



**International Student Council  
Guidebook**

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## **Renewing Your Country Association**

Every year, each student organization is required to renew their association. All organizations must be active by September 4th in order to receive funding from the International Student Council and reserve rooms on campus. For more information, contact Kate Murphy in Campus Activities at [studentorgs@uco.edu](mailto:studentorgs@uco.edu)  
Visit this link for more information: <http://www.uco.edu/student-life/orgs/>

### **How to get funded and pay for your cultural event?**

#### **Petty Cash**

1. Email the ISC treasurer ([ucoisctreasurer@gmail.com](mailto:ucoisctreasurer@gmail.com)) three business days in advance for cash requests. Please provide detailed petty cash email requests. Include the total amount of money needed for food and programming. **You cannot check out more than \$200 at a time.**
  - a. E.g. Petty cash request for \$150. \$50 for programming (decorations, supplies, cups, plates, forks) \$100 for food (chicken, potato, cream).
2. Once you receive an email that the petty cash is ready, visit the front desk in the Nigh University Center Room 150 to pick up a petty-cash form.
3. **Schedule an appointment to sign your petty cash form with Jared at <https://bit.ly/20suU3H> or email at [jscism@uco.edu](mailto:jscism@uco.edu). Jared's office is located in West Hall Room C104.**
4. After Jared signs your form, you and your country association's advisor will go to the Bursar's office to pick up the petty cash. **All money must be checked out before 4:30 PM.**
5. **You have 24 hours to shop.** Save all of your receipts. Make sure that you **purchase all food items on one receipt and programming items on separate receipt.** Bring the money and all receipts back to Jared's office.
6. If you take money out on Friday, you can keep it during the weekend and return it on Monday. If you don't take the money back on time, you will be charged for the whole amount. Don't forget to drop by Jared's office with your receipt, your change (if any left) and your petty cash form within 24 hours.
7. **After Jared has signed your petty cash form, turn in the money and receipts to the Bursar's office.** You are done! Congratulations.

Advantages of this process: You are not spending your personal money.

Disadvantages of this process: It is a longer process. You can only check out \$200 maximum each time

#### **Reimbursement**

- Shop for all the items that you need for your event. You CANNOT spend more money than the amount ISC approved on food and programming. You cannot be reimbursed for tax (use tax exempt form). Also, make sure that you purchase all food items on one receipt and programming items on a separate receipt.

- After you are finished, tape your receipts to a blank white piece of paper. Place programming receipts on one page and food receipts on a separate page.
- After all of your receipts are taped to paper, email Charmaine Yeap to make an appointment: [ucoisctreasurer@gmail.com](mailto:ucoisctreasurer@gmail.com). Please bring Charmaine your receipts **within one month after your event (two weeks if your event is in April), so we can get your money back on time.**
- After you fill out all the paperwork with Charmaine, you will receive your money back via
- check in your mailbox within one month. You are done! Congratulations.

Advantages of this process: The process is not as long.

Disadvantages of this process: You are spending your own money, so you will receive your money back in one month.

### **Encumbrance**

All students who rent from the Nigh University Center (NUC) for an event may pay for their NUC purchase with an Encumbrance Form. Send your NUC invoice to Jared Scism at [jscism@uco.edu](mailto:jscism@uco.edu). Jared will complete the rest of the steps.

### **“A” Account Budget**

Almost every country/region association has an “A” account. An “A” account is like a bank account for your country and region association that is set up on campus so you can deposit money after a fundraiser event. To find out your “A” account balance, please email Jared Scism at [jscism@uco.edu](mailto:jscism@uco.edu).

### **Credit Card**

Thursday afternoon shopping excursions will take place every Thursday from 1:00 – 4:00 PM with Alexis Loudermilk. These excursions must be prearranged and scheduled at least one week in advance by emailing Alexis at [aloudermilk@uco.edu](mailto:aloudermilk@uco.edu). All arrangements will be given to students who contact Alexis on a first-come first-serve basis. Please plan accordingly.

### **Event Requirements**

For events on campus, in order to maintain proper space usage inside buildings in accordance with physical distancing, the following guidelines should be followed.

- Virtual meetings and events will be encouraged.
- For those requesting in-person meetings, work with campus event staff to determine the maximum number of attendees in each space to maintain at least 6 feet of physical distance. Campus event staff will arrange the room appropriately for distancing.
- All participants at any campus event, indoor or outdoor, will be required to wear face coverings (cloth or disposable/surgical). Face coverings can be removed when eating.

