student organizations institute

2021

Request for Proposals
Student Organization Institute

The Association of College Unions International (ACUI) and National Association for Campus Activities (NACA), are partnering in 2021 for the eleventh annual Student Organizations Institute. The program is designed to bring campus professionals from different functional areas together for education and networking on topics related to working with student clubs and organizations in higher education. Covering topics from administration, advising, legal issues, risk management, and student group conduct, the program has grown and evolved over the years, and the partners look forward to discussing the potential for your institution to serve as host to be part of the program’s history.

ABOUT ACUI

Founded in 1914, ACUI is a nonprofit (501C3) educational organization that brings together college union and student activities professionals from hundreds of schools in seven countries. ACUI is the professional home to thousands of campus community builders around the world. Primarily focused on the work of those within the college unions and student activities field, the Association strives to provide an inclusive, welcoming community for all those who choose to belong.

ABOUT NACA

The National Association for Campus Activities (NACA) is the recognized leader in higher education providing knowledge, ideas and resources for campus life. We provide our members with programs and events focusing on student and professional leadership development, program planning, concert management, diversity and more. Our school and associate members also have access to one of the largest campus activities networking and talent buying resources in the country.

Association Contact Information:

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NACA
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Proposed Dates:
The ideal dates for the program are:
Monday–Thursday in the month of June 2021. Please be aware that we offer Sunday as an option for early arrivals.
- Sunday – Early Arrival
- Monday – Day 1 of Program
- Tuesday – Day 2 of Program
- Wednesday – Day 3 of Program
- Thursday – Half Last day of Program

Target Audience:
Any higher education professional engaged with work on campus with student clubs, groups, and organizations should attend. This includes those working with organization advisors, student organization conduct, student group travel, intramural teams and club sports, and general administration and advising for student organizations.

Target Attendance: 80–130

Institute topics have included:
- Training student leaders/advisors
- Liability and risk management
- Advising best practices
- Student group conduct
- Policies and procedures for student organizations
- Incorporating diversity, equity, and inclusion
- Legal issues in higher education
- Group development
• Administration of clubs and organizations

It is expected that programming content include information from all of ACUI's Core Competencies and/or NACA's Competencies for Campus Activities Professionals.

HOSTING REQUIREMENTS

The ideal host for the 2020 Student Organizations Institute will be an institution that is a member of ACUI and/or NACA; is located in close proximity to an accessible airport; has modern facilities on campus to support the meeting-space, lodging, and meal needs for the program; and can showcase its successful services/spaces/resources for student organizations. Host sites are responsible for assisting with the coordination of facility/lodging/catering needs, social and leisure activities, local transportation information and support, basic supply needs, and other on-site needs and problem-solving.

Lodging Requirements:

Traditionally, lodging for the institute has been in on-campus residence halls located close to conference facilities, preferably in singles or suite style housing with individuals having a private room and private/suite bathroom/shower. Approximate needs include:

<table>
<thead>
<tr>
<th>Night</th>
<th>Beds in residence hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Arrival</td>
<td>25-40 beds</td>
</tr>
<tr>
<td>Night 1</td>
<td>120 beds</td>
</tr>
<tr>
<td>Night 2</td>
<td>120 beds</td>
</tr>
<tr>
<td>Night 3</td>
<td>120 beds</td>
</tr>
<tr>
<td>Night 4</td>
<td>Check-out for all</td>
</tr>
</tbody>
</table>

We are also open to learning more about a hotel referral option, preferably one in close proximity to the meeting facilities, for those interested in paying additional costs to arrange their own housing off campus.

Space Requirements:

Ideally, all of the following would be available to the Student Organizations Institute for the duration of the program.

- **A General Session large group space with:**
  - Tables and chairs set to crescent rounds and/or banquet style for 130
  - A resources table along the side
  - A speaker’s table with projector/screen at the front of the room
  - Wireless internet and power outlets accessible for all attendees

- **Four breakout rooms with:**
  - Tables and chairs set classroom for 35
  - A speaker’s table with projector/screen at the front of the room
  - Wireless Internet available for all attendees
- Workroom area for institute faculty/staff (available beginning on Monday)
- Registration area in an appropriate and visible location, preferably in the Residence Hall (Monday only)

The host facility must meet ADA Standards for Accessible Design to accommodate participants with disabilities.

