

STUDENT UNION

California Institute of Integral Studies (CIIS)

GROUP'S MANUAL 2019-20

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1) INTRODUCTION

This student union group's manual is intended to be used by all future and present group leaders as a guide to understand the different aspects of the Student Union Groups functioning from the pre-creation of the Student Group stage to finance management of the group.

This manual is divided into six main parts:



New student group creation process



Group privileges



Roles and responsibilities of group leaders



Finance



Events

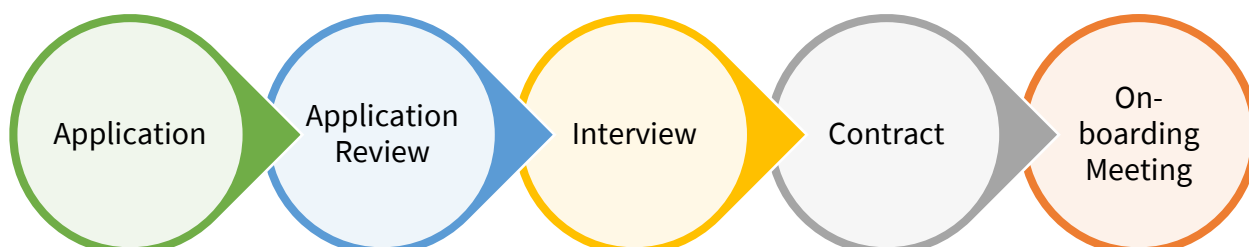


Contact

We will update this manual frequently so that you have all the current information you need to help manage and grow your student group.

2) HOW TO START A STUDENT UNION GROUP?

The creation of a student Union Group is a five-step process as shown below. You will find below the details of each and every step of the process.



i. Application

The first to start a student union group is to have an idea of a group and to speak with other students and colleagues to see if they would be interested in creating a group with you. We advise that there are at least two student group leaders for a student union group.

The following criteria needs to be kept in mind to start a Student Union Group:

- Student group participation and events are open and FREE to all CIIS students, staff and faculty.
- The proposed student group has conducted research and outreach to ensure student interest and involvement.
- A proposed student group supports the Student Union goal of inclusive and student-centered programming and activities.

Please peruse the information in the following links so that you have a better understanding of CIIS Student Union missions, before you move forward:

- [Integral Student Governance \(ISG\) information and Student Union mission.](#)
- [CIIS' seven ideals.](#)

Once the idea for the group has been decided upon, you need to choose a name for the group. At the same time we recommend you to download the [Student Union Group Application](#) form from MyCIIS, to help you to reflect on the questions that we ask on the application form.

The intention of this application form is to help you to clarify the vision of the Student Union Group, the ideals you would like to stand up for and the activities you would like to propose to the student members. It is thus pivotal to prepare and fill this form in its entirety. It will also help us to gauge what your short, middle and long-term strategy is, so that the group remains active and sustainable in the future.

Now that you have filled the Student Union Group Application, please save it in your computer, print it, sign it, scan it (or picture it) and send it to us by e-mail: studentunion@ciis.edu, with the subject “Application for a new Student Union Group”. You can also bring the printed and signed file to the Student Affairs Office in the 3rd Floor.

Summary of the first step



Idea



Discuss



Inform & research



Fill the form



Send the form

ii. Application review

The Student Union Group Fellows (cf: contact information) will study your application. The application will be processed within a week after the submission of the

application form and will send you an e-mail to fix a date on which the fellows could meet the future group leaders. The application could be rejected if the form is incomplete.

iii. Interview

The student Union Group fellows will interview the future group leaders pertaining to their project. The duration of the meeting will be maximum one hour and the future group leaders will be informed by the fellows of their decision in a week. They might recommend you give more information on a certain point of the application if needed so that the application could be accepted.

iv. Contract

The student union group fellows will send you an e-mail to confirm that your application has been accepted. In that case, please download and fill the [Student Union Group Contract](#). Please save it on your computer, print it, sign it and send it through e-mail to studentunion@ciis.edu, with the subject, “Student union Group Contract – Name of your Group”

v. On-boarding meeting

As part of the On-boarding process, the student union group fellows will invite you to meet (online or in person) all other student union group leaders so that you could network and share information and resources with each other. We will also go through administrative processes (room reservation, check requests, food reservations, etc..) during this meeting.

Congratulations! You have now created a student Group!!

3) WHAT ARE THE GROUP PRIVILEGES?

Registered student organizations are entitled to the following:

- Recruit new members on campus or online through designated CIIS sites.
- Use of CIIS and/or Student Union name and logo.
- Request funding from the Student Union office.
- Use of CIIS meeting spaces, facilities and equipment when available.
- Utilize the services, resources and information available from the Student Union office and larger CIIS campus.
- Publicize student group materials using designated bulletin boards on campus – as well as electronic communications generated by the Student Union office, and using the CIIS student listserv.
- Relevant assistance and support from the Student Union staff and fellows.
- Participate in New Student Orientation and other CIIS events & activities, which provide an opportunity to recruit new members and let others know about the student group and its programs.
- Free copies of printed materials for group related activities.
- Storage in Student Union office for club materials.
- Ability to host on-campus and off-campus events and programs with approval from the Student Union office.
- Participate in conferences related to the mission & goals of the student group, as well as leadership workshops on such topics as publicity, financial management, group leadership and organizational development sponsored by the Student Union office.
- Solicit funds on campus for the support of student group activities (Prior approval from the Student Union office is required, as is proper documentation of all fundraising and expenses).

