



The University of Findlay

Student Government Association

Spring 2019 Revision

Board of Presidents

Guidebook

Access this Handbook at

<https://www.findlay.edu/offices/student-affairs/student-activities/student-government-association/>

A Message to the Presidents,

I would like to thank you all for your dedication. You are all here because you chose to be more than average, and I thank you. I look forward to seeing your extraordinary work throughout the academic year.

It is my pleasure to serve you as the President of Student Government Association for the 2018-2019 school year. There are many obstacles that we will have to face and overcome together. I believe we will finish stronger and better than we began.

This is a pioneering year for SGA, Student Organizations, and the University as a whole. As we switch to Canvas for academics and to Workday for finances, we must remember that this will result in a stronger, more efficient University of Findlay for this year and for generations to come. We, as student leaders, are at the forefront of progress and must lead by example. The positive changes we create this academic year will benefit students for years to come.

In the past, there has been tension between Student Government and other organizations. However, I would like to tell you that SGA has heard and will continue to listen in order to better represent each of you as students of the University. For this reason, we have updated parts of our Constitution to improve our abilities as student leaders. Please continue to voice your thoughts and opinions so we can adapt to the needs of those we represent.

This year, I personally challenge Student Government to improve the lives of the students we represent through honesty, open-mindedness, and compassion. There will be times we fail, but we will acknowledge and learn from those moments. My challenge to all of you is to refrain from normalcy. Try things this year that have never been attempted. I encourage you to engage with students and work with other organizations that you never would have expected to work with. An open mindset to new ideas is an exciting experience that will transform campus life through your organizational activities in this upcoming year.

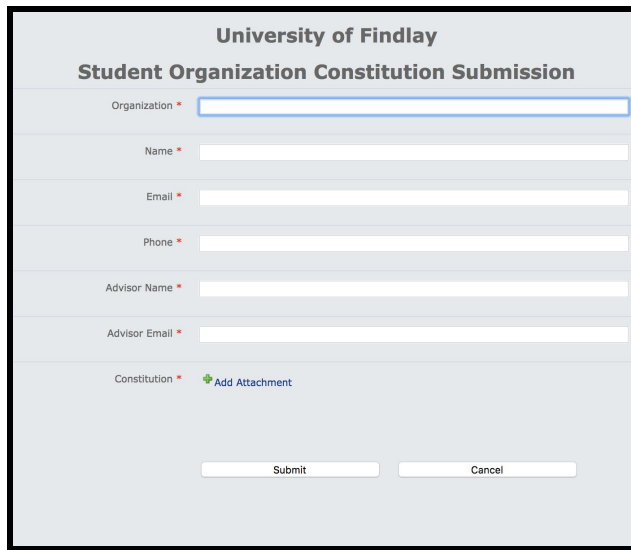
I wish you the best in your endeavors. Should you need me for anything, always feel welcome to reach out.

Best Regards
AJ Kittle
President of the Student Government Association

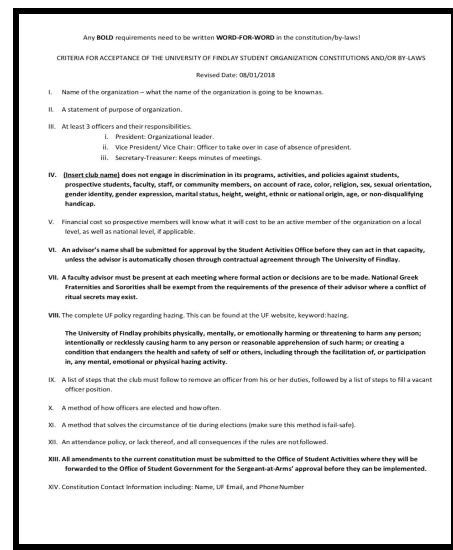
Constitutions

General Information about Constitutions

To be eligible for funding, organizations must keep an updated Constitution on file or in progress. Constitutions must be updated every two years. When it is time for an organization's Constitution to be updated, an SGA member will notify the President of that organization. Much of a Constitution is at the organization's discretion. However, some portions are required by the University.



