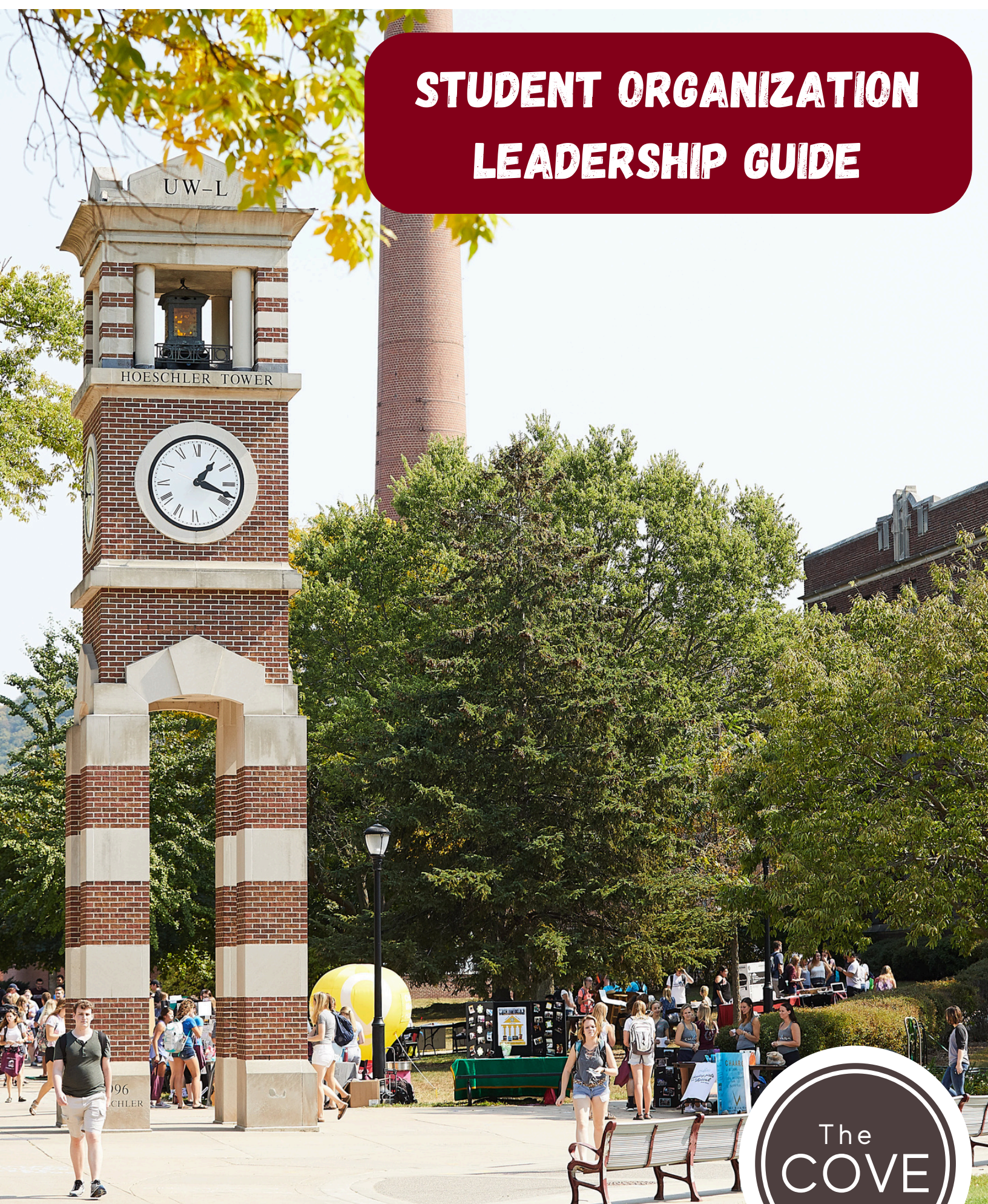


STUDENT ORGANIZATION LEADERSHIP GUIDE



 @uwlthecove



Welcome!

Welcome to University Centers!

University Centers is the department that oversees campus activities and involvement and serves as a resource for student organizations in relation to policies and procedures. As a Recognized Student Organization (RSO), you are eligible for certain benefits, resources, and privileges which can be found throughout this document. More information can be found by visiting uwlax.edu/university-centers/

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The Student Union

The Student Union is often referred to as the living room of our University. It is where students, faculty, and staff can come together for informal interactions, as a place to relax, eat, and recreate. It is important that the Student Union provides a safe and supportive space for all who enter – a place that fosters increased understanding of all people and where students can feel at home.

The Student Union provides limitless opportunities to relax and recharge and we invite you to come explore!

Here are some of the amenities offered at the Union:

- Game Room
- Movie Theater
- Union Lawn & Patio
- Entertainment Cafe
- Veterans Lounge
- The COVE
- Campus Food Pantry
- Fireplace Lounge
- Meeting rooms
- Family room
- Commuter Lounge
- Balconies

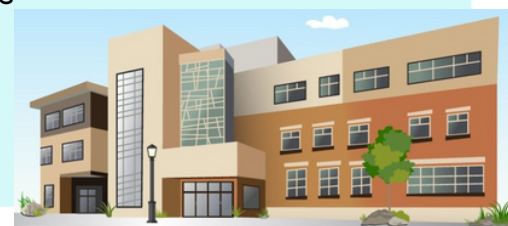


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Preface



Please Note: While the Student Organization Leadership Guide is intended to be a summary of certain matters of interest to student organizations and their advisors, its readers should be aware that:

- It is not a complete statement of all procedures, rules, and regulations of the University of Wisconsin-La Crosse.
- The University reserves the right to change without notice any procedure, policy, and/or program which appears in the Student Organization Leadership Guide.
- Divisions and departments may have their own procedures and policies that apply to student organizations.



This Student Organization Leadership Guide was developed in July 2024.

The COVE

The COVE stands for **Center for Organizations, Vision, and Engagement** - this is the campus Student Organization and Leadership Hub! Students are welcome to come in, ask questions, and explore the space. The COVE is an ideal space to collaborate on group projects, plan and organize events, create marketing for your organization, or relax with friends. The COVE offers two conference rooms for organization meetings, computer and printing stations, along with supply cupboards with markers, scissors, paper, stencils, and more for you to utilize.

The COVE is located on the second floor of the Student Union. You are always welcome to visit!

2200 Student Union / thecove@uwlax.edu / 608.785.8866

Residents of the COVE

The COVE has residents that have permanent offices in the space that are resources for you or your organization.

Here are the offices found in the COVE:

- Leadership & Involvement Center (LIC)
- COVE Graphics Garage
- Green Fund - Campus Sustainability
- UWL Votes
- Fraternity & Sorority Life (FSL)
- Campus Activities Board (CAB)
- Student Association
- The Racquet Press
- Several Multicultural Student Organizations
- The Campus Food Pantry
- The Pride Center



PRESIDING OFFICER

President or Vice President

- Helps the group get acquainted
- Establishes and maintains an informal atmosphere
- States the problem or helps group state it
- Stimulates and directs the discussion toward the solution of the issue; keeps it moving
- Promotes participation by all members
- Stimulates thinking; sees that all sides of the issue are heard
- Summarizes when necessary

SECRETARY

- Keeps a record of the main issues, facts, and decisions brought in the discussions
- Summarizes and reports at the end of the meeting or beginning of the next meeting
- Prepares minutes and sees that the appropriate people receive them. The officer and adviser(s) of the organization should get a copy of the minutes

GROUP MEMBER

- Supplies information and facts at the request of the president
- Assumes various leadership roles as the need arises
- Gives each individual member the benefit of their experience
- Listens to what others have to say and respects their contributions
- Avoids monopolizing the discussion or the other extreme of saying nothing
- Cooperates with the group to plan and carry out activities
- Keeps own prejudices and own personal aims from influencing the group
- Works with other members to help the group progress and become a working unit

ADVISER

- Maintains an awareness of the activities and programs sponsored by the organization
- Meets on a regular basis with the leaders of the student organization to discuss upcoming meetings, long range plans, goals, and problems of the organization
- Attends regular meetings and executive board meetings as often as schedule allows
- Assists in the orientation of new officers
- Explains and clarifies to the student organization campus policies and procedures that apply to the organization
- Maintains contact with University Centers
- Provides direction in the area of parliamentary procedure, meeting facilitation, membership recruitment, organizational unity, goal setting, and program planning.
- Assists the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date ledger.
- Assists in the formulation of UWL Student Association Organizational Grants.
- Informs organization members of those factors that constitute unacceptable behavior on the part of organization members and the possible consequences of said behaviors
- Discusses with organization members the liability issues and appropriateness of activities/events.
- Reports any criminal offenses and violations of state, local, and University policies.

HELPFUL HINTS FOR PRESIDENTS

GO EASY ON THE VITAMIN "I"

Your opinion does count but it counts equally as much as anyone else's opinion in your group. If you express an opinion that is not well-received by your group, encourage everyone to give their thoughts on the subject in order to get positive criticisms working for you.

HAVE SOMEONE KEEP MINUTES OF EVERY MEETING

Memory is too weak to lean on. Have someone take minutes of every meeting and get copies to all the committee members and adviser(s), or post in a regular location. Keep the original in your file.

HAVE SOMEONE KEEP ACCURATE EVENT REPORTS

Here again you cannot rely on memory about an event six months later. Keep reports of all events, information collected, and who sponsored or helped. This is also a good way to document the good things your group is accomplishing.

KEEP YOUR FINANCIAL REPORTS ACCURATE AND UP-TO-DATE

You cannot do a good job unless you know how much money has been spent and how much you have left in your budget. You should keep a record of all expenditures. When in doubt, don't be afraid to visit Business Services at Graff Main Hall and ask for help.

KEEP A FILE OF SOURCE MATERIAL

A lot of material from various sources will be routed to each committee chairperson. Clip and keep anything of interest to your committee to build a large database of information available to your group. During the quiet months, such as winter break and summer, collect ideas from other schools as examples. Informed groups are productive groups.

EVALUATE YOUR WORK AT REGULAR INTERVALS

You learn from mistakes. You and your committee members should honestly evaluate every activity you plan and carry out. Also, about twice a year, go back to your mission statement and see if you are still on track.

SHOW YOUR APPRECIATION

In order to build more satisfying relationships with the members of your organization, make a conscious effort to express more gratitude, appreciation, delight, affirmation, and encouragement. Appreciation rewards your members and lets them know that their many contributions are noticed. No matter how routine an action might be, saying "Thank You" helps members feel their contribution was worth the effort. It takes an active awareness to continue giving appreciation.

QUESTIONS PRESIDENTS SHOULD CONSIDER

There are many varied aspects connected with assuming the role of President or Leader of any student organization. It is with this thought that these questions have been prepared. Take a moment to reflect on these questions as you begin assuming this new role.

- Do I know the purpose of the organization?
- Do I know where to find the constitution?
- Have I read the organization's constitution?
- Have I thought of my responsibilities as an officer of a student organization?
- Have I discussed my role as an officer with my faculty adviser?
- Have I discussed my role as an officer with other organizations' leaders, or with the officers of my organization?
- Have I discussed with the officers, individually and collectively, chief objectives and goals for the organization?
- Do I generate the officers and member's interests in the organization?
- Do the majority of the members in the organization participate in committees and at meetings?
- Is group participation distributed broadly or limited to only a few volunteers?
- Do I have informal contacts with the students of the organization or my faculty adviser?
- Do I know personally the members of the organization and do they know me?
- Do I involve non-students, alumni, or faculty in my organization? If so, to what capacity?
- Do I try to involve my adviser in the organization's activities as much as possible?
- Do I meet with my faculty adviser, very often, as little as possible, or on a regular basis?
- Are my organization's projects and activities evaluated annually for their value to the organization and others?
- Does my faculty adviser offer assistance freely or grudgingly?
- Are meetings and activities announced effectively so that everyone can plan to be present?
- How much do I involve myself with other organizations in joint projects?
- Does my organization make use of the assistance and facilities available?
- Have I discussed with the Office of University Centers the facilities and assistance available to the student organizations on my campus?
- Am I familiar with the Student Association constitution and the sections pertaining to student organizations?

