

Fall 2026

CLUBS AND ORGANIZATIONS ORIENTATION



AGENDA

01 WELCOME & OVERVIEW

02 CLUB FINANCE

03 EVENT PLANNING

04 CLUB TRAVEL

04 CONCLUSION & KAHOOT

WELCOME

STUDENT LIFE & LEADERSHIP strives to create “a connection for every student” at UCCS. As a part of this mission, our team provides support to all student clubs and organizations on campus.

STUDENT LIFE & LEADERSHIP is located in the University Center in suite 102 located on the first floor by the Information Desk. The suite is staffed Monday-Friday from 9am-5pm (open until 10pm).

Please stop by anytime to ask us questions or to hangout in the newly refreshed lounge!

WHO WE ARE



DAVID SCHIELER

Associate Director
of Student
Engagement



**JENNA RAMU
(DITTMAN)**

Coordinator
of Student
Engagement



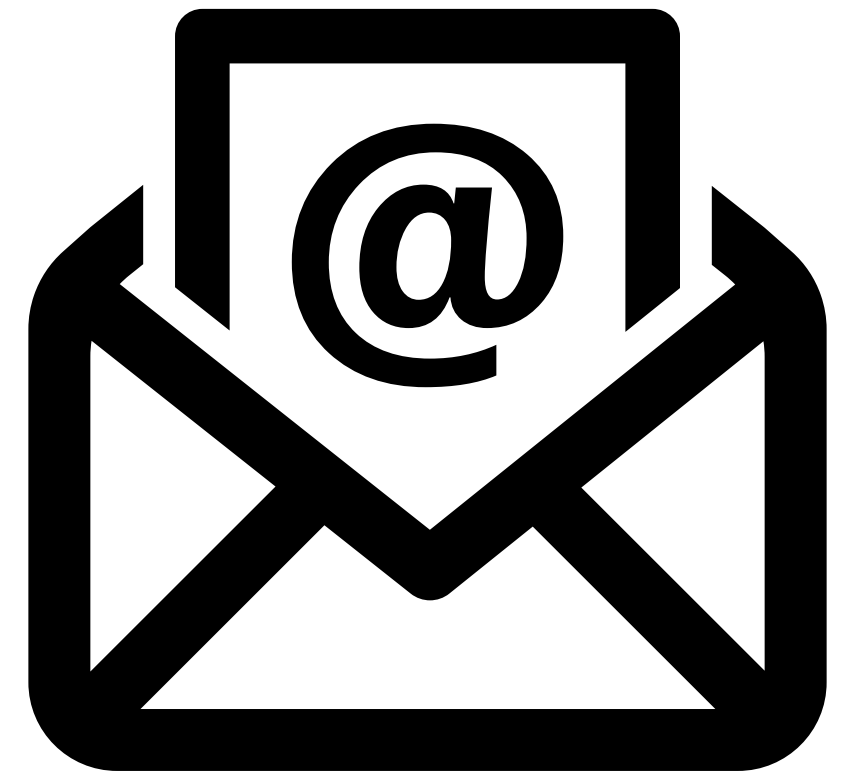
SHIVANI SHARMA

Graduate Assistant
for Student
Engagement



MELISSA SCHREINER

Practicum Student
for Student
Engagement



CLUBS@UCCS.EDU

WHO YOU ARE



You are leaders.

You are community builders.

You are friends.

You are support systems.

You are part of something larger than yourself.



RESPONSIBILITIES

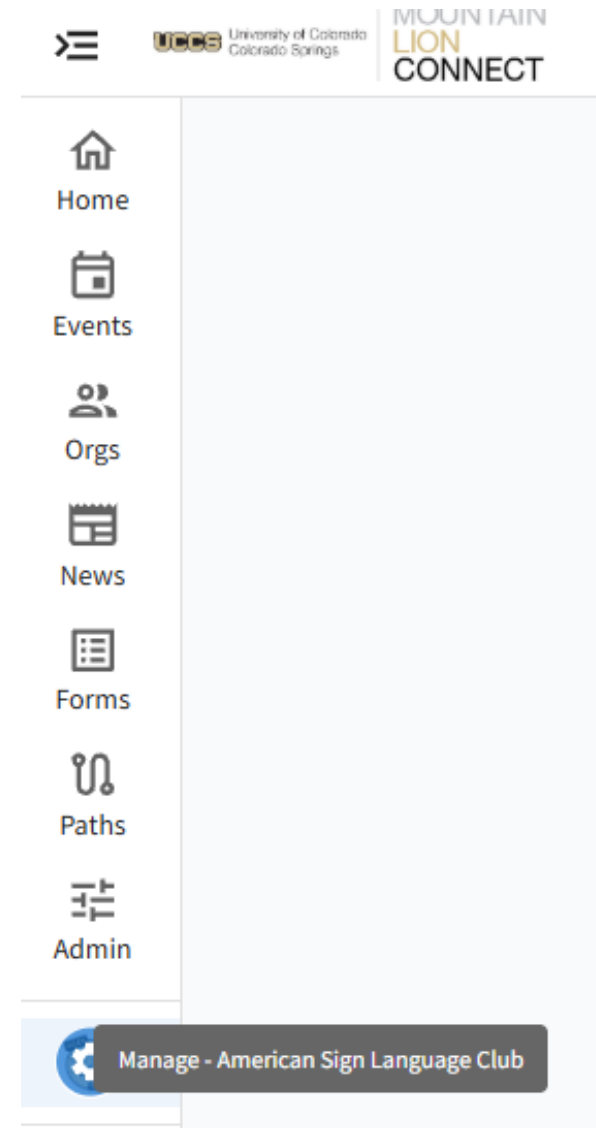
Your role within your club or organization, creates certain responsibilities. Here's a broad overview of major responsibilities:

- Annual registration and orientation
- Proper financial planning and use
- Appropriate event planning, hosting, and reporting
- Adequate travel planning, traveling, and reporting
- Ensuring general policy compliance

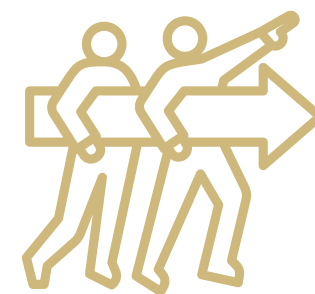
WE ARE HERE TO HELP!



To access MLC club/org management features click on the round club/org icon found in the collapsible menu on the left-side of the screen.



Clicking the icon, a new “Manage Home” menu will appear.



Manage Home

ORGANIZATION TOOLS

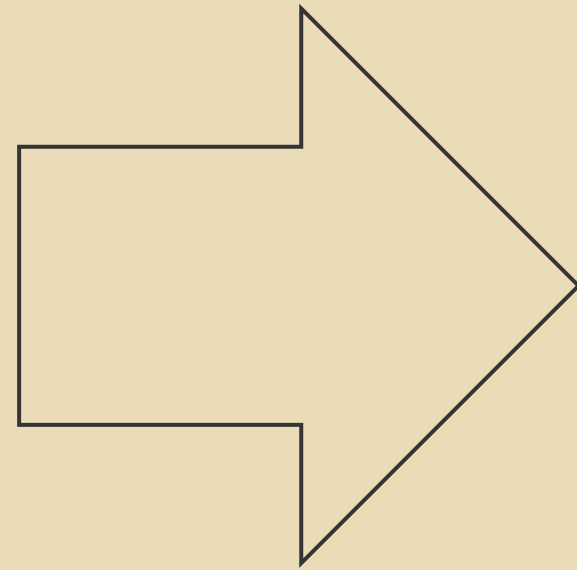
About
Roster
Events
News
Gallery
Documents
Forms
Elections
Service Hours

From that menu, you can access all of the MLC club/org management features.

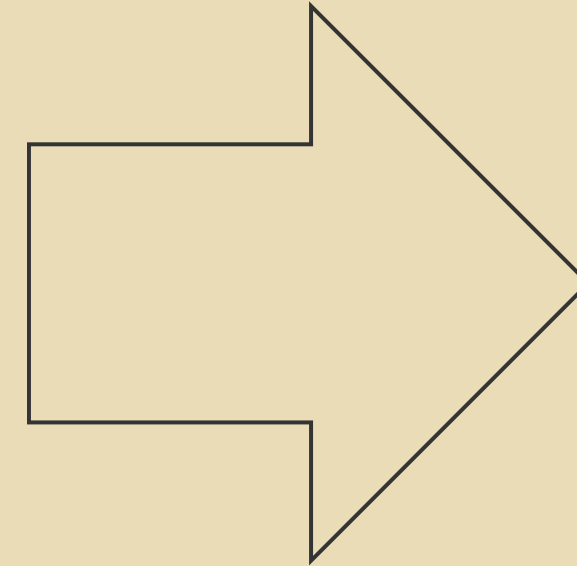
OVERVIEW

CLUB FINANCE

SECURE
Funding



CONFIRM
Funding



UTILIZE
Funding

CLUB FINANCE

What is a **Speedtype**, how do I get one, and how do I know what's in it?

A speedtype is essentially an on-campus bank account. It is especially useful for on-campus payments, but can also be used to pay off-campus vendors.

Speedtypes are requested and managed via Mountain Lion Connect forms (see below).



New Speedtype Request



Speedtype Report Request

CLUB FINANCE

What is the **General Administrative Recharge**, and when am I charged for it?

The General Administrative Recharge (GAR) is a 9% fee assessed for any auxillary (e.g. clubs/orgs) Speedtype expenditures.