- For all events, signs should be posted alerting participants about the requirements to wear face coverings and maintain physical distancing, and to not move the furniture. Language will be added to the campus event agreement with an acknowledgement of this requirement.
- Use of multiple rooms (30 or fewer participants per room) is preferred to a single gathering of large numbers in the Nigh University Center ballrooms.
- Preference will be given to room reservations submitted one month in advance, to allow for adequate time to develop spacing plans and coordinate with other events on campus.
- Buffet-style, self-served meals will not be allowed. Only served or individual, prepackaged meals will be allowed.
- All UCO-affiliated events will track attendance using card swipes.
- For groups of 10 or more:
  - Use seating charts, or note where participants sat in the room.
  - Gather contact information of participants for any necessary contact tracing.
- Events open to the public will be required to use an electronic ticketing system in order to limit attendance and account for appropriate physical distancing. Personal contact information will be collected to assist with contact tracing, should it be necessary.

### **Food at Events**

Country and regional associations can only purchase refreshments for general meetings (no food that is a meal). Furthermore, a MERF must be completed by the ISC treasurer before purchasing food at any event. Any association that has not completed a MERF will be unable to purchase food for their event. No exceptions!

### **Activity Tables**

- Individually and commercially wrapped food
- Bake sales are not allowed.

### **Events in the NUC with Food**

- Can bring in food that costs under \$200 if also individual, commercially wrapped
- A Student Organization menu is available
- The university's dining partner Chartwell's should be used whenever possible, since they have the capacity to follow stringent food preparation and serving requirements in addition to the appropriate liability coverage.
- Dining hall tables and chairs will be removed to promote recommended physical distancing guidelines at tables. You may not move these items.
- Visitors to dining facilities will be required to wear a mask until they are seated and eating.
- Guidelines for external providers:
  - Check in with Campus Enterprises.
  - Only boxed, individual items; no homemade or cooked items to share, such as baked goods or pizza.

### **Events at Other Locations with Food**

- Any place other than the NUC, food can be purchased from any licensed food vendor and brought on to campus if individually, commercially wrapped

- Food for Fundraising – Must be pre-packaged

### **Nigh Center Table Reservations**

Beginning in 2020, all table reservations in the Nigh University Center will be done the same way as the room reservation process. Please review this process in the section below.

### **Room Reservations**

In order to hold your event, it is important to make a room reservation.

**Nigh University Center:** To make a reservation at the Nigh University Center (room or table), Blue Tent, Plunkett Park, Y-Chapel, Chickasaw Plaza, Ayer’s Kitchen, and CO-OP E-Sports Arena you must complete the application process under your student organization page in UCORE. Simply visit your association page, then click the gray “Manage” on the top right, then click the green “Events” box on the left, then click the green “Create Event” button on the top right, then complete all of the questions. Please be as specific as possible and wait 24-48 hours for confirmation. All reservations must be made at least 10 days in advance.

**UCO International House:** In Spring 2021, we hope to have a small event space located in the new International House which will be located at The Quad. Keep your eyes out for more information this fall.

### **Things to keep in mind:**

- Follow all procedures and guidelines of the Nigh University Center. The International Student Council will not be responsible for paying any damage fees caused by country associations.
- If you plan to spend more than \$200 on food, you must fill out an off-campus vendor form. See Calli Finley in Conference and Events to pick up the form. The form must be approved by Conference and Events before you can purchase food for your event. Submit the off-campus vendor form to Conference and Events two weeks prior to your event for approval.
- You must have a chaperone if your event is after 5:00 p.m. or on a weekend.
- You may have to pay for equipment used in the NUC at Conference and Events.
- Each school year, your association must complete a reservations agreement form at the Nigh University Center.
- Most room reservations in the Nigh University Center now come with free equipment rental such as a computer, screen, projector, etc.
- All vendors on campus must have Certificate of Liability Insurance if being paid or Waiver of Liability completed if donating services!

### **Event Promoting**

## **Email Blast**

- If you'd like to send an email blast, send the email text to University Communications at [ucomm@uco.edu](mailto:ucomm@uco.edu) and CC Jared at [jscism@uco.edu](mailto:jscism@uco.edu).
- Send the email text **14 days before** you'd like the email blast sent.
- In the email, include **your name, country association and ask if they will send an email blast for you.**
- After that, copy and paste all of the bold italics listed below and list what you want for each section.

