

2025-2026

STUDENT ORGANIZATION RENEWAL



DAY AGENDA

First	Guest Speaker #1
Second	Guest Speakers #2
Third	Basics Student Orgs.
Fourth	Engage Tutorial
Fifth	Finances and Grants
Last	Sign Out



Monday -Friday
8am - 4:30pm (Pro Staff)
Until 6:00pm (Student Staff M-Thur)

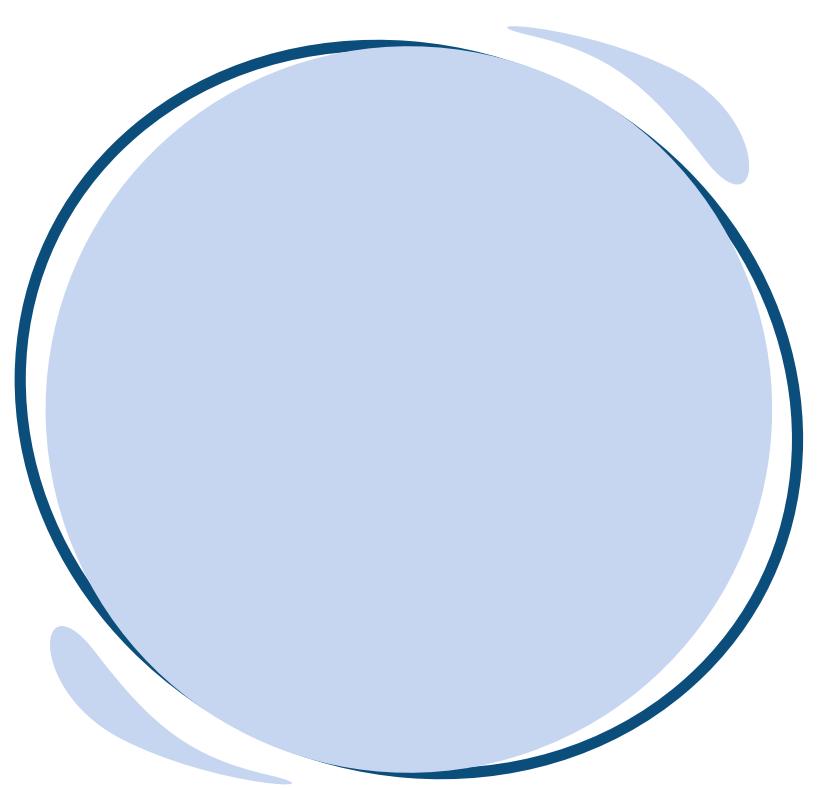
812-228-5107

getinvolved@usi.edu

Instagram/TikTok: usicampuslife

Pool Table and Ping Pong
Equipment Available when Open!

