Student Organization Quick Reference Guide

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Student Organization Training Agenda

- Check-in (Digital ID or Mane Card)
- Welcome, Expectations, & Agenda
- Annual Registration and Transitions
- Activities & Traditions
- Accessibility
- Event Training
- Campus Rec
- SGA President

Students MUST ATTEND Training to apply for student allocation funding.
Resource Run-down

Student Leadership Consultants
Student Leadership Consultants connect student leaders with campus resources as well as connect students with student leaders. Leaders of every student organization must meet with a Student Leadership Consultant during annual registration in order to update their organizations information and gain access to Student Engagement Online Resources. Student Leadership Consultants (SLCs) can also be scheduled for presentations to classroom or organizational meetings.

Make an appointment by visiting www.una.edu/students “Make an Appointment with Student Engagement”

Student Engagement Online
Student Engagement online consist of the Student Engagement website www.una.edu/students and Presence. Presence is the software platform to which the leaders of each organization will gain access once they complete annual registration. In one step, the software allows leaders to advertise an event on the UNA Student Engagement App as well as track attendance at the event. There are also options for creating forms, polls, and waivers as well as store documents so your organization can operate and transition from year to year more efficiently as well as make decisions based off data.

Student Engagement App
Review all the events happening across campus on the Student Engagement App. Once you access Student Engagement Online by Presence, you can publicize your events.

RSO and Student Activity Handbook
The RSO and Student Activity Handbook is available online. This document includes guidelines and instructions for starting an organization, operating an organization and planning events at the University of North Alabama. www.una.edu/students/student-organizations/

Student Engagement Center
Student Organization Resource Room
The Student Organization Resource Room is located in the Student Engagement Center. You may utilize the space and resources to print agendas, make posters, paint windows, design posters, inflate balloons, create banners, or make buttons. Some limitations apply to quantities of resources
Student Engagement Conference Room
The Student Engagement Conference room is open for Recognized Student Organizations to hold meetings during University Operating Hours. Schedule the space in person or by contacting studentengagement@una.edu

Student Allocations
Student Allocation funding was created by the Student Government Association to promote a vibrant campus life through providing funding for Student Organization events. Organizations must complete Allocation Training in order to utilize this resource. www.una.edu/students/student-organizations/

Campus Recreation
The University Rec Center and Outdoor Adventure Center provides resources so that your organization can spend quality time together such as equipment rental, intramural team sports, intramural field reservations, and indoor courts and group exercise classes. www.una.edu/recsports 256-765-6019

GUC and Campus Space Reservation
University Center Operations and Event Management provides event support and schedules on-campus spaces where organizations can meet or host events. Located in GUC 107 or www.una.edu/events

The Digital ID
To gain easy admission to UPC Events, download the Digital ID App by Check I’m Here straight to your mobile device. Hold your device’s camera over the appropriate QR Code below to get the download link.

Student Organization Awards
Each April, outstanding organizations are recognized at the University Awards Gala. They are based on campus involvement, volunteerism, and achievement. For more information about each award, please visit the University Awards Gala tab on the www.una.edu/students webpage. Applications open each December and are due no later than January 31.

- LION’S CUP (Any Recognized Student Organizations)
- OUTSTANDING VOLUNTEERISM (STUDENT GROUP)
- OUTSTANDING VOLUNTEERISM (INDIVIDUAL STUDENT)
- UNA OUTSTANDING SERVICE AWARD (FACULTY OR STAFF NOMINATED BY STUDENTS)
- DANIEL R. LEASURE AWARD (FRATERNITY & SORORITY LIFE)
- FRATERNITY MAN/SORORITY WOMAN OF THE YEAR