



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 Form

- ❖ Forms need to be filled out for all events on and off campus
- ❖ Make your reservation with the Scheduling and Events Services office. Scheduling and Events Services schedule 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

- ❖ 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 the campus of Idaho State University unless provided by Chartwells or with the permission of Chartwells through 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. Anything 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 Organizations.

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

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- 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
    - Contact Wes Clezie [clezwes@isu.edu](mailto:clezwes@isu.edu)

## Games available to borrow for Indoor/Outdoor events

- 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*