Adviser Responsibilities

Each recognized student organization is required to have an adviser. This person **must** be a University of Wisconsin-La Crosse faculty or academic staff member. Organizations may have more than one adviser, but organizations are only required to have one adviser.

GENERAL RESPONSIBILITIES

The student organization adviser serves in a voluntary capacity to the recognized student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization. When a university faculty or staff member agrees to advise an organization, the description of responsibilities is sent via email and is viewed as service to the University within the scope of employment.

SPECIFIC RESPONSIBILITIES

- Maintain an awareness of the activities and programs sponsored by the student organization.
- Meet on a regular basis with the leader of the organization to discuss upcoming meetings, long-term plans, goals, and problems of the organization.
- Attend regular meetings and executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policies and procedures that apply to the organization.
- Maintain contact with the Office of University Centers.
- Provide direction in the area of parliamentary procedure, meeting facilitation, recruitment, unity, and program planning.
- Assist the organization treasurer in monitoring expenditures, fundraising activities, corporate sponsorships, and maintenance of an accurate and up-to-date ledger.
- Assist in the formulation of UWL Student Association Organization grants.
- Inform organization members of those factors which constitute unacceptable behavior on the part of organization members, and the possible consequence of said behaviors.
- Discuss with the organization members the liability issues and appropriateness of activities/events.



ORGANIZATION RESPONSIBILITIES TO THE ADVISER

- When a member of the faculty or staff is asked to serve as an adviser, they should be informed about the organization and what the organization will require.
- The new adviser should be given an orientation relating to all the activities of the organization.
- Notices of the meeting should be given to the adviser. When a designated meeting time is set for the semester or year, every attempt should be made to set a time that is convenient for the membership, as well as the adviser.
- If executive meetings are established to determine agendas for meetings, the adviser should be invited to these meetings. If the adviser is unable to attend, they should be informed about what is to be discussed and requested to submit additional items.
- The organization should confirm the appointment of the adviser each year, and should be certain the adviser will serve before submitting their name as adviser.
- The officers of the organization should maintain a close relationship with the adviser and should provide opportunities for the adviser to meet as many members as possible.
- Organizations should always invite the adviser to all events as a way of keeping the adviser informed of activities sponsored by the organization. This should be done to allow the adviser to be aware of what is happening and also to allow them to react to the proposed event/activity.
- If situations arise that may cause problems for the organizations or any member of the organization, the adviser should be informed immediately.
- Organizations should update the adviser with the financial condition of the organization. This is important for all organizations, but is especially important for organizations receiving funding from the student activity fees. The adviser should not be expected to co-sign a money receipt unless they have evidence of the validity of the documents.
- Minutes of meetings, as well as other materials from the organization, should be submitted to the adviser as these materials are made available to others.

CONSTITUTIONS

WHAT IS A CONSTITUTION?

A constitution is a document that describes the organization and how it operates.

WHAT ARE BYLAWS?

Bylaws are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine them.

QUORUM

A quorum is the minimum number of voting members who must be present in order to conduct business legally, and usually consists of the average attendance at meetings. It can also be a specific number (i.e., two-thirds of voting members). The quorum must be stated in the bylaws.

MEMBERSHIP

UWL student organizations 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 exemption recognized by law. Selective organizations must identify selection procedures in their constitution/bylaws.

OFFICER DUTIES

Officer duties can be self-explanatory: the president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. Other officers can be appointed to suit the needs of the group. Vice Presidents can handle membership, recruiting, and publicity. A good constitution provides an outline of what the organizations' expectations are for their officers.

ELECTING OFFICERS

Interested and capable members running for officer positions are key to the continued success of the organization. Encouragement from current officers can motivate people to come forward and run for office. Plan to allow all candidates to address the group before voting.

OFFICER TRANSITION

Officers elected in the Spring for the following academic year allow time to transition with outgoing officers and advisers. Electing officers during Spring semester ensures group continuity and provides more accurate contact information for the University Centers office. Regardless of when elections are held, all changes in leadership must be updated on the organization's MyOrgs profile to keep the office of University Centers informed of the current primary representative and adviser.

REMOVAL OF OFFICERS

The following scenarios can be difficult: officers regularly skip meetings; officers have misspent the group's funds, etc. Organizations need to have a way to remove incompetent officers and such procedures should be included in the constitution. If you have questions about implementing procedures such as this, visit the COVE for available resources.

ADVISER

Each student organization and club at the University must have a faculty or staff adviser. It is wise to include your adviser in your plans and events.



Monthly Planner

The following planning guide has been developed to assist your organization in establishing goals for the year. It includes both tasks and items to remember. NOTE: This planner is not intended to be an inclusive calendar of events. Use UWL MyOrg Events for upcoming news, events, and fundraisers.

September

TASKS

- Set goals for semester/year
- Update profile and roster on MyOrgs
- **REQUIRED:** Attend Officer Training
- Plan events for year
- Develop fundraisers
- Update files (i.e., budget, member list, etc.)
- Hold an officers and adviser meeting
- Reserve rooms for meetings/events
- Review bylaws and submit changes for approval
- Discuss how to work with services on campus (i.e., food service, COVE Graphics, etc.)

REMEMBER

- Recruit new members
- Orient new members
- Officers are learning new roles
- Develop team activities to acquaint new members
- Educate members & clarify organization's purpose
- Fill out the Student Association Organization Grant
- Participate in Sample the City, Involvement Fair, or UWL Day of Service

October

TASKS

- Update profile and roster on MyOrgs
- Start following through with plans
- Decide which fall University events to attend
- Continue to recruit members
- Delegate responsibilities
- Communicate with adviser
- Develop a budget
- Attend campus events
- Discuss leadership issues within your group

REMEMBER

- Keep members involved
- Conflict may arise between members
- Need conflict resolution strategies
- Members may be stressed about midterms
- May lose members due to time limitations
- Participate in University Events such as Family Weekend or attend a Blood Drive



November

TASKS

- Update profile and roster on MyOrgs
- Plan end of semester activities
- Transition out graduating members
- Share your end of year plans and summary with your advisor
- Elect new officers (if needed)
- Begin planning for 2nd semester

REMEMBER

- Members are ready for Thanksgiving break
- Members are stressed and busy
- Evaluate accomplishments and goals
- Work to become involved on spring event planning committees
- Participate in University events (i.e., Make a Difference Day, Jazz Concerts, etc.)

January/February

TASKS

- Update profile and roster on MyOrgs
- Recruit new members
- Plan events for Spring
- Set new goals for new semester
- Re-establish contact with members
- Meet with Adviser
- Organize budget or plan fundraisers
- Hold elections (if needed)

REMEMBER

- Academic commitments may cause loss of members
- Welcome & orient new members
- Motivate members
- Recruit transfer students & 2nd semester freshman
- Participate in University events (i.e., Spring Involvement Fair)

March

TASKS

- Update profile and roster on MyOrgs
- Work with University Reservations to reserve spaces for events in the next academic year
- Begin recruiting new officers
- Develop plans for new publications

REMEMBER

- Seniors may be preoccupied with graduation, finding a job, or next steps after graduation
- Members may be preoccupied with midterms
- Typically a shorter month with Spring Break
- Participate in University events

April

TASKS

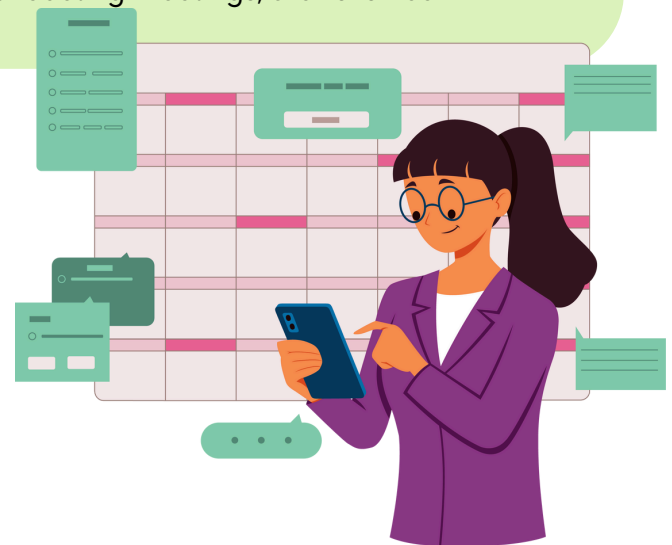
- Hold elections for next year
- Transition leadership to new officers
- Provide Adviser with end of year summary
- **REQUIRED:** Complete Annual Registration
- Delegate responsibility for unfinished business

REMEMBER

- Academic pressure is mounting
- Recognize graduating members
- Recognize Adviser's role in organization
- Plan an End-of-Year activity
- Participate in University events

Keys to Conducting Meetings

- **ALWAYS** have an agenda
- Summarize frequently to keep the discussion on relevant points. This will help meetings run more efficiently and ensures that members understand key points.
- Call repeatedly for alternative and opposing views. Call on your low-powered speakers first. This will help bring out your silent members.
- Be sure that your organizational make-up encourages wide-spread participation. The executive committee should not try to run the entire organization itself. Use a variety of committees, rotate chairpersons, and assign definite responsibility to many different people. **USE** your members or **LOSE** them.
- Avoid talking to individuals without talking to the group - no side conversations.
- Stop aimless discussion by recommending committee study
- Don't argue with the speaker. **REMAIN NEUTRAL** - let the group decide.
- Ask for the floor, as a participant, if you have a comment
- Begin and end meetings on time and if possible, avoid having meetings go too long.
- Ensure parliamentary, or other established methods of conducting meetings, are followed



Parliamentary Procedure Simplified

Parliamentary procedure is a set of rules or methods of conducting business in a meeting, organization, or assembly. A common procedure of parliamentary rules was developed by Henry Roberts and the guide to parliamentary procedure he developed is commonly referred to as "Robert's Rules." Your constitution/bylaws should describe how meetings and business will be conducted and what set of rules or guidelines will be followed. There are many resources available to help you develop a procedure and if you have questions, visit the COVE to learn where to find more information. A simplified version of parliamentary procedure is written below for your reference.

ORDER OF BUSINESS

The following is considered a usual or typical order of business for meetings. You can see a similar sample agenda in the appendices of this document.

- Call to Order
- Roll Call
- Minutes
 - Read, correct, motion to approve
- Committee Reports
 - Standing committees
 - Special committees
- Unfinished (old) business
- New Business
- Announcements
- Adjournment



HANDLING A MOTION

When conducting business as an organization, there may come a time for your organization to make a decision or take action. A motion is a suggestion that your organization take action on a particular subject. Often, once a motion is made, it requires a second, which is an affirmation from another member that they would also like to have the motion brought before the assembly. Once a motion is made and seconded, it can be discussed, amended, or voted on. An simplified overview of the process is provided below.

- Member addresses chairperson
- Chairperson recognizes member
- Member states motion ("I move...")
- Another member seconds the motion
- Chairperson asks for discussion if it is a debatable motion
- When discussion ends, a member calls for the "question"
- Chairperson restates the motion and asks for a vote
- Chairperson and secretary both count votes; chairperson gives the result of the vote and declares the motion passed or failed.





