budgeted expenditures and revenue, and the upcoming year’s request.

H. After the established due date, Student Association committees will:
   
   1. Review budget requests and specific expenditures submitted to Student Association committees: identify information deficiencies and notify the programs prior to budget hearings.
      
      a. Each program requesting funds shall be notified in writing to appear at an established time at a budget hearing. Failure to appear may jeopardize the budget in question.
      
      b. Programs will be designated a specific amount of time in which to make a formal presentation. The oral presentation should be made by no more than three (3) delegates.
   
   2. The Student Association committees shall recommend a budget to SUFAC for approval in accordance with the timeline previously established.

   3. SUFAC shall pass a budget, including the administrative budgets, and present to the Student Senate for feedback approximately one (1) month prior to the budget deadline as established by UW System Administration as identified in the UW-La Crosse Segregated Fee Planning Schedule.

   4. SUFAC will consider Student Senate feedback.

I. Any budgeted entity that wishes to alter their budget must present to SUFAC for consideration.

Section IV: Policy on One-Time Funding: Equipment and Supplies Fund Requests

A. Only budgeted entities are eligible to request money from the Equipment and Supplies Fund.

B. Equipment and Supplies Fund Requests are not intended for personal items, food, awards, telephones, or fundraising. Requests must be for durable items serving the organization and/or the campus community.

C. Approved requests must be expended in the fiscal year in which they were approved.
D. Requests for funds shall be submitted in accordance with the Segregated Fee Planning Schedule. This will be determined by SUFAC by the end of the previous spring semester. Equipment and Supplies Fund Requests will be approved at least once per academic year. If funds are available, requests will be taken in the spring semester.

E. Equipment and Supplies Fund Requests shall be granted on the basis of need and availability of funds, to be allocated at the discretion of SUFAC.

F. Any Equipment and Supplies Fund Request that does not meet the criteria as set form in part A through E (above) shall not be considered.

G. Equipment and Supplies Fund Requests shall be limited to expenditures for the fiscal year. Phased projects will not be entertained.

Section V: Equipment and Supplies Requests Procedure

A. Equipment and Supplies Fund Requests shall be prepared and submitted to SUFAC.

B. Equipment and Supplies Fund Requests shall include monetary amounts and detailed justification of intended use.

C. Equipment and Supplies Fund Requests must include three pricing quotes (if available). If three pricing quotes are not provided, SUFAC reserves the right to request additional quotes.

Section VI: Policy on One-Time Funding: Contingency Requests

A. Requests for emergency funding shall only be available to budgeted entities.

B. Contingency funds may only be allocated for purposes unforeseen to the committee and budgeted entity or to fund developmental grants.

C. Requests can be made at any time during the academic year. Approved requests must be expended in the fiscal year in which they were approved.

D. An organization may file a “Request for Developmental Grant” form to be eligible for contingency reserve monies. Developmental grants shall be available to any program achieving budgetary status after normal budget allocations have been approved.

Section VII: Contingency Requests Procedure

A. Contingency Requests can be submitted at any time to be reviewed by SUFAC. All funds are allocated and approved at the discretion of SUFAC.

Section VIII: Underwriting Policy and Procedure

A. Underwriting is a means by which budgeted programs may sponsor events that were unforeseen during budget deliberation and require financial responsibility beyond the program’s ability to insure. In such cases, the program may submit a proposal to SUFAC through their respective Student Association committee, outlining in detail all costs involved and projected revenue. SUFAC may agree to insure
financial responsibility for the event if there is sufficient justification and sufficient possibility of revenue generation.

B. If a consensus of the committee is reached, a draft of the agreement shall be passed by all parties involved. The draft shall include all relevant information regarding: costs by line/category, security, physical plant, dates/times/location, projected revenue, and any research done as it relates to the event.

C. The underwriting agreement is considered final if it passes by a two-thirds (2/3) affirmative vote in the Student Senate.

1. Note – The term “underwriting agreement” pertains solely to the monetary agreement made between SUFAC and the sponsoring organization and/or event.

2. SUFAC accepts no responsibility for contractual agreements made between organizations and vendors.

D. A resolution can be written to appeal an allocation by SUFAC. An allocation appeal resolution that passes the Student Senate with a 2/3 majority sends the allocation back to SUFAC for reconsideration. That specific reconsideration will come back to the Student Senate, which has final authority on the matter with a 2/3 majority.

Section IX: Funding Appeal Process – An activity/program may appeal a funding decision by the Student Association committee or SUFAC through the following process:

A. Submit an appeal in writing to the appropriate Student Association committee with additional explanation and/or justification.

B. If approved, the Student Association committee will forward the appeal on to SUFAC for final approval.

C. If SUFAC rejects the appeal; the Student Association committee may forward the appeal on to the Student Senate.

D. If the appeal is rejected by the Student Senate, the Student Association committee may present the appeal to the Chancellor.

E. As in accordance with University Guidelines 36.09(5), if an irreconcilable difference occurs between either the Student Senate or SUFAC, the appeal may be forwarded to the Chancellor.

F. If an irreconcilable difference occurs between the decision of either the Student Senate or SUFAC and the Chancellor, the appeal may be forwarded to the Board of Regents.

Section X: Non-Allocable Budgeting Process

A. Non-allocable budgets are segregated fee budgets which students have advisory responsibility to the Chancellor.

B. Current non-allocables and fee generating accounts are: Child Care Center, Counseling and Testing Center, Health Center, Recreational Eagle Center, Recreational Sports (partially), Athletics and Athletic
Venues (including the gymnastics facility) (partially), University Centers, Stadium, and University Dining Services (fee generating).

C. Budget presentations will be held yearly for each entity, usually during fall semester.

D. SUFAC will have dialogues with the budget presenter on issues related to budget priorities.

E. Recommendations are made to the Director for budget modifications.

F. SUFAC will review the total fee package and provide feedback to University Administrators.

G. It is recommended that the University will bring final fee recommendations to Student Senate, after feedback from SUFAC.

ARTICLE III: BUDGETING GUIDELINES

Section I: Budget Guidelines

A. Travel – Travel allocations, regular or post-season, are given as a subsidy and are not intended to cover the total cost of an event. PARTICIPANTS IN TRAVEL ARE ENCOURAGED TO INCUR PART OF THE EXPENSES. All participants (e.g., advisers, students, and coaches) that claim any expenses against the allocable accounts must follow the following guidelines:

1. Programs are required to stay within per diem allocations:

   a. Lodging: shall not exceed $45.00 per night per person.

   b. Meals: shall not exceed $18.00 per day with the following meal breakdown.
      i. $3.50 for breakfast per day per person.
      ii. $6.00 for lunch per day per person.
      iii. $8.50 for dinner per day per person.

   c. Per Diem recipients are not eligible to use per diem of others who did not participate in the activity because of an extenuating circumstance (illness, family emergency).

   d. Per Diem allocation is based on a per participant basis. In other words, those who actually attended the event and not on the projected attendance.

   e. It is preferable that all per diem for hotels be claimed against the university charge card by the adviser/coach when possible. Cash disbursement of per diem money is discouraged.

   f. Any spending of per diem money for other than its intent could result in the budget being investigated with potential disciplinary sanctions (Article V).

   g. Any increases in per diem amounts cannot reflect an automatic budget increase for the following semester.

   h. Per Diem amounts stay the same, regardless whether the entity generates program revenue (only pertains to 128 accounts).
2. Programs are required, whenever possible, to use university vehicles:

   a. Rates: see University Purchasing Office.

   b. Mileage: current state rate.

3. In such cases where university vehicles and/or housing are unavailable or inappropriate, programs shall work through the University Purchasing Office to obtain the lowest possible rates and proper insurance coverage.

4. Justification for all faculty/staff travel shall be required.

5. Justification for student participation in state, regional, and national competition/performance shall be required.

B. Personal Items – Items of a personal nature shall not be funded. An item is considered personal if it falls within any of the following categories:

   1. If the item will be worn outside of its intended (specific) use.

   2. If the user will keep it after use.

   3. If it is not needed for participation in the intended (specific) activity.

   4. If they are socks, footies, body suits, turtlenecks, or shoes.

C. Refreshments – Refreshments may be funded for receptions open to the entire student body.

D. Awards – Awards shall not be funded except where a program generates sufficient revenue to cover the cost.

E. Telephones – Only service charges and toll charges which relate to the function of the program shall be funded.

F. Athletic Events – Student Activity Fee moneys shall not be spent to fund Athletic fund raising, pre-season or exhibition program events which are not intercollegiate in nature.

G. National Meetings and Professional Development – Justification is required for funding of student and faculty/staff participation in state, regional, and national activities.

H. Brochures/Fliers – Programs are encouraged to develop fliers covering all activities sponsored rather than publishing them individually.

I. Purchasing Procedures – Purchasing procedures for all supplies, services, and equipment shall be consistent with those administered by the University Purchasing Office.

ARTICLE IV: BUDGET CONTROL

Section I: Administrative Procedures
A. Budget and expenditure control requires that three questions be asked. 1) Is the expenditure within the budget limits of the entity? 2) Does the expenditure have proper approval? 3) Does the expenditure adhere to the expenditure restraint of student government and the Board of Regents?

B. Budgets are controlled through the Budget Office.

C. The Budget Office shall check the per diem claimed against the constraints specified in Article III, Section I.

D. The entity itself will be responsible for any budget or expenditure violation.

ARTICLE V: FISCAL ACCOUNTABILITY

Section I: Guidelines

A. SUFAC funded entities will be expected to adhere to their approved budgets.

B. Organizations will not be permitted to exceed their total spending allocations unless approved by SUFAC. Additionally, organizations will be expected to spend according to their approved budget line-items.

Section II: Violations and Discipline

A. Any entity that is found in violation of the expenditure guidelines (Article IV, Section I; Article III, Section I) may be subject to discipline.

B. A violation will be considered as any expenditure(s) that substantially deviate(s) from the approved budget for the fiscal year in which it was spent.

C. Any group found to be in violation will have their spending authority frozen pending an explanation regarding the expenditures in question to SUFAC.

D. SUFAC reserves the right to lower, freeze, or eliminate any budget that fails to meet the expenditure or budget guidelines.

E. The entity will have seven (7) class days to appeal before SUFAC. The final appeal must be submitted within an additional seven (7) class days to the UW-L Student Senate for reconsideration.
Appendix A
# Table of Contents

## Appendix A – Brochures and Publications

- Campus Activities Board
- Leadership & Involvement Center
- Operations
Campus Activities Board
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<td><strong>CAB</strong></td>
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<tr>
<td><strong>BOARD</strong></td>
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<td><strong>POSITION</strong></td>
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<td><strong>DESCRIPTIONS</strong></td>
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<td><img src="logo.png" alt="CAB Logo" /></td>
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<table>
<thead>
<tr>
<th>President</th>
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<tbody>
<tr>
<td>Presides over exec and board meetings</td>
</tr>
<tr>
<td>Prepares agendas</td>
</tr>
<tr>
<td>Coordinates retreats, elections, and timelines</td>
</tr>
<tr>
<td>Acts as official rep of CAB (“The Face of the Org”)</td>
</tr>
<tr>
<td>Votes at CAB meetings only in the case of a tie</td>
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<tr>
<td>Supports Director of Finance as they compile, maintain, and process the budget proposals</td>
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<tr>
<th>VP of Membership</th>
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<tbody>
<tr>
<td>Assumes role of President in absence</td>
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<tr>
<td>Presides over general member meetings</td>
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<tr>
<td>Takes official minutes</td>
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<tr>
<td>Coordinates volunteer opportunities for CAB</td>
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<tr>
<td>Coordinates social events and special meetings</td>
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<tr>
<td>Works with volunteers</td>
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<tr>
<td>Responsible for recognition</td>
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<tr>
<td>Create and distribute CAB information packets</td>
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<tr>
<th>Financial Coordinator</th>
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<tbody>
<tr>
<td>Submits a monthly report at CAB meetings regarding budget</td>
</tr>
<tr>
<td>Attends Apportionment and Student Association meetings when necessary</td>
</tr>
<tr>
<td>Manages general expense budget</td>
</tr>
<tr>
<td>Conducts a monthly audit</td>
</tr>
<tr>
<td>Presents budget to SUFAC</td>
</tr>
<tr>
<td>Informs the board of money available to support other orgs/events</td>
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<table>
<thead>
<tr>
<th>Public Relations Coordinator</th>
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<tbody>
<tr>
<td>Updates CAB website and other social media</td>
</tr>
<tr>
<td>Serves as a liaison for CAB to media outlets</td>
</tr>
<tr>
<td>Check CAB email account and distribute emails to Board members</td>
</tr>
<tr>
<td>Collaborate with Raquet, local media, and University Relations</td>
</tr>
<tr>
<td>Writes blurbs for yearly CAB brochure</td>
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<tr>
<th>Director of Selection</th>
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<tbody>
<tr>
<td>Serves as liaison to other orgs for CAB, especially DOC</td>
</tr>
<tr>
<td>Seeks out co-sponsorship opportunities</td>
</tr>
<tr>
<td>Presents potential co-sponsorships to the board</td>
</tr>
<tr>
<td>Develops the performing arts and lecture survey for the spring</td>
</tr>
<tr>
<td>Routinely sorts incoming promo material</td>
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<table>
<thead>
<tr>
<th>Event Coordinator</th>
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<tbody>
<tr>
<td>Provides updates regarding events</td>
</tr>
<tr>
<td>Presides over a standing committee</td>
</tr>
<tr>
<td>Works with halls, student orgs, etc to promote events</td>
</tr>
<tr>
<td>Works with agencies and artists</td>
</tr>
<tr>
<td>Meets with co-sponsors when applicable</td>
</tr>
<tr>
<td>Serves as a contact person for events</td>
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<tr>
<th>Event Coordinator cont’d.</th>
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<tbody>
<tr>
<td>Creates publicity and task timelines for each event</td>
</tr>
<tr>
<td>Advances show with artist/agent</td>
</tr>
<tr>
<td>Completes necessary forms</td>
</tr>
<tr>
<td>Completes evaluation forms at end of event</td>
</tr>
<tr>
<td>Provides all of the publicity for an event</td>
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Leadership & Involvement Center
University Centers
Leadership & Involvement Graduate Assistant
Job Description 2013-14

The graduate assistant working with the Leadership and Involvement Center (LIC) supervises this operation, which offers excellent supervisory, advising, programmatic and mentoring experiences in a team centered, cooperative environment. This grad position will supervise 5 peer advisers, programs such as blood drives, leader roundtables, service trips, and special events, provide services, and leadership resources to student organizations, and volunteer and involvement opportunities for all students.

1. Attend and participate in weekly meetings with supervisor.

2. Monitor the direction of the center closely and maintain its overall vision.
   a. Assist in the development of an effective leadership program.
   b. Collaborate with other entities on campus regarding leadership programs: Residence Life, Office of Multicultural Student Services, Civic Engagement Center, Student Senate, CAB, Fraternities and Sororities

3. Supervise 5 peer advisors:
   a. Schedule and facilitate
      i. Weekly one-one meetings
      ii. Weekly LIC staff meeting
      iii. Regular training and staff development
      iv. Evaluation of staff
      v. Hiring and training of new staff
   b. Assist Peer Adviser as they coordinate regular programs and services: Eagle Roundtable, Blood drives, Make a Difference Day, Random Acts of Kindness, All Student Orgs Meeting, Campus Closeup and Involvement Sessions, Involvementfest, Volunteer Fair, Sample the City, Leadership programs, UWL MyOrgs, service trips, and others as needed.

4. Attend and assist with the advisement of Student Association Organization Committee Meetings
   a. Provide assistance with the student organization services
   b. Assist with Organization Grant process

5. Assist in the implementation of University Centers Mission to support, encourage, and celebrate diversity.

6. Attend regular University Centers staff meetings and sub-unit meetings when applicable.

7. Maintain regular office hours (20 hours per week minus regular meetings).

8. Cooperate with other graduate assistants in University Centers and attend regular meetings with the graduate assistant staff and supervisors.

9. Complete program evaluations as necessary.

10. Participate in University Centers training.

“The University of Wisconsin – La Crosse is committed to providing equal educational and employment opportunity regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital, and parental status.”
Leadership and Involvement Center
Peer Advisor Job Description

General Responsibilities of LIC Employees

Meetings:

☐ Must be present at all staff meetings. Please prepare a report on happenings within your area. If you cannot attend a meeting, your supervisor must be notified.

☐ Act as an official representative of the area you coordinate.

☐ When making decisions about the center, employees should make decisions with consideration to the campus as whole, not based on personal bias.

☐ Meet weekly with your supervisor.

Events:

☐ Required to attend as many LIC events as possible to offer support and assistance to the team.

☐ Work with promotion and publicity of your events.

☐ Complete program evaluations after each event – work with supervisor.
  ☐ Be knowledgeable about the event and enthusiastic when present at the event.

Administration:

☐ Take part in evaluations/learning outcomes, which will be prepared by the advisers, upon start, mid-semester and end of year.

☐ Be on time for your work shifts and work on LIC related prep work. If you need assistance from others for an upcoming LIC event, please direct your request to the LIC staff.

☐ Check To-Do list on the whiteboard and include specific directions as to what needs doing.

☐ If you work on a task from the LIC staff To-Do list, please initial and date when you complete the work, or make a note of what still needs to be done.

Use office hour time to work on your on-going, administrative area. (food pantry, LIC mission, Marketing the center etc)

☐ If you run out of LIC related work, please check with a graduate advisor (Gina or Natalie) or the LIC advisor (Jara). They will let you know if you can check out for the day. Please note that homework is not considered LIC work, and should not be done during work hours. (Our student employee budget cannot afford this.)

☐ The LIC office is a space for peer advisors to get projects accomplished for the LIC. Members of the peer advising staff should be the only occupants of this area during your scheduled hours.

Other:

☐ Be aware of other LIC employee responsibilities. Explain.
Assist in the recruitment and selection/recommendation of new employees.

Represent LIC in a positive light. Remember that you are in a leadership position and others look up to you.

Maintain good academic standing (cumulative GPA of 2.5 or higher.)
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The Leadership and Involvement Center

The Leadership and Involvement Center seeks to promote student involvement, volunteerism and leadership development. The office serves to link UW-La Crosse students, faculty, staff, student organizations, and the Seven Rivers Region community agencies in order to promote a strong relationship in the UW-La Crosse community, as well as in the City’s community. It is our hope that the 2011-2012 Community Agency Guide will provide you with information regarding volunteer opportunities in the Seven Rivers Region community.

Leadership & Involvement Center Staff 2012-2013:

Kristin Ammerman
Lindsay Nevins
Kristine Schill

Natalie Magnus—Graduate Advisor
Kaye Schendel—Leadership and Involvement Center Director

Please contact us in any of the following ways:
221 Cartwright Center
1725 State Street
La Crosse, WI 54601
(608)785-6600
involvement@uwlax.edu
www.uwlax.edu/uc/involvement

The Leadership and Involvement Center operates as a division of University Centers, and the University of Wisconsin-La Crosse. We are committed to providing equal educational and employment opportunities regardless of race, creed, religion, sex, origin, disability, ancestry, age, sexual orientation, pregnancy, marital, and parental status.
2012-2013 Leadership & Involvement Center Events!