Graduate Assistant: Paityn Sheldon



REQUIREMENTS

Renew Annually

Up-to-date Constitution

Student Orgs = Student Run and Student Members

Full-Time Faculty or Staff On-Campus Advisor

Off-Campus Advisors

Engage Portal & Roster

Adhere to all University Policies

USI at the end of your name

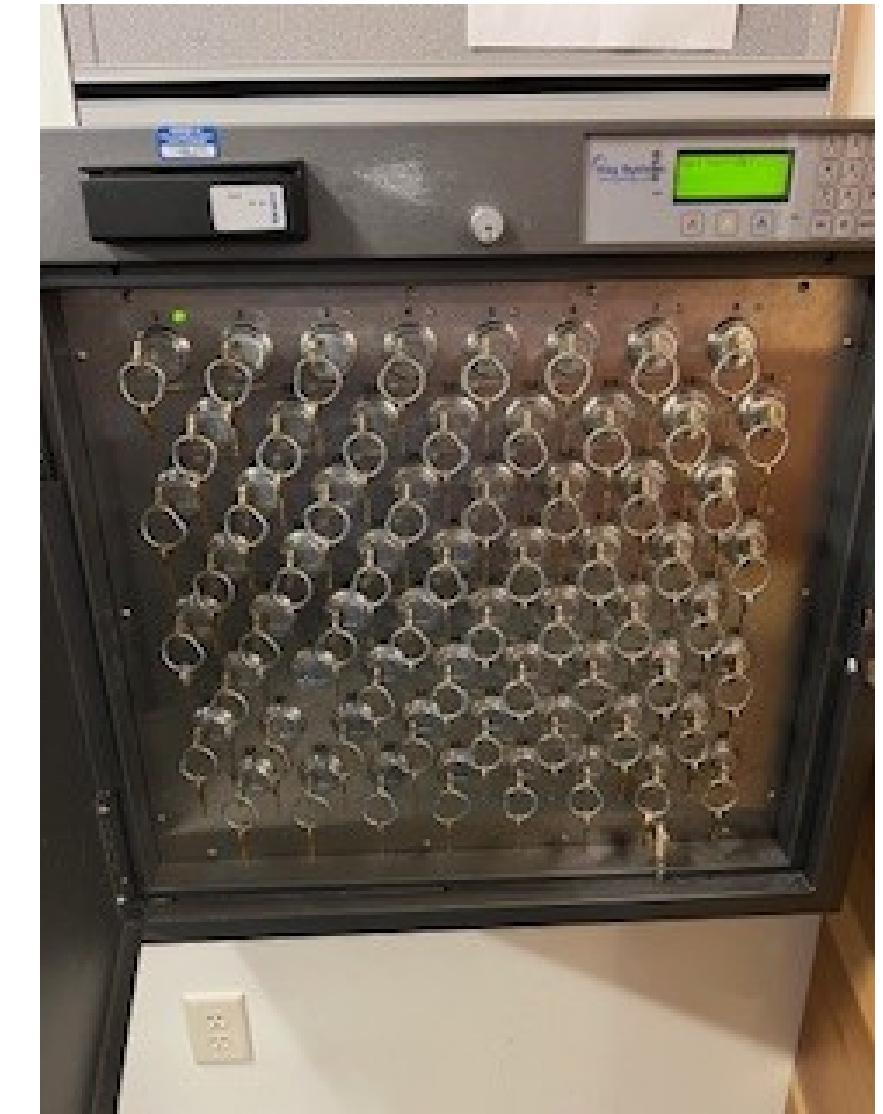


Center Resources



Lockers

- To get a locker for your organization: fill out the form "Student Organization Mailbox or Locker Request" in Engage USI
- Locker access requires card access and a shared, 4 digit organization pin number
- Locker can be reassigned by our office at any time



Center Resources



Card Access

- If your organization has a locker or office in the Center for Campus Life, you can request ID card access to get into those spaces when the center is closed.
- Have your members fill out the Center for Campus Life Card Access form in Engage USI
- To complete the form they will need more than one set of numbers from their student ID.
- Access follows the card NOT the person

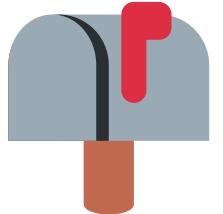


Center Resources



Free Copies and Prints for Orgs.

- 30 Black & White /per week
- 10 Color /per week
- Must be used each week and not banked
- Student Organization Business ONLY!



Mailboxes

- Emails will be sent in September to student orgs. who currently have mailboxes.
- Mailboxes need to be checked once a month
- Mailbox gives you a USI mailing address



Items to Checkout

Our office has yard games, paint and a whole bunch of other stuff you can check out for FREE. Request items using the form in Engage