MAKE MEETINGS EXCITING

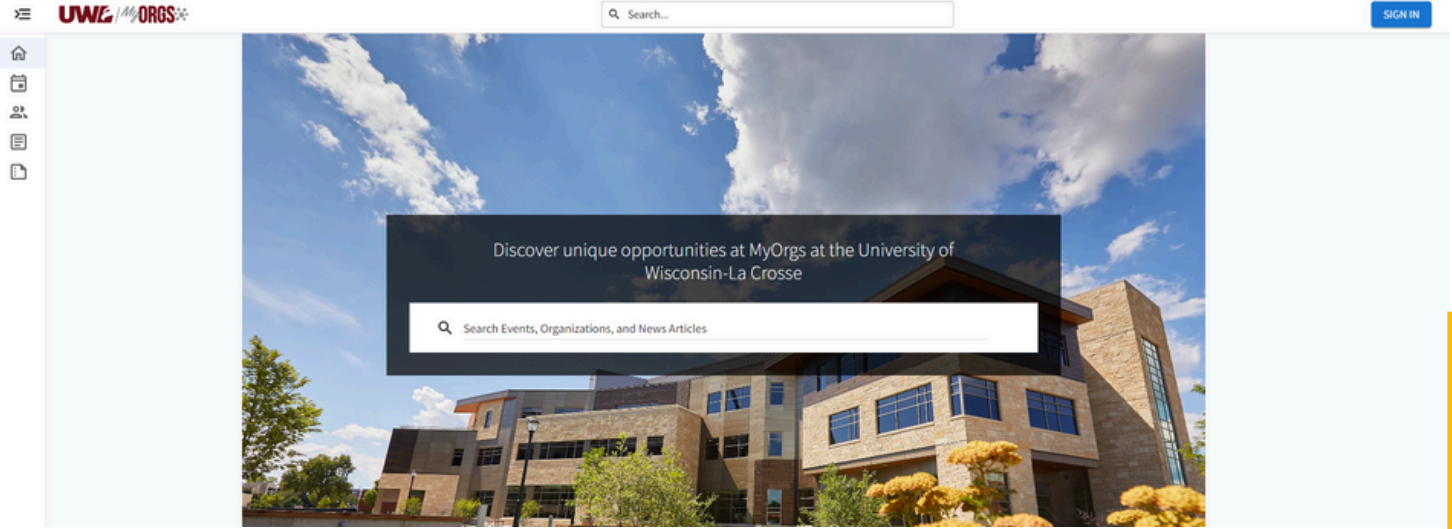
Finding a way to make your meetings more exciting will be critical to retaining your members and keeping them interested. The energy you create in meetings will flow over into your programs and affect members' enthusiasm.

- Start each meeting with some sort of ice breaker. This helps members to get to know each other better and get energized at the start of the meeting
- Introduce any new members at the start. If a member brought them, recognized that member.
- Have an agenda printed or written on a whiteboard or flipchart. Members can follow along and understand that there is a purpose to the meeting
- Consider varying the set-up or location if members seem uninterested
- Stick to your time limit
- Try to keep meetings as interactive as possible with the "reporting" kept as brief as possible. People join organizations to participate, not just to listen to people talk.
- Consider bringing in guest speakers or attending a speaker series as an organization.

MEETING MINUTES

It is important for the continuity and success of your organization that you keep detailed records of business and action taken by the organization. Minutes are a record of what is done not of what is said. In general, minutes normally contain:

- Name of organization
- Nature of the meeting (regular or special)
- Date & Place of Meeting
- Presiding officer and secretary
- Approval of minutes of previous meeting
- Reports and action taken
- Main motions carried or lost with the vote count where needed
- Other motions carried which contain information necessary to subsequent meetings
- Adjournment



MANAGING THE HOMEPAGE

Your homepage is the landing site for prospective students and should reflect the activity, involvement, and mission of your organization. A homepage that is well-maintained with accurate contact and meeting information, photos of events, and upcoming events is one of the best ways to recruit and attract potential new members. To update your homepage, follow the steps outlined below:

- Log in to MyOrgs using your NetID
- Find your organization icon in the left sidebar
- When hovering over the icon, you will see a gear icon appear and when clicked a dropdown menu will appear
- Click on About

Here you will find the ability to update the Summary, Full Description, Contact information and more. Be sure to monitor the accuracy of the items denoted with a red asterisk.

You also have the opportunity to update your organization's profile picture to your own logo!

MANAGING THE ROSTER

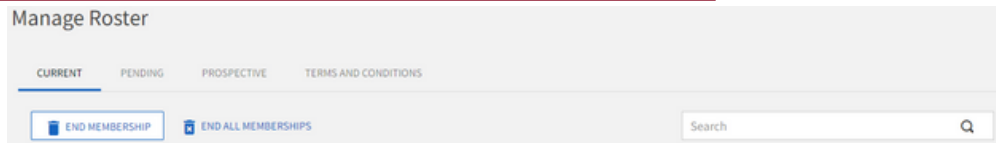
MyOrgs is also where you will manage your membership roster. To access these functions, do the following:

- Move your cursor back to your organization's icon
- When clicking the gear icon, select Roster

This page allows you to manage all current, pending, and prospective members of your organization.

PRIMARY CONTACT

At the top, you will see the Primary Contact listed. This position is required of all organizations and has the responsibility of receiving and disseminating any information coming from University Centers regarding updated policies, Annual Registration reminders, and general communication with organizations. It is important that the individual in this position regularly checks their email and can communicate information effectively and in a timely manner. This individual does not need to be the President or leader of the organization. To update this position, please complete the Advisor/Primary Contact Update form on MyOrgs.



CURRENT ROSTER

Under the Current roster tab, you will see a list of your current, active members and the position they hold, if any. From here, you can select an individual, or individuals, and choose to end their membership if they have graduated, transferred, or are no longer a member of your organization. You also have the ability to update their position if elections have occurred and members assume new roles. You can update this by selecting the “pen” editing icon at the end of their name and select their new position from a list of positions and click Save.

PENDING ROSTER

When selecting Pending from the roster management ribbon, you will be shown any individuals who have been sent an invitation to join the organization. You will see their name and when the invitation was sent. On this page, you have the ability to select a name and resend an invitation or delete the invitation.

PROSPECTIVE ROSTER

The Prospective roster shows you individuals who have clicked the Join button on your organization’s homepage. These individuals are looking to join your organization and you have the ability to Approve or Deny their membership to your organization. You also have the ability to select their name and send them a message using the blue Send Message button above the names. Be sure you are fully aware of the membership selection and criteria of your organization before approving or denying membership. Your organization’s bylaws should clearly indicate what the criteria are for membership to the organization. This document should be found in the Documents section of your MyOrgs profile.

MANAGING POSITIONS

As the administrator of your organization’s MyOrgs page, you have the ability to manage or create positions in your organization’s roster. It is important to note that if your organization is adding a new officer role, that change must be reflected in your bylaws which need to be reviewed and approved by the Student Organizations Committee.

At the top of the Roster page, there is a Manage Position button with an editing icon. When selected, it shows you a list of Officer positions that are built in to MyOrgs and any that may have been created by the organization.

If you select an officer role, you are brought to a management page where you can make edits. Under the Position Type, you will see two checkboxes where you can control whether this position is shown on the organization’s public roster and one where you can select if this position will receive emails from any forms your organization creates.



More importantly, you will see a section called Set Management Access. Here you can control whether this officer role has No Access, All Access, or Limited Access in which you can self-select portions of the management features. By default, the organization's President and Advisor have All Access. Other officer roles may need to be adjusted based on your organization's needs.

MESSAGING

If you are looking for an easy way to email all of your members without having to enter emails individually, this tool will be especially helpful. At the top of the Roster page, you will see a Messaging button and when selected it will bring up Message Relays. A Message Relay is a unique email address that is generated to incorporate all member email addresses into one. Once the relay is created, it is active for 24 hours before becoming inactive. To use the relay, copy it from MyOrgs, enter it into your Outlook email as the recipient, type your subject and body of the email and send. Any replies to this email will go directly to your inbox rather than being sent back to MyOrgs.

INVITE PEOPLE

Located next to the Manage Positions button on the Roster page, you will see the Invite People button. When selected, you will be brought to a section where you can add up to 500 email addresses to send invitations to potential new members. This feature is particularly helpful after recruiting events such as the Fall or Spring Involvement Fair. Simply enter the email addresses separated by a comma or adding one email address per line. Once finished, select Add E-Mail Addresses and you have the ability to add them as members. This process sends an email invitation to the individual so that individual will need to go to their email and select Accept before being added to the roster.



CREATING AN EVENT

Whether you are creating a large-scale event, small-scale event, holding a fundraiser, philanthropy event, or simply hosting organization meetings, all can be entered into MyOrgs using the Event form. You can access the Events page by clicking your organization's icon on the left side panel of MyOrgs and selecting Events. On this page, you will be shown any previous events, if applicable, and you have the ability to filter through them using various parameters. On the top right side of the page, you will see a blue button labeled "Create Event." This will pull up the Event Form which serves as a universal form for organization meetings, fundraisers, philanthropy events, on-campus, or off-campus events. There are required sections of the form denoted by a red asterisk such as:

EVENT TITLE

The title of the event should be descriptive and engaging as it can be featured in Digital Signs as a Reservation.

THEME

You have the opportunity to classify your event as Arts & Music, Athletics, Cultural, Fundraising, Group Business, Learning, Service, Social, or Spirituality.

DESCRIPTION

This summary should state any necessary information for the event in a concise manner as this will be reflected on the Home Page upon approval.

TIME & PLACE

Your event must have a Start Date and Time along with an End Date and Time. Underneath the Date and Time will be an option for a physical location or online location. Make your selection according to your needs.

You also have the ability to "+Add Another Date" if this event is reoccurring. This feature is helpful if setting up weekly, biweekly, or monthly meetings as once the form is approved, it will automatically add all dates to the Event Home Page. You have the ability to make changes to an individual event in the series or the entire series once the event has been approved.

EVENT VISIBILITY

For your event, you have the ability to show your event to The Public, Students & Staff at MyOrgs, Organization Members, Invited Users Only.

The Public option allows your event to be seen on MyOrgs to all students, staff, and faculty along with being published on the Campus Calendar to the general public. The option of Students and Staff at MyOrgs indicates that the event will only appear on MyOrgs to all users and will not appear on the Campus Calendar. Selecting Organization Members signifies the event will only be shown on MyOrgs to individuals on your organization's roster. Invited Users is an option if your event is by invite-only. With this option, you have the ability to add email addresses of invitees and upon approval, an email invitation will be sent out to the identified individuals with information regarding the event.

ADDITIONAL INFORMATION

This section works in tandem with Event Visibility in that if your event is Public, you must select "I want my event to be seen publicly." This redundancy is built into the form to ensure your event is posted correctly based on your needs. Similarly, selecting Students & Staff at MyOrgs as your event visibility would warrant a selection of "I want my event to only be seen by UWL students, faculty, and staff. Options three and four in Event Visibility pair with options three and four in Additional Information, respectively.

CREATING A NEWS ARTICLE

The News feature keeps your members up-to-date on all your latest news. The format is similar to a blog in which members can view a quick summary of recent news or click into it to view more details. News articles appear on your organization's home page towards the bottom. To create a News Article, click on your organization's icon on the left side panel and select News. Here you can see previous News posts or create a new one by selecting "Create Article." On this form, you will be required to add a Title, Summary, and Body. You have the ability to add an Image, select the Visibility, and to Notify members. Once you have completed the required sections, click the blue, Create Article, button on the top and your article will automatically post to your organization's wall.

CREATING A GALLERY

Your organization's home page should be a representation of events and activities that your organization hosts. Creating a Gallery of photos and videos of events is a great way to showcase your organization's involvement. These photos or videos will be shown at the top of your organization's home page.

To create a Gallery, click your organization's icon on the left side panel and select Gallery. Here you can update an existing album or create a new album. New albums will need a name and description and an indication of Visibility - such as Public, Institution, Organization, or Private. Of note, only a user with full photo access can create new albums.

UPLOADING DOCUMENTS

Your organization's bylaws/constitution is required to be housed in your organization's MyOrgs profile and can be uploaded to Documents. To navigate to Documents, click your organization's icon on the left side panel and select Documents.