The fee pays for auxillary support services (e.g. accountants, auditors, contract-reviewers, etc.)

BE AWARE that all Speedtype expenditures cost 9% more than the direct good/service cost.

SGA Funding Proposals (discussed in greater detail later) separately fund GAR - you do not need to account for it in SGA Funding Proposals.

Speedtype deposits are not charged GAR.



GAR Explained

CLUB FINANCE

Can I have an **Off-campus Bank Accounts** or use a third-party payment collection app (CashApp, Venmo, Paypal)?

No.* You are able to easily deposit cash/checks in your speedtype.

Student Life & Leadership is also able to help setup an online payment portal for experiences and dues payments via the CU-storefront, which are automatically deposited into your speedtype (no deposit form required).



Speedtype Deposit form

**Social Fraternities & Sororities are exempted from this policy.*

CLUB FINANCE



What is **Club Cash**? Do I need approval to use it?

Club Cash is a \$100 starting fund for all student clubs and organizations. The \$100 fund is ONCE a year and is available in August.

Club Cash can be used without prior approval.* Club Cash can be spent as reimbursement or purchase order request (*more information on next slide*).

**Club Cash cannot be used on prohibited expenses (alcohol, drugs, tobacco, firearms, or similar).*

CLUB FINANCE

How do I purchase goods/services for my club/org?



Purchase Order Request

Purchasing can be done through either a Purchase Order Request or a Reimbursement Request.

Purchase Order Requests direct Student Life & Leadership to purchase your goods/services on your behalf (prior to the event/travel). If the club/org wants to make the purchase, they may be reimbursed after the event/travel via the Reimbursement Request.



Reimbursement Request

CLUB FINANCE

A note on reimbursements...

Within the singular reimbursement request form, there are three types of reimbursement, each of which process at different speeds.

- **<\$100:** These process the fastest, and you may be able to get your reimbursement as soon as same-day.
- **>\$100 (employee):** These process through Direct Deposit and may take 1-3 weeks.
- **>\$100 (non-employee):** These process the slowest, and involve a check being written and mailed from the CU-system office in Denver. Expect 2-4 weeks.



CLUB FINANCE

How do I apply for **SGA** funding?



SGA Funding Proposal



SGA Funding Outcomes

To apply for SGA funding, review the SGA Funding Guidelines (linked in the funding form) and then complete a Funding Proposal form at least 3 weeks prior to your intended expense date (which should be at least one week prior to your event).

After your proposal is reviewed against the Funding Guidelines, you will have the chance to defend it in front of the SGA Budget Advisory Committee (in-person, Tuesdays at 5pm).

If approved, you will receive an “Approval Letter” with directions for accessing and using the funding. This includes a required Outcomes form, when you complete your spending.

CLUB FINANCE

How much SGA funding may I apply for? Anything else I should know?

Clubs/orgs may apply for up to \$4k per academic year.

No more than \$3k may be spent in any singular funding category (events/travel).

All spending must occur between the first SGA funding hearing and the anticipated date of final expense or Spring Commencement, whichever is sooner.

While SGA does allow reimbursements, no after-the-fact funding is allowed (funding approval must occur before expenses are incurred).

EVENT PLANNING

OVERVIEW

1

If on-campus, work with Event Services to reserve a space.

OR

If off-campus, work directly with your event venue.

THEN

2

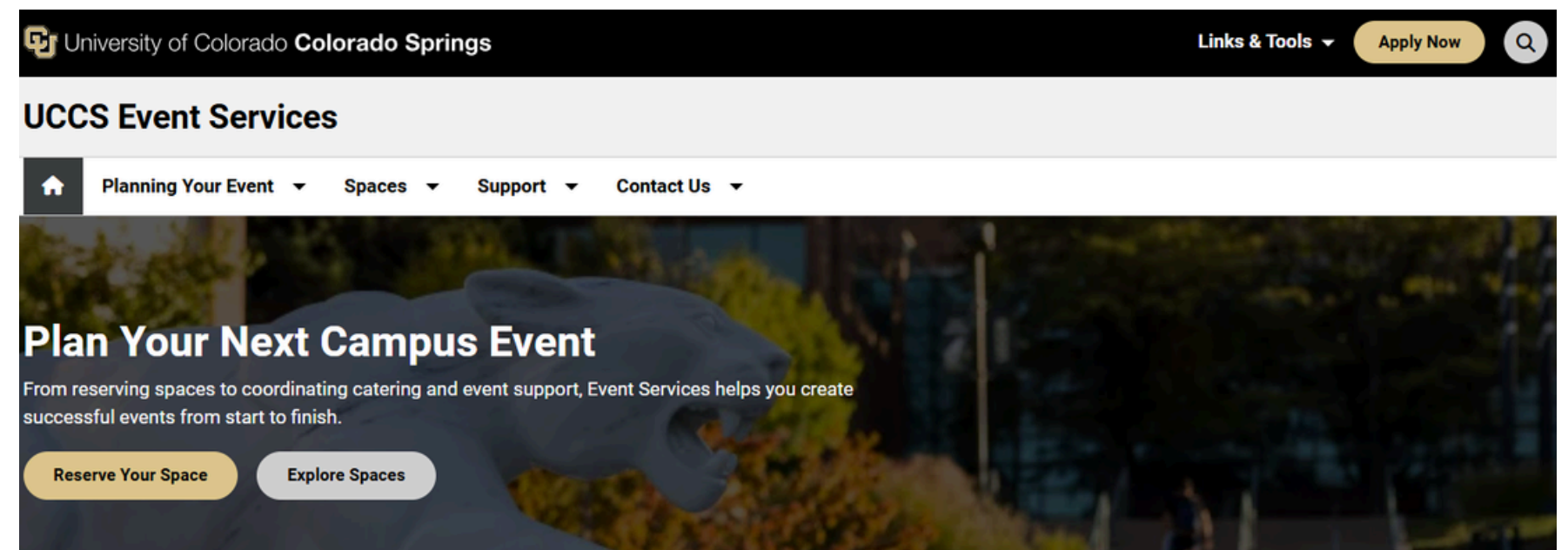
Confirm reservation through MLC event submission process.

