CIO RESOURCES HANDBOOK

The CIO Resources Handbook navigates through the logistics of details that members of Contract-Independent Organizations (CIOs) and registered event requesters may find as useful resources. Inside, this provides an overview of CIO resources such as how to approach space reservations, logistics guidelines, appropriations, and StudCo support. This guide has been brought to you by members from the CIO Consultants Committee on Student Council. For any additional support, please refer to the Resources area of the Handbook for more information.

WHAT IS A CIO?

At the University of Virginia, a CIO stands for a **Contract Independent Organization**. The CIO exists and operates separately from the University, serving as a contractor which manages its own affairs. The CIO is not an agent, servant, or employee of the University. Currently, the University holds over 700 registered official CIOs.

CIOs are a direct means of how students promote student self-governance at the University. The diverse range of organizations represent the unique interests of the student population. CIOs also can recruit and extend their long-term purpose through semiannual **Activities Fairs**. All CIOs have a main officer and 51% of its members who are full-time, fee paying University students. These student organizations also draft a **Constitution**, as a code of conduct for CIO purpose.

For the official student CIO website, atUVA, please follow the link below:
https://atuva.student.virginia.edu/

THE SOURCE

The **SOURCE** is a comprehensive database of all reservation locations for all Contracted-Independent Organizations (CIOs), Special Status Organizations, and Agency Organizations. This website includes the system for all University meeting spaces and the calendar for pre-planned events. To begin usage, all students must login using their NetBadge credentials.

http://www.virginia.edu/source/

When finding available sites for space reservation, there are TWO main options, based on what you have already planned:
WHEN – "Help Me Find a Location!"
WHERE – "Help Me Choose a Time!"

In the left-side tab, there is an expandable list of **Public Event Searches** that categorize events in reserved spaces based on genre. Events catered for a specific purpose or categories can be found here. The right-side tab details a list for **Public Location Searches**, where most public spaces are listed. To observe which rooms in a specific building are occupied, it can be found here.

When ready to reserve a space, press the **Create an Event** button in the center of the webpage. The database will first ask for the **Event Name**, **Event Type**, and the **Primary Organization for this Event**. The next page will ask about the **Expected Head Count**, and an **Event Description**.

After compiling details about the event, the SOURCE will require details about **WHEN this event will take place**. This is where the start and end times are added, as well as whether this will be a repeated event on the calendar. (You can also select if the event will require setup or takedown time. This will allow the SOURCE to adjust configurations for your event.)

Tell us WHEN this event takes place.

Select the dates and times of *first occurrence* of the *actual event*.
Subsequent occurrence dates will be entered on the next page.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Tue Nov 08 2016   6:00 pm

Event End: Tue Nov 08 2016   7:00 pm

☑ The **first occurrence** begins and ends on the **same day**.

Find and select EVENT LOCATIONS.

☆ Your Starred Locations...

🔑 Search by Location Name...

☑ Show only my authorized locations that have no time conflicts
☑ Enforce head count

🔄 Refresh

Saved Searches...

Advanced Search...

Does this event require
Setup or Pre-Event time?   ○ Yes   ● No

Does this event require
Post-Event or Takedown time?   ○ Yes   ● No

The SOURCE will finally ask for the specific event area, where the program can **Search by Location Name** for the designated room or open space available.

After the original search, the SOURCE can save all **Starred Locations** in the database in case of repeated event sites.

The SOURCE operates as one of two major space reservation sites, along with the **Event Management System (EMS)**.

For an in-depth description on navigating the SOURCE, please follow the link below:
http://www.virginia.edu/source/userguide.pdf

EVENT MANAGEMENT SYSTEM (EMS)

The **Event Management System** (**EMS**) serves as a framework for space reservation available to University organizations. Event Planning Services from the Office of the Dean of Students (ODOS) uses EMS to book reservations for Newcomb Hall meeting rooms, the University Chapel, student activity spaces, and certain outdoor areas such as the Amphitheatre and South Lawn.

Unlike the SOURCE, the EMS requires prior training; for each CIO, Special Status, or Agency organization, only two members are allowed direct access to become **Event Requesters** on EMS. To register members for EMS access, there is an online form available; accounts for the Event Requesters are activated every Tuesday. Additionally, there is an interactive presentation available for access that serves as the **Reservation Tutorial** to train Event Requesters.

