UNIVERSITY OF THE OZARKS

CLUBS & ORGANIZATIONS HANDBOOK

2025-2026

Office of Student Engagement
Revised June 2025

TABLE OF CONTENTS

✪ Denotes a change that is a recommended guideline for the 2025-2026 academic year and will be enforced in the 2026-2027 academic year.

INTRODUCTION & INSTUTITIONAL PHILOSOPHY

A LETTER FROM THE DIRECTOR OF STUDENT ENGAGEMENT

Dear Club and Organization Leaders,

As you begin or continue your journey as part of a club or organization at the University of the Ozarks, I want to take a moment to share how excited I am for the role you play in building a vibrant, connected, and engaging campus community. When you take on a leadership role or get involved in your club or organization, you're not just joining an activity, you're helping build community and leaving a meaningful mark on the University of the Ozarks.

Clubs and organizations are a vital part of the campus ecosystem. You create space for connection, dialogue, service, celebration, and growth. You are incredibly valued, not only by the Office of Student Engagement but by the entire Ozarks community. Your work fosters a stronger, more inclusive campus culture, and the ripple effects of your dedication are felt across every corner of our university.

Involvement in student organizations has been shown to have profound benefits. According to a study conducted by the Center for the Study of Student Life at The Ohio State University, involvement is positively linked to academic performance, cognitive development, well-being, leadership abilities, and multicultural awareness. It also significantly enhances your employability—highly involved students were **three times more likely** to be considered for a job than other candidates, and moderately involved students were **twice as likely**. What you're doing now matters—and it matters in more ways than you might realize.

So, as you plan events, host meetings, and support one another, I encourage you to keep persisting, keep serving, and take pride in the unique mark you're making in Ozarks history. The legacy of your work will live far beyond your time here—and we couldn't be more grateful for your leadership.

Cheering you on always,

Micayla Sharkey

Micayla Sharkey

Director of Student Engagement

OVERVIEW OF INSTITUTION

Mission Statement

True to our Christian heritage, we prepare students from diverse religious, cultural, educational and economic backgrounds to live life fully.

Plan, Promise, Dream

We call this the 60/75/90 goal. We believe in it. We actively strive to achieve it.

The plan is to graduate in four years with the promise that you will be prepared to live out your dreams. We invite you to make your dreams a reality and we take great pride in helping you.

You bring the dreams and together, and we promise to develop the plan….

At University of the Ozarks we provide you with more than a degree. We help you find your passion and give you the foundation you need to move forward – confident and prepared, endowed with the tools and perspective you need to make a difference wherever you go.

Our Core Values

As an institution and as individuals we are called to follow the core values of our shared Christian heritage:

SERVICE
At University of the Ozarks, we call one another to offer sustainable, life-affirming service to all we contact. We strive, as well, to offer our service with generosity and joy so that it can be received as a gift. We strive to ensure that our energies are spent wisely in the service of all of creation.

JUSTICE
Members of the University of the Ozarks community are called to right injustice. We are committed to engaging with the diversity in our local areas and in the larger world and speaking out when we find mistreatment of any living individual or group. To this end, we seek the courage to look around ourselves, ahead of where we are, and beyond our nearest horizons.

GROWTH
We are committed to the personal development of all members of the University of the Ozarks community, as well as the communal development of our University and its spirit. We seek to assist one another in identifying our academic, spiritual, personal, and institutional vocations and pathways.

HOSPITALITY
Having been blessed with a beautiful campus, surrounded by ample opportunities to experience the natural environment, we are called to welcome all who visit us, especially those who one might consider an outsider. Our campus and our lives are enriched by guests who enrich our community with new life and new possibilities.

HONESTY
University of the Ozarks is a place of communal living – we learn as a community in our academics, we live together in the residence halls, we work together in our offices and conference rooms. In order for our community to flourish, we are called to participate in truth-telling. Owning up to our own mistakes and gently reminding others of ways in which they can do better are essential to building and maintaining our community.

SABBATH

At the heart of the week, members of the University of the Ozarks community stop in a spirit of worship, of jubilee, and of rest and discernment. The importance of this Sabbath is to replenish our souls so that we can finish the race ahead of us mindful of our callings to service, justice, growth, hospitality, and honesty.

STUDENT LEADERSHIP & ORGANIZATION PURPOSE

PURPOSE AND ROLE OF STUDENT ORGANIZATIONS

The University of the Ozarks is pleased to have a large number of clubs and organizations that are student-led and student driven. The development of these organizations has been a natural progression to meet the needs of students' interests, increase student involvement on campus, as well as to compliment the academic classroom experience. Clubs and organizations accommodate a variety of interests and abilities to provide students at Ozarks with an excellent opportunity to develop their leadership skills through their membership with an organization.

The purpose of student organizations on campus is to promote and support the mission and goals of the University. Participation in clubs, organizations, and activities offers valuable educational and personal development opportunities. Students are encouraged to get involved in one or more organizations during their time at the University.

The student organizations on campus fall into the following categories:

- Campus & Spirit
- Cultural & Religious
- Professional & Academic
- Common Interests

All students enrolled at the University of the Ozarks are invited to join organizations that they feel would enrich their experience and provide opportunities of growth and interest.

Each organization is responsible for its own administration of meetings and activities. The success of each organization relies heavily upon the initiative, organization, and the administration and leadership of its student members. Most organizations allow their groups to be composed of students, faculty, staff, as well as community members. These members work together towards the common goal of a particular subject to promote and develop the interests and skills of each individual member. Every registered organization is required to have a written constitution that contains information regarding its mission, goals, by-laws and purpose. It is the expectation that each organization will require all its members and leaders to comply with the policies and procedures of the University of the Ozarks as outlined in the Student Handbook and the Clubs & Organizations Handbook.

The Clubs & Organizations Handbook has been prepared to serve as a guide for the organization officers, advisors and members at the University of the Ozarks. The guidelines addressed in this handbook have been endorsed to ensure the safe and fair treatment of each participating member. Following these policies helps ensure strong support from the University and a positive experience for everyone involved.

The University of the Ozarks is proud of the variety and accomplishments of the clubs and organizations on campus. Participants enhance their experience, grow personally, and contribute to fulfilling the mission of the University of the Ozarks.

The University is always open to the formation of additional groups around a particular interest or subject. Students or staff who have suggestions, questions, or would like to explore the possibility of beginning a new organization on campus should contact Student Engagement in the Office of Student Life at studentengagement@ozarks.edu.

POLICIES, REQUIREMENTS, & RECOGNITION

RESPONSIBILITIES, REQUIREMENTS, AND EXPECTATIONS

Requirements for Club/Organization Recognition

- A minimum of five student members
- A completed membership roster (template available)
- A faculty or staff member serving as the club advisor
- A club constitution outlining the organization's purpose, structure, and core values (template available)
- A club logo (recommended)
- Annual registration completed at the end of each spring semester
- A Budget Allocation Form to be completed each semester (template available)

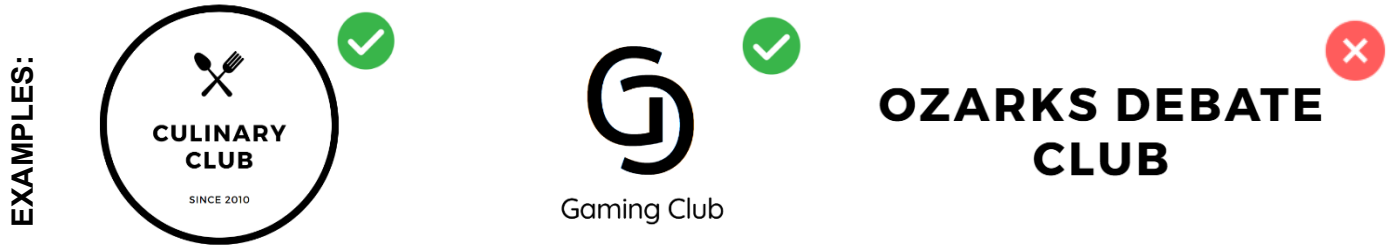
Failure to submit the required paperwork will result in ineligibility for university funding, promotion or marketing support, and access to campus resources.

✪ A Note on Logos

All student-created logos must meet the following minimum requirements to ensure consistency, creativity, and alignment with University standards:

- Must clearly represent the club or organization's name, purpose, or mission
- Must be original work created by a current University of the Ozarks student
- Must include at least one visual design element (cannot be text-only)
- Should be high-resolution and scalable (preferred formats: JPG, PNG, SVG, or PDF)
- Must be appropriate and align with the University's values and branding guidelines
- Cannot contain copyrighted or trademarked materials without proper permission

Logos should be submitted as part of the club's annual registration paperwork, will be reviewed and approved by the Office of Student Engagement, and will be used on marketing materials distributed by the club or organization.



Clubs and Organizations University Policies

University of the Ozarks supports a variety of student organizations intended to engage students outside the classroom.

- All student clubs and organizations must be registered and approved by the Office of Student Life to be officially recognized by the University. Recognition is required to:
  - Receive institutional funding

  - Access university-provided resources
  - Reserve university spaces

- Students are encouraged to form groups that support shared interests and align with the University's mission. New groups should contact the Director of Student Engagement to begin the registration process.

- The membership, policies, and actions of student clubs and organizations will be determined by a vote of currently enrolled students, unless such decisions conflict with the University's policies or regulations. Student clubs/organizations shall be subject to the same responsibilities and standards of conduct outlined in the Student Handbook.

- If violations of the Student Code of Conduct and/or University policies occur as part of a recognized student club/organization's activities, disciplinary actions may be pursued as prescribed within the Student Handbook.

- Each club/organization must have an on-campus advisor selected from University faculty or staff.

- Membership shall not be denied on the basis of race, color, creed, national origin, age, sexual orientation or disability.

✪ Expectations for Clubs & Organizations

- Student groups must have a minimum of five members and a designated advisor actively serving for the academic year to remain a recognized University club or organization.
- Students may hold a maximum of two executive positions total within any club or organization to ensure leadership opportunities for multiple members.
- Student groups are required to host a minimum of two events per semester and hold at least one meeting per month throughout the academic year. Failure to meet these minimum requirements may result in the organization being deemed inactive.
  - One event must be service-oriented, as outlined in the "Event Themes for Clubs and Organizations" section, ensuring that each club hosts at least one service event per semester.
  - The second event may fall under any other category listed in the "Event Themes for Clubs and Organizations."
- Each club must also complete an end-of-semester survey to review accomplishments, reflect on areas for growth, and assess the impact of their service project. Repeated failure to complete this survey may affect the organization's active status and eligibility for University support.
- At least 70% of the group's annual budget must be spent by the end of the academic year.
- Executive teams may host one leadership team dinner per year using club funds, with a budget limit set by the Director of Student Engagement.
- Groups may be required to meet additional guidelines set by their academic departments, administrative offices, or national organizations to maintain University recognition.
- All student groups must adhere to the University Student Handbook and Code of Conduct

LEADERSHIP & ORGANIZATIONAL ROLES

ELIGIBILITY & RESPONSIBILITIES

What is a Student Leader?

A student leader is a university student who holds an executive position within a recognized club or organization. This role typically involves guiding the group's mission, organizing events or initiatives, making decisions on behalf of members, and serving as a liaison between the organization and the broader campus community. Student leaders demonstrate responsibility, initiative, and a commitment to enhancing campus life through leadership and service.

Student Leader Eligibility & Responsibilities

- Must adhere to the expectations outlined in the club or organization constitution and in the Clubs & Organizations Handbook
- Must be enrolled full-time as deemed by the University or academic department guidelines
- Must maintain a minimum of a 2.5 GPA cumulative
- Must be in good standing with the University
- Must notify the Director of Student Engagement of any officer position changes or advisor position changes
- Must submit all paperwork by the stated deadlines

Club Officer Responsibilities

An organization is its members! The group will be much more effective if each officer will commit to the following principles:

Operational Leadership
- Understand and follow proper meeting procedures, the organization's constitution, and by-laws.
- Keep the group focused on its goals and help guide progress with steady, background leadership.

Member Engagement & Team Building
- Foster a friendly, inclusive environment where all members feel heard and valued.
- Get to know your members—relationships build stronger teams and future leaders.
- Inspire collaboration among members and officers for the benefit of the organization.

Delegation & Development
- Delegate tasks to non-officers when appropriate—these members can be your greatest asset.
- Support and follow up on delegated tasks and lead by example in fulfilling your own responsibilities.

Self-Improvement & Accountability
- Attend leadership workshops to improve your skills and those of your fellow officers.
- Regularly evaluate the group's progress with other officers and the advisor. Be open to feedback and learn from mistakes.

Balance & Enthusiasm

- Manage your time wisely to balance academic, social, and organizational commitments.
- Show “directed enthusiasm”—be passionate about the organization’s mission and your role in strengthening it.

Representation & Impact

- Remember that your actions and attitude set the tone and influence how others perceive the organization.

Club Officer Roles

President (REQUIRED)

- Provides leadership and direction to the club/organization
- Understands and adheres to the Club Officer/Advisor Manual and Student Handbook
- Leads club meetings and oversees the activities of the student club or organizations
- Coordinates club activities through its members and club officers
- Establishes the short- and long-term goals and objectives of the student club or organization
- Ensures club officers and club members are focused on the student group’s mission and values established in the constitution and bylaws
- Structures the club or organization to ensure continuity of leadership and a smooth yearly transition of club officers
- Approves all communication and printed materials provided by their respective club or organization
- Maintains regular communication with the club officers and members of the club or organization
- Ensures the completion and submission of the required paperwork by the required date set by the Office of Student Engagement

Vice President

- Presides at meetings in the absence of the club President
- Assists the President with coordinating club activities through its members and club officers
- Provide assessment information and data of previous club events to allow for adequate and effective planning for future events and activities
- Provides timely and efficient information to club president for future event planning and meeting prep
- Provides or coordinates relaying information of future meetings and events to the club secretary for timely communication to club members and campus community
- Assist the club president with ensuring strong leadership succession by identifying and recruiting new club members
- Provides guidance and mentorship to new club officers

Secretary

- Handles the correspondence of the club and keeps records of it
- Maintains minutes from club meetings and sign-in sheets from events, activities and club meetings
- Informs club officers of important dates, deadlines, and events required by the Office of Student Engagement

- Maintains the club roster of club officers and members of student group and provides information to the Director of Student Engagement
- Maintains updated and completed copies of the club's constitution/bylaws and annual club registration paperwork

Treasurer (REQUIRED)

- Oversees club finances and provides financial information to club officers
- Follows best financial practices as determined by club officers and advisor
- Completes and submits the bi-annual Budget Allocation Form by provided deadlines set by the Director of Student Engagement
- Assists the President and other officers in preparing program budgets and the Budget Allocation Form
- Maintains and supervises club budgets in conjunction with the Director of Student Engagement
- Ensures that budget efforts for the club or organization are maintained throughout the academic year

Officer Requirements & Reporting

- Each club must maintain a minimum of two officers: President and Treasurer. Vice President and Secretary roles are strongly encouraged.
- When new officers are selected or changes occur, the updated officer list must be promptly submitted to the Director of Student Engagement at studentengagement@ozarks.edu.
- Officer updates must also be accurately reflected in the semester membership roster, submitted by the deadline provided by the Director.

Club Officer Removal Policies and Procedures

- The removal of officers must follow the procedures outlined in the organization's constitution and bylaws. The Director of Student Engagement must be notified immediately to coordinate next steps and ensure continuity in leadership.
- In the event of an officer's removal, remaining officers are expected to maintain professionalism, uphold the integrity of the organization, and continue fulfilling their roles in alignment with University policies and the organization's constitution.

Policy Violations & Disciplinary Action

- If an officer is removed due to a violation of University policy or the expectations set forth in this handbook, the individual will be required to meet with the Director of Student Engagement for a disciplinary review.
- If sanctions or disciplinary actions are issued, they will be communicated during the meeting and also sent via email in a reasonable amount of time.
- The individual has 3 University business days from the date of the emailed outcome to submit a written appeal to the Dean of Students. The appeal must include new information or evidence not known or available at the time of the disciplinary meeting.
- The same conduct review process applies if a club or organization violates University policy or maliciously or repeatedly violates any policies outlined in this handbook.

ADVISOR ROLES & FUNCTIONS

The Role of an Advisor

All student clubs and organizations are required to have an advisor. When selecting one, consider someone who aligns with the group's mission and can support its student leadership. At the University of the Ozarks, many faculty and staff members are eager to support student organizations. If your group is having trouble finding an advisor, please contact the Director of Student Engagement in the Office of Student Life for assistance.

Advisor Requirements

An advisor is required for a student organization to be officially registered. Advisors must be full- or part-time faculty or staff members. If there is a change in advisors—temporary or permanent—the organization must notify the Director of Student Engagement in writing. For temporary changes, include the expected duration of the advisor's service. The written notice must include signatures from the current advisor, the incoming advisor, and the organization's current president.

Advisor changes may be necessary due to illness, vacation, leave of absence, or other circumstances that prevent the advisor from fulfilling their duties.

Responsibilities & Functions

The primary role of an advisor is to serve as an educator—someone who provides guidance, shares information, encourages responsibility, supports creativity, and challenges students to grow. Advisors walk a fine line between leading and empowering the organization to lead itself.

Advisors assist officers in understanding the organization's purpose, constitution, and goals, while helping to develop effective plans. They should not take on a direct leadership role, vote in organizational decisions, or serve as part of the leadership cabinet. As a key resource, advisors should remain accessible to both officers and members. If any concerns arise, advisors are encouraged to contact the Director of Student Engagement.

The various responsibilities of the advisor should fall into one of the four functional areas:

a. **Project & Event Planning**
   The advisor assists students in planning projects, events, and programs. This may include organizing meetings, social functions, or community service initiatives. Advisors should offer guidance on important planning details such as event timing, the order of activities, and effective publicity strategies, including how to invite individuals outside the group to participate.

b. **Group Development**
   The focus of this role is to support both the individual development of members and the growth of the organization as a whole. Advisors may work one-on-one with officers to build skills such as public speaking, letter writing, assertiveness, financial management, motivational leadership, and time management. They may also be asked to present seminars or lead activities that benefit the group collectively.

c. **University Liason**
   Advisors serve as a link between the University and the organization by sharing information about university events, procedures, and policies, and by facilitating necessary connections.

Their consistent presence on campus provides stability, helping support the long-term development of the organization's mission and purpose. This includes promoting smooth officer transitions and encouraging accurate record keeping.

d. Financial Oversight

Advisors are the primary individuals responsible for managing their organization's financial activity. While student leaders such as Presidents and Treasurers may access budget details, it is the advisor's responsibility to oversee all expenditures, ensure responsible use of funds, and maintain regular communication with the Director of Student Engagement.

When making purchases for clubs and organizations:

- Only University-issued programming P-Cards (available through the Office of Student Engagement) may be used for club or organization purchases.
- Advisors' departmental cards or personal credit/debit cards should not be used for student organization purchases under any circumstance.
- When making online purchases, advisors or student leaders should email purchase links to the Office of Student Engagement for processing.

All club-related purchases must be approved in advance by the Director of Student Engagement. Do not make any purchases without prior communication and approval, as we aim to avoid reimbursements.

- Reimbursements will only be considered in exceptional and pre-approved cases. Purchases made without prior approval or through unapproved payment methods may not be eligible for reimbursement.

Recommendations

The following list of expectations for a student organization advisor is recommended but not mandatory. An advisor's level of commitment may vary based on their leadership style and the organization's needs. This list is intended to provide helpful guidance and encourage open discussions between the advisor and the organization's leaders to clarify the advisor's role. Both the organization and the advisor should clearly understand and agree upon their commitments and expectations. It is also recommended that these expectations be documented in the Constitution.

Possible Expectations of an Advisor

a. Communication & Coordination

- Remind officers and members of important dates, deadlines, and events.
- Call meetings when necessary.
- Meet periodically with executive committee members.
- Attend all meetings or stay informed of agenda items and maintain meeting minutes.

b. Policy & Governance

- Explain and enforce University policies when relevant.
- Notify the group if decisions violate the organization's mission, goals, or constitution.
- Hold final decision-making authority in group discussions or disagreements.
- Be familiar with Clubs & Organization Handbook policies and University procedures affecting activities.
- Represent the group in conflicts with University staff or administration.

c. Leadership & Development

- Help develop and grow student leaders in officer positions.
- Inform the group about leadership development opportunities.
- Evaluate officers' leadership performance and involvement.
- Take an active role in goal-setting and transition between officers.
- Approve officer candidates based on scholastic standing and ensure GPA requirements are met.

d. Administrative & Financial

- Maintain official files and records for the organization.
- Assist with yearly budget requests and ensure financial solvency.
- Require treasurer approval before financial commitments are made.
- Assist with assessment and evaluation of decisions and activities.
- Make recommendations on speakers, activities, and programs

Minimum Advisor Expectations

- Maintain appropriate and proper fiscal records
- Attend, participate in and/or chaperone scheduled meetings, events and activities
- Be familiar with and ensure that all University and state policies are followed in the organization's affairs and events, and that all activities uphold standards of safety and proper decorum.
- Review funding requisitions for propriety and sign all required documents
- Take an active role in the organization as defined by both the organization and the sponsor when they are invited to participate as sponsor

EVENT & MEETING GUIDELINES

MEETING REQUIREMENTS & EXPECTATIONS

The Leadership and Organization of a Meeting

Principles of Fair and Democratic Leadership

1. **Respect All Members**
   Every member deserves equal rights and respect, regardless of their role or level of commitment. Listening quietly to others encourages mutual respect and fair participation. Membership means accepting equal partnership and shared responsibility within the group.

2. **Respect the Wishes of the Majority**
   Leaders must ensure all voices are heard, but decisions should reflect the majority's wishes for the good of the organization. When opinions differ, voting can provide a fair and clear way to determine the group's direction. Majority decisions help move the group forward while considering most members' interests.

3. **Protect the Rights of the Minority**
   Members in the minority must still have opportunities to express their views respectfully. Disagreement can challenge and improve the organization's mission and decisions. Fair procedures ensure all opinions are heard, and being in the minority can be a courageous and valuable position.

To keep meetings calm, organized, and respectful, consider the following guidelines:

- Arrive on time for meetings as a sign of respect for your fellow members and the organization's time. Punctuality helps start meetings smoothly and keeps everyone engaged.
- Use an agenda to guide the meeting and keep discussions on track. Sharing it in advance ensures key topics aren't missed and helps members come prepared.
- Be a good listener by maintaining silence while others speak, allowing space for thoughtful reflection. Don't rush to fill pauses—silence often encourages new ideas and helps members gather their thoughts.
- Allow only one person to speak at a time to maintain order and show respect. Interrupting can disrupt the flow and may suggest disinterest or disrespect.
- Encourage members to raise their hands or use another clear signal when they wish to speak. This helps the chair manage the discussion and ensures everyone has a chance to contribute.
- When recognized, speakers should stand to address the group. Standing encourages speakers to prepare their thoughts carefully and express their ideas clearly within a reasonable time, typically around five minutes.
- Provide written copies of extensive resolutions in advance, so members can review and consider the details thoroughly to ensure informed discussion and decision-making.
- Prepare and distribute committee reports before meetings to keep all members informed, especially those who may have missed previous sessions. This helps maintain continuity and transparency within the group.

Clubs and Organizations Meeting Guidelines

Each club or organization is required to hold meetings at least once a month throughout the academic year and submit all meeting dates to the Student Engagement calendar. As outlined in the club or organization's constitution, officers are responsible for coordinating meeting dates and locations, structure, attendance, and voting procedures. Meeting spaces must be reserved through the Club Event & Facility Request Form at least two weeks in advance.

✪ EVENT THEMES FOR CLUBS & ORGANIZATIONS

Event themes are designed to establish clear standards for student-led events, guiding club leadership teams in planning meaningful, purposeful activities. They also serve to showcase the University's core values by encouraging events that reflect service, leadership, and community engagement.

Each club is required to host two events per semester: one must be a service and philanthropy event, and the second may be chosen from any other event category. The secondary event category must differ from the one selected in the previous semester. Service projects must involve active service, as outlined in the "Active vs. Passive Service" tables found in the "Fundraising Guidelines" section.

1. **Academic & Professional Development**
   Empowering minds through knowledge, skills, and real-world insight.

   This category is designed to deepen students' academic interests and prepare them for professional success. By hosting events such as guest lectures, cultural immersion experiences, and skill-building workshops, clubs provide members with opportunities to explore new ideas, gain practical competencies, and connect classroom learning to real-world applications. These events cultivate critical thinking, global awareness, and career readiness.

   - Guest Lectures and Speaker Events
   - Interactive Learning Events
   - Language and Cultural Immersion
   - Workshops and Skill-Building Sessions

2. **Social & Recreational**
   Fostering connection, creativity, and fun beyond the classroom.

   Social and recreational events are vital for building a sense of belonging and campus culture. These gatherings offer students a chance to relax, express themselves, and form friendships in low-pressure, enjoyable settings. Whether it's a game night, themed party, or movie screening, these events help reduce stress and strengthen interpersonal bonds, which are essential for personal growth and retention.

   - Game Nights & Trivia
   - Movie Screenings
   - Community Building and Food-Centric Gatherings
   - Themed Parties or Events

3. **Service & Philanthropy**
   Creating meaningful impact through compassion and community service.

   Service and philanthropy events encourage students to become active, empathetic citizens. From local volunteering and advocacy campaigns to mentorship and outreach programs, these events help students engage with societal issues and develop a lifelong commitment to helping others. Participating in service cultivates leadership, civic responsibility, and a deeper understanding of diverse needs within and beyond the campus community.

   - Local Volunteering & Campus Clean-Ups
   - Advocacy Campaigns
   - Mentorship Programs
   - Letters to Seniors or Hospitalized Kids

4. **Health & Wellness**
   Nurturing well-being with practices that support mind and body.

   Wellness events promote a holistic approach to student health by addressing physical, mental, and emotional well-being. Activities like meditation, nature walks, and stress management workshops help students build resilience and develop healthy habits. These events create space for reflection, balance, and self-care, which are crucial for sustaining academic success and overall life satisfaction.

   - Yoga or Meditation Sessions
   - Wellness Workshops (e.g., sleep, stress, nutrition)
   - Mental Health Awareness or Support Events (e.g., guest speakers, peer support panels, interactive de-stress stations)
   - Guided Nature Walks or Outdoor Wellness Days

5. **Leadership & Team Building**
   Building confident leaders and strong, collaborative teams.

   This category emphasizes the development of leadership capacity and teamwork skills. Through retreats, officer training, strategic planning, and collaborative challenges, students gain experience in goal-setting, decision-making, and effective communication. These events not only strengthen individual leadership qualities but also enhance the club’s ability to work cohesively and achieve shared goals.

   - Leadership Retreats
   - Club Officer Training
   - Goal-Setting & Strategy Sessions
   - Cross-Club Collaboration Challenges

OPERATIONAL GUIDELINES

EVENT PLANNING TIMELINE

Event Implementation Timeline

3+ Weeks Before the Event

☑ Check Ozarks Experience Calendar

- Confirm your desired event date does not conflict with any major events or fall during a break or holiday weekend.

☑ Begin Planning

- Start planning your event at least 2–3 weeks in advance.
- Create a detailed supplies list
- Draft a budget for the event

2+ Weeks Before the Event (Minimum 14 Business Days)

☑ Submit Club Event & Facility Request Form via eRez

- All event requests must be submitted through eRez using the Club Event & Facility Request Form. This is a catch-all form where you'll be asked to provide all necessary event details.
- Requests must be submitted at least 14 business days before the event date.
- Late submissions may be denied by Conference Services and the Director of Student Engagement.
- Submit your Vehicle Reservation Form to the Director of Student Engagement to be turned into Public Safety (if applicable)

1–2 Weeks Before the Event

☑ Begin Event Promotion

- **Flyers and Posters**
  - Marketing materials must be uploaded directly to the Club Event & Facility Request Form on eRez. If the form is approved, your posters are automatically approved as well. Approved posters will be printed and available for pickup in the Office of Student Engagement between 10:00 AM and 4:30 PM, Monday through Friday.
  - Distribute in approved locations: residence halls, academic buildings, and campus bulletin boards.
- **Tabling at Borck Dining Hall (if necessary)**
  - Reserve one of the two available tables and hand out mini flyers to students.
- **Digital Displays**
  - Submit content for the campus TVs (Student Life Office, Dining Hall, Mabee, Robson Library).
  - Email studentengagement@ozarks.edu with poster for promotion in the Campus Newsletter and on the Student Life Instagram page.

