

Student Organization FAQ Guide 2022-23

Travel (Registration, transportation, hotels)

- Complete Travel Authorization form found on Student Organization page under "forms."
- Must be completed at least one month prior to travel date
- Primary contact Nina Dessoir

Reservations

- Complete Reservations form found on Student Organization page under "forms."

Food

- Complete Food Request Form found on Student Organization page under "forms."
- Must be requested two weeks prior to event date
- Primary contact Nina Dessoir

Supplies

- Complete Supply Request Form found on Student Organization page under "forms."
- Primary contact Nina Dessoir

DigiCopy- Green Bay campus only

- Complete DigiCopy Request Form found on Student Organization page under "forms."
- Must send PDF file
- Primary contact Nina Dessoir

Fundraisers

- Complete Fundraising Form found on Student Organization page under "forms."
- Primary contact John Landrum

Agency Deposits

- Green Bay campus: Bring cash & check deposits to UTIC
- Primary contact Mark Fischer
- Marinette, Manitowoc, Sheboygan campuses: Bring cash & check deposits to Assistant Dean of Students

Budget Spreadsheet Requests

- Email stofo@uwgb.edu to request a current org r a meeting to explain your budget

Reimbursements

- Complete Reimbursement Request Form found on Student Organization page under "forms."
- Primary contact Nina Dessoir (SUFAC reimbursements) and Mark Fischer (Agency reimbursements)

Mail

- Green Bay campus: General org mail will be located in a bin outside Room 150D in UU150 (the Student Engagement Center). Packages-org will receive an email indicating pickup location
- Marinette, Manitowoc, Sheboygan campuses: the Assistant Dean of Students will notify you when you have mail and provide instructions for pick up

Copies- Green Bay Campus

- B&W copies can be made using the SEC copy machine. Stop at front desk to get organization copy code.
- Color copies (3 copies or less) can be sent to stofo@uwgb.edu. They will be printed and put in mail bin.

Copies- Marinette, Manitowoc, Sheboygan campuses

- Please see the Asst. Dean of Students for your campus

Green Bay Campus contacts:

John Landrum, 920-465-2532, landrumj@uwgb.edu
Nina Dessoir, 920-465-2220, dessoirn@uwgb.edu
Mark Fischer, 920-465-2013, fischmar@uwgb.edu

Marinette Campus contact: Katie Mulzer, Assistant Dean of Students, 715-504-3302, mulzerk@uwgb.edu

Manitowoc & Sheboygan Campuses contact: Kristi Pearson, Assistant Dean of Students, 920-459-5948, pearsonk@uwgb.edu