



PRESIDENT'S HANDBOOK

A Suggestion Manual For Engineering Society Presidents & Officers

This handbook is a suggestion guide for society presidents within the Herbert Wertheim College of Engineering at the University of Florida.

Before reading though the rest of this packet, remember that in order to be a BEC society, you must first register with Student Activities and Involvement!

The information found in this book is by no means intended to be final commands on how to run your society, but rather a collection of facts and recommendations which will supplement the learning and transition process for society presidents. Only you, as your society's president, know how to best run your organization. The only information which should be followed with absolute diligence is that related to the SG Finance process, as that is mandated by Student Government and must be abided by in order to successfully receive money from SG.

Feel free to flip directly to the sections which are most relevant at the moment. However, read through the rest of the handbook when you get the chance! BEC is always here to help.

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Compiled By Eric Wagner | Last Updated: 25 August 2016

This handbook can also be found on www.UFBEC.org

Office Space

Most active student organizations in the Herbert Wertheim College of Engineering have offices. Because space is so valuable and scarce, if you are a new organization or your organization does not have an office already it may be difficult to obtain office space. The primary means to obtaining office space are through the

- Department of Student Activities and Involvement, Division of Student Affairs
 - All student organizations are eligible for this space, therefore it can be difficult to obtain. The Department of Student Activities and Involvement (SAI) is located on the third floor of the Reitz Union (300 JWRU) and you will have to go directly to the Student Organization Resource Center
 - **Phone:** 352-392-1671
 - **E-mail:** saidesk@studentinvolvement.ufl.edu
 - **Office Hours:**
 - Monday-Thursday 8:00am-8:00pm
 - Friday 8:00-am-5:00pm
 - Saturday CLOSED
 - Sunday 3:00pm-8:00pm
- Chair of your department
- **Associate Dean of Academic Affairs** - this should only be used as a last resort!

If you still have difficulty obtaining office space, talk to other organizations and see how they obtained space or if anyone is willing to share some of the space with your group until you can get your own. You can also contact the BEC President and ask for advice, especially if you're going to approach the Associate Dean of Academic Affairs. Don't forget to mention the benefit to students, your department, the college, and your particular organization. Be convincing and well prepared when asking the Dean or Chair to allocate your organization space, and even consider writing a formal proposal about how the space would be utilized.

National Organizations

Many professional and honorary organizations within the Herbert Wertheim College of Engineering are affiliated with a national organization as well. A quick Google search will help you identify which national organization your society is/can be affiliated with.

National affiliation has many benefits. Affiliation with a national organization will provide credibility to your local chapter which in turn will help you when recruiting new members and when seeking corporate donations. National organizations usually provide endless resources to collegiate chapters; these resources range from free leadership training to stationery with their logos. By being involved with the national organization you can also network with other chapters/sections of your society at different schools and universities and learn other practices from them. The benefits of maintaining good relationships with your national organization are virtually endless.

Room Reservations

On campus, you can hold general body meetings in classrooms or in the Reitz Union.

- Reitz Union: to reserve rooms at the Reitz Union you need to complete the Room Request form online at <http://www.union.ufl.edu/eventservices/> . Student Orgs are limited to 3 authorized persons so designate those people in your society early.
 - Click on Forms → Room Request
 - **Student Organizations**
 - Step 1:** Complete [Authorized Contact Form](#) and return to Event Services if your organization does not currently have one on file.
 - Step 2:** Request a User ID and Password - Click on My Account above and select Create An Account. Accounts will only be activated for individuals listed on the Authorized Contact Form. *Please allow 48 hours for the User ID and Password to be activated. You will receive an email once the request has been processed.*
 - Step 3:** Review the [Terms and Conditions](#) for using our facility.
 - Step 4:** Log In - Click on My Account above and select Log In.
 - Step 5:** Submit your request - Click on Reservations above then select the appropriate request form.
 - Once you have gotten an account, you can begin reserving rooms by using the “Reservations” tab on the top bar.
- Classrooms: Classrooms and buildings on campus are managed by the registrar’s office.
 - Visit <http://registrar.ufl.edu/services/roomsched.html>
 - Click on Student Group Scheduling then click Reserve a Room
 - You will need your faculty advisors name, phone, and email
 - Rooms are not assigned until after the drop-add period, but you can still put in requests when you know when your meetings will be.
 - Make sure you have rooms to request as backups so that if your first choice is unavailable, the registrar has somewhere else to give you that you’d like.