Week of the Event

☑ Pick Up Non-Catered Food (if applicable)

• If your non-catered food request was submitted and approved through your eRez form, it will be available for pickup starting the Monday before your event in the Office of Student Engagement.

• Pickup times on Mondays may vary by semester—please refer to your semester-opening training for current times and instructions.

Day of the Event

☑ Set Up QR Code for Feedback and Track Attendance

- Display the given QR code linking to a general participation feedback form

Immediately After the Event

☑ Clean Up

- Clean the event area and dispose of trash.
- Store and organize all event materials after clean-up. Keep items neatly arranged until a drop-off time is scheduled with the Office of Student Engagement (see "Equipment Checkout & Return Procedures" section), where they will be returned to the storage closet and any reusable supplies added back to your club's box.
- Remove all advertising and recycle as appropriate.
- Collect any sign-in sheets and any remaining handouts.

Ongoing – Avoid These Common Issues

☑ Be aware that any of the following can result in your event being denied:

- Failure to submit required forms and requests on time
- Scheduling your event on dates that conflict with other major campus events
- Planning an event that does not align with your club/organization's or the University's mission

COMPLETING THE EVENT PLANNING TIMELINE

Event Planning Guidelines

1. **Determine Your Event Theme**
   - Identify the core message or value you want your event to promote (e.g., empathy, inclusion, mental health, cultural appreciation).
   - Start with a question: What do we want participants to walk away thinking, feeling, or doing?
   - Write a one-sentence statement that captures your event's deeper purpose (e.g., "This event promotes student empathy by building awareness of local food insecurity.")
   - Discuss as a group to ensure alignment with your club's mission and relevance to your audience.
   - Use the theme to guide your decisions on activities, goals, messaging, and promotion throughout your planning process.

2. **Identify a Topic**
   - Within your selected theme, define the specific focus of your event.
   - **Example:** If your group is *GreenWorks* and your theme is 'Service & Philanthropy', your topic could focus on:
     - Organizing a campus-wide cleanup day
     - Partnering with a local nonprofit for a volunteer drive
     - Launching an advocacy campaign to raise awareness about food insecurity in the local community

3. **Develop Your Goal**
   - Reflect on how your goal supports your club's mission.
     Consider what your members and other students should gain from participating. What do you want them to take away?
   - Create a clear, specific goal based on your topic.
     Your goal should guide the planning process and help you evaluate the event's success.
   - **Example Goal**: If your topic is an advocacy campaign to raise awareness about food insecurity, your goal might be:
     - Participants will understand the impact of food insecurity in the local community.
     - Participants can identify organizations working to address hunger and how they can get involved.
     - Participants discover practical ways to advocate for food access and support ongoing initiatives.

4. **Select an Activity**
   - Choose an activity (or mix of activities) that best supports your goal.
   - Start with a brainstorming session—list every idea without judgment.
   - Use tools like Google, Pinterest, or other event planning resources for inspiration.
   - As a group, review and narrow down to the most effective option(s).
   - Always circle back to your goal: does the activity help achieve it?

5. **Define the Details**

Once you've selected your activity, nail down the logistics:

- **Materials:** What supplies do you need?
- **Time & Duration:** How long will the event last? What's the ideal day and time?
  - Avoid conflicts with WAIS, athletic games, ResLife, and Student Engagement events.
- **Location:** Where will it be held?
  - Submit a facility reservation form (available on eRez via the "Club Event & Facility Request Form") at least two weeks in advance.
- **Advertising Strategy:**
  - Use both digital and print methods (social media, posters, emails, texts).
  - Plan a schedule for when and how each form of advertising will go out.
- **Outreach:**
  - Do you need to coordinate with community agencies, faculty, or staff?
- **Incentives:**
  - What might encourage participation (e.g., interactive stations, credit)?
- **Content Preparation:**
  - What materials, presentations, or handouts need to be created in advance?
- **Food & Beverages:**
  - Will your event require catering through Aramark, and was that request submitted in the Club Event & Facility Request Form on eRez?
  - If you are requesting non-catered food, did you indicate it in the eRez form at least two weeks in advance to be included in the weekly food run?
  - Do you plan to use snacks from the supply closet, and have you completed the Supply Closet Check-Out Form?

Remember, success isn't about how many people attend—it's about the quality of the experience you create. Even a small group of attendees can make a big impact. Those few students have the chance to build meaningful connections with your club, engage more deeply in the program, and become strong advocates who share their positive experience with others—helping to grow your group's visibility and attendance at future events.

Facility Requests

Step 1: Check Availability
- Verify availability of both the space and the date/time for your event.
- Use the Ozarks Experiene to check for conflicts.

Step 2: Submit the Facility Request Form
- Submit a facility reservation form (available on eRez via the “Club Event & Facility Request Form”) at least two weeks in advance.
- When submitting your request, include set-up time.
    - Allow 30 minutes for smaller events.
    - Allow 1 hour or more for larger events.
      Some classrooms and locations remain open after hours. If your assigned space is not open at the time of your event and the event has been approved, please contact Public Safety for assistance with access.

Step 3: Await Confirmation
- Wait for an email confirmation from the Director of Student Engagement. All forms will be approved or sent back for revisions within 24-48 hours.

Step 4: Begin Advertising
- Once you receive email approval, your marketing materials will be printed—you may pick them up at that time and begin advertising your event.

Additional Notes:
- Every space on campus requires a facility request, including classrooms, the Campus Mall, meeting rooms, gym, etc.
- You are responsible for setting up and cleaning the space after your event.
- To reserve multiple dates (e.g., recurring meetings), check that it is a recurring event on the eRez form.

✪ Vehicle Reservation Process & Costs

To use a university vehicle or organize a trip, clubs and organizations must follow these steps:
- **Step 1: Submit the Vehicle Reservation Form**
    - Complete the Vehicle Reservation Form with all trip details.
    - The form must be signed by your organization advisor prior to submitting to the Director of Student Engagement
    - Submit the completed form to the Director of Student Engagement, who will then file it with Public Safety.
        - All forms must be submitted to the Director of Student Engagement first, as the cost is paid for by the Director from the club or organization’s budget.
        - Any paperwork submitted directly to Public Safety will be denied.
    - This form must be submitted at least 2 weeks before the planned trip.

- **Step 2: Submit the Travel Authorization Form**
    - After submitting the Vehicle Reservation Form, complete the Travel Authorization Form.
    - Include the names and emergency contact information for all participants, including students, faculty, and staff going on the trip.
    - Submit this form to the Director of Student Engagement.

- This form MUST be submitted to the Director of Student Engagement to approve student travel to any location.

- **Step 3: Coordinate Use of a University PCard (if applicable)**
  - If gas or other travel expenses need to be covered, coordinate with the Director of Student Engagement to check out a PCard.
  - Additional steps may be required for overnight trips, so plan accordingly and consult with the Director of Student Engagement.

