

INTERFAITH STUDENT COUNCIL

HANDBOOK
2022-2023



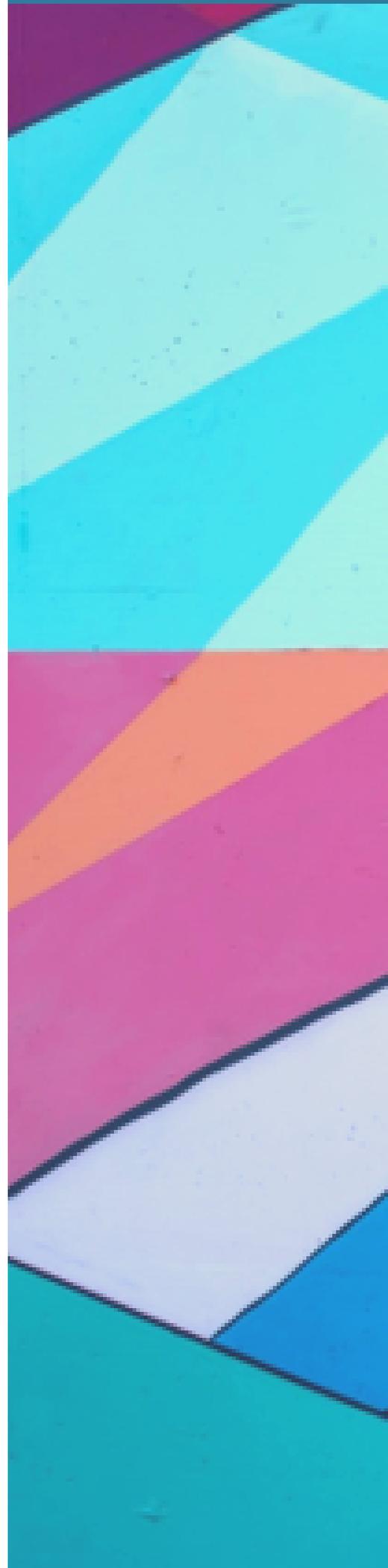
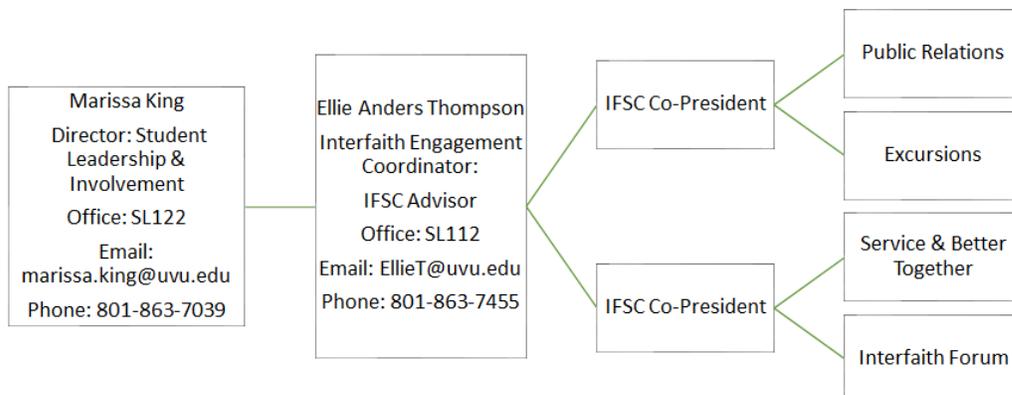
MISSION & VISION

The Interfaith Student Council (IFSC) engages in interfaith leadership by facilitating conversations and organizing events for students from a variety of worldview (religious, spiritual, and/or secular) perspectives. The council is comprised of select students who collaborate with clubs and organizations across campus and in the community to increase religious literacy, grow respect for every individual worldview, build understanding relationships, and work in cooperation with different worldview communities. Our goal on our campus is to achieve religious **pluralism** as Dr. Diana Eck talks about; a world where people of differing religions and worldviews can live and work together in peace while maintaining their distinctiveness. Pluralism is the positive engagement of worldview diversity toward a positive end. We achieve this on campus by building:

1. Respect for different identities
2. Relationships between diverse communities
3. Commitment to the common good

The university provides resources and facilitates interaction with scholars and religious leaders to provide IFSC members opportunities to enhance their educational experience at UVU.

COUNCIL STRUCTURE



MEMBERSHIP & BENEFITS



Any person admitted as a student at Utah Valley University who can fulfill the following expectations may be chosen to be on the council:

- Commit to participating in the Interfaith Student Council for a full academic year from August 2022 through May 2023.
- Complete the responsibilities and expectations of the Interfaith Student Council.
- Maintain full-time student status at UVU (12 credits or more), while a member of IFSC.
- Must have a 2.50 Cumulative GPA or higher when applying and maintain a 2.50 GPA or higher each semester in the program.
- May not be involved in any other Student Leadership and Involvement scholarship programs.

Benefits of service include:

- Scholarship funding
- close interaction with religious leaders and scholars of religion
- free registration to related conferences and workshops
- development of interfaith leadership skill set and knowledge base
- eligibility to participate in the IFSC alternative spring break

COUNCIL POSITION DESCRIPTