



Idaho State
University

STUDENT ORGANIZATIONS

NEW OFFICER TRAINING

ROAR

Agenda

- Announcements
- New Officer Training
 - ❖ Marketing
 - ❖ Catering
 - ❖ Reserving Facilities
 - ❖ Role of Officers
 - ❖ Service Opportunities
 - ❖ ISU Alcohol Guidelines
 - ❖ Helpful Resources
- Questions
- Evaluations



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Marketing

Craig Joseph

Director of Marketing

Office of Student Affairs

Communications & Marketing

Pond Student Union Building | Room 215

(208) 282-3319

craigjoseph@isu.edu

www.isu.edu/marcom/

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Catering

- Bengal Dining has the food contract on campus
 - ❖ Catering Waiver must be completed and returned to the Bengal Dining Office at least 10 business days prior to your event.
 - ❖ Orders received less than 3 days out will have a late fee charge assessed.
 - ❖ An approved waiver and vendor license agreement are required before arrangements with an off-campus caterer can be contracted.
 - ❖ Cyndy Johnson-Kunz | 208-282-5463 johnncynd@isu.edu
Pond Student Union Building | Room 207

Reserving Facilities

- Event Registration Form
 - ❖ Forms needs to be filled out for all events on and off campus
 - ❖ Make your reservation with the Scheduling and Events Services office. Scheduling and Events Services schedule the Pond Student Union, Rendezvous, Cadet Field, Reed Gym, Bartz Field and Quad.

Jessica Young
Scheduling & Event Services Coordinator
Pond Student Union Building | Room 207
208-282-3494
jessicayoung@isu.edu

Roles of Officers

President

- ❖ Presides at meetings
- ❖ Calls special meetings
- ❖ Appoints committee chairs
- ❖ Maintains contact with national organization
- ❖ Represents the organization
- ❖ Attends ASISU trainings
- ❖ Completes the Event Registration Form

Vice President

- ❖ Assume the duties of the President as needed
- ❖ Plans officer's orientation and club retreats
- ❖ Coordinates club elections
- ❖ Attends ASISU trainings
- ❖ Coordinates club recruitment efforts

Roles of Officers

Treasurer

- ❖ Keeps all financial records
- ❖ Prepares paperwork to pay bills and dues
- ❖ Prepares annual budget
- ❖ Prepares all budget request for funds
- ❖ Coordinates fundraising drive
- ❖ All travel, awards, and scholarships must be voted on by club. Minutes must be attached to paperwork
- ❖ Attends ASISU trainings

Secretary

- ❖ Keep a record of all members
- ❖ Keeps a record of all activities
- ❖ Notifies all members of meetings
- ❖ Keeps minutes of meetings
- ❖ Prepares calendar of events
- ❖ Completes forms
- ❖ Attends ASISU trainings

Role of Advisors

- Advisors can offer experience to assist in the growth of and development of leadership within the organization
- Advisors provide a degree of continuity
- Advisors' knowledge of University operations enable them to assist organizations in facilitating programs and the achievement of goals
- Advisors play an valuable role to the club by guiding and directing students, but they are not to run the club



Service Opportunities

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Stephanie Foreman

Benny's Pantry Director

Benny's Pantry – Pond Student Union | 1st floor by Craft Shop

(208) 282-2794 | stephanieforeman@isu.edu

letserviceroar@isu.edu

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Alcohol Policy

- Any club event held on or off campus that will have alcohol being served must be pre-approved by ISU General Counsel.



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Helpful Resources

- Make free banners
- Organization mailboxes
- Rental of University vehicles
- Use of Pond Student Union rooms/space
- Button Maker
- Games for club activities to borrow
- ASISU Senator

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Games available to borrow for Indoor/Outdoor events

- Spikeball
- 4 Square – Volleyball, Badminton & Pickleball
- Wooden Bowling Game
- Lawn Darts
- Jumbo Playing Cards
- Bean Bag Bucketz Toss
- Indoor/Outdoor Horseshoe Set
- Farkle & Yardzee w/ Giant Wooden Dice
- Ring Toss Games
- 4-In-A-Row Giant Game
- Ladder Toss
- Giant Jenga
- Glow-In-The-Dark Capture the Flag



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Evaluation

- Please complete both sides of the New Officer Training Verification and turn in at front table.

Thank you

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