



**Idaho State  
University**

# **STUDENT ORGANIZATIONS**

## **NEW OFFICER TRAINING**

**ROAR**



# AGENDA

- Announcements
- New Officer Training
  - ❖ Reserving Facilities
  - ❖ Catering
  - ❖ Marketing
  - ❖ Role of Officers
  - ❖ Role of Advisors
  - ❖ ISU Alcohol Policy
  - ❖ Helpful Resources
- Questions
- Evaluations



# RESERVING FACILITIES

- Event Registration Forms needs to be filled out for all events on and off campus
- Make your reservation with the Scheduling & Events Services office which includes the Pond Student Union, Games Center, Rendezvous, Cadet Field, Campus Recreation Center, Bartz Field and Quad.
- <https://www.isu.edu/studentunionscheduling/>

Lisa Woodland  
Scheduling & Event Coordinator  
Pond Student Union Building | Room 215  
208-282-3494 [lisawoodland@isu.edu](mailto:lisawoodland@isu.edu)

Jason Wilken  
Facility Scheduling Coordinator  
Pond Student Union Building | Room 215  
208-282-2297 [jasonwilken@isu.edu](mailto:jasonwilken@isu.edu)

# CATERING GUIDELINES

- Bengal Dining has the food contract on campus.
- Catering Waiver must be completed and returned to the Bengal Dining Office at least 10 business days prior to your event. Orders received less than 3 days out will have a late fee charge assessed.
- An approved waiver and vendor license agreement are required before arrangements with an off-campus caterer can be contracted.
- No outside food or beverages may be served in the Student Union, Rendezvous Complex, or on campus of ISU unless provided by Chartwells or with an approved catering exemption request.
- Catering Exemption Request forms are available for recognized student organizations for their regularly scheduled meetings where members of the public are not invited. Food under \$100.00 will not need a Catering Exemption Request (pizza from Little Caesars for example)
- Approved/denied catering exemption requests should be completed and signed off by Chartwells and turned in along with your Event Registration Form to the Office of Student Leadership & Engagement.

Cyndy Johnson-Kunz | 208-282-5463 [johncynd@isu.edu](mailto:johncynd@isu.edu)

Pond Student Union Building | Room 215

[www.idahostate.catertrax.com](http://www.idahostate.catertrax.com)



# MARKETING

- Club Graphics is available to assist clubs with creating posters, flyers, logos, banners, brochures, postcards, business cards, tickets and signs.
- To place an order with Club Graphics go to the Student Organizations website [www.isu.edu/clubs/club-graphics](http://www.isu.edu/clubs/club-graphics). Once the order is received the graphic artist will coordinate with you on your order.
- **All work orders have a five business day minimum.** Work orders submitted with less than five business days to your proof date, cannot be completed.
- A poster hanging service is available through the Student Leadership & Engagement Center to hang your posters at designated locations around campus. Approved posters can be brought to our office to be hung.
- If you are designing your own marketing materials the ISU brand cannot be used without approval. Please submit materials to Val Davids for review.



# ROLES OF OFFICERS

## President

- Presides at meetings
- Calls special meetings
- Appoints committee chairs
- Maintains contact with national organization
- Represents the organization
- Attends ASISU trainings
- Completes the Event Registration Form

## Vice President

- Assume the duties of the President as needed
- Plans officer's orientation and club retreats
- Coordinates club elections
- Attends ASISU trainings
- Coordinates club recruitment efforts



# **ROLES OF OFFICERS**

## **Treasurer**

- Keeps all financial records
- Prepares paperwork to pay bills and dues
- Prepares annual budget
- Prepares all budget request for funds
- Coordinates fundraising drive
- All travel, awards, and scholarships must be voted on by club. Minutes must be attached to paperwork
- Attends ASISU trainings

## **Secretary**

- Keep a record of all members
- Keeps a record of all activities
- Notifies all members of meetings
- Keeps minutes of meetings
- Prepares calendar of events
- Completes forms
- Attends ASISU trainings

# ROLE OF ADVISORS

- Advisors can offer experience to assist in the growth of and development of leadership within the organization
- Advisors provide a degree of continuity
- Advisors' knowledge of University operations enable them to assist organizations in facilitating programs and the achievement of goals
- Advisors play an valuable role to the club by guiding and directing students, but they are not to run the club



# ALCOHOL POLICY

- Any club event held on or off campus that will have alcohol being served must be pre-approved by ISU General Counsel through our office.



# HELPFUL RESOURCES

- Make free paper banners in the Craft Shop
- Organization mailboxes
- Use of Pond Student Union rooms/space
- Button Maker
- Games for club activities to borrow
- ASISU Senator
- Free 3' x 6' vinyl banner printed at Copy Center per year
- 50 free 3" stickers printed at Copy Center per year
- Complete the form in this link to get started
  - [https://docs.google.com/forms/d/e/1FAIpQLSeLTSIv240IDjVh0uBx\\_RMYeU0u0hGLzIN0qdm0pZ6qNkoZlw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeLTSIv240IDjVh0uBx_RMYeU0u0hGLzIN0qdm0pZ6qNkoZlw/viewform)

# AVAILABLE GAMES TO BORROW

- Spikeball
- 4 Square – Volleyball, Badminton & Pickleball
- Wooden Bowling Game
- Lawn Darts
- Jumbo Playing Cards
- Bean Bag Bucketz Toss
- Indoor/Outdoor Horseshoe Set
- Farkle & Yardzee w/ Giant Wooden Dice
- Ring Toss Games
- 4-In-A-Row Giant Game
- Ladder Toss
- Giant Jenga
- Glow-In-The-Dark Capture the Flag
- Corn Hole



# EVALUATION

- Please complete both sides of the New Officer Training Verification and turn in at front table.

Thank you!