The Event Requester for a certain organization is the go-to contact for logistics between the department and group. Designations are meant to streamline communication between parties, and familiarize specific parties with the process of room setups, equipment, forms, and policies.

https://odosems.eservices.virginia.edu/VirtualEMS/

NOTE: EMS requires NetBadge access, meaning that unless if a registered Event Requester uses the website, event request approvals will not be available.

EMS operates as a virtual portal that displays a calendar of events, updated in real time, for various meeting and reservation spaces across University property.

To view the full calendar of currently scheduled events, click on **Browse & Search** below the main menu icons and then **Calendar of Events**. These are then able to be categorized by date, time, or specific organization for viewing convenience. Alternatively, clicking **Check Availability** displays all open spaces, updated real time, currently obtainable.

When ready to make a new request, select the appropriate button for the respective reservation location under the **Reservations** tab. EMS also provides a **Resources** section that directly links to the websites for ODOS Event Planning, the Virginia Catering Company, Maps & Directions, and the Department of Parking and Transportation.

For additional questions, please contact **Event Planning Services** at (434) 934-7225 or through email at eventplanning@virginia.edu from Monday to Friday, between 8:00 AM and 5:00 PM.

STUDENT ACTIVITIES CENTER (SAC)

Located in the first floor of Newcomb Hall, the **Student Activities Center (SAC)** is the host of a wide range of services that support events for over 650 CIOs. The SAC provides both a modern workspace for student organization production and resources for event preparation. This is a public space available for all students, found between **Pavilion XI** and the **Programs and Activities Center (PAC)**.

NOTE: This edition of the Handbook includes the updated SAC hours, effective February 2017.

HOURS OF OPERATION	
Monday to Thursday	9 AM to 11 PM
Friday	9 AM to 6 PM
Saturday	12 PM to 6 PM
Sunday	12 PM to 9 PM

Additionally, the SAC also provides resources all CIOs have access to, including equipment rentals and services for marketing purposes. For general questions about the SAC, email StudentActivities@virginia.edu.

For all registered CIOs, the SAC offers **FREE PRINTING** up to $12.00 every day in both color or black and white ink. For printing beyond $12, CIOs can print for $0.15 per additional black/white page, and $0.75 per additional color page. The copy machines are available in sizes of 8.5" x 11" (standard computer paper), 8.5" x 14", and 11" x 17". CIOs also have free lamination up to five pages per semester; each additional page afterwards costs $0.50 per page. Faxing and scanning are offered as **completely free** for all official CIOs.

The SAC offers both long-term and short-term storage for organizations within designated cubbies. Near the front of the SAC, there are computers with editing software programs for graphic design and advertisement. Flyers and posters can be created through a custom making station, and the SAC includes personal ticket sales for CIO events in the Newcomb Theatre.

Event equipment in the SAC also includes, but is not limited to: folding tables, projectors, screens, sound systems, microphones, laptops, camcorders, digital cameras, tripods, cash boxes, staplers, VGA adapters, DVI extension cords, VGA cords, extension cords, boom boxes, easels, coolers, and flatbed carts. Chalk can also be borrowed for a small fee per box. Tables borrowed from the SAC are recommended to be reserved one to two weeks in advance of the requested event, in person. Reservations are available up to a month in advance. Separate equipment listed above should be reserved up to a week in advance. Equipment for tabling must be returned the same day, while all other equipment must be returned within 24 hours.

Additionally, CIOs may apply for their own **mailbox**, renewed near the end of each academic year. These are easily obtainable upon request from a SAC Assistant. Applications for extra storage space (lockers in the SAC and 5th floor Newcomb) are distributed in late March or early April for usage in the following academic year for CIOs in need.

