

OFFICER TRANSITION GUIDE

STUDENT ORGANIZATIONS

UNIVERSITY OF WISCONSIN-LA CROSSE



The
COVE

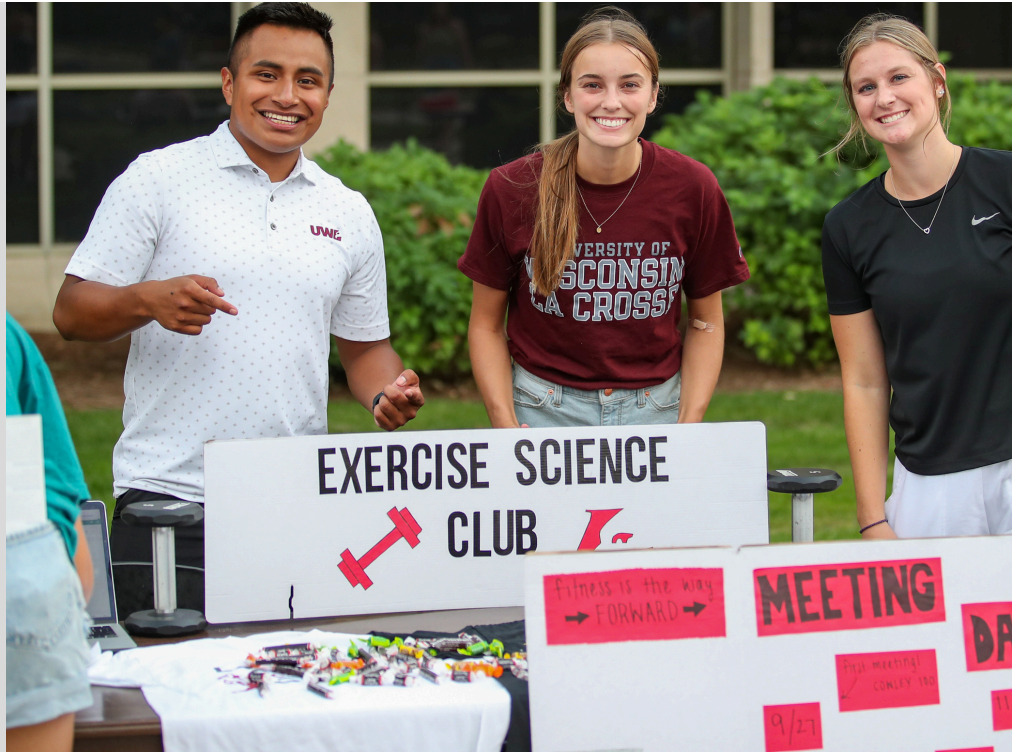
OFFICER TRANSITION GUIDE

Purpose of Officer Transition

- Transfer ownership and historical knowledge of the organization
- Maintain seamless continuity of organization's progress, growth, and goals
- Reinforce productive communication and support between officers to plan and create new goals
- Further develop sense of pride and mission-aligned purpose in the new officers

Recommendations for Transition

- Plan for an overlap of officer terms to allow an opportunity for training
- Outgoing officers and new officer board are encouraged to meet for a transition meeting



CHECKLIST:

- ☐ Update Primary Contact in MyOrgs
- ☐ Submit a new Account Authorization Form for SFO account
- ☐ Share social media account log-in and password information
- ☐ Share storage locker & lock combination information (if applicable)
- ☐ Share governing documents (constitution/bylaws)
- ☐ Inform incoming officers of mandatory requirements of organizations
- ☐ Review roster with incoming officers

OPERATION TIMELINE



JANUARY

****Suggested:** Begin reserving spaces on campus for meetings, events, and tabling*



FEBRUARY

Attend Spring Involvement Fair
(Second Wednesday of Semester)



MARCH

****Suggested:** Hold officer elections before Annual Registration opens in April*



APRIL

Annual Registration Opens April 1st

- Eagle Fest & Fall Involvement Fair registrations included

****Suggested:** Out-going officers transition organization information to new officers*



MAY

Clean out organization storage cage (if applicable)



JUNE, JULY, AUGUST

Update Account Authorization Form for SFO Account

Begin planning for Fall semester events, meetings, and tabling



SEPTEMBER

Attend Fall Involvement Fair
(Second Wednesday of Semester)
Attend Officer Training (Mandatory)