Authorized Driver Requirements
To drive a University or rental vehicle, individuals must:
- Be 21 years of age or older
- Hold a valid Arkansas driver's license
- Submit a signed Driver's Agreement & Training
- Complete a driving history document

Driver Clearance Process for University or Rental Vehicles
1. **Driving History Check**
   Public Safety conducts a driving history check.
   a. Once complete, Public Safety will notify the potential driver of the results. Student Life will retain an updated record of all approved drivers.
2. **Video & Test Assignment**
   If approved, the driver will:
   a. Receive a 15-passenger van safety video.
   b. Be given a test based on the video.
3. **Test Completion & Submission**
   a. The driver must complete the test and return it to the Public Safety office.
   b. To pass, no more than three questions can be missed.
4. **Final Notification**
   a. If the test is passed, Public Safety will notify both the driver and the Student Life office that the driver is cleared to operate university or rental vehicles.

Vehicle Assignment
a. University vehicles are picked up from Public Safety on the approved date specified on your Vehicle Reservation Form.

Vehicle Charges
- Car: $23/day or $163/week
- 15-Passenger Van: $85/day or $428/week
  - *Note: 15-passenger vans may transport a maximum of **12 passengers***.

✪ Event Catering & Food Guidelines

Food can be a powerful connector—bringing people together, fostering community, and enhancing the experience of a well-executed event. At the same time, not every event requires food, and it's important for student clubs and organizations to be intentional and strategic when including food as part of their programming. The following procedures outline the steps for incorporating food into events, whether through catering or non-catered options, to ensure smooth planning, proper approvals, and responsible use of resources.

Food for Club Events (Non-Catered)

To better support student-led events and reduce reliance on catering, all food requests must be submitted through the Club Event & Facility Request Form on eRez. This ensures we can plan and support your event efficiently.

The Director of Student Engagement will complete one campus food run each Friday to gather food and supplies for all events happening the following week.

If your eRez form is not submitted at least two weeks in advance, your food request may be denied—and food will *not* be picked up. Last-minute or late requests cannot be accommodated.

Important Guidelines:

1. *Food Is for Events, Not General Meetings*
   Food purchases should be reserved for events that are open, advertised, and serve a clear purpose beyond regular club operations. General meetings do not require food.
2. *A Shift Away from Catering*
   We are moving away from traditional catering. Instead, Student Engagement will support clubs with simpler options—such as pizza, packaged snacks, or grocery items—from approved vendors.
3. *General Snack Supply*
   A selection of non-perishable snacks is available in the Student Engagement supply closet. Clubs can check out or shop from this supply by completing the card or supply check-out—linked in the Student Engagement email signature.
4. *Ordering Through Student Engagement*
   If your request is submitted on time, Student Engagement will place food orders and include your items in the Friday campus run. You do not need to purchase food yourself.
5. *P-Card Checkout (If Needed)*
   In some cases, clubs may check out a University P-Card to purchase food or supplies. This must follow the official P-Card checkout process, including timely return and itemized receipts.

Catered Events (Aramark)

If your event includes catering from Aramark and it is approved as part of your Club Event & Facility Request Form on eRez, the Director of Student Engagement will coordinate directly with Aramark to facilitate your request. You do not need to reach out separately unless instructed.

Important Guidelines:

1. *Catering Must Be Requested in eRez Form*
   All catering requests must be included in your original Club Event & Facility Request Form, submitted at least 10 days prior to the event. This ensures there is adequate time for processing and coordination with Aramark.
2. *Changes Must Be Communicated Promptly*
   If you need to adjust or cancel your catering order, you must contact the Director of Student Engagement directly. Do not reach out to Aramark on your own.

3. *No Changes Within 7 Days of the Event*
   Once your order is confirmed, no changes can be made within 7 days of the event. This includes headcount adjustments, food substitutions, cancellations, or location changes.
4. *Failure to Communicate May Result in Charges*
   If you fail to notify the Director of Student Engagement about a cancellation or change, your club may still be responsible for charges incurred.

Marketing Guidelines

Students have the freedom to create their own on-campus event publicity. Publicity involving off-campus stakeholders (i.e. Homecoming, Orientation, etc.) is designed by Marketing via the Office of Student Engagement.

Creative Guidelines

- Use the Canva Pro account provided by the Office of Student Engagement.
  - Username: studentengagement@ozarks.edu
  - Password: Engagement2025!
- Use copyright free photography or graphics
- Recommend fonts: Helvetica or Arial (best for email because it is mobile responsive)
- All promotional materials must be approved by Student Engagement via the eRez Club Event & Facility Request Form.

University Logo Guidelines

- All athletic logos are reserved for the Athletic Department only.
- Use of the University logo is subject to additional guidelines and requires prior approval. Please contact the Director of Student Engagement before use.

Official University Colors

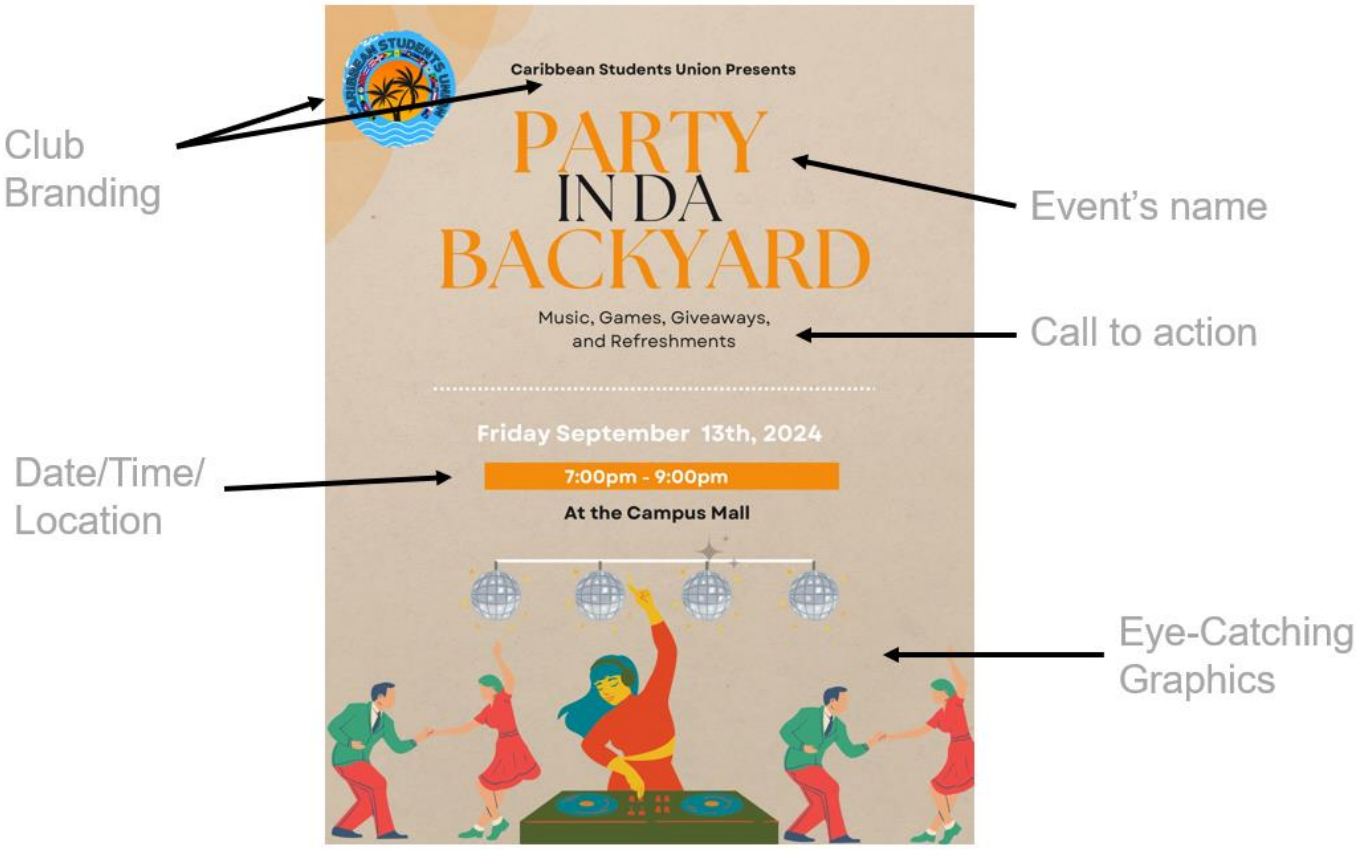
Gold is exclusively designated for use by the Office of the President.