engage USI®

engage.usi.edu

**Resources, Re-Registration, Roster Update,
Events, Attendance Tracking**

Additional Event Policies

Entertainers, Speakers, and Performers

Film Copyright & Streaming

Decorations

Information Tables

Posting Policies

Table Tents

Banners

Yard Signs

Display Cases

Chalking

Closed Circuit TV

Calendars

TRAVEL

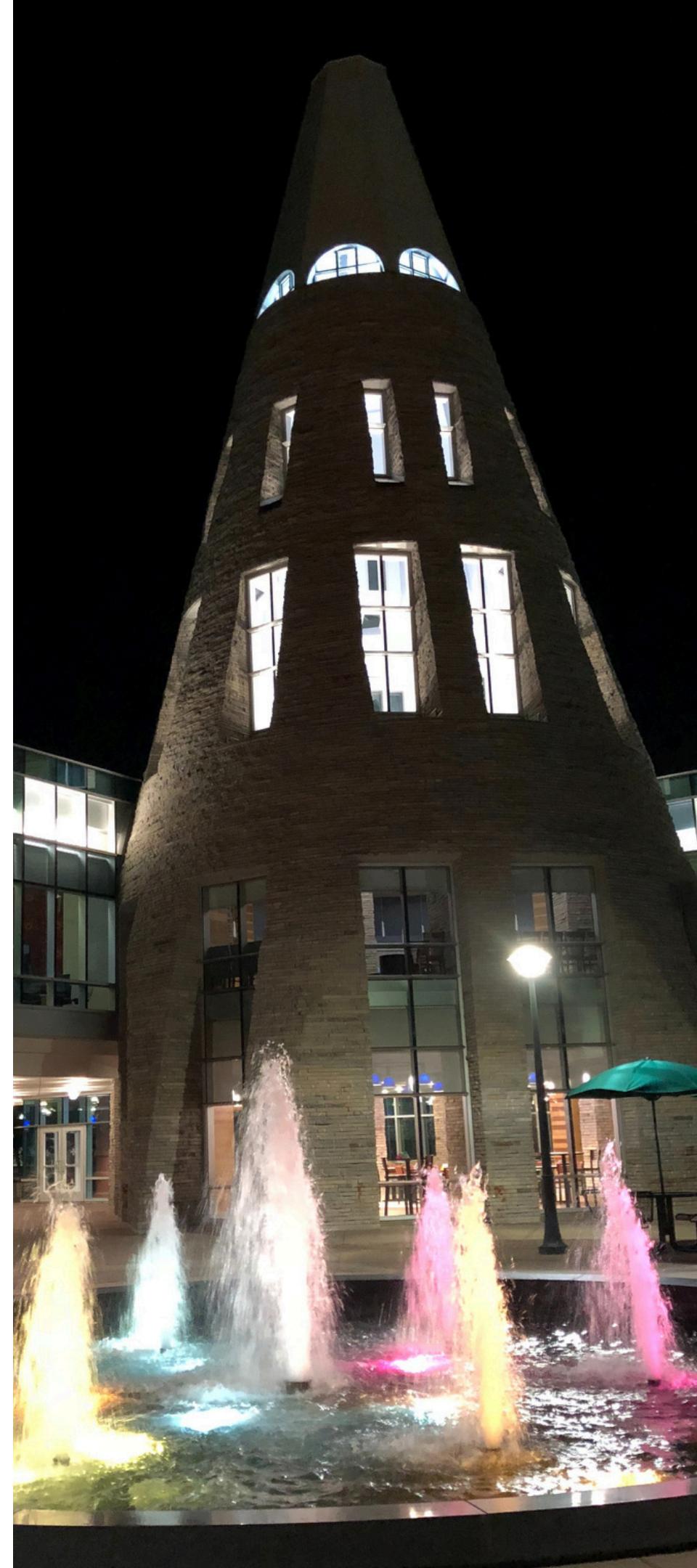
Webpage

This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are organized and/or sponsored by the University of Southern Indiana, a registered/recognized USI student organization AND occur more than seventy (75) miles from the University campus or an event that has a duration of 24 hours or more.

10 Business Days

Responsible Employee

USI Authorized Driver



FUNDRAISING, SALES, SOLICITATION

Application for approval for sales, solicitation and fundraising must be initiated with the Center for Campus Life. Approval for all activities must be received prior to beginning these activities. This must occur whether or not you are reserving University space.

- Sales - shall be defined as the sale or offer for sale of any property or service
- Solicitation - shall be defined as the act of making a request or plea for one's cause or philanthropy and includes the receipt of or request for any gift or contribution
- Fundraising - is defined as the organized activity/event of raising funds and/or property.

All University of Southern Indiana registered trademarks are the property of University of Southern Indiana.

Student organizations are not allowed to conduct sales, solicitation or fundraising at any athletic events.

Visit student organization webpage for form link and more information.



FUNDRAISING, SALES, SOLICITATION

Games of Chance

Fundraising activities must not violate state law by including a **drawing, raffle, half-pots, bingo, lottery, charity game night, game of chance or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize**. Fundraising activities must also adhere to University and USI Foundation policies.

Student organizations wishing to solicit private funds must coordinate this through the USI Foundation. Solicitations cannot be made to anyone on the Honor Roll of Donors or anyone in the Foundation's database without the approval of the Foundation.

Organizations should request approval four (4) weeks in advance for any solicitation.

