F.L.A.M.E.S.

FOR REGISTERED STUDENT ORGANIZATIONS RETURN TO CAMPUS

RE-IGNITING & RE-ENGAGING OUR STUDENT ORGS!

UIC

HOW TO USE YOUR COF ACCOUNT 101

BASICS

1. As a registered student organization, you already have a COF Account (automatically created after org. registration)
2. Acts as a very basic, non-interest generating, on-campus bank account for your organization
3. Not as many services as an off-campus bank account, but safer
4. Limited cash withdrawals
5. Zero balance until you add money
6. No automatic funding
7. No minimum balance required (unless applying for SOFAB or SOOFA funding)
8. Transition handled by Center for Student Involvement through the registration
9. Officers with access cannot pay/reimburse themselves
10. For all transactions-documentation is required

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F - Finances

L - Leadership Check-in

A - Advisor Check-In

M - Membership Management

E - Elections and Transition

S - Safety Plans and Seek Support

FINANCES

1. Check your account balance (head to UIC Connect and complete this form HERE)
2. Prepare deposits (confirm any checks you have not expired (30,60,90 window will be on check)
3. Collect/Track Dues or Fees (Set time to meet with members to collect their unpaid dues/fees GIVE a receipt and RECORD their method of payment)
4. Outstanding debts (confirm with any campus unit or outside association that you are in good financial standing)

LEADERSHIP CHECK-IN

1. Confirm your roster (included them in UIC Connect. Do you have contact information for each member (cellphone and email)?)
2. Outstanding projects/tasks (Executive Board members/Committee chairs confirm their status on each project/task)
3. Confirm academic eligibility (Are you officers enrolled this semester (mandated by the University) do they have the required grade point average by the local, or affiliated organization?

ADVISOR CHECK-IN

1. Schedule a meeting to review 2020-2021 goals
2. Review the engagement and interaction in 2020-2021
3. Reset expectations for the 2021-2022 year
4. Review the minutes of meeting this year
5. Confirm that your advisor will return for the 2021-2022 year or start transition to new advisor

MEMBERSHIP MANAGEMENT

1. Confirm that new members have ALL important document to help them connect with the group
2. Collect and confirm what members will graduate this year and how will you recognize their contributions.
3. Consider hosting a meeting to review the constitution in general, the roles of each officer, set election dates, and election process.

ELECTIONS AND TRANSITION

1. Confirm the date for the 2021-2022 elections
2. Who is the group is interested in running for office?

   a. Do they know the responsibilities and time commitments?
   b. Registration OPENS April 1, 2021 who will attend the registration lab to COMPLETE the process?

3. If you have a local, regional, national or international affiliation REQUEST YOUR LETTER OF SUPPORT NOW.
4. Review your constitution for updates at a meeting prior to April 1, 2021 (all changes should be voted on by the membership and the results noted in the minutes)

SAFETY PLANS AND SEEK SUPPORT!

To host events/meetings back on campus, student organizations will need to create a safety plan.

- Every Wednesday at 1pm your organization can learn more about what safety measures need to be put in place. You can ask questions about hosting your event safely. https://go.uic.edu/SafetyPlanMeetings

- You will need to add your event to UIC Connection and seek approval to host your event

- We are here to help you plan your events/meetings back on campus

If you have any questions about any of the above areas please reach out to orgsupport@uic.edu