**1. Subject Line:** Write the subject line for the email blast here.

**2. Send to:** In this section, include the audience for your email (students, faculty, or staff). You may include only students, or students, faculty and staff if you'd like everyone on campus to receive your email.

**3. Dates to send out:** In this section, write the dates and time you want the email sent. You may only send it out at 8:00 AM or 5:00 PM. See the following example: January 23rd at 5:00PM

**4. Email Body:** Include the email text here.

## **Social Media**

- Student organizations cannot use the UCO logo as their profile picture on social media accounts
- To submit an item to be posted on the UCO main social media accounts, email [ucomm@uco.edu](mailto:ucomm@uco.edu)
- If @UCOStudentOrgs is included in a tweet, it will also be retweeted

## **T-Shirts**

- If your country association plans to design t-shirts for the International Festival, email the design to Brand Review for approval at [cbeuchaw@uco.edu](mailto:cbeuchaw@uco.edu).
  - If you need help with a t-shirt design, complete an application at <https://uco.teamdynamix.com/TDClient/1843/Portal/Requests/ServiceDet?ID=36859>  
All help with designs for t-shirts must be submitted as early as possible.
- After approval, send the design to T3 Promotions at [t3@boundlessnetwork.com](mailto:t3@boundlessnetwork.com) and CC Jared at [jscism@uco.edu](mailto:jscism@uco.edu)
- Inform T3 productions that Jared Scism from UCO will submit the payment.
- If your country association spends more than the amount ISC allocates, you will be responsible for the remaining balance.

## **Printing Flyers & Posters**

- Student associations must print their flyers at RK Black on the first floor of the Nigh University Center (NUC).
  - If you need help designing a poster, flyer or booklet, complete an application at <https://uco.teamdynamix.com/TDClient/1843/Portal/Requests/ServiceDet?ID=36859>  
All help with designs for printer materials must be submitted as early as possible.
- **If your event is sponsored by ISC, your flyers and posters include the ISC logo on the poster.**
- **You must take the printed poster to NUC 141 to receive an approval stamp in order to hang them up in main offices in the Liberal Arts building, Housing, and Wellness Center. If you wish to hang them in the Nigh Center, you must seek an approval stamp from Events Management on 3<sup>rd</sup> Floor.**

### **Chalking**

You may also promote your event with sidewalk chalk. The only requirement is that you write with chalk at least 20 feet away from the entrance of any building. All text must be written horizontally. Spray chalk is NOT permitted.

### **Other Marketing Campaign Options**

Country/Region Associations seeking help with Marketing Campaign Options on campus may contact the Student Affairs Marketing Team at [ucomm@uco.edu](mailto:ucomm@uco.edu) for the following items:

- |                               |                              |
|-------------------------------|------------------------------|
| - Centralities                | - Press Release              |
| - Consultations (photo/video) | - Print Media                |
| - Digital Media               | - Signage                    |
| - Master Calendar             | - Social Media Ads           |
| - OrgCentral                  | - Social Media Updates       |
| - PowerPoint                  | - UCO App Push Notifications |

### **International Student Council Annual Events**

***Adopt a Street Cleanup:*** Each Fall, Spring, and Summer semester, the International Student Council will pick up trash on Ayers street for the Adopt-A-Street Program. All country/ region associations must participate in the Fall and Spring semesters. If not, the association will receive one absence.

***Amazing Race:*** The International Student Council will hold the Amazing Race on September 25<sup>th</sup>. All country and region associations are expected to participate in order to receive annual funding. Each country and region association will be responsible for the coordination of a cultural booth and a cultural activity.

***International Festival:*** The annual International Festival is held on November 14<sup>th</sup> this year. The International Festival allows country/ region associations to share their culture with UCO, Edmond, and the Oklahoma City community. Country associations also compete for the best



booth display, food and cultural performance. Paperwork for the International Festival is disseminated at the end of September.

***Glo-Ball:*** The annual International Prom will be held during the Spring semester. It provides the International Student Council with an opportunity to raise funds for an organization in the community.

***International Olympics:*** The annual International Olympics takes place during the Spring semester. Each country/region association has the opportunity to compete against one another in sports such as table tennis, soccer, basketball, badminton and tug-of-war. Applications for the International Olympics are open in February.

***International Graduation Banquet/Reception:*** Each Fall and Spring semester, the International Student Council holds a graduation banquet for graduating seniors and a reception J-1 student who will be returning home.