EVENT PLANNING

Event Services starts the process for ALL on-campus events

The **Event Inquiry form** begins the reservation process. From the initial request through tentative Event Order, Event Services will work with your organization to coordinate the event details, requirements, and next steps.

Start with Event Services. Stay connected throughout the process.



More than a space

Planning an event takes more than finding a room.

Whether you're planning a meeting, celebration, or another special event, Event Services is your trusted partner from start to finish. As your one-stop resource for event planning at UCCS, we'll help you find the right space and guide you through every step of the reservation process.

Explore our available venues by selecting the **Spaces tab**, and review our **Planning Guide** to learn how to get started. When you're ready, submit an event inquiry form, and one of our Event Coordinators will contact you to discuss your event and help bring your vision to life.



EVENT PLANNING

UCCS University Center & Event Services
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Event Order
Club Orientation

Ref: 129965

Contact Information

Main Contact	Shivani Sharma UCCS Department of Student Life UCCS Department of Student Life 1420 Austin Bluffs Parkway Colorado Springs Colorado 80918 USA	Tel. Email ssharma7@uccs.edu Fax.
Type	Internal Event/Function	Booked By Grayson Bernal
Booking status	Confirmed	Booked On Fri Feb 27 26
Dates	Tue Sep 15 26 to Tue Sep 15 26	Confirmation Date Fri Feb 27 26
Times	09:00 AM to 11:00 AM	Event Manager Event Services
Numbers	50	Contact Tel. Contact Email events@uccs.edu Sales Manager

Conference Rooms

Rooms	From/To	Layout x People	Equipment	Qty
University Center				
UC 302 Theatre	Tue Sep 15 - Tue Sep 15	Auditorium (50)		
Meeting Room	9:00AM to 11:00AM			
UC 302 Theatre	Tue Sep 15 - Tue Sep 15	Auditorium (50)		
Meeting Room	7:30PM to 9:30PM			
UC 302 Theatre	Wed Sep 21 - Wed Sep 23	Auditorium (50)		
Meeting Room	9:00AM to 11:00AM			
UC 302 Theatre	Wed Sep 21 - Wed Sep 23	Auditorium (50)		
Meeting Room	7:30PM to 9:30PM			

Printed by Grayson Bernal at 1 / 1 Page 1 of 1

What is a **tentative Event Order** and where do I find my “reference number”?

Once Event Services is able to find a space for your event, you will receive a PDF via email outlining your tentative reservation.

This PDF is the tentative Event Order. To confirm your Event Order you must upload the PDF to a Mountian Lion Connect Event Submission and accurately report the Reference Number.

Note, neither the Event Inquiry form nor the email from Event Services are the Event Order.

The Reference Number is a six-digit number found in the upper right corner of the Event Order.

EVENT PLANNING

Key Deadlines

Event Inquiry	2-3 weeks prior to event
*Event Inquiry Response	*Typically 2 - 4 business days
MLC Event Submission	1..5-2 weeks prior to event
*MLC Event Response	*Typically 2-4 business days
Event Submission approval/Event Order confirmation	1 week prior to event

EVENT PLANNING

What if something with my event **changes**?

If your location, date, or time changes from your initial event request, please work to edit your Event Order FIRST – then update Mountain Lion Connect (please upload the revised Event Order to a comment on the MLC form).

To edit an Event Order, either email events@uccs.edu or stop in to the Event Services office (across from the Student Life & Leadership Lounge / next to the Campus Store in the University Center).