Campus Blood Drive
September 5th - 6th, 11:00 a.m. - 6:00 p.m., Valhalla, Cartwright Center

Fall Involvement Fest I
September 18th, 2012, 10:00 a.m. - 5:00 p.m., Valhalla, Cartwright Center

Campus Blood Drive
November 6th – 8th, 11:00 a.m. - 6:00 p.m., Valhalla, Cartwright Center

Spring Involvement Fest II
February 7th, 10:00 a.m. - 4:00 p.m., Valhalla, Cartwright Center

Campus Blood Drive
February 12th - 14th, 11:00 a.m. - 6:00 p.m., Valhalla, Cartwright Center

Celebration of Involvement and Leadership
April 16th, 4:30 p.m., Valhalla, Cartwright Center
What Can the Leadership & Involvement Center Do for You?

The Leadership & Involvement Center has a variety of services and resources to provide you. Our staff consists of highly involved and trained peer advisors. Our present services include the following:

- **Special Events:** From the Involvement Fest to our Celebration of Involvement and Leadership, we seek out opportunities for UW-L and the Seven Rivers Region to interact, exchange ideas, and exchange information. See the previous page for the dates of our special events during the 2009-2010 school year.

- **Individual Advising:** Whether you are a student, an instructor, a community leader, or a student organization president, we are able to talk with you about involvement needs for yourself, your classroom, your organization, or your agency. We have current volunteer opportunities, local projects that need attention, national and regional alternative service opportunities, campus organization information, co-curricular planning ideas, area events, and resources to connect your academic pursuits with your involvement. We are equipped to listen to your needs and share this valuable information with you!

- **Resources:** This Community Agency Guide is just one of the resources we provide. We may also publicize incoming volunteer opportunities through the Racquet, the Campus Connection, the Eagle Connection, our website, and through e-mail. We also have:
  - A Student Organizations listing all of the 150+ student organizations on campus
  - Student Interest Survey: A check list to indicate your interests in specific organizations and community options
  - Local and national volunteer opportunities
  - Service-learning resources
  - Presentation brochures

- **Current Volunteer Opportunities:** We are always collecting an assortment of current volunteer opportunities in the Seven Rivers Region.
  - Stop by our office to get information about current volunteer opportunities
  - Sign up for our list serve to receive weekly e-mails about current volunteer opportunities
  - Check out our website for current volunteer opportunities.

- **Presentations:** We offer ten minute to one-hour presentations on the following topics:
  - The “how to” and the benefits of involvement
  - How to plan a service project event for your group or class
  - General information about the Involvement Center
Volunteer and service opportunities

When considering your involvement...

- When reflecting on what you would like to do on- or off-campus, keep in mind your past experiences, your interests and hobbies, your available time, your special skills, your career goals, your major area of study, the purpose of your involvement, and a part of yourself you hope to develop further.

- Consider the reality of how much time you can truly commit to whatever you choose. Always remember there are both long-term and short-term opportunities in which to get involved.

- Utilize the Involvement Center to keep track of your involvement on our database. You can do this by keeping in touch with us about what it is you are doing. Ask us about our co-curricular profile and how you can use it to track your experiences.

Why do you want to volunteer?

- To learn something about the world, about others, and about yourself.

- To have fun while doing something meaningful for a great cause that you believe in!

- To share ideas and energy that is uniquely yours.

- To develop leadership, communication, and problem-solving skills which foster self-confidence.

- To gain experience in your academic field of interest.

- To develop new friendships and connections with people from all walks of life.

- To gain an appreciation and respect for your own life and those that you serve.

- To take a risk and try new and different experiences outside of the campus environment.

- To feel involved and part of the action as a world citizen.

- To make a contribution and know that YOU MAKE A DIFFERENCE!!!
American Cancer Society

Contact Name  Title  Address
Justine Johnson  Community Relations  1285 Rudy St. Suite 103

Website  City  State  Phone  FAX
www.cancer.org  Onalaska  WI  (608) 783-5001 x102  (608) 783-5005

Email  Operation hours
justine.johnson@cancer.org  8:00 a.m. – noon, 1:00 p.m. - 4:30 p.m.

Organization Purpose:
The American Cancer Society is the nationwide, community-based, voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives from cancer, and diminishing suffering from cancer through research, education, advocacy, and service.

Special Events
• Relay for Life: Relay For Life of La Crosse Colleges (February 15th-16th 2013)
• Relay For Life of West Salem & Relay for Life Prairie Duchien (April 2013)
• Daffodil Days Program (March 11th – 15th 2013)

Volunteer Opportunity 1
Relay for Life
The American Cancer Society Relay For Life is a unique community event that celebrates cancer survivors and honors the memory of those who have passed away from cancer. Relay For Life is a “huge compassionate support group” and offers families, friends, neighbors, and community members a place to come together to help in the fight against cancer. Relay For Life involves teams of 8-15 people who take turns walking or running around a track all night long. These teams are made up of students and faculty from UW-La Crosse, Viterbo University, WWTC and Globe University. A party-like atmosphere prevails as team members camp out on the surrounding grounds for the duration of the event to enjoy music, food, fun entertainment and activities while building camaraderie with fellow teammates and participants. Money is raised through team commitment fees of $150 per team and an individual fundraising goal of $100 per participant in donations. Each team member who raises $100 receives a Relay For Life t-shirt. Last year’s Relay For Life of La Crosse Colleges event had over 73 teams and raised over $65,000 in the fight against cancer. Join us on February 15th and 16th 2013 for another grand event!

Volunteer to help with this year’s Relay For Life in numerous ways by helping in our office prior to the event, Being a Team Capitan, Being A Part of the Planning Committee, or helping the day of with set-up/ clean up and logistics/registration.

Volunteer Opportunity 2
Daffodil Days
One of the first flowers of spring, the daffodil is a symbol of hope. To the American Cancer Society, the flower represents the hope of a world free from cancer. In the Midwest Division, Daffodil Days is held during the month of March, and raises more than $2 million annually. Over its 30 year history, the American Cancer Society Daffodil Days program has become one of our constituent’s most beloved
fundraising campaigns. Each January and February, individuals, corporations, schools, places of worship, and other community organizations support the American Cancer Society by collecting donations for daffodils. The program generates significant income for the Society. Over the last 12 years, it has raised more than $176 million nationwide.

**Volunteer to help with the coordination of collecting daffodil orders, fax campaigns, organizing daffodils and assembling the flower orders, and helping to deliver the flowers when they come.**

**Make someone’s day with a delivery of daffodils!**

**Special Note**
There are many volunteer and internship opportunities. Please inquire about the many opportunities that can fit into your schedule. Please contact us with any questions/interests that you may have in any of the following opportunities.
American Red Cross - Scenic Bluffs Chapter

Contact Name  Title     Address
Natalie Linders Volunteer Coordinator 2927 Losey Blvd.

City     State     Phone     FAX
La Crosse WI (608) 787-8500 (608) 787-8507

E-mail     Website
nlinders@arcscenicbluffs.com www.arcscenicbluffs.org

Organization Purpose:
The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disaster and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its congressional charter and the fundamental principles of the International Red Cross and Red Crescent Movement.

Volunteer Opportunity 1
Disaster Services
- **DAT (Disaster Action Team):** Do you enjoy helping others in their time of need? Can you handle emergency situations, inconvenient hours and conditions? If so, you may be a candidate for the Disaster Action Team, our first line of defense in the event of a disaster. Members rotate serving on call and respond to disaster. Our Red Cross DAT provides food, clothing, shelter and referrals to people affected by disaster.
- **DV (Disaster Volunteer):** These volunteers are trained to respond to Red Cross emergencies and would go into action in situations where larger numbers of people are affected.

Volunteer Opportunity 2
Community Disaster Preparedness
Would you like to teach others how to prepare before a disaster happens? We will teach you how with materials prepared jointly by Red Cross and Emergency Management.

Volunteer Opportunity 3
Blood Services
Blood drives are fun and there’s a volunteer job for everyone! You can help to set up and bring equipment needed, transport blood, cook the BBQ, serve in the canteen, escort donors, register, thank donors and award gallon pins. Shifts are available from one to four hours long (depending on the job) making it easy to schedule in some volunteering time and help save someone’s life.

Volunteer Opportunity 4
Office Assistant
Volunteers support activities and programs by handling phone calls, answering questions, helping with mailings and record keeping, including data entry. You don’t have to do it all. We have volunteers that specialize in doing one part of the office work such as being on call for bulk mailings. Other volunteers have their own on-going projects.
Volunteer Opportunity 5
Health and Safety Services
We will train you free to become a certified CPR and First Aid Instructor if you’ll volunteer to teach for us. Teach others how to save a life, prevent disease transmission, baby-sit and more. You must have a current basic CPR/First Aid Certification before you can take an instructor course. Instructors are needed for daytime and evening classes.

Volunteer Opportunity 6
FAST (First Aid Service Team)
The purpose of a Red Cross First Aid Service Team is to provide immediate and temporary first aid care. Team members receive the necessary training to respond to victims of injury or sudden illness at gatherings such as festivals, parades or sporting events.
Bethany on Cass

Contact Name  Title  Address
Kelly Schneider  Manager  1315 Cass St.

City  State  Phone:  FAX:
La Crosse  WI  (608) 796-1091  (608) 784-1006

Operation hours
9:00 a.m. - 3:00 p.m.

Organization Purpose:
This is an assisted living facility.

Volunteer Opportunity 1
Manicures

Volunteer Opportunity 2
Resident Outings: Push wheelchairs

Volunteer Opportunity 3
Call Bingo for residents

Volunteer Opportunity 4
Music students: Perform for residents

Volunteer Opportunity 5
Help set up and oversee a “Casino Night”

Volunteer Opportunity 6
Assist or plan any recreational activity (i.e. crafts, games, large group parties…etc).
Bethany Riverside

Contact Name: Kris Fry  
Title: Director of Recreational Therapy/ Volunteer Coordinator  
Address: 2575 S. 7th St.

E-mail: klfry@gundluth.org  
City: La Crosse  
State: WI  
Zip: 54650  
Phone: (608) 775-8226  
FAX: (608) 775-8270

Website: www.bethanylutheranhomes.org

Operation Hours: 7:30 a.m. - 4:00 p.m.

Organization Purpose:
Bethany Riverside is a modern 123-bed skilled nursing home community, located near Gundersen Lutheran Medical Center in La Crosse. This spacious community is beautifully situated along the Mississippi River and offers a unique environment for skilled care and rehabilitation. Bethany Riverside offers short-term and specialized care on our Lighthouse for persons with mid to late stage dementia. Regardless of the length of stay, Bethany Riverside’s team of dedicated staff is eager to assist residents in maintaining their quality of life.

Bethany Riverside provides a wide variety of volunteer experience for both individuals and groups. We utilize volunteers in a wide variety of ways and have volunteer opportunities available seven days a week at a variety of times. Volunteers play an integral part in contributing to the resident’s social, emotional, and spiritual needs.

Volunteer Opportunity 1
Assisting with Recreational Activities

Volunteer Opportunity 2
Assisting with Special Events

Volunteer Opportunity 3
Assisting with Weekly Outings

Volunteer Opportunity 4
Manicures/Hand Massages

Volunteer Opportunity 5
1-1 Visits

Volunteer Opportunity 6
Sing-along

Volunteer Opportunity 7
Outdoor Yard/Garden Work

Volunteer Opportunity 8
Mail Delivery
Volunteer Opportunity 9  
Crafts

Volunteer Opportunity 10  
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Volunteer Opportunity 11  
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Bethany St. Joseph Care Center

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<tr>
<td>Kim Scholze</td>
<td>CTRS, Recreation Therapy Director and Volunteer Coordinator</td>
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<th>Address</th>
<th>City</th>
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<tr>
<td>2501 Shelby Rd.</td>
<td>La Crosse</td>
<td>WI</td>
<td>(608) 788-5700</td>
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<tr>
<th>FAX</th>
<th>Email</th>
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<tr>
<td>(608) 788-4030</td>
<td><a href="mailto:kims@bsjcorp.com">kims@bsjcorp.com</a></td>
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Operation hours
7:00 a.m. – 3:30pm. (Occasional weekends and evenings)

Organization Purpose:
To assist each resident in attaining their highest level of functioning, well-being and comfort level.

Special Events
- Setting up Christmas trees (call and we can let you know)
- Decorating for holidays
- Help with parties - if you/group/organization would like to put on a special event

Volunteer Opportunity 1
Various opportunities are available: A varied weekly recreation schedule allows for experience in implementing and observing a variety of programs

Volunteer Opportunity 2
Assist with a variety of recreational programs. If you have a talent, you can share that with us, assist us with special events – ex. Play piano or other musical instruments

Volunteer Opportunity 3
One-on-one visits with residents, fingernail painting

Volunteer Opportunity 4
Special events held by a class or organization, or coming out once a week or bi-weekly to play card or games or if you have an idea that you would like to share

Volunteer Opportunity 5
Assist residents to and from spiritual services

Volunteer Opportunity 6
Attend resident staffing (for Recreational therapy students)

Volunteer Opportunity 7
Internships in Recreation Therapy
Volunteer Opportunity 8
Escort volunteer – ride with residents to and from medical appointments, escort them to the dept., wait for them and escort them back to the van pick up, ride back to BSJ with resident in our van (no driving or transferring of residents)

Volunteer Opportunity 9
Volunteer with our memory care residents

Volunteer Opportunity 10
Seasonal Outdoor work

Volunteer Opportunity 11
Help with Bingo on Mondays, Thursdays or Saturdays from 2:45 – 4:00.

Volunteer Opportunity 12
Play cards/cribbage/dice games. If you have any ideas of your own that you would like to share with us let us know.

Volunteer Opportunity 13
Share your culture with us
Big Brothers/Big Sisters of the 7 Rivers Region

Contact Name | Title | Address
Beth Twiton | Executive Director | 1707 Main St. Suite 438

Website | City | State | Phone | FAX
www.7riversbbbs.org | La Crosse | WI | (608) 782-2227 | (608) 782-2390

Email
info.lacrosse@7riversbbbs.org

Operation hours
9:00am-5:00pm

Organization Purpose:
Our mission is to effectively match children with caring mentors to share time, experiences, friendship and fun that help children become caring, confident, and competent adults.

Special Events
- Match Activities (throughout the year)
- Catered for Kids Sake (Spring)
- Bowl for Kids Sake (March)
- Golf Scramble (Summer)

Volunteer Opportunity 1
Big Brother, Big Sister, or Big Couple: Be a friend and a mentor to an area child

Volunteer Opportunity 2
Community Based Program: Must be 18 years old and have access to an insured reliable vehicle. Time commitment: 2-3 hours per week for at least 1 year. Spend time with a Little Brother or Little Sister participating in everyday activities such as sports, bike riding, baking, etc.

Volunteer Opportunity 3
Site Based Program: Must be at least a sophomore in high school. Time commitment: 1-2 hours per week for at least a school year. Spend time with a Little Brother or Little Sister right at a specific site/location doing activities such as playing on playground, reading, or playing board games. Sites include: Emerson Elementary YMCA Surround Care afterschool program, Hamilton Elementary “Lunch Buddies” program, Ho Chunk Youth & Learning Center After School program, Erickson Boys & Girls Club after school program, or Mathy Boys & Girls Club After School program.

Volunteer Opportunity 4
Office Assistant: To help with miscellaneous office work

Volunteer Opportunity 5
Volunteer to help with a special event or serve on one of our committees.
Bluff Country Family Resources

Contact Name
Robin Yaffe Tschumper
Kathy Lawson

Title
Executive Director
Program Coordinator and Advocate

Address       City       State
114 Main St.   Hokah       MN

Website
www.bluffcountry.org

Phone           FAX
(507) 894-2676   (507) 894-2678

Operation hours
9:00 a.m. - 5:00 p.m.

Organization Purpose:
BCFR provides community education and non-judgmental, confidential crisis intervention, advocacy, support, and resources to victims of domestic violence, sexual assault, child abuse, and homelessness.

Special Events
- Bowl-a-thon (April)
- Child Abuse awareness/sexual assault awareness month (April)
- Safe Families 5k walk/10k run (May)
- Garden tour (July)
- Domestic Violence Awareness Month (October)

Volunteer Opportunity 1
Crisis Line Advocate, Battered Women’s Advocate, Sexual Assault Advocate, Children’s Advocate

Volunteer Opportunity 2
Co-Facilitator for children’s groups, women’s group, art therapy group

Volunteer Opportunity 3
Safe home provider

Volunteer Opportunity 4
Social Media volunteer

Volunteer Opportunity 5
Board of Directors

Volunteer Opportunity 6
Internships
Volunteer Opportunity 7
Landscape, cleaning, upkeep at transitional housing complexes

Volunteer Opportunity 8
Family mentor or After-school tutor, reading to children
# Boys & Girls Club of Greater La Crosse

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<tr>
<td>Mike Desmond</td>
<td>Executive Director</td>
<td>1331 Clinton St.</td>
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<th>City</th>
<th>State</th>
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<tr>
<td><a href="http://www.bgcl.org">www.bgcl.org</a></td>
<td>La Crosse</td>
<td>WI</td>
<td>(608) 782-3926</td>
<td>(608) 782-3933</td>
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**Email**

mike.desmond@bgcl.org

**Operation hours**

Monday - Friday 3:00 p.m. – 6:00 p.m.,
Summer: Monday- Friday 8:00 a.m. - 5:00 p.m.

**Organization Purpose:**

*The mission of the Boys and Girls Clubs of Greater La Crosse is to inspire and empower all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.*

**Special Events**

- Basketball Tournaments
- Baseball/Softball Tournament
- Golf Benefit
- PLAY Program
- Tri-Quest Event
- Halloween Party
- Thanksgiving Feast
- Christmas Party

**Volunteer Opportunity 1**

**Tutors:** Assist members with daily homework or special projects. Tutoring occurs at the club after school.

**Volunteer Opportunity 2**

**Coaching:** Basketball, baseball, softball, football, wrestling, soccer

**Volunteer Opportunity 3**

**After School Program:** Assist staff in general programming such as gym, computers, games, playground, etc.
Boys & Girls Club of Sparta

Contact Name                   Title             Address
Larry Terry                     Executive Director    1000 E. Montgomery St.

Website                 City   State    Phone   FAX
www.bgcofsparta.org     Sparta  WI    (608) 269-2592  (608) 269-7969

Email                    Operation hours at the Club
lterry@bgcofsparta.org   Monday - Friday 10:00 a.m. - 6:00 p.m. (School Year)

Organization Purpose/Mission:
To inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive caring citizens.

Special Events:  House of Shadows, Oktoberfest Brats Sale, Kampaign for Kids, Sparta Stampede, Ticket Raffle and Golf Outing.

Volunteer Opportunities at the Club:
(For Full position descriptions, please visit the Club website.)

  - Program Youth Mentors
  - Program Aids
  - Office Assistants
  - Volunteer-Volunteer Coordinators
  - Marketing Assistant Interns
  - Fund Raising Interns
  - Homework Tutors
  - Stretching & Toning Instructors
  - Zumba Instructors
  - Sports Clinic Instructors
  - Archery Instructors
  - Guitar Instructors
  - Fishing Instructors
  - Teen Programming Interns
  - Program Event Coordinators
  - Fund Raising Event Coordinators

House of Shadows – Meet Wednesday evenings in August & September.

  Production nights are October 2, 8, 9, 15, 16, 22, 23, 28, 29, 30 & 31.

  - Set designers
  - Custom designers
  - Character actors
  - Make-up application assistants
  - Ticket stand assistants, greeters
  - Concession stand assistants
  - Crowd control assistants
  - Marketing coordinators
  - Volunteer coordinator assistants
  - Logistics assistants
  - Room section leaders
  - Photography
## Causeway Interfaith Volunteer Caregivers, Inc.

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<thead>
<tr>
<th>Contact Name</th>
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<tr>
<td>Sara Wrobel</td>
<td>Executive Director</td>
<td>420 West Ave. S. (3rd Floor)</td>
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<th>City</th>
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<tbody>
<tr>
<td>Causewaycaregivers.org</td>
<td>La Crosse</td>
<td>WI</td>
<td>(608)775-9999</td>
<td>(608)785-9997</td>
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**Email**  
causewayivc@gamil.com

**Operation Hours**  
Monday – Friday  9-12pm

**Organization Purpose:**  
To provide free volunteer services to elderly and disabled adults, to remain active and independent in La Crosse County

**Volunteer Opportunity 1**  
Causeway offers many ways you can volunteer with flexible hours, set between you and the person with whom you are matched. Causeway services include: Arts Buddy, Errands, Shopping, Home Repair, Non-routine Lawn/Garden Care, Reading, Writing, Visiting and Outings.

**Special Note**  
All new volunteers will have orientation prior to being matched so you will know what to expect and be comfortable within your volunteering experience!
Children's Museum of La Crosse, Inc.

Contact Name | Title | Address
--- | --- | ---
Christina Knudsen | Project Director | 207 5th Ave. South

Website | City | State | Phone | FAX
--- | --- | --- | --- | ---
www.funmuseum.org | La Crosse | WI | (608) 784-2652 | (608) 784-6488

Email | Operation hours
--- | ---
christina@funmuseum.org | Tuesday – Saturday 10:00 a.m. - 5:00 p.m.,
Sunday noon - 5:00 p.m.

Organization Purpose:
The Children's Museum of La Crosse is a hands on, interactive environment for children; a family place where children can explore, create, experiment, learn and exercise their imagination.

Volunteer Opportunity 1
Exhibit Guide: Interact with museum guests on exhibit floors.

Volunteer Opportunity 2
Education/Workshop Volunteer: Assist with planning, set-up and conducting of various workshops, presentations, demonstrations, and special events

Volunteer Opportunity 3
Face Painter: Help children feel special by having their faces painted. Whether it is for a birthday party or on a Saturday or Sunday afternoon.

Volunteer Opportunity 4
Climbing Wall Belay: Instruct and secure Museum visitors as they face the challenge of “Mt. Le Kid” or just help harness and helmet.

Volunteer Opportunity 5
Summer Camp Volunteer: Assist with summer camps for ages 4-12.

Special Note
All current opportunities can be found on the website: www.funmuseum.org. Please call or e-mail for many more volunteer opportunities!!
**Coulee Children's Center**

**Contact Name**  
Terry Knothe-Lash  
Katie Boehlke

**Title**  
Director of Early Intervention Program  
Director of Child Care

**Address**  
2935 East Ave. South  
La Crosse  
WI  
(608) 787-5572

**Website**  
www.couleechildrenscenter.com

**Email**  
couleechildrensmain@hotmail.com

**Operation hours**  
8:30 a.m. - 5:00 p.m.

**Organization Purpose:**  
*Coulee Children's Center offers services to children of all abilities with programs including: child care for children of all abilities from ages 4 weeks through 12 years; Early Intervention Program services including Physical Therapy, Occupational Therapy, Speech/Language Pathology and Special Instruction; Birth-to-3 Service Coordination.*

**Volunteer Opportunity 1**  
Helping in child care classrooms with children, and possible experience working with special needs who need one-on-one time (contact Katie)

**Volunteer Opportunity 2**  
In-service presentations about cultural and racial studies for staff (contact Terry)

**Volunteer Opportunity 3**  
Learning more about the Birth to Three services and possibly to do some research or satisfaction surveys (contact Terry)
Coulee Council on Addictions

Contact Name  Title  Address
Kam Sturm  Office Manager  921 West Ave. South

Website  City  State  Phone  FAX
www.couleecouncil.org  La Crosse  WI  (608) 784-4177  (608) 784-6302

Email  Operation hours
cca@couleecouncil.org  8:00 a.m. - 4:30 p.m.

Organization Purpose:
The Coulee Council on Addictions (CCA) is a grass-roots community-based agency that strives to provide information and referral services concerning substance abuse and addiction. CCA provides confidential assistance, information, education, and services to all people dealing with substance abuse and other addictions. Coulee offers a variety of services for the community, including prevention and drug presentations, intervention resources, a Drop-In Center, assessments, and a resource library.

Special Events
- Turned Leaf Fest  Date: September 29th 2012

Volunteer Opportunity 1
Resource Center

Volunteer Opportunity 2
Fundraising

Volunteer Opportunity 3
Special Events Volunteer

Volunteer Opportunity 4
Coalition Work
# Coulee Region Humane Society

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<tr>
<th>Contact Name</th>
<th>Title</th>
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<tr>
<td>Heather Schmid</td>
<td>Executive Director</td>
<td>911 Critter Ct.</td>
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<tr>
<td><a href="http://www.couleehumane.com">www.couleehumane.com</a></td>
<td>Onalaska</td>
<td>WI</td>
<td>(608) 781-4014</td>
<td>(608) 781-1646</td>
</tr>
</tbody>
</table>

**Email**  
heather.schmid@couleehumane.com

**Operation hours**  
Mon., Wed., Fri. 9:00 a.m. - 5:00 p.m.,  
Tues., Thurs. 9:00 a.m. - 7:00 p.m.,  
Sat. & Sun. 1:00 p.m. - 5:00 p.m.

**Organization Purpose:**  
_Actively promotes the human treatment of animals and positive human-animal relationships. We offer the following services/programs: stray animal control, adoption, housing for surrendered pets, humane education, pet therapy, dog training, lost and found, pet assistance, and volunteer opportunities._

**Special Events**  
- Bark in the Park (Second Saturday in August)  
- Annual Adopt-a-Thon (Contact the Humane Society for details)  
- Pet Photos with Santa (December)  
- Cause for Paws Banquet (Contact the Humane Society for details)  
- Dog Park Clean Up (Spring and Fall-Contact the Humane Society for details)

**Volunteer Opportunity 1**  
_Dog Kennel Assistant:_ Responsible for spot checking and cleaning dog's kennel, refilling water bowls (in some cases, food bowls), exercising and socializing dogs in an enclosed area, grooming and bathing.

**Volunteer Opportunity 2**  
_Cat Kennel Assistant:_ Responsible for spot checking and cleaning cages, replacing wet or dirty newspapers and bedding, scooping litter pans, filing water and food bowls, socializing with cats by brushing and playing, and stocking supplies.

**Volunteer Opportunity 3**  
_Housekeeping/Laundry:_ Miscellaneous cleaning duties. Sweeping floors and mopping floors, washing walls, windows and blinds, maintaining order in the garage area, sorting newspapers, washing, drying, folding and stacking laundry.

**Volunteer Opportunity 4**  
_Grounds Maintenance:_ Raking, trash removal, weeding and watering plants, sweeping sidewalk and parking areas, and snow removal.
Coulee Region Literacy Council (CRLC)

Contact Name  Title  Address
Sandra Kawatski  CRLC President  401 North 3rd St. c/o La Crosse Tribune

City  State  Phone  FAX
La Crosse  WI  (608) 791-8308  (608) 791-8475

Email
sandra.kawatski@lee.net

Organization Purpose:
We provide free one-on-one tutoring for adults using the Laubach reading method. All tutors are volunteers. Services are provided free of charge.

Volunteer Opportunity 1
Tutor: Tutor an adult student one-on-one for an hour a week, based on his/her educational goals. Be willing to work with adults with disabilities.
Crossfire Youth Center

Contact Name  Title  Address
Joshua Walden  Operations and Finance Director  422 Main Street

City  State  Phone  Email
La Crosse  WI  (608) 784-6565  joshua@crossfire4u.com

Website
www.crossfire4u.com

Operation hours
Monday – Thursday, 9:00 a.m. - 3:00 p.m.

Organization Purpose:
Crossfire is a party alternative for youth between the ages of 14 to 20. We are a Christian-based, non-profit teen center. We work with those youth caught in the daily “crossfire” of destructive influences and behaviors. It is our goal to assist youth to live out their God-given potential and become productive citizens through our programming. Our volunteer staff keep our programming running.

Special Events
- Camping trips
- Sports outings
- In-house concerts

Volunteer Opportunities
Help out with open recreation events, mentorship programs, tutoring programs, adventure based initiatives, gender specific small groups, Bible studies, jail ministries, teen mom’s group, and various other programs
Crossroads United Campus Ministry

Contact Name: Rev. Laura Hoglund
Title: Campus Minister
Address: 13th and Pine

City: La Crosse
State: WI
Phone: 608-784-7600
Cell-Phone: 630-728-4676
Fax:

Email: lshoglund@gmail.com
Agency Website: crossroadsumc.com
Operation hours: Monday - Thursday

Organization Purpose
Crossroads seeks to provide a Christian community on campus where individuals can explore, question, understand and affirm their relationship with God, each other and the world.

- Sponsors gatherings with key spiritual leaders and professors where a variety of traditions meet and embrace
- Explores our roles as peacemakers in areas of conflict
- Gathers for food, music, and fun
- Struggles with social justice issues
- Reaches out locally to learn about our community and serve those in need
- Welcomes everyone no matter what their background
- Builds a community held together by strong friendships
- Provides pastoral care, spiritual direction, and vocational discernment

Special Events
- Patio Party: A big welcome to campus on move in day with free food (Corner of 14th and Pine)
- Involvement Fest: Great plant give away
- First Cup: Get free coffee on us as we plan future ministry from this brand new site.
- Every Wednesday night Community meal: noon-2pm on the corner of pine and 13th (look for picnic tables
- Sunday Night Dinner and Student Led Worship. Everyone welcome no matter what their faith background (or lack of). We like to say we are face to face ministry NOT ministry in your face..
- Mission projects
- Habitat for Humanity Monday night meal at the local shelter

Volunteer Positions
Invitation to anyone interested in joining a brand new Leadership Team. Are you looking for something different (not your same old, same) campus ministry? Crossroads is all about Extravagant Welcome, Radical Inclusion. Noted…there is room for lots of ministries on campus. If you have an idea what is missing in your growth of mind/body/spirit we want to talk with you! We are building something new, different, vital for today. Be a part of it. Call anytime.
Franciscan Skemp Hospice

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<tr>
<th>Contact Name</th>
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<tbody>
<tr>
<td>Jennifer Meyers</td>
<td>Volunteer Coordinator</td>
<td>212 S. 11th St.</td>
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<tr>
<td><a href="http://www.mayclinichealthsystem.org">www.mayclinichealthsystem.org</a></td>
<td>La Crosse</td>
<td>WI</td>
<td>(608) 791-9790</td>
<td>(608) 791-9548</td>
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Email
meyers.jennifer@mayo.edu

Operation hours
8:00 a.m. - 5:00 p.m.

Organization Purpose:
Hospice is a philosophy of care that focuses on the physical, emotional, and spiritual needs of a person facing a life threatening illness when a cure is not likely. Hospice care is provided in the person's place of residence.

Volunteer Opportunity 1
Companion: Reminisce, write or read, and support

Volunteer Opportunity 2
Bereavement: Emotional support to families who have had a loved one die

Volunteer Opportunity 3
Clerical Support: Assist with mailings
Great Rivers United Way

**Contact Name**  
Sarah Thompson  

**Title**  
Community Impact Director  

**Address**  
1855 East Main St., Suite A  

**Website**  
www.gruw.org  

**City**  
Onalaska  

**State**  
WI  

**Phone**  
(608) 796-1400  

**FAX**  
(608) 796-1410  

**Email**  
sthompson@gruw.org  

**Operation hours**  
8:00 a.m. - 4:30 p.m.  

**Organization Purpose:**  
*To improve the quality of life in our region by assessing community needs, by raising and distributing resources to respond to those identified needs, and by providing leadership to solve community problems.*

Great Rivers United Way raises and distributes funds for 28 Partner Agencies located in the five surrounding counties (La Crosse, Monroe, Vernon, Trempealeau, and Houston).

**Volunteer Center’s Purpose (A resource of Great Rivers United Way):**  
The Volunteer Center “connects good people to good organizations.” Great Rivers United Way seeks to be a regional leader in promoting and facilitating volunteer activities to enhance the quality of life for those in need.

**Volunteer Opportunity 1**  
*Community Investment Volunteer:* A great opportunity to find out how Great Rivers United Way invests into the community! Join a team of community volunteers to review and rate programs submitted by our 28 Partner Agencies. These reviews lay the groundwork for funding community programs that change lives. This is a one-time volunteer opportunity generally occurring in December and January.

**Volunteer Opportunity 2**  
*Letter Carriers Food Drive Volunteer:* The annual “Stamp Out Hunger” drive plays a critical role in America’s effort to aid families in need. The local partnership between the Letter Carriers, the AFL-CIO, Great Rivers United Way and the local food pantries is a great opportunity to volunteer to assist carriers at collection points around the city of La Crosse.

Volunteers are needed to transfer food, can, and boxes from the letter carriers’ vehicles into large distribution trucks. It is the largest one-day food drive in the nation, having delivered over 70 million pounds of food to community food banks, pantries and shelters in each of the past four years. This is a one-time volunteer opportunity that occurs in May every year.

**Special Note**  
MANY other volunteer opportunities on our website! Visit www.gruw.org and click on ‘volunteer.’
# Gundersen Lutheran Medical Center

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<th>Contact Name</th>
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<tr>
<td>Karla Korish</td>
<td>Volunteer Resource Coordinator</td>
<td>1900 South Ave.</td>
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<tr>
<td><a href="http://www.gundluth.org">www.gundluth.org</a></td>
<td>La Crosse</td>
<td>WI</td>
<td>(608) 775-3294</td>
<td>(608) 775-3183</td>
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<tr>
<th>Email</th>
<th>Operation hours</th>
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<tr>
<td><a href="mailto:kakorish@gundluth.org">kakorish@gundluth.org</a></td>
<td>8:00 a.m. - 4:00 p.m.</td>
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## Organization Purpose:

*Gunderson Lutheran strives to be a Health System of excellence, nationally recognized for improving the health and well-being of our patients and their communities. We distinguish ourselves through excellence in patient care, education, research and through improved health in the communities we serve.*

## Training

Call to schedule a pre-interview appointment. A one-time, Monday orientation session is required.

### Volunteer Opportunity 1

**Escort Services:** great opportunity for those desiring patient interaction. Assist with wheelchair transports and delivery of specimens and paperwork throughout the medical center. Work with a super group of peers while gaining exposure to the medical center setting.

### Volunteer Opportunity 2

**Child Life:** hospital and clinic roles with our pediatric population.

### Volunteer Opportunity 3

**Physical Therapy:** opportunities in inpatient and outpatient settings.

### Volunteer Opportunity 4

**Rehab:** interact with patients recovering from strokes and traumatic injuries.

### Volunteer Opportunity 5

**CCU or ICU/Surgery Family Waiting Rooms:** assist family members while gaining critical interaction skills.

### Volunteer Opportunity 6

**Radiation Oncology or Hematology Oncology:** assist with departmental functions and provide a presence for patients and families in the waiting areas.

### Volunteer Opportunity 7

**Trauma emergency center:** assist with transporting patients and families to TEC or Urgent care. Oversee waiting room. Provide customer service/support to families. Round to patient rooms.
Volunteer Opportunity 8
Clinic Pediatrics: Assist medicine assistants and nursing staff. Oversee waiting area, clean toys, stock exam rooms with books, markers etc. Occasionally read/color with a child.

Special Note
Other opportunities are also available. Call to inquire.
### Habitat for Humanity-La Crosse Area

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<tr>
<th>Contact Name</th>
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<tr>
<td>Rachel Swenson</td>
<td>Volunteer Coordinator</td>
<td>434 3rd St. South</td>
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<tr>
<td><a href="http://www.habitatlacrosse.org">www.habitatlacrosse.org</a></td>
<td>La Crosse</td>
<td>WI</td>
<td>(608) 785-2373</td>
<td>(888) 823-9830</td>
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<th>Email</th>
<th>Operation hours</th>
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<tr>
<td><a href="mailto:volunteer@habitatlacrosse.org">volunteer@habitatlacrosse.org</a></td>
<td>Wednesday – Friday 10:00 a.m. – 6:00 p.m.</td>
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<td></td>
<td>Saturday- 9:00 a.m. -3:00 p.m.</td>
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### Organization Purpose:

To eliminate poverty housing in the La Crosse community by partnering with people in need to build decent, affordable housing.

### Special Events

- Fundraising and special events are ongoing. Check website for updates and details.

### Volunteer Opportunity 1

Construction Volunteers: Time commitment is flexible. Contact volunteer@habitatlacrosse.org for more information or to register.

### Volunteer Opportunity 2

Fundraising Committee: Time commitment is flexible. Contact volunteer@habitatlacrosse.org for more information.

### Volunteer Opportunity 4

Volunteer at Habitat ReStore program. Duties include cashiering, customer service, and inventory. Store hours are Wednesday- Friday 10am-6pm and Saturday 9am-3pm. Contact volunteer@habitatlacrosse.org for more information.
Hillview Health Care Center

**Contact Name**  **Title**  **Address**
Kim Haskey   Volunteer Coordinator  3501 Park Lane Dr.

**City**  **State**  **Phone**  **FAX**
La Crosse  WI  (608) 789-4800  (608) 789-4860

**Email**  **Operation hours**
haskey.kim@co.la-crosse.wi.us  8:00 a.m. – 8:00 p.m.

**Organization Purpose:**
We are a long term facility consisting of 199 residents. We strive to help the residents achieve their maximum potential through socialization and recreation/leisure programs. Students have an opportunity to work with a mostly geriatric population as well as residents with Alzheimer’s and Dementia.

**Special Events**
- Safe Trick or Treat: Saturday, October 29th (need 50 volunteers from 1:30-3:30pm) to assist residents handing out candy, passing bags to the children, giving directions, etc.
- **Holiday Craft & Gift Show:**
  - Wednesday, November 9th (assist with set-up; assist vendors in carrying in their merchandise, etc.)
  - Thursday, November 10th 8am-5:30pm (assist vendors with carrying in items/residents shopping/serving a lunch/clean-up/welcoming visitors/handling out maps and giving directions, etc.)
- **Resident Christmas Store:** Monday, December 12th 1:30-4:00pm. (Assist residents with shopping, wrapping gifts, transporting residents back to their rooms, clean-up)
- **Senior Prom (May):** assist in decorating, dancing with the residents, and taking down decorations
- **Courtyard Clean-up:** wash windows on the outside of the facility, raking leaves, and pulling weeds (needed both in the Fall & Spring)

**Volunteer Opportunity 1**
Recreation Therapy Volunteer: Work with recreation department to implement programming (i.e. exercise, group games, current events, social hour, men’s group, cards, etc.)

**Volunteer Opportunity 2**
Friendly Visitor: Visit one-on-one with assigned residents

**Volunteer Opportunity 3**
Pet Therapy Volunteer: Take animals to resident's rooms for visits
Volunteer Opportunity 4
Physical Therapy Volunteer, Occupational Therapy Volunteer, Speech Therapy Volunteer: Work with Physical Therapy staff and residents, work with Occupational Therapy staff and residents, or work with Speech Therapy staff and residents.

Volunteer Opportunity 5
Pretty Nails Volunteer: Assist the recreation department with polishing resident nails on Wednesday’s from 1:15-2:15 p.m.

Volunteer Opportunity 7
Entertainer: Provide music to our residents (i.e. playing a musical instrument or singing).

