

August 2024

UWF Student Organization Handbook

Developed by the Office of Student Engagement &
Student Organization Council



Table of Contents

About Student Engagement	03
About Student Organization Council	04-08
Other Important Dates	09-10
Benefits of Getting Involved	11
RSO Sub-Council Ambassador Program	12
New Student Organization Registration	13
Re-Registration Process for Active Student Organizations	14
Student Leader Eligibility & Accountability	15-16
RSO Advisor Information	17
Funding for Student Organizations, Engagement Points, and Travel Information	18-25
Student Organization Policies	26
ARGO PULSE Expectations & Requirements	27-29

About Student Engagement

Student Engagement fosters students' development, connection to the campus community, and collegiate success by offering a range of programs, services, and opportunities supportive of an engaging and dynamic campus life.

We believe a connected, dynamic, and vibrant campus life supports students' success and well-being. We seek to offer extraordinary events and experiences that promote students' retention and persistence to graduation by way of high-impact experiences, social integration, and institutional commitment.

We are the home of 100+ registered student organizations and the online hub for involvement opportunities at UWF, known as ARGO PULSE. Each one of our staff members specializes in a different area to prioritize and ensure the learning, growth, success, and positive experience of all students.

Our office is located on the second floor of the Commons: Building 22, Room 244. Stop in and see us anytime!

YOUR PROFESSIONAL TEAM



Dr. Lindsey Woods
Director of SE
lwoods@uwf.edu



Mikia Carter
Associate Director of SE
mcarter@uwf.edu



Amos Davidson Jr.
Assistant Director of
Campus Events
adavidson@uwf.edu



Darby Drapeau
Student Organizations &
Events Specialist
ddrapeau@uwf.edu



Angie Mowe
Administrative Specialist
amowe@uwf.edu



Austin Scott
Commuter Student
Services Specialist
ascott1@uwf.edu

Student Organization Council

Welcome to the UWF Registered Student Organization (RSO) Handbook—a comprehensive guide designed to support and empower you on your journey as student leaders at our esteemed institution. Within these pages, you will find essential resources, policies, and guidelines to help you navigate the exciting world of student organizations.

Central to our commitment to student empowerment is the Student Organization Council (SOC), a dedicated body tasked with overseeing and supporting the diverse array of student organizations on campus. Comprised of representatives from various student groups, SOC serves as the governing body of student organizations, providing leadership, resources, and advocacy to ensure the success and sustainability of student organizations. SOC aims to help improve collaboration between student organizations, grow our RSO community, and cultivate an active campus culture.

In this handbook, you will find valuable information about SOC's role, responsibilities, and processes, as well as guidance on how to engage with SOC to enhance your organization's impact and effectiveness. Whether you are seeking guidance on event planning, funding opportunities, or leadership development, SOC is here to support you every step of the way.

SOC encourages you to make full use of the resources and support available to you through SOC, Student Engagement, and other university channels. We are very excited to kick off our inaugural year with you all. Go Argos!

YOUR EXECUTIVE BOARD



Darby Drapeau
Advisor
ddrapeau@uwf.edu



Lanie Shavers
President
studentorgs@uwf.edu



Ichelle Jones
Vice President
SOCVP@uwf.edu



Christian Gingras
Leadership Chair
socleadership@uwf.edu



Noah Niswander
Social Chair
socsocial@uwf.edu



Emma Morgan
Recruitment Chair
socmarketing@uwf.edu



Jason the Argonaut
UWF Mascot

SOC Roles & Responsibilities

SOC serves as a hub for fostering an engaged and vibrant campus community. Comprising dedicated student leaders, SOC is committed to enhancing the university experience through various initiatives and programs as well as improving the processes and policies governing RSOs.

-Managing ARGO PULSE: SOC oversees ARGO PULSE, the central platform for all registered student organizations (RSOs). By managing this platform, SOC ensures seamless communication and coordination among RSOs by approving registered events, officer check-ins, and community feed posts.

-Creating Sub-Councils and Facilitating the Ambassador Program: SOC initiates and supports the establishment of sub-councils within student organization categories. Additionally, through the Ambassador Program, SOC promotes collaboration and networking among RSOs, fostering a sense of unity and community across campus.

-Hosting Social Events: SOC organizes a variety of social events tailored to the interests and needs of RSOs. These events provide valuable opportunities for networking, sharing ideas, and strengthening bonds within the student body.

-Leadership Development: SOC is committed to nurturing leadership skills and qualities among all students. Through workshops, training sessions, and mentorship programs, SOC empowers students to become effective leaders within their respective organizations and the broader community.