Please reference the table below as a guide for prices on SAC resources:

| SAC RESOURCE	STARTING PRICE	ADDITIONAL PRICES
Print	Free, up to $12.00/day	$0.15/BW page or $0.75/color page
Lamination	Free, up to 5 pages/semester	$0.50/page
Fax/Scan	Free	
Helium Tank	$0.20/balloon	Must provide own balloons
Chalk	$0.25/five pieces of chalk	

For further inquiries, please contact the **Student Assistants** at the counter in the PAC for more information on resources available. You may also use the email sacassistants@gmail.com.

atUVA FRAMEWORK

https://atuva.student.virginia.edu/

atUVA, or stylized as @UVA, is the online center detailing information for over 700 student organizations at the University. Organizations use atUVA to submit Budgets and apply for CIO status; current CIOs utilize the website for record-keeping and logistics management.
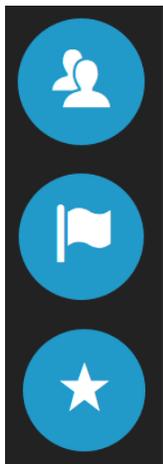
atUVA provides three primary options for in-site navigation to familiarize users.

The first choice, **Find an Organization**, redirects to the Directory that allows free browse, by letter or category, of a specific student organization. This includes a search bar at the top for direct access to a CIO. The second choice, **Find an Event**, links to an online atUVA calendar, updated real time, of all upcoming events updated and listed by organizations. The calendar features a subscription button, and filters to search for specific categories or themes in an upcoming event. The third choice, **My Involvement**, requires NetBadge access. This option displays personal membership within a roster of a certain CIO or student organization.

For established CIOs, the **Home** section provides access to update the CIO name or Constitution, as well as submit news that may be broadcasted at the bottom of the webpage. The **Events** and **Organizations** are alternative access methods from the primary options located on the sign-in page of the atUVA website. **Campus Links** offers a variety of external sources for CIOs, including CIO advertising, event policies, and space reservations using the SOURCE and EMS.

For visual aid on managing atUVA framework, please follow the link below:
https://atuva.student.virginia.edu/support

CIO ADVERTISING

All CIOs, Special Status, and Agency Organizations on Grounds must abide by the exterior posting and chalking policies as outlined by the **University Policy Directory**. In this context, all University property relates to land owned or leased under the direct control of the Board of Visitors. This extends to premises the University of Virginia operates for activities of its offices, departments, personnel, or students.

For chalking policy, all students must only chalk within designated regions on Grounds. There is no chalking allowed on any section of a bridge or lamp post. Additionally, chalking is strictly prohibited on brick or any old stone material; e.g. the outer grounds of Clark Hall. Chalk must be able to be washed away by rain, or drawn in a region with direct exposure to the sun.

Marketing via tabling can be reserved on most on-Grounds locations. To reserve tables and locations, please contact representatives in the Student Activities Center (SAC). Tables can both be retrieved and returned to the SAC during its hours of operation.

Flyers may only be posted on designated kiosks, boards, and pillars. The pillars on the bridge between the Amphitheatre and Bryan Hall are not acceptable for poster marketing.

Failure to comply with chalking or posting policy will result in a warning, and in repeated or extreme cases, withdrawal of CIO status.

For an in-depth description on the advertising policy, please follow the link below:
http://uvapolicy.virginia.edu/policy/PRM-008

UNIVERSITY LICENSING AND FRAMEWORK

All CIOs must follow University guidelines and procedure in cooperation with use of official indicia, such as the Rotunda or the V-sabres logo. The **University of Virginia Office of Licensing and Trademark** is the sole department with jurisdiction over licensing groups of branding.

 CIOs, upon creation, acknowledge and understand the official University policy to not use marks, symbols, logos, mottoes, or other indicia. In addition, the University will permit use of its name as part of a CIO exclusively in the form of "The XYZ Club at the University of Virginia." All student organizations must abide to University imagery policy.

Below are useful contacts for UVA Licensing and Framework:
Jane Sulentic, *Sales and Outreach Coordinator*, University of Virginia Bookstore (fjs4s)
Carol Keese, *Deputy Chief of Marketing*, Office of Communications (cpl9m)

Student organizations are advised to use mark No. 4 from the official **UVA Logo Sheet**.