Volunteer Opportunity 8
Program Leader: Lead a recreational program for our residents. It could be sharing a hobby, leading a discussion, bringing in items to share, leading a book club, etc.

Volunteer Opportunity 10
Reader: Read to our residents either in a group setting (i.e. a book); or individually 1:1. This may include reading stories, the newspaper, scripture, poems, etc.

Volunteer Opportunity 12
Outing Assistant: Ride along with one of our male residents to/from the YMCA in a taxi cab. Provide socialization and directions to the location of the programs of interest.

Volunteer Opportunity 13
500 & Euchre Card Players: Play 500 or euchre cards with the residents. The day and time is flexible; however a consistent date and time is preferred.

Volunteer Opportunity 14
Community Outing Assistants: Assist the Recreation Therapy staff on community outings. Outings may include: shopping; festivals; zoo; etc. The volunteers would assist by assisting the residents 1:1 by helping them shop, pushing their wheelchairs, pushing the shopping cart, etc.

Volunteer Opportunity 15
Games: Play 1:1 with the residents (Yahtzee, chess, checkers, scrabble, etc.)
Ho-Chunk Youth & Learning Center

Contact Name  Title  Address
Marian Blackdeer  Teacher  724 Main Street

City  State  Phone  FAX
La Crosse  WI  (608) 796-1550  (608) 785-7490

Website
www.Ho-chunknation.com

Email       Operation hours
marian.blackdeer@ho-chunk.com  9:00 a.m. – 5:30 p.m.

Organization Purpose:
To provide recreational activities and academic support and opportunities for La Crosse area Native American K-12 students in a safe and positive environment. We focus on four types of activities: Cultural, Educational, Recreational, and Preventive. Our goal is to enhance our children’s personal growth through these activities.

Special Events
• Family Nights  Monthly
• Field Trips  As scheduled
• Community Activities  As scheduled

Volunteer Opportunity 1
Tutor: Any areas of interest are welcomed. Math and Science (especially middle and high school) are particular needs. You are welcome to share your avocation or expertise with the students.
  - Tutoring hours do count towards diversity requirements or field experience for university classes.
  - We would love to have you meet our students and staff. Call and set up a visit to our center! Tutoring hours are 3-5 Monday Through Thursday. Center hours start at 9am and go through 5:30pm.

Special Note
The Youth Services, HCN, requires complete background checks before volunteers can tutor our students. We will accept checks done by other agencies such as Big Brothers Big Sisters, Boys and Girls Club, and Scouts.
**Organization Purpose:**

_HorseSense is an organization committed to enriching the lives of children and adults with disabilities through safe, therapeutic, and recreational interaction with horses._

**Special Events**

- Annual Chair Event: Horse Show at La Crosse County Fair Grounds (May)
- Volunteer Orientation Meeting: Call to find out more information (volunteers are required to attend one of these meetings)

**Volunteer Opportunity 1**

_Lesson Volunteer:_ Work with individual riders and their horses as a leader or a side walker. Volunteers help the riders reach their personal goals under the direction of an instructor and therapist. Time commitments: 1-4 hours a week per 5-7 week sessions; 3-4 sessions seasonally.

**Volunteer Opportunity 2**

_Fundraising:_ Assist in our annual fund-raising efforts. Time commitments: a 2-4 hour shift at a fundraising event.

**Volunteer Opportunity 3**

_Assist with volunteer recruitment._
Hunger Task Force of La Crosse

Contact Name       Title          Address
Shelly Krause     Executive Director  403 Causeway Blvd.

Website             City    State       Phone       FAX
www.lacrossehtf.org  La Crosse  WI       (608) 793-1002 (608) 793-1003

Email                  Operation Hours
lacrossehunger@centurytel.net  Monday, Tuesday 8:00 a.m. – 12:00 p.m.
                                        Thursday, Friday 8:00 a.m. –1:00 p.m.

Organization Purpose:
To reduce hunger in the Coulee Region

Volunteer Opportunity 1
Garden Work: Various gardening responsibilities, please inquire

Volunteer Opportunity 2
Food: pick-up and delivery

Volunteer Opportunity 3
Office Work: stuffing and addressing envelopes, computer work, etc.
**Kickapoo Valley Reserve**

**Contact Name**
Sadie Urban

**Title**
Events Coordinator

**Address**
S3661 State Hwy 131

**City**
La Farge

**State**
WI

**Phone**
608-625-2960

**FAX**
608-625-2962

**Agency Website**
http://kvr.state.wi.us

**Email**
sadie.urban@wisconsin.gov

**Organization Purpose:**
The land in the Kickapoo Valley Reserve shall be protected, preserved, and enhanced so that its unique environmental, scenic, and cultural features provide opportunities for the use and enjoyment of visitors to the Reserve. The Reserve will be promoted as a unique example of the Driftless Area Ecoregion and as a destination for low-impact tourism and education.

**Special Events**
- Kickapoo Reserve Dam Challenge Triathlon (October)
- Kickapoo Reserve Winter Festival (January)

**Volunteer Opportunity 1**
Give instruction and assistance to racers (Kickapoo Reserve Dam Challenge Triathlon) [http://kvr.state.wi.us/damchallenge](http://kvr.state.wi.us/damchallenge)

**Volunteer Opportunity 2**
Help plan and run winter games and activities for kids at the Kickapoo Reserve Winter Festival. Specifically outdoor physical activities and games and indoor arts and crafts for kids.
La Crescent Animal Rescue

Contact Name   Address
Terry Schleifer,  523 South Chestnut Street P.O. box 112
Robin Miller, OR La Crescent, MN 55947
Heather Sayers

Website          Phone
Lacrescentanimalrescue.org (507) 895-2066 (shelter)
Lacrescentanimalrescue.blogspot.com (608) 792-9482 (Terry)
(608) 406-0433 (Robin) (507) 313-3393 (Heather)

Email         Operation Hours
info@lacrescentanimalrescue.org Monday, Wednesday, Friday 12pm-6pm
Tuesday, Thursday – by appointment
Sunday 12pm-3pm

Organization Purpose:
To rescue domestic cats and dogs, strays and abandoned animals.

Special Events:
• Fundraising

Volunteer Opportunity 1
Cleaning: Cat room cleaning
General office, backroom cleaning, exam room

Volunteer Opportunity 2
Organizing: General organization of office area, exam room, cat rooms, laundry and kitchen area

Volunteer Opportunity 3
Vet Care: Weekly help with vet care

Volunteer Opportunity 4
Animals: Fostering animals, dog walking, dog room cleaning, socializing with cats and dogs, feeding babies without mothers.

Volunteer Opportunity 5
Schools: Go into schools and talk about the shelter and animal care
La Crescent - Hokah Community Education

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Title</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Rande Gustafson</td>
<td>Community Education Director</td>
<td>703 S. 11th St.</td>
</tr>
</tbody>
</table>

City    State       Phone       FAX
La Crescent MN     (507) 895-5153       (507) 895-8560

Agency Website: www.isd300.k12.mn.us
Email: rande.gustafson@isd300.k12.mn.us
Operation Hours: Monday - Friday

Organization Purpose:
We offer lifelong learning opportunities by providing educational, cultural, social, and recreational experiences. We develop programs with K-12 teachers and staff, community members from business, government, non-profit, and volunteer sectors. We're interested in programs that address a variety of needs and interests from early childhood to senior citizen programming, and from programs in the arts to environmental education areas. We do a lot with early childhood, youth development, and education.

Volunteer Opportunity 1
Program development: Inter-agency/volunteer organization which involves leadership and collaboration to put together instruction and supervision for all ages

Volunteer Opportunity 2
Finance-asset-based community development, grant development, fundraising, evaluation of needs

Volunteer Opportunity 3
Internships are available
La Crosse Area Family YMCA

<table>
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<tr>
<th>Contact Name</th>
<th>Title</th>
<th>Address</th>
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<tbody>
<tr>
<td>Jackie Ripp</td>
<td>HR Director</td>
<td>1140 Main St.</td>
</tr>
</tbody>
</table>

Website: [www.laxymca.org](http://www.laxymca.org)

City: La Crosse  WI  Phone: (608) 782-9622  FAX: (608) 782-9616

Email: jripp@laxymca.org

Operation hours: 8:00 a.m. – 4:00 p.m.

Organization Purpose:
*To put Christian principles into practice through programs that build healthy spirit, mind and bodies for all.*

Volunteer Opportunity 1
Special Events: Assist with set-up, registration, course marshals and tear down.
Contact: Jamie Klonowski 608-782-9622 ext. 236  jklonowski@laxymca.org

Volunteer Opportunity 2
Youth Sport Coaches: Work with youth in developmental sports programs including basketball, soccer, flag football, baseball, and t-ball.
Contact: Jen Barber at jbarber@laxymca.org

Volunteer Opportunity 3
Community Teen Center: Work with area teens on homework and be a role model for them.

Volunteer Opportunity 4
Friday Night Live Program: Middle School Program, 2 Fridays during the months of September-May. Activities include basketball, racquetball, swimming, etc.
Contact: Jen Barber at jbarber@laxymca.org for the YMCA- North in Onalaska.
La Crosse Community Theatre

Contact Name  Title  Address
Greg Parenter  Artistic Director  118 5th Avenue N. (through 2012);
Amanda Wiese  Director of Patron Services  Front St. (starting 2013)

Website  City  State  Phone
www.lacrossecommunitytheatre.org  La Crosse  WI  (608) 784-9292

FAX  Email  Operation hours
(608) 784-9285  boxoffice@lacrossecommunitytheatre.org  11:00 a.m. - 5:00 p.m.

Organization Purpose:
La Crosse Community Theatre creates productions and projects that enhance the
theatrical literacy of our audience members, volunteers, students, and staff. We provide
opportunities for creativity and personal growth in a fun, collaborative environment. As a
community, we celebrate human connections through communication and interaction.

Special Events
- The Pirates of Penzance by Arthur Gilbert and W.S. Sullivan
  September 7th – 23rd, 2012
  Auditions June 26 and 27
- Bus Stop by William Inge
  October 26th – November 11th, 2012
  Auditions September 11, 2012
- A Christmas Story by Philip Grecian, based on the book and film by Jean
  Shepherd
  December 7th-16th, 2012
  Auditions October 30, 2012
- Macbeth by William Shakespeare
  January 25th – February 3rd, 2013
  Auditions November 27 and 28, 2012
- The Dining Room by A.R. Gurney
  March 8th - 24th, 2013
  Auditions January 29, 2013
- Les Miserables based on the novel by Victor Hugo, book by Alain Boublil and
  Claude-Michel Schonberg, music by Claude-Michel Schonberg, lyrics by Herbert
  Kretzmer
  May 10th-26th, 2013
  Auditions March 12 and 13, 2013

Volunteer Opportunities
Actors, Costume Crew, Set Crew, Running Crew, Light Board Operator, Props
Coordinator, Sound Operator, Production Stage Manager, House Manager, Ushers,
Concessions, Publicity, Office Work.
Let us know if you’re interested by filling out the form at http://tiny.cc/VolunteerLCT
Special Note
Descriptions and time commitments can be found at http://www.lacrossecommunitytheatre.org/
La Crosse County Historical Society

Contact Name          Title             Address
Nancy Rabe            Volunteer Coordinator P.O. Box 1272

Website                City          State          Phone
www.lchsweb.org        La Crosse     WI             (608) 782-1980

Email                          Operation hours
lchsevents@centurytel.net     10:00 a.m. - 4:00 p.m.

Organization Purpose:
The mission of the La Crosse County Historical Society is the collection, preservation and providing for education, the historical legacies of the Three Rivers Region. In order to achieve this goal, we operate three museums, (Hixon House, Swarthout and Riverside) and maintain the archives of donated artifacts with the emphasis being on La Crosse County History.

Special Events
- Hixon House Ice Cream Social: July 9th, 2011
- Silent City Cemetery Tour: September 17th, 2011

Volunteer Opportunity 1
Opportunities to volunteer occur throughout the year. We are always recruiting Hixon House docents/tour guides. Please call the Historical Society’s offices for more information of our current needs, or send a resume highlighting your education, experience, or interests.

Volunteer Opportunity 2
Our museum, the Swarthout Museum, located at 112 S. 9th St, needs volunteers to sit at the desk and keep an eye on the displays. Good job for a student needing study time! There is wireless available.

Volunteer Opportunity 3
Majors in History or Archaeology might be interested in volunteering to work in collections with the curator. This involves cataloguing, handling, and photography artifacts. Interview required.
La Crosse County Housing Authority

Contact Name   Address
Patrick Dienger   615 Plainview Rd. La Crosse, WI 54603

Website   Phone   FAX
www.lcha.net   (608) 781-5365   (608) 781-5379

Email   Operation hours
Patrick@lcha.net   8:00 a.m. – 4:00 p.m.

Organization Purpose:
To provide quality affordable housing for seniors, disabled, and low-income families.

Volunteer Opportunity 1
Hmong Translator: Translate letters, the Resident Handbook and the lease for Hmong residents.

Volunteer Opportunity 2
Internet/Computer Teacher: Teach Internet and e-mail usage to our seniors. Teach New Software programs to office staff: Access, Excel, Power Point, etc.

Volunteer Opportunity 3
Spanish Translator: Translate letters, the Resident Handbook and the lease for Spanish-speaking residents, and translation of housing brochures

Volunteer Opportunity 4
Painting

Volunteer Opportunity 5
General Maintenance
La Crosse Storytelling Festival

Contact Name: Sara Slayton  
Title: Volunteer Coordinator  
Address: 2116 31st St. South

Website: www.lacrossestoryfest.com  
sara.slayton@gmail.com

City: La Crosse  
State: WI

Operation hours  
9:00-5:00 Monday – Friday

Organization Purpose:  
It is the mission of the La Crosse Storytelling Festival to be the premier storytelling event in the upper Midwest celebrating the art of storytelling, edifying, educating and entertaining people of all ages and from all walks of life.

The mission of the La Crosse Storytelling Festival will be accomplished through:  
...hiring top quality national, regional and local storytellers  
...providing educational workshops lead by trained professionals  
...providing entertaining events for adults and children  
...reaching out to communities in Wisconsin, Minnesota, Iowa, Illinois and Michigan

Special Events  
• The Storytelling Festival: held annually during the first weekend after Labor Day. Volunteers are needed from 10:00 a.m. - 10:00 p.m. on that Friday and Saturday, and from 10:00 a.m.-1:00 p.m. on that Sunday.

Volunteer Opportunity 1  
The Festival uses volunteers in a variety of ways including; ticket-taking, food & beverage service, working with children, playing storybook characters, selling books & crafts, taking photos, assisting storytellers and musicians, setting up the grounds and stages, working light & sound boards, and other miscellaneous tasks.

Special Note  
For every 3 hour shift worked a volunteer receives a free 1/2 day admission.
La Crosse Symphony

Contact Name | Title | Address
---|---|---
Tracy Fell | Executive Director | 201 Main St. Suite 230

Website | City | State | Phone | FAX
---|---|---|---|---
www.lacrossesymphony.org | La Crosse | WI | (608) 783-2121 | (608) 783-3121

Email | Operation hours
---|---
tracyf@lacrossesymphony.org | 8:00 a.m. - 5:00 p.m.

Organization Purpose:
The mission of the La Crosse Symphony Orchestra is to enhance the quality of life in the tri-state region by providing excellent symphonic music for the pleasure of the public, educating people of all ages in symphonic tradition, and encouraging student and professional musicians to develop and share their musical talents and skills.

Volunteer Opportunity 1
Marketing

Volunteer Opportunity 2
Usher/box office

Volunteer Opportunity 3
Development

Volunteer Opportunity 4
Office/administration

Volunteer Opportunity 5
Concert and Event Planning
Lakeview Health Center

Contact Name       Title                  Address
Kay Stewart        Volunteer Outreach Specialist 902 Garland St. East

City       State       Phone       FAX
West Salem WI    (608) 786-1400     (608) 786-1419

Email          Operation hours
stewart.kay@co.la-crosse.wi.us  8:00 a.m. – 4:30 p.m.

Organization Purpose:
A commitment to excellence in providing long term care and rehabilitation for adults of all ages. The residents have various physical, mental health and other related challenges. We work together to assure the best possible quality of life in each individual who lives at Lakeview Health Center.

Special Events
- Outings to June Dairy Days
- Outings to La Crosse Interstate Fair
- Half Day Fishing Trips
- Holiday decorating and parties

Volunteer Opportunity 1
Work with the Recreation Therapy Staff to implement programming (i.e. group exercise, men’s group, fine dining, games, cards, play pool…etc.)

Volunteer Opportunity 2
Visit one on one, read or letter write to an assigned resident

Volunteer Opportunity 3
Give residents a manicure, makeover or new hairdos

Volunteer Opportunity 4
Assist Recreation Therapy staff with taking residents out on outings, (i.e. shopping, restaurant dining, parades, library and various other events)

Volunteer Opportunity 5
Provide entertainment through music playing, singing or comedy

Volunteer Opportunity 6
Help transport residents to in-house activities or church services

Volunteer Opportunity 7
Help with monthly birthday bashes, ice cream socials or holiday parties, etc.
Meadow Wood Assisted Living

Contact Name: Deb Meyer  
Title: Activity Coordinator  
Address: 2904 East Ave. South

City: La Crosse  
State: WI  
Phone: (608) 788-7489  
FAX: (608) 788-0857

Email: debra.meyer@crsinc.org  
Operation hours: 8:30 a.m. - 4:30 p.m.

Organization Purpose:
*Meadow Wood is apartment-style housing for seniors combined with supportive and nursing care, and recreational opportunities. The goal of our facility is to provide care for our tenants and to improve their quality of life physically, recreationally, and spiritually.*

Special Events/Community Outings
- September 10th to 15th: Assisted Living Week
- September 10th: Buffalo Gal and Petting Zoo
- September 11th: Cookout for Staff and Tenants
- September 13th: Chocolate Buffet (3pm)

Volunteer Opportunity 1
Transportation: Transporting tenants to the chapel for church on Sundays between 9:00 a.m. – 10:00 a.m.; Thursdays between 10:00 a.m. and 11:00 a.m.

Volunteer Opportunity 2
Manicures: Monday or Tuesday afternoons between 1:00 p.m.-3:00 p.m.

Volunteer Opportunity 3
Happy Hour: Fridays at 3:00 p.m. Volunteers needed from 2:30 p.m. - 4:30 p.m.

Volunteer Opportunity 4
Bingo: Wednesdays from 1:00 p.m.-2:15p.m.

Volunteer Opportunity 5
General Volunteer: Assisting with large and small group activities, community outings, transport to religious activities, pet therapy, room visits, reading to tenants with poor vision, taking tenants outdoors/wheelchair rides during nice weather.

Volunteer Opportunity 6
Exercise Mondays, Tuesdays, and Fridays at 11:00 a.m. and Wednesdays at 10:15 a.m.
Myrick Hixon EcoPark

Contact Name  Title  Address
Claudia Kiesenhofer  Community Programs and Volunteer Coordinator  789 Myrick Park Drive
La Crosse, WI 54601

City  State  Phone  FAX
La Crosse  WI  (608) 784-0303x.236  (608) 784-0322

Website  Email
www.mhecopark.org  claudiak@mhecopark.org

Operation hours
9:00 a.m. – 4:00 p.m. Monday- Friday and 10:00a.m. – 4:00p.m. Sat- Sunday

Organization Purpose:
Our mission is to empower individuals and communities to experience and explore healthy, vibrant, safe, and sustainable lifestyles. The EcoPark was created in 2007 as a three way partnership between the existing Hixon Forest nature center (since 1983), 8 area rotary clubs, and the city of La Crosse to redevelop the Myrick Zoo site into a destination attraction and community center focused on environmental sustainability, outdoor recreation, environmental education, local food systems, and fostering open exploratory nature play for children. All of our programming and education focuses on developing ecoliterate citizens by providing positive, inspirational and aspirational experiences of sustainability.