Previous folders or files will appear with options of downloading, sharing, moving files. You can add a new folder by clicking "+Add Folder" with permission options of Public, Anyone on Campus, Organization Roster, or Specific Organization Positions. When adding a file, such as your Constitution/Bylaws, click the "+Add File" button on the top right. Once you have chosen the file, you are required to title the document. It is advisable to title your Constitution/Bylaws with the academic year to help maintain an accurate record, for example "Constitution/Bylaws 2024-2025." You must select a Type of file from the following: Constitution/Bylaws, General Document, Handbooks and Manuals, Media and Photos, Organizing Documents, or Meeting Minutes. Keeping an accurate, well-maintained Document page on MyOrgs can help ease transitions of officers after an election to help maintain efficiency in your organization.



MAINTAINING FORMS

Organization leaders can create forms with conditional logic, personalized reviewers, and more specific tools. Organization forms will appear on the organization's page as well as the Forms directory for any use able to complete the submission. You also have the ability to optionally restrict form submissions to specific positions from the organization. Any officer positions with access to Forms is able to make edits or review the form.

To explore features in Forms, click your organization's icon in the left side panel and select Forms. From this page, you can select the three vertical dots to the right of Forms and select "+Create Form."

SERVICE HOURS

MyOrgs does offer the opportunity to track Service Hours for organizations participating in volunteer work. This function will be removed from the site as all service hours will be tracked using UGetConnected.

UGetConnected is a platform for the Greater La Crosse Area in partnership with Western Technical College, Viterbo University, University of Wisconsin - La Crosse, and United Way. You can learn more about how to find volunteer needs and tracking hours by going to uwlax.galaxydigital.com.

HOSTING ELECTIONS

Organizations have the ability to host elections through MyOrg's Election feature. To manage Elections, click on the organization's icon on the left side panel and select Election. Once at the home screen, any previous elections will appear with information on start and end dates along with an action.

CREATE ELECTION

To create a new election, select "+Create Election" at the top left. Here, you are required to give the election a Name and can provide Instructions for the Election. For example, if you hold Officer Elections every year, the name of the election could be "Spring Officer Elections." You must choose a Start Date and Time along with an End Date and Time. If you select the "Active" button, the election will become active once the start date is reached. You also have the ability to display an alert on the organization homepage when the election is active and voting is open. You also have the ability to only allow users listed on the roster of the organization to vote. Once your parameters are set, click "Save."

CREATE BALLOTS

Once the Election is created, you are brought to the Election page with a top, center menu listing Properties, Ballots, Results, and Publishing options. Under Ballots, you will see that you need to create Ballots by selecting "+Create Ballots." Here, you are able to specify which eligibility list is allowed to complete the ballot. If "Enable" is select, all users with access to the ballot can vote. If "Disable" is selected, you can select from Eligibility Lists available. Generally, enabling General Access will be easiest to maintain.

Once you have named the Ballot and selected your Access Restrictions, you can select "Save." In the example of Officer Elections, one ballot can be set up for "Office of the President" or any other position that is voted on in your organization. When Save is selected, you will be brought to the Form features of the Ballot. Here you can construct the phrasing of the question for the election. The builder will automatically save your progress as you create questions. At any time, you can revise the title and access of your ballot by clicking "Form Properties" at the top right of the screen.

When finished, click "Back to Ballots" in the upper left corner. You will repeat this process with any additional ballots in the election. Once your ballots are set, be sure to set your election to Active to allow users to vote when the election starts.

VIEWING RESULTS

To view results of your election, navigate back to the Election home page. Select the election you wish to view and click the Results tab in the upper task bar.

You can select to show percentages based on the total number of votes cast or the total number of voters.

PUBLISHING OPTIONS

Under the Election home page, selecting Publishing Options from the upper task bar will bring up an option to set an Election Alert. This will put an alert on the organization home page when the election is active and voting is open.

You also have the ability to utilize an election link that can be emailed or communicated to membership which will bring them directly to the election on MyOrgs.

Be sure that your election process is in alliance with your constitution/bylaws.



STUDENT FACULTY ORGANIZATIONS

Student organizations are required to bank their organization's funds in a University on-campus account through Business Services. Organizations are welcome to collect dues or conduct fundraisers to generate funds. If your organization is planning on soliciting donations of money or merchandise beyond the campus community, you must get approval from the UWL Alumni & Friends Foundation and University Centers.

To open a Student Faculty Organization (SFO) account, visit uwlax.edu/business-services/forms/ and find the section on SFOs at the bottom of the page.

ACCOUNT AUTHORIZATION FORM

The Account Authorization Form is used when requesting a new account or to report changes to advisors or student officers who will be authorized signers for an existing account. This form should be updated for the following occurrences:

- When there is a change in fiscal school year (July 1)
- When there is a change in authorized faculty/staff advisor
- When there is a change in authorized student officers

SFO Accounts are required to have at least one (1) Advisor of the organization and two (2) students of the organization. These authorized users have the ability to withdraw funds on behalf of the organization and must sign off on such transactions. Additionally, these users will be emailed monthly statements containing the account balance and any details of transactions.

To learn more about the form and authorized users on an account, visit kb.uwlax.edu/118686.

To inquire about an existing account, please contact Business Services at sfo@uwlax.edu.

CHECK REQUISITION FORM

If your organization is needing to withdraw funds from your SFO account, say for payment of services, a Check Requisition Form will be needed.

To complete this form, visit uwlax.edu/business-services/forms/ and find the section labeled SFO. When selecting Check Requisition Form, you will be brought to an informational page detailing the instructions for submitting the form. This form will be sent via DocuSign to the other authorized users to complete and will notify Business Services when completed. In the form, you have the ability to select whether you will pick up the check or would like it mailed. It is helpful to attach any receipts, invoices, or other supporting documents when submitting this form.

If a member of your organization paid for goods or services out of their own personal funds, you can fill out a Check Requisition Form to reimburse them for the expense; however, the reimbursement **will not** cover any associated taxes.

ELECTRONIC DEPOSIT FORM

Business Services now allows for electronic deposits of SFO revenues to Business Services via Venmo. This can be especially helpful if collecting dues through Venmo or hosting a fundraiser with an electronic payment option. More information about Electronic Deposits can be found at kb.uwlax.edu/118689.

The Electronic Deposit Form must be completed by the organization president before deposits can be made and at the beginning of each year.



To make a deposit using Venmo:

- Open the Venmo app and select "Pay"
- Send the funds to sfo@uwlax.edu
- The message included with the deposit should use the following format:
 - [SFO Name][SFO Account Number]
[Email Address][Description of funds]

Business Services regularly monitors these transactions and will send out email receipts daily for deposits.

For more information about the policy and procedures for electronic deposits, visit <https://www.uwlax.edu/globalassets/offices-services/business-services/policies/sfo-electronic-deposits-policy-and-procedures.pdf>.

Any additional forms can be found at uwlax.edu/business-services/forms/.

Questions regarding these forms or otherwise can be directed to sfo@uwlax.edu

FINANCES

STUDENT ASSOCIATION ORGANIZATION GRANT

The Student Association sets aside funds from student segregated fees to be dispersed to recognized student organization in the form of Student Organization grants. The Student Organizations Committee is responsible for the review and disbursement of these grants. These grants exist for the purpose of providing a means for those non-budgeted clubs and organizations to request segregated fees. The grant cycle typically opens at the last student officer training meeting and runs for a week.

To be eligible for a student organization grant, an organization MUST:

- Have full recognition status from Student Organization Committee
- Have had representatives attend the Officer Training in the Fall semester
- Have completed the Annual Registration form
- NOT be budgeted programs
- Use the grant for an event that occurs within July 1 of that year until June 30 of the following year
- Follow the criteria outlined below

1. Grant money will be given for deferring costs of organization sponsored activities that fall into the following categories:
 - a. Speaker fees and contractual services
 - b. On-campus events
 - c. Conference registration fees
 - d. Low priority for lodging and travel
2. Organization grants may NOT be used for:
 - a. Supporting fundraisers - regardless if it is for philanthropy
 - b. Food
 - c. Events resulting in academic credit
 - d. Items considered of personal nature (for example, club t-shirts, other apparel, etc.)
 - e. Gifts - of any kind
3. Priority will be given to those events that:
 - a. Directly or indirectly affect the largest population of UWL students
 - b. Request money for the specific purpose of registration fees or speaker fees
 - c. Have demonstrated efforts to raise money from other funding sources
4. Hearings will be requested by the committee based on the committee's judgment for every grant applicant.

EVENT FUNDING ASSISTANCE COMMITTEE (EFAC)

The Event Funding Assistance Committee makes allocations from three different funds to assist student organizations, university departments/organizations, and student initiatives for academic courses to fund programs that they are unable to fund themselves.

For more information about the funds and eligibility, visit the form on MyOrgs at orgs.uwlax.edu/forms.

CASH BOX REQUEST

Cash boxes are commonly used for fundraising events and if you need a cash box, please contact the University Centers Financial Specialist.

When filling out the Event form on MyOrgs, you will need to indicate that you will be requesting a cash box and will then have to visit University Centers (3200 Student Union) to complete the paper form for the request.

CASH HANDLING TRAINING

All SFO officers, advisers, and members handling cash must complete SFO Cash Handling Training.

To complete the Cash Handling Training and take the Quiz, visit <https://www.uwlax.edu/business-services/our-services/student-faculty-organization-sfo/>

FUNDRAISING

Fundraisers can be a great way to get your organization off the ground and having the means to host larger events. There are a variety of ways to increase funds for your organization and regardless of the type of fundraiser, you must complete the Event Submission form on MyOrgs and select the appropriate type of fundraiser and follow all necessary procedures. Some ways in which your organization can raise funds include:

FUNDRAISER

A fundraiser is an event that is collecting money to benefit your organization specifically. Examples of general fundraisers include bake sales, selling potted plants, brat frys, basketball tournaments, and more. When completing the form, you must indicate what you will be selling and the price point for the product.

PHILANTHROPY

Philanthropy events are classified as collecting money or items to benefit an external entity. When hosting a philanthropic event, you must include the contact of the organization who will be benefitting from your event.

DRAWINGS

Drawings are entry-based with no financial contribution necessary to be entered into a chance to win a prize. Examples may include:

- An organization is hosting a movie night and hands a ticket to every participant for the chance at winning a blanket from the bookstore
- An organization encourages participants to follow them on Instagram for a chance to win free SWAG



RAFFLES

Raffles are purchase-based where individuals buy-in for a chance at winning a prize. The type of raffle determines what level of licensure is needed. Examples of a raffle may include:

- Selling tickets over the span of three days for a chance to win a prize
- Selling an arms-length of store bought raffle tickets for a "50-50" raffle

If your organization is planning to conduct a raffle, there are state laws that must be followed to ensure compliance. You will need to work directly with University Centers at least 30 days prior to your event. Please contact either the COVE at thecove@uwlax.edu or the Associate Director for Student Engagement & Leadership, Jacob Hart, at jhart@uwlax.edu for more information.

SILENT AUCTION

Silent auctions are a viable option for fundraisers as a silent auction does not need a special license in the state of Wisconsin.

DONATIONS

If soliciting donations of any kind for your organization or event, you must contact the UWL Alumni & Friends Foundation at foundation@uwlax.edu. The Foundation will be able to work with you on how to contact businesses, which businesses may be best for your organization or event, and can help develop dialogue for the conversation.





UNIVERSITY RESERVATIONS

University Reservations is your resource for on-campus meetings and events. Reservations can assist in helping to find locations for meetings, large-scale events, small-scale events, or tables for tabling around campus.

As a Recognized Student Organization, you have the privilege of reserving spaces on campus up to 18 months in advance. These reservations are at no charge to the organization; however, if your event requires Audio, Visual, and Lighting assistance, you may need to pay a fee.

VEMS

Our campus uses VEMS as our reservation software and each organization can have one (1) individual with a VEMS account to find and book rooms for events or meetings. VEMS is for meeting and event spaces only, such as the Student Union, Clocktower, Union Lawn, Union tables, and more; classrooms in academic buildings are not accessible through VEMS.

