UC Blue Ash College: Student Organization Onboarding Manual

Expectations:

*Welcome Meeting*

Once a new student organization request has been approved, the Assistant Director of Inclusion and Involvement will request an onboarding meeting with the organization officers and advisor. The organization will be officially recognized at the commencement of the initial meeting.

*Participation*

To start an organization and/or to maintain status as a recognized student organization, the group must maintain 5 active student members and a faculty/staff advisor. Each organization must facilitate at least one activity (e.g., meeting, event, fundraiser, etc.) per month. Officers are responsible for tracking the total number of participants at each meeting, event or outing; participation must be reported in the Annual Report or when requesting additional funds through the Student Life Office.

Meetings and Events:

*Space Reservation*

Space on campus can be reserved through the Student Life Office for meetings and events. Contact the Assistant Director of Inclusion and Involvement with preferred date, time, and location(s) for your meeting or event. Requests for space must be made at least 1 week prior to a meeting date and at least 2 weeks prior to an event date. For assistance, call the Student Life Office at 513-745-5773. Reservations will only be made for recognized student organizations, or when requested by UC faculty or staff members.

*Events Requests*

Once your space is reserved through Student Life, complete an [Events Form](http://form.jotformpro.com/form/50854094711960) to request additional resources or logistics including: tables, chairs, garbage cans, ambassadors, AV/IT needs, etc. The Student Life Office can assist you in completing the form as needed.

*Communications Requests*

The Communications Department can design and print posters to advertise your organization and any special events. Please allow up to 4 weeks for designs to be created and printed. You can submit a request for advertisements using the online [Communications Form](http://form.jotformpro.com/form/43356315990964).

*Travel Policy*

Student organizations must adhere to the student travel policies determined by the University of Cincinnati; please refer to the “Student Travel Policy” on the [UC Policies website](http://www.uc.edu/about/policies.html).

Advertising:

*Website Presence*

All recognized student organizations will have a web presence on the UC Blue Ash Student Organizations website. The Assistant Director of Inclusion and Involvement will include the following information upon organization recognition:

* Name
* President – email
* Advisor – email
* Description

Contact the Assistant Director of Inclusion and Involvement if you would like to include additional information on your website including, but not limited to: special events, photos, summary reports, etc.

*Posting On Campus*

Student organizations can create their own posters to be displayed on the events boards across campus. Posters must be “approved” by the Communications Department before display; you can attain an approval stamp from the Communications Department (Muntz Hall, room 152) during their business hours. Typically 20 prints will cover all available boards across campus. Tacks are available in the Student Life Office (Muntz Hall, room 123) for you to hang posters.

*Thursday Announcements*

Meetings and special events can be included in the weekly student listserv email “Thursday Announcements.” Student organizations can request entry using the [online request form](http://www.ucblueash.edu/offices/services/student-life/submit-announcement.html) or by emailing the Director of Student Engagement. Requests must be received by NOON each Tuesday for consideration in the next Thursday Announcement editions. Unique announcements will be included for up to 3 editions before removal.

*Social Media*

Social media outlets including Facebook group pages and Instagram accounts must be approved by the Communications Department; Pete Bender (benderpj@uc.edu) will provide training to any student organization officers to assist them in creating a social media presence.

Finances:

*Please note that there are two different types of accounts used for funding student organizations – the internal Student Life Budget line and the external PNC Bank fund. It is important to be mindful of different expectations and processes for making purchases and reimbursements depending on the funding type used.*

*New Organization Funds – Student Life Budget Line*

Newly recognized student organizations will be eligible for up to $50 in startup funds from the Student Life Office. Officers and advisor of the student organization must work directly with the Assistant Director of Inclusion and Involvement on purchases to claim the startup funds. The startup funds are only available during the academic year when a student organization is created; funds will not become part of the legacy fund.

*Funding Requests – Student Life Budget Line*

The Student Life Office will consider requests for additional funding – up to $100 per academic year – once a student organization has met the minimum standard of participation for one semester (see “Expectations>Participation” section.) Click [HERE](https://form.jotform.com/80254127310141) for the request form. Officers and advisor of the student organization must work directly with the Assistant Director of Inclusion and Involvement on purchases to claim the startup funds. The additional funds are only available during the academic year when a student organization has requested them; funds will not become part of the legacy fund.

*Legacy Account – PNC Bank Account*

The Student Life Office will manage legacy funds for active student organizations that exist beyond a single academic year through an external PNC Bank Account. Student organizations can raise funds through annual fees or dues and/or through fundraising activities. Student organizations must communicate their persistent activity using the Annual Report and provide evidence that they are meeting the Expectations > Participation policy. Legacy funds will be dissolved for organizations that are inactive after 3 semesters. Funds raised by student organizations must be deposited into the PNC Bank Account. Click [HERE](https://form.jotform.com/81756136710153) for the Student Organization Deposit form.

*Reimbursement/Deposit*

Members are only eligible for reimbursement through the Legacy Account (external PNC Bank Account). *If you would like to use New Organization Funds or Funding Request Funds, all purchases must be made by a staff member from the Student Life Office.* Members must retain a copy of the itemized receipt for items and submit it along with a Student Organization Reimbursement Form to the Assistant Director of Inclusion and Involvement. It is recommended that the recipient schedule a meeting with the Assistant Director to submit paperwork to assure a check will be available immediately. Click [HERE](https://form.jotform.com/81755896210160) for the reimbursement form.

Annual Report:

*Submission*

Student organization advisors will be responsible to submit an annual report at the end of each academic year (due April 1 for consideration of student organization awards; due May 1 for final deadline and consideration of “active” status and additional funds in next academic year.) Click [HERE](https://form.jotform.com/81753955910161) for the Student Organization Annual Report form.

*Criteria*

Student organizations will be asked to report the following data as part of the annual report:

* Date of meetings/events
* Attendance (#) at each meeting/event
* Summary of officers and responsibilities
* Summary of community engagement efforts
* Advisor reflection