Training
Training for naturalists.

Education/Outreach

Volunteer Opportunity 1
Naturalist Assistant: If you have a genuine desire to share your love of nature, become a school program leader! Thousands of children participate in hands on activities and develop a basic understanding of our environment. Training seasons are available Sept/Oct, Jan/Feb, April/May. During the summer months you can help us with our summer programs for children and get experience on working as a naturalist (Jun-Aug).

Volunteer Opportunity 2
Public Program Presenter: We’d love to have you present a public program, usually weekends or weekday evenings. The program can be directed towards adults and/or children.

Natural Areas

Volunteer Opportunity 3
Landscaping & Gardening

Promotional
Volunteer Opportunity 4
River To Ridge Run/Walk: This annual run/walk from the Mississippi River to the top of the bluff needs volunteers for registration, course marshals, water stations and fish. Get a delicious burger for your hard work.

Volunteer Opportunity 5
Enchanted Forest: Dress up as a storybook character and hand out goodies to young trick-or-treat hikers, help set up or help with treats.

Volunteer Opportunity 6
Event Representative: At conferences, festivals and other event booths.

Volunteer Opportunity 7
Other: Photography, videography, parades, mascots, concerts, bartender

Administrative

Volunteer Opportunity 8
Guest Services: Staff the reception desk weekdays and during the summer also weekends, greet visitors, give information, answer phones, sell gift shop items – be the friendly face of the EcoPark.

Volunteer Opportunity 9
Other: Aquarium care, mailings, flyer distribution, snow removal, cleaning, handiwork/repairs etc…
# National Multiple Sclerosis Society – WI Chapter

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Title</th>
<th>Address</th>
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<tbody>
<tr>
<td>Kristin Raeber</td>
<td>Volunteer Coordinator</td>
<td>1120 James Drive, Suite A</td>
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<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hartland</td>
<td>WI</td>
<td>(262) 369-7165</td>
<td><a href="mailto:kristin.raeber@nmss.org">kristin.raeber@nmss.org</a></td>
</tr>
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<thead>
<tr>
<th>Website</th>
<th>Hours</th>
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<tbody>
<tr>
<td><a href="http://www.wisMS.org">www.wisMS.org</a></td>
<td>8am-4:30pm</td>
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## Organization Purpose:
Multiple sclerosis (MS) stops people from moving. The National MS Society exists to make sure it doesn’t. Through ground-breaking research initiatives, programs designed to address the challenges of living with MS, and the advocating for improved public policy, the society is dedicated to a world free of MS.

## Volunteer Opportunities
There are various opportunities with the National Multiple Sclerosis Society throughout the state of Wisconsin including volunteering for Walk MS in La Crosse. The 2011 walk will be held during mid April 2012. For more information on volunteering, please contact Kristin Raeber.

Possible positions include:
- Set-up
- Registration
- Greeters
- Volunteer check-in
- Breakfast or lunch set-up/clean-up
- Route support (SAG) drivers
- Ham Radio Operator
- Rest Stop
- Traffic control
- Photography
- Professionals
- Medic support
- Spirit at Milestones
- Take down
New Horizons Shelter & Outreach Centers

Contact Name  Title  Address
Sharon Radford  Volunteer/Intern Coordinator  PO Box 2031

City  State  Phone  FAX
La Crosse  WI  (608) 791-2610 ext.301  (608) 791-2619

Email  Operation hours
nhvolcoor@centurytel.net  M-F  9:00 a.m. - 4:00 p.m.

Agency Website:
www.nhagainstabuse.org

Organization Purpose:
New Horizons Shelter and Outreach Centers provide safety and services to adults and families who have experienced domestic violence, sexual assault, stalking and harassment so that they can make decisions about their lives in a supportive, non-judgmental and empowering atmosphere. We promote the concept of non-violence and equality through intervention, prevention, and education.

Special Events
- Volunteer/Intern Training (September, February, May) 1st night mandatory for all
- April: Child Abuse Awareness Month Events
- May: Postal Worker’s Food Drive
- October: Domestic Violence Awareness Month Events
- Various fundraisers held throughout the year

Volunteer Opportunity 1
Bilingual Translation: Interpreting verbal and written communications between our staff and clients.

Volunteer Opportunity 2
Children’s Advocate: Temporary child care, structured play, support groups

Volunteer Opportunity 3
Computers: Data entry and statistics program

Volunteer Opportunity 4
Crisis Advocate: Answering the crisis line, assisting shelter clients, providing general information.

Volunteer Opportunity 5
Donations: Accept, sort, and process donations, greet and assist visitors, stock the boutique and storage areas.
Volunteer Opportunity 6
Legal Advocate: Assist with restraining orders, client call backs and follow ups, court support.

Volunteer Opportunity 7
Office Assistant: Data entry, errands, written correspondence, assist with special projects and agency events.

Volunteer Opportunity 8
Resource Advocate: Resources and referrals, support groups, outreach projects within the community.
Norskedalen Nature and Heritage Center

Contact Name  Title  Address
Christine Hall  Executive Director  P.O. Box 235

Website  City  State  Phone  FAX
www.norskedalen.org  Coon Valley  WI  (608) 452-3424  (608) 452-3157

Email  Operation hours
chall@mwt.net  8:00 – 5:00
norsk.edu@mwt.net

Organization Purpose:
The mission of Norskedalen Nature and Heritage Center, Inc., a non-profit corporation, is to preserve and interpret the natural environment and cultural heritage of the region, to make people aware of and sensitive to these natural and cultural resources, and to provide educational opportunities at all levels through its arboretum, nature and heritage centers, and staff - both volunteer and professional.

Special Events
- Trainings are arranged as needed
- May Membership Madness (May)
- Mid-Summer Fest (June)
- Art Fair & Ice Cream Social (July)
- Uff-da Memorial Golf Outing (August)
- Twilight Tours (September)
- Threshing Bee (September)
- Civil War Heritage Weekend (October)
- Ghoulees in the Coulees (October)
- Old Fashioned Christmas (December)

At Norskedalen, our opportunities for volunteer experience are limited only by imagination and budget. We have a huge range of opportunities for people to explore their interests, build their skills and résumés. We encourage you to contact us directly to talk over the possibilities, but here are just a few:

Volunteer Opportunity 1
Visitor Host: Greet visitors and show center and museums; collect admission. (Less than 7 hours a week.)

Volunteer Opportunity 2
Historical Guide: Escort visitors through historic buildings. (Less than 10 hours a week.)

Volunteer Opportunity 3
Hike Leader: Lead school children on nature hikes/groups. (Less than 5 hours a week.)
Volunteer Opportunity 4
Special Events Volunteer: Collect admission/fees, park cars, and food preparation and serving, demonstrate, lead tours, information, etc. (Less than 10 hours a week, usually weekends.)

Volunteer Opportunity 5
Gift Shop: Clerk in small gift shop. (Less than 8 hours a week.)

Volunteer Opportunity 6
Trail Maintenance: Assist staff with trail maintenance on scheduled dates and others. (Less than 10 hours a week.)

Volunteer Opportunity 7
Garden: Assist other volunteers in planting, weeding, caring for garden. (Less than 10 hours a week.)

Volunteer Opportunity 8
Invasive Species Eradication: The tools are all set, in need of volunteers to come help cut, spray, or pull the various invaders.

Volunteer Opportunity 9
Create Informational Displays: Always in need of help putting together informative displays, publicizing our programs etc.

Volunteer Opportunity 10
Living History Demonstrations: Educate school children via Pioneer crafts, baking or farm tool demonstrations (less than 10 hours a week); participate in corresponding events showing the demonstration.

Volunteer Opportunity 11
Ghoulees in the Coulees: Be a part of Ghoulees in the Coulees scare stations, pumpkin carving, setting jack-o-lanterns out on the trail, be a fortune teller, with or other scary character
Onalaska Care Center

Contact Name   Title
Casandra “CJ” Cooley  Recreation Therapy Asst./Volunteer Coordinator

Address  City    State
1600 Main St.  Onalaska  WI

Phone    Fax   Website
(608) 783-4681  (608)781-8148  www.bsjcorp.com

Email       Operation hours
casandrac@bsjcorp.com  8:00 a.m. – 8:00 p.m.

Organization Purpose:
To provide a well-rounded daily living experience for our aging population.

Special Event:
• Christmas Decorating: Decorating the facilities for Christmas. This occurs before or the day after Thanksgiving. Contact for more information.

Volunteer Opportunity 1
Visiting: One-to-one visiting with the residents including reading, manicures, and/or helping the residents write letters and cards. Helping the residents decorate their rooms for the holidays. Assist staff with a variety of recreation programs. Times of availability to choose from are Monday-Friday 9:30am-11:00am, 1:00pm-4:00pm, or 6:30pm-8:00pm; Saturdays 8:00am-12:00pm and/or 1:00pm-4:00pm; and Sundays 9:30am-12:00pm.

Volunteer Opportunity 2
Pet Therapy Volunteer: This program is through the Humane Society or you can bring your own pet. Two times monthly for 1-2 hours depending on the animal.

Volunteer Opportunity 3
Sunday Helper: Short time on Sundays from 9:00a.m. to 11:00a.m. assisting the residents to and from church services.

Volunteer Opportunity 4
Music Programs: Programs created and put on by the volunteer. Sing or play any musical instrument.

Volunteer Opportunity 5:
Game Helper: Assisting and playing game including Euchre, 500, Bridge, Cribbage, Dominos, Kings Korner, Skip Bo, Scrabble, and more.
### The Parenting Place

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Title</th>
<th>Address</th>
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<tbody>
<tr>
<td>Marilyn Huckenpoehler</td>
<td>Assistant Director</td>
<td>1500 Green Bay Street</td>
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<thead>
<tr>
<th>Website</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
<th>FAX</th>
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<tbody>
<tr>
<td><a href="http://www.theparentingplace.net">www.theparentingplace.net</a></td>
<td>La Crosse</td>
<td>WI</td>
<td>(608)784-8125</td>
<td>(608)796-0098</td>
</tr>
</tbody>
</table>

**Email**

marilynhuckenpoehler@theparentingplace.net

**Operation hours**


**Organization Purpose:**

*The Parenting Place specializes in prevention of child abuse and neglect through parent education and support.*

**Special Events**

- Children’s Festival: Late August
- Blue Ribbon Bash: March or April

**Volunteer Opportunity 1**

Helping in parent education, clerical, part time receptionist
Peace and Coffee

Contact Name: Joseph Roraff
Address: 422 Main St.
City: La Crosse
State: WI

Website:
[peaceandcoffee.com](http://peaceandcoffee.com) and [http://www.youtube.com/watch?v=LLBTPd-3nIk](http://www.youtube.com/watch?v=LLBTPd-3nIk)

Email: joeroraff@gmail.com
Operation hours: Monday-Friday: 11:00am-1:00pm
Phone: (608)385-6558

Organization Purpose:
Peace and Coffee is an organization that serves food Monday through Friday from 11:00am until 1:00pm. It is an incredible group of people that is fueled by volunteers. The experience is one of a kind because the customers have the option to pay or not while sharing with the Peace and Coffee community. The food is also unique in that the customers receive panini sandwiches and coffee drinks as opposed to the generalized food received at soup kitchens.
Pump House Regional Arts Center

Contact Name       Title       Address
Toni Asher        Executive Director    119 King St.

Website          City       State     Phone          FAX
www.thepumphouse.org    La Crosse    WI         (608) 785-1434     (608) 785-1432

Email          Operation hours
contact@thepumphouse.org      Tuesday - Friday noon - 5:00 p.m.,
                                Saturday noon – 4:00 p.m.

Organization Purpose:
The Pump House Regional Arts Center, located in the historic La Crosse, Wisconsin water pumping station, offers a wide range of visual and performing arts activities. The Pump House contains three visual art galleries, the 140 seat Dayton Theatre, art education classrooms with kiln and ceramics workspace, a conference room, and meeting areas.

The Pump House is a non-profit organization that has maintained this building as a cultural center since 1977. The mission of the Pump House is to enhance the quality of life in the region by maintaining the Pump House as a cultural center, and by promoting a wide range of visual and performing arts activities including performance, participation and appreciation.

Special Events
- The Pump House has a full calendar of visual and performing arts activities including exhibits, poetry readings, concerts, plays, art classes, open clay studio and more.

Volunteer Opportunity 1
Exhibit Assistant – The exhibit assistant position works with the Gallery Coordinator to organize set-up/take-down for three exhibition spaces, works with artists to develop a public relations strategy, and other tasks required to fulfill exhibition requirements.

Volunteer Opportunity 2
Public relations assistant – Learn media correspondence through writing news releases, generating text for website content, and website maintenance needs.

Volunteer Opportunity 3
Theater assistant – Be the right hand wo/man for plays and performances at the Pump House. Duties include artist hospitality, set-up/take-down procedures, and an eye for stage aesthetics.

Volunteer Opportunity 4
Graphic designer – Responsibilities include use of Adobe Suites for posters, flyers, website imagery, and postcards. Prior experience preferred.
Riverfront, Inc.

Contact Name   Title    Address
Karen Carter   Volunteer Coordinator 3000 South Ave.

Website     City   State   Phone
www.riverfrontinc.org  La Crosse   WI   (608) 785-3515

Email     Operation hours   Fax
karen.carter@riverfrontinc.org  8:00 am and 3:00 pm   (608) 784-5345

Organization Purpose:
To provide a continuum of innovative support for individuals with disabilities so they may live meaningful lives.

Special Events
- Golf outing
- Assorted picnics and banquets.

Volunteer Opportunity 1
Clerical Support Activities include: filing, copying, putting together training manuals, data entry, and assisting with special mailings, purging old files, and other assorted projects as they come up. Must work/with a variety of office equipment, including a computer, printers, and copy machines.

Volunteer Opportunity 2
Employment Support: Provide assistance in the Production Plant between the hours 8:00 a.m. - 3:00 p.m. Activities include: Providing training and support to help participants with disabilities perform job tasks. The goal is to increase each participant’s level of capability and independence at the job. Providing quality control on products going out of the production plant. Special skills required: Willingness to receive specialized training. Willingness to work with adults with disabilities in Riverfront’s Work and Community Center. Flexibility in scheduling.

Volunteer Opportunity 3
Lunch Room Assistant: Assist in the Production Plant Cafeteria between the hours 11:00 a.m. - 1:30 p.m. Activities include: helping participants heat up their lunches, providing restroom maintenance and monitoring, helping in the vending room, washing dishes, wiping tables, helping people eat.

Volunteer Opportunity 4
Activities Planner: Recreation/Day and After Hours Programs. We have day service and after hours programs in-house and a recreation program to provide recreational and social activities in a group setting. We are looking for a volunteer to help plan and hold various activities such as arts projects, musical activities, yoga, pet therapy, etc. Activities include: Planning activities for Day Services and Tuesday Night Specials. Making
arrangements necessary for carrying out these activities. Facilitating and assisting with these activities. Assist with miscellaneous recreational events and trips as they are planned.

**Volunteer Opportunity 5**
*Riverfront Singers:* The Riverfront Singers are a group of friends, many with disabilities, who come together to raise a joyful voice. The group practices Wednesday night, 6:00 pm – 7:00 pm in the Riverfront cafeteria and performs at churches, community gatherings, ball games, nursing homes and La Crosse’s Riverfest, Irishfest and Oktoberfest celebrations throughout the year. Activities include: Joining the singers for Wednesday night practices and performances whenever possible.

**Volunteer Opportunity 6**
*Arts Program:* The purpose of this new program is to provide accessibility and opportunities for Riverfront participants and those with a genuine love of art to experience the world of the arts. Mentors are needed in the areas of drama, photography, writing, music and all art mediums.

**Volunteer Opportunity 7**
*Rehab Production:* Provide assistance in the Production Plant for Rehab Job Teams between the hours of 8:00 am and 12:00 pm. Activities include providing training and support to help participants with disabilities perform job tasks and skill building. The goal is to increase each participant’s level of capability and independence. Special skill required is the willingness to receive specialized training.

**Volunteer Opportunity 8**
*Financial Support:* Provide assistance for financial operations between the hours of 8:00 a.m. and 4:30 p.m. Activities could include work on capital budgeting, cost benefit analysis, risk management or an area of special need for the volunteer. Qualifications required: flexibility in scheduling, skills in Microsoft Office and Excel, spreadsheet knowledge and experience and financial experience (budgeting and research skills).

**Volunteer Opportunity 9**
*Facilities Management Support:* Assist the Facilities Manager with inside or outside maintenance projects (picture hanging, exterior caulking, etc.). Qualifications required: ability to work independently or with limited supervision, flexibility in work hours, positive teamwork attitude and rudimentary skills in carpentry, building maintenance, repair, painting and exterior work. Ownership or access to hand tools a plus.

**Volunteer Opportunity 10**
*Human Resources Support:* Project based internship—assist with installation of new applicant tracking system and communicate with employees on the new system. This includes working through a project, developing a timeline, resources, etc.
**Volunteer Opportunity 11**  
**Human Resources Support:** Project based internship—create online a Supplemental Hiring Process, Wage Proposal and New Hire Orientation. This includes working through a project, developing a timeline, resources, etc.

**Volunteer Opportunity 12**  
**Assistant Behavior Support Specialist:** Assist the Behavior Support Specialist with assessments and plan development
Rotary Lights, Inc.

Contact Name    Title    Address
Pat Stephens    President   P.O. Box 215

Website    City  State  Phone  FAX
www.rotarylights.org  La Crosse  WI  (608)784-9993  (608) 785-6868

Email    Operation hours
pstephens@uwla.edu  8:00 a.m. – 5:00 p.m.

Organization Purpose:
The purpose of Rotary Lights is to help feed the hungry in the Tri State Area. The annual holiday lighting display in Riverside Park is the vehicle to collect food and contributions for this purpose.

Volunteer Opportunity 1
Display: We need help with planning, fixing, and repairing. The building of displays begins in September. On sight training.

There are opportunities to volunteer in September, October, November, and December.
## Sagen Centre

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<tr>
<th>Contact Name</th>
<th>Title</th>
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<tr>
<td>Alexandra Pappas</td>
<td>Program Coordinator</td>
<td>2221 Sims Place</td>
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<td><a href="http://www.bethanylutheranhomes.org">www.bethanylutheranhomes.org</a></td>
<td>La Crosse</td>
<td>WI</td>
<td>(608) 775-4704</td>
<td>(608) 775-4763</td>
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**Email**

[tmdoesy@gundluth.org](mailto:tmdoesy@gundluth.org)

**Operation hours**

Monday – Friday 9a.m.– 5:00 p.m.

**Organization Purpose:**

Residential living for 10 elderly residents who enjoy socializing with young people. Perfect setting for recreational therapy, psychology, sociology, social work, and physical therapy students.