Before requesting a VEMS account, watch the tutorial on how to use the platform at uwlax.edu/reservations.

After viewing the tutorial, visit reservations.uwlax.edu/emswebapp/ and select the green "Request An Account" button on the right and follow the instructions. Your account is usually verified within 3-5 business days. If you are unsure of who in your organization has a VEMS account, contact Reservations at reservations@uwlax.edu.

RESERVING ACADEMIC BUILDINGS

Organizations can book their meetings in academic buildings across campus that may better suit the organization needs.

To request a weekly or recurring reservation in an academic building, visit uwlax.edu/reservations/reservations/make-a-reservation/ and select "Weekly/Recurring Meeting for Academic Building" and complete the survey. As a reminder, these requests can not be processed until after the first week of the semester.

To request a one-time event in an academic building, select "One-Time Event" at uwlax.edu/reservations/reservations/make-a-reservation/.

It is important to note that food or drink items are **prohibited** in Academic Buildings.

COVE CONFERENCE ROOMS

The COVE has two conference rooms available to reserve for online testing, interviews, small group meetings, or organization executive meetings. These conference rooms, with capacities of 8 or 10, can be reserved by visiting uwlax.edu/reservations/reservations/make-a-reservation/ and selecting "The COVE Rooms." Requests must be submitted before 3:00pm at least one (1) business day before the date of the meeting or event.

ADDITIONAL FACILITIES

If your organization is looking to reserve a space that is not found on VEMS or through reservation surveys, please visit uwlax.edu/reservations/ and scroll to the table listing Facilities and the Reservation Contact.

Some frequently asked for spaces include:

- The REC
- Health Science Center
- Mitchell Hall and Athletic Fields

These spaces can be reserved by reviewing the reservation contact table or by directly contacting the facility.

AUDIO VISUAL LIGHTING SERVICES

Audio Visual Lighting Services (AVLS) is part of University Reservations under University Centers. The AVLS team consists of student staff that support events with productions services ranging from lecture setup through large-scale A/V productions for concerts.

Most events take place in the Student Union, outdoor spaces, or at the REC.

Information regarding equipment, fees, policies, production guidelines, or student employment for AVLS can be found at uwlax.edu/reservations/audio-visual-lighting-services/.

The AVLS office is located on the third floor of the Student Union in 3200. Questions regarding AVLS can be directed to Doug Wilken at dwilken@uwlax.edu.

POLICIES

To view University Reservation policies regarding Food & Beverage, Liability & Risk Management, Political Events & Activities, Rates & Fees, and General policies, visit uwlax.edu/reservations/policies/.



CAMPUS PUBLICITY GUIDELINES

There are many ways to publicize your organization and events hosted throughout the year. Be sure to keep up to date with any changes to policies regarding publicity across campus.

CAMPUS PUBLICITY GUIDELINES

The University of Wisconsin-La Crosse Campus Publicity Guidelines have been developed by the Student Organizations Committee and approved through the University of Wisconsin-La Crosse Student Association. These guidelines are an administrative function of University Centers.

Campus publicity is designed to provide the university community with information that will enhance the educational environment, information that leads to greater affiliation, cultural awareness, and educational opportunities.

The University accepts no responsibility or liability for posted materials, including content. The University reserves the right to remove publicity on registered boards that does not adhere to publicity guidelines.

To read the Campus Publicity Guidelines, visit uwlax.edu/university-centers/orgs/student-org-resources/ and find Publicity Guidelines under Publicity, Promotions, and Marketing.

COVE GRAPHICS GARAGE

The COVE Graphics Garage serves students and staff with high-quality, low-cost graphic design and printing services. COVE Graphics offers a wide array of free services along with paid services.

Free services offered by the Graphics Garage include:

- Digital Signs for Campus Monitors
- Logo Design
- Marketing and Advertising Support
- Social Media Image Design
- T-Shirt Design

Paid services include:

- Printing (Standard Paper)
- Printing (Cardstock & Glossy)
- Large Poster Printing (18"x24" or 24"x34")
- Buttons (1.25" or 2.25")
- Stickers (Vinyl, customizable)
- Lamination
- Poster Tag Board
- Poster Foam Board

If you have a project that you need assistance with, please contact covegraphics@uwlax.edu. More information on services provided is found at uwlax.edu/university-centers/orgs/cove-graphics/.

DIGITAL SIGNAGE

Digital signage can be a great way to advertise your organization's activities as more of the campus has installed digital sign monitors. Your digital sign must be submitted two weeks before the date of your event as your sign can remain in rotation for 7-10 days leading up to the day of your event. The slide is only shown for about 10 seconds in the rotation so the information must be concise and engaging to capture the audience's attention.

Your sign should consist of at least:

- A compelling graphic or photo
- The What, Where, When, and Cost
- Brief Event Description
- Program name with contact info

Information about file size and format can be found at uwlax.edu/university-centers/orgs/student-org-resources/ under Publicity, Promotions, and Marketing.

BULLETIN BOARDS

Bulletin boards are an iconic part of the college experience and can be used to advertise your organization and its events. As a Recognized Student Organization, you have the privilege of posting your flyers on the various bulletin boards across campus.

All Recognized Student Organizations must have their flyers stamped by COVE Graphics before posting on Registered Bulletin Boards on campus.

To have COVE Graphics digitally add the registered stamp to your poster, please fill out the Publicity Registration Request Form on MyOrgs under Forms. Any flyers found on a Registered Bulletin Board without a registered stamp will be removed and the organization will be issued a first notice of violation according to the Campus Publicity Guidelines.

Information that must be included on your flyer include:

- Sponsoring Organization name
- Date of Event
- Time of Event
- Location of Event
- Email or contact information for questions
- Event that is taking place

General Use Boards are specifically for businesses or organizations that are not affiliated with the University.

No flyers of any size should be left on tables, backs of chairs, walls, mirrors, among other spaces besides the Registered Bulletin Boards.

Locations of the Registered Bulletin Boards can be found at uwlax.edu/university-centers/orgs/student-org-resources/ under Flyers in the Publicity, Promotions, and Marketing section.

WINDOW PAINTING

Another privilege of being a Recognized Student Organization is the opportunity to advertise your events on the windows in the Student Union. The windows are located near Einstein Bros. Bagels - closest to the southwest entrance to the building. Organizations are expected to follow the reservation process, painting time allotment, and cleaning procedure, as well as providing their own supplies. To reserve a window, or more, and learn more about the process, fill out the Window Painting Reservation Request Form on MyOrgs under Forms.

CHALKING

Chalking is a great, passive way of advertising your organization. Chalk may not be used under overhands or on buildings and must only be used in places where rain can wash it away. Review the Campus Publicity Guidelines for more information surrounding the chalking policy.

CAMPUS CATERING POLICY

UW-La Crosse has an exclusive contract for providing dining services on the UW-La Crosse campus through Chartwells. Any exemption to this must be requested through the Director of University Centers.

CATERING

If ordering catering for your event, it is suggested that small orders be placed a minimum of five business days before the event and ten business days before large orders for bigger events. Catering is not allowed in classrooms due to class timing, custodial resources, setup, tear down, and clean up times. Catering service is available in the Student Union, Hall of Nations, and other select locations.

If you are using university funds to place a catering order, you must receive approval from Business Services in advance. Complete the Food Expense Approval Form before placing the order at kb.uwlax.edu/121228.

To request catering for an event, visit uwl.catertrax.com and create an account. Once you've created an account, view the Carved and Crafted menu for options of full dining services or visit the Student Menu for high quality service at a lower price point.

SELF-CATERING

If your organization chooses to provide your own food or snacks at your event, you must complete the Self-Catering form at https://uwlax.ca1.qualtrics.com/jfe/form/SV_3QJcvHjnyMeigGF.

Organizations can submit a Self-Catering form for up to a \$100 value with the following conditions:

- Only snack foods are allowed
- No outside vendor products can be brought or ordered
- No food that requires heating or cooling is permitted
- No electrical appliances may be brought in
- Self-Catering may not be utilized in conjunction with University provided catering
- No food/beverages are allowed in Academic Classrooms

ALCOHOL

Student organizations must adhere to university policies and procedures regarding alcohol consumption and distribution at events. Review the Alcohol policy at <https://www.uwlax.edu/reservations/policies/#tm-88158>.



FOOOD!!!

MYORGS FORMS

Many forms associated with policy and procedure surrounding student organizations can be found on MyOrgs at uwlmyorgs.campuslabs.com/engage/forms.

Forms listed with a star are considered "Featured" forms and will be shown towards the top of the list. These are frequently used forms and serve important functions in maintaining your organization. Here is a review of some of the more commonly used forms:

COVE GRAPHICS GARAGE - PROJECT REQUEST

If your organization is looking to have a flyer, poster, buttons, stickers, social media post, or any other project designed by Graphics, you will use this form. Any design work done by COVE Graphics is free and Graphics employees are more than willing to work with you on your design! Upon submitting the form, you will be contacted by a Graphics employee who will work with you throughout the project on the details and payment. As a reminder, COVE Graphics has a 10-day minimum policy to complete a project.

PUBLICITY REGISTRATION REQUEST

If you have a flyer or poster that you need to have registered (adding the University Centers Registered stamp), you can upload it to this form and COVE Graphics employees will digitally add the stamp to your poster and send it back to you! Once you receive the flyer or poster back, you are welcome to print it out and hang it on Registered Bulletin Boards.

COVE Graphics no longer has a physical stamp so all requests need to be submitted through this form.

ADVISER AND/OR PRIMARY CONTACT UPDATE

If at any point during the year there is a change to your Primary Contact or your Adviser steps down and a new Adviser takes over, this form must be completed to keep University Centers aware of who is in these roles. Any requests for a change to the Primary Contact will be updated automatically by University Centers and will be reflected on your MyOrgs profile. Only individuals on the roster of an organization can serve as a Primary Contact. In the event of an update to the Adviser, the new Adviser will be invited to join the roster and will then have to accept the Terms & Agreements associated with the role. Additionally, they will be contacted by University Centers regarding their role.

EVENT FUNDING ASSISTANCE COMMITTEE (EFAC)

When planning events as an organization, keep in mind that there is funding available through the Event Funding Assistance Committee. This grant can help to pay for:

- Merchandise / Prize Giveaways
- Catering / Dining
- Pepsi products

Any organization can request funds and the grant remains open year-round. The requirements for the grant are:

- The event must be posted in MyOrgs and open to the public
- The EFAC form must be submitted 4 weeks prior to the event

More information about the grant can be found by accessing the Event Funding Assistance Committee - Request for Donations form on MyOrgs.

RE-ACTIVATING A STUDENT ORGANIZATION

Is there an organization that existed at one point and no longer functions as an active organization and you want to re-activate it? By filling out this form, you are able to review the list of organizations that have been Frozen due to inactive membership, loss of interest, or failure to complete requirements for Active status. Once you have reviewed the list and decide to pursue a re-activation, you must provide a list of at least four (4) potential new members, a University faculty or staff member to serve as your Advisor, and a Letter of Intent for re-activation. Upon submission of this form, you will be contacted by University Centers regarding next steps.

STUDENT ID READER REQUEST

If you are planning a large event and would like to track the attendance, you can reserve an ID reader. This device connects to a laptop and is able to keep a record of how many attendees are at your event through swiping student ID cards.

STUDENT ORGANIZATION CAGE STORAGE ROOM ACCESS UPDATES

If your organization has a storage cage in the Lower Level of the Union, you have the ability to have up to five (5) members of your organization have swipe access into the storage room. You can update those individuals in this form at any point and you must be able to provide their first and last name along with their Student ID number.

