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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 Reeder in Campus Activities at 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) 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. **Email Jared Scism at jscism@uco.edu to schedule an appointment to sign your petty cash form. 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 Prateek Shetty to make an appointment: ucoisctreasurer@gmail.com. Please bring Prateek 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 Prateek, 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. 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.

Nigh Center Table Reservations

1. Please complete the Activity Table Request at http://sites.uco.edu/administration/conference-events/student-organizations/index.asp and click “Activity Table Request.” Remember to include information about food and the dates requested. Reserve the tables in two-week increments. For example, if you want to reserve a table on September 11, you would submit the request on September 4. The last date to reserve a table on the form would be September 25.

2. You will receive a confirmation email on your table from a Conference and Events staff member within 24 hours to inform you of whether or not your event is approved.

3. On the day of your tabling event, stop by NUC 319 to pick up a number for your table. Return the number card when your tabling session is over.

4. If you have any questions, email Calli Finley at cfinley5@uco.edu.
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, fill out a reservation form at http://sites.uco.edu/administration/conference-events/student-organizations/index.asp and click “reserve a space.” Once you have received a confirmation, complete the OrgCentral event request form. Please be as specific as possible and wait 24-48 hours for confirmation. All reservations must be made at least 14 days in advance.

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, 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.
• The International House has a popcorn machine, shaved ice machine, and PA system.
• Each school year, your association must complete a reservations agreement form at the Nigh University Center.

Event Promoting

Email Blast

• If you’d like to send an email blast, send the email text to Student Affairs Marketing at sa-marketing@uco.edu and CC Jared at jscism@uco.edu.
• Send the email text 5 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.

**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.
  - If you need help with a t-shirt design, email Student Affairs Marketing at sa-marketing@uco.edu. All t-shirt design help usually has a 7-10 day turnaround.
- After approval, send the design to T3 Promotions at t3@boundlessnetwork.com and CC Jared at 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, contact the Student Affairs Marketing Team at sa-marketing@uco.edu.
- All help with designs for printer materials usually has a 7-10 day turnaround.
- **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 424 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 Conference and Events.**

**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.

**Other Marketing Campaign Options**

Country/Region Associations seeking help with Marketing Campaign Options on campus may contact the Student Affairs Marketing Team at sa-marketing@uco.edu for the following items:
- Centralities
- Consultations (photo/video)
- Press Release
- Print Media
International Student Council Annual Events

International Festival: The annual International Festival is held on November 17th 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.

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.

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: Each Fall and Spring semester, the International Student Council holds a graduation banquet for graduating seniors and J-1 students who will be returning home.

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.

Country/Region Association Events: ISC will have no less than 2 major events or no more than 3 events per month by country associations.
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 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**.
- OrgCentral 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 2019-2020 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.

Machine Rentals

*Cotton Candy, Popcorn or Shaved Ice Machine*: If you and your country/ region association wish to check out a cotton candy, popcorn, or shaved ice machine, you may fill out a form at https://uco.co1.qualtrics.com/jfe/form/SV_cOaZwUvqphwZQTX. All students using these machines must provide the food and supplies and clean the machines before returning them to the International House. If you have questions, contact the ISC advisor at jscism@uco.edu.
## Contact Information

### ISC Executive Officers Contact List

<table>
<thead>
<tr>
<th>Office Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Han Seth Lu</td>
<td><a href="mailto:ucoisc@gmail.com">ucoisc@gmail.com</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Hazzik Ali</td>
<td><a href="mailto:Hchaudhry1@uco.edu">Hchaudhry1@uco.edu</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Prateek Shetty</td>
<td><a href="mailto:ucoisctreasurer@gmail.com">ucoisctreasurer@gmail.com</a></td>
</tr>
<tr>
<td>Parliamentarian</td>
<td>Bjoerg Hansen</td>
<td><a href="mailto:bnikolaisenhansen@uco.edu">bnikolaisenhansen@uco.edu</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Yeji Ha</td>
<td><a href="mailto:Yhal@uco.edu">Yhal@uco.edu</a></td>
</tr>
<tr>
<td>Senator</td>
<td>Shi Zhe Ting</td>
<td><a href="mailto:Sting7@uco.edu">Sting7@uco.edu</a></td>
</tr>
<tr>
<td>Social Media Promoter</td>
<td>Shannon Daly</td>
<td><a href="mailto:sdaly@uco.edu">sdaly@uco.edu</a></td>
</tr>
<tr>
<td>Graphic Designer</td>
<td>Ligia Espinoza</td>
<td><a href="mailto:lespinozo2@uco.edu">lespinozo2@uco.edu</a></td>
</tr>
<tr>
<td>Photography</td>
<td>Isabella Maria Katery</td>
<td><a href="mailto:ikatery@uco.edu">ikatery@uco.edu</a></td>
</tr>
<tr>
<td>Event Manager</td>
<td>Trung Victor Vu</td>
<td><a href="mailto:tvu15@uco.edu">tvu15@uco.edu</a></td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Jimmey Brown</td>
<td><a href="mailto:jbrownnebanks@uco.edu">jbrownnebanks@uco.edu</a></td>
</tr>
<tr>
<td>Advisor</td>
<td>Jared Scism</td>
<td><a href="mailto:jscism@uco.edu">jscism@uco.edu</a></td>
</tr>
</tbody>
</table>

