

Student Organization Resource Packet

Event Forms

Pre-Event Form

Prior to posting fliers and requesting funds from Student Government for an event, a [pre-event form](#) must be filled out. The form may be found through the My.MSOE.edu portal under the Campus Life tab. Filling this form out also adds your event to the Student Life shared calendar and grants you a place in the Weekly Digest emails. Fill out all the required fields in the form with information as accurately as possible. After completing the form, you will receive a confirmation email that the event has been created and accepted. You may submit a revision form later if there are changes to the event that would be pertinent to reflect in the Student Life shared calendar or Weekly Digest.

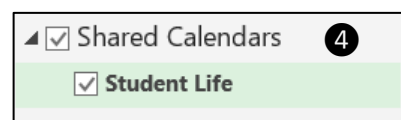
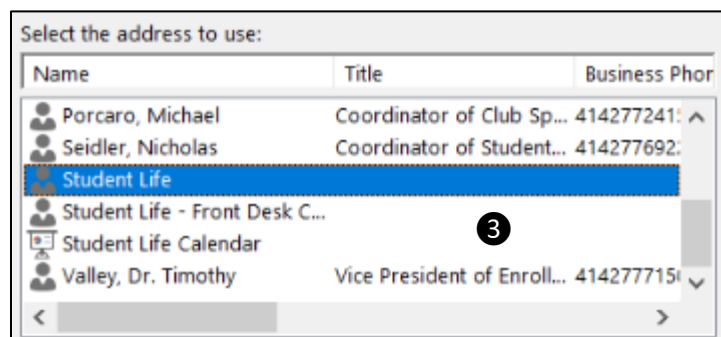
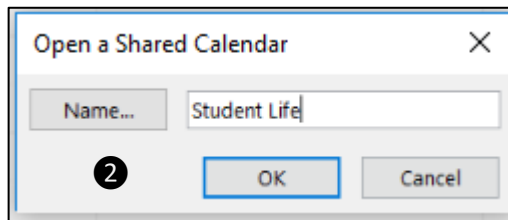
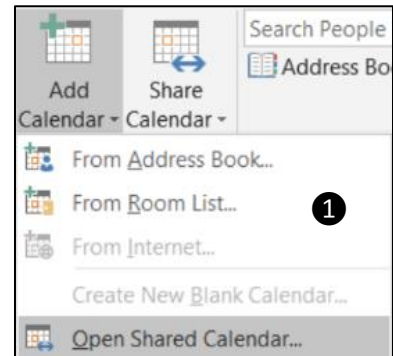
Post-Event Form

After the completion of an event, you should fill out a [post-event form](#) reflecting on how the event went. This link also operates through the My.MSOE.edu domain and requires you to log into your MSOE account. Contact Student Life if difficulties arise when trying to access the form.

Student Life Event Calendar

Student Life maintains an updated and shared Outlook calendar with all the events submitted using the Pre-Event form linked above. This proves to be a useful resource when planning events. It allows you to select the best date with the fewest conflicts to maximize attendance at your events and meetings. Note that this calendar is designed as an event-planning resource and is not intended to be used to help advertise your events. Please see the procedure below on how to open this shared calendar in Outlook.

- 1 From your **Calendar** folder, on the **Home** menu, select **Add Calendar**, then select **Open Shared Calendar...**
- 2 Enter “**Student Life**” as the name of the calendar you wish to open, then select **OK**
- 3 Scroll to the bottom of the calendar options and select the person named “**Student Life**” (Do NOT select the options titled “Student Life – Front Desk Calendar” or “Student Life Calendar”), then select **OK**
- 4 The shared “**Student Life**” calendar should now appear next to your personal calendar and will be stored in your “**Shared Calendars**”



Advertising

How to Get Advertising Approved

Any posted advertisements must be approved and stamped by Student Life in CC377. It is recommended that you have one master copy stamped and photocopy all other fliers from that original copy. Certain organizations may be authorized to include the approval and post until dates within the poster itself; however, this option is not available for all organizations. This discrepancy is at the discretion of the Student Life professional staff. Any and all non-approved advertisements will be removed from their posted locations.

Printing Color Advertisements

Student Organizations may print up to 50 color fliers per event for free through the Student Life Office once they have completed the pre-event form. Posters printed in Student Life must be free from large saturated colors, backgrounds, and other ink-heavy objects (See examples to the right). Additional color fliers may be printed through the Follow You Printing service at the color printer located on the second floor of the library for 30 cents per page, or from an external printer (i.e. a personal printer or at a print shop). You may also print black and white posters onto colored paper for free using the regular Follow You Printing printers.

Where You Can Post Fliers

Fliers and other paper advertisements may only be posted on public bulletin boards around campus. You may not post fliers on department bulletin boards unless approved by the corresponding department. If fliers are posted to walls or other non-bulletin-board surfaces, they must be attached using painters tape (no duct tape, scotch tape, etc.). Posting signs in nonapproved locations is prohibited. These may include, but are not limited to: doors, windows, hallways, walls of buildings, poles, tables, bathroom doors, and trees. In order to post fliers in the Kern Center you must submit them to the Kern Center front desk. Approximately 10 posters is sufficient to cover the main areas.

Printing and Posting Large Banner Advertisements

Large advertisements may be printed using the plotter at the IT Department. By either giving a digital file of your flier to the IT helpdesk on a USB drive, emailing the attachment to helpdesk@msoe.edu with the specified size, or submitting an [IT ticket](#), they will gladly print it for you. The dimensions for this poster can be up to 36" by any length (by authorized request). The recommended size is 36"x48." IT prefers the document to be either a PDF or PPT file. Depending on how busy they are, it may take IT up to a few hours to get a large banner printed. Please be patient with them during busy times and follow their instructions for banner pickup times and locations.



Unacceptable



Acceptable

When you are ready to hang your advertisement in the CC, get some washer weights from Student Life, tape them to the bottom of the back of your poster, and hang it from the mezzanine using blue painters' tape. If you wish to hang a large poster in the residence halls, please contact Kristen Landaal (RWJ/Regents - landaal@msoe.edu) or Mark Hargrove (MLH/Tower - hargrove@msoe.edu).

How to Advertise in the Residence Halls

All posters and mailbox ads must be approved by a Residence Life Hall Director before they may be distributed in the residence halls. Thus, you must first bring fliers (~25 copies for RWJ/Regents and ~20 copies for MLH/Tower) and/or mailbox ads (~275 copies for RWJ/Regents and ~225 copies for MLH/Tower) to the Residence Life office located on the ground floor of either RWJ or MLH respectively. Your advertisements may then be approved and distributed accordingly by the Residence Life staff. Note that you are NOT allowed to post advertisements in the residence halls by yourself. All distribution of advertisements is done solely by the Residence Life staff.

Apart from paper advertising, you may also advertise your organization or event by hosting a table in the RWJ Café during meal hours. To set up a table in this manner, you must first get approval from the RWJ Hall Director, Kristen Landaal (landaal@msoe.edu), and the Director of A'viands Food Services, Darryl Anderson (darryl.anderson@aviands.com). Another great way to engage students involves coordinating floor events with organization events. Feel free to reach out to Resident Assistants if you wish to work together in planning an event.

E-Mail Advertisements

Student organizations are generally granted 1-2 All Student e-mails per year to promote their signature event(s). Please contact the Student Life office for inquiries and authorization regarding such e-mails.

Taking Down Your Fliers

Student Organizations are responsible for taking their fliers down within 3 days of the "Post Until." date printed on the fliers when they are approved by Student Life. Fliers in the residence halls will be removed by the Residence Life staff accordingly. Failure to adhere to any of the above posting policies may result in the loss of future posting privileges.

How to Post on TVs

If your student organization has the ability to design digital board advertisements, there are opportunities to promote your event on the TVs in the Campus Center. The dimensions of the digital advertising need to be 1920 x 1080 (same size as a high-def screen) to display properly. The resolution should be 72 dpi and higher. The format of the image can be JPG or PNG. Include the Who, What, When, Where, Why, and Cost (if any) for the event. Bold font will help make the sign readable from further away. Try not to be wordy, because you want to convey the essential info quickly. There should be clear contrast between your background colors and the color of the text. Completed ads may be sent to the Manager of Multimedia & Videos, Kent Peterson (peterston@msoe.edu). For more information contact Kent Peterson in the Marketing Department.