***Lunar New Year:*** All country and region associations celebrating Lunar New Year will have the option to participate in the ISC Lunar New Year. No sponsorship funds will be distributed to country/region associations that wish to host an individual celebration. The purpose of a joint Lunar New Year is to encourage unity among Asian associations that celebrate the holiday and to reduce the number of overlapping of similar events. All associations who participate will be given equal opportunity to share how Lunar New Year is celebrated in their respective countries.

***Lunch and Learns:*** Each month, the International Student Council will host a lunch and learn for international students to learn about various topics that may benefit while studying at UCO. The first lunch and learn will cover how to navigate your community without a car on September 10<sup>th</sup>. Other lunch and learns will include sessions over topics such as Optional Practical Training, Filing Taxes in the United States, and many more. If you have a topic you would like covered, let the International Student Council know.

***Mr. and Miss UCO International Pageant:*** One male and one female from each country represented on the UCO campus has the opportunity to compete for scholarships. The annual Mr. & Miss UCO International Pageant is held at the end of March or early April. The pageant highlights the talent, culture and diversity of UCO's international students with pageant participants from around the world. There are 1st, 2nd and 3rd place male and female winners each receiving a variety of scholarship amounts. The 1st place winners become part of UCO's "Royalty" and represent the international student population at various functions.

***Country/Region Association Events:*** ISC will have no less than 2 major events or no more than 3 events per month by country associations.

### **Volunteer Hours**

All students may submit their volunteer hours in the UCORE system by simply going to their home page, clicking the "My involvement" button on the left, then clicking the blue "Add

Service Hours” button on the right and then completing the form. These hours are not confirmed until approved by an advisor or officer of the respective association.

### **Glocal Passport Program**

Glocal Passport allows for UCO students to experience different countries around the world without ever leaving campus. At the beginning of each semester, students interested in the Glocal Passport program will receive an empty passport from C104 West Hall. Students will receive a stamp on their passport for all the country/ regional association events held with the International Student Council. Stamps are provided at the beginning and end of an event by an ISC country/ region association liaison. Students who attend four country/ region association events and one major ISC event can enter their passport in a drawing for an \$800 scholarship at the end of each semester.

*Note:* Members of the International Student Council Executive Team will only attend cultural nights to stamp Passports for you; for example, Japan Night, Africa Night, etc. If your association does not plan to have a cultural night, contact the president at [ucoisc@gmail.com](mailto:ucoisc@gmail.com) to ensure an officer will attend a smaller event put on by your association to give out the stamp.

### **Budget**

- All country/ region associations must attend the general meeting on **Friday at 2:00 pm.**
- UCORE must be approved entirely before a budget request is submitted
- Four absences will result in allowing country/region associations to apply for a maximum of \$500 per year.
- Five absences will result in allowing country/region associations to apply for a maximum of \$250 per year.
- Six or more absences will result in termination of the country/region association.
- For the 2020-2021 school year, each country/ region association will be allocated \$150 for food and \$50 for programming Country/ associations needing additional funding can apply for funds from the International Student Council Executive team.
- The country/ associations must submit a budget request to the executive board one month prior to their event.
- All country/region associations will defend their budget in front of the general assembly at weekly meetings and the budget will be voted on by the executive team in front of the associations. If a member of the executive team is a member of the requesting association, they will have no vote in the budget request.
- All country/ region associations that have not planned or held their annual event by the end of February will forfeit their funding to the ISC general pot which will then be available to other country/ region associations.

## Meetings

- Meetings will take place every Friday at 2PM. All associations will be notified via email and Facebook of meeting location and/or Zoom link no later than the day before if meeting virtually.
- ISC will use Robert's Rules of Order when conducting meetings this year. (These will be taught at the next meeting on 09/04)
- All country and region associations will be allowed one person per country association to attend weekly meetings. This person must be the president or vice president. If the president or vice president is a member of the International Student Council executive board, a treasurer may be sent in their place.