For an in-depth visual aid on official University logos, please follow the link below:
http://athletics.virginiasports.com/licensing/pdf/current_logo_sheet.pdf

LISTSERV CREATION VIA SYMPA

The University of Virginia distributes widespread electronic messages through **SYMPA**, a mailing list management software. Students, organizations, and administrative officials all operate SYMPA through emailing to a specific "*listserv*," or a mailing list of subscribed individuals. Creating a listserv is a simple means to mass distribute or broadcast electronic messages to a larger community at the University.

https://lists.virginia.edu/sympa

To create a custom listserv, this requires NetBadge access via sign-in from the top left corner of the webpage. After entering, SYMPA will navigate to the personal portal, displaying personal participation in listservs, if any, and a message reading "**You have been authenticated**."

The top of the webpage will now show a new tab, **Create list**. Select this option, which will then redirect to the next page that will ask for details in creating the new listserv. List creation is only permissible with a UVA-affiliated address that ends with virginia.edu in the email.

Insert a **List Name**, which will essentially be the "@virginia.edu" link other University members will send messages to for the listserv. For ease of convenience, it is recommended to keep the list name brief but unique enough to not confuse the mailing list with another organization. SYMPA will subsequently request a **List Type**, which may vary depending on the type of listserv created.

Public discussion listservs promote open communication among subscribers; this is recommended for mailing lists reflecting an open forum, as anyone may send a message. **Notification** listservs, common for organizations, is used exclusively as means to distribute announcements to subscribers; this is the most recommended option for CIOs. Messages must additionally be approved by a listserv admin or moderator before distribution.

Contact address listservs are often used on a webpage, where the admin or moderator approves member subscriptions. This type of listserv is often produced for a certain forum of students that intentionally receive a mass quantity of messages for a certain purpose. The **Members only** listserv is exclusive, where the admin or moderator must approve subscription, and is another popular source of mailing list. This is also recommended for organizations, as it promotes free communication for subscribers, while moderating messages from exterior sources.

After selecting the format of listserv to construct, SYMPA will ask for a **Subject** that will appear for all subsequent email distributions. This displays as text before the official text sent from a message. The listserv will also request a **Description**, a space to briefly describe the listserv and its purpose for its subscribers. **Topics** is optional, to categorize the listserv in the website.
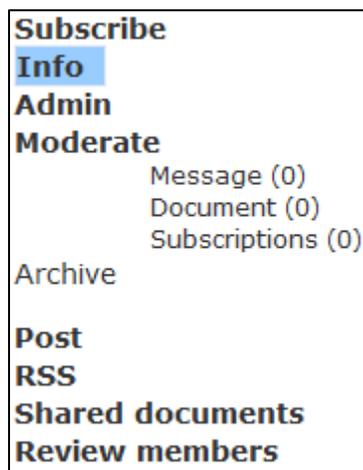
When ready, select **Submit your creation request**. The website will process the details, and, if approved, will redirect to the next page. The bottom left region will display various options available to edit the specific listserv.

The webpage will automatically open in the **Info** tab, displaying the listserv name and its description. **Subscribe** allows direct subscription to the listserv. **Moderate** allows review of messages on the listserv, including the quantity of messages or subscriptions, and the archival of previous documents.

Post permits posting to the listserv directly from SYMPA, rather than from a personal mailing software. **RSS**, or Rich Site Summary, allows the listserv URL to be uploaded or linked to an external website for outside usage. This is an option complementary for the Contact address listserv option. **Shared documents** allows review of all documents published on the listserv.

Review members is the option that permits addition or removal of members to the listserv. To add subscriptions, select the primary alias for a UVA-affiliated email (i.e. no subdomains such as id@eservives.virginia.edu) to include the appropriate member. If done properly, all accounts added to the listserv will be sent a confirmation email describing formal subscription.

For in-depth descriptions about SYMPA and mailing lists, please follow the link below:
http://itc.virginia.edu/email/mailing-lists/sympa-home.html

APPROPRIATIONS

The Student Council Appropriations Committee oversees the distribution process for monetary management to all CIOs at the University. Ty Zirkle, the 2017-2018 **Vice President for Organizations (VPO)**, leads the appropriations procedure and serves as the liaison between students and the administration. The VPO oversees hearings, makes final decisions on allocations, and is the spokesperson for the Committee.

The Appropriations Committee consists of four co-Chairs that serve as human resources for CIOs, available to answer questions on budgets and expenses. Members are able to advise groups on how to present an expenditure report and what to expect during the process. The 2017-2018 co-Chairs include Jordan Beeker, Danny Higginbotham, David Peters, and Tyler Sudbrink.

