

WE ARE STILL

*Student
Organizations*

A VIRTUAL GUIDE FOR
UWRF STUDENT ORGANIZATIONS

#WEARESTILLFALCONS

UNIVERSITY OF
WISCONSIN **River Falls**

RECOGNIZED STUDENT ORGANIZATIONS

UW-RIVER FALLS

As UW-River Falls moves to online courses and virtual involvement, the Student Involvement staff created the following guide to assist your organization in continuing its operations for the rest of the semester and beyond.

As you browse the guide, please keep in mind that you can email studentinvolvement@uwrf.edu with any questions at any time.

MEETINGS

We strongly encourage you to think through ways your organization can continue to hold meetings either for your general body, your exec board, or for special groups and committees.

Connect with video, voice, and chat

Meet or hang out with members from afar with web-based video conferencing and on-line chat platforms:



WebX

Sponsored by the University and the recommended web conferencing tool with phone conferencing.
(Also integrates with Canvas)



Google Hangouts



Microsoft Teams



Discord



TEAM BUILDING, BONDING, AND ENGAGEMENT

Think creatively about ways to connect and have fun with one another from afar. It's important to keep morale high within the organization and keep members engaged and feeling connected.

- **Instagram takeovers:** assign an officer or member a day of the week to take over the org's account and re-cap "*a day in the life of _____.*"
- **TikTok:** make a fun video and challenge other orgs to do the same
- **General Q&A:** Use social media to allow others to learn more about your organization and how to get/stay involved
- **Story telling:** share pictures and videos letting others know what you did and accomplished this past year. Share stories of your officers, members, and advisors

Check out [this article](#) for more ideas!

EVENTS

Host a Virtual Event

Ideas to get you started:

- [Skill Pop](#)
- [Rebelle](#) events
- [The College Agency](#)

Budgets and Finance

- The Student Finance Committee is allowing Annual Budgets or Single Event funding to be used for virtual events! You can receive up to \$1,500 in Single Event Funding to host a virtual workshop, performance, lecture, panel, and more!
 - Complete a single event funding request [here](#)
- For questions about re-allocating or using your current budget, please email studentinvolvement@uwrf.edu
 - If you would like to use your existing Annual Budget or Single Event Funding to pay a performer or speaker to host a virtual event, please complete this [Pre-Contract Worksheet](#).

Canceled/Postponed Spring Events and Travel

- Work with Campus Reservations if you plan to hold your event at another time:
go.uwrf.edu/orgevent
- Contact vendors to let them know your plans to cancel/postpone: catering, speakers, printing services, etc.
- Organize and/or share any planning documents so that you can easily access them when you're ready to plan for a later date.
- If you received event or travel funding from the Finance Committee, email Elena Gentry (elena.gentry-work@uwrf.edu) to discuss reimbursement, vendor cancellation, and other questions/concerns.

Fall 2020 Events

- Reservations are still being accepted and processed for next academic year for both meetings and large events. Please either email reservations@uwrf.edu or visit go.uwrf.edu/orgevent.

EVENTS (CONT.)

End of Year Celebrations, Recognition, and Awards

While your organization may not be able to have an in-person End of Year event, we encourage you to think about how your organization can still celebrate, honor, and recognize members and accomplishments of the organization.

Some ideas to think about and consider:

- Host a virtual banquet or ceremony
- Consider live-streaming a virtual version of the event on social media or on a web-based video conferencing platform.
- Shoutout accomplishments on social media platforms
- Mail out any recognition items your organization planned to distribute
- Find creative ways to recap the year and share out all the great things your organization did this year.
- Use [Canva](#) to create an info-graphic or [reach out](#) to our Marketing and Graphics Team to schedule a virtual informational meeting
- Show your creativity on TikTok and recap your year through a video
- Have fun and be patient with yourselves and others! We are all adapting right now, so try not to put too much pressure on yourself to create the perfect virtual event or activity. Simply providing an opportunity for your organization to stay connected to each other this semester can be a great benefit to the organization.



ELECTIONS

Set up a virtual election through FalconSync

Follow [this guide](#) for step-by-step instructions. Or watch this [video](#) tutorial.

Tip: Do a test run first to be sure you are familiar with the process and how results are shared.

- Make sure you are following your constitution's nominations and elections procedures as accurately as possible (found in your *FalconSync* Portal)
- Update *FalconSync* roster to reflect your current membership. This will determine who has the ability to vote within your organization's election
- Share elections results with your group virtually using email, social media, etc.

OFFICER TRANSITION

If your organization transitions to new officers before the fall semester, think about how the organization can facilitate a successful transition virtually. Below are some tips and resources for making that transition:

- Refer to the **Officer Transition Resources** in the [Student Organization Handbook](#) and adapt any conversations/activities to online communication.
- Outgoing and new officers meet from afar with web-based video conferencing and online chat platforms such as *WebEx*, *Google Hangouts*, *Google Chats*, and more.
- Share transition materials and documents through *FalconSync* or *Google Drive*.
- Remind the new officer of any planning that typically happens during the summer. Share a list of important dates with the new officer including: The Involvement Fair, funding timelines, and more.
- Remember to update your "Current Positions" in your *FalconSync* portal to reflect your newly elected officers!

BUDGET RESOURCES

- How to make a [payment request](#) in *FalconSync* (includes reimbursements, invoice, etc).
- How to request a [reallocation](#)
- How to request [single-event funding](#)

****ANNUAL REGISTRATION AND MANDATORY STUDENT ORGANIZATION TRAINING****

Please remind your incoming officers that the Student Organization Annual “renewal” process includes **updating your online portal AND attending the Fall Mandatory Student Organization Training***.

**More details about the Fall 2020 training dates will be shared as we know more.*

SUPPORT AND ADVISING

Request a virtual one-on-one meeting with a Student Involvement staff member via the [Virtual Meeting Request Form](#). We are happy to meet with you about any questions you may have about your student organization.

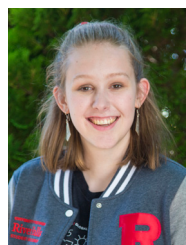
As always, please feel free to email our team with any questions you may have – we are here for you!



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