**Volunteer Opportunity 1**

Volunteers needed to assist with activities, crafts, music, games, gardening, walks, exercise classes, manicures, baking projects, reminiscing. Also need assistance with outings to community. A staff person is always available to give guidance/supervision.
The Salvation Army

Contact Name  Title     Address
Jeff Hoch   Volunteer Coordinator  223 8th St. North

City      State      Phone      Fax
La Crosse  WI        (608) 782-6126  (608) 782-7377

Website
Bells2ring.org

Email        Operation hours
Jeff_Hoch@usc.salvationarmy.org  8:30 a.m. - 4:30 p.m. Monday-Friday

Organization Purpose:
The Salvation Army’s mission is focused on helping people by providing programs and services that meet physical, emotional and spiritual needs. We have an emergency shelter with 65 beds, a meal program that serves meals 365 days a year, a food pantry, thrift store, disaster services canteen, and church and Sunday School services.

Look for us on Facebook!
The La Crosse Salvation Army has its own Facebook page. Listed there are reminders of volunteer opportunities, special needs that come up from time to time, and other information about our organization and programs.

Volunteer Opportunity 1
Meal Program: Meals are served 7 days a week, 365 days a year.
Lunch: 11:30 Monday-Friday, 12:30 Saturday-Sunday.
Dinner: 4:30 every day.
Volunteers needed to help with food preparation, serving, and cleaning up after meals

Volunteer Opportunity 2
Office: Volunteers are needed from 9:00am-5:00pm, Monday-Friday to help answer phones, greet clients, pull files, re-file files, write thank you cards, prepare mailings and enter data.

Volunteer Opportunity 3
Pantry: Mondays - Fridays 1:00 p.m. – 4:00 p.m. Pack groceries for the food pantry.
Volunteers are also needed to keep records and inventory of the pantry as well as meet with clients to determine their need.

Volunteer Opportunity 4
Drivers and Driver Helpers: Monday - Friday 9:00 a.m. – 2:00 p.m. Food donation pick-ups from local businesses. Drivers are needed at various times during the times listed.
For more detailed information please call the Volunteer Coordinator.

Volunteer Opportunity 5
Custodial help needed Monday - Friday anytime from 9:00 a.m. – 5:00 p.m. Other hours may be available, depending on schedule of events. Janitorial work, yard work, shoveling snow and other custodial and maintenance type work.
Volunteer Opportunity 6

**Thrift Store**: Monday - Saturday anytime from 10:00 a.m. – 6:00 p.m. Other hours may be available, depending on schedule of events. Volunteers are needed to sort and organize clothes and stock shelves.

Volunteer Opportunity 7

**Canteen**: On-call volunteers needed to drive and supervise the emergency canteen during house fires and other local emergencies.

Volunteer Opportunity 8

Seasonal opportunities include bell ringing at the red kettles, Coats for Kids distribution, registering people for food baskets and Caring Tree items, helping with Christmas distribution, driving to pick up food donations at Rotary Lights.

**Note**: Students are encouraged to use and develop leadership skills in these special seasoned programs. If you have internships, any of those social service programs would be great to help coordinate and direct.
School District of La Crosse

Contact Name  Title  Address
Randy W. Nelson  Superintendent  807 East Ave. South

Website  City  State  Phone  FAX
www.lacrosseschools.org  La Crosse  WI  (608) 789-7600  (608) 789-7960

Email  Operation hours
ranelson@lacrosseschools.org  7:45 a.m. - 4:30 p.m.

Organization Purpose:
Students will discover their talents and abilities and will be prepared to pursue their dreams and aspirations while contributing effectively to their local, national and global communities

Volunteer Opportunity 1
Tutors

Volunteer Opportunity 2
Mentors

Volunteer Opportunity 3
High Performance Learning Program Volunteers (HPL)
Special Olympics Wisconsin – La Crosse Parks and Recreation

Contact Name   Title
Kerry Gloede   Special Recreation Supervisor

Address       City   State
Mailing: 400 La Crosse St. 1st Floor City Hall La Crosse WI
Office: 1433 Rose Street La Crosse WI

Website        Phone   FAX
www.specialolympicswisconsin.org (608) 789-7596 (608) 789-7501
www.cityoflacrosse.org

Email          Operation hours
gloedek@cityoflacrosse.org 8:30 a.m. - 5:00 p.m.

Organization Purpose:
The Special Olympics Wisconsin-La Crosse Parks and Recreation program offers year-round sports training and competition in Olympic-type sports for individuals 8 years old and older with a cognitive disability. Sports include bowling, volleyball, basketball, gymnastics, soccer, and power lifting to name a few.

Special Events
- DuRunRun Kids (September)
- Area Bowling Tournament (October)
- Area Basketball Skills Tournament (March)
- Polar Plunge (March)
- District Softball-Tennis-Bocce Tournament. (July)

Volunteer Opportunity 1
Volunteer and paid positions are available! Coaches and volunteers are needed to help with weekly practices for various sports. Chaperones are also needed with all extra activities and committee members are needed for fundraisers.

Special Note
Volunteer orientation required. Call or email to set up an orientation. Volunteer orientations are not required for special events.
# St. Joseph's Rehabilitation Center

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<tr>
<th>Contact Name</th>
<th>Title</th>
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<tr>
<td>Jenny Knudson CTRS</td>
<td>Recreation Therapy Director/Volunteer Coordinator</td>
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<tr>
<th>Address</th>
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<tr>
<td>2902 East Ave. South</td>
<td><a href="http://www.stjosephrehabcenter.org">www.stjosephrehabcenter.org</a></td>
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<tr>
<td>La Crosse</td>
<td>WI</td>
<td>(608) 788-9870 ext 216.</td>
<td>(608) 787-8889</td>
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**Email**

jenny.knudson@crsinc.org

**Operation hours**

7:00 a.m. - 3:30 p.m.

**Organization Purpose:**

St. Joseph's Rehabilitation Center provides skilled nursing for short term rehabilitation and long term care. We deliver the most comprehensive care available by providing for the physical, emotional, spiritual, and social needs of our patients.

**Volunteer Opportunity 1**

Assist with large and small group programs. We also go on community outings and one-to-one visits with residents who prefer staying in their room. We like to have volunteers in the afternoon and weekends are needed.

**Special Events**

Look for a group to help out with Casino days with residents. Will work with your group to come up with date(s).
Three Rivers Waldorf School

Contact Name          Title                      Address
Kim Clemmerson        Office Manager              901 Caledonia Street

Website                City          State
www.threeriverswaldorf school.com    La Crosse    WI

Phone     FAX
(608) 782-8774       (608) 787-6914

Email      Operation hours
office.trws@gmail.com   Monday-Friday 8:00 a.m.- 3:00 p.m.

Organization Purpose:
To enrich the lives of Coulee Region children, their families, and the community through Waldorf education. Waldorf education strives to awaken the true potential in each human being: clarity and creativity in thought and expression; balance and compassion in feeling; conscience and initiative in action. As a community, Three Rivers Waldorf School participates in the positive transformation of society.

Special Events
- Holiday Fair (second Saturday in December)
- Spring Silent Auction (fourth Saturday in March)

Volunteer Opportunity 1
In September (18-20 during the school day) someone could help with the preparation of the apple cider served at the Fall Festival.
Duties would include, but not limited to monitoring children (with the class teacher) washing apples, pressing apples, bottling the cider, and cleaning up the press and cafeteria.

Volunteer Opportunity 2
October 4- Torchlight Parade booth- Mostly done by parents, but could have volunteers set up and tear down the booth (in the Little Lights play yard) after 5:30 pm and clean up after the event. Parents usually do this as a fundraiser for the school

Volunteer Opportunity 3
November – Waldorf Snowflake Village (December 8) preparations. Preparing trinkets for the Holiday Wizard/Fairy, prepare nature driven crafts for the event. It would also be nice to have flyers and more media exposure for this event. We also have a variety of vendors for holiday shopping – assistance with vendors would be appreciated as well.
There is a committee of parents that take this on and it would be helpful for some extra help with the event. In years past, we have also hosted the Cameron Park Winter Farmers Market the same day.
Volunteer Opportunity 4
December 8- Waldorf Snowflake Village (10-4) Day of volunteering would include the Holiday Wizard/Fairy, collecting tickets for the crafts area, collecting tickets for the puppet show, and assisting vendors.

Volunteer Opportunity 5
January- Windows into Waldorf- this is a mini conference offered to the public to gain insight on what Waldorf is and other aspects of Waldorf education and Anthroposophy. There are usually guest speakers, an activity planned; school store is open, and a luncheon and serve the luncheon. We could have volunteers either help with the set up of guest speakers or with the luncheon and serve the luncheon. This is usually from 10-4pm on a Saturday.

Volunteer Opportunity 6
During any of our days of In-Service or breaks in the school year, it is possible to have volunteers come in and shampoo carpets, wax floors, and general cleaning while the children are not present.

Volunteer Opportunity 7
February- this seems to be a rough month for everyone. Perhaps needing assistance with substitute teaching.

Volunteer Opportunity 8
Spring Festival- May Pole Dance- more information forthcoming

Volunteer Opportunity 9
Silent Auction- this event is held every year. The date of this event changes from year to year depending upon the parents on the committee. The volunteering we would like for this event are: soliciting potential sponsors/donors, monitor the incoming donations, set up of event, tear down of event, and most importantly contacting the “winners” of silent auction items and ensuring all items have been picked up or delivered.

Volunteer Opportunity 10
Summer help- We have had a successful Summer Care Program for three years now, it would be nice to have volunteers to work with the staff and children throughout the summer. This would be helpful in case someone is sick or on vacation. The children’s age ranges from 3 ½ to 11. More details forthcoming.
**WAFTER**

**Contact Name**  Title  Address
Susan Clements  Assistant Executive Director  403 Causeway Blvd.

City  State  Phone  FAX
La Crosse  WI  (608) 782-6003  (608) 782-6006

Email  Operation hours
wafersue@centurytel.net  Monday – Friday 10:00 a.m. – 12:45 p.m.,
Monday, Tuesday and Thursday 4:00 p.m. - 7:45 p.m.

Website
waferlacrosse.org

Organization Purpose:
*WAFER Food Pantry provides emergency groceries and works to eliminate hunger.*

Volunteer Opportunity 1
Pantry volunteers-sort, stock, and distribute food packages (during open hours)

Volunteer Opportunity 2
Drivers-pick up donated food from a variety of locations (hours vary)

Volunteer Opportunity 3
Senior Share-pack and distribute food packages to senior meal sites (hours vary)

Volunteer Opportunity 4
Food Drives-help with collecting or distributing food (times & locations vary)
The Willows Assisted Living

Contact Name  Title  Address
Barb Chase  Life Enrichment Coordinator  2555 South 7th Street

City  State  Phone  FAX
La Crosse  WI  (608) 775-8280  (608) 775-8279

Operation hours
8:00 a.m. - 5:00 p.m., some evening and weekend activities

Organization Purpose:
This is an assisted living facility.

Volunteer Opportunity 1
Call bingo for residents (once per week), Monday afternoons (approx. 1 hour)

Volunteer Opportunity 2
Share a collection with residents or give a presentation on a recreational or educational trip, etc.

Volunteer Opportunity 3
Help with resident outings – shopping, restaurants, etc.

Volunteer Opportunity 4
Manicures

Volunteer Opportunity 5
Help to set up and oversee a “Casino Night,” talent show, or other special events

Volunteer Opportunity 6
Help teach a craft

Volunteer Opportunity 7
Read to sight-impaired residents

Volunteer Opportunity 8
Take wheelchair-bound residents on walks inside or outside on our campus
Western Technical College, Volunteer Coordinator

Tina Kjornes  Volunteer  400 7th St. North, Room 100 (ARC)

Website  City  State  Phone  FAX
www.westerntc.edu  La Crosse  WI  (608) 785-9474  (608) 789-6206

Email  Operation hours
kjornest@westerntc.edu  8:00 a.m. - 8:00 p.m. (M-TH), 8:00 a.m. - 4:00 p.m. (Fri)

Organization Purpose:
Help students to gain GED and HSED diplomas, brush up for college or technical school, learn the English language, and earn high school credit.

Special Events
- Enrollment in GOAL program is ongoing. Volunteers may start anytime during the school year.

Volunteer Opportunity 1
Adult Volunteer: Work one-on-one with a student in a variety of subject areas including math, reading, science, history, and English. 1-2 hours per week with a one-semester commitment.

Volunteer Opportunity 2
Conversation Partner: Speak with non-English speaking person to improve conversation skills. Students needing assistance will be from Southeast Asia, Europe, Central, or South America. 1-2 hours per week with a one-semester commitment.
Workforce Connections, Inc.

Contact Name  Title                  Address
Beth Sullivan  Director of Development  402 North 8th St.

Website          City   State    Phone       FAX
www.workforceconnections.org  La Crosse WI  (608) 789-5610   (608) 785-9939

Email        Operation hours
sullivanb@workforceconnections.org  8:00 a.m. - 4:30 p.m.

Organization Purpose:
To provide opportunities for individuals who have experienced barriers to obtaining and maintaining meaningful employment.

Volunteer Opportunity 1
We are seeking individuals from a variety of backgrounds to work with individuals with barriers to employment. Many of these individuals have had a previous encounter with the criminal justice system and are turning their lives around. They need someone to assist them in making wise life and career choices. A variety of volunteer opportunities exist with this population.
YWCA of the Coulee Region

Contact Name     Title              Address
Molly Hilligoss  Volunteer Coordinator  3219 Commerce St.

Website    City      State     Phone       FAX
www.ywcalax.org  La Crosse  WI  (608) 781-2738 ext. 228  (608) 781-2906

Email  Office hours: 8:00 a.m.-5:00 p.m. Monday-Friday
mhilligoss@ywcalax.org

Organization Purpose:
The YWCA of the Coulee Region is dedicated to eliminating racism and empowering women and promoting peace, justice, freedom, and dignity for all people.

The current special events and volunteer opportunities are listed below. There are a number of volunteer opportunities to get involved with the women, children, and families served through the YWCA programs. Volunteering with the YWCA will provide you with practical experiences to share in the classroom and will also help prepare you for diversity in any future career. Work directly with clients or help out behind the scenes (i.e. mentoring, helping move furniture, creating marketing material, public relations, business, athletics, childcare, etc.).

Special Events:
- Polar Express – December 2012
- Taste of the Coulee Region – May 2013
- Garden Fest – June 2013
- Walk a Mile in Her Shoes – July 2013
- Celebrity Pie Auction – August 2013
 (Special Events Volunteers help with set-up, registration, clean-up and overall support this is a great way for your group or club to get involved with an organization)

Volunteer Opportunity 1
Be a swim team captain- Our swim team creates the opportunity for competition and skill building for youth!
  - Availability- Two evenings a week (M,W or T,TH) for an hour
  - Commitment- October 3rd through April 1st
  - Skills needed-proficient swimmer- if you have your lifeguard certification-Great!!
    If not, no worries

Volunteer Opportunity 2
Keep a kid in School- Our excessive absences program works to help kids and families make school a priority
  - Availability- 1 hour a week- meet with a kid at school during their free time or study hall- mentorship, support, and accountability is sometimes all kids need to stay on track
  - Commitment- School year or semester
• Skills needed- excellent communication and a passion for kids

Volunteer Opportunity 3
Overnight staff support- Our Women’s Community Based Program needs volunteers to stay overnight at the house to support residents
• Availability- Any weekend night- anytime of the year
• Commitment- Three nights during the calendar year
• Skills needed- Excellent communication and an open mind

Volunteer Opportunity 4
Mentor a teen girl- Our Bridges program is a supportive environment for “at risk” girls to realize their potential. Help them get to group or spend one-on-one time exploring all the great free things to do in La Crosse.
• Availability- Four hours a month anytime that works for you and your mentee- join our group meetings occasionally on Tuesday evenings
• Commitment- School year
• Skills needed- Ability to think outside the box, communicate effectively and be a good role model

Volunteer Opportunity 5
Special Projects- We often need groups of folks to help with special events, coordinate registration and help set up, complete transitional housing upkeep and maintenance, and even “clean up” computers.
• Availability- anytime or specific days
• Commitment- WHATEVER YOU CAN DO
• Skills needed- It varies but most of all- a desire to help out the community

Volunteer Opportunity 6
Activity Coordinators- The Women in all of our supportive houses love company and would be interested in movie nights, crafting, yoga, cooking and anything else you might love to do.
• Availability- Evenings any day during the week- Weekends too!
• Commitment- One evening a week for a month
• Skills needed- Whatever skills and interests you already have!!

Volunteer Opportunity 7
A-PRO (Adaptive Physical and Recreational Opportunities)- Work with folks with disabilities as they enjoy the freedom that comes with swimming, skiing, and biking.
• Availability- Swimming- Wednesday evenings from 5:30-6:00 p.m.
  Skiing- Winter on occasional Sundays
  Biking- April
• Commitment- October- April
• Skills needed- Experience in adaptive PE or Therapeutic Rec helpful and proficiency at any of the above skills
Volunteer Opportunity 8
CASA for Kids- Become the voice for a child in need, Court Appointed Special Advocates (CASA) volunteers work with children who are abused and neglected. We make sure their best interests are always taken into consideration by judges, social workers and families.

- Availability- 10 hours a month anytime that works for you and your child/family- once a week for an hour with your child and attendance at as many formal proceedings as possible
- Commitment- One Year
- Skills needed- Ability to think outside the box, communicate effectively and be a good role model and handle difficult situations.

Volunteer Opportunity 9
Restorative Services- The YWCA’s Restorative Services offers a weekly lesson on conflict Resolution to the juveniles in both the Secure Detention Center and the Western Region Adolescent Center (WRAC). Assist with the class.

- Availability- 9-11 a.m. Monday and Wednesday throughout the school year and 1-2 p.m. during summer hours
- Commitment- One semester
- Skills needed- Ability to think outside the box, communicate effectively and be a good role model and handle difficult situations.

Volunteer Opportunity 10
Meal Provider- The Women in our Transitional Housing Program meet twice monthly for fellowship and life skills class. We need folks who are willing to join us to assist in meal prep for these events.

- Availability- 3-6 p.m. on the second and fourth Tuesdays of the month
- Commitment- Three months
- Skills needed- Cooking or baking experience for a group and the ability to create a well-balanced meal that is appealing to both adults and children
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Looking for volunteer opportunities?

Volunteer Fair

Valhalla

Feb. 7th
LEADERSHIP AND INVOLVEMENT CENTER

Our Mission:

• Promote Leadership
• Encourage Volunteerism
• Build Character

The Leadership and Involvement Center seeks to support and promote involvement and volunteerism throughout the University of Wisconsin-La Crosse as well as the greater community.

Located in 221 Cartwright Center. Hours: Mon-Fri 10-3
Stop by to learn more about getting involved! 😊
Also, check out our campus food pantry if you are in need of food or if you are able to make a donation!

Like us on facebook!
www.facebook.com/UwlLeadershipAndInvolvementCenter
LIC Self Evaluation

Name______________________Date________

Please submit responses to your adviser electronically

Personal strengths you bring to your position:

What have you learned most from your LIC Position to date? Please explain.

What have you enjoyed most about your involvement in the LIC?

Tell me about a time when you felt like you were contributing to the organization or were making an impact.

What have you learned.
   1  About yourself

   2  About working with others as part of a group

   3  About how you can apply your skills to a job you might have in the future

Evaluation of Grad Advisor

My advisor’s strengths are:

Suggested areas for improvement are:

In what ways have you grown or benefited from your interactions with your advisor?
Evaluation of Jara

Jara’s strengths are:

How would you like to see Jara change?
Evaluation of Advisor

My advisor’s strengths are:

Suggested areas for improvement are:

In what ways have you grown or benefited from your interactions with your adviser?