Written letter solicitation must be approved through USI Foundation.

Donations

All donations must be deposited with the USI Foundation. The funds will be placed in your on campus fund after they are documented through USI Foundation. If you were handed a check, please be sure to get that to the USI Foundation Accounting office within 1 business day of receipt. If the check can be sent directly to the USI Foundation office that is the University's preference. ALL CHECKS should be made out to USI Foundation and the memo line should state which student organization the money is for.



FINANCES

- On Campus Funds
- Financial Managers & Accounting Contacts
- Making Purchases for Clubs and Orgs.
 - Financial Manager First
 - Center for Campus Life Second
- Finding Balances
- Venmo/CashApp
- Off Campus Funds

GRANT MONEY - SOAF

The Center for Campus Life Student Organization Activity Fund (SOAF) Grant is awarded to support the activities and operations of USI Student Organizations. Sole consideration for grant awarding resides with the Center for Campus Life. Failure to follow USI policies and procedures related to this grant and other funding will impact the student organization's ability to be awarded funds.

University of Southern Indiana recognized and/or registered student organizations, who are in "good standing" as deemed by the Center for Campus Life. Also cannot receive other student activity fee budget dollars annually.

Center for Campus Life Policies for the SOAF Grant:

- Requested SOAF grant funding must follow all university policies, as well as federal, state and local laws
- SOAF grant requests can only be submitted by the student organization's current/active President, Vice President or Treasurer.
- All forms tied to grant allocation are located in ENGAGE USI and must be submitted correctly or they will not be processed
- Clothing/Apparel purchased cannot be sold and student organizations cannot spend more than \$300 of SOAF grant funding on clothing/apparel for the student organization.
- Promotional Items, Event Supplies, and Organization Supplies purchased using the SOAF grant become property of the student organization. If the student organization becomes inactive or loses recognition/registration with Center for Campus Life, items purchased must be remitted to the Center for Campus Life in a timely manner.
- Organizations that only have off campus accounts MUST BE REGISTERED in BUYUSI as a Vendor, PRIOR TO REQUESTING FUNDS

*FAILURE to follow SOAF guidelines can result in not being eligible for the SOAF grant and/or loss of USI student organization status.

GRANT MONEY - SOAF

SOAF GRANT FUNDS CANNOT BE USED FOR:

- Any travel expenses (transit, lodging, registration fees, etc.)
- Alcohol, tobacco, or vaping products. Funding is also not available for any event where alcohol is served.
- Dues, Fees, or any other national organization invoices
- Ceremonial items, gifts, or awards. Gift cards are also not allowed.
- Paying a current USI student, staff or faculty member for services
- Events that are not held at the University and/or events that sell food
- Internal and/or External fundraising.
 - This includes money for scholarships and direct donations to outside of USI organizations.
 - Fundraising events where tickets or admission are sold to guests
- No electronics! No software! No web hosting. No subscription services.
- Anything that does not align with the mission or values of USI

Fall 2025

\$300 Operational Funds

- Complete Renewal
- Fill Out Form
- Deposited Oct.1-Dec. 19
- Deadline to Request 12/12

\$100 Engage Incentive

- Create, manage, and track attendance for 4 events and/or meetings in Engage.
- Fill Out Form
- Fall Forms are Due 12/12.
- Deposited 12/19

Spring 2026

\$300 Operational Funds

- Update Roster and Attend Student Org. Leader Conference = \$300
- JUST Update Roster = \$150
- Deposited February 15

\$100 Engage Incentive

- Create, manage, and track attendance for 4 events and/or meetings in Engage.
- Fill Out Form
- Spring Forms are Due 4/30.
- Deposited 5/15

OTHER CAMPUS FUNDING

- Student Government Association - Form and Deadlines
- Provost/Student Affairs
- Departments and Colleges
- Co-Sponsorships

SAVE THE DATES

- Fall Student Involvement Fair - August 27 from 2-5pm
- Dinner with the President (invite only) - September 16
- Grant Deadline for Fall - December 12
- Spring Student Involvement Fair - January 21 from 11am-1pm
- Student Organization Leadership Conference - January 23 from 4-7:30pm
- Student Org and Leader Awards Applications Open February 28
- Student Org and Leader Awards Ceremony - April 23
- Grant Deadline for Spring - April 30