## Contact Information

### ISC Executive Officers Contact List

Office Position	Name	Email
President	Sophia Cuyo	<a href="mailto:ucoisc@gmail.com">ucoisc@gmail.com</a>
Vice President	Ligia Espinoza	<a href="mailto:lespinoza2@uco.edu">lespinoza2@uco.edu</a>
Treasurer	Charmaine Yeap	<a href="mailto:ucoisctreasurer@gmail.com">ucoisctreasurer@gmail.com</a>
Parliamentarian	Riko Inori	<a href="mailto:rinori@uco.edu">rinori@uco.edu</a>
Secretary	Yana Son	<a href="mailto:Yson5@uco.edu">Yson5@uco.edu</a>
Senators	Caleb Williams Giannina Albines Chavez	<a href="mailto:cwilliams124@uco.edu">cwilliams124@uco.edu</a> <a href="mailto:galbineschavez@uco.edu">galbineschavez@uco.edu</a>
Public Relations/Historian	Amanda Siew	<a href="mailto:asiew@uco.edu">asiew@uco.edu</a>
Event Manager	Mahfuzul Karim	<a href="mailto:mkarim2@uco.edu">mkarim2@uco.edu</a>
Alumni Relations	Pedro Santos	<a href="mailto:pgraemldepaulasanto@uco.edu">pgraemldepaulasanto@uco.edu</a>
Advisor	Jared Scism	<a href="mailto:jscism@uco.edu">jscism@uco.edu</a>

### Country Associations Advisor Contact List

Country Association	Advisor Name	Advisor Phone Number	Advisor Email
Africa	Brandon Lehman	405-974-2448	<a href="mailto:blehman@uco.edu">blehman@uco.edu</a>
Arab	Brandon Lehman	405-974-2448	<a href="mailto:blehman@uco.edu">blehman@uco.edu</a>
ASEAN	Julia Daine	405-974-5573	<a href="mailto:jdaine@uco.edu">jdaine@uco.edu</a>
Bangladesh	Kate Murphy	405-974-2505	<a href="mailto:Kreeder2@uco.edu">Kreeder2@uco.edu</a>
China	Dr. Xiao Bing Li	405-974-5483	<a href="mailto:bli@uco.edu">bli@uco.edu</a>
India	Dr. Hari Kotturi	405-974-5778	<a href="mailto:hkotturi@uco.edu">hkotturi@uco.edu</a>
Iran	Jalal Daneshfar	405-974-2377	<a href="mailto:jdaneshfar@uco.edu">jdaneshfar@uco.edu</a>
Japan	Jared Scism	405-974-2131	<a href="mailto:jscism@uco.edu">jscism@uco.edu</a>
Korea	Dr. Oksun Lee	405-974-5524	<a href="mailto:olee@uco.edu">olee@uco.edu</a>
Latin America	Jennifer McCullough	405-974-2362	<a href="mailto:jmcullough@uco.edu">jmcullough@uco.edu</a>
Malaysia	Julia Daine	405-974-5573	<a href="mailto:jdaine@uco.edu">jdaine@uco.edu</a>
Nepal			

Pakistan			
Saudi Arabia			
Vietnam	Dr. Thanh Tran	405-974-2824	ttran29@uco.edu

**Country Associations President Contact List**

<b>Names (President)</b>	<b>Country</b>	<b>Email</b>
Doriane Kimou	African Student Association	<a href="mailto:akimou@uco.edu">akimou@uco.edu</a>
Levana Dewayani	ASEAN Student Association	<a href="mailto:ldewayani@uco.edu">ldewayani@uco.edu</a>
Rakin Bin Riza	Bangladesh Student Association	<a href="mailto:rriza@uco.edu">rriza@uco.edu</a>
Yihao Mu	Chinese Student Association	<a href="mailto:ymu@uco.edu">ymu@uco.edu</a>
Prateek Shetty	Indian Student Association	<a href="mailto:pshetty@uco.edu">pshetty@uco.edu</a>
Ghazal Hesami	Iranian Student Association	<a href="mailto:ghesami@uco.edu">ghesami@uco.edu</a>
Yuyu Yoshida	Japanese Student Association	<a href="mailto:yyoshida1@uco.edu">yyoshida1@uco.edu</a>
Jonghyeon Park	Korean Student Association	<a href="mailto:jpark39@uco.edu">jpark39@uco.edu</a>
Giannina Chavez	Association of Latin American Students	<a href="mailto:galbineschavez@uco.edu">galbineschavez@uco.edu</a>
	Malaysian Student Association	
Rama Budhatoki	Nepali Student Association	<a href="mailto:rbudhathoki2@uco.edu">rbudhathoki2@uco.edu</a>
FNU Shazaib	Pakistan Student Association	<a href="mailto:snoname@uco.edu">snoname@uco.edu</a>
Mohamad Alaseeri	Saudi Arabian Student Association	<a href="mailto:malaseeri@uco.edu">malaseeri@uco.edu</a>
Jade Thuy Nguyen	Vietnamese Student Association	<a href="mailto:Tnguyen154@uco.edu">Tnguyen154@uco.edu</a>