Student Organizations Institute

Request for Proposals

Description of Program:

The Association of College Unions International (ACUI), Association for Student Conduct Administration (ASCA), and National Association for Campus Activities (NACA), are partnering in 2018 for the eighth annual Student Organizations Institute. The program is designed to bring campus professionals from different functional areas together for education and networking on topics related to work with student clubs and organizations in higher education. Covering topics from administration, advising, legal issues, risk management, and student group conduct, the program has grown and evolved over the years, and the partners look forward to discussing the potential for your institution to serve as host to be part of the program's history.

Note that the partner associations are committed to reducing printing costs and paper waste for the program, and all resources are provided in electronic format for participants. To achieve this, individuals access program materials via laptop or tablet, and therefore, all facilities should have wireless internet access and sufficient power outlets for all participants.

Association Contact Information:
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Proposed Dates:
The ideal dates for the program are:
Tuesday, June 26 to Thursday, June 28, 2018
Tuesday, June 19 to Thursday, June 21, 2018

Target Audience:
Any higher education professional engaged with work on campus with student clubs, groups, and organizations should attend. This includes those working with organization advisors, student organization conduct, student group travel, intramural teams and club sports, and general administration and advising for student organizations.

Institute topics have included:
- Training student leaders/advisors
- Liability and risk management
- Advising best practices
- Student group conduct
- Policies and procedures for student organizations
- Legal issues in higher education
- Group development
- Administration of clubs and organizations

Hosting Student Organizations Institute:

The ideal host for the 2018 Student Organizations Institute will be an institution that is a member of ACUI, ASCA, and/or NACA; is located in close proximity to an accessible airport; has modern facilities on campus to support the meeting-space, lodging, and meal needs for the program; and can showcase its successful services/spaces/resources for student organizations. Host sites are responsible for assisting with the coordination of facility/lodging/catering needs, social and leisure activities, local transportation information and support, basic supply needs, and other on-site needs and problem-solving.

Statement of Inclusion:

When planning any program, the end goal is to select a site that will create an outstanding experience for attendees. Before selecting a host location, an analysis is first conducted to determine viable airport locations, cost to attendees, past sites, and area membership support. Regions and other program planners consider similar factors after receiving proposals from interested member institutions to host the conference.

Final determination of a site location must be in alignment with our associations' core values. Hotel/venue contracts will be negotiated to include a clause that enables ACUI to terminate the agreement without penalty due to new conflicting laws that are enacted. Such an action would be determined after careful consideration of the program directors, or Board of Trustees, as applicable. When a cancellation is not contractually possible or desirable, ACUI will provide education about the implications of the laws, encourage advocacy around equity and access, and ensure that local members affected by such broader external factors are supported.

Lodging Requirements:

Traditionally, lodging for the institute has been in on-campus residence halls located close to conference facilities, preferably in singles or suite style housing with individuals having a private room and private/suite bathroom/shower. Approximate needs include:

Night 1 (Monday)	10 beds in residence hall (for faculty/staff)
Night 2 (Tuesday)	130 beds in residence hall
Night 3 (Wednesday)	130 beds in residence hall
Night 4 (Thursday)	130 beds in residence hall
Night 5 (Friday)	check out and possible stayovers

We are also open to learning more about a hotel referral option, preferably one in close proximity to the meeting facilities, for those interested in paying additional costs to arrange their own housing off campus.

Space Requirements:

Ideally, all of the following would be available to the Student Organizations Institute for the duration of the program.

- A large group space with:
  - Tables and chairs set classroom style for 130
  - A resources table along the side
  - A speaker's table with projector/screen at the front of the room
  - Wireless internet and power outlets accessible for all attendees
- Four breakout rooms with:
  - Tables and chairs set classroom for 35
  - A speaker's table with projector/screen at the front of the room

- - Wireless internet and power outlets accessible for all attendees
- Workroom area for institute faculty/staff (available beginning on Monday, June 26)
- Registration area in an appropriate and visible location

The host facility must meet ADA Standards for Accessible Design to accommodate participants with disabilities.

Meal Requirements:
Included in the program's registration fee are three breakfasts, three lunches, and two dinners. Ideally meals will be held on campus in an area that is close to the residence/conference spaces and that will allow for networking to occur among the attendees.

Logistical Requirements:
Institutions interested in hosting a session of the Student Organizations Institute will ideally meet the following logistical characteristics:

- Transportation between the airport and the host site must be either provided by the host institution or be easily arranged by the individual via some sort of affordable ground transportation service.
- Support for planning an evening social component, which may be part of the union or within walking distance for participants.
- Buildings/campus should be sustainable and have recycling options.
- Provide campus tours, college union tours, and/or recreation facilities tours for interested attendees, featuring services provided to support student clubs and organizations.
- Ability to ship and receive via UPS from office space for program.