Through event registration and the formal recognition of student groups, CIIS

encourages students to design and implement programs that enrich and are consistent with the educational mission of the University. The name "California Institute of Integral Studies" or "CIIS Student Union" and all abbreviations are property of the Trustees of CIIS and may not be used to imply, either directly or indirectly, the University's endorsement, support, favor, association with, or opposition to an organization, product, service or community without permission of the Associate Dean of Students. The Associate Dean of Students for campus leadership and activities, as well as the dean of students' office or designee, may deny recognition as well as cancel events or activities that violate any of these criteria.

4) WHAT ARE THE ROLES AND RESPONSIBILITIES OF GROUP LEADERS?

The role of student leaders is rooted in building good working relationships and mutual respect with group members, student union and the entire CIIS community. By knowing the various roles and responsibilities of student leaders, it will help in creating productive interactions and positive impact for the group. Below is a sample student leader's responsibilities.

Chair (s)

- Facilitate and coordinate group meetings.
- Meet at least twice a semester with Student Union team- Student Group Fellows.
- Be aware of all money matters.
- Coordinate campus –wide programs.
- Serve on various committees including Integral Student Governance.

Co-Chairs (s)

- Facilitate at group meetings in the absence of the chair.
- Direct group constitution/by-laws updating and revision.
- Perform other duties as co-assigned by the chair and co-chair.

Treasurer (at least 1 after the first semester)

- Prepare the group budget including purchase orders, supply requests, etc.
- Maintain financial history of the group.
- Inform the group of all financial matters.
- Make quarterly reports of all receipts and disbursement.
- Perform other duties as co-assigned by the chair and co-chair.

Secretary (at least 1 after the first semester)

- Record and maintain minutes of all group meetings.
- Send minutes to all appropriate members.
- Prepare an agenda with the chair for all meetings.
- Maintain attendance (roll call) at all meetings.

- Maintain a phone and email directory of all members.
- Reserve meetings rooms or work directly with Student Union for room reservations.
- Perform other duties as co-assigned by the chair and co-chair.

5) STUDENT UNION GROUPS FINANCE

CIIS Student groups are given \$300/semester for their various initiatives. All student groups are required to follow all financial rules, regulations, and policies outlined by CIIS and the Student Union office. Proper fiscal management is taken seriously and failure to uphold institutional policies could result in disciplinary action.

General Finance Guidelines:

- ❑ Funding requests are required to be made in at least 10 business days in advance.
- ❑ The student group fiscal year runs from the first day of the fall semester through the last day of the spring semester. All student group financial transactions must be completed by the last day of spring semester. This includes purchases, reimbursements, etc.
- ❑ Funds not used in the fall semester can be rolled over into the spring semester, however, funds not used in the spring semester cannot be rolled over into the following fiscal year.
- ❑ While the Student Union office manages an account for all student groups, all student group leaders are required to track their own expenses, balances, and budget accordingly.
- ❑ Do not state that your student group will provide cash prizes or give out cash prizes out at an event. Coordinate with student group staff or fellows to obtain gift cards from vendors.
- ❑ Cash Payment to vendors or students is prohibited.
- ❑ The purchase of alcohol and/or alcohol related items (shot glasses, bottle openers, beer mugs etc.) with student union funding is prohibited. Students will not be reimbursed for any alcohol related purchases.
- ❑ Only student group leaders may initiate financial requests for their groups. This includes purchase requests, account balances, and reimbursements.
- ❑ Submit through e-mail to student union all receipts with the following information: name of the activity, date and place of activity and current balance.

- All purchase requests other than by the group leaders should be copied to the co-chairs.

Additional Funding for Student Groups

Almost all recognized student groups at CIIS share one common trait: a need for money. The Student Union office recognizes the importance of thriving and financially secure student groups, and we are committed to ensuring that additional funding is available to allow student groups to offer programming that enriches the student experience at CIIS.

Student group leaders can now apply for additional funding for your student group which is in addition to the \$300 each student group receives per semester by default if active. Please use this [form](#) to apply for additional funds for your CIIS Student Group. For student groups to receive additional funding, please submit an event template to determine approval. An example of what qualifies for additional funding could be a proposal to bring together professionals or community members to perform, speak or share knowledge and experiences, and provide opportunities to group.

Once your form is submitted, you will receive a response within 10 business days. If selected, you will be notified, and your semester's budget will be increased. If you have any questions regarding this application, please contact Student Union at studentunion@ciis.edu or 415-655-5575.