Funding

All student organizations approved by Student Government may request funds. Below is a breakdown of Student Government's annual budget.

| <i>Category</i> | <i>Budget</i> |
|-----------------------------------|---------------------|
| SUB Funding Allocations | \$ 8,000.00 |
| Student Organization Promotion | \$ 2,000.00 |
| Student Development / Conferences | \$ 5,000.00 |
| General Budget – Quarter 1 | \$ 5,000.00 |
| General Budget – Quarter 2 | \$ 5,000.00 |
| General Budget – Quarter 3 | \$ 5,000.00 |
| Total (Annual) | \$ 30,000.00 |

In general, Student Government **CAN** fund the following:

- Events that benefit the MSOE community and are free and open to all undergraduate students
- Advertising and publicity to build organizational participation and student involvement
- Developmental conference expenses, given your organization hosts a campus-wide informational session sharing what was learned

In general, Student Government **CANNOT** fund the following:

- Non-registered organizations
- Senior design, course projects, personal projects, etc.
- Donations for fundraising and charitable events
- Operating expenses and fees (entry, national, etc.)

All funding requests are approved or denied on an individual basis. Special situations and circumstances will be considered.

How to Request Funds

Funds may be requested at Student Government General Assembly Meetings held in the MPR every Monday, Weeks 1-10. Send a representative of your student organization to one of these meetings and prepare to discuss your request for funds and answer any questions the senate may have. It is recommended that you email the Student Government Secretary, Savannah Duenweg (duenwegsr@msoe.edu), stating that you will be requesting funds prior to the meeting you attend. For larger requests (\$500+) it is also recommended that you provide the Senate and Cabinet (~15 copies) with a budget breakdown spreadsheet at the meeting.

If the Senate approves your request by a simple majority, you will need to meet with the Student Government Treasurer, Ashleigh Gimenez (gimenezar@msoe.edu), to receive your reimbursement form. Student Government is only able to reimburse for funds spent. You must keep all your receipts to turn in to be reimbursed. In special cases, Student Life may be able to provide funds up-front (when exceeding \$1000+).

External Funding

For any regards relating to fundraising, crowdfunding, donations (material or monetary), or any other form of solicitation, students must first go through the Student Life office to make arrangements with the Development Office. Students should not go directly to the Development Office for assistance.

Room Reservations

In order to reserve classrooms and event spaces on campus you must first become a verified user of AdAstra. To become an approved user of AdAstra, contact Student Life. MSOE is currently in the process of switching the program that room reservations go through. As such, AdAstra will be phased out during Winter Term during the 2018-2019 academic year.

Campus-wide room reservations follow an expanded policy adopted by the university in February 2002. For a copy of the full policy, contact the Student Life office. Please be aware of the following:

1. Room reservation forms are available online at AdAstra.MSOE.edu. Some requests may require coordination with another department or area. Parking for campus guests is also covered in this policy. It is suggested that all reservations be made a minimum of two weeks before the event.
2. Room reservations may be made by university departments or offices and by student organizations. Off-campus organizations or groups are required to contact the Student Life office for room reservation requests at (414) 277-7225. A benefit to MSOE must be demonstrated for off-campus reservations to be considered. Reservations by outside individuals or companies through an office other than Student Life are not allowed unless an exception has been granted by Student Life.
3. Special needs or requests for a room reservation that may not be sufficiently covered using the online reservation request (i.e. unique room setups, specialized audio-visual items, etc.) should be arranged through the proper departments and are the responsibility of the person or group reserving the room. The following is a list of contact areas:

| | |
|---------------------|--------------|
| Audio-Visual..... | 414-277-7179 |
| Catering..... | 414-277-7403 |
| Facilities..... | 414-277-7459 |
| Parking..... | 414-277-7161 |
| Room Set-Up..... | 414-277-7412 |
| Stage Lighting..... | 414-277-7368 |

4. Charges for space, equipment, and/or parking are unlikely, but may be applied at the discretion of authorized members of the MSOE professional staff.

Please be aware that room reservations may be cancelled or changed at any time as determined by Campus Facilities.

Table Reservations

To reserve a table in the CC Great Room you must send an email to Sue Bailey (baileysk@msoe.edu) denoting the date, time, organization, and placement of the desired table(s).

Transportation

Van Training and Certification

Students with a regular (non-probationary) driver's license may be certified to drive the MSOE Athletic Vans. The certification process takes approximately 2.5 hours, which includes 1.5 hours of classroom discussion and a 1 hour on-the-road test. Classes and driving sessions may be scheduled with Nick Seidler (seidler@msoe.edu). An authorization form must be signed by an adviser or coach, and a photocopy of the front and back of your driver's license is required. Human Resources will then review your driving history and either approve or deny your van certification.

Van Reservations

Contact Chuck Stollenwerk (stollenwerk@msoe.edu) to reserve athletic vans for events requiring transportation. These reservations are subject to the athletics schedule and may not always be available. A driver who is certified to drive the vans is required to reserve and drive the vans.

Travel Policy

If you are traveling more than 100 miles, doing an activity that has higher than average day-to-day risk, and/or involves staying overnight for an event, it is required that the group meet with Nick Seidler in Student Life to fill out a travel form and get release forms for each attendee. This should be completed at least two weeks prior to departure under the supervision of Nick Seidler (seidler@msoe.edu).

Be prepared to provide:

- The city you're traveling to
- Hotel information
- Names of those attending/traveling
- Contact phone numbers for the group (minimum of the drivers)
- Dates of travel
- Mode of transportation

Tickets

Maintenance

If you are having any issues with equipment or facilities, you may report that information by submitting a [maintenance ticket](#). You may have to create an account before being able to submit a ticket. In general, Custodial tickets pertain to cleaning issues and General Maintenance tickets pertain to situations that require repairs. The password to submit a ticket is "Raiders".

Information Technology

If you are having issues with anything related to IT or card access, you may submit a [ticket](#) to the IT Department, or you may send an email to helpdesk@msoe.edu, which opens a ticket similar to the online form.

Student Organization Registration

Student organizations are required to be registered through Student Life on an annual basis by filling out the [Student Organization Registration Form](#). Returning organizations are granted official recognition each year given they meet the registration deadline.

New Organizations

If you wish to start a new student organization, you must first find a faculty or staff member that is willing to be your organization's advisor. You must then construct a constitution that states the purpose, rules, and importance of your organization. Please visit the Student Life office for assistance in writing your constitution and filling out the [Student Organization Registration Form](#) per the specific needs of your organization. You should then e-mail a copy of your constitution to the Chairperson of Student Government's Organization Review Committee, John Williams (williamsjr@msoe.edu). He will review your constitution and present his findings to the Senate at the next General Assembly Meeting (Monday's at 1:00 PM in the MPR, Weeks 1-10), wherein the elected members of Student Government will vote on whether or not to approve your organization. It is recommended that you attend this meeting to answer any questions the Senate may have.

Contacts

| | | | |
|-------------------------------|-------------------|--|--------------|
| Public Safety Emergency | | | 414-277-7159 |
| Public Safety Non-Emergency | | | 414-277-7169 |
| Director of Public Safety | Billy Fyfe | fyfe@msoe.edu | 414-277-2339 |
| Catering | Heather Kiefer | kiefer@msoe.edu | 414-277-7403 |
| A'viands Food Services | John Hornburg | hornburgj@msoe.edu | 414-277-7406 |
| AdAstra Reservations | Sue Bailey | baileysk@msoe.edu | 414-277-2881 |
| Custodial | Sue Bailey | baileysk@msoe.edu | 414-277-2881 |
| Facilities | Thomas Barsokine | barsokine@msoe.edu | 414-277-7165 |
| Health & Safety | Rick Furmack | furmack@msoe.edu | 414-277-7144 |
| Wellness | Dan Meiser | meiser@msoe.edu | 414-277-2577 |
| Residence Halls (RWJ/Regents) | Kristen Landaal | landaal@msoe.edu | 414-277-7401 |
| Residence Halls (MLH/Tower) | Mark Hargrove | hargrove@msoe.edu | 414-277-7428 |
| Information Technology (IT) | Rick Thomas | thomash@msoe.edu | 414-277-2350 |
| Student Life | Nick Seidler | seidler@msoe.edu | 414-277-6922 |
| | Codi Alger | alger@msoe.edu | 414-277-7207 |
| Van Training | Nick Seidler | seidler@msoe.edu | 414-277-6922 |
| Van Reservation | Chuck Stollenwerk | stollenwerk@msoe.edu | 414-277-2430 |
| Kern Center | Raimund Stetler | stetler@msoe.edu | 414-277-2672 |
| Library | Gary Shimek | shimek@msoe.edu | 414-277-7181 |

Useful Links

- o [Student Government Website](#)
- o [General Assembly Slack Channel](#) (Where to ask questions and provide feedback)
- o [Latest Released Student Organization Contact List](#)
- o [Student Government Weekly Meeting Minutes](#)

If there is any information you feel is incorrect or missing in this packet, or you would like more clarification on a particular topic, please contact the Student Government Event Chairperson, Max Mutza (mutzamd@msoe.edu).