Financial Guidelines:
All financial components of the institute can be negotiated with partner Associations through the bid process. Program materials and facilitation team travel are paid directly by the Associations.

The Associations seek to make the program as cost-effective as possible to provide access to campus professionals. Through relationships with local and campus vendors, the host institution will be able to utilize networks to help develop the program. While expenses are negotiable, higher costs increase the registration fee for participants. Likewise, the host institution should be prepared to support the program.

Bid Submission Requirements
Institutions interested in hosting should submit the following:
- A proposal for dates of hosting the institute (in addition to preferred dates listed)
- A proposal for housing the delegates, staff, and speakers for the institute
- A proposal of facilities available (including local overnight accommodations and meeting spaces). Itemized pricing information and confirmation of ADA accessibility is required. Photos of facilities are preferred.
- A proposal of meal options. Pricing information is required.
- A proposal of logistical requirements. Itemized pricing information is required.
- Designated contact and possible host coordinator(s)
- The phone number and email address of the director of the submitting office/department, to confirm the level of institutional support for hosting
- Potential service organizations with which to partner for preconference community service

- Potential topics for preconference session facilitated by host campus administration
- Airport and airport transportation providers

Bid Timelines:
- Week of May 17: Announce Student Organization Institute 2018 RFP via ACUI/ASCA/NACA email to founding schools.
- May 30: RFP Due
- June 12: Contact finalist bids
- June 30: Official announcement begins

Ask questions and/or submit a proposal via email to:
Kim Pho
Association of College Unions International
812.245.8088 (Phone)
kpho@acui.org

Example Schedule:

MONDAY

12pm – 4pm..Check-In
South Hall Residence Hall

4pm – 5pm...Tour of Campus
Starting at South Hall Residence Hall

Learning Content & Activities
Participants will tour University of Akron spaces utilized for student organization programming. • Coleman Common – outdoor, reservable space for large carnivals • InfoCision Stadium – 5th floor – fairs, formals, concerts • Student Union – more in depth, main space for programming

6pm – 8pm.. Opening Dinner
Ballroom A (Catered Meal)
[Room 312 if less than 75]

Welcome – Dr. John A. Messina, VP for Student Affairs at University of Akron
Dinner/Networking/Thank-You Video

Keynote Speaker: Dr. Matthew J. Wilson, President at University of Akron (tentative)
TOPIC: Why Student Involvement Matters and the Significance of the Role
Student Organization Advisors and Staff Play in Facilitating Learning

Overview of Schedule

8pm – Until...Explore Local Nightlife
Non-College Bars

TUESDAY

6:30am ....Morning Wellness (optional)
Location TBD

7am – 8:30am ....Breakfast (Provided)
Student Union Meal Pass

9am – 9:45am ....#Engage (Icebreakers)
Student Rec & Wellness Center – Blue Courts

10am – 11:15am .... Deep Dive: Rethinking Student Involvement on Campus
Ballroom

Learning Content & Activities
This session will encourage participants to reflect on the significance of student involvement and consider ways to ensure that student organization structures, policies, training, marketing, and programs align with learning outcomes. (View this link for more details.)

11:30am – 12pm.. Light Bulb Session: Registration Processes

<div align="right">Theater</div>

Learning Content & Activities
Three participant volunteers, representing different types of institutions (public/private, small/medium/large, religiously affiliated, etc.), will share their best practices for student organization registration policies.

12pm – 1pm...Lunch (Provided)

<div align="right">Student Union Meal Pass</div>

1pm – 2:30pm......................... Deep Dive: Student Conduct & Organization Policy Development

<div align="right">Ballroom</div>

Learning Content & Activities
Strategies for developing sound policies for student organization handbooks and survey of best practices from different types of institutions • Determining the breadth of policies (Is it necessary to have a policy for every possible scenario?) • Identifying who should be involved in policy development • Frequency of comprehensive policy review • Strategies for training staff, advisors, and students on policies • Models for accountability/enforcement (appropriate sanctions) • Individual vs Organizational accountability

2:45pm – 3:15pm ....Light Bulb Session: At Your Service – ACUI, ASCA, and NACA

<div align="right">Theater</div>

Learning Content & Activities
Representatives of ACUI, ASCA, and NACA will share resources that each of these associations offers to assist them in their roles as student organization advisors and/or the staff who manage student organizations.

3:30pm – 4:30pm .... Breakout Session 1

<div align="right">Rooms 308, 310, 314, 316</div>

Learning Content & Activities
Breakout sessions, facilitated by Institute faculty, will provide opportunities for participants to customize their learning experiences.

