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| <input type="checkbox"/> <b>Student Organization Renewal Process</b> |  |
| Purpose/Benefits   | Update the information of your new officers and advisor (required to remain active)  |
| Begins   | May 1  |
| Deadline   | All must be completed and submitted by May 20 <sup>th</sup> for new year   |
| Elections  | Middle May- Encouraged to meet charter date  |
| Contact Information  | Student Organization Director- <a href="mailto:assoc@wou.edu">assoc@wou.edu</a>  |
| <input type="checkbox"/> <b>E-mails and Websites</b>                 |  |
| Purpose/Benefits   | Special e-mail address and website assigned to a student organization; with access granted to few officers   |
| Creation   | Complete an e-mail application form at the ASWOU office  |
| Transitioning  | Review those who have access to the e-mail address and/or website by e-mailing the full name, address to those who have been granted to: <a href="mailto:ucshelpdesk@wou.edu">ucshelpdesk@wou.edu/503-838-8925</a>   |
| <input type="checkbox"/> <b>Fall Retreat</b>                         |  |
| What is it   | A program held as a refresher for functioning, new policies, planning, and leadership development  |
| Benefits   | Developing leadership skills, staying in the know for functioning  |
| Do I attend  | Funded/Path to Funding/Voluntary Organizations- Required<br>Sponsored organizations- Recommended   |
| When   | October 8 <sup>th</sup> or October 15 <sup>th</sup>  |
| Deadline   | RSVP by October 5 <sup>th</sup>  |
| Contact  | Student Organization Director- <a href="mailto:assoc@wou.edu">assoc@wou.edu</a> and/or Stephen Cucchiara- <a href="mailto:cucchias@wou.edu">cucchias@wou.edu</a>   |
| <input type="checkbox"/> <b>Student Organization Fair</b>            |  |
| Benefits   | Helps with recruiting and marketing your organization. <ul style="list-style-type: none"> <li>• Fall- New Student Week</li> <li>• Winter- 1<sup>st</sup> Wednesday of Term</li> <li>• Spring- TBD</li> </ul>   |
| When (2 sessions)  | New Student Week Fair- September 19 <sup>th</sup> -23 <sup>rd</sup><br>1 <sup>st</sup> Wednesday of Winter Term  |
| Deadline   | New Student Week Deadline- September 16 <sup>th</sup><br>Winter Term Deadline- Friday, December 2 <sup>nd</sup>  |
| Contact Person   | Student Organization Director- <a href="mailto:assoc@wou.edu">assoc@wou.edu</a>  |
| <input type="checkbox"/> <b>Fundraising and Accounts</b>             |  |
| Benefits   | <ul style="list-style-type: none"> <li>- Fundraising: Chance for your organization to raise money for programs, and other functional purposes</li> <li>- ASWOU/IFC Funding: given through ASWOU for basic functioning, programs, and trips</li> </ul>  |
| Policies   | <ul style="list-style-type: none"> <li>- All funded student organizations are required to fundraise 10% of their budget (IE: if you have a 1,000 budget, organization must fundraise \$100.)</li> <li>- If you are holding a fundraiser to place money in a foundation account, you must use starter cash from the cottage</li> <li>- If you are holding a fundraiser to place money in the ASWOU</li> </ul> |

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|  | account, starter cash from ASWOU can be used  |
| Storing your money   | <ul style="list-style-type: none"> <li>- ASWOU money must be held in an ASWOU account.</li> <li>- Fundraised money can be held in a foundation or agency account (funded orgs have to place 10% in their ASW account)</li> </ul> No external bank accounts can be held  |
| Contact Person   | James Goulding ( <a href="mailto:gouldinj@wou.edu">gouldinj@wou.edu</a> ) ; ASWOU Business and Finance Director ( <a href="mailto:asbusfin@wou.edu">asbusfin@wou.edu</a> )<br>Cara Croshong- Foundation Accounts ( <a href="mailto:groshonc@wou.edu">groshonc@wou.edu</a> )   |
| <b><input type="checkbox"/> Student Organization Structure</b> |   |
| Benefits   | TBD   |
| Placement  | TBD   |
| Funding  | TBD   |
| Contact  | TBD   |
| <b><input type="checkbox"/> Meetings and Programs</b>          |   |
| When are meetings  | Where are meetings usually held and when  |
| Major Programs and details                                     | What are some of the major and minor programs your organization holds   |
| Reserving Space  | To reserve space, visit the following website:<br><a href="http://madison.wou.edu:8080/astraweb/index.jsp?start_page=home.htm">http://madison.wou.edu:8080/astraweb/index.jsp?start_page=home.htm</a> <ul style="list-style-type: none"> <li>- Space through the Library, Health and Wellness Center, Old PE, Rice Auditorium, and Smith Hall are Separate</li> </ul> |
| Event Advisements  | To schedule, stop by the information desk <ul style="list-style-type: none"> <li>- No event can be held without an <b>event advisement</b></li> <li>- Meetings <b>do not</b> require an event advisement</li> </ul>   |
| <b><input type="checkbox"/> Advisor Contracts</b>              |   |
| Benefits   | <ul style="list-style-type: none"> <li>- Explicitly communicate what you want from your advisors</li> <li>- Keeps advisors in the loop on organizational functioning</li> </ul>   |
| Deadline   | - To be turned in with charter form   |
| Contact  | - Student Organization Director- <a href="mailto:assoc@wou.edu">assoc@wou.edu</a> and/or Stephen Cucchiara- <a href="mailto:cucchias@wou.edu">cucchias@wou.edu</a>  |
| <b><input type="checkbox"/> Homecoming/Spirit Week</b>         |   |
| Benefits   | Markets your organization, chance to fundraise, hold programs, and recruit, get involved with the university community  |
| Deadline   | Information will be sent in early September   |
| Contact  | Stephen Cucchiara ( <a href="mailto:cucchias@wou.edu">cucchias@wou.edu</a> )/ Student Activities Board Director ( <a href="mailto:asstuact@wou.edu">asstuact@wou.edu</a> )  |