Changes within 1 week of an event should be avoided, if at all possible.



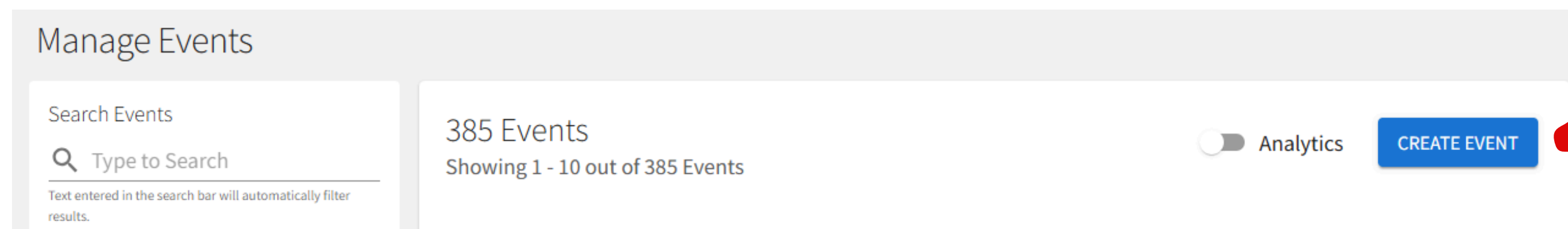
EVENT PLANNING

Why is the Mountain Lion Connect Event Submission form so long?

The MLC Event Submission form is 'dynamic' meaning it responds to certain answers. The more complicated the event, the more complicated the form.

Make sure to answer all prompts fully and clearly, and avoid club/org specific jargon.

You may be asked to schedule an Activity Advising Appointment, depending on your responses. These advising appointments help ensure a successful and safe event for all attendees.



EVENT PLANNING

What **resources** are available to assist with my event?

- In addition to potentially required Activity Advising Appointments, students are always welcome to stop by either Event Services or Student Life & Leadership for **in-person assistance**.
- Sandwich boards / A-frames / Banana boards and many other regular supplies can be requested through the **Equipment Checkout form** in Mountain Lion Connect.
- Student Life & Leadership provides 30 **black-and-white copies/week** (email: clubs@uccs.edu).
- Submit a **Chalking Request form** in Mountain Lion Connect and chalk only in approved outdoor locations using washable sidewalk chalk.
- **Club mail** can be sent to UC 104; pickup notifications sent by email.



SLL Equipment Checkout



Chalking Request

EVENT PLANNING

Why am I being asked to take **attendance** at club/org events?

Attendance should not be seen as a burden. It can be as helpful to clubs/orgs, as it is to the university!

Consider from your perspective:

- A desire to advertise upcoming events via email to attendees of past events.
- A desire to get a sense of club/org membership, based on regular attendance.
- A desire to judge the success of specific events or marketing efforts.

Consider from the university's perspective:

- A desire to see who is engaged and to what level (attendance trends).
- A desire to provide early intervention to disengaged students (non-attendees).

The screenshot shows the 'EVENT ATTENDANCE' interface. At the top, there are two buttons: 'TRACK ATTENDANCE' and 'INVITATIONS & RSVPS'. Below these, there are four statistics: '2 Invitees', '0 Attended', '0 Absent', and '0 Excused'. In the middle section, there is an 'ACCESS CODE' field with the value '84E4XGA' and a 'COPY' button. Below that, there is an 'ATTENDANCE URL' field with the value 'https://mlc.uccs.edu/event/12480547/atten' and a 'COPY URL' button. To the right of the 'ATTENDANCE URL' field is a 'VIEW QR CODE' button. A red arrow points from the top right towards the 'TRACK ATTENDANCE' button, and another red arrow points from the bottom right towards the 'VIEW QR CODE' button. A small note at the bottom right states: 'Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.'

EVENT ATTENDANCE		TRACK ATTENDANCE	INVITATIONS & RSVPS
2 Invitees	0 Attended	0 Absent	0 Excused
ACCESS CODE	84E4XGA	COPY	Click here to visit the Swipe URL and enter this code
ATTENDANCE URL	https://mlc.uccs.edu/event/12480547/atten	COPY URL	VIEW QR CODE

EVENT PLANNING

[← BACK TO TRACK ATTENDANCE](#)

Add Attendance

INVITATIONS **TEXT ENTRY** FILE UPLOAD

You may enter up to **500 e-mail addresses** or **card IDs** in the textbox below.

Please enter only one e-mail or ID per line.

The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above. **You can only enter Card ID numbers if your campus utilizes the card swipe feature.**

Identifier Type

E-Mail Address Card ID Number External Id

* Attendees

(one per line)

Status

Attended

ADD

How do I take attendance?

- Log in to Mountain Lion Connect.
- Select your club → Events.
- Open the event and click Manage Event.
- Find the Event Code.
- Enter the code in the Event Check-In app.
- Scan student UCCS app barcodes or manually add student emails if needed.

EVENT PLANNING

I want to have a speaker/performer at my event, but they want me to sign a **contract**. How do I do that?

- Submit a Speaker/Performer Request form in Mountain Lion Connect.
- Contracts may take up to 1 month for approval.
- Submit contracts with the Event Submission form.
- **Do not sign contracts...** club members, officers, and advisors are not authorized signatories.
- Only Student Life & Leadership can sign contracts on behalf of clubs.
- Payments and reimbursements for improperly signed contracts will be denied.



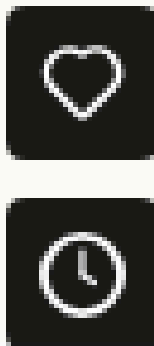
EVENT PLANNING

What should I do if **something bad** happens at my event?

- Harassment, hazing, assault, discrimination, alcohol misuse, and illegal drug use are strictly prohibited.
- Report emergencies to **(719) 255-3111** [UCCS Police].
- Report harassment, discrimination, or sexual misconduct to the Office of Institutional Equity.
- Report hazing or club conduct concerns to Student Life & Leadership or the Dean of Students Office.

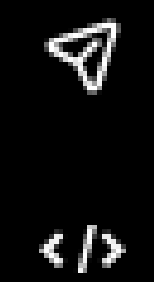


Hazing



SMARTMOVE UCCS

UNIVERSITY OF COLORADO COLORADO SPRINGS

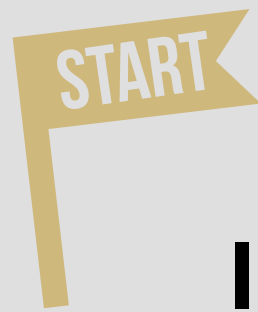


University of Colorado
Colorado Springs

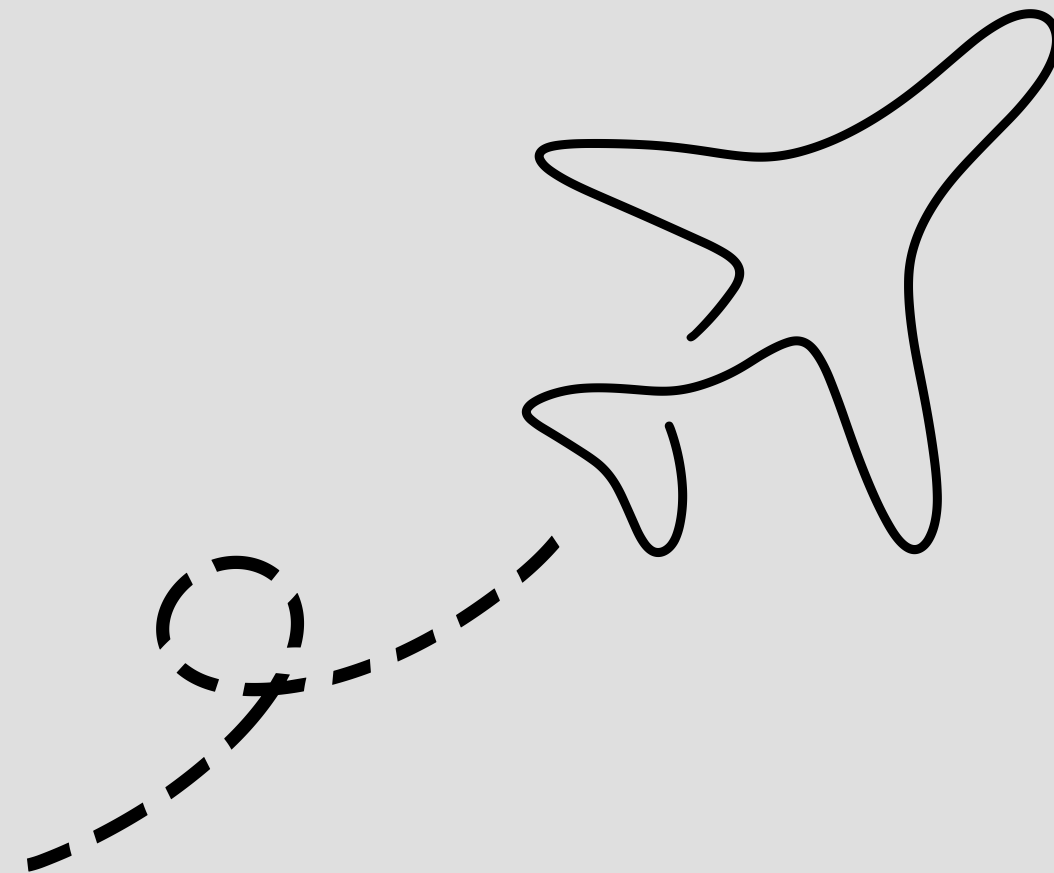
SMARTMOVE UCCS



OVERVIEW CLUB TRAVEL



Intent to Travel
Pre-Travel Meeting and Roster
Waivers and Trainings
Confirm Purchases
Student Travel Application
Enjoy Travel



CLUB TRAVEL

What is an **Intent to Travel**? When do I need to submit one?

