

Get Involved

From: Get Involved
Sent: Friday, August 25, 2023 5:21 PM
To: System Student Org Officers & Members
Subject: Student Organization Administration Updates & Transitions

Importance: High

This message was sent to all members listed on a student org roster.

Good afternoon, Student Org Officer!

Student Engagement has several changes with student organization management to share, given some recent additions, transitions, and future software implementation.

President, Treasurer, Event Registration & SORF Orientations

This summer, we launched online orientations via Canvas to provide the flexibility and ease of access to complete this requirement. In-person orientations will continue to be offered starting in September. Both online and in-person orientations now require a quiz, which each officer must achieve 100% on to receive credit for completion. To access the new orientations, click [here](#).

President & Treasurer Orientations

Starting this year, orientations must be completed within the Cycle Dates to which your student org is assigned. Therefore, if you are a continuing President or Treasurer from the previous cycle, you must complete the orientation again. While we understand this is a departure from our previous practice, this new expectation ensures you receive the most up-to-date information regarding your position.

- **Orange Cycle:** June 1 – May 31
- **Blue Cycle:** December 16 – December 15

Event Registration Orientation – NEW

We've implemented a new orientation for Event Registrations to educate on the process and reduce the likelihood of a denied submission. **This is a new requirement for any of the five required officers (President, Vice President, Secretary, Treasurer, Membership Director) to submit an Event Registration.** The updated President Orientation will no longer include this information; therefore, if the President wishes to submit an Event Registration, they must complete this orientation.

SODA will begin requiring the Event Registration Orientation completion for any Event Registration submitted on or after Friday, September 1.

Student Org Management System Change

Our contract with the vendor of the Involved@Illinois platform ends this month. Given this system's many challenges and limitations, including shared feedback from student leaders, we will be implementing a new, more robust, and user-friendly system in September/October.

Temporary Forms

During this time of transition, we will implement temporary forms that will replace the forms within the Involved@Illinois platform. The following will be available on Tuesday, August 29, via our website: <https://studentengagement.illinois.edu/>. In addition, Student Engagement will follow up with an email.

- Event Registration Submission Form
- Officer Updates Form

- President and Treasurer Terms & Conditions
- Annual Student Org Registration Forms
- Purchase Request Form
- Student Org General Fund Balance Requests
- Student Org General Fund Number Request
- SORF Application (SORF Board will email when this form is available)

Involved@Illinois Platform Access Ends – Tuesday, August 29 at Noon

The Involved@Illinois platform will no longer be accessible starting at Noon on Tuesday, August 29. In preparation for this transition, the SODA and SOFC staff is downloading the following information, which will be uploaded to the new system later this semester:

1. Rosters
2. Event Registrations
3. Event Attendance
4. Purchase Requests
5. Annual Student Org Registrations
6. Student Org Governing Documents (the most recent one submitted for the annual registration)
7. Self-Reported Experiences

In preparation for access removal, we recommend your student org access your student org profile and download any documents and media members may have uploaded over the years.

We sincerely appreciate your patience as we transition our systems over the next few months. Throughout this process, Student Org Development & Admin (SODA) and the Student Org Finance Center (SOFC) will continue to provide the same services with a different online submission system. Please contact us at the information listed below if you need any assistance or have any questions.

Student Org Development & Admin (SODA)

- Email: getinvolved@illinois.edu
- Phone: 217.300.8757, dial 1, then 1 on phone menu

Student Org Finance Center (SOFC)

- Email: studentorgfinancecenter@illinois.edu
- Phone: 217.300.8757, dial 1, then 3 on phone menu

Illinois Proud,

THE STUDENT ENGAGEMENT TEAM

University of Illinois at Urbana-Champaign
 Student Engagement | Student Affairs
 1401 West Green Street, Illini Union, Suite 284 | M/C 384 | Urbana, IL 61801
 217.300.8757 | getinvolved@illinois.edu
studentengagement.illinois.edu



Under the Illinois Freedom of Information Act, any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.