CAMPUS FOOD PANTRY

The Campus Food Pantry is located on the second floor of the Student Union in the COVE. If you would like swipe access, please complete the form and any questions can be directed to Amanda Krafft at akrafft@uwlax.edu



STUDENT INVOLVEMENT REGALIA

If your organization has regalia such as stoles, cords, or medallions, that your members would like to wear at commencement, all requests must be submitted via this form and reviewed and approved by the Student Organizations Committee. Be prepared to upload an image of the regalia and give a descriptive summary of the purpose or mission of the student organization and why it should be recognized at commencement. This form should be submitted at least two (2) months before commencement to allow the Student Organizations Committee time to review and approve and for your organization to order and receive the regalia.



STUDENT ORGANIZATION BYLAW AND NAME CHANGE REQUEST

Any changes to your organization's bylaws, whether restructuring the format or adding/deleting officer positions, must be reviewed and approved by the Student Organizations Committee. To submit changes, you must be prepared to upload your current bylaws, a copy of your newly proposed bylaws, and a Letter of Explanation for the changes being made. Be sure to consult your organization's existing bylaws to review the process of updating or amending your bylaws. Additionally, if your organization decides to change its name, these requests must be reviewed and approved by the Student Organizations Committee. When making this change, be prepared to draft a Letter of Explanation to the committee detailing why the change is necessary. Note: Your organization name can not be similar to an organization name that currently exists or has existed in the past.

STUDENT ORGANIZATION LOGOS

Creating a logo that is unique and specific to your organization can help your organization develop a brand and recognition. If your organization is affiliated with a national chapter, you most likely are able to use that logo to maintain recognition with the national chapter. However, any organization can request a logo to be designed by COVE Graphics at no cost.

This form can be used to request a new logo to be designed at once submitted, you will be contacted by a Graphics employee to develop your logo.

You can also upload a current logo to help keep our student organization catalog current.

COPYRIGHT AND MOVIE REQUESTS

Is your organization looking to show a movie at your event? Before you begin marketing your movie event, be sure you have completed this form to begin obtaining all relevant copyright approvals before using the copyrighted material. **Submission of this form does not mean that you have obtained copyright approval.** Public performance and other copyright approvals can get costly so it may be beneficial to partner with other organizations to help share the cost. If you have questions related to copyright requests, please contact Jacob Hart, Associate Director for Student Engagement and Leadership, at jhart@uwlax.edu.

STUDENT ORGANIZATION OFFICES ACCESS REQUESTS

Some organizations have permanent offices within the COVE that require swipe access. If members of your organization require swipe access to these offices, complete this form on MyOrgs. Some examples of these organizations are:

- Fraternity & Sorority Life
- Campus Activities Board
- Student Association
- The Racquet Press
- Multicultural Student Organizations Suite



STUDENT ORGANIZATION STORAGE REQUEST

The Lower Level of the Union offers storage space for organizations who may have accumulated significant supplies. Cage options are available in three (3) sizes: 3ft wide x 3 ft deep x 4ft tall (small), 3ft wide x 3ft deep x 8 ft tall (medium), or 3ft wide x 6ft deep x 8ft tall (large). The majority of the cages are medium size and are in Room 150 of the Union which requires swipe access. Fill out this form to request a storage cage and review the policies around storage at <https://www.uwlax.edu/university-centers/orgs/student-org-resources/#tm-168351>.

WINDOW PAINTING RESERVATION REQUEST

Student organizations have the opportunity to advertise upcoming events on the windows in the Student Union by the southwest entrance. Organizations have the ability to reserve the large window, medium window, or one of the three small windows, or all windows if desired. The reservation runs from Monday afternoon to Sunday evening and organizations are expected to bring their own supplies and are required to clean the window before the Student Union closes on Sunday evening. More information can be found in this form and by visiting <https://www.uwlax.edu/university-centers/orgs/student-org-resources/#tm-168349>.

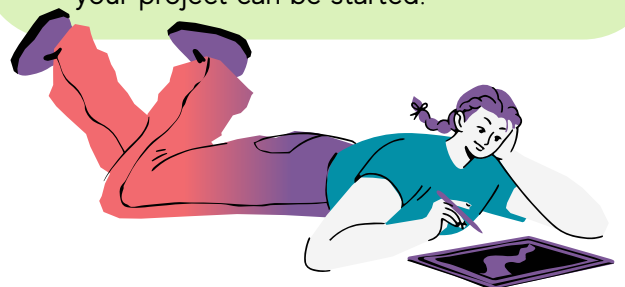
T-SHIRTS, APPAREL, AND SWAG REQUEST - ARTWORK APPROVAL AND FEE WAIVER FORM

If your organization is looking to create t-shirts, sweatshirts, hats, jerseys for competition, or any other form of apparel, you must have the artwork approved through University Centers. All logos, seals, names, symbols, and slogans associated with the University of Wisconsin - La Crosse are trademarks and are the exclusive property of UW-La Crosse. Reproduction of these marks for resale or other commercial purposes must have the University's authorization, which provides protection against the manufacture, display, or sale without the University's consent. These trademarks should never be redrawn, re-proportioned, or otherwise modified. The completion of this form can take approximately 4 weeks to complete so plan accordingly.

All approved vendors for printing can be found at <https://clc.com/license-search/>. Skip Step One, selection Wisconsin-La Crosse, University Of, and search. Common vendors include Games People Play, 4Imprint, B&B Graphics, Custom Ink, and Coaches Corner.

Suggested Timeline for Creating Apparel:

- Create idea for printing project
- Communicate with a vendor for a quote and official mock-up
- If the printing project is for a fundraiser, fill out the Event Submission Form on MyOrgs
- Submit the T-Shirt, Apparel, and Swag Request form on MyOrgs
- Upon final approval of the request form, your project can be started.



GENERAL POLICIES

CONTRACTS

A student organization shall not negotiate or sign any contract on behalf of the University of Wisconsin-La Crosse. Please contact the Associate Director for Student Engagement and Leadership for guidance moving forward with contracts.

ANIMALS ON CAMPUS

If your organization is planning on having animals at your event, you must receive approval from the Institutional Animal Care and Use Committee. This process can take at least four (4) weeks so it is best to begin this process well in advance of your event. More information regarding Animals on Campus can be found at

<https://www.uwlax.edu/iacuc/animals-on-campus/> and questions can be directed to iacuc@uwlax.edu.

YOUTH ON CAMPUS

The University of Wisconsin-La Crosse supports pre-college youth by providing access to campus facilities, resources, faculty, and staff. The UWL Youth Protection Policy provides resources, processes, and procedures for planning and hosting events, both on and off campus. If your event will be hosting youth on campus, be sure to review the policy, process, and procedure prior to your event by visiting

<https://www.uwlax.edu/diversity-inclusion/youth-programs/>. Any questions related to youth on campus can be directed to youthprotection@uwlax.edu.



STUDENT ORGANIZATION TRAVEL

Student organizations are separate entities from the University of Wisconsin-La Crosse and as such do not require a Vehicle Use Agreement to be filed before traveling to an event for their organization. Any student driving to an organizational event using their own vehicle assumes any liability for accidents covered either by themselves or their insurance provider.

If your organization has received funding, either from a Student Association Organization Grant or from any Department or College, the student driver must have a Vehicle Use Agreement form on file before travel. Similarly, if a student is driving on University-related business, in any capacity, would need a Vehicle Use Agreement on file.

If a student organization is requesting a University vehicle for travel, the organization advisor must have a completed Vehicle Use Agreement on file. A University faculty or staff member who requests the use of a University vehicle assumes the responsibility for the driver, including any student drivers. The staff/faculty member must be present in the vehicle during operation. Any student drivers must present student authorization forms signed by the department head to the dispatcher of the vehicle prior to departure. Requestors of the vehicle assume the responsibility for having authorization from the department head whose budget will be charged the appropriate fee.



ANTI-HAZING POLICY

The following Anti-Hazing Policy has been developed by the Student Organizations Committee.

We, the Student Organizations Committee of UWL, hereby assert unequivocally our opposition to hazing and pre-initiation activities, which do not contribute to the positive development and welfare of organization members. We define hazing as any action taken or situation created intentionally, whether on or off university premises, with or without consent, to produce excessive physical fatigue, embarrassment, or public ridicule or possibly cause mental or physical harm or injury. Such activities and situations include paddling in any form; physical and psychological shocks; publicly wearing apparel which is not normally in good taste; engaging in public stunts or other activities which may be harmful to the image of the university and club; morally degrading or humiliating activities, including eating and swallowing of any food or beverage or any activity that might violate any local, state, or federal law; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the organization's bylaws, ritual, or policy, or the regulations and policies of the university. Violations of this policy will be dealt with judiciously by the respective governing bodies or the Student Organizations Committee when no other governing body exists. Please see our website for more details on our hazing policy:
<https://www.uwlax.edu/info/hazing/>

FILING COMPLAINTS AND DISCIPLINARY PROCEDURES

1. A complaint that a recognized student organization has violated any provision(s) of student organization policies must be submitted in writing to the Director of University Centers, and must include a statement of the facts upon which the allegation is based. The written report shall be signed by the complainant(s) specifying the following:
 - a. detailed description of the violation(s) including the date, time, place, circumstances, and the names of witnesses to the alleged incident;
 - b. name(s) of the organizations(s) involved in the alleged violations(s);
 - c. name(s) of the individual(s) involved in the alleged violation(s); and
 - d. name(s) address(es), and phone number(s) of the complainant(s).
2. The Director of University Centers will promptly forward a copy of the complaint to the Chair of the Student Organizations Committee.
3. The Chair of the Student Organizations Committee, in consultation with the Director of University Centers, shall file a formal complaint seeking discipline of the recognized student organization. The complaint shall be filed with the Student Organizations Committee.
 - a. NOTE: The Student Organizations Committee shall serve as a hearing body to recommend to the Chancellor findings of facts, conclusions, and disciplinary sanctions. The Student Organizations Committee shall adopt hearing procedures that provide the complainant(s), organization(s) subject to complaint, and the Student Court with opportunities to be heard.
4. The Chair of the Student Organizations Committee, in consultation with the Director of University Centers, may at any time resolve a complaint by mutual agreement with the recognized student organization for the imposition of discipline; the agreement must be confirmed by the Chancellor before it becomes effective.

PLANNING AN EVENT

Proper planning of events hosted on campus can help the efficiency of the event and the success of the event overall. Whether your event is a typical organizational meeting or having a keynote speaker for a conference, you and your organization will want to take the proper steps to ensure your event is memorable.

EVENT DEVELOPMENT

When beginning the planning of an event, it is helpful to keep these questions in mind:

- Who is the audience for this event?
- What goal is this event trying to accomplish?
- How does this event help further the purpose or mission of the organization?
- How can we make this event accessible?

EVENT PLANNING

University Centers provides an Event Planning Checklist on the website at uwlax.edu/university-centers/services/event-planning/ that can help outline necessary steps to follow.

Here is a suggested timeline for event planning. Keep in mind that larger events may require more steps while smaller events may require fewer steps.

AS SOON AS POSSIBLE

- You should reserve your meeting/event location as soon as possible. As a student organization, you are able to make reservation requests up to 18 months in advance.

*Make sure you wait until you receive reservation confirmations before continuing.

4+ WEEKS BEFORE EVENT DATE

- If your event will have animals (therapy dogs, emotional support animals, etc.), you must have proper documentation on file with the Institutional Animal Care and Use Committee. These requests generally take up to 4 weeks to process and it is important to begin this process early.
- If you are looking for assistance in catering or dining at your event, consider filling out the Event Funding Assistance Committee - Request for Donation form on MyOrgs.
- Raffle fundraisers (fundraisers that operate on a purchase-based chance to win a prize) require a raffle license through the State of Wisconsin's Office of Charitable Gaming. To begin the process of obtaining a raffle license, please contact the COVE at thecove@uwlax.edu and we will assist you through the process.
- When showing a movie at an event, no matter the purpose, you must obtain the rights to show the movie. You can work with Jacob Hart, the Associate Director for Student Engagement and Leadership, to obtain the necessary rights.