In the appropriations process, there are two methods in obtaining Student Council funding. Organizations may apply for either the **Rolling Rounds** or the **Semiannual Round**.

For the rolling rounds, four are held every semester. CIOs may apply to multiple rolling rounds for a chance to receive funding; hearings are usually held on a Wednesday with CIO budgets due the midnight before. Semiannual rounds occur at the start of each academic semester, with a similar appropriations process. Applying for the semiannual round forfeits the privilege to apply for rolling rounds during that semester. It is recommended to only apply for semiannual rounds if the CIO is fiscally long-standing and aware with their appropriation distributions.

To become eligible for funding, organizations must thus submit a budget through their respective **atUVA** page. The Appropriations Committee will subsequently schedule a hearing to discuss the proposed budget, where the VPO and the co-Chairs deliberate. If deemed appropriate, organizations will be emailed with their respective allocations in the week following the hearings.

For direct inquiries about appropriations, please contact studco-appropriations@virginia.edu.

For in-depth information about StudCo appropriations, please follow the link below:
http://www.uvastudentcouncil.com/appropriations/

ALTERNATIVE SOURCES OF FUNDING

While CIOs are eligible to apply through Student Council appropriations, there exists multiple separate sources of funding for specific programs. The CIO Consultants Committee has additionally compiled a list of **Alternative Funding** methods via grants, co-sponsorships, and miscellaneous sources.

For brevity, the Handbook will provide a summary of popular alternative sources found below. Please follow the link to the appropriate website or contact for further details, if necessary.

UVA Parents Fund Grants
Contact: Jennifer Huebner (jenniferh)
Website: http://uvaparents.virginia.edu/grants-scholarships/grants/
Members of the UVA Parents Fund Committee support means of development in rising programs or events with a one-time appropriations need.

Vice President and Chief Student Affairs Office Funds for Student Programs
Contact: Margaret Gould (mng9nf)
Website: https://vpsa.virginia.edu/funding
The VPSA office promotes academic, cultural, and social programs to encourage safe programming. No alcohol may be served at an event funded in partnership with the VPSA.

Student Council co-Sponsorship Program
Contact: StudCo Director of University Relations (studco-dur)
Website: http://www.uvastudentcouncil.com/co-sponsorship/
In addition to appropriations, Student Council offers a three-point co-sponsorship program that includes advertising through marketing support, committee partnerships, and direct funding.

Class Council and Trustees
Contact: Class President and Vice President
Website: http://alumni.virginia.edu/class-school/class-councils-trustees/
Class Councils and the Fourth-Year Trustees provide a co-sponsorship fund to support students and CIOs, granted for those seeking events that benefit members of their respective class.

Working Concessions with Virginia Athletics
Contact: Shannon Bryant (cavalierconcessions)
Phone Number: (434) 243-4370
CIOs and non-profit student groups may earn between $100 to $1,600 working the concessions stands during athletics events for the Virginia Cavaliers.

CIO Consultants

The CIO Consultants are a resource for Contracted Independent Organizations. We assist the Vice President for Organizations with reviewing and approving potential CIOs, conducting orientations for new CIOs, and putting CIO leadership in touch with proper contacts and resources to be successful.

The **CIO Consultants** Committee on Student Council serves as a resource for all Contract Independent Organizations. Members assist the Vice President for Organizations with reviewing and approving potential CIOs, conducting orientations for new CIOs, and putting CIO leadership in touch with proper contacts and resources to be successful.

This year, the CIO Consultants assist in the Activities Fairs that operate each semester. The members have also constructed online documents that provide resources for CIOs on appropriations sources, noncompetitive meeting spaces, handbooks for website management, and strategies for publicity.

Below are useful contacts for CIO Support, updated April 2017:
Ryan Woodward, *co-Chair of CIO Consultants* (rcw5ax)
Camila Zarate, *co-Chair of CIO Consultants* (csz5vx)
Ty Zirkle, *Vice President for Organizations* (taz2ug)
Kelly Chambers, *Coordinator for CIO Support* (kmc2sq)

For more information about the CIO Consultants Committee, please follow the link below:
http://www.uvastudentcouncil.com/cio-consultants/