An Intent to Travel submission is a club/org's notice to Student Life & Leadership that they plan to travel.

An Intent to Travel form should be submitted at least one month prior to departure.

“Travel” processes are required for any overnight stays and/or out-of-state or international travel.



Intent to Travel

CLUB TRAVEL

What is a **Pre-Travel Meeting**? What do I need to prepare?



A pre-travel meeting assists club/org leaders with completing the club travel process. Pre-travel meetings should occur about 4 weeks prior to the departure date.

You will be required to bring a travel roster, and basic travel schedule to the pre-travel meeting.

Look for an email from clubs@uccs.edu to schedule your pre-travel meeting.

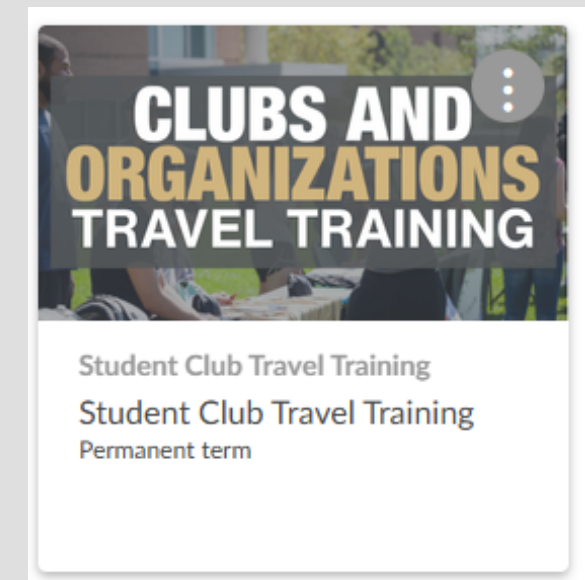
CLUB TRAVEL

Who needs to complete the **Travel Training** Canvas Course, and **Travel Waivers**?

Any student traveling on behalf of a club/org must complete the Travel Training and submit a Travel Waiver.

Access to the Canvas Course will be extended based on the travel roster submitted during the pre-travel meeting.

Any student who travels without completing the training and submitting a waiver may be referred to student conduct; Similarly, the club/org may be referred to club conduct.



Travel Waiver

CLUB TRAVEL

What is a **Student Travel Application**? When do I need to submit one?

The Student Travel Application is the final step before departure. It is a full summary of all reservations, confirmations, emergency contacts, etc.

Only the student travel lead needs to submit a Student Travel Application (one per travel/trip).

The Student Travel Application is due **AFTER** all purchases have been made – ideally one week (or more) from the departure date.



Student Travel Application

ADVERTISING

Are there rules for **advertising** my club/org?

Yes. Please see the graphic design restrictions (right).

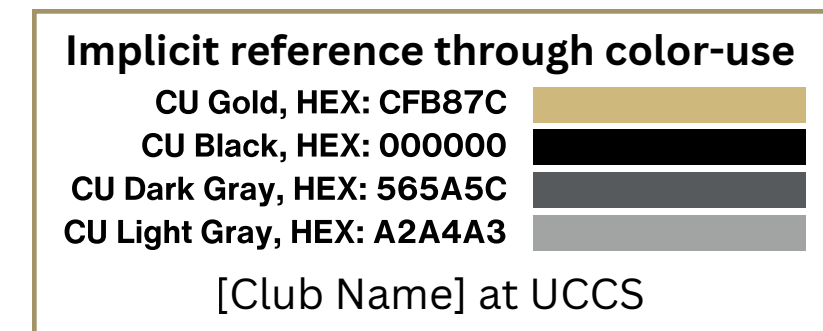
But also remember the flyer posting policies:

- Flyers must have 3 points of contact (e.g., person's name, phone number, club or personal email, social media handle, QR code (to MLC event, club discord, etc)).
- Clubs must receive a stamp approval from the UC Info Desk.
- Flyers may only be posted on designated bulletin boards.
- Flyers may NOT be posted on walls, windows or in the restroom.