Although I have served as your primary advisor, we take a team approach at advising the LIC staff. Please provide any feedback you can for the other graduate advisor.
UW-L Student Volunteer Satisfaction

Thank you for taking time to fill out the volunteer satisfaction sheet. Please be open and honest, we are interested in connecting you with the best volunteers for your organization! Your responses will remain confidential and only be used by the Leadership and Involvement Center. When answering the questions, please consider student volunteers from UW-L only and do not add any personal information regarding student volunteers. Thank you! If you are completing on a computer, please bold your answers.

1. Based on the frequency of volunteer opportunities at your organization each month, rate on a scale of 1 to 5 on how often you feel you have enough volunteers to meet your needs.  
   1: We are always short on volunteers, we need more!  5: We have too many volunteers.
   
   1    2    3    4    5

2. How frequently do you contact the Leadership and Involvement Center at UW-L regarding upcoming volunteer needs?
   
   o I haven’t contacted the LIC in the past month.
   o 1-2 times a month
   o 3-4 times a month
   o 5-6 times a month
   o 7+ times a month
   o I only contact the LIC for special occasions throughout the year. i.e.: holidays, specific events.

3. Are you aware if your volunteers are from UW-L?
   
   o Yes, we get UW-L Volunteers.
   o No, we do not receive UW-L volunteers.
   o I am not sure who our volunteers are affiliated with.

The next 6 questions pertain only to UW-L student volunteers. Please only consider UW-L volunteers when answering the questions. If you do not have any UW-L volunteers, please answer accordingly.

4. Do UW-L student volunteers contact you in a timely manner regarding their interest in upcoming volunteer opportunities? If not, please explain.
   
   Yes
   No
   I do not have any experience with UW-L student volunteers.
5. On a scale of 1-5 (1 being strongly unsatisfied; 5 being very satisfied) how satisfied are you with UW-L’s student volunteers based on enthusiasm for volunteering?

1 2 3 4 5

I do not have any experience with UW-L student volunteers.

6. On a scale of 1-5 (1 being strongly unsatisfied; 5 being very satisfied) how satisfied are you with UW-L’s student volunteers based on attentiveness to direction:

1 2 3 4 5

I do not have any experience with UW-L student volunteers.

7. On a scale of 1-5 (1 being strongly unsatisfied; 5 being very satisfied) how satisfied are you with UW-L’s student volunteers based on respectfulness:

1 2 3 4 5

I do not have any experience with UW-L student volunteers.

8. Do you feel that the UW-L volunteers you receive are compatible with your organization? If not, please explain.

Yes

No

I do not have any experience with UW-L student volunteers.

9. Please provide, in as much detail as you see fit, what the Leadership and Involvement Center has done well to gather student volunteers for your organization.

10. Please provide, in as much detail as you see fit, what the Leadership and Involvement Center can improve on in regards to gathering student volunteers.
LEADERSHIP PLAN - ANNUAL REPORT EVALUATION- MAY 2013

NOTE: ALL EVALUATION NOTES MADE IN BOLD, UNDERLINE, CAPS

Leadership Plan and Timeline DRAFT

October 9, 2012 (updated 10/24/12)
Presented to Graduate Advisers and Staff fall 2012

Plan:

Purpose/Mission statement – to guide us on this reconstructive journey! This can be tweaked, as we proceed, but we need to decide what our purpose and focus will be. Before we finalize, we will get Larry’s feedback.

DRAFT: ADOPTED FALL 2012

Vision: Our center is dedicated to providing and assisting students with a connection to co-curricular opportunities for future enrichment experiences. This connection is established within the University as well as the community to help develop characteristics of volunteerism, leadership, and character within each unique individual.

Mission: To create events and programs to support enriching qualities of volunteerism, leadership, and character. These collaborative affairs will encourage both diversity and empowerment within the student body and each individual.

Focus Groups/Surveys - DID NOT HAPPEN YET – to determine what our students need want. In October, we should set up a plan on when and how we will gather this feedback.

Will attend four student organization meetings: DOC, IFC/Panhell, CAB, ISO

Need to develop 4 – 5 questions around leadership needs

Evaluate Current Programs/services– to determine whether or not they fit with the mission. Even if students WANT something, if it doesn’t fit our mission, it may need to be eliminated. COMPLETED DURING FEBRUARY 2013 STAFF TRAINING

Programs to evaluate:

Current:

Food Pantry – Possibly move to Food Service; Gina will write a proposal for a class that will also serve our purpose. JARA DRAFTED A PROPOSAL –FORWARDED TO MARYBETH PROPOSAL DID NOT GET TO LARRY IN TIME TO MAKE ANY CHANGES FOOD PANTRY WILL REMAIN WITH LIC FOR 2013-
Blood Drives – Yes, but will explore having organizations “host” a blood drive with our administrative and budgetary assistance. CREATED A ‘HOW TO’ AND WE PLAN TO RECRUIT STUDENT ORGS TO HELP WITH 2013-14 DRIVES

Eagle Roundtable – Yes, but will provide suggestions to Chancellor to structure questions so no one topic dominates. Also look at ways to incorporate staff and faculty to tables so they have a role interacting with students. MADE CHANGES TO FALL SESSION USING NOTECARDS, MADE CHANGES TO SPRING SESSION MAKING FAC/STAFF TABLE GUIDES. STUDENT REVIEWS OF SPRING SESSION WAS EXCELLENT. STILL NEED TO DETERMINE BEST WAY TO INVOLVE FAC/STAFF.

Involvementfest Fall and Spring – Fall works, Spring does not CHANGED SPRING INVOLVEMENTFEST TO VOLUNTEER FAIR.

   Propose: Outdoor Involvementfest with Sample the City in fall OR Outdoor Involvementfest in fall and Sample the City in Valhalla in Spring PLANNING TO DO INVOLVEMENTFEST OUTSIDE IN FALL 2013 DURING THE SECOND WEEK OF CLASS. SAMPLE THE CITY WILL REMAIN WITH CAB AND WILL BE HELD THE FIRST WEEK OF CLASS.

Make a Difference Day – Yes in fall– grow it bigger, combine with volunteer opportunities/sign ups. PLAN TO GROW THIS BIGGER – DO A SERVICE WEEKEND(S)

Volunteer Connections/opportunities – Yes – grow it/make more effective STAFF CREATED A VOLUNTEER BULLETIN BOARD IN CENTER; VOLUNTEER OPPORTUNITIES ANNOUNCED IN NEWLY CREATED FACEBOOK PAGE

MyOrgs – Yes – create a you tube video on our website and orgs site to demonstrate HOW TO use this great program. STILL NEED TO DO

Random Acts of Kindness – Yes in Spring CONTINUE THIS PROGRAM IN SPRING

Future possibilities we have discussed:

Domestic Service Trips – weekend or spring break FOCUS WILL BE ON WEEKEND OR DAY SERVICE PROJECTS IN FALL 2013 AND POTENTIAL WEEKEND TRIP DURING SPRING BREAK

Spring Break opportunities list– SPRING BREAK EXPO with International Education In Nov. SPRING BREAK EXPO NOT GREATLY ATTENDED. THERE ARE MANY SPRING BREAK SERVICE TRIPS ALREADY BEING OFFERED. DEFINE LIC ROLE IN FUTURE.

Assist with scheduled trips – May provide some help to International Ed as they take over Jamaica trip. DID NOT DO
Create new opportunities (when, how, who) – start with a weekend trip in the Spring. Jara will contact Ho Chunk Nation alum to meet and discuss options for a spring weekend trip. CONTACT WAS MADE AND GROUNDWORK DONE, HOWEVER WE WERE UNABLE TO PROCEED AS THE ELDERS HAD CONCERNS AND OUR CONTACT PERSONS DID NOT GET BACK TO US. WILL CONTINUE TO PURSUE FUTURE OPTIONS.

Leadership Programs – Gina will talk with Kristine about searching other schools looking at the first 3 points below: THIS DID NOT HAPPEN. CURRENT LIC PEER ADVISER STAFF WERE CHALLENGED BY THE LACK OF FOCUS/DIRECTION OF THIS PROJECT. STAFF DYNAMIC ISSUES ENSUED AND FOCUS BECAME GETTING THE STAFF ON BOARD HALTING PROGRESS

Gather data from other schools
Use input from focus groups/surveys
Emerging and Established leaders’ needs
Leadership Retreats – when, where, how, who

Leadershape – budgeted for 2 students to attend 6 day institute this summer; possibly more from Larry’s budget. Jara will send Leadershape materials to Gina/Natalie. Jara will apply to be a small group facilitator. JARA DID NOT GET SELECTED AS A CLUSTER FACILITATOR

SEVEN STUDENTS WILL ATTEND NATIONAL INSTITUTE IN JULY (CHAMPAIGN, IL). STUDENTS REPRESENTED FROM:

- CAB – LINDSAY ROBERTSON
- GREEK LIFE – DAN OAKES
- LIC GRAD STUDENTS – GINA MONTILINO AND CARMEN HETZEL
- OMSS – JHOAN BENAVIDES FERRERA
- RHAC – ANDREA WENDT
- STUDENT ASSOCIATION – SAMANTHA FINELY

Wellstone – Jara attended Leadership retreat and doesn’t think this is a good fit for all campus.

Homegrown Leadership Programs/Resources – still need to develop ongoing leadership program ALL LEADERSHIP PROGRAMS TBA

Utilizing Social Media/Web/Technology - to provide resources LIC CREATED A FACEBOOK PAGE AND HAVE STARTED USING THAT TO CONNECT WITH STUDENTS
Youtube videos on topics – MyOrgs done by end of semester. List of other possible YouTube topics generated by end of semester. **DID NOT HAPPEN BUT TOPICS WERE BRAINSTORMED**

Electronic printable resources – **NEED TO DEVELOP**

**Campus Task Force on Leadership – JARA WORK WITH LARRY**

Discuss leadership issues with others doing Leadership programs

Ways to work together? **FOR NOW WORK ON LEADERSHAPE TOGETHER AND PLAN TO HOST CAMPUS LEADERSHAPE SPRING 2014**

Programs/Retreats **JARA ASSIST WITH OMSS LEADERSHIP FALL RETREAT**

**Resources**

Unified Vision

For credit and/or certificate upon graduation

**Future possibilities** not discussed -open slate **TBD**

From other programs around the state/country

From focus group/survey input

**Timeline for Completion of Plan**

**October to do list:**

Develop purpose/mission statement – **DONE**

Determine info we want to gather from focus groups/surveys – Gina talk w/Bean

Current and new programs/services **EVALUATED ALL PROGRAMS/SERVICES DURING SPRING TRAINING**

Gather more data from other schools (in process for mission and UWRF trips) **SUMMER OR FALL 2013**

**November to do list: NOT COMPLETED; STILL NEEDS FOCUS**

Facilitate Focus Groups – DOC; IFC/Panhell; CAB; ISO

Start by getting on the agenda of organizations that are established... big and small orgs.
Expand to open focus groups or sending survey to all orgs through MyOrgs. *To be determined*

Possibly facilitate the Leadership Task force (with Larry – this is his timeline)

**December to do list:**

Create a report for Larry by end of Semester one, with

1. current efforts defined/explained **DID NOT EVALUATE PROGRAMS SERVICES UNTIL SPRING TRAINING – REPORT DID NOT GET COMPLETED, BUT A GOOGLE DOC WAS CREATED OUTLINING ALL NOTES AND RECOMMENDATIONS**
2. future program/services recommendations **SAME AS ABOVE**
   a. those we want to add
   b. those we want to omit

Note: As a result of feedback, we may begin planning process on one or two projects that come out of the focus groups, staff discussions or surveys. These ideas will be implemented only with Larry’s consultation. They will still appear in the report only not as a recommendation.
Operations
Dining Service Comment Cards

From December 2012 – Sub Connection area

Would like to see more variety in the meat fillings

- 14 – Chicken
- 4 – Meatballs
- BBQ Beef, Hot Sandwich

* 3 - Roast Beef
* 3 – Bacon

Would like to see more variety in the bread types

- 5 – Italian Herb & Cheese
- 5 – Sourdough
- 1 – Onion

* 2 – Everything Bread
* 1 – Garlic
* 1 – Fresh

1 – More Chip Variety

1 – More variety in vegetarian fillings

1 – More Variety in Grocery Options

Comments Beginning January 27 – Spring Semester

The Wild Mushroom

- The lentils & bean mix was fantastic…..where did it go? Please bring it back, that would be fantastic!

Simply-to-Go

- Would like to see Bagels (plain) with varieties of cream cheese (2/11 @ 9:50)

360º - comments regarding omelets at breakfast being cooked in this area (before moving back to the griddle area)

- Please put the omelet station back where it used to be. It was much quicker and they looked a lot better (1/30 @ 9:00)
- The management decisions have not been good ones. Everyone knew where the omelets were before and moving it to 360º was not a good choice for multiple reasons
- Keep the omelets over at Magellans, process is faster, easier and tastier.
- Who came up w/the dumb idea to make omelets in 360º
• The wait for the omelets is way longer when cooked in 360º, they are also too small. Everyone knew where the omelets were before – that how everyone liked it. This new idea does not work very well! Why do you keep changing things for the worse?
• I don’t have time to wait for an omelet in the morning when they are made in the 360º
• Make omelets the old way!
• I am still hungry after eating an omelet cause they are too small now, and I don’t have time to eat more in the morning because the omelet took so long compared to the old, MUCH BETTER way of making them. Who cares if they walk into a dining room that looks empty?!?!? Not me – I know where the food is – I’m not dumb
• Daddy want old omelets back now!
• I wish I could have a good omelet for breakfast like last semester.

Additional 360º Comments

• Serve more “clean” protein sources at lunch, i.e. chicken breasts, steak, fish, pork, etc... (2/5 @ 5:30)

SubConnection Comments

• Buffalo Chicken on the weekends (2/4 @ 1pm)
• More Bread options please (2/1 @ 10)
• Is this a “to go” place? Because it takes forever to get a sub! (2/1 @ 10)
• Could we get a few more workers to speed the process up? (2/1 @ 10:45)
• Yay Buffalo Chicken! (1/29 @ 12:30)
• The line was long and there were only a few people working so it took a long time (1/29 @12:30)
• I had to wait 30 minutes for a sub (1/31 @7:30)
• Need Fruit (1/31 @ 11:09)
• Need more people working the sub line, it was really slow
• Would like to see bacon as a meat choice, pepper jack as a cheese choice and garlic bread as a bread choice; You need to hire more people. We stood in line a while. (1/31 @11:10)
• I had to wait forever!! (1/30 @ 1:30)
• Would like to see some bananas for fruit and pretzels or baked chips for chip choices and chocolate milk

Items Not available at the time of visit

Fruit 2/1/13 @ 10; 2/1/13 @ 10:45; 1/31/13 @ 7:30; 1/31 @ 11:10

Variety of Meat & Cheese 2/1/13 @ 10:45

Variety of wrap choices 1/31 @11:10
Main Dining Room & 360°

- Please improve the main entrée
- Get better ice cream (nobody eats black licorice. The popular one’s are cookies & cream and waffle cone. The others just sit there for a week)
- Make philly cheesesteaks, orange chicken, general Tsao chicken
- Please make chicken breasts easily available again like last semester. It’s a healthy easy option.
- Also, separate the lines for ordering from the grill and ordering from the hot line in Flying Star
- Please have burrito
- Philly Cheese Steaks
- Need more variety!!! You have the same stuff every day.
- Get rid of the stir fry
- There were not 4 non canned fruits available (2/21 @ 7:17pm)
- Figure out a way to make the lines FASTER!!

SubConnection

- I want sun chips back!

General Comments

- Every day I go to dine and get eggs from Kevin, and everyday he ipresses me with how amazing they are. He is an amazing cook and a great asset. Please commend him on his outstanding cooking ability.
- Your coffee tastes like crap!
- Treat your employees w/more respect. The management is outrageous!
- Clean you utensil more clean….do NOT yell at an employee for this proglem
- Thanks for making 1250 not really worth paying for
- Get people who know how to do their job correctly! I waited 20 minutes & still ended up w/the wrong order (flying star, 2/20 @ 7pm)
- There should be music in the hallway
- Also, breakfast on weekends should be at 8:30. A lot of people have things going on early & can’t get breakfast first
- Put music in the hallway
- Whit should be open earlier on weekend for people who have to get up earlier or be somewhere
- Also would love music in the entry way
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<td>The Cellar: Monday-Friday</td>
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<td>Sat &amp; Sun</td>
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<td>Cyber Café: (Einstein Bros. &amp; Red Mango)</td>
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The Galley: Monday-Friday 10:30 AM to 8:00 PM
Chef’s Table | 10:30 AM to 2:00 PM
Erbert & Gerberts | 10:30 AM to 10:00 PM
The Cellar: Monday-Friday 7:00 AM to 11:00 PM
Sat & Sun | 11:00 AM to 11:00 PM
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Murphy’s Mug: Mon-Fri 7:45 AM to 2:00 PM & Sun-Wed 7:00 PM to 10:00 PM
Centennial: Mon-Thurs 7:30 AM to 3:00 PM & Fri 7:30 AM to 2:00 PM
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</tbody>
</table>

Do you have a question about your meal plan? Please call 608-785-8891.
Local Purchasing and Sustainability
UW-L Dining has attained a 28% average of purchasing locally grown & produced products at UW-L. We attribute this accomplishment to our successful partnership with Reinhart Foodservice and Bix Produce in cooperation with their local suppliers including: Fifth Season Cooperative – Viroqua, WI, Jennie-O Turkey – Barron, WI, Sara Lee – La Crosse, WI, Kemps – Rochester, MN, Frito Lay – Beloit, WI, Gold N Plump – Arcadia, WI, Seneca Foods – Rochester, MN, Hormel – Austin, MN, Blaser’s – Comstock, WI and many more.

Food Day
On October 24th Sodexo featured a Local Food Day at Whitney Dining Center. This meal gave students the ability to ask questions about who we purchase our food from and the importance of buying local. During this promotion we were also able to educate our students about our UW-L local purchasing commitment and goals.

UW-L Vermicomposting Program
Sodexo was also excited about the opportunity to continue and add value to the UW-L Vermicomposting program. Each week Whitney Center employees set aside roughly 83 five-gallon buckets of food waste for Zack Gaugush, vermicomposting manager. The food waste is then consumed by over 400 pounds of living worms.

Eco-Clamshell or Reusable Lunch Bag Program
UW-L Dining offers Reusable Lunch Bags and Eco-Clamshells in effort to help reduce the waste of “to-go” disposables. On-campus meal plans are issued one free credit on their meal plan to redeem an Eco-Clamshell or Reusable Lunch Bag. They are also available for purchase for those not on an on-campus meal plan. After using the Eco-Clamshell, customers bring it back to be washed and are issued a clean one.

Eco-Friendly XPressnap Dispensers
UW-L Dining uses eco-friendly XPressnap Dispensers. These dispensers are another solution to reducing energy and waste while using recycled materials. They save 30% in paper over traditional napkin-dispensing mechanisms and the napkins are made of 100% recycled paper. The dispenser will encourage customers to take (and waste) fewer napkins which reduces the use of natural resources and lessens the burdens on landfills.