-Highlighting and Appreciating RSOs: SOC recognizes and celebrates the accomplishments and contributions of RSOs. By highlighting their work through various channels and platforms, SOC showcases the diverse talents and achievements of student organizations, inspiring others and creating a culture of appreciation and recognition.

Overall, SOC is dedicated to building a dynamic and inclusive campus community. By promoting collaboration, leadership development, and appreciation of student organizations, SOC strives to create a campus environment where every student feels empowered, connected, and valued.

1

Community Engagement

2

New Student Organization Approvals

3

Event Approvals & Management

4

Tracking Engagement Points

5

Leadership Development

6

RSO Socials, Mixers & Workshops

7

RSO Sub-Council Ambassador Program

8

Monthly RSO Council Meetings



SOC Council Meetings

Every month SOC will host a council meeting in the Commons Nautilus Chamber (Building 22, Room 255) for Sub-Council Ambassadors and members of the RSO community to attend. These council meetings will update members on deadlines, policies, events, and new opportunities. The Sub-Council Ambassadors will also have the opportunity to share updates within their respective sub-councils.

Participating in council meetings isn't just about staying informed, it's also a space to actively shape campus life. If your student organization has an upcoming event to promote or any pressing matter to discuss, reach out to your Sub-Council Ambassador or the SOC President for scheduling. You can contact your Sub-Council Ambassador via your Sub-Council ARGO PULSE group chat or view the UWF Student Organization webpage.

These meetings provide a vital platform for students to collaborate, propose initiatives, and ensure that SOC remains responsive to the evolving needs of the student body.



Get Involved with SOC

SOC's main focus is hosting leadership development workshops and creating opportunities for students to network with other RSOs and be active on campus. We are here to help you grow as a leader and connect with fellow organizations, making your campus experience richer and more fulfilling. If you have not found your organization yet, we are here to help!

Leadership Development



Leadership development is crucial for empowering students to become effective leaders in both their academic and personal lives. SOC prioritizes this growth by offering a mandatory SOLD (Student Organization Leadership Development) workshop at the start of the year, equipping students with essential skills and knowledge. Throughout the year, we continue this journey with a series of diverse workshops to provide comprehensive and enriching leadership experiences.



Network and Socialize

SOC heard your feedback about the desire to network with other RSOs. To achieve this, we are introducing a series of social events aimed at bringing students together, breaking comfort zones, and sparking new connections. Each semester, SOC will host a grand mixer or recognition event, complemented by smaller gatherings throughout the year. Join us as we cultivate an environment where students can have fun, forge meaningful relationships, and enrich their college experience.

SOC Fall 2024 Calendar

SOC Event	Date	Description
ArgoPalooza	August 23	Register your RSO to table at the traditional ArgoPalooza tabling fair during Argo Arrival. Market your RSO to new and returning students to start the year off with a bang!
Friday Night Frights	September 13	Enjoy a scary movie night with your RSO and SOC at PenAir Football Field. Popcorn, drinks, and spooky vibes will all be provided.
First Council Meeting	September 26	These council meetings are hosted by SOC. The council meetings review updates on RSOs and upcoming events. All students are welcome to attend.
A Taste of Leadership	October 1	Join SOC for a sweet treat and to review the three pillars of student leadership development for the Office of Student Engagement. Snacks, fall drinks, and community provided!
Second Council Meeting	October 17	These council meetings are hosted by SOC. The council meetings review updates on RSOs and upcoming events. All students are welcome to attend.
Argo Arcade	October 22	Come out with your RSO to compete in various games and competitions during our SOC game night. Have fun with your organization and learn the importance of working together as a group.
Sunset Reset	November 3	Come out as the seasons change to enjoy the first early sunset of the season. Relax, reset, and get ready for a new semester.
Third Council Meeting	November 21	These council meetings are hosted by SOC. The council meetings review updates on RSOs and upcoming events. All students are welcome to attend.

For updates on events and information on pop-ups, follow SOC and the Office of Student Engagement on Instagram (@uwfengagement). You can check our ARGO PULSE event calendar as well.

