

Register your attendance to this session



# Student Organizations @ Marquette

A guide to basic processes, resources and management



MARQUETTE  
UNIVERSITY

**BE THE  
DIFFERENCE.**

# Overview of Today's Session

1. Managing your Org's Online Site in MARQUEE (Presence)
2. Student Org Events
  - How to register on Marquee
  - Reserving Space
  - Performers and Speakers
3. Banking
4. Publicity
5. Fundraising and MUSG's funding

# Managing your Org's Online Site in MARQUEE (Presence)

<https://marquette.presence.io>

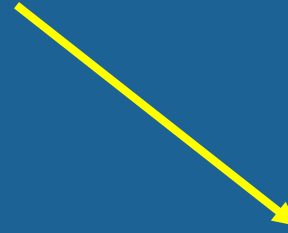
Log in with your Marquette username and password

Presidents have been set up with organization administrator credentials, meaning you can update your roster, page info and constitution.

This is how...

# Student Org Events

For complete info



**Two separate processes:**

**Step 1:**

Reserve Space with AMU Events Management

**Step 2:**

Complete the Event Registration Form on MARQUEE.

NOTE: Only presidents have the ability to do this.



# What **MUST** be registered in MARQUEE

- Events open to non-members
  - Events with your organization that are not general meetings
  - Events with a speaker
  - Events off campus (including day trips)
  - Overnight trips/events
  - Fundraisers
  - Formals, dinners, dances, galas, etc.
- Events including alcohol (on or off campus)
  - Performances
  - Any publicity your organization puts together for an event or related to your organization's purpose
  - Any displays your organization puts together for an event or related to your organization's purpose
  - Any items (fliers, brochures, give-a-way items) being handed out at an event, lobby table, etc.

# Do **NOT** register in MARQUEE

- General Meetings (unless hosting a guest speaker)
- Practices/rehearsals
- Auditions
- **FOR CLUB SPORTS:** Tournaments, matches, and games. **DO NOT REGISTER IN MARQUEE.** Do this through the Department of Rec Sports.

# Reserving Space

This is separate from registering your event in MARQUEE.

This can be done online or by stopping the the Event Management Office (AMU 2<sup>nd</sup> Floor next to the INFO Desk)

You can reserve space without registering your event in MARQUEE, but if it is one of those events that you must register in MARQUEE, your space will not be approved.

Only approved student orgs can reserve space.



# Performers and Speakers (and films)

All performers and speaker events **MUST** be registered in **MARQUEE** at least 2 WEEKS prior to event.

Speakers/performers that require payment will need a contract. (See forms QR code in the slides ahead.)

When hosting a speaker on campus, student organizations must provide a biography/ resume of the performer **AND** a written description of the content/purpose of the performance with their Event Registration Form.

All films require a catalog summary that includes the company name through which the film is being obtained.

# Performers and Speakers

The following disclaimer must be read at the start and end of all student organization sponsored events that feature a speaker:

*“The 500-year tradition of Jesuit education is grounded in the search for truth, the discovery of knowledge and the sharing of diverse viewpoints. As an institution of higher education in the Catholic, Jesuit tradition, Marquette University is committed to freedom of expression and open inquiry, deliberation and debate. The views expressed here today are those solely of the speaker and not of Marquette University. The use of Marquette's facilities does not constitute an endorsement of the views expressed. Marquette University does not endorse any candidate for public office, political party, or referendum matters and no fundraising for these activities can take place at this event.”*

# Other Event Policies

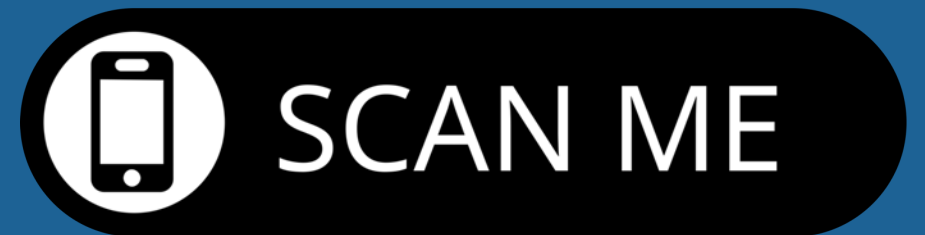
Events during exam periods are discouraged but may be held only under the following provisions:

- Activities may be held only on campus
- No activities may be held in residence halls
- Activities must be pre-planned so that no student is actively involved in the sponsoring or production of the function. The types of activities should be limited to programs that require little time in planning and executing

# Additional Policies

online at:

<https://www.marquette.edu/engagement-inclusion/organizations/policies-events.php>



# Additional Considerations

- Be clear to members and potential members what membership entails
  - For example, if you're a performing group, do you accept everyone? What do auditions entail? Is your membership capped at a certain number?
- Be clear about what the requirements are for holding an officer position. Include language in your constitution if you have policies that prevent one from holding office
  - For example, if an officer holds a E-Board role in another org, are they eligible?
  - NOTE ALSO: MUSG's constitution does not prevent their officers from hold E-Board roles in other organizations except governing council organizations.

# Banking

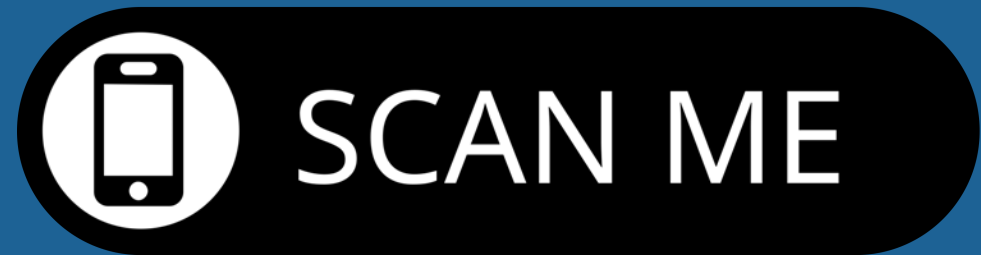
You are encouraged to have an organization bank account.

Town Bank is the Official University Bank. If your bank account is with a different institution, some support/services may be unavailable, including:

- Direct deposit of MUSG reimbursements (if you are allocated funds)
- Support in transitioning officers to have signing authority for your bank account.

# Student Org Forms

Including Town Bank's Letter of Direction and Contract forms for speakers/performers.



Helpful tips online!

# Publicity

- Publicity can be approved through your event registration, or there is a separate form.
- Printing of posters is available through the Student Affairs Marketing Office.
- Quantities are limited.



Thanks to MUSG for funding poster printing!





# Fundraising

Student organizations have had success with the following fundraisers:

- **GroupRaise** - organize a restaurant fundraiser
- **Door of Clubs** - get paid to connect students to companies, internships, and job opportunities
- **Milwaukee Textile Recycling** - the company assists with setting up clothing drives as fundraisers

# Fundraising

Additionally, Campus Safety is offering an incentive this semester for students who are hired as LIMO drivers and are members of a student organization:

If a member of your organization\* becomes a LIMO driver this fall and stays for the entire semester, your organization will receive \$500.

And so will the driver!

In addition to the hourly pay!

Applications online: <https://www.marquette.edu/campus-safety/limo.php>

\*Must be a registered member of an official Marquette student organization and work at least two shifts per week to qualify for bonus

# Student Org Mailboxes

Sign up here:

<https://marquette.presence.io/form/student-org-mailbox-request-ay2022-23>



SCAN ME

# MUSG' Student Org Funding Process



No one was able to be here to discuss this with you all this evening. Please visit their website:

<https://www.musg.mu.edu/sof>

Click on Required Training button.

Contact MUSG's EVP for questions on applications and funding. [musg.execvp@mu.edu](mailto:musg.execvp@mu.edu)

Contact the FVP for questions regarding reimbursements. [musg.fvp@mu.edu](mailto:musg.fvp@mu.edu)

# Questions

Dr. Jen Reid

Director, AMU and Student Engagement

[jennifer.reid@Marquette.edu](mailto:jennifer.reid@Marquette.edu)