6) STUDENT UNION GROUP'S EVENT PLANNING

It is important that groups develop events, programs, workshops that enhance the educational and overall experience of members and the CIIS community. Below you will find a sample template for event planning and timeline to assist in determining goals and objectives, needs, funding, and roles of members of the group.

i. Event Template

- 1) Event Title
- 2) Proposed Date and Time of Event
- 3) Event Location
- 4) Estimated Attendance
- 5) Is this an annual event or has one similar taken place in the past?
- 6) If this was an annual event, what was your attendance last year?
- 7) Brief Description of Event
- 8) Proposed Event Facilitator/Artist/Talent.
- 9) Event Goals. What is the goal(s) for the event, and how do you plan to meet these goals?
- 10) Collaboration. How and with whom has collaboration taken place? Has there been any financial support from any of these collaborators?
- 11) Publicity Strategy. What is your publicity strategy?
- 12) Audience. Who will be your target audience?
- 13) Event Assessment. Describe how you will assess the event? (post-event survey, etc.)
- 14) Campus Involvement. How will you ensure that the entire campus feels welcome?
- 15) Mission. How will this event support your group's mission/individual goals and the student council mission?
- 16) Is there any aspect of your event that poses a potential risk to audience/facilitator/artist/talent safety or facilities damage?
- 17) Budget (Provided template). Please provide explanation as to how additional funding will support your event in addition to budget.

ii. Checklist for Groups Planning for an event

- 1) High Planning- 4- 6 months Ahead of Event
 - Establish event goals and objectives
 - Determine Date of the Event, Venue, and Target Audience
 - Recruitment Plans
 - Create flier
 - Identify and confirm speakers/presenters

- 2) 3-4 Months Ahead of Event
 - Speaker/Presenter
 - Bio Information
 - Travel & accommodation arrangement
 - Contracts signed (if applicable)
 - Financial/Administration
 - Fees, RSVP
 - Venue/Logistics planning
 - Identify need for any special permits or liability
 - Determine and arrange details such as Room, A/V Equipment, parking, signage, etc.
 - Publicity
 - Develop publicity pieces such as newsletter, social media, email blast to student listserv
 - Request logos from sponsors I.e. Student Union logo
 - Create an event page (Facebook)
- 3) 2 Months prior to Event
 - Send Reminders to contact list
 - Presenters/Speakers
 - Confirm travel /accommodations (if applicable)
 - Follow up to confirm sponsorships
 - Order Food and event materials (if necessary)
 - Publicity
- 4) 1 Week Ahead
 - Finalize event logistics
 - Make print and online copies for presentations/ workshops (if necessary)
 - Final Registration Check
- 5) 1 Day head
 - Ensure all signage is in place
 - Ensure venue and materials are in place
- 6) Event Day
 - Ensure you have all copies of all event script
 - Check in with your group for any reminders, last minute changes, etc.
- 7) Immediately following the Event
 - Gather all receipts, documentation, final registration data, budget, etc.
 - Send thank you's
 - Post event publicity
 - Conduct Post Event Survey. Questions can be centered around what they enjoyed about the event and room to improve.
 - Reach out to participants- thank you's

7) CONTACT INFORMATION

You will find below the name and contact information of people who are your main contacts for any questions or information on Student Union Groups

Student Union Fellows

<i>Name of the contact</i>	<i>Contact for</i>
<p><i>Ishita Pahoja</i> studentunion@ciis.edu <u>Office hours:</u> Thursday 11 am-12 pm</p>	All student life and student union groups related queries and conference funding
<p><i>Lara Morales Daitter</i> studentunion@ciis.edu <u>Office hours:</u> Thursday 11 am-12 pm</p>	All student life and student union groups related queries and conference funding
<p><i>Manu Multani</i> studentunion@ciis.edu <u>Office hours:</u> Friday 8:30-9:30 am</p>	All student life and student union groups related queries and conference funding
<p><i>Navi Sommerville</i> studentunion@ciis.edu <u>Office hours:</u> Monday 11 am-12 pm</p>	All student life and student union groups related queries and conference funding
<p><i>Prashanth Mani</i> studentunion@ciis.edu <u>Office hours:</u> Friday 10-11 am</p>	All student life and student union groups related queries and conference funding

Integral Student Governance (ISG) Fellows

Name of the contact

Contact for

Tiffany Konyen

Anthropology and Social Change

studentunion@ciis.edu

tkonyen@mymail.ciis.edu

Integral Student Governance

Taren Robinson

DACM, ACTCM

studentunion@ciis.edu

trobenson@mymail.ciis.edu

Integral Student Governance

Student Affairs Office

Name of the contact

Contact for

Francisco Gomez

Student Affairs Manager - Student
Disability Services & Student Union
fgomez@ciis.edu
studentunion@ciis.edu

Departmental

Community Building Project Lead and
Community Building Project Lead
Student groups policies and regulations,
and Room and catering reservations

Fraylanie Aglipay

Associate Dean of Students, Student Affairs
faglipay@ciis.edu
studentunion@ciis.edu

Student groups policies and regulations,
and Room and catering reservations