2+ WEEKS BEFORE EVENT DATE

- Develop a marketing plan including a schedule of posts on social media, designing and printing fliers to be posted around campus, and more.
- Determine if your event will need parking assistance and reach out to University Parking at parking@uwlax.edu.

1+ WEEKS BEFORE EVENT DATE

- If you need a Cash Box for transactional events, such as fundraisers like a bake sale, please contact University Center's Financial Specialist in 3200 Student Union to request a cash box.

CATERING AN EVENT

Food is often a great way to increase attendance at your event. If there is one thing that students are drawn too, food is almost certainly at the top of the list. Chartwells, our contracted food service provider on campus, has a wide range of possibilities for hosting an event with food. This could range from light refreshments such as snacks, sweets, and beverages to full, plated meals.

When planning an event with food, it is important to put in any catering requests as soon as possible. Chartwells serves the entirety of campus and their schedule can quickly fill up if you are unable to put in a request as early as possible.

Catering requests are submitted through Catertrax at uwl.catertrax.com. Once you navigate to Catertrax, you can create an account which can keep a record of catering orders and can help you manage requests.

Chartwells offers a Student Menu which has items at a lower price point while still offering a variety of options.

MAKING YOUR EVENT ACCESSIBLE

Make your event accessible by providing equal access and opportunity for all students and community.

Here are some ways that you can make your event accessible:

- Designate one person from your organization to serve as a contact for accessibility needs. Add this person's contact information to any promotional material.
- Offer alternate formats of publications with a phrase such as "This publication is available in alternate formats upon request."
- Ensure your event space has appropriate space within the room and post directional signage to guide attendees.
- If your event is on an upper level, ensure there is elevator access.

To review a more in-depth Event Planning Guide for Accessibility, visit uwlax.edu/center/access/universal-design/event-planning/.

Another consideration is to request an Accessibility Kit for your event. These programming kits are available for student organizations and departments and help to create a more inclusive space for attendees.

The kits include:

- Fidget toys
- Color communication badges
- Ear plugs
- Coloring supplies
- Labels for food allergies
- Hand sanitizer
- And more!

To request a kit, visit <https://form.jotform.com/232214856659060>.

ACCESSIBILITY KITS



Campus Resources

Managing an effective student organization can sometimes seem daunting and overwhelming. Resources from multiple offices and departments are freely available to help you and your organization in a variety of ways. A few resources are mentioned here and if you have any question regarding these resources or where to find more, please visit us in the COVE!

FRONT DESK SERVICES

One great spot to start can be the front desk in the COVE. Student employees at the front desk in the COVE come from various backgrounds such as the Leadership & Involvement Center and the Campus Activities Board and are able to direct you to the most applicable resource based on your question. You can contact them via phone at 608.785.8866, by email at thecove@uwlax.edu, or on a walk-in basis at 2200 in the Student Union.

APPOINTMENT & MEETING W/ PROFESSIONAL STAFF

There are 3 full-time professional staff in the COVE that assist in many areas of involvement throughout campus. You may contact them via email or even set up a meeting with them to discuss any needs of your organization.

Amanda Krafft

Program Coordinator for Civic Engagement & Leadership
akrafft@uwlax.edu

Kyle Hutson

Program Coordinator for Student Organizations
khutson@uwlax.edu

Madeline Kohn

Program Coordinator for Student Activities
mkohn@uwlax.edu

OFFICES & DEPARTMENTS

This list of offices, centers, and departments is not meant to be exhaustive but can be a great place to start. If these resources can not provide what you need in the moment, they are able to point you to the applicable resource for your organization.

ACCESS CENTER: 124 WIMBERLY HALL
accesscenter@uwlax.edu

PRIDE CENTER: 2218 STUDENT UNION
wvanroosenbeek@uwlax.edu

OFFICE OF MULTICULTURAL STUDENT SERVICES: 1101 CENTENNIAL HALL
omss@uwlax.edu

INTERNATIONAL EDUCATION & ENGAGEMENT: 1140 CENTENNIAL HALL
international@uwlax.edu

VETERAN SERVICES: 223 GRAFF MAIN HALL
uwlveted@uwlax.edu

The Division of Diversity & Inclusion offers many more resources that can be explored that are able to assist you and your organization. You are encouraged to reach out to the division by visiting 145 Graff Main Hall.

BUSINESS SERVICES: 125 GRAFF MAIN HALL
sfo@uwlax.edu

Keep Your Organization Up to Date

As a student organization leader, there are a few responsibilities you should be aware of as they pertain to keeping your organization Active and eligible for all the privileges and benefits granted as a recognized student organization. The required responsibilities should be assessed on a yearly basis and shared with new officers through leadership transitions. Other ongoing responsibilities should be addressed on a continuous basis.

REQUIRED RESPONSIBILITIES

The following are requirements of student organizations in order to maintain an Active status and are completed on a yearly basis. Information regarding these responsibilities is typically sent to the Primary Contact of an organization so it is important that this individual shares this information with the organization's executive team.

ANNUAL REGISTRATION ON MYORGS

Each year, student organizations must update their MyOrgs profile information, including but not limited to, the description or mission of the organization, meeting times, dates, and locations, and most importantly the roster. This registration also asks organizations to provide a new copy of the constitution/bylaws. As a reminder, any changes to the bylaws must be approved by the Student Organizations Committee.

ATTEND OFFICER TRAINING

Every Fall semester, Officer Training is held for organization leaders providing updates on policies, procedures, event planning, financials, and more. Organizations are required to send at least one (1) officer representative to one of the meetings.

Meeting these requirements also makes your organization eligible for the Student Association Organization Grant which opens at the conclusion of Officer Training.

CONTINUOUS RESPONSIBILITIES

Maintaining accurate records and information that is current and relevant can play a key role in the success of your organization. The following responsibilities should be assessed on a continuous basis to ensure your organization's records and profile are accurate. Keep in mind that these responsibilities could be delegated to other officers in the executive team.

MAINTAIN AN ACCURATE MYORGS PROFILE

Your MyOrgs profile can often be the first impression of your organization to first-year or incoming students.

- Ensure that your profile lists accurate times, dates, and locations of meetings.
- Upload pictures of events or meetings from the past year.
- Manage the roster by removing members who have left, transferred, or graduated and ensure that you are monitoring requests from prospective members

UTILIZE ORGANIZATION SERVICES

If your organization has a storage cage or has an office in the COVE, ensure that the appropriate members have access to the spaces. These services are audited monthly and if services are not being utilized, you may lose access.

KEEP YOUR ADVISOR INFORMED

Appendix A: Officer Roles



This appendix provides suggested traditional roles. Groups may form other positions and responsibilities as they see fit.

Each student organization writes its own constitution and bylaws, which should outline the basic role of each organization officer. It is solely up to the members of the organization to assign responsibilities to a specific officer. This list is intended to assist you in constitutional development and to help you answer the question, "Now that I've been elected, what am I supposed to do?"

The roles listed below are President, Vice President, Secretary, and Treasurer. Other possible positions are Parliamentarian, Activities Director, Recruitment/Retention Director, Academic Coordinator, Liaisons, Community Service/Volunteer Director, or more.

ROLE OF THE PRESIDENT

- Presides over all meetings of the organization
- Calls special meetings of the organization
- Schedules all activities of organization
- Obtains appropriate facilities for organization meetings and activities
- Prepares and files any required reports
- Appoints committee chair people
- Completes annual registration forms
- Attends the Officer Training meetings
- Represents the organization at official functions
- Maintains contact with organization alumni, affiliated departments, and national organizations
- Remains fair and impartial during organization decision making processes
- Votes in cases where a tie exists
- Coordinates organization elections

ROLE OF THE VICE PRESIDENT

- Assume duties of the President as needed
- Serve as ex-officio of standing committees
- Coordinate organization recruitment efforts
- Plan officer orientation and organizational retreats

ROLE OF THE SECRETARY

- Keeps record of all organizational members
- Keeps record of all organizational activities
- Keeps and distributes meeting minutes
- Creates and distributes meeting agendas
- Notifies all members of meetings
- Prepares organization's events calendar
- Schedules all organization's activities
- Obtains appropriate facilities for activities
- Prepares and files any required reports
- Handles all official organization correspondence

ROLE OF THE TREASURER

- Keeps all organizational financial records
- Pays organizational bills
- Collects organization's dues (if applicable)
- Prepares an annual budget
- Familiar with accounting procedures and policies
- Prepares and submits financial reports to members
- Coordinates fundraising drives
- Prepares all budget requests for funds

Sample Meeting Agenda

I. Call to Order

- The chairperson says "The meeting will please come to order at [TIME]."

II. Roll Call

- Members say "Present" as their name is called by the secretary

III. Minutes

- The secretary reads a record of the last meeting

IV. Officers' Reports

- Officers give a report to the group when called on, usually limited time if necessary

V. Committee Reports

- First are reports from "standing" committees or permanent committees, then "ad hoc" or special committees

VI. Special Reports

- Important business previously designated for consideration at this meeting

VII. Old Business

- Items left over from previous meetings

VIII. New Business

- Introduction of new topics

IX. Announcements

- Informing the assembly of other subjects and events

X. Adjournment

- The meeting ends by a vote or general consent

Appendix C: Adviser/Officer Shared Vision



This form is designed to help advisers and student officers determine a clear role for advisers in matters pertaining to student organizations.

Directions: The adviser and each officer should respond to the following items, meet to compare answers, and discuss any differences. For any items, which are determined not to be the responsibility of the adviser, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale:

- | | | |
|-----------------------------|------------------------------------|--------------------------------|
| 1=Essential for the adviser | 2=Helpful for the adviser to do | 3=Nice, but they don't have to |
| 4=Would prefer not to do | 5=Absolutely not an adviser's role | |

1. Attend all general meetings. _____
2. Attend all executive committee meetings. _____
3. Store all group paraphernalia during the summer and during the transition of officers. _____
4. Keep official file in their office. _____
5. Attend all other organizational activities. _____
6. Inform the group of infraction of its bylaws, codes and standing rules. _____
7. Explain university policy when relevant to the discussion. _____
8. Keep the group aware of its stated objectives when planning events. _____
9. Help the president prepare the agenda before each meeting. _____
10. Mediate interpersonal conflicts that arise. _____
11. Serve as a parliamentarian of the group. _____
12. Be responsible for planning a leadership skill workshop. _____
13. Speak up during discussion. _____
14. State perceptions of their role as adviser at the beginning of the year. _____
15. Let the group work out its problems, including making mistakes. _____
16. Assist organization by signing forms only. _____
17. Insist on an evaluation of each activity. _____
18. Take the initiative in creating teamwork and cooperation among officers. _____
19. Speak up during discussion when they have relevant information or feels the group is making a poor decision. _____
20. Let the group thrive or decline on its merits; do not interfere unless requested to do so. _____
21. Take an active part in formulation of the creation of group goals. _____
22. Represent the group in any conflicts with members of the University staff. _____
23. Indicate ideas for discussion when they believe they will help the group. _____
24. Be familiar with University facilities, services, and procedures for group activities. _____
25. Be one of the group except for voting and holding office. _____
26. Recommend programs and speakers. _____
27. Request to see the treasurer's books at the end of each semester. _____
28. Take an active part in the orderly transition of responsibilities between old and new officers. _____
29. Check the secretary's minutes before they are distributed. _____
30. Cancel any activity when they believe it has been inadequately planned. _____

CAMPUS PUBLICITY GUIDELINES

UNIVERSITY OF WISCONSIN-LA CROSSE

The UW-La Crosse publicity guidelines have been developed by the Student Organizations Committee and approved through the University of Wisconsin-La Crosse Student Association. These guidelines are an administrative function of University Centers.

Campus publicity is designed to provide the university community with information that will enhance the educational environment, information that leads to greater affiliation, cultural awareness, and educational opportunities.