Other Important Dates

FOR THE FALL 2024 SEMESTER

Event Name	Date	Description
Argo Arrival	August 15-23, 2024	Argo Arrival is UWF's traditional welcome week that features various events and involvement opportunities starting the weekend before school starts.
First Home Football Tailgate	September 5, 2024	SOC is proud to collaborate with Fraternity and Sorority Life to host the first home tailgate of the 2024 Football season! Come out with your RSO to cheer our Argonauts to victory!
Mandatory SOLD Workshop	September 23, 2024	This is the annual mandatory Student Organization Leadership Development Workshop. Two members from every RSO is required to attend.
Homecoming Week	October 6-12, 2024	Homecoming is the annual week of school spirit and traditions. RSOs take part in the Golden Fleece Challenge where they compete in friendly competition.
CAB Fright Night	October 23, 2024	Join CAB and various other student organizations for their traditional, on-campus haunted house! Fright Night is located in the Commons Auditorium and Great Hall and features a real haunted house and other spooky activities.
RSO Officer Check-In Deadline	November 13, 2024	Every RSO is required to submit an officer check-in once a semester to ensure their officers are up to date in ARGO PULSE. RSOs will be asked to re-register their whole organization at the end of the year.
2025-2026 Fiscal Year SGA Budget Proposal Deadline	December 15, 2024	Every December, each RSO has the opportunity to apply for funding from the SGA Budgets and Allocations Committee. These proposals must be submitted on time to be considered for an annual budget.

Check the Student Engagement Instagram & The PULSE Newsletter for weekly updates and information.

Other Important Dates

FOR THE SPRING 2025 SEMESTER

Event Name	Date	Description
Spring Student Involvement Fair	January 15, 2025	This event is a smaller version of our traditional ArgoPalooza event in the fall. All student organizations are welcome to table during the first few weeks back to campus to promote their organization and grow their members.
MLK Day of Service and Service Breakfast	January 17, 2025	This event allows students to honor the legacy of Dr. Martin Luther King Jr. through partnerships with various local non-profits to provide service and support to our communities.
First Spring RSO Council Meeting	January 22 2025	These council meetings are hosted by the Student Organization Council. The council meetings review updates on RSOs and upcoming events. All students are welcome to attend.
RSO Officer Check-In Deadline	February 1 2025	Every RSO is required to submit an officer check-in once a semester to ensure their officers are up to date in ARGO PULSE. RSOs will be asked to re-register their whole organization at the end of the year.
Leadership Summit	February 5 2025	Leadership development conference open to all UWF students. This gives students the opportunity to learn from various departments, RSOs, and departmental organizations on how to have success as a student at UWF and post-graduation. If your RSO would like to present on a topic, please email ddrapeau@uwf.edu
Student Involvement Awards	April 9, 2025	This is the annual award ceremony hosted by the Office of Student Engagement, this year at our very own Museum of Commerce. These awards go out to students, student organizations, departmental organizations, and advisors for their determination and dedication to UWF. This is an end-of-year celebration you won't want to miss.
Earth Day Fair	April 22, 2025	A celebration of sustainability and environmental stewardship! Enjoy interactive booths, eco-friendly activities, and learn how you can contribute to a greener planet.
RSO Officer Check-In Deadline	May 2025	At the end of every spring semester, RSOs will be required to update their officers for the upcoming academic year. These officers will then re-register the organization at the beginning of the fall semester after the SOLD Workshop.
RSO Re-Registration	Fall 2025	Every RSO is required to complete a registration form via ARGO PULSE at the beginning of the Fall semester. This forms includes registering officers, advisors, and updating the organization's constitution and bylaws. This ensures that your organization is prepared to come back the following academic year with updated information.

Check the Student Engagement Instagram & The PULSE Newsletter
for weekly updates and information.



Benefits of Getting Involved

There are many benefits of being involved in a Student Organization at UWF. Some of the benefits include learning leadership skills, exploring different academic subjects, learning new sports, and learning about new cultures. Being involved on campus can help students get connected with mentors, faculty, staff, and other students who share similar interests. Below are the various areas of organizations we currently offer at UWF.

RSO Sub-Councils

Special Interests

The organizations in this sub-council highlight various hobbies that you may have in common with other students.

Military

The organizations in this sub-council are focused on specific branches and areas of the U.S. military.

Academics

The organizations in this sub-council focus on academic success, certain career fields, and specific research areas.

Honor Societies

The organizations in this sub-council are all various honors councils specializing in service hours, leadership development, etc.

Health and Wellness

The organizations in this sub-council focus on focus on physical & mental health as well as a career in those fields.

Identity-Based

The organizations in this sub-council provide our students with a safe space to find a community of people who identify and live similarly as they do.

Religious

The organizations in this sub-council represent the various religions our students practice on campus.

Service

The organizations in this sub-council prioritize service to the community and special causes as the focus of their organizations.

Graduate Students

The organizations in this sub-council are specific to our graduate student population.

Law & Government

The organizations in this sub-council focus on various aspects of politics, social issues, and careers in law.

RSO Sub-Council Ambassador Program

We are thrilled to launch the inaugural RSO Ambassador Programs for our RSO sub-councils. This is an exclusive initiative designed to empower and engage the diverse spectrum of student organizations that enrich our campus community. Each sub-council will have one appointed ambassador who acts as a representative and amplifies the voices and impact of the organizations within their sub-council. If you have any questions, please email socvp@uwf.edu



How to Join

For the first year of ambassador recruitment, you must apply via ARGO PULSE and then schedule an interview with SOC. Ambassadors will be graded on a set rubric, and the highest score will receive the ambassador position for their sub-council for the entire academic year. Ambassadors' positions will re-open every year.