OCTOBER

Annual Registration Closes October 1st (Mandatory)

****Organizations that do not complete registration may be Frozen***



NOVEMBER

Officer Training must be completed by November 1st

****Organizations that have not completed training may be Frozen***



DECEMBER

Register for Spring Involvement Fair

*****Dates and deadlines are subject to change***

OFFICER TRANSITION MEETING

Sample Agenda for Transition Meeting

Agenda:

1. Welcome & Introductions

2. Mission & Vision of Organization

- a. Share the mission and vision of the organization. Consider evaluating any potential updates to these statements and discuss how the membership can be involved in the process.

3. Organization Report

- a. Successes
- b. Challenges
- c. Recruitment & Retention efforts
- d. Important annual events
- e. Events in progress

4. Organization Accounts and Digital Sites

- a. Social media account information
- b. Organizational email information (if applicable)
- c. Update Primary Contact in MyOrgs
- d. Complete SFO Account Authorization Form

5. Organization Timeline

- a. Summer Tasks
 - i. Complete Annual Registration (includes Eagle Fest & Fall Involvement Fair Registrations)
 - ii. Begin planning Fall events, reserving appropriate spaces, upload events into MyOrgs
- b. Fall Tasks
 - i. Attend Officer Training
 - ii. Attend Fall Involvement Fair
 - iii. Communicate organization meetings and events to members
- c. Spring Tasks
 - i. Attend Spring Involvement Fair
 - ii. Communicate organization meetings and events to members

6. Contacts & Resources

- a. Share contacts for university resources such as: reservations, catering, publicity, copyright inquiries, and more

STRYKER'S SUGGESTION:

Upon election of new officers, consider holding an officer transition meeting. This can provide an opportunity for the incoming officers to learn more about the management of the organization.

OUTGOING OFFICER WORKSHEET

Position Title:

Please reflect and answer the following questions to the best of your ability.

1. The responsibilities of my position include:
2. List other officers with whom you worked and the projects involved.
3. List what you enjoyed most and least regarding your position.
4. List individuals or other aids who helped complete your job.
5. Things you wish you had known before you took the position:
6. List specific accomplishments realized during your term in office and the reasons for their success.
7. List any problems or disappointments you encountered as a part of your position.
8. Provide any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

INCOMING OFFICER WORKSHEET

Position Title:

Please reflect and answer the following questions to the best of your ability.

1. In your own words, describe the mission and vision of the organization.
2. Why did you decide to pursue this position? What are you hoping to add to the organization?
3. Describe your familiarity with the following: reservations, SFO account transactions, meetings, duties, timelines, etc.
4. What resources would you like to learn more about?
5. List the tasks that you believe should be completed in the next month.
6. What are your expectations of your adviser?
7. What expectations do you have for the rest of the Executive Board?
8. What expectations do you believe others have for you?

ORGANIZATIONAL RESOURCES

Please reach out to the COVE for additional resources at thecove@uwlax.edu

MYORGS FORMS



Adviser and/or Primary Contact Update

Are you looking to update your Primary Contact? Do you have a new adviser? Complete this form to have the COVE updated your MyOrgs.



Student Involvement Regalia

If your organization is looking to have graduating members wear stoles or cords at commencement, submit your request to the Student Organizations Committee through this form for approval.



COVE Graphics Garage - Project Request Form

Complete this form to request stickers, flyers, buttons, and more from COVE Graphics!



Copyright and Movie Requests

Your organization must obtain a Public Performance License to show any copyrighted material, such as a movie or video, to comply with federal copyright law.



Publicity Registration Request Form

Have you already made your own flyer and need it registered? Submit your publicity here to have Graphics digitally add the 'Registered' stamp!



T-Shirt, Apparel, and Swag Request - Artwork Approval

All artwork to be printed on T-Shirts, pens, bags, or any promotional items need to be approved and printed through a licensed UWL printer.



Student Organization Logos

Does your organization need a new logo? COVE Graphics can design one for FREE! Already have a logo? Complete the form to submit your current logo to be used in the Student Organization Catalog.



Window Painting Reservation Request

Market and promote your organization or organization event on the first floor windows in the Union!