4:45pm – 5:45pm .... Roundtable Discussion 1
Rooms 308, 310, 312, 314, 316

Learning Content & Activities

Roundtable discussions, facilitated by designated Institute participants, will provide opportunities for participants to learn from each other by engaging in discussion and sharing best practices from their respective campuses. Roundtable discussion topics include the following:

- Finance (Funding/Fundraising) – Room 308
- Programming – Room 310
- Student Organization Registration Processes – Room 312
- Student Government – Room 316
- Work-Life Balance – Room 314
- Advisor/Staff Training Programs – Room 312

6:00pm.. Dinner On Your Own
4 Hosted Locations (Optional)

8:30pm – 10:30pm .... Game Night in the Union
Bowling, Billiards Tables, 2 Gaming Systems, Late-night snacks

WEDNESDAY

6:30am .... Morning Wellness (optional)
Location TBD

7am – 8:30am .... Breakfast (Provided)
Student Union Meal Pass

9am – 9:45am .... Light Bulb Session: Best Practices in Engagement & Recognition
Student Union 335

Learning Content & Activities

Three participant volunteers, representing different types of institutions (public/private, small/medium/large, religiously affiliated, etc.), will share best practices on their campuses for student engagement and recognition (point systems, awards programs, giveaways, etc.), as well as advisor recognition.

10:00am – 11am .... Deep Dive: Risk Management

Learning Content & Activities
This session will provide a general overview of risk management and strategies for how to manage the risk associated with various types of student organizations. • Defining risk management • Using risk matrix to identify risk • Managing risk in activities planned by the organization • Strategies for responding to incidents

11:15am – 12:15pm.. Risk Management Simulation

Learning Content & Activities
As a follow-up to the risk management deep dive, participants will be divided into groups to engage in dynamic simulations based on real-life events that have occurred on various campuses. Following are suggestions from two focus groups conducted in April: • Emergency that takes place during a student organization trip • Injury during student organization events • Breach of contract by artist or vendor that exposes participants to risk • Incidents during protests on campus (potentially something dealing with the media) • Crisis during an outdoor festival • On-campus incident involving unsanctioned student organization

12:30pm – 1:30pm ....Lunch (Provided)

1:45pm – 3:00pm .... Deep Dive: Free Speech & Campus Protests & You

Learning Content & Activities
This session will provide an overview of free speech issues through the lens of student organization advisors and staff who manage student organizations. Following are included areas of emphasis • Overview of the first amendment • Policies for campus protests and how the institution type (public/private/religious) determines certain policies • Advisor/Staff considerations/implications for participating in campus protests • Navigation of identity issues when providing support to students and student organizations engaged in campus protests • Self-care for advisors/staff who manage major campus protests

3:30pm – 4:30pm .... Breakout Session 2

Learning Content & Activities
Breakout sessions, facilitated by Institute faculty, will provide opportunities for participants to customize their learning experiences.

- Sexual Misconduct (Room 308) – Focus on Title IX as it relates to sexual misconduct viewed through the lens of student organization advisors and/or staff who manage student organizations.
- Student Leadership Development (Room 310) – Focus on developing training activities for student organization officers
- Advisor Training (Room 314) – Focus on developing training activities for student organization advisors
- Innovations in Technology (Room 316) – Focus on how student organization advisors and/or staff who manage student organizations can utilize OrgSync/Collegiate Link to capture data and make organizational processes more efficient (Campus Labs)

4:45 – 5:45pm...Roundtable Discussion 2
Rooms 308, 310, 312, 314, 316

Learning Content & Activities
Roundtable discussions, facilitated by designated Institute participants, will provide opportunities for participants to learn from each other by engaging in discussion and sharing best practices from their respective campuses. Roundtable discussion topics include the following: • Finance (Funding/Fundraising) – Room 308 • Programming – Room 310 • Student Organization Registration Processes – Room 312 • Student Government – Room 316 • Work-Life Balance – Room 314 • Advisor/Staff Training Programs – Room 312

6:00pm..Dinner On Your Own
Various Options Within Walking Distance

THURSDAY

6:30am...Morning Wellness (optional)
Location TBD

7am – 8:30am...Breakfast (Provided)
Student Union Meal Pass

9am-9:50am... General Session: Innovation by Design
Ballroom

Learning Content & Activities
In this crash course in design thinking, participants will be introduced to a process for creative problem solving and innovation grounded in empathy. Participants will dive right into this human-centric approach with a bias towards action and reflect on applications for program design, civic engagement and campus controversy.

10:00am-11:30am...Design Labs w/Faculty
Ballroom or Various Meeting Rooms - TBD

Learning Content & Activities
As a follow up to the Innovation by Design session, participants will identify a "project" they would like to develop as a result of participating in the Institute and incorporate design thinking techniques to beginning drafting a plan.

11:45am – 12:30pm..Closing

Student Union Meal Pass