

What it Means to be a CBSM Student Organization

UAF Clubs vs. CBSM 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, which oversees student organizations. Once a club is established, [UAF SLI](#) outlines expectations for all UAF student clubs, as well as a re-recognition process that must be completed each semester.

Benefits for CBSM Student Organizations

Recognition as a College of Business and Security Management Student Organization provides many additional benefits, both for the CBSM Student Org (CSO) as a whole, and for individual members within the group.

1) **Funding**

Private donations raised by CBSM are distributed to CSOs proportionally based on the level of participation by members of each CSO in submitting reports and communicating about organization activities. CSOs can also submit proposals if they have special requests and do not have funds enough available in their CBSM account.

2) **Scholarships**

Eligibility for annual CBSM 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 a CSO. 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 CSO recruitment and outreach efforts. These resources include access to numerous CBSM marketing outlets, including the weekly e-newsletter to all CBSM students, digital screens located in Bunnell and throughout campus, and the event calendar on the CBSM website.

4) **Marketing Assistance**

Additional support from the CBSM marketing team to assist with marketing needs for CSOs. This support may include the design and/or printing of flyers or other marketing materials. Assistance will be granted based on the marketing specialist's schedule, so submit requests as early as possible to ensure availability.

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Requirements for CBSM Student Organizations

In order to be recognized as a CBSM Student Organization, each group must meet a few additional requirements.

- 1) At least one officer must complete an CBSM Student Organization Orientation Session in the fall semester.
 - a. This session is separate from and in addition to the UAF Student Club Officer Training.
 - b. Orientation sessions will be held in October.
- 2) Report attendance at all organization meetings and events.
 - a. Include attendance data in your CSO reports (see item 4 below).
- 3) Provide a list of CSO Membership, including email addresses, when requested by CBSM.
 - a. Determine official criteria for being a full member of your organization.
 - b. CBSM will request membership lists near the beginning of spring semester.
 - c. Membership lists will be used for scholarships and BLOY funding formulas.
- 4) Submit a CSO 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 CBSM.
 - 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 one week prior to the due date.
 - e. Due to the virtual and distanced nature of activities during the pandemic, photos are not required for the 2021-22 academic year. However, if you do have photos of club activities, please share them when you submit your reports!
- 5) Work with CBSM for liaison assistance with UA Executives attendance at any CSO events.
 - a. When inviting the UA President, UAF Chancellor, or UAF Provost to any event or activity, the CSO must notify the CBSM Engagement Manager so that they can help guide the CSO through the preferred protocols for working with these executives.
- 6) Student Organization president and advisor sign 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 CBSM Student Organization

Any CBSM Student Organization not following all requirements to be recognized as an active CSO 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 CBSM Engagement Manager notifying them of their inactive status, as well as the reason(s) for their status change.

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

CBSM 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 a CSO, the student organization president must notify the CBSM Engagement Manager via email of the organization's intention to begin following the CSO requirements again.

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Additional Details and Resources

Student Organization Toolbox

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

Reports

- 2 reports per semester; 4 reports per academic year
- The simple, online report submission form is located here: [Student Organization Report Form](#)
- Photos are not required but very welcome! 😊

Accessing Funds from SOM Account

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

Travel

- To travel using CBSM funds, follow the policies and procedures outlined in the [CBSM Student Travel Instructions](#) document

Fundraising

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

Marketing Resources

Contact CBSM Marketing Specialist, Andrea Miller, at acmiller3@alaska.edu for assistance.

- Weekly eNews – Wednesdays
 - Send content – including PDFs and/or JPGs – by Wednesdays at 9am
- SOM Calendar
 - Send information about upcoming events for inclusion on [CBSM Event Calendar](#)
- Digital Screens
 - Send finished content – JPGs in 16:9 ratio (e.g., 1920x1080 pixels)
- SOM Website
 - View your page on the [CBSM Student Involvement](#) page and submit any updates
- Flyers or other Marketing Materials
 - For help with design or printing, send an email to submit your request

Questions? Contact:

Mary Ernst, CBSM Engagement Manager

meerst@alaska.edu

Working Remotely