APEX Dishwashing System – Saving Water & Energy
As part of its commitment to increase the sustainability of its operations, Dining Services uses Ecolab’s Apex™ dishwashing system. Apex combines technology and products in an effort to save water and energy, thus minimizing our overall operational impact on the environment. In addition, the Apex system further supports Dining Services’ sustainability initiatives with non-caustic chemistry and 95% less packaging material than current methods. Apex products come in a compact solid form that significantly reduces transportation shipments compared to bulkier liquid detergents.
Trayless Dining at Whitney Dining Hall

Trayless dining is a significant initiative that helps to minimize waste as well as water and energy usage while creating a more sustainable food service operation. There are many benefits to going trayless in our dining operations, including:

- Electricity, water and chemical usage are reduced because there are far fewer dishes and trays to wash. This effect alone can save thousands of gallons of water every day and generate hundreds of dollars in detergent and electricity savings.
- Less detergents, solid waste and grease down the drain also improves our local community’s water supply.
- Trayless dining substantially diminishes food waste by encouraging guests to take only the amount of food they can carry.
- Trayless service also provides an overall positive impact on student health. It discourages overeating and requires guests to get up and walk to get more food.
- This service style also cuts back on dining overhead cost because there is no purchase or ongoing replacement cost for trays.

Reusable Eco-Bag & Eco-Mug Program

UW-L Dining will soon be offering a reusable bag in our Smart Market convenience store to promote students to be a part of campus sustainability efforts by reducing waste of disposable bags. A reusable Eco-Mug program is also soon to come which will encourage students to steer away from the use of disposable cups to reduce waste.

dicotainer Drink Cups

UW-L Dining uses ecotainer® cold cups and lids which are made from fully renewable resources. All ecotainer products are commercially compostable, where facilities exist, and by composting these products, you can help reduce the amount of waste going into landfills.

Aspretto by Sodexo Coffee in Resident Dining

We offer Aspretto by Sodexo Coffee in our Resident Dining Areas. Aspretto is Sodexo’s ethical and sustainable global coffee brand. Aspretto is a premium coffee that is our answer to the market’s call for a sustainable, “green” product. It is fair-trade purchased and Fair Trade USA certified. Everything that touches the product is green, from the 10% post-consumer fiber cups to the renewable resource stirrers to the fair trade sugar wrapped in recyclable paper and printed with vegetable dye.

We Proudly Serve Starbucks, Seattle’s Best & Peet’s Coffee

We Proudly Serve Starbucks, Seattle’s Best & Peet’s Coffee. From their eco-friendly compostable drink-ware to fair trade commitment, they all have well-known commitments to sustainable practices.
Helping Hands Across America

Give a hand up to a neighbor in need.

Share A Meal happening Monday, November 12th and Tuesday, November 13th.

Donate one of your meals, blocks or up to $5 campus cash & UW-La Crosse Dining will exchange it for a cash value & will buy food for the UW-L Food Pantry!

Cartwright: Monday, 11/12/12
The Galley - 11 a.m.-1:30 p.m.
The Cellar - 4:30 p.m.-6:30 p.m.

Whitney: Tuesday, 11/13/12
Dining Area: 11 a.m.-1:30 p.m.
Dining Area: 5 p.m.-7 p.m.

Please join us in helping fellow students in need.
Thank you! UW-L Dining

For more information on the many ways you can help stop hunger within our community, visit www.HelpStopHunger.org.
Welcome to money management for your universe.

Connect with us:
Introducing choices that uniquely suit your needs. Especially your money needs.

Who is Higher One?
We’re a company started by three college students who believed in a better way to help students receive and manage money. Although graduation is more than a decade behind us now, we’ve never forgotten our pledge to offer more choices and better value to those who are still working to get there.

Why am I getting this?
When it comes to managing your money and receiving Financial Aid refunds, you deserve choices! the University of Wisconsin-LaCrosse has partnered with us to deliver any money they may have for you; and to offer you smarter ways to manage that money. So take a few minutes to review your choices and learn more! Ok, ready to get started?

First, look for the green envelope!
Once it arrives, you’ll simply use your Tower OneCard Debit MasterCard® to let us know how you’d like to receive your money. Just choose the option that best fits you.

Now, follow these three simple steps:
1. Visit. uwlTowerOne.com
2. Set up. Enter your card number to get started.
3. Choose. Select the option that best fits you.

Choices designed with “YOU” in mind!
When it comes to deciding how to get your money, just choose the option that best fits you.

- Same business day deposit to a Higher One checking account. Money the same business day funds are released by the University.
- Deposit to another account. Money in two to three business days.
- Paper check. Money in five to seven business days.

Higher One checking accounts’ include:
OneAccount
Easy ways to deposit, cash back rewards and no monthly fee for students or $100 or more in monthly direct deposit!

OneAccount edge®
Easy ways to deposit, cash back rewards and only one monthly service fee! (No other fees charged by Higher One.)

OneAccount Premier
Easy ways to deposit, premium rewards and access to the expansive Allpoint® Network of ATMs!

Features built to be better!
Value
- Account features that help you not only keep up, but get ahead—thanks to our mobile apps, mobile deposit technologies and text alerts you can use on-the-go, from anywhere.
- OneRewards. From books to groceries, get cash back for in-store and online purchases at over 100,000 of your favorite retailers.
- More for less. Three Higher One checking account choices, including OneAccount Premier—offering VIP treatment even on a student budget.

Service
- No need for a branch! We come to you, with a variety of ways to get it done: mobile apps, online account access, Twitter® and Mobile Alerts.
- Fast answers with EasyHelp™ FAQ database, helpful customer care agents and automated phone access.

The Inside Edge
- Tips to help you plan your future and get a leg up today. The Inside Edge offers guidance on everything from finances, to career opportunities, to travel deals; right at your fingertips.
- OneForYourMoney.com, a student-focused community that helps you take an active role in financial education.

Get started!
uwITowerOne.com

Accounts held at Cole Taylor Bank, Member FDIC.
The Debit MasterCard is issued by WEX Bank pursuant to license from MasterCard International Incorporated. The card is administered by Higher One, Inc.
©2013 Higher One, Inc. Higher One and the Higher One logo are registered trademarks of Higher One, Inc. MasterCard is a registered trademark of MasterCard International Incorporated. All other names and logos are owned by their respective owners.
Living Off Campus?
Try a flexible, economical meal plan offered by University Dining.
Your dining experience is more than great food. It is a community experience centered on culinary expertise, fresh ingredients, healthy options and a shared sense of environmental and social responsibility. All block meals may be used in Whitney Dining Center or at any other dining location on campus with the exception of Freshens and Red Mango. Join us to experience the comfort, convenience, outstanding food and inviting atmosphere designed especially for you!

**Off Campus**

**Student Meal Plan**

**Block 50 Plan**  
$345  
50 Block Meals

Purchase additional Block meals in increments of 10 for $48.60

To purchase a Block 50 Plan stop by 223 Cartwright Center.

Name: ____________________________

Tech ID: __________________________

Phone Number: _____________________

Credit Card #: _____________________

Expiration Date: ____________________

www.uwlaxdining.com
Your dining experience is more than great food. It is a community experience centered on culinary expertise, fresh ingredients, healthy options, and a shared sense of environmental and social responsibility.

Our team is committed to creating the best possible dining experience. Join us to experience the comfort, convenience, outstanding food, and inviting atmosphere designed especially for you.

Questions About Your Meal Plan?  
Meal Plan/ID Card Office  
223 Cartwright Center  
(608) 785-8891  
www.uwlacrosedining.com

Food Allergies and Special Dietary Needs
The UW-La Crosse Dining Services team makes every effort to accommodate students with food allergies or special dietary needs. These students are encouraged to meet with our on-campus dietitian to discuss their individual situation and possible menu solutions.

Hours Of Operation

<table>
<thead>
<tr>
<th>Location</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Whitney Center</strong></td>
<td>Monday – Friday</td>
<td>7:00a.m. – 7:30p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday and Sunday</td>
<td>9:00a.m. – 1:30p.m.</td>
</tr>
<tr>
<td></td>
<td>Dinner</td>
<td>4:30p.m. – 6:30p.m.</td>
</tr>
<tr>
<td><strong>Badger Street Station</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cartwright Center, The Galley</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyclone Salads, Original Burger Company</td>
<td>Monday – Friday</td>
<td>10:30 am – 8:00 pm</td>
</tr>
<tr>
<td>Slice of Life, Simply to Go</td>
<td>Monday – Friday</td>
<td>10:30 am – 2:00 pm</td>
</tr>
<tr>
<td><strong>Chef’s Table, The Galley</strong></td>
<td>Monday – Friday</td>
<td>10:30 am – 2:00 pm</td>
</tr>
<tr>
<td><strong>Erbert and Gerbert’s</strong></td>
<td>Monday – Friday</td>
<td>10:30a.m. – 10:00p.m.</td>
</tr>
<tr>
<td><strong>Cellar</strong> [Food on Demand]</td>
<td>Monday – Friday</td>
<td>7:00 am – 11:00 pm</td>
</tr>
<tr>
<td></td>
<td>Saturday &amp; Sunday</td>
<td>11:00 am – 11:00 pm</td>
</tr>
<tr>
<td><strong>Einstein Bros Bagels</strong>  [currently Cyber Café]</td>
<td>Monday – Thursday</td>
<td>7:00 am – 10:00 pm</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>7:00 am – 5:00 pm</td>
</tr>
<tr>
<td><strong>Murphy Library</strong> [Simply To Go]</td>
<td>Monday – Friday</td>
<td>7:45 am – 2:00 pm</td>
</tr>
<tr>
<td></td>
<td>Sunday – Wednesday</td>
<td>7:00 pm – 10:00 pm</td>
</tr>
<tr>
<td><strong>Centennial Hall</strong> [Simply To Go]</td>
<td>Monday – Thursday</td>
<td>7:30 am – 3:00 pm</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>7:30 am – 2:00 pm</td>
</tr>
</tbody>
</table>
We have a plan for all campus dining needs.

Meal Plan Options

Traditional Meal Plans

<table>
<thead>
<tr>
<th>Plan</th>
<th>Meals Per Week</th>
<th>Campus Cash</th>
<th>Block Meals</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic 14</td>
<td>14</td>
<td>$75</td>
<td>-</td>
<td>$1,230.00</td>
</tr>
<tr>
<td>Basic 19</td>
<td>19</td>
<td>$75</td>
<td>-</td>
<td>$1,250.00</td>
</tr>
</tbody>
</table>

Students purchasing this plan can use their meals in any of the Whitney Center dining areas and The Cellar.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Meals Per Week</th>
<th>Campus Cash</th>
<th>Block Meals</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Plus</td>
<td>19+</td>
<td>$75</td>
<td>30</td>
<td>$1,396.00</td>
</tr>
<tr>
<td>14 Plus</td>
<td>14+</td>
<td>$75</td>
<td>30</td>
<td>$1,376.00</td>
</tr>
</tbody>
</table>

In addition to eating in the Whitney Center dining areas and The Cellar, students purchasing this plan can use their block meals in The Galley, Einstein Bros., Murphy’ Mug and Centennial Hall.

Reuter Hall Residents Only

| Meals Per Semester | 75 | $50 | - | $620.00 |

Off Campus Student Meal Plan

| Meals Per Semester | 50 | - | - | $345.00 |

So many choices, so little time.

University Dining Services provides an exciting and innovative dining services program for the entire university community. You'll find great food, honest values, and a comfortable atmosphere in which to enjoy it all. You have a variety of restaurants to choose from, all conveniently located within walking distance of on-campus housing, labs/classrooms and many off-campus apartments.

Sign Up is Easy

You can sign-up for Meal Plans and Campus at the Meal Plan/ID counter located in 223 Cartwright Center. You will be billed for your Meal Plan/Campus Cash purchase at a later date by the University Business office. “Campus Cash” can be purchased and added to your account any time during the semester.
What is Campus Cash (CC) & where do I use it?

CC is a declining balance account that can be used to purchase items on campus at locations such as: the UW-L Bookstore, copy machines, vending machines, C-Store, Trattoria or Murphy's Mug. A full listing of places you can use CC at can be found by visiting www.TowerCard.com. When you use the card to purchase items, the cost is deducted from your CC balance.

How do I add money to my CC account?

Students can deposit money into their CC account at the TowerCard Office. The TowerCard office is located at 223 Cartwright Center. You can also log onto the web site and deposit money there. There is a minimum deposit of $10 to open the account.

Is my Campus Cash Refundable?

All CC accounts are cleared out at the end of the academic year. This means that any balance on those accounts is cleared to a zero amount and no refunds are given. The best thing to keep in mind regarding this issue is to use it or risk losing it. Balances over $20 can be requested to be carried over from spring to fall semester; this is done automatically from fall to spring. This can be done by stopping in at the TowerCard office.

What if I lose my ID/TowerCard?

You can report your ID/TowerCard lost or stolen in one of three ways: 1. Go to www.UWLTowerOne.com 2. Visit the TowerCard office – room 223 Cartwright or 3. Call customer service at 1-877-869-3766. There is a $20 charge for a lost/stolen ID/TowerCard, which is charged to your Student bill. Your replacement card will be mailed to you in seven to 10 days at the address you have on file, on-line at www.UWLTowerOne.com. You may request a temp ID card for on-campus use when you come to the TowerCard Office.

Difference between Campus Cash & the HigherOne Account?

**Campus Cash** = this is a declining balance account with the University of Wisconsin – La Crosse, which allows you to make on-campus purchases only by putting cash in the account for you to use. Such items like a smoothie would be tax free using Tower Tender.

**HigherOne** = this is an optional checking account (debit) that is accessible wherever MasterCard is accepted and from any ATM machine. Two ATM's are on campus specifically for HigherOne Account holders. (One near the Cyber Café and one in the Eagle Rec Center). This account is opened through HigherOne upon activation of your student ID card and is completely optional.
KNOW ABOUT

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UW-L

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TOWER

CARD

KNOW ABOUT

CAMPUS

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YOUR

UW-L

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TOWER

CARD
Project Overview

- Survey conducted each two weeks to analysis trend over time
- Trend analysis is comparing top 2 box or satisfied and extremely satisfied responses
- Survey questionnaire:

<table>
<thead>
<tr>
<th>I am...</th>
<th>A student</th>
<th>Faculty/staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

On a scale of 1-4, with 4 being extremely satisfied and 1 being extremely unsatisfied, please rate the following:

- Overall satisfaction with Whitney Hall Dining?
  - 1 2 3 4
  - 4  √ Extremely Satisfied

- Satisfaction with food quality in Whitney Hall?
  - 1 2 3 4
  - 4  √ Extremely Satisfied

- Satisfaction with speed of service?
  - 1 2 3 4
  - 4  √ Extremely Satisfied

- Satisfaction with friendliness of staff?
  - 1 2 3 4
  - 4  √ Extremely Satisfied

- Satisfaction with menu variety?
  - 1 2 3 4
  - 4  √ Extremely Satisfied
## Survey Results Trend Analysis

### Survey Raw Data

<table>
<thead>
<tr>
<th>Top 2 Box Survey Results</th>
<th>March 4, 2013</th>
<th>March 28, 2013</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Satisfaction</td>
<td>57.29%</td>
<td>67.00%</td>
<td>9.71%</td>
</tr>
<tr>
<td>Food Quality</td>
<td>47.06%</td>
<td>58.00%</td>
<td>10.94%</td>
</tr>
<tr>
<td>Speed of Service</td>
<td>59.08%</td>
<td>73.00%</td>
<td>13.92%</td>
</tr>
<tr>
<td>Friendliness of Staff</td>
<td>89.26%</td>
<td>92.00%</td>
<td>2.74%</td>
</tr>
<tr>
<td>Menu variety</td>
<td>39.39%</td>
<td>55.00%</td>
<td>15.61%</td>
</tr>
</tbody>
</table>
Survey Result Trend Analysis

Key Findings:

- Significant improvement in all categories
- Greatest opportunities for continued improvement are in perceived quality and menu variety

Top 2 box survey results

- Overall Satisfaction: 57.29% (March 4, 2013), 67.00% (March 28, 2013)
- Food Quality: 47.06% (March 4, 2013), 58.00% (March 28, 2013)
- Speed of Service: 59.08% (March 4, 2013), 73.00% (March 28, 2013)
- Friendliness of Staff: 89.26% (March 4, 2013), 92.00% (March 28, 2013)
- Menu variety: 39.39% (March 4, 2013), 55.00% (March 28, 2013)
Action steps contributed to significant improvements:

- Management communication has improved through daily Management meetings.
- Implementation of daily production meetings managed by Chef Rob to communicate any changes/needs to staff.
- Daily team huddle prior to each meal to build teamwork and communicate any last minute changes.
- Improved follow through on consistent menu choices.
- Increased Management engagement with each meal to ensure the Dining Program is being implemented correctly.
- Improved online menu format for easier reading.
- Implemented more visible dietary & communication signage.
- Increased menu variety.
- Reinstated omelets at Magellan's (moved from 360).
- Introduced Panini press at Basic Kneads to offer hot grilled sandwich options.
- Implemented ordering tickets at Flying Star to streamline orders.
UW-La Crosse
Whitney Dining Center Survey Trend Analysis

May 1, 2013
### Project Overview

- Survey conducted every two weeks to analyze trend over time
- Trend analysis is comparing top 2 boxes (satisfied and extremely satisfied responses)
- Survey questionnaire:

<table>
<thead>
<tr>
<th>I am...</th>
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<td></td>
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</table>

On a scale of 1-4, with 4 being extremely satisfied and 1 being extremely unsatisfied, please rate the following:

- Overall satisfaction with Whitney Center Dining?
  - 1 [ ] 2 [ ] 3 [ ] 4 [ ] Extremely Satisfied

- Satisfaction with food quality in Whitney Center?
  - 1 [ ] 2 [ ] 3 [ ] 4 [ ] Extremely Satisfied

- Satisfaction with speed of service?
  - 1 [ ] 2 [ ] 3 [ ] 4 [ ] Extremely Satisfied

- Satisfaction with friendliness of staff?
  - 1 [ ] 2 [ ] 3 [ ] 4 [ ] Extremely Satisfied

- Satisfaction with menu variety?
  - 1 [ ] 2 [ ] 3 [ ] 4 [ ] Extremely Satisfied

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**La Crosse Dining**

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sodexo

QUALITY OF LIFE SERVICES
### Survey Raw Data:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Overall Satisfaction</td>
<td>57.29%</td>
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<td>78.00%</td>
<td>93.00%</td>
<td>35.71%</td>
</tr>
<tr>
<td>Food Quality</td>
<td>47.06%</td>
<td>58.00%</td>
<td>63.00%</td>
<td>86.00%</td>
<td>38.94%</td>
</tr>
<tr>
<td>Speed of Service</td>
<td>59.08%</td>
<td>73.00%</td>
<td>80.00%</td>
<td>90.00%</td>
<td>30.92%</td>
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<tr>
<td>Friendliness of Staff</td>
<td>89.28%</td>
<td>92.00%</td>
<td>90.00%</td>
<td>94.00%</td>
<td>4.72%</td>
</tr>
<tr>
<td>Menu Variety</td>
<td>39.39%</td>
<td>55.00%</td>
<td>58.00%</td>
<td>79.00%</td>
<td>39.61%</td>
</tr>
</tbody>
</table>
Survey Result Trend Analysis

Key Findings:

- Significant improvement in all categories
- Greatest opportunities for continued improvement is in Menu Variety

Top 2 Box Survey Results

- Overall Satisfaction
- Food Quality
- Speed of Service
- Friendliness of Staff
- Menu Variety

Legend:
- 3/4/2013
- 3/28/2013
- 4/17/2013
- 5/2/2013
## Survey Results Trend Analysis

### Survey Raw Data:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Satisfaction</td>
<td>57.29%</td>
<td>67.00%</td>
<td>78.00%</td>
<td>22.71%</td>
</tr>
<tr>
<td>Food Quality</td>
<td>47.06%</td>
<td>58.00%</td>
<td>63.00%</td>
<td>17.94%</td>
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