



# Standard Operating Procedure: Young Professionals Program Utilization [25-02 SOP]

**Procedure owner/lead:** Allison Ziegelman, Vice Chancellor for Advancement & Foundation President

**Last updated:** Jan. 3, 2025

**Frequency for Review:** Annually, October

**Date Reviewed by Cabinet:** Sept. 24, 2024

**SOP Tracking Number:** 25-02 SOP

## 1. Purpose & Scope

This procedure defines how UWL will distribute the 10 allocations for use within the La Crosse Area Chamber's Young Professionals program. The goal of the program is to "create a vibrant, growing business climate through attracting, retaining, and preparing the region's next generation of business leaders and community decision-makers through this group." The goal of UWL young professionals' involvement in this Chamber opportunity is to provide professional development for UWL employees and promote community engagement by UWL employees.

The 10 allocations are the seats centrally paid for by the Foundation as part of the UWL membership to the Chamber.

## 2. Definitions

- **Young Professionals.** The Young Professionals group is for individuals (members & non-members) ages 21-40. The Young Professionals group gathers regularly, averaging two events each month. These events provide opportunities for networking, community engagement, and the development and maintenance of

leadership skills. It is a great way to meet other like-minded individuals dedicated to developing further in their personal and professional lives!

- **Allocation/client allocation.** Through UWL’s membership with the Chamber, UWL pays for 10 UWL employees to attend all Young Professionals programming for one year. Excludes La Crosse Loggers Summer Social. Includes 4 tickets to the Young Professionals Awards.

### 3. Roles

- Directors/Deans – recommends leadership/faculty for the Young Professionals program during the membership year.
- Cabinet members – responsible for vetting recommendations for usage from within their units.
- Foundation President – approves requests to use the 10 allocations.
- Foundation lead - tracks allocations that are used for the membership year.

### 4. Procedures

Step	Task	Owner
1.0	Cabinet members gather recommended allocation uses. The cabinet will give preference to UWL employees with at least 2 years of experience at UWL with an interest in professional development and expanding their community connections. Preference will also be given to employees with UWL roles likely to involve community interfaces. In addition, preference will be given to academic and university staff. The proportion of staff within each division will be considered when endorsing the final slate of candidates.	Cabinet
1.1	Recommendations are sent to VC for Advancement	
2.0	Approves recommendations	VC for Advancement
2.1	Discusses with Chancellor when necessary	
2.2	Notifies candidates of approved allocation and links participant with Chamber for using allocation. Cc’s director and VC.	Advancement lead
3.0	Attends Young Professionals Programming	Allocation user

3.1	Follows up with staff/faculty assigned an allocation to ensure usage.	Department head/chair
4.0	Tracks Young Professionals allocations for year	Advancement lead
4.1	Alerts Cabinet to full usage of allocations/any remaining slots Deadline Feb 1, 2025, September 1, 2025, and annually in September thereafter.	VC for Advancement
4.2	Communicates with Chamber on allocation expenditures.	Advancement lead

**1. Related Resources**

- [Young Professionals Program](#)

**2. Version updates**

- 1.0 – Jan. 3, 2025 by A. Ziegelman, B. Morgan, and S. Twite