Benefits of the Program

- **Leadership Development:** Being an ambassador will help you gain valuable leadership skills through training, workshops, and firsthand experiences with your sub-council.
- **Networking Opportunities:** You will be able to connect with a diverse group of student leaders, faculty members, alumni, and university administrators.
- **Community Engagement:** Engage with the broader university community through outreach initiatives and collaborative events. You will also play an active role in establishing new organizations on campus.
- **Recognition and Visibility:** Receive recognition for your contributions to campus life, boosting your credibility within our campus community.

How to Create a New Student Organization

Before proposing a new student organization, please check ARGO PULSE to see if a student organization already exists that may serve the same mission as the proposed student organization.

First, submit a New Student Organization Proposal form via the SOC ARGO PULSE Group Page.

Once your proposal is reviewed by SOC, the SOC President will work with you to schedule your proposal presentation with the whole SOC Executive Board and the Sub-Council Ambassador your proposed organization may fall under.

After the proposal presentation, SOC and the ambassador(s) will determine whether your organization is approved for official registration. They will communicate the status of your proposal to you via email.

If your registration proposal is not approved, you will receive feedback on the reasons for denial. You can then make necessary changes to your proposal or follow any advice given by SOC.

If your proposal is approved, you will then be expected to fulfill the six requirements listed on the right-hand column of this page and complete the New Student Organization registration form via ARGO PULSE. Your new organization will then be contacted by the SOC President with next steps and deadlines.

Requirements to Become an RSO

1

An approved proposal from SOC, granting you access to registration.

2

5 current students willing to participate as members and officers of the organization.

3

All student officers must meet the student leader eligibility criteria to serve.

4

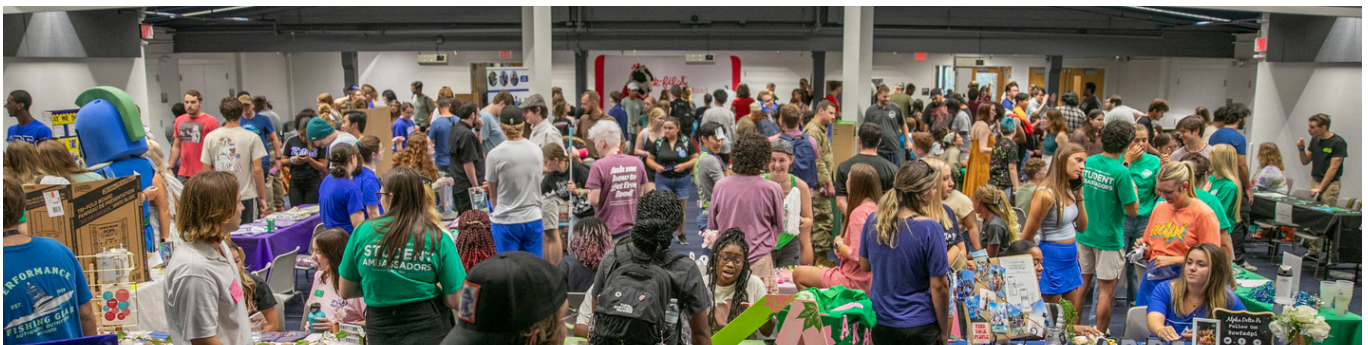
A full-time UWF faculty or professional staff member who has agreed to serve as a Faculty/Staff advisor.

5

Organization policies, processes, and bylaws, including membership requirements, officer positions/selections, standing committees, etc.

6

An updated constitution. That includes specific hazing prevention language and other terms and warranties that can be found on the UWF Student Organization website.



Re-Registration Process Deadlines & Expectations



Deadlines

At the end of every Spring Semester, student organizations will be prompted via ARGO PULSE to complete a re-registration form. This includes submitting officers, members, constitutions, policies, etc., Student Organizations will be given one month to complete the registration form or will go inactive the following Fall semester if not completed in time.

Expectations

Student Organizations are required to always have one faculty/staff advisor and five student officers. Organizations are required to submit an officer renewal throughout each semester. This is to ensure organizations are meeting membership expectations and updating their information in ARGO PULSE regularly.

This benefits the organization during registration periods and allows SOC to have updated and accurate information.

Inactive Status

Student organizations risk becoming inactive if they do not complete the re-registration process, or SOLD training, communicate with SOC, or replace ineligible student officers by the officer renewal dates. Inactive status means the organization will not have access to its SGA budget, ARGO PULSE page, space-reserving capabilities, and other student organization privileges.

If an organization needs to become inactive for membership reasons, please reach out to SOC for guidance.

Student Leader Eligibility

Students who take on a leadership role in their student organization must meet certain minimum requirements to be eligible to hold and retain said leadership position as per University Policy SA-10.06-11/24

Student organizations may establish additional requirements for leadership positions so long as such requirements do not violate the University Policy P-13.09-02/20 Policy Prohibiting Discrimination, Harassment, and Retaliation. Additional requirements are subject to review and approval by the Office of Student Engagement & SOC. Sports Clubs' additional requirements are subject to review and approval by Recreation and Wellness.

Minimum Requirements

- 1 Be enrolled in at least six (6) credit hours per semester, except as noted in the policy.
- 2 Have and maintain a cumulative grade point average (GPA) for UWF course work of at least 2.0. Or have at least a 2.0 GPA for the most recent semester.
- 3 The student CANNOT be on academic probation of any kind.
- 4 Must be in good standing with the university.
- 5 If they are President or VP, they must have completed the mandatory SOLD workshop.



RSO ACCOUNTABILITY

EXPECTATIONS

Accountability is crucial for maintaining a thriving and respectful campus community. All RSOs must adhere to university policies and procedures to retain their official status and privileges. This includes standards and expectations set by the Office of Student Engagement such as meeting reservation expectations, properly utilizing ARGO PULSE, and following re-registration protocols. Compliance with these guidelines helps foster a well-organized, effective, and engaged student organization environment. Failure to meet these standards can result in penalties, including loss of privileges or recognition.

RSO Accountability Plan

Note that the severity and/or continuation of the offence can lead to which step an organization may start on.

1. Verbal Warning: Initial issues will be addressed with a verbal warning in a meeting with officers and/or advisors, outlining the problem and steps needed for correction.
2. Written Warning: If issues persist, a formal written warning will be issued, detailing the violations and required corrective actions.
 - a. Each RSO can get up to 1 written warning per semester. If the RSO can go 1 whole semester without another violation, the written warning will be voided and the RSO will start back at step one of the accountability plan.
3. Probation: Continued non-compliance will result in probation, during which the RSO will be closely monitored and may have certain privileges suspended.
 - a. Length of probation and loss of privileges is determined on a case-to-case basis.
4. Termination: Persistent failure to adhere to policies and corrective actions will lead to the termination of the RSOs active status and privileges.
 - a. This includes access to EMS, funding, etc.



RSO Advisor Information

All Registered Student Organizations are required to have a volunteer Faculty/Staff Advisor. Full-time faculty and staff are eligible to serve as student organization advisors so long as they are not on leave during their advising term. Student teaching assistants and graduate assistants are not eligible to serve as primary advisors but may serve as secondary advisors.

The purpose of a faculty/staff advisor is to serve as an on-campus resource to students within the organization. Additionally, advisors help with the growth and development of students, provide consistency within the organization, communicate goals to future members, and assist in program content and purpose.

The role of an advisor may vary depending on the organization's needs. The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor, and other factors determine the nature of an advisor's involvement with the group. Advisors should never consider themselves as only a requirement for registration.

1

Must be aware of certain UWF policies and capable of holding their organizations accountable for them.

2

Provide sound financial advice and confront any issues related to the management of the organization's funds.

3

Never keep the organization's funds in trust. In the past, organization's have deposited and withdrawn from an off-campus bank account.

4

RSOs are a representation of UWF. Advisors should guard against any misrepresentation of the organization or the university.

5

RSO advisors are designated by federal law as a Campus Security Authority. Advisors must be familiar with the implication and responsibilities related to this designation.



Funding for Student Organizations

All registered student organizations have the opportunity to receive funding from the Student Government Association (SGA) through the Activity & Service Fee (A&S Fees) budget. To receive funding from SGA, student organizations must be registered via ARGO PULSE and in good standing with UWF. All funding must be utilized for student support and other services as outlined in the SGA Spending Guidelines. SGA funds are allocated on an annual basis. RSOs may request an annual budget when the process opens in October and will be notified of their allocated budget in March/April.

Different Ways to Receive Funding

- **Annual Budgets**

- Every fall semester, RSOs can request an annual budget from SGA. These funds can be used for anything that falls under the SGA Spending Guidelines which can be found on the [A&S Fee information webpage](#). These budgets are managed by the Office of Student Engagement and can be accessed by students on ARGO PULSE.

- **Grants**

- **Travel Grants:** These funds can be requested by any student needing financial travel support. These funds are typically used for conferences, leadership development, or other extended learning opportunities. These funds can ONLY be used for travel purposes.
- **Project Grants:** If your RSO does not receive an annual budget, they may request a project grant. These funds can be utilized in the same manner an annual budget would be. They may be used for travel or other various expenses as long as they follow the SGA Spending Guidelines.

How to Maximize RSO Funding: Engagement Points

We are excited to introduce a new incentive-based funding opportunity designed to reward active and engaged student organizations! By participating in various campus events and activities, your organization can earn points that can improve your chances of receiving funding from SGA.

How it Works:

- 1. Earn Engagement Points:** Points can be earned by attending and hosting events, participating in community service or professional development workshops, collaborating with other RSOs, etc. Each type of engagement is worth a certain number of points. The more involved your RSO is, the more points you accumulate.
- 2. Track your Participation:** Make sure to log the organization's activities in ARGO PULSE. This will help us track your engagement and ensure you receive the points you have earned. Regular updates and accurate records are crucial to maximizing your points.
- 3. Improve Your Funding Chances:** Organizations with higher engagement points demonstrate their commitment to campus life and responsible stewardship of resources. This dedication may be taken into consideration by the SGA when allocating funding, giving your organization a better chance to receive the financial support needed for your initiatives.
- 4. Showcase Your Impact:** Use this opportunity to highlight the positive impact your organization has on campus. Active participation not only boosts your funding chances but also enhances your reputation and influence within the UWF community. These points are also taken into consideration during the end-of-year Student Involvement Awards.

Engagement Points

This table shows the breakdown of point categories available to collect throughout the year. Some events and opportunities will be added as the year goes on. Check updates via ARGO PULSE, The PULSE Newsletter, and Instagram (@uwfengagement).

Category	Activity	Points
Participation in Campus Wide Social Events		
	SOC ArgoPalooza	50
	Create a Homecoming GFC Team with your RSO	50
	Host a room in CAB Fright Night	50
	SGA Diversity Week	50
	Athletic Events- Games/Tailgates	50
Participation in another RSOs Event		
	Participation and Completion of Engagement Points Form	25
Participation in Leadership Development- Hosted/Offered Through the University		
	SOC- A Taste of Leadership	20
	Argo Arcade	20
	Participation in Leadership Development and Completion of Engagement Points Form	20
	Participation in Conference/Leadership Development/Extended Learning- Outside of the University	20

Engagement Points Cont.

Category	Activity	Points
Community Service- Hosted/Offered Through the University		
	Move-In Day- Housing	20
	RSO Welcome Party	20
	MLK Day of Service	20
	Earth Day Fair	20
	Pending Participation in Other Events Hosted by the University	20
Hosting an Event for RSO Members/Officer		
	Executive Board Meetings, Recruitment Events, Tabling	10
Hosting an Event- Promoted to Entire Campus Community		
	Registering an Event in ARGO PULSE	20
	Collaborate an on event with another RSO	35
	Charity/Donation Drive	20
Participation in Intramural Sports		
	RSO creates a team together	10
	RSO team wins 1st or 2nd place	20

Collecting your Engagement Points



COLLECTING POINTS

To collect points, RSOs will be required to submit the [Engagement Points form](#) via ARGO PULSE, including what student organization they are representing, what Engagement Points they are trying to collect, and a photo of at least 3 members who participated in the engagement opportunity with their names and student emails listed.



TRACKING POINTS

SOC will be responsible for reviewing, approving, and keeping track of these points. RSO's points may be communicated to them via The PULSE newsletter and the ARGO PULSE Group Leaderboard. This data along with your corresponding spending information will then be given to the SGA Budgets & Allocations Committee to review during your budget proposal.

Levels of Engagement

Level of Engagement	Points Required	Significance
Level 1	150	RSOs in Level 1 completed the bare minimum amount of Engagement Points to make an impact on their immediate members.
Level 2	200	RSOs in Level 2 were able to complete some of the large scale community events and interact with their own members as well.
Level 3	400	RSOs in Level 3 were able to complete all the community events and collaborate/network with other RSOs on a small scale.
Level 4	600	RSOs in Level 4 were able to complete all the community events and collaborate/network with other RSOs on a large scale.
Level 5	700	RSOs in Level 5 were able to collect points from every category on the Engagement scale.

SGA Budgets & Allocations Committee

The SGA Budgets & Allocations Committee is responsible for distributing RSO annual budgets and project/travel grants. At the end of the fall semester, SOC will provide the committee with the amount of engagement points your RSO collected, what level of engagement you fell under, and an in-depth review of how your previous annual budget was spent and what initiatives/experiences your money created for our campus and students.

The committee may take these aspects into account when distributing your next annual budget. SOC, SGA, and the Office of Student Engagement highly suggest your RSO participate in Engagement Point tracking to ensure you receive a proper amount of funding for your next year's plans and growth.

If you have any questions about the SGA allocating process, please email sgabudget@uwf.edu



RSO Purchasing and Travel

If your RSO receives an annual budget from SGA there are certain procedures, you must follow to access and spend your allocated funds. Please review the reminders below and email studentorgs@uwf.edu with any questions.



1

ARGO PULSE

The first step before any purchasing occurs, is to complete the Expenditure Request form via your group's accounting book in ARGO PULSE. Whether you are submitting a direct purchase request or seeking a reimbursement.

2

Communication

Depending on the nature of your request, you will receive specific communication from the Office of Student Engagement's RSO purchasing team on how to proceed.

3

Spending Guidelines

RSOs are funded through Activity & Services Fees, These funds follow very specific guidelines. DO NOT purchase with your SGA allocated budget, without first getting the proper approval and communication. This could result in your RSO members losing money or future funding opportunities. The [SGA Spending Guidelines can be reviewed here](#) or on the A&S Fee Information webpage.

If you receive a Travel Grant through SGA, you must also follow very specific procedures to access and spend your allocated funds. Once you have been approved for an SGA Travel Grant, you will receive official confirmation from the SGA Budgets & Allocations Committee. After this is communicated to you, the Office of Student Engagement's Office Administrative Specialist will contact you with further instructions.

FAQ's for RSO Funding

QUESTION	ANSWER
How do I check my organization's budget/manage my on-campus funds?	All RSO officers have access to their student organizations Accounting Book via ARGO PULSE. Here you can see what you have been allocated, what has been spent, what is pending approval, etc.
How can I make a purchase with my annual budget?	Two ways: You can purchase the items and request a reimbursement, or you can have the Student Organizations and Events Specialist purchase them on behalf of your organization. Regardless of what method you choose, your purchase must be approved BEFORE moving forward with payment to make sure it follows SGA Spending Guidelines. You can find further instructions for this via the Expenditure Request form via ARGO PULSE.
Where is the Expenditure Request Form?	All RSO Officers can access the expenditure request form via their accounting book in ARGO PULSE. To submit an expenditure request form, you will select the grey button that's labeled "Budget/Request". You will then be prompted to complete some questions regarding your purchase request.
What can/cannot be purchased with my annual budget money?	Please review the SGA Spending Guidelines for a detailed list of what can/cannot be purchased using A&S Fees.
When traveling, what can/cannot my RSO annual budget money pay for?	CAN: car rental, hotel, registration, tolls, airline tickets, gas, parking, posters/conference supplies, Ubers/taxis for purpose. CANNOT: Food, Airbnb/VRBO, Ubers/taxis without purpose, First-Class airline tickets. Please see travel facts via the SGA website for more information on travel.
How can I buy t-shirts or other custom promotional items using my annual budget?	You must include specific SGA branding and get approval from UWF licensing. Please email studentorgs@uwf.edu for any promotional material orders before placing them.
My RSO wants an off-campus bank account, how do we make one? How do I get a bank letter?	Please visit the SGA Funding Website for detailed instructions on how to open an off-campus bank account. To receive a bank letter, please email studentorgs@uwf.edu .

For all other questions regarding SGA Funding, reach out to the SGA Budget Chair via email sgabudget@uwf.edu.

Student Organization Policies

Policy Name	Purpose	Link
University Policy SA-22.04-01/24	This policy outlines the criteria for different types of student organizations at UWF. It also sets forth various requirements and qualifications that all RSOs must meet, including compliance with UWF policies, maintaining governing documents, and providing accessibility accommodations.	Student Organizations
Event Registration Policy SA-31.04-02/24	This policy sets forth the approval process for events sponsored by RSOs at UWF.	Event Policy
Facility Use for RSO SA-02.03-04/19	This policy describes UWF standard practices for use of university facilities for events and activities.	Facilities Policy
Nighttime Events SA-30.03-12/16	This policy sets forth the guidelines for nighttime events sponsored by RSOs on UWFs main campus.	Nighttime Events
Events with Alcohol SA-24.02-07/15	This policy is intended to address alcohol-related issues in terms of events sponsored by RSOs on and off campus.	RSO Events with Alcohol
Fundraising Policy DV-02.03-04/14	This policy is intended to ensure UWF's fundraising efforts are professional, thoughtful, and well-coordinated to enable coordination within the university when working with potential donors.	Fundraising
Student Leadership SA-10.06-11/24	This policy establishes the minimum university requirements for student leaders in RSOs	Student Leadership
Student Code of Conduct and Administrative Review	RSOs are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. This code of conduct outlines those standards.	Code of Conduct

For questions regarding any university policy or procedure, please contact studentorgs@uwf.edu

ARGO PULSE: Streamlining RSO Management

ARGO PULSE is UWF's comprehensive platform designed to streamline the management and operation of RSOs. It serves as a centralized hub where student leaders can efficiently manage their organization's activities, communicate with members, and stay connected with the broader campus community.

Key Features



RSO Management: Manage their membership rosters, update officer and advisor roles, track participation, and maintain up-to-date contact and policy information.



Document Storage: Store important documents such as constitutions and meeting minutes in a centralized, accessible location.



Event Planning: Easily create, promote, and manage events. The platform supports event registration, attendance tracking, and feedback surveys, ensuring all logistical needs are met.



Compliance Tracking: Keep track of required forms, training sessions, and other compliance-related activities to ensure your RSO meets university standards.



Communication: Send announcements and updates to members using the email builder and engage with the wider student body through the Community Feed and various specific channels.



Budget Tracking: Using the Accounting Book within ARGO PULSE allows your RSO to manage your RSO budget and request access to your organization's funds.

Login Instructions



To access ARGO PULSE, you must be enrolled in classes at UWF. There are two ways you can access ARGO PULSE. The first is through the MyUWF platform and the other is the app on your smartphone or tablet. Once on either format, you can log in using your UWF credentials. First-time users will be prompted to complete a brief profile setup and then you will have immediate access to an upcoming event schedule, The Pulse Newsletter, RSO Group Pages, the Community Feeds, and your own, customizable profile.

ARGO PULSE: RSO Requirements

Event Registration

Any event hosted by an RSO on or off campus must be registered in ARGO PULSE. You can do this by navigating to the Events Tab on your RSO Dashboard, clicking the "Create Event" button, and filling out the required information for your event. The required information to include regarding your events are as follows:

1. Event Name: Provide a clear and descriptive name for your event.
2. Event Date and Time: Select the start and end date and time for your event.
3. Location: Add this whether your event is on or off-campus. Make sure you have already reserved the on-campus space via EMS before registering your event on ARGO PULSE.
4. Event Description: Write a detailed description of the event, including the purpose, activities planned, and any special instructions for attendees.
5. Event Category & Tags: Choose the appropriate category and tags for your event so your organization and attendees can gain points (e.g., workshop, group meeting, social, community service, etc.)
6. RSVP or Ticketing Information (if applicable): Indicate what is needed from students to attend.
7. Event Image: Upload an image, flyer, or both that represents your event.

You can complete any other requested information through the ARGO PULSE event tabs. If you are hosting an event with alcohol and/or are off campus, make sure to contact socpresident@uwf.edu for proper approval and documentation.

Track Attendance

Once you have registered your your event, submit a request to rent the Nautilus Card Swipers from SOC. Tracking event attendance is mandatory for any event over 10 people. This tool can help your RSO effectively keep track of how many students attend your events. This can help plan effectively, measure engagement, and prove your RSO's impact on campus at the end of the academic year.

ARGO PULSE Tracking & Access

The following forms and features are accessible through ARGO PULSE. Reference this page for links to several of these features.

ARGO PULSE Form or Feature	Where to find it	Description
Event Calendar	Home Page	Check out the ARGO PULSE Home Page for the events calendar, community feeds, The PULSE newsletter, and more.
Community and Group Feeds	Home Page or Group Dashboard	Utilize your group channel to check in with your group members and ask questions or check in with the community feed to see what other RSOs, students, and departments are up to.
The PULSE Newsletter	Home Page	Review The PULSE newsletter from your ARGO PULSE home page to get quick updates and reminders from SOC and the Office of Student Engagement.
Social Media Submission Form	Home Page: underneath The PULSE	Want to have your RSO featured on the Office of Student Engagement social media pages? Complete this form at least 1 week prior to your desired post to be promoted on our page.
Card Swiper Rental Form	SOC Forms	An RSO or Department can submit this form to rent out 1-4 card swipers from SOC. These card swipers allow organizations to track attendance. This form must be completed at least 2 weeks in advance for review.
Banners and Bannisters Form	SOC Forms	Complete this form if you would like your RSOs banner to be showcased from the banister in the Commons Great Hall.
Expense Request	Your RSO Accounting Book	As an officer, you will have access to your RSO Accounting Book where you can submit expense requests and see your remaining SGA budget.
Engagement Points Form	SOC Forms	Submit this form every time your RSO wishes to collect Engagement Points under the point system listed above.

You have now completed the

UWF Student Organization Handbook

Thank you!

If you have any questions not answered by our handbook,
please contact the following:

For Purchasing or Travel:
studentorgs@uwf.edu

For RSO registration, events, etc.:
socpresident@uwf.edu

For RSO Advisor Information:
ddrapeau@uwf.edu