UNIVERSITY CONTACTS

- **University Reservations**

- For all your reservation requests and VEMS support: reservations@uwlax.edu

- **Student Faculty Organization (SFO)**

- For assistance with SFO account access, balance, and transactions: sfo@uwlax.edu

- **Catering & Dining**

- To request catering, set up a CaterTrax account at uwl.catertrax.com. For further assistance with catering, contact Kelly Kamrowski at kkamrowski@uwlax.edu.

RSO PUBLICITY GUIDELINES

Please reach out to the COVE for additional resources at thecove@uwlax.edu

RECOGNIZED STUDENT ORGANIZATION (RSO) PUBLICITY GUIDELINES

The University of Wisconsin-La Crosse publicity guidelines have been developed by the Student Organizations Committee and approved through the University of Wisconsin-La Crosse Student Association. Campus publicity is designed to provide the university community with information that will enhance the educational environment and with information that leads to greater affiliation, cultural awareness, and educational opportunities.

A copy of the Publicity Guidelines can be found at:

<https://www.uwlax.edu/university-centers/orgs/student-org-resources/#tm-168344>

REGISTERED BULLETIN BOARD LOCATIONS

Recognized Student Organizations (RSOs) are permitted to hang registered publicity on any of the Registered Bulletin Boards around campus. All flyers must be removed by the organization within 24 hours of the event's end date. **Only one (1) flyer per board is permitted.**

There are no Registered Bulletin Boards in Cartwright Center, Centennial Hall, or Mitchell Hall. Each Residence Hall has one (1) Registered Board and access to these boards must be granted through Residence Life at housing@uwlax.edu.

For a complete list of Registered Bulletin Board locations, visit:

<https://www.uwlax.edu/university-centers/orgs/student-org-resources/#tm-168344>



FREQUENTLY ASKED QUESTIONS

What are the requirements for my organization to stay active?

Each organization must complete the Annual Registration on MyOrgs and attend Officer Training in the Fall.

How do I change my organization's Primary Contact?

Every organization has a Primary Contact who is responsible for completing the Annual Registration along with receiving important updates from University Centers and the COVE. To update this contact, complete the Primary Contact/Advisor Update form on MyOrgs.

How do I get my event on the digital signs?

All student organizations must submit their events in MyOrgs for approval before submitting a digital sign request. The Event Image in MyOrgs will be automatically submitted as a digital sign; however, you may submit a digital sign request here: <https://www.uwlax.edu/university-centers/orgs/student-org-resources/#tm-168346>

How can I reserve rooms for my organization?

Each organization may have one account for VEMS, our reservation software. With this account, you may reserve rooms in the Student Union, tables in the Union, conference rooms in Centennial, the Union lawn, and more!

How can I reserve the Clocktower?

To reserve the use of the Clocktower for tabling, please visit University Reservations in 3200 Student Union, or contact them at reservations@uwlax.edu

Why does VEMS not allow me to book rooms in academic buildings?

If your organization is looking to use a room in an academic building that is not a conference room in VEMS, you will need to contact University Reservations. Availability of these rooms is dependent on the academic schedule for that room.

Where can I hang flyers for my organization?

As a Recognized Student Organization (RSO), you may hang your organization's publicity on any Registered Bulletin Board provided the publicity has been registered with University Centers. Register your publicity with COVE Graphics and see the previous page for information on locations.

How can I show a movie on campus?

To show a movie, film, video, or any copyrighted material on campus, you need a Public Performance License. Complete the Copyright & Movie Request form on MyOrgs to begin the process. Movie licenses can be expensive so consider partnering with another organization or showing a film that is already licensed through Kanopy. More information can be obtained through Murphy Library.

What is the process for ordering club T-Shirts?

Any printed material on T-shirts, bags, pens, or promotional items must be approved through the T-Shirt, Apparel, Swag form on MyOrgs. Once you have approval, you may work with any licensed, authorized printer, such as CustomInk, or local print shops. More information can be found here: <https://www.uwlax.edu/university-centers/orgs/student-org-resources/#tm-168347>

Is there storage space for organizations?

University Centers offers limited storage space in the Lower Level. To request a storage cage, or be placed on the waitlist, complete the Student Organization Storage Request form on MyOrgs.