The university accepts no responsibility or liability for posted materials, including content. The university reserves the right to remove publicity on registered boards that does not adhere to publicity guidelines.

University Centers is charged with carrying out the publicity guidelines. Any appeals of the interpretation of or exceptions to the Campus Publicity Guidelines must be directed to the Student Organizations Committee.

Notification of infractions to any portion of the Campus Publicity Guidelines by a student, organization, or university unit should be submitted in writing to University Centers, attention Student Organizations Committee Advisor. Please review the section on violations for more information.

Questions about Publicity on Campus should be directed to The COVE Administration Desk: email thecove@uwlax.edu, in person at 2200 Student Union, or 608-785-8866.

1. General Requirements for Publicity

- a. Policies and regulations for each building may vary. For clarification on building guidelines, see the Building Directors or The COVE Administration Desk, 2200 Student Union.
- b. Reservations are required for outdoor banner space.
 - i. Requests are granted on a first-come, first-serve basis and should be completed at least two weeks or more prior to the date needed. It is recommended to reserve as early as possible.
 - ii. Outdoor banner space is available on the exterior of Whitney Center (up to four banners on walkway railing), and a request must be submitted online.
- c. Residence Hall Publicity
 - i. Each Residence Hall has 1 or 2 Registered Bulletin Boards. *Posting policies on these boards are the same as other Registered Bulletin Boards on campus. Please visit the Residence Life Office during business hours for a key.*
 - ii. Publicity from any group or student organization outside of Residence Life will be limited to the Registered Boards only. Residence Life Staff will not post fliers from outside organizations in their community.

2. General Publicity Information

- a. Sponsoring organizations are responsible for posting and removal of their own publicity following the event.
- b. Publicity must be for activities or events open to the campus community or for information that enhances the educational campus environment.
- c. All publicity must feature the event being advertised. The event must be visually prominent in comparison to non-university or commercial logos, pictures, etc. advertising other products.
- d. All publicity should include the name of the sponsoring organization, contact person, date and time of event, department, or business.
- e. Any publicity that may go against the educational mission of the university (i.e. racist, degrading, and/or potentially offensive) is not allowed.
- f. Publicity must not interfere with the normal flow of traffic.
- g. Advertising of alcohol or drug related sponsors is not allowed, unless special approval is given through University Centers. Publicity that encourages the abuse or excessive consumption of alcohol is prohibited.

3. Required Information – General Use and Registered Publicity

- a. All materials must be computer generated or of comparable quality. NO hand drawn artwork, sketches, or pictures will be registered.
- b. The name of the sponsoring university organization, department, contact information, or business must appear on publicity.
- c. All publicity should contain the date, time, contact information, and location of the event, and any other descriptive information.

4. Publicity Locations

- a. Fliers can **only be posted on bulletin boards** designated by the director of each university building. A listing of building directors and locations of registered and general use bulletin boards is included on the last page of the guidelines.
- b. Digital Sign advertisements can be approved for placement on TV Monitors in the following locations:
 - Whitney Center - Main Dining Room (3), Chars (1), Convenience Store (1)
 - Student Union - The U (throughout the building)
 - Campus-wide building locations – Centennial Hall, Center for the Arts, Graff Main Hall, Mitchell Hall, Morris Hall, Murphy Library, Prairie Springs, and Wimberly Hall
- c. Outdoor banner space is available on the exterior of Whitney Center (up to four banners on walkway railing), and a request must be submitted online.
- d. Publicity is prohibited at outdoor locations including on trees, light poles, garbage cans, fences, exterior walls and the Hoeschler Clock Tower. Exceptions are outdoor designated bulletin boards, banners, and chalking locations.
- e. Publicity is prohibited on windows, ceilings, walls, lights, doors, mirrors, bathroom stalls, backs of chairs, etc. of all university buildings, unless authorized by the building director of that building.
- f. Publicity is prohibited from being distributed in classrooms, including being placed on desks and chairs.
- g. Directional or informational publicity for an event is acceptable on interior walls with prior registration from University Centers. This publicity must be removed within two hours following the event being advertised. Please contact Reservations for additional signage.

5. Violations

- a. Materials found in violation of the publicity guidelines will be removed and the sponsoring organization or department will be contacted according to the following procedures:
 - i. First violation – a letter will be sent to the organization, explaining the violation with a copy of the policies.
 - ii. Second violation – a letter to the organization's chief officer or adviser, or both. (In the case of a department, to the chairperson and possibly the appropriate dean.)
 - iii. Third violation – will result in written notification to the organization and adviser, or the department, that posting privileges on campus have been revoked for the remainder of the semester in which the infraction occurs.
 - iv. Fourth violation – organization will receive written notification of the violation and a referral to the Student Organizations Committee, and, where appropriate, to the Student Court. In addition to any action which might be taken against individuals referred, the Student Organizations Committee may consider the revocation of recognition of the organization involved, and take such action as is deemed appropriate.

6. Bulletin Boards/Fliers

a. General Information

- i. Bulletin boards are primarily for posting fliers/handbills/posters with a maximum size of 22" x 28".
- ii. Publicity larger than 8-1/2" x 14" must be hung from the bottom of the unregistered boards.
- iii. Publicity on both types of boards may be posted for any length of time within the same semester. Class posters will need to be removed following the drop date deadline.
- iv. ****Only one flier per board is allowed.**
- v. Fliers can be attached to bulletin boards using thumbtacks or masking tape. No staples or transparent tape may be used.
- vi. Posting over/defacing other fliers is prohibited.
- vii. All boards are cleared at the end of each semester.

b. Registered Boards

- i. Provided for publicity of university groups sponsoring campus events, activities, and education.
- ii. Identified by an orange sign at the upper left corner of the board reading "Registered Publicity Only."
- iii. Fliers must be stamped "Registered" by University Centers or include a graphics logo to indicate approval for registered boards. A copy will be kept on file by University Centers.

→ Register fliers at The COVE Administration Desk, 2200 Student Union or for a digital stamp contact covegraphics@uwflox.edu.

c. Unregistered Boards – general use (must abide by all general publicity guidelines)

- i. Provided for general publicity of interest to the university population.
- ii. Examples of unregistered publicity include buy, sell, rent, and non-university items.
- iii. Boards have a yellow identifying sign at the upper left corner, reading "General Use Bulletin Board."
- iv. Items are not required to be stamped.
- v. Boards are cleared of undated and outdated material on a regular basis.

7. Digital Sign Advertisements - see the Digital Sign Information website for instructions for both Whitney/UWL Student Union and campus wide buildings: <https://share.uwfax.edu/Account/Login/?ReturnUrl=%2fdigital-sign>

8. Digital Slides will not be approved unless your event is posted on your organization's events page on [MyOrgs](#).

- a. Publicity advertisements can be in the form of an individual PowerPoint slide formatted for 20" width x 11.25" height in the page setup. Submit the PowerPoint file to: [Share.uwfax.edu](#)
 - i. Log in with your Net ID and Password and follow the instructions
- b. If using another graphics software program to create your slide, send it in the horizontal (landscape) format, 20" width x 11.25" height with a minimum 150 dpi resolution as a JPEG or PNG file.
- c. The PowerPoint slide must feature all of the event information including sponsor(s) name and contact information.
- d. The electronic advertisement (slide) must be received in University Centers ([share.uwfax.edu](#)) prior to the start date.
- e. The slide is displayed for only 10 seconds, make certain those viewing can read it in this time. (Slides may also be viewed on campus for [Whitney Center and Student Union](#) or [Academic Buildings](#)).
- f. Check carefully for typos before submitting a slide.
- g. The slide can remain on TV Monitors for up to 10 days with a two-week break in between if the slide is requested to run again.

9. Fliers & Handbills

- a. Handbills - materials that are 4-1/4" x 5-1/2" or smaller may be distributed individually with the proper University Reservations approval.
- b. May NOT be distributed in any confined space or left on any tables in any buildings (dining halls, lounges, classrooms, building entrances, or taped on backs of chairs, etc.)
- c. May not be slipped under doors in the residence halls or stuffed in mailboxes. (Contact the Office of Residence Life for distribution information).
- d. Placing handbills on cars in UWL parking lots is prohibited.
- e. Sponsoring organizations are responsible for picking up any fliers or handouts that may be dropped by those receiving them.

10. Outdoor Banners

- a. Outdoor Banner requests and space can be reserved by using the [online form](#).
- b. Banner requests must be submitted at least 21 days prior to date needed.
- c. All Banners will be made by University Centers COVE staff and cannot be reused.
- d. Banners may not be longer than 5-1/2 feet.
- e. Banners cannot be up more than seven days.
- f. Banners must be removed by the sponsoring organization within 24 hours after an event. Banners can be taken to The COVE Administration Desk, 2200 Student Union, for recycling if the organization does not want to keep.

11. Chalking & Painting

- a. Indoor Chalking
 - i. Not allowed on chalkboards/whiteboards located in the front of classrooms.
 - ii. Color chalk is prohibited on chalkboards.
 - iii. Permission from the building director is required prior to chalking side chalkboards/whiteboards in classrooms.
- b. Outdoor Chalking
 - i. Permissible on sidewalks only.
 - ii. Must be at least 20 ft. from an entrance of a building
 - iii. Prohibited near entrances, under overhangs of entrances, and on all university structures.
 - iv. Spray chalk is prohibited.
- c. Painting
 - i. Painting with permanent or temporary paints is not permitted at any time.
 - ii. Painting of snow using spray bottles and colored water is permitted.

12. Solicitation

- a. University facilities, including lounges, offices, and classrooms, may not be used for solicitation of university faculty, staff, and students by organizations.

13. Political Campaigning and Elections

- a. Publicity privileges will be granted to persons who are bona fide candidates (fully satisfied all criteria to be listed on the official ballot) for election to public offices (campus, city, county, state, or federal).
- b. Equal campaign opportunities will be afforded to all candidates.
- c. Policies and procedures for campaigning in the residence halls may be found in the following link: [Campaigning in the residence halls](#).
- d. The candidate and/or the candidate's organization are responsible for distribution and removal of all publicity distributed on behalf of the candidate.
- e. All publicity must include "authorized and paid for by" or "AAPFB" and the last name of the candidate's campaign committee that has authorized and paid for the advertisement. Contact phone number is permitted.
- f. Individual campaigning information may be advertised on the UWL campus through, the use of unregistered boards, TV Digital ads (Whitney Center and the Student Union only), handbills distributed at accepted locations, and chalking.
- g. There shall be no campaigning or campaign literature within 100 feet of any designated polling place.
- h. Digital Sign advertisements (Whitney Center and the Student Union only) for political candidates for campus elections must include: the name of the candidate/candidate's organization; dates, times, and locations of voting on campus; "authorized and paid for by" or "AAPFB" and last name of the candidate's campaign committee which has authorized and paid for advertisement.

14. Publications

- a. Free publications may be distributed on campus after approval is granted by each Individual Department or Building Manager.

15. Disability Access Statement

- a. The Office of Affirmative Action and Diversity is strongly encouraging the university community to adhere to the following Disability Access Statements.
- b. When planning conferences, events, and activities, designate a representative from your organization to be responsible for handling requests for accommodations. You may call Disability Resource Services at 785-6900 for assistance with arranging and implementing accommodations.
- c. In registration brochures, invitations or fliers use the following access statement: **"To request disability accommodations** (accessible seating, interpreting, closed captioning, FM systems, etc.), **contact** (name, organization, address, phone number)."
- d. Publications such as organization bulletins, program brochures, schedule, newsletters, and instructional publications must be provided in alternative formats (Braille, large print, tape, electronic) upon request.
- e. In these publications use the following statement: **"This publication/material is available in alternative formats upon request. Please contact** (name, organization, address, phone number)."

NOTE: A LISTING OF REGISTERED AND GENERAL USE BULLETIN BOARDS MAY BE FOUND AT:

<https://www.uwlax.edu/globalassets/offices-services/university-centers/cove-media/bulletin-boards-2020.pdf>