Space Tracking and Reporting System (STARS): Here you can view classroom availability and scheduling. You can’t reserve rooms here, but it is helpful so that when you make your room requests you know what rooms are already taken <https://stars.facilities.ufl.edu/class/#/index>

There are a few rooms that are managed by departments or offices other than the Reitz or Registrar (ex. Weil 307 or Unit Ops Lab). For those specific places you’ll need to speak directly to the department in charge of that space.

Co-Hosting Events

Co-hosting can be highly beneficial to the societies involved when done correctly. Co-hosting is a broad term used to describe the cooperation between two or more societies for an event.

The first thing to consider when co-hosting is whether your society has such a need. The reasons for co-hosting an event range anywhere from a lack of funding for all aspects of an event to understaffing of enough society members to plan the entire event. Regardless of the reason for the need, if it exists then you should consider reaching out to another society and working together.

There are many avenues to become aware of other society events with which to co-host. One way is to ensure your BEC Representative is accomplishing their minimum requirements of continuously updating you after each BEC general body meeting. At these meetings, societies are free to announce upcoming events, a possible need for volunteers or other opportunities for cooperation.

Another chance to hear of opportunities to co-host is through the BEC website. Located on the website is a calendar of events that societies are sponsoring. If you notice a society has an event near or on the same day as your event, then this may be a chance for cooperation. Make sure you contact the society with enough anticipation such that the details of the event can be worked out.

Maintaining communication with other societies and their presidents is also another very good method to discover events that may be co-programmed. If you believe that your event is well aligned with another society's event, both in timing and in general purpose, then you should consider contacting either the society's president or the event director within the society with the intent of combining your efforts in a single event.

Examples of Co-Hosting:

- Society A coordinates the guest speaker for an appearance, Society B coordinates the food
- Society X organizes an event during Engineers' Week, the Engineers' Week Planning Committee helps handle the basic advertising within the rest of the week's publicity

Advertising

Advertising is the key to any event your society hosts! No matter how well your event is planned, if no one attends then those efforts have gone to waste. There are many tools listed to help you with advertising, but always consider how many people you want to attend your event and how widespread your advertising efforts should be.

One rule to remember is that you cannot use the Herbert Wertheim College of Engineering or University of Florida logos, and any names using "UF ____" are not allowed. You must instead say "____ at UF" ex: Engineers' Week at UF.

Flyers

- Black & White and Color Copies are included in some societies' SG Budgets. These copies are made in the Copy Center on the 2nd floor of the Reitz Union (Behind the front desk of SAI). After making copies, please return the orange slip to the BEC treasurer so he or she can keep track of how many copies BEC has left for our societies to use.
- If your society is closely related to your department you may be able to use the department's copy machine, but always ask first.
- Outside Revenue accounts can be used to reimburse an individual for copies.

Reitz Union Food Court tables

If flyers are made in quarter sheets (4 from one 8.5" x 11" sheet) they can be dropped off at the Information Desk on the 1st floor of the Reitz Union. Typically they ask that you submit them the week before your event occurs. Flyers will be distributed to the plastic displays on tables where they will remain until they expire (the date of your event passes).

Advertising (Continued.)

Posters

The Architecture Lab and many other printing locations (locations listed here:

<https://labs.at.ufl.edu/ComputerLabs.php>) on campus provide students with plotters on which they can print 3 foot by however long size sheets that can serve as posters. They cost \$3.00 per linear foot. This is an effective way to advertise for a large meeting or guest speaker event if placed in an area frequented by many engineering students.

<http://print.at.ufl.edu/printingquestions.shtml>

BEC Meetings

The end of each BEC meeting is reserved for BEC representatives to announce any upcoming events hosted by their respective societies. You can submit your announcement to <http://bit.ly/BECMeetingAnnouncements> by the Sunday before the next general body meeting and it will be put on the agenda. Make sure to include the date, time and location of your event.

BEC Website

The BEC website includes a calendar of society events, apart from BEC events, specifically for you to advertise for your society. You simply click on the “Calendar” tab and click “Submit An Event For The BEC Calendar” and fill in the appropriate information and it will get approved and posted, typically within 24 hours. Make sure to include important details such as time, date, and location and who can attend. Visit

www.UFBEC.org.

Gator Times

The Gator Times is a weekly email and website for undergraduate students to keep updated on events happening on campus. If your society event meets the criteria for the Gator Times to post, then go to <http://gatorimes.ufl.edu/submissions/> to submit your event. The **deadline** for submissions is **noon the Thursday before the Monday they are to appear.**

UF Marquees

There are two sets of outdoor electronic marquees on campus. Two marquees face east and west and are located on University Avenue, near the Ben Hill Griffin Stadium. The other two marquees face north and south on 34th Street, across from the University Hilton. You can submit messages to appear on these marquees at least two weeks before your event at <http://www.urel.ufl.edu/marketing-communications/outdoor-marquees/>.

Tarp/Banner Space

Requests for banner space (North Lawn of Reitz Union, Plaza of the Americas) can be done in the Department of Student Activities and Involvement on the third floor of the Reitz Union and it must be done in person. You have to reserve the space 30 days before the start of when you want your banner hung. Banners will be up for a maximum of 5 days in a 30 day period, after which you must remove it.

Social Media

Websites and applications like Facebook, Twitter, and Instagram allow you to reach out to large groups of people and actively engage your followers. However, be cautious and remember that everything said on these accounts directly reflects your organization's image and reputation. This can be a good thing if it's kept professional! Remember to follow BEC on Twitter at @UFBEC, and Like us on Facebook at www.facebook.com/UFLBEC .

Promotional Materials

Promotional Materials are materials for your society to give out and advertise your organization. The cost per item cannot be more than \$1.50 including set up fee, but not including shipping.

Finance

Student Government Funding

As a Student Government (SG) funded organization, you will have two types of money; SG and Outside Revenue (O/R). Think of these as two separate banking accounts. Money from SG never goes into an O/R account, and O/R money never goes into an SG account. However, you can spend both types of money at the same time.

When you pay tuition, you are charged Activity and Service fees for every credit hour you are enrolled in. SG uses this money to fund various activities and services around campus, including Student Organizations. SG allocates funding through its different sources.

In order to receive SG funds, student organizations must adhere to strict guidelines set forth by SG. Some of these rules include:

- Being open to all students at UF, regardless of major, age, etc.
- No outside/off-campus bank accounts
- Alcohol purchases are strictly prohibited
- You budget for the next fiscal year during the late Fall/early Spring of the current year

Note: This is not a complete list, the SG 800 codes specify the details of these regulations. You can find an up-to-date version of the SG 800 codes here:

<https://www.sg.ufl.edu/Portals/0/800%20Codes%20Amended%20Fall%202015.pdf?ver=2016-03-14-134606-803>. (Google “UF 800 Codes”)

At the beginning of the fall Semester, you will receive a copy of your SG Budget for your society. Your group Treasurer should attend the BEC Treasurer Training. This is where he/she will learn how to use the Docutraq online system to file Student Activity Requests (SARs) and all of the rules for spending SG money and O/R funds.

When submitting SARs, please fill out the title as “Organization name – Project Title”

All money starts in unencumbered funds. Once an SAR is submitted, the funds requested then move to encumbered funds until the money is spent. Once all spending is taken care of, the money that was spent moves out of encumbered into spent, and if any money was left over from the SAR, it is moved back into unencumbered for you to spend.

Before you spend any SG Funds, your Treasurer must have the SAR approved by the BEC Treasurer and BEC President, SG Finance Business Manager, and SG Treasurer. **SARs for SG Funds must be completely approved before any money is spent.** Spending money before the approval of all parties in SG may result in your reimbursement being cancelled. Also, SG reserves the right to cancel any SAR if the receipts for the event or travel are not submitted within 30 days of the event/travel date.

SG money must be spent in the same line as it was allocated. This means food money must be spent on food and printing money must be spent on some sort of printed goods. Spending Programs money on food is not allowed. Keep this in mind when you are planning on how to use your SG Funds.

SG Budget Categories

Programs- The broadest of SG budget categories. If it doesn't fit in another category, budget in Programs. Examples include: Reitz Union room rentals, speakers/honorariums, decorations, web domain space, materials to build competition robot, etc.

Advertising- Advertising generally accomplished through a company (i.e. Ad in the Alligator, Facebook Ads, Promotional Items, etc)

Finance (Continued)

Travel- SG Travel covers many aspects of travel including transportation, lodging, and conference registration. It will never include food or transportation for personal or sightseeing trips. As with all SARs, travel will be reimbursed to one person only. In order for reimbursement to occur, all receipts and the travel form found on the SG website must be turned in. The travel form lists all travelers and their UF-ID numbers. It is best to have this form signed while everyone is on the trip.