PROHIBITED



PERMITTED



RESOURCES

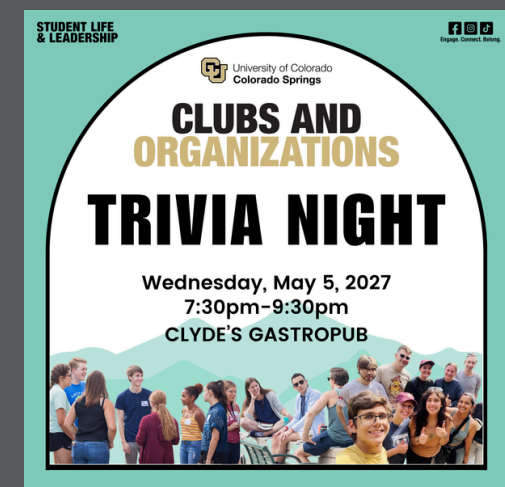
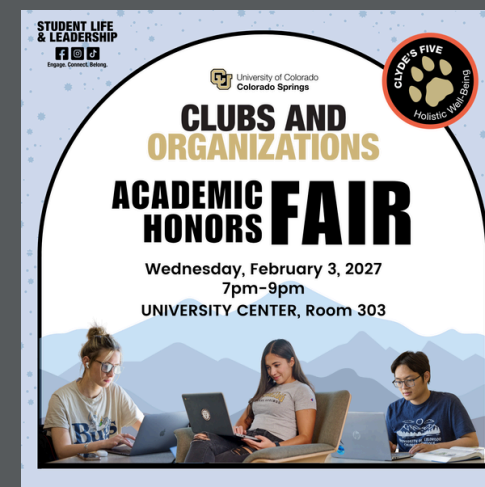
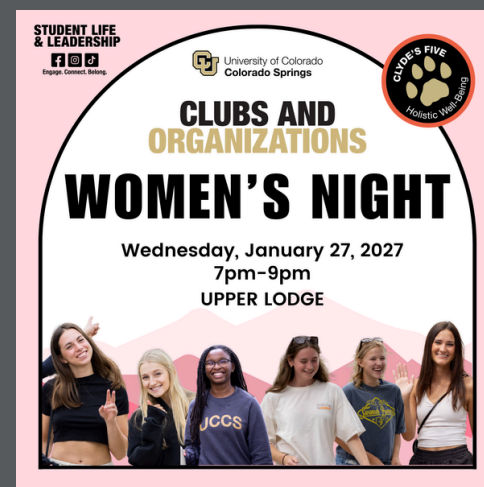
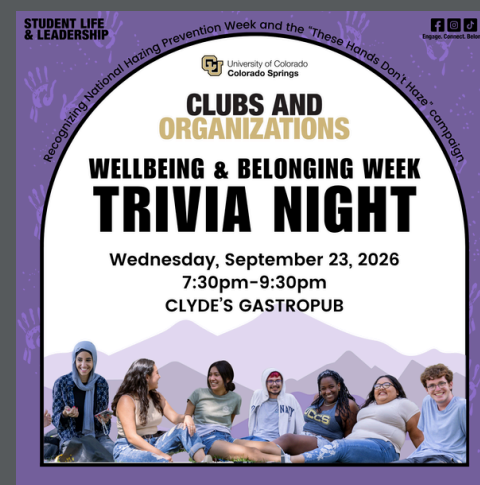
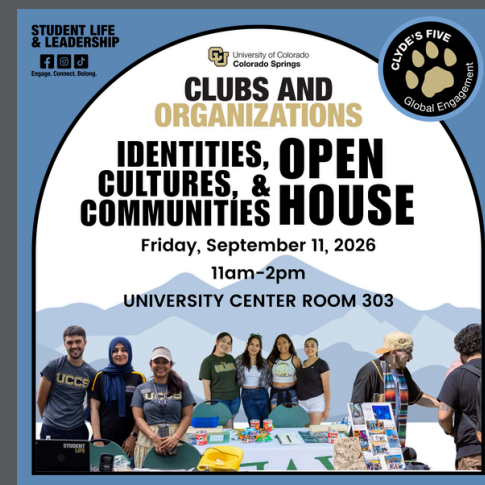
This is all very good, but what if I still need help?

That's perfectly normal! Please stop by the **Student Life & Leadership Lounge**. We are all happy to help. You can also email clubs@uccs.edu.

Don't be afraid to reach out to other clubs/orgs for assistance either!



PROGRAMMING



...as well as regular Orientations and Trainings!

Fall 2026

AWARDS

Event of the Year

Educational Event of the Year

Fundraising Event of the Year

Recruitment or Promotional Event of the Year

Service or Philanthropy Event of the Year

Showcase or Performance Event of the Year

Social Event of the Year

Member, Officer, and Advisor of the Year

Club of the Year (new process)



Kahoot! Quiz



UCCS Event Planning & Campus Policies Quiz

Test your know-how on Mountain Lion Connect timelines, large-event requirements, space reservations,...

Created by: jdittman136

Language: English

Plays: 1

Favorites: 0

Players: 5

Play