### Country Associations Advisor Contact List

<table>
<thead>
<tr>
<th>Country Association</th>
<th>Advisor Name</th>
<th>Advisor Phone Number</th>
<th>Advisor Email</th>
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</thead>
<tbody>
<tr>
<td>Africa</td>
<td>Brandon Lehman</td>
<td>405-974-2448</td>
<td><a href="mailto:blevman@uco.edu">blevman@uco.edu</a></td>
</tr>
<tr>
<td>Arab</td>
<td>Brandon Lehman</td>
<td>405-974-2448</td>
<td><a href="mailto:blevman@uco.edu">blevman@uco.edu</a></td>
</tr>
<tr>
<td>China</td>
<td>Dr. Xiao Bing Li</td>
<td>405-974-5483</td>
<td><a href="mailto:bli@uco.edu">bli@uco.edu</a></td>
</tr>
<tr>
<td>India</td>
<td>Dr. Hari Kotturi</td>
<td>405-974-5778</td>
<td><a href="mailto:hkotturi@uco.edu">hkotturi@uco.edu</a></td>
</tr>
<tr>
<td>Iran</td>
<td>Jalal Daneshfar</td>
<td>405-974-2377</td>
<td><a href="mailto:jdaneshfar@uco.edu">jdaneshfar@uco.edu</a></td>
</tr>
<tr>
<td>Japan</td>
<td>Jared Scism</td>
<td>405-974-2131</td>
<td><a href="mailto:jscism@uco.edu">jscism@uco.edu</a></td>
</tr>
<tr>
<td>Korea</td>
<td>Dr. Oksun Lee</td>
<td>405-974-5524</td>
<td><a href="mailto:olec@uco.edu">olec@uco.edu</a></td>
</tr>
<tr>
<td>Latin America</td>
<td>Jennifer McCullough</td>
<td>405-974-2362</td>
<td><a href="mailto:jmcullough@uco.edu">jmcullough@uco.edu</a></td>
</tr>
<tr>
<td>Malaysia</td>
<td>Julia Daine</td>
<td>405-974-5573</td>
<td><a href="mailto:jdale@uco.edu">jdale@uco.edu</a></td>
</tr>
<tr>
<td>Nepal</td>
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<td>Pakistan</td>
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<tr>
<td>Saudi Arabia</td>
<td>Jacob Whitney</td>
<td>405-974-2536</td>
<td><a href="mailto:Jwhitney2@uco.edu">Jwhitney2@uco.edu</a></td>
</tr>
<tr>
<td>Taiwan</td>
<td>Dr. Glenn Hsu</td>
<td>405-974-5483</td>
<td><a href="mailto:Khstul@uco.edu">Khstul@uco.edu</a></td>
</tr>
<tr>
<td>Vietnam</td>
<td>Dr. Thanh Tran</td>
<td>405-974-2824</td>
<td><a href="mailto:tttran29@uco.edu">tttran29@uco.edu</a></td>
</tr>
</tbody>
</table>
# Country Associations President Contact List

<table>
<thead>
<tr>
<th>Names (President)</th>
<th>Country</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doriane Kimou</td>
<td>African Student Association</td>
<td><a href="mailto:akimou@uco.edu">akimou@uco.edu</a></td>
</tr>
<tr>
<td>Meryem Assaoui</td>
<td>Arabic Student Organization</td>
<td><a href="mailto:massaouie@uco.edu">massaouie@uco.edu</a></td>
</tr>
<tr>
<td>Jinyao Zhang</td>
<td>Chinese Student Association</td>
<td><a href="mailto:Jzhang10@uco.edu">Jzhang10@uco.edu</a></td>
</tr>
<tr>
<td>Teena Varghese</td>
<td>Indian Student Association</td>
<td><a href="mailto:Twarghese3@gmail.com">Twarghese3@gmail.com</a></td>
</tr>
<tr>
<td>Rose Nasihatkon</td>
<td>Iranian Student Association</td>
<td><a href="mailto:snasihatkon@uco.edu">snasihatkon@uco.edu</a></td>
</tr>
<tr>
<td>Yukina Sato</td>
<td>Japanese Student Association</td>
<td><a href="mailto:ysato2@uco.edu">ysato2@uco.edu</a></td>
</tr>
<tr>
<td>Minbo Sim</td>
<td>Korean Student Association</td>
<td><a href="mailto:msim@uco.edu">msim@uco.edu</a></td>
</tr>
<tr>
<td>Isabella Katery</td>
<td>Association of Latin American Students</td>
<td><a href="mailto:ikatery@uco.edu">ikatery@uco.edu</a></td>
</tr>
<tr>
<td>Nicole Wong</td>
<td>Malaysian Student Association</td>
<td><a href="mailto:Ywong7@uco.edu">Ywong7@uco.edu</a></td>
</tr>
<tr>
<td>Rama Budhatoki</td>
<td>Nepali Student Association</td>
<td><a href="mailto:rbudhathoki2@uco.edu">rbudhathoki2@uco.edu</a></td>
</tr>
<tr>
<td>FNU Shazaib</td>
<td>Pakistan Student Association</td>
<td><a href="mailto:snoname@uco.edu">snoname@uco.edu</a></td>
</tr>
<tr>
<td>Mohanad Alaseeri</td>
<td>Saudi Arabian Student Association</td>
<td><a href="mailto:malaseeri@uco.edu">malaseeri@uco.edu</a></td>
</tr>
<tr>
<td>Jade Thuy Nguyen</td>
<td>Vietnamese Student Association</td>
<td><a href="mailto:Tnguyen154@uco.edu">Tnguyen154@uco.edu</a></td>
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</tbody>
</table>