

What it Means to be a SOM Student Organization

UAF Clubs vs. SOM Student Orgs

Any group or club can become an official UAF student organization by following the [process](#) outlined by the UAF Student Leadership and Involvement Office (SLI), which oversees student organizations. Once a club is established, [UAF SLI](#) outlines expectations for all student clubs, as well as a [re-recognition](#) process that must be completed each semester.

Benefits for SOM Student Organizations

Recognition as a School of Management (SOM) Student Organization provides many additional benefits, both for the SOM Student Org (SSO) as a whole, and for individual members within the group.

- 1) Funding – Opportunity for significant funding through participation in the annual Business Leader of the Year banquet. Private donations raised by SOM at this event are distributed to SSOs proportionally based on the level of participation by members of each SSO through committee memberships and other volunteer activities.
- 2) Scholarships – Eligibility for annual SOM Student Organization Scholarship. At least one and up to three \$1,000 scholarships are awarded to undergraduate or graduate students who are also members of an SSO. Applications for this scholarship are due on February 15 each year, with funds distributed for the following academic year. Students will be notified of application procedures in the spring semester.
- 3) Marketing Outlets – Marketing opportunities that can be used to increase SSO recruitment and outreach efforts. These resources include access to numerous SOM marketing outlets, including the weekly e-newsletter to all SOM students, digital screens located in Bunnell and throughout campus, and the event calendar on the SOM website.
- 4) Marketing Assistance – Additional support from the SOM Marketing Specialist to assist with marketing needs for SSOs. This support may include the design and/or printing of flyers or other marketing materials. Assistance will be granted based on marketing specialist's schedule, so submit requests as early as possible to ensure availability.

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Requirements for SOM Student Organizations

In order to be recognized as a SOM Student Organization, each SOM Student Org (SSO) must meet a few additional requirements.

- 1) At least one officer must complete an SOM Student Organization Orientation Session in the fall semester
 - a. This session is ~~separate from and in addition to~~ the UAF Student Org Officer Training
 - b. Orientation sessions will be held in September
- 2) Report attendance at all organization meetings and events
 - a. Include attendance data in your SSO reports (see item 4 below)
- 3) Provide a list of SSO Membership, including email addresses, when requested by SOM
 - a. Determine official criteria for being a full member of your organization
 - b. SOM will generally request membership lists near the beginning of spring semester
 - c. Membership lists will be used for scholarships and BLOY funding formulas
- 4) Submit an SSO Report twice per semester
 - a. The purpose of these reports is to document the history of your organization – and contribute to the ongoing support and sustainability of the School of Management
 - b. Two reports are due each fall semester and two are due each spring semester
 - c. Reports will be due in October, November, February, and April
 - d. Report reminders will be emailed to the SSO president and faculty advisor approximately one week prior to the due date
- 5) Submit at least three high-resolution photos of your group activities with each SSO Report
 - a. Reports submitted WITHOUT photos will be considered INCOMPLETE
 - b. Selfies, fun shots, etc. are perfectly fine! 😊
- 6) Work with SOM for liaison assistance with UA Executives attendance at any SSO events
 - a. When inviting the UA President, UAF Chancellor, or UAF Provost to any event or activity, the SSO must notify Tammy Tragis-McCook, so that she can help guide the SSO through the preferred protocols for working with these executives.
- 7) Student Organization president signs an agreement indicating the organization's understanding of these requirements and commitment to following them

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Inactive vs. Unrecognized Status as a SOM Student Organization

Any SOM Student Organization (SSO) not complying with all requirements to be recognized as an active SSO as outlined above will be determined to be *inactive*. Once a group is determined to be out of compliance, the group's president and faculty advisor will receive an email from the SOM Development Director (Tammy Tragis-McCook) notifying them of their inactive status, as well as the reason(s) for their status change.

Inactive groups are not listed on any online or printed School of Management materials. After three consecutive semesters of inactivity – including the semester in which the organization was initially designated as inactive – the SSO will be officially *unrecognized*.

SOM will transfer any balance from an *unrecognized* student organization's account into the centralized holding account, the Student Support Fund, to be used for other purposes as determined by the Dean.

Reactivation Procedure

Organizations are student driven; if there is no interest in maintaining the organization within three consecutive inactive semesters, it will become officially *unrecognized*. In order to become re-recognized as an SSO, the student organization president must notify the SOM Development Director (Tammy Tragis-McCook, tammy.tragis@alaska.edu) via email of the organization's intention to begin following the SSO requirements again.

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Additional Details and Resources

Student Organization Toolbox

- All of these documents and more are available on the [SOM Student Org Toolbox](#) page
 - Find this page under Current Students – Student Involvement

Reports – 2 reports per semester; 4 reports per academic year

- Each report must include summary of group activities and AT LEAST THREE high-res photos
 - If you need some creative ideas, check out these [Photo Tips!](#)
- The simple, online report submission form is located here: [Student Organization Report Form](#)

Accessing Funds from SOM Account

- Follow the policies outlined in this document: [SOM Student Organization Purchasing Policy](#)
- Fill out this form before making purchases and to reserve a procard: [SOM Purchase Request Form](#)

Travel

- Follow the policy and procedures outlined in these [SOM Student Travel Instructions](#) to book any travel using SOM account funds

Fundraising

- Information about UAF Fundraising guidelines is located here: [UAF Fundraising Guidelines](#)

Marketing Resources

- Weekly eNews – Wednesdays
 - Send content – including PDFs and/or JPGs – by Wednesdays at 9am
- SOM Calendar
 - Send information about upcoming events for inclusion on [SOM Event Calendar](#)
- Digital Screens
 - Send finished content to Andrea - JPGs in 4:3 ratio (e.g. 1600x1200 pixels)
- SOM Website
 - View your page on the [SOM Student Involvement](#) page
- Flyers or other Marketing Materials
 - For help with design or printing, email Andrea or visit Bunnell 213E to submit your request

Questions? Contact:

Andrea Miller, SOM Marketing Specialist

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Bunnell 213E

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