1. Purple
   - *Print:* Pantone 269C
   - *Digital:* RGB (75, 49, 107)
2. Gray
   - *Print:* 45% Gray
   - *Digital:* RGB (136, 137, 140)
3. White
4. Black

Poster Guidelines

- Posters must be no larger than 11 x 17 inches and have clear details of who, what, when, and where.
- All posters must feature the club logo and receive approval from the Office of Student Engagement **before** being posted on campus.
- Up to 15 posters may be displayed on campus.
- Posters must be posted using blue painter's tape, with no visible tape edges.
- Posters can only be displayed in designated campus locations and must be removed within 24 hours after the event concludes.
- Any posters not approved by the Office of Student Engagement may be removed.

Poster Example



Printing Guidelines

- Submit print requests to the Director of Student Engagement for review and approval at least 1–2 weeks before the event.
    - The Office of Student Engagement will print up to 15 color posters for free for clubs and organizations.
- Requests must be submitted a minimum of 2 business days before your desired print pickup date.
- Each request must include:
    - The print file as an attachment
    - The size of the print (8.5" x 11" or 11" x 17")
    - The number of copies (maximum of 15)
    - The desired pickup date

Sidewalk Chalk

- Permission must be granted by the Office of Student Engagement prior to chalking sidewalks.
- Chalking is allowed on locations that could naturally be cleaned off by rain.

Promotional Materials

- All branded promotional items must be approved by Marketing via the Office of Student Engagement.

Photography

- To request the University photographer for your event, please submit a request to Marketing at least two weeks prior to the event.

Campus Newsletter and Student Life Instagram Requests

If your Club Event & Facility Request Form on eRez is approved, we will automatically include your event in the Campus Newsletter, on the campus TVs, and on the Student Life Instagram. Therefore, **your posters must be sized 8.5 x 11 inches** to ensure they display properly across all platforms.

Be sure to plan ahead, as late submissions may not be accommodated.

FINANCIAL & RESOURCE MANAGEMENT

BUDGETING, FUNDING, AND FUNDRAISING POLICIES

Budget Allocation Policies

All funding for on-campus events, off-campus trips, event supplies, and related expenses must be requested through the Budget Allocation Request Form. This form also includes a section for identifying the Event Theme (the purpose or focus of each event), helping connect the funding request to the mission of the organization.

- Submit the Budget Allocation Form to the Director of Student Engagement by the deadlines listed in the "Important Deadlines" section of this manual.
- Requests submitted before the deadline will receive priority consideration.
- Submissions do not guarantee approval and are subject to review and available funds.
- Budget allocation decisions will be communicated directly to club officers and advisors by the Director of Student Engagement.
- Requests submitted after fall or spring deadlines may not be approved and are contingent on remaining funds.

When completing the form, include all relevant expenses:

- Event supplies
- Catering or food costs
- Printing expenses
- Travel expenses

Restricted items that cannot be purchased with allocated funds:

- Prizes exceeding $50 in value
- Gift cards (e.g., Walmart, Visa)
    - Clubs and organizations may purchase gift cards **only** from Amazon or the Campus Bookstore.
- Items prohibited on University property
- Items deemed inappropriate by the Office of Student Life

Gift Card Policy
Gift cards are not allowed to be purchased using student organization funds, save the two examples listed above. The process to obtain them requires manager-level involvement and additional institutional oversight, making it an inefficient and frustrating use of time and resources. We want to prioritize purchases that directly support the mission and programming of your organization.

Giveaway Philosophy
We strongly encourage all clubs and organizations to think intentionally and critically about giveaways. Prizes should not be used as incentives just for attending an event. Our goal is to engage students in meaningful, hands-on ways that promote growth, connection, and learning. If a large portion of your budget is spent on giveaways or prizes, it detracts from this mission and limits your ability to offer impactful programming. Use giveaways sparingly and only when they serve a clear, purposeful role in your event.

Additional Notes:

- Club officers are responsible for monitoring and managing their organization's account balances.
- Reimbursements will not be made unless prior approval is obtained from the Director of Student Engagement before the purchase is made.
- Updated, live budgets can be requested at any time by emailing studentengagement@ozarks.edu.

Fundraising Guidelines

Fundraising activities are not permitted for clubs or organizations, as the University provides all necessary funding for programming and events. For the required service and philanthropy event each semester, we encourage students to contribute their time and actively engage in service efforts rather than donating money or items. This approach emphasizes meaningful participation and hands-on involvement, fostering a deeper connection to the community and the organization's mission. Special fundraising proposals may be submitted to the Director of Student Engagement for consideration and approval by the Vice-President of Advancement.

Active service involves direct, hands-on participation in helping others or contributing to a cause, while passive service typically includes indirect support such as fundraising or the collection of supplies. The table below provides examples of both active and passive service to guide your planning.

Passive Service →	**Active Service**
Giving money	Volunteer as mentors or tutors, helping younger students with schoolwork, college applications, or various skills.
Putting a box out for donations	Organize supply or food drives and actively volunteer to sort, pack, and deliver items to local shelters or food banks.
Donating supplies	Hold workshops at local schools or community centers about health, hygiene, or study skills, providing hands-on support.
Putting out flyers for a cause or organization	Host an interactive event featuring speakers from the cause or organization or teach peers how to speak about causes passionately, write to lawmakers, or lead small group discussions.

Fundraising without approval is grounds for the club or organization to be terminated.

Membership Fees

Clubs and organizations are not permitted to charge membership fees, as they receive institutional funding intended to cover all operational and programming needs. This ensures that all students have equal access to involvement without financial barriers.

CLUB PURCHASING & SUPPLY USE GUIDELINES

Purchase Card and Supply Use Policy

To promote accountability, resource stewardship, and effective event planning, all student clubs and organizations must follow procedures set by the Office of Student Engagement when checking out a P-Card or supplies. Clubs are governed by financial and operational standards established by the Office of Student Life to protect student and University interests. To support their missions and simplify event planning, the Office of Student Engagement provides a supply closet and P-Card rentals for clubs and organizations to use.

Requesting a Sign Out Time

- All checkouts and returns (P-Cards and supplies) must be scheduled in advance.
- Submitting a request does not guarantee approval for your desired timeframe.
- Use the “Click Here to schedule a checkout time” link located in the Student Engagement email signature.