A/V Technology Requirements:

The program requires that all breakout spaces have access to a Projector Screen, Laptop or Computer Hook-up, Audio/PA system.

Meal Requirements:

Included in the program’s registration fee are three breakfasts, three lunches, and one catered dinner. Ideally, meals will be held on campus in an area that is close to the residence/conferece spaces and that will allow for networking to occur among the attendees.

The host coordinator should work with their dining service or other local contacts to get the most beneficial cost for program meals. Please provide your food service provider and a sample meal budget or price per person (based on 130 registrants) on different meal options.
Food service provider should be able to accommodate special dietary needs for attendees as provided through the conference registration process.

**Logistical Requirements:**
Institutions interested in hosting a session of the Student Organizations Institute will ideally meet the following logistical characteristics:

- Transportation between the airport and the host site must be either provided by the host institution or be easily arranged by the individual via some sort of affordable ground transportation service.
- Support for planning an evening social component, which may be part of the union or within walking distance for participants.
- Buildings/campus should be sustainable and have recycling options.
- Provide campus tours, college union tours, and/or recreation facilities tours for interested attendees, featuring services provided to support student clubs and organizations.
- Ability to ship and receive via UPS from office space for program.
- Ability to provide free wifi to conference attendees, including those travelling from outside the United States who might not have a data plan routinely reconnect devices.

**FINANCIAL GUIDELINES**
All financial components charged to the associations of the institute can be negotiated with ACUI and the host through the bid process.

The Associations seek to make the program as cost-effective as possible to provide access to campus professionals. Through relationships with local and campus vendors, the host institution will be able to utilize networks to help develop the program. While expenses are negotiable, higher costs increase the registration fee for participants. Likewise, the host institution should be prepared to support the program.
Student Organization Institute
SAMPLE SCHEDULE

MONDAY, June 15,

11am – 4pm .......................................................... Check-In
4pm – 5pm .......................................................... Tour of Campus
6pm – 6:45pm ......................................................... Welcome & Introductions
7pm – 8pm .......................................................... Opening Dinner (Provided)
8pm – 9pm ......................................................... Networking Night

TUESDAY, June 16, 2020

7:30am – 8:45am .................................................. Breakfast (Provided)
9am – 9:40am ........................................................ Morning Activity
9:45am – 9:50am ..................................................... Group Picture
10am – 11:30am .................................................... Deep Dive: Diversity, Equity, and Inclusion
11:30am – 11:45pm .............................................. Wellness Break
12pm – 1pm ......................................................... Chat & Chew (Lunch Provided)
1:15pm – 2:45pm .................................................. Deep Dive: Risk Management
2:45pm – 3pm ....................................................... Wellness Break
3:15pm – 4:15pm .................................................. Breakout Session 1
4:30pm – 5:30pm .................................................. Speed Sharing
6pm ................................................................. Dinner (Not Provided)
8pm ................................................................. Games (Optional)

WEDNESDAY, June 17, 2020

7:30am – 8:45am .................................................. Breakfast (Provided)
9am – 9:30am ........................................................ Morning Activity
9:45am – 11:15am ................................................ Deep Dive: Student Leader Training
11:30am – 12:15pm .............................................. Roundtables
12:30 – 1:30 .......................................................... Lunch (Provided)
1:45pm – 2:45pm .................................................. Breakout Session 2
3pm – 4:30pm ................................................................. Deep Dive: Using Data to Tell Your Story
4:30pm – 5pm ................................................................. Wellness Break
5pm – 6pm ........................................................................ Institute Debrief
6pm .............................................................................. Dinner (Not Provided)
8pm ............................................................................... Games (Optional)

THURSDAY, June 18, 2020

7:30am – 8:45am .......................................................... Breakfast (Provided)
9am–10:30am ................................................................ Problem Solving
10:30am – 11:15am ......................................................... Closing & Goodbye
SUBMISSION INFORMATION
The following information outlines ACUI’s submission process for host bids. Additional program specific information and
details may be required as outlined in this Request for Proposals. Please visit our website for the most up to date
information outlined below. http://www.acui.org/host

Institutions interested in hosting should submit the following through our ACUI online submission process:
• You will be asked to submit a quote for the following areas that may be at cost to the association to
  host the program on your campus (e.g., lodging, meals, venue space, and A/V)
• A proposal for dates of hosting the institute (in addition to preferred dates listed)
• A proposal of facilities available including local overnight accommodations as specified and meeting
  spaces. Itemized pricing information and confirmation of ADA accessibility is required. Photos of facilities
  are preferred.
• A proposal of meal options (Provide pricing as applicable to program)
• A proposal of logistical requirements (as outlined in the RFP). Itemized pricing information is required.
• Designated contact and possible host coordinator(s)
• The phone number and email address of the director of the submitting office/department, to confirm
  the level of institutional support for hosting
• Potential service organizations with which to partner for preconference community service
• Potential topics for event sessions facilitated by host campus administration
• Airport and airport transportation providers

Submission Process:
Host bids for programs will be accepted for priority review by March 2, which must include:
1. Name, institution, and contact information of the primary contact for the program.
2. Title of the program.
3. A summary of the host location, addressing:
   Evidence that the host meets the criteria identified for the specific program, and any additional program
   specific requirements and questions being asked. You can utilize sections of the RFP to breakdown
   areas of need.
4. Quotes for additional costs to host (specifically, breakdown of estimated cost for meals, space, A/V, and
   lodging as outlined in program RFP)
5. Any additional supporting documentation for the program, which could include photos of venue,
   catering menus, space diagrams, local tourism, supporting information, testimonials, etc.

Please keep in mind there may be additional program specific questions and supplements that will need to be
provided. This will be outlined in each program’s RFP.

Submission Criteria:
The review process includes, but is not limited to, an assessment of the criteria listed below. Due to the wide
variety of programs that can be considered, a program does not need to meet every criterion.
• Ability to successfully host the program and its needs
• Financial cost to host the program
• Venue Space
• Travel & Transportation
• Lodging & Accommodation Options
• Past Program Location (to consider access to different regions over course of time)
• Laws and Policies in State (See ACUI Nondiscrimination & Inclusion)
• Support from Institution
**Selection Process:**
Electronic notification will be sent to confirm submissions have been received. The program manager and applicable volunteers will review materials to make the selection. One recipient will be chosen, unless otherwise noted for the specific program.

**Bid Timeline:**
March 2, 2020: RFP Priority Deadline  
April 30, 2020: Contact finalist bid and confirm host agreement  
May 8, 2020: All hosts will be notified of selection outcome  
June 30: Official announcement begins

**ACUI Nondiscrimination & Inclusion:**
ACUI is committed to non-discrimination, including non-discrimination on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, parental status, national origin, age, disability, veteran status, family medical condition or genetic information, political affiliation, or any other illegal discrimination, and the host warranties that the services and facilities being made available by and within the host are offered on such a non-discriminatory basis. Each subcontractor, service provider and/or supplier subsequently uses is expected to abide by these same tenets. The host agrees to promptly and sufficiently address any complaints arising out of this provision. Such assurance of nondiscrimination demonstrates a commitment to ACUI’s core values of unconditional human worth and diversity.

When planning any program, the end goal is to select a site that will create an outstanding experience for attendees. Before selecting a host location, an analysis is first conducted to determine viable airport locations, cost to attendees, past sites, and area membership support. Regions and other program planners consider similar factors after receiving proposals from interested member institutions to host the conference.

Final determination of a site location must be in alignment with our associations’ core values.

Hotel/venue contracts will be negotiated to include a clause that enables ACUI to terminate the agreement without penalty due to new conflicting laws that are enacted. Such an action would be determined after careful consideration of the program directors, or Board of Trustees, as applicable. When a cancellation is not contractually possible or desirable, ACUI will provide education about the implications of the laws, encourage advocacy around equity and access, and ensure that local members affected by such broader external factors are supported.

All ACUI bylaws, policies, and procedures apply to hosting a program, including that minimum registration numbers must be met and logistical and budgeting guidelines must be followed.