

BENEFITS PACKAGE

2012-2013

The following document contains a comprehensive list of benefits granted to member organizations affiliated with the Council of International Students & Organizations.

If you have any questions, concerns or comments, please contact us at coiso.studorg@miami.edu.

The COISO Directory

The COISO Directory is a listing of contact information for the Executive Board, Cabinet, Council of Presidents (COP), International Representatives, Member Organization Executive Boards, International Student & Scholar Services, Multicultural Student Affairs, Hurricane Productions (HP), Student Activity Fee Allocation Committee (SAFAC) and other student leaders and student organizations that are affiliated with the Council of International Students & Organizations who may be helpful to your organization. This directory will be available both in print in the COISO office and electronically via e-mail and our website. This detailed directory not only gives you full access to networking, co-programming and sponsorship opportunities but saves you the time of compiling this extensive list yourself. If you have not yet submitted your organization’s information, please email it to COISO President Hong-Uyen Hua at h.hua@umiami.edu.

Supplies and Storage

We have a wide variety of country flags, office stationary, arts & crafts items, cultural pieces, games, disposable cutlery, plates, cups, tablecloths, past event materials (e.g. International Week props) and supplies that you may request via the Supply Request Form. You may request a form via email, and copies are available online. These Supply Request Forms must be submitted to and approved by the COISO Secretary, Kiran Chawla, **at least 24 hours before** the supplies are checked out of the office. If you are requesting large amounts of supplies, we recommend that you submit your request at least 48 hours before. Due to the closure of the dungeon, we will be moving some of our larger items to an off-campus storage site. Please let Kiran know if there are any items you will need frequent access to, and we will keep them in the office. If you need access to supplies that have been placed in off-campus storage, submit a request as far in advance as possible (**at least 72 hours before**), and we will schedule an appointment to retrieve what you need. If you have any additional materials that you would like COISO to store, please let us know.

Cooperation with Cabinet

Cabinet is here to support COISO as a whole and in turn they also support the International Organizations individually. The PR team is here to help you. Schedule a meeting with the Vice President of Cabinet if you need help to design a flyer or other promotional material. Feel free to use other members of cabinet for advice or to answer questions if you feel they may be useful to your organization.

Publicity, Marketing & Advertising

Our office and the surrounding space are reserved for advertising by COISO member organizations ONLY. In addition, member organizations are granted access to the COISO listserv that contacts every one of our members. In order to utilize the listserv, send an e-mail (as you would like it to appear) to COISO Secretary, Kiran Chawla at k.chawla@umiami.edu.

Use of the COISO Office

*Room Reservations*

The COISO office is available for members under its umbrella to reserve, as long as notice is given in advance to the secretary and there are no conflicting events on the calendar. Member organizations may request a reservation for our office, located in Room 213 of the University Center, for the purpose of general body and/or executive board meetings anytime between 8:00am and midnight, Monday through Friday. Reservation requests may be emailed to COISO Secretary, Kiran Chawla at k.chawla@umiami.edu.

*Printers*

The use of this printer is reserved for documents required within your organization, such as meeting agendas and minutes. This printer is strictly for usage relevant to the organization; **NO PERSONAL** documents such as class assignments and PowerPoint slides. The COISO President, Hong-Uyen Hua will be giving out the copy code for the printer to the member organization presidents. Please be mindful that our university and our office have been implementing a green initiative, so please print only what is necessary.

*Home Away from Home*

The COISO Office will be open most of the time during the week. Feel free to stop by between classes, study, use our refrigerator and microwave, or just hang out. We strive to provide a welcome environment for members of our organizations and for all international students, so feel welcome to drop in, as long as no meeting is actively going on.

Honors, Awards & Prizes

This year we are implementing a point system that will award points corresponding to achievements attained in activities and events that our organizations are involved in. Points will be assessed on a regular basis and awarded at the discretion of the Executive Board.

If points become available throughout the semester, you will be promptly alerted concerning any activities in which you may earn points. Points will contribute towards COISO’s Organization of the Year Award and financial co-sponsorship from COISO.

Co-sponsorship/ Co-programming

Member organizations are encouraged to discuss co-sponsorship and co-programming activities with COISO and other member organizations. Whether you require human, financial, organizational or material resources, you are encouraged to seek the help of COISO in matters concerning our mission statement. We are here for you – let us know how we can help!