P-Card Sign Out

- All users must follow the official checkout procedure:
  - Register for a checkout time (see “Requesting a Sign Out Time” above)
  - Visit the Office of Student Life to pick up the card.
  - Fill out the P-Card Check-Out Sheet at the time of pickup.
  - Upon return, complete the Check-Out Sheet with all required information.
- Same-day return is required during office hours (8:00 AM–4:00 PM).
  - No overnight checkouts are permitted unless explicitly approved in writing by the Director of Student Engagement (e.g., for overnight trips).
- P-Cards must be returned within 2 hours of the checkout time, unless written approval for an extended checkout has been received from the Director of Student Engagement.
- The person who checks the card back in does not need to be the same person who checked it out, but they must be a member of the leadership team of the same club or organization.

P-Card Expectations

- All receipts must be itemized and submitted when the P-Card is returned.
  Itemized means the receipt must be issued by the vendor and clearly list each individual item or service purchased. Handwritten lists created by the borrower will not be accepted.
- Maintain accurate and complete financial records of all receipts and expenditures and make these records available to members of the organization.
- All spending by clubs and organizations must be made using either a University-issued check or a University-issued P-Card.
  - All itemized receipts must be submitted to the Office of Student Life when the P-Card is returned.
- Under no circumstances are students permitted to use the P-Card to enter card information online to complete a purchase.
  Due to web browsers' ability to store payment information, this presents a serious security risk. Saving card details could result in repeated unauthorized charges without University approval and is strictly prohibited.
  - The Director of Student Engagement is the ONLY person authorized to use University P-Cards for online purchases.
  - If a payment must be made online (e.g., ordering food from Domino's), the club must email the order details to the Director of Student Engagement at studentengagement@ozarks.edu.
  - Online purchase requests must be included on the eRez Club Event & Facility Request Form.
  - For same-day online food orders related only to pre-approved catered events, students must sign up for a meeting using the link in the Student Engagement email signature. (See the "Purchase Card and Supply Use Policy" section for information on how to reserve a meeting time.)
  - If it is discovered that a student used the P-Card for online purchases without following this process, they will be prohibited from checking out the P-Card for the remainder of the semester.
- Purchases made on personal cards will NOT be reimbursed unless previously discussed and approved by the Director of Student Engagement.
    - In the event of a rejected transaction or card malfunction, clubs and organizations must notify the Director of Student Engagement immediately and return to obtain a working P-Card to complete the purchase.
- Misuse of the University P-Card or failure to follow procedures may result in:
  - Loss of P-Card privileges
  - Impact on club or organization status
  - Referral to the student conduct process

Example of Non-Itemized vs. Itemized Receipt

Not itemized
Not reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER : [redacted]
CARD NUMBER : ********** [redacted]
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt$: 19.46

TIP AMOUNT$_____

FINAL AMT$_____

Itemized
Reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

Re-Printing 1

Dine In
Date: 11-11-2013 Time: 1:23PM # 30

Server: CYNTHIA_LOPEZ
TAB#: B05
No. of Guest : 2

1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50
1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00
1 Hot Tea (per pot)	2.50
Amount :	18.00
TAX(8.1%) :	1.46
TOTAL :	19.46

[1]

Supply Sign Out

- To check out supplies from the back closet:
  - Schedule a checkout time using the link provided in the Student Engagement email signature (see “Requesting a Checkout Time” above).
  - Complete and sign the Rental Agreement Form.
  - Supplies must be returned within 48 hours of checkout, unless prior approval is granted in writing by the Director of Student Engagement.
- When returning supplies:
  - Items purchased by the Office of Student Engagement should be returned to shared storage.
  - Items purchased with club or organization funds should be returned to and stored in the respective club’s designated supply box.

Supply Expectations

- All items must be returned in good condition.
  - If items are returned damaged or are not returned at all, the replacement cost will be deducted from the club's budget, as outlined in the Rental Agreement Form.

[1] MVEMNT. (n.d.). *If you don’t do this, you’re probably tipping 40%… yikes*. Retrieved May 29, 2025, from https://www.mvemnt.com/if-you-dont-do-this-youre-probably-tipping-40-yikes/

DEADLINES, EVENTS, & CAMPUS RESOURCES

IMPORTANT DEADLINES AND EVENT DATES

Important Deadlines

Fall Semester		
Name	**Included Requirements**	**Due Date**
Fall Paperwork	General membership roster	November 10
	Spring Budget Allocation Form	
	Semester reflection questionnaire	
	New one-on-one time with DOSE	

Spring Semester		
Name	**Included Requirements**	**Due Date**
Spring Paperwork	Club registration for fall semester	April 20
	Constitution	
	Fall Budget Allocation Form	
	Logo	
	Semester reflection questionnaire	
	One-on-one meeting time for fall	

Important Event Dates

Fall 2025				
Name of Event	**Date**	**Time**	**Location**	**Notes**
Opening Club Workshop	September 3	6:30-8:00pm	Baldor Auditorium	Required for all executive team members
Involvement Fair	September 4	11:30-1:00pm	Campus Mall	Orders for table supplies must be submitted by Aug. 25
New Club Training	September 11	6:30-7:30pm	Baldor Auditorium	Required for all new organizations
Boo Bash	October 30	5:00-6:30	Campus Mall	Orders for table supplies must be submitted by Oct. 15
All club Presidents and Vice Presidents—or Treasurers if no VP is designated—must schedule monthly one-on-ones with the Director of Student Engagement by **September 15.**				

Spring 2026				
Name of Event	**Date**	**Time**	**Location**	**Notes**
Involvement Fair	January 22	11:30-1:00pm	Rogers Conference Center	Reuse table supplies from fall Involvement Fair
Spring Opening Workshop	January 29	6:30-7:30pm	Baldor Auditorium	Required for all executive team members
Recruitment Fair	March 17	11:30-1:00pm	Rogers Conference Center	Engage with new students and fill empty leadership positions
Club Wrap-Up	April 20	5:00-6:30	Rogers Conference Center	Bring your wins, growth points, and constructive feedback for the year.
All club Presidents and Vice Presidents—or Treasurers if no VP is designated—must schedule monthly one-on-ones with the Director of Student Engagement for fall by **April 20.**				

CAMPUS RESOURCES

Title	Name	Number	Email
Director of Student Engagement	Micayla Sharkey	479-979-1448	msharkey@ozarks.edu
Dean of Students	Nichole Sherman	479-979-1445	nsherman@ozarks.edu
Office of Student Life	Lori Harper	479-979-1322	studentlife@ozarks.edu
Director of Walton Scholars Program and International Program Manager	Nicole England	479-979-1351	nengland@ozarks.edu
Associate Dean of Students & Director of Residential Life	Jimmy Phillips	479-979-1426	jphillips@ozarks.edu
Director of Conference Services	Michelle Loving	479-979-1211	mloving@ozarks.edu
Marketing, Printing, & University Logos	Karlee Swartz	479-979-1410	kswartz@ozarks.edu
Aramark Catering/ Food Service	Lizzy Carden	479-754-3140	carden-elizabeth@aramark.com
Public Safety	On-Duty Phone	479-979-2020	publicsafety@ozarks.edu