The screenshot shows a web form titled "University of Findlay Student Organization Constitution Submission". It includes input fields for Organization, Name, Email, Phone, Advisor Name, and Advisor Email. The Constitution field has an "Add Attachment" button. At the bottom are "Submit" and "Cancel" buttons.



The screenshot shows a document titled "CRITERIA FOR ACCEPTANCE OF THE UNIVERSITY OF FINDLAY STUDENT ORGANIZATION CONSTITUTIONS AND/OR BY LAWS". It lists 15 numbered items (I to XV) detailing requirements for organizations, including officer roles, financial costs, advisor requirements, and specific policies on hazing and elections.

Every officially recognized organization at the University of Findlay is required to have an updated constitution and bylaws on Student Government Association and Student Activities filed a minimum of every two years.

<https://www.findlay.edu/offices/student-affairs/student-activities/student-government-association/constitutional-guidelines>



To submit an updated constitution, an organization must submit a word document version through the [Organization Constitution Submission Form](#). Without an up to date constitution on file or in progress, an organization is not eligible for Student Government Association funding.



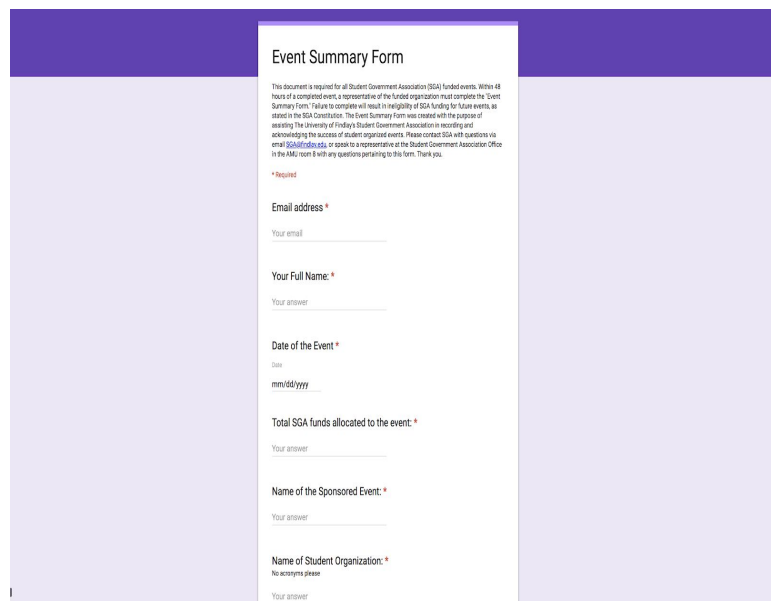
Constitutional Updates

- Student Activity Fee
 - \$150 student activity fee
- Community T-Shirts
 - Any prizes and giveaways paid for with SGA allocated funds may not be distributed to any non-UF students. Organizations wishing to allocate to community members must find a way to sponsor these items outside of SGA.
- SGA Members associated with other budgets
 - Any SGA member involved in forming a budget proposal or acting as the president of the organization presenting the budget must refrain from voting and participating in discussion on said budget. The only exception is if there is a specific question directed at the individual. Additionally, no SGA member is permitted to have their name associated with any proposed budget.

Submitting an Event Summary Form

- Go to the SGA Website
- Click on "Funding Criteria"
- Click the highlighted words "Event -Summary Form"
- Fill out the form and submit.
- Do this within 48 hours of your event

NOTE: This evaluation is major a factor for future funding towards your event



The image shows a screenshot of a web form titled "Event Summary Form". The form is set against a light purple background. At the top, there is a purple header bar. Below the header, the form contains the following fields and instructions:

- Event Summary Form**
- This document is required for all Student Government Association (SGA) funded events. Within 48 hours of a completed event, a representative of the host organization must complete the "Event Summary Form." Failure to complete will result in ineligibility of SGA funding for future events, as stated in the SGA Constitution. The Event Summary Form was created with the purpose of assisting The University of Florida's Student Government Association in recording and acknowledging the success of student organized events. Please contact SGA with questions via email (SGA@ufl.edu), or in person in a representative of the Student Government Association Office in the AMU room 8 with any questions pertaining to this form. Thank you.
- * Required**
- Email address ***
Your email _____
- Your Full Name: ***
Your answer _____
- Date of the Event ***
Date
mm/dd/yyyy _____
- Total SGA funds allocated to the event: ***
Your answer _____
- Name of the Sponsored Event: ***
Your answer _____
- Name of Student Organization: ***
No acronyms please
Your answer _____

Food & Catering



Submitting a Food Meeting Request

Food is one of the driving forces behind having a successful event and meeting. Here we attempt to outline some of the steps to getting your members fed.

1. Visit <https://ufcatering.catertrax.com/>
2. The guest count the number of active club members within your club.
3. Event name should be **"*Your club* Food Meeting"**
4. Proceed to checkout, select "University Purchase Order", and Process This Order
5. Please wait 48-72 hours for Catering to receive and review your request. Catering will send you an email with your Sodexo quote. This quote should have a black pin and "Pending Payment Info".
6. Fill out this Food Meeting Request Form.
7. The Number of Current Active Club members and Guest Count; The Requested Sodexo Amount and the Balance Due on your Sodexo quote should match.
8. Attach the Official Sodexo Quote emailed from UF Catering
9. Submit the food meeting request and await for approval from your adviser, facilities, and SGA.
10. Request a quote from sodexo using the link in the food meeting form (found on SGA page of the Findlay website).
11. Ensure \$5 per person when ordering. (If you use both food meetings, that limit is extended to \$10 per person)
12. After you receive the quote, attach it onto the form after filling it out.
13. Hit submit and you're done!

Food Meeting Request Form

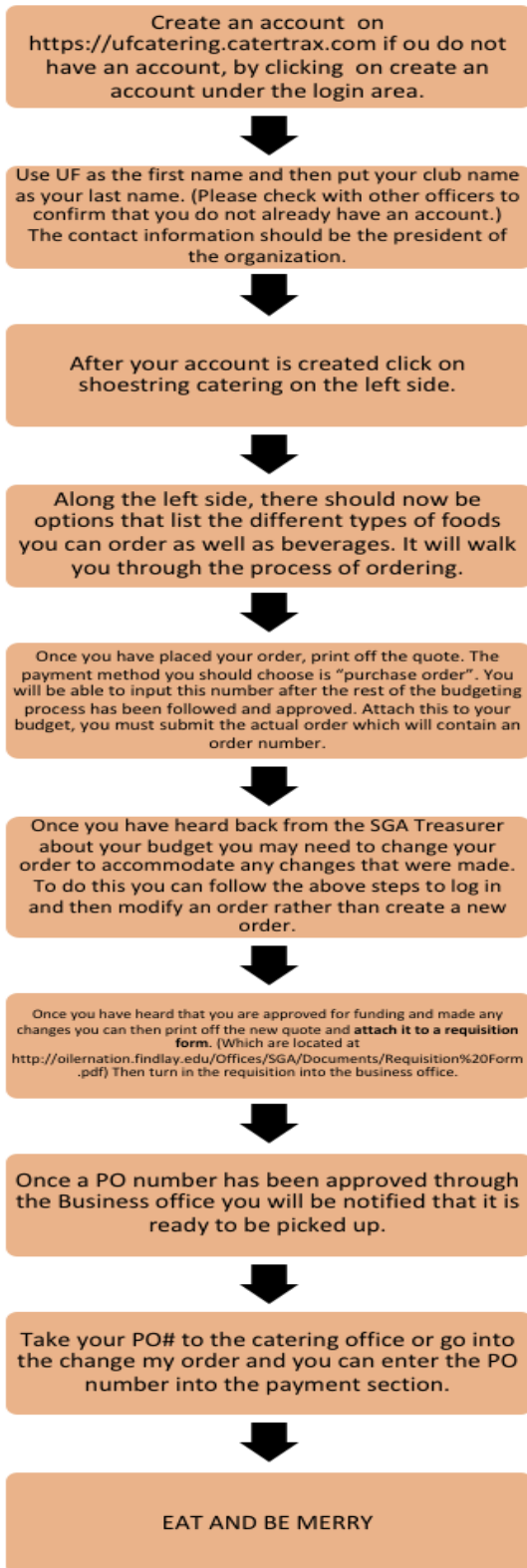
Student Government Association

Per the SGA Constitution, "Student organizations may be allocated up to a maximum of \$5.00 per person to have food at their club's regular meetings; however, no club/organization may be allocated SGA funds for the purchase of food at regular club meetings more than twice in one semester."

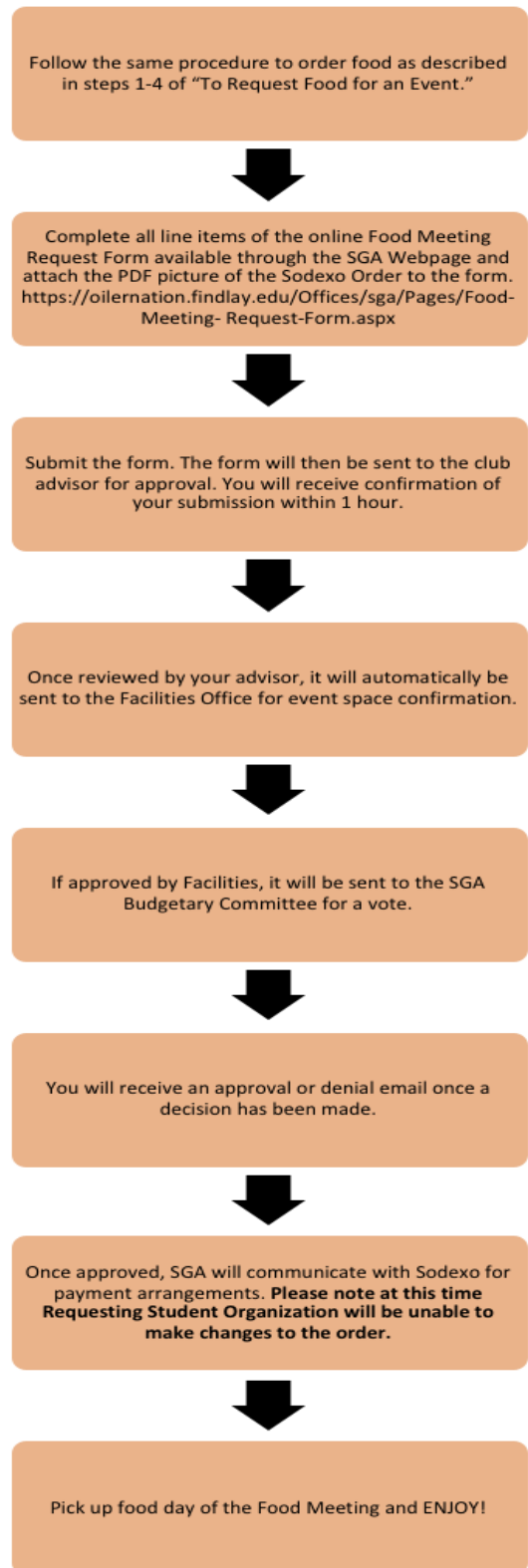
This Food Meeting Request Form is to be completed by an organization club member and submitted online via the SGA OilerNation webpage. A submitted Sodexo Catering order placed on <https://ufcatering.catertrax.com/> must be attached to be considered for SGA funding. Please note, adequate time must be given for SGA approval.

Requesting Organization Name *	<input type="text"/>
Meeting Date and Time *	<input type="text" value="12 AM"/> <input type="text" value="00"/>
Location *	<input type="text"/>
Student Contact *	<input type="text"/>
Student Phone Number *	<input type="text"/>
Student Email *	<input type="text"/>
Organization Advisor *	<input type="text"/>
Advisor Email *	<input type="text"/>
Number of Current Active Club Members *	<input type="text"/>
Requested Sodexo Amount *	<input type="text"/>
Would you like to use both of your semesters food meetings on this order? *	<input type="text" value="No"/>
Official Sodexo Quote *	Add Attachment

Requesting Food for an Event



Requesting Food for a Food Meeting



Budgets

According to the SGA Constitution, in order for an organization to be eligible for SGA funding in a given semester, they must abide by all funding criteria including:

1. The student organization must register with the Student Activities Office.
2. The student organization must provide a constitution to both the Student Government Association and the Student Activities Office.
3. The student organization President and Treasurer (or two other representatives approved by the Vice President of the Student Government Association) must attend the Board of Presidents leadership development training session.



Budget Request Form
Student Government Association

This Budget Request Form is to be completed by an UF student club member and submitted to the UF Facilities Office (AMU 5) for SGA review by Tuesday at 12:00pm. This form should be submitted no later than three full weeks prior to the planned event. Each line item (i.e. Sodexo, or Prizes) must include an attached quote and design, if applicable. For assistance please email SGA@findlay.edu or speak to an SGA representative at the SGA Office (AMU 11).

Event Name: _____ Anticipated Attendance: _____
Date of Event: _____ Time: _____ Location: _____
Event Summary:

Sponsoring Organization Name(s): _____
Requesting Student(s): _____
Student Phone #: _____ Student E-mail: _____
Organization Advisor: _____ Advisor Email: _____
Advisor's Approval Signature: _____

Line Item*	Amount Requested	SGA USE ONLY
_____	\$ _____	Total Requested Amount: \$ _____
_____	\$ _____	Amount Allocated: \$ _____
_____	\$ _____	Approved By: _____
_____	\$ _____	Date Approved: _____
_____	\$ _____	Treasurer: _____
_____	\$ _____	Account #: _____
_____	\$ _____	Stipulations: _____
_____	\$ _____	Date Stipulation Lifted: _____
_____	\$ _____	Comments: _____
REQUESTED TOTAL	\$ _____	
Facilities Use Only	\$ _____	

*Each line item must have an attached quote to be considered for SGA funding

Facilities Use Only

Facilities Reserved: ___ Yes ___ No Security Needed: ___ Yes ___ No Number of Officers: _____

Budget Request Forms are required for every organization that seeks to receive funding for their given event. *The most updated form is shown to the left and is highly preferred.* This form can be found on the Findlay SGA webpage and is also located outside the Student Activities office. Requests under \$500 are reviewed and approved by the Budgetary Committee and do not go to Senate. Budgets that exceed \$500 are evaluated both by Budgetary and the Senate.



The University of Findlay has begun its transition to a new financial management system. This system will be used for requisitions and expense reports for for the University.

<https://helpdesk.findlay.edu/support/solutions/articles/13000050506-workday-essentials-100-video>

This video link can viewed for more formal introduction to workday. Other videos are also available for viewing and clarity.

Important Links

[Workday Expense Report Guide](#)

An Expense Report is utilized if you have spent money for your event or for travel and need to be reimbursed. This link gives step by step instructions on how to fill out an Expense Report via Workday,

[Purchase Orders and Requisitions](#)

A requisition is used to create a request for a purchase order. All purchases greater than \$1000 require a purchase order. Purchase orders are needed if you plan using a third party for merchandise or supplementary materials for your event. This can range from giveaways to decorations. This link gives step by step instructions on how to create a requisition, purchase order, and invoice requests.

All links listed about can be found at this link:

<https://www.findlay.edu/unifire/WorkdayUserGuides>



We highly encourage all clubs and organizations to find ways to fundraise in order to accomplish the things they are most passionate about. The fundraising cap for student organizations and clubs is **\$10,000**. An event with a fundraising component can request up to \$10,000 with SGA modifying the amount requested to what they deem appropriate for such the event.

OFF CAMPUS Budgets

The Off Campus Event Form is to be completed by an UF student club member and submitted to the UF Facilities Office (AMU 5) for SGA review by Tuesday at 12:00pm. This form should be submitted no later than three full weeks prior to the planned event. Each line item (i.e. Sodexo, or Prizes) must include an attached quote and design, if applicable. For assistance please email SGA@findlay.edu or speak to an SGA representative at the SGA Office (AMU 11). The SGA Constitution and Bylaws details the requirements for Off Campus Event funding in Article IX. Budget Guidelines, Section 03: Off Campus Event Board.

Common Budgetary Mistakes



- Budgets get handed in to the facilities office, not the SGA or Student Activities Office.
- You must ensure your advisor signs off on your event.
- Do NOT fill out any Contract and Rider Agreements before SGA approves your budget.
- Attach your quotes. If it costs money, you need a quote.
- Always include your designs with your quote.
- All food events must go through Sodexo.
- All PAPER Requisition forms go to the business office until Aug. 30th. Starting September 1st, all Requisition Forms are to be done ONLINE.
- Don't forget to get your tax exemption card from the business office if needed.
- Submit your event summary form within 48 hours after your event.

Treat every mistake as a learning opportunity.

Creating a Budget Request



A budget request must be completed and turned in to the Facilities Office in the AMU by Tuesday **before** 12:00 p.m. before the SGA

Senate Meeting containing:

Advisor Signature

1 Giveaway

Sodexo Quotes

Contracts and Riders

Supplies Quote

Detailed Summary of the Event

Public Relations

STRATEGIZE & ADVERTISE

The Perfect Place

Finding the right advertising space can take your event from good to great. Check out the variety of publicity posting spaces available for you to reserve:

- **AMU Windows**
 - North / South Windows: The AMU windows can be reserved for the north side, south side, or both sides.
 - Pro tip: Making a giant window mural using paper is a great way to catch attention (no window paint is permitted).
- **Banners**
 - AMU Banners: The AMU offers 2 inside banner locations.
 - Deming Banner: Located on the front entrance as you enter Henderson, this spot is quite popular so book it quick!
 - Gazebo Banners: The AMU gazebo, Buford Center gazebo, and Cory St. Mall gazebo all offer a great outdoor location.
 - Pro tip: Use a twin or queen size flat sheet and don't use washable paint.
- **Sidewalks**
 - The Cory St. Mall sidewalk, Henderson sidewalk, AMU Frazer entrance sidewalk, and AMU Cave entrance sidewalk all provide a creative way to advertise using sidewalk chalk.
 - Pro tip: Don't pick a rainy week to use this advertising method.
- **Student Organization Tables**
 - The College of Business and Center for Student Life as well as Henderson offer 2 spaces to set up a table/
 - Pro tip: Student organization tables work great if your event requires teams or individuals to sign up in advance.
- **Table Tents**
 - Table tents are the advertisements that are inserted in Henderson's napkin holders.
 - Pro tip: Print services on campus can print table tents cut to size. Your design file should be 6.5 inches wide x 4.25 inches tall.

STRATEGIZE & ADVERTISE

Book It

1) Visit events.findlay.edu and sign in/create an account

PRO TIP Must be on campus wifi to access this webpage

2) Click "Create a Reservation" in the left menu and select "Book Now"

3) Select a date for your publicity posting to start and a time (select any time value, the time of day is not important as publicity postings are up all day)

4) Set up a recurring reservation for however many dates the publicity posting is needed

PRO TIP Publicity postings can be made for up to one week at a time

5) Under the dropdown "Let me search for a room" select "Add/Remove" next to "Room types"

6) In the "Room Types" pop-up window, scroll down and select "Publicity Postings"

7) Click the "Update Room Types" button

8) Find the publicity posting(s) you are wanting that are available and click the + button to add them to your cart.

PRO TIP You can have up to 2 publicity posting reserved at a time.

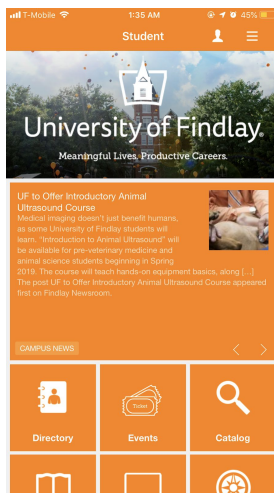
9) In the pop-up window, click the "Add Room" button

10) Click the blue "Next Step" button in the upper right corner until you reach the 3rd tab labeled "Reservation Details" to fill in your event details.

11) Click the "Create Reservation" button



Other Resources to Get the Word Out



Campus Offices



There are many offices on the University of Findlay Campus that are equipped with many tools to help you and your organization succeed. Each office plays a different role in ensuring that you and the Oiler community are well prepared to handle any challenge.

The Facilities Office

The facilities office works hand in hand with S.G.A. each Tuesday, before a student government meeting all budgets are due at 12:00 P.M. NO EXCEPTIONS. In addition, facilities office is responsible for assisting student leaders by providing efficient scheduling of all facilities for The University of Findlay and the adjacent campus of Winebrenner Theological Seminary. It is very important as a student leader that you plan your events in sufficient time, an important factor that any individual will evaluate will be how organized the event was.

For reserving rooms on campus visit <https://events.findlay.edu/EmsWebApp/Default.aspx?data=w%2fmmO7MA1BkJB7qfU0jX5Q%3d%3d>. Once you click on the link, sign in using your Findlay account information. You will then create a reservation by clicking "Book Now". Input all the necessary information concerning your event and ensure there are no conflicts with any other event. Once completed, make sure to print the receipt for your own record. Within 24-48 hours, you will receive a notification of whether the request is approved or denied.

Lastly, the facilities office is accountable for approving any advertisement posting that will be stationed around campus. All flyers and posters must be approved and stamped by Facilities. Any questions can be emailed to roth@findlay.edu or zimmermand@findlay.edu.

The Catering Office

When filling out the facilities request form, there is an option for catering. Any event that is using any food that is funding through SGA, must go through catering services. When going to catering services, it is important that you allow sufficient time for planning. When requesting monetary funding through SGA, a quote from the catering office must be attached to the budget. This quote will show you an itemized breakdown of the items you will be serving and the amount of people you will be feeding. Your menu can be customized to fit the occasion, budget, and themes. If you have any questions please email the catering office at ufcatering@findlay.edu

With this information that you have received, you now have an obligation to share and train others. It is important that you follow all policies; it makes your experience very smooth and it speeds up the process. Follow university governance which is to connect, commit, and serve.

What Goes Where?

Facilities	Student Activities	Workday	Online
Budgets	Fundraising	Expense Reports	Constitutions
Poster/ Advertising Approval	Active Member Rosters		Event Summary Forms
	Agreement to Participate		Facilities Booking

Announcements

TOOL Sessions are a partnership between SGA and the Student Activities Office. Together, we host accredited speakers who speak on specific leadership skills. These speakers provide you, the student leaders, the opportunity to develop leadership skills, network, and apply what you learn in your day-to-day life at UF.

T.O.O.L.

(Training Oilers in Organizational Leadership)

Development Workshops 2018-19 Schedule



Wednesday, Oct. 10, 2018 • 7:30 p.m.
Mike Fritz Presents:
"The 5 Secrets of Powerful Recruitment"
Location: WTS-TLB Auditorium



Wednesday, Nov. 7, 2018 • 7:30 p.m.
Adrian N. Carter Presents:
"How Leaders Overcome Difficult
Subject Matters from Victim to Victor"
Location: WTS-TLB Auditorium



Wednesday, Feb. 6, 2019 • 7:30 p.m.
Matthew Shapiro Presents:
"Get Out of the Comfort Zone"
Location: WTS-TLB Auditorium



Wednesday, March 13, 2019 • 7:30 p.m.
Jason LeVasseur Presents:
"Making the 'Connect' Work"
Location: WTS-TLB Auditorium

*Co-funders & Co-sponsors: Student Activities,
Commuter Services, Leadership Development &
Student Government Association*

Questions? 419-434-4606



Anyone needing special accommodations
should dial The University of Findlay directly at
419-422-8313 or 1-800-472-9502, ext. 5532



Notes:

Notes:

SGA Senate Meetings 2018-2019

***All meetings will be held in Frost Malcolm Lecture
Hall beginning at 6 p.m.**

Fall 2018

September 9th & 23th

October 7th & 21st

November 4th & 18th

December 2nd

Spring 2019

January 13th

February 10th & 24th

March 10th & 24th

April 7th & 28th

"A leader is one who knows the way, goes the way, and shows the way. "

- John C. Maxwell