

Get Involved
STAY INVOLVED!

HANDBOOK

Welcome to Campus Life at the University of Michigan-Flint!

We are pleased that you have made the decision to get involved! Being active in Campus Life is an excellent way to develop your leadership skills, explore your interests, and apply classroom theory to everyday situations. Student development theory and research has demonstrated that students who are involved perform better academically and receive a well-rounded and meaningful university experience. Whether you are a new student, continuing student, or continuing student returning to prepare for a second profession, the Office of Student Life is here to assist you through these important times.

While there are a number of ways a student can become involved in campus life, one of the most popular is to join a student organization. This handbook has been arranged to familiarize you with the resources available at the University of Michigan-Flint, and to assist you in managing your responsibilities as a student organization member. You may find helpful tips for bringing success to your organization and its activities in a ready reference.



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The Loft

Welcome to The Loft! Located in Room 360 on the third floor of the University Center (UCEN), it is Grand Central Station of campus life at the University of Michigan-Flint.

The Loft features:

- Banner-making supplies
- Board games
- Club copier
- Club lockers
- Club mailboxes
- Student computers
- Student Meditation Room

The Loft houses the following offices:

Office of Student Life Room 361, University Center

The Office of Student Life (OSL) plans and coordinates many campus life activities and programs. It has the resources and provides the guidance you need to foster a successful student organization. Within the OSL, you will find helpful services to get involved, stay involved, and have fun!

OSL provides a number of services, including...

- Recognition of Student Organizations
- Information on how to start new Student Organizations
- University Event Ticket Sales
- Marketing Policy Brochures
- Student Fax Machine
- Diversity and Multicultural Programming
- University Programming

Office of Housing and Residential Life Room 375, University Center

The Office of Housing and Residential Life is dedicated to the creation of a learning-centered community where inclusiveness, academic excellence, personal growth, and the free exchange of divergent ideas are highly valued. Here are a few services you will find within the Office of Housing and Residential Life:



- Information on Resident Advisors
- Information on the Hall Director
- How to work successfully with students within the Hall
- Programming for residential students

Ellen Bommarito Lesbian, Gay, Bisexual, and Transgender Center Room 365, University Center

The Ellen Bommarito Lesbian, Gay, Bisexual, and Transgender (LGBT) Center of the University provides advocacy, support, outreach, and a safe space for all lesbian, gay, bisexual, transgender people, and allies. The LGBT Center provides services and programming to assist all members of the UM-Flint community in developing awareness of LGBT concerns. The Center offers periodicals, books, general information, and trains facilitators for classes and groups.

Office of Student Government Room 364, University Center

Student Government (SG) is the main student-run organization on campus. It is elected annually by the student body, and is one of the mediums in which students may voice their opinions and concerns. Student Government responsibilities include student advocacy, distribution of funding to clubs and organizations, and general support of student initiatives. At the end of each academic year, Student Government hosts the annual President's Ball, which celebrates the out-going SG administration, welcomes the in-coming administration, and spotlights accomplishments of the students, staff, faculty, and organizations. Focused on the needs of every student, Student Government also supplies students with free Blue Books and Scantrons.

Campus Activities Board Room, 369, University Center

The Campus Activities Board (CAB) is a student-run-organization that plans and produces a variety of educational, social, cultural, and recreational activities for the University. Activities include FREE movies, on- and off-campus comedy shows, poetry slams, dances, parties, Welcome Back Week activities, and family activities. CAB provides many experiences for its members, including planning and executing events, contract negotiations, accounting, leadership skills, group dynamics, and time management. Watch your e-mails for up-coming events!



The Michigan Times
Room 381, University Center

The Michigan Times, also known as M-Times, is the UM-Flint student newspaper, covering everything from movie reviews to campus news. It is published on a bi-weekly basis and can be found in numerous locations across campus.



Expectations of Registered Student Organizations

There are several vital expectations with which all student organizations must comply:

Submitting Registration Forms

All organizations are expected to register with the Office of Student Life (OSL) each Fall and Winter term to maintain their recognition status. These forms will be available at the beginning of each term and may be found inside your organization's mailbox. We will also post the form on our Web site (www.umflint.edu/studentlife) for your convenience. You will generally be given one (1) full month to submit the documentation to OSL.

Maintaining a Current Student Government Council Approved Constitution

All organizations are expected to submit a current Student Government Council approved constitution to OSL at the beginning of every Fall semester.

Attendance at Amaizing Leaders Programming

The Executive Leadership of all organizations is expected to attend at least half of the "Amaizing Leaders" workshop series, consisting of approximately eight (8) workshops targeted around specific leadership topics aimed to provide students with the skills, knowledge, and information to be successful leaders in and out of the classroom. Please look for more information about "Amaizing Leaders" each major term. Only one (1) representative from each organization is required, but it is highly encouraged that as many members as possible attend.

Maintaining a Positive Balance in Organization Accounts

All organizations are expected to maintain a zero (\$0.00) or positive balance in their club account.



Activity and Visibility on Campus or in the Community

All organizations are expected to be active and visible on campus and/or in the Greater Flint Community. For liability purposes, as well as to maintain a historical record of organization activity, all organizations **MUST** inform the OSL of participation in any on or off-campus activities prior to the event. You may inform the OSL by e-mail or other written means.

Organizations that fulfill these expectations will be a Registered Student Organization (RSO), which allows your organization to enjoy all the privileges that are explained in this handbook.

Space

As a Registered Student Organization (RSO), you have the privilege of renting meeting and event rooms across campus.

To rent space, contact Event & Building Services (EBS) at (810) 762-3436.

-When you reserve a room, you must provide the name of the organization, contact person, date, time, the room you wish to reserve, catering needs (if any), and the number of individuals you anticipate attending.

-When reserving a room, be sure to reserve any other additional items you may need, such as data projectors, screens, specific room set ups, flags, flag stands, etc.

As an RSO, you can reserve the following rooms, based on availability:

University Center (UCEN)

Alumni Room
Clint's Café
Happenings Room
Kalamazoo Room
KIVA
Michigan Room A
Michigan Room B
Michigan Room C
Michigan Room D
(Individual rooms or any combination of A-D)
Ontario Room
Peerless Room
Riverview Room

University Pavilion (UPAV)

Lapeer Room
Pavilion Stage Area
Roller Rink
Saginaw Room
Shiawassee Room



William S. White Building (WSW)

Mott Foundation Room
Oakland Room
Tuscola Room

All classrooms in French Hall, Murchie Science Building, and the White Building.

Contact the Northbank Center (NBC) to schedule the Grand Ball Room at (810) 239-7900.



Food

As a Registered Student Organization (RSO), you have the privilege of having food and beverage at your events.

For more information on providing food and beverages, contact Event & Building Services (EBS) at (810) 762-3436. You need to inform EBS if you intend to use a caterer.

There are two types of caterers for student organization use:

Approved Caterers

Brick Street Bar and Grill, (810) 603-2114
Cameo Catering, (810) 953-2200
Creative Catering, (810) 736-0404
Famous Dave's, (810) 720-4600
Fandangles, (810) 659-2700
French Laundry, (810) 629-8852
Good Bean's Café, (810) 237-4663
Italia Gardens, (810) 720-4112
Lunch Studio, (810) 424-9868
Roma's Pizzeria, (810) 787-1061
Tia Helita's, (810) 742-5525
Wendt's, (989) 871-4163
As well as all Vendors in the Pavilion.

There are no additional charges for using these vendors.

One-Time Caterers

Contact EBS if you intend on using a caterer which is not on the approved list. There is additional paperwork required, as well as a surcharge, when using a one-time caterer:

-Surcharge for using a one-time caterer in University Center (UCEN):
Additional 25% of the total bill for student organizations

-Surcharge for using a one-time caterer in Northbank Center (NBC):
Additional 15% of total bill for student organizations

Student organizations that wish to order pizza for a meeting or event for up to 100 people may do so with no additional charge; they do not need to contact EBS in this situation.



When dealing with food and beverages, here are a couple of helpful hints:

-Events and Building Services (EBS) provides pop, water, baked goods, etc. for events. You may contact the office for a full list of items and prices.

-If you are struggling to come up with a menu for your event, contact the caterer for ideas or EBS for ideas.

Important: Please keep in mind that you **may not** cook and serve any food on campus. This is due to Health Code restrictions.



Tables

As a Registered Student Organization (RSO), you have the privilege of scheduling tables at numerous locations across campus. Tables are great for recruitment and publicizing events.

To schedule tables, contact Event & Building Services at (810) 762-3436.

- When you reserve a table, you must provide the name of the organization, contact person, date, time, and location of the table.

Tables can be made available at the following locations:

University Center (UCEN)

First-floor lobby
Third-floor hall

University Pavilion (UPAV)

First-floor lobby

William S. White Building (WSW)

First-floor lobby



Marketing

As a Registered Student Organization (RSO), you have the privilege of marketing your organization and its events using the Student Life bulletin boards, and other marketing techniques.

For more information, contact the Office of Student Life (OSL) in Room 361 of the University Center

Student organizations are expected to follow the *Marketing Policy*, a copy of which may be picked up in the Office of Student Life (OSL).

Marketing options include:

- Student Life bulletin boards
- Banners in stairwells in the University Center (UCEN) and Library Lobby
- Banners on railings in the UCEN, and University Pavilion (UPAV)
- Tables
- Painting large outside kiosks
- Windows in the University Recreation Center (REC) and UCEN
- Chalking the sidewalks
- Decorating the pillars in the University Center (UCEN)

You must have all flyers and banners approved by the Office of Student Life (OSL).

You must inform the Office of Student Life (OSL) if you intend to do any marketing with paint, chalk, or décor for approval of supplies.



Bake Sale

As a Registered Student Organization (RSO), you have the privilege of hosting a bake sale on campus.

For more information, contact the Office of Student Life (OSL) in Room 361 of the University Center (UCEN).

-When you schedule a bake sale, you must provide the name of the organization, date, time, and location.

Locations for bake sales are:

Murchie Science Building (MSB), third floor
French Hall (FH), third floor
William S. White Building (WSW), second floor
William S. White Building (WSW), third floor

When having a bake sale, you must adhere to the following:

-Always have someone at your bake sale table and never leave food unattended.

-Food that must be kept hot or cold prior to serving cannot be sold; this includes cream cheese, butter, margarine, and milk.

-Do not store foods and supplies on the floor.

-Always serve baked goods to the customer using a spatula, napkins, or waxed paper square.

-Cover baked goods during display and storage.

-Use single service cups, utensils, and plates; store cups with the bottom up, and do not handle the rims of cups or the eating-ends of utensils.

-Protect food from contamination at all times and keep work surfaces clean.

-On-site food preparation of any kind is not allowed (hot dogs, popcorn, etc.).



Organization Account

As a Registered Student Organization (RSO), you have the privilege of a University account.

For more information, contact the Student Development Center (SDC) at (810) 762-3456.

-The day a club is approved by Student Government (SG) and Office of Student Life (OSL), an account is created for the organization.

-Any funds given to the club should be placed in the club account by one of the three (3) authorized signers of the organization. Incoming funds may include funds from bake sale, grants, membership dues, Student Funding Board (SFB) monies, etc. You will turn in these funds to Nita Hawkins or Ginny July in the SDC.

-Any funds withdrawn from the club should be done by one of the three (3) authorized signers of the organization. You may do this through Nita Hawkins or Ginny July.

-Student organizations shall only have financial accounts that are held by the University of Michigan-Flint. No accounts should be held in a non-university financial institution.

-Expenses may be paid by cash advances, withdrawals from organization accounts, or a University Purchasing Card (P-Card) arranged through Nita Hawkins or Ginny July

-Any and all purchases made by a University P-Card are tax exempt.

-Any cash advances, reimbursements, etc. begin with contacting Nita Hawkins or Ginny July, who will prepare the necessary paperwork. Organization members may then pick up the paperwork from the SDC and go to Cashier's for the funds.

-Keep all receipts!!



Funding

As a Registered Student Organization (RSO), you have the privilege of several options for funding your events and projects:

Annual Fund Grant

This fund supports academic, creative, technical, and research endeavors, including expenses for travel, conferences, and equipment. Events, honorariums, departmental purchases, and special projects are also eligible funding projects.

Individuals or organizations may apply more than once; however, consideration will be given to first-time applicants.

For more information on Annual Grant funds, contact the Vice Chancellor for Institutional Advancement (VCIA) at (810) 767-2150. You may pull the application from the VCIA Web site. You will find the application under the Development section.

All applications must include a completed application form, summary of the project, preliminary budgets, and appropriate chartfields* for fund transfer.

Submit this information to:

Institutional Advancement
Attn: Annual Fund Grants
303 E. Kearsley St.
University of Michigan-Flint
Flint, MI 48502-1950

Within two (2) weeks after the event, a summary and report must be submitted to the same office.

Annual Fund Grants are awarded on a biweekly schedule.

Fran Frazier Travel Scholarship

This scholarship funds student participation in local, state, national, and international conferences.

Scholarship awards, not to exceed \$2,500 each, are available to current UM-Flint juniors, seniors, and graduate students who have a minimum 3.0



grade point average. If faculty participate in the conference along with the students, the scholarship is also available to current freshmen and sophomores.

This scholarship is based on individual criteria. If a student organization is applying for the scholarship, each individual student should complete an application and then submit them together.

Award recipients must submit a written report, Budget Verification Worksheet, and original receipts to the Office of Financial Aid (OFA) within two weeks following the conference. These submissions should include hand-outs, brochures, booklets, etc.

Send completed applications to:

Frances Ann Frazier Student Travel Scholarship Selection Committee
Office of Financial Aid
277 University Pavilion
303 E. Kearsley St.
University of Michigan-Flint
Flint, MI 48502-1950

Fran Frazier Travel Scholarship recipients are selected twice every major term.

Contact the OFA for further concerns and questions at (810) 762-3480.

*Chartfields – The accounting numbers the University uses for all accounts associated with the University of Michigan-Flint. For your organization's chartfields, see Nita Hawkins or Ginny July in the SDC.



Advisor

The Office of Student Life (OSL) appreciates the work of club and organization advisors. Advisors should have the following information as it pertains to the club or organization they are advising:

- Organization constitution and by-laws
- Contact list of officers and members
- Calendar of events for the organization
- History of the organization
- Organization policies and procedures

Involvement is key to being a successful advisor. Advisors should be prepared to:

- Attend meetings and events on a regular basis
- Be willing to assist the group and its members
- Be open to interacting with members

Suggestions for the advisor:

- Do not do the work for the organizations
- Let the organization work through problems and situations first before stepping in
- Advise rather than dictate

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The Organization and their Advisor

As a Registered Student Organization (RSO), you have the option of having an organization advisor. Your advisor can be any staff or faculty member on campus regardless of whether their on-campus position directly correlates with the purpose of your organization.

Please read the Advisor Chapter so you are familiar with the expectations Student Life and organizations have of advisors.

Advisors are for the purpose of advising and guiding your organization. They are not there to do your organization's work.

To maintain a successful advisor-organization relationship, you should:

- Involve your advisor as much as possible
- Maintain good communication with your advisor
- Do not take advantage of your advisor

Co-Sponsoring

As a Register Student Organization (RSO), you have the ability to co-sponsor events with other organizations on campus:

- Contact the Office of Student Life (OSL) if you are looking for contact information on clubs as possible co-sponsors of an event
- You may co-sponsor an event with any organization on campus
- There is no cap on the number of co-sponsors for a single event
- Both (or all) organizations should fund and staff the event

Recruiting

As a Registered Student Organization (RSO), you have several options for recruiting new members. Suggestions include:

- Hosting recruitment events and socials
- Posting flyers and making use of the *Marketing Policy* options open to organizations
- Scheduling tables in the University Center (UCEN)
- Talking to professors to make in-class announcements
- Inviting classmates to join your organization

Resolving Conflict

As a Registered Student Organization (RSO), conflicts and disputes will unfortunately occur. The individuals to contact and specific situations are as follows:

-Organization Advisor

-Your organization advisor should be contacted in case of any dispute regarding the organization.

-Jessie Hurse, Student Activities Coordinator (810) 424-5200

-Jessie Hurse should be contacted in case of any dispute with your organization advisor.

-Dr. Johnny Young, Assistant Vice Chancellor of Student Services and Enrollment Management, Judicial Board Advisor (810) 762-3456

-Dr. Johnny Young should be contacted for any dispute that violates the Student Rights Code, Student Government By-Laws, University Regulations, etc. Certain situations may be referred to the Judicial Board.

Judicial Board

The Judicial Board (J-Board) is the student-based judicial system, which handles all cases which violate the Student Government constitution or by-laws or a student organization's constitution or by-laws. Procedures for adjudicating such cases may be found in the Student Government constitution and by-laws.

The J-Board is comprised of 5 students who are selected by an application and interview process. They meet on an as-needed basis.



Storage

As a Registered Student Organization (RSO), you have the privilege of having a locker on campus. Lockers are limited and available on a first-come, first-served basis. Large lockers are located on the third floor of the University Center (UCEN), and smaller lockers are located inside the Student Loft.

Contact the Office of Student Life (OSL) in Room 361 of the UCEN if you are interested in a locker for your organization:

-If you are affiliated with a department, talk with the chair of the department and request some space inside the department, such as a room or shelf space.

Attending Off-Campus Events

As a Registered Student Organization (RSO), you have the ability to go off-campus to conferences, competitions, and other such beneficial events.

For more information, contact the Office of Student Life (OSL) in Room 361 of the University Center (UCEN):

- You must submit a completed Request to Travel Form, which informs the OSL of your intent to travel, and the basic information of the trip.

- Each member attending the off-campus event must submit a completed Waiver of Responsibility which releases the University of all liability.

- Completed Request to Travel Forms and all Waivers of Responsibility must be turned into the OSL before the organization leaves campus for the event. You may get all the required forms from OSL:

 - Please make note of the parent or guardian signature if the student is a minor.

- Nonstudents may go on off-campus events with organizations, but must submit a completed Waiver of Responsibility Form.

- Advisors who wish to attend an off-campus event must submit a completed Waiver of Responsibility Form.

Guest Speakers or Performers

As a Registered Student Organization (RSO), you may bring a speaker or performer to campus.

For more information, contact the Office of Student Life (OSL) in Room 361 of the University Center (UCEN):

- You may get all forms from the OSL
- You must complete and submit a Guest Speaker/ Performer Contract to the OSL. Forms are available through the OSL.
- All speakers and performers need to complete a contract.

Abbreviations

CAB – Campus Activities Board
EBS – Events & Building Services
FH – French Hall
LGBT Center – Lesbian, Gay, Bisexual and Transgender Center
MSB – Murchie Science Building
NBC – Northbank Center
OSL – Office of Student Life
RSO – Registered Student Organization
SFB – Student Funding Board
SG – Student Government
SSEM – Student Services and Enrollment Management
UCEN – University Center
UPAV – University Pavilion
VCIA – Vice Chancellor for Institutional Advancement

Directory

-Campus Activities Board
369 UCEN, (810) 766-6604

-Ellen Bommarito Lesbian, Gay, Bisexual and Transgender Center
365 UCEN, (810) 766-6606

Gregory Storms
Program Manager
gstorms@umflint.edu, (810) 766-6606

-Events and Building Services
176 UCEN, (810) 762-3436

Peggy Vaughn
Special Events Manager
pgraham@umflint.edu, (810) 762-3436

Gina Rose
Reservationist
ghollenb@umflint.edu, (810) 762-3436

Kay Boshaw
Food Service Supervisor
kboshaw@umflint.edu, (810) 762-3436

-The Michigan Times
381 UCEN, (810) 762-3475

-Office of Housing and Residential Life
375 UCEN, (810) 237-6571

Jeanine Bessette
Director of Housing and Residential Life
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**-Office of Student Life
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Brian Proffer
Student Services Associate
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Maria Salinas
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**-Student Development Center
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Johnny Young
Assistant Vice Chancellor for Student Services and Enrollment
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Nita Hawkins
Administrative Assistant Associate
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Virginia July
Administrative Specialist
vjuly@umflint.edu, (810) 762-3456

**-Student Government Council
364 UCEN, (810) 762-3078**



-Student Services & Enrollment Management
237 UPAV, (810) 762-3434

Judith Dinsmore
Executive Secretary for Student Services and Enrollment
Management
dinsmore@umflint.edu, (810) 762-3434

Mary Jo Sekelsky
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