Awards- Trophies, Plaques, Certificates, etc. A single item purchased with awards funding cannot be more than \$30.00.

Copies- Specifically for copies made in the SG Copy Center on the 2nd floor of the Reitz Union. B&W or Color. This is what you would spend for printing meeting minutes or flyers for event.

Food- Food. If you're hosting an event in the Reitz, you need to use Classic Fare, and you need to use Pepsi products.

Outside Revenue Funding

This is an account within SG that works like a checking account. Your society is the sole source of deposits and withdrawals. Your treasurer can find out the balance in your O/R account by emailing the BEC Treasurer. You can also get a list of all items deposited or withdrawn. This is where you will put any money you make in fundraisers or where you put corporate scholarships.

Spending O/R is more flexible than SG Funds, You don't necessarily have to be pre-approved to spend, you just need to keep all receipts and have your Treasurer put in an SAR. Generally, alcohol is the only item you may not purchase with O/R.

Board of College Councils (BOCC) Funding

BOCC handles requests from a non-replenishing pool of extra money. This is a pool of money from which you can request funds for events that are not in your budget, as long as you didn't request the same thing last year. It runs off of the same money rules that SG does, except you cannot special request food.

Put in special requests a month ahead of time because the approval process can take a long time. At BOCC meetings each week, BEC will have a representative there to represent special requests from our organizations. Someone from the society special requesting funds should also be there because they know more about the request. Travel money seems to be the quickest to run out, so request this first! Programs money will always be open.

Annual/Semi-Annual Events

Homecoming Float

Every year the Herbert Wertheim College of Engineering creates a float for the Homecoming Parade, and it gives students the opportunity to show off their creative side and show the rest of UF what engineering is all about.

Engineers' Week

Engineers' Week is the largest event put on in the Herbert Wertheim College of Engineering at UF. It occurs during the third week in February every year and is a program put on by the Benton Engineering Council, with an executive director appointed each year. The committee of volunteers that plans Engineers Week consists of students (engineering and others) interested in planning and coordinating this large variety of events. Societies within BEC also have the opportunity to host their own events during the week, thus adding to the magnitude of Engineers' Week at the University of Florida.

One of the main events during Engineers' Week is the Engineering and Science Fair. This fair has been hosted every year since 1945 and is the primary event of E-Week. It consists of all interested engineering or science related societies at UF hosting interactive booths alongside any participating research centers. It is typically held in the Reitz Union Grand Ballroom and is a two-day affair; day 1 is geared towards younger students in elementary and middle school and day 2 is dedicated to bringing in high schools to attend E-Fair on field trips. Students from elementary through high school gather at UF to have the chance to learn about engineering and science through E-Fair and department tours organized on those days.

Pi Day

Pi Day is held on March 14th every year (except when it's on a weekend, in which it will be on the preceding Friday) to celebrate math and science in the best way we know how, with pie! Pi Day at UF just started four years ago, and has been raising money for charity by pieing peers and faculty since its inception. New to come this year are circle drawing and digits of pi recital competitions to commemorate the importance of pi to engineering!

Dance Marathon

This year the Benton Engineering Council is going to host its first Dance Marathon team to help UF raise money for the Children's Miracle Network.

Career Showcase

Career Showcase is a career fair that occurs once a semester and is run by the Career Resource Center. It is an ideal opportunity for your society to further develop its relationships with corporate sponsors. Think of the Career Showcase as a bazaar of companies gathering at UF looking not only for interns and full-time employees, but also for student groups with which to form continuous partnerships. Consider taking this opportunity to further develop your chapter and its corporate relations. One of the most important things an engineering society can provide is to help prepare its members for the Career Showcase.

Preparing members for the Career Showcase can come in many forms, such as resume critiques, which are especially useful for freshman and sophomore members, or information sessions hosted by participating companies just prior to the Career Showcase. Resume critiques can be run by members within your society who have internship experience and know what is expected, or for a more professional feel, it is possible to set up for an employee from the Career Resource Center to run a resume workshop.

Annual/Semi-Annual Events (Continued)

Information sessions immediately before Career Showcase allow members of your society to have face time in front of recruiters and know what specific skills or experience they search for during the fair. Reach out and contact companies within your field of engineering that will be gathering at UF for the two day event and invite them to host an information session or meet and greet event. The companies are just as interested in getting their names out to engineers as they are in collecting resumes. Search for members within your society who have had successful internship experiences and already have contacts within companies related to your field of engineering.

Consider approaching the recruiters at Career Showcase with the intention of building your society's relationships. One good practice might be to have a resume CD with all the resumes of your society's members on it organized in a professional fashion. This cuts the recruiters' jobs down because they will be receiving digitally formatted resumes, which they require in order to possibly hire an intern. The Showcases occur at the beginning of each semester, so they make for good kickoffs to a new partnership between your society and an engineering firm. Be sure to advertise heavily for the Career Fair so that your society has a frequent presence in front of recruiters.

Visit the Career Resource Center at <http://www.crc.ufl.edu> for more information about the Career Showcase.

Passing on the Torch

Sometimes, as the school-year winds down to an end in the spring semester and the Executive Board for the following year is elected, extensive training of the new officers is sometimes inadvertently neglected. However, there are certain practices which can ease the transition between one Executive Board to another.

Shadowing

To assist a potential candidate for an officer position in knowing what he/she is getting into, you might consider having candidates shadow the current officers. Regardless of whether they shadow before elections however, it is highly suggested that they shadow the current officers after they have been elected, but before they come into office. This way, the new officer can be introduced to important people they need to know, such as the faculty advisor or contacts within the Herbert Wertheim College of Engineering. The new officer also gains an understanding of the amount of time that must be committed to the position, which will make the transition easier once their term begins.

Email Accounts

Creating an email account for each position on your executive board will leave training material for future officers to work off of when following your footsteps. For example, creating an email account like *president.societyacronymUF@yahoo/google/hotmail.com* will give yourself and future presidents a professional email to use with possible corporate sponsors as well as a digital history from which to learn from. For example, future presidents can view past emails from other years to see how a specific program was planned or what sponsors were contacted via email. Should a sponsor want to contact your society again in the future, they will already have a contact email address.

Paper Trails

Another good practice is to create a paper trail for every program your society puts on throughout the year. Paper trails cover any information that wasn't passed on verbally to incoming officers. With this you can show original budgets, funding requests, examples of advertising used for a program and anything related to it. This gives future presidents ideas and material to work from.

End-of-year Transition Reports

Finally, having each of your officers prepare polished, end-of-year transition reports should provide any final details you and your officers would like to pass on. A binder will ensure that these reports will last long, especially if your society has an office where the binders can be kept. Anything to help visualize how programs and events were done, such as photographs and final expense lists, should be placed in these reports. Have these reports worked on after each program, as details are easily forgotten. If keeping a binder is not possible, then creating a folder of Google docs and information is also a good idea to keep track of everything that went into the position you're transitioning out of.

SG/BOCC/BEC/HWCOE

This section is dedicated to the hierarchies and people of interest within Student Government and the Herbert Wertheim College of Engineering.

Student Government

This hierarchy shows the flow of money as it pertains to Engineering Societies. The source of all this money and the destination are UF Students. The money comes from their A&S fees paid every semester and every program funded through SG money should ideally benefit the most number of students possible, and therefore be open to all UF students, regardless of age, major, etc. Keep this in mind when creating a budget for the next year, as it is SG which ultimately approves the budget.

Student Body President
Susan Webster
president@sg.ufl.edu

Student Body Treasurer
Kishan Patel
treasurer@sg.ufl.edu

Student Government Finance Business Manager
Gary Bryant
gbryant@sg.ufl.edu

Board of College Councils

BOCC runs off of the same financial rules that SG does, except you can ask for money for things that are not already in your budget and haven't already been requested the year before.

Board of College Councils President
Rory Neer
boardofcollegecouncils@gmail.com

Benton Engineering Council

When it comes to finance, BEC is the middle man between your society and Student Government Finance. BEC helps to approve your initial SAR to make sure you're following all the rules and that you have money in your budget for the SARs. Then it goes on to SG.

Benton Engineering Council President
Eric Wagner
bec.ufl@gmail.com

Benton Engineering Council Treasurer
Tyler Richards
treasurer.bec@gmail.com

Herbert Wertheim College of Engineering

Yolanda Hankerson controls the foundation accounts for the college, so if you want to buy things that are not payable by Student Government, Ms. Hankerson is the woman to speak to. She uses her tax exempt p-card. She needs one week advance notice for small orders and 3 weeks for large orders.

Herbert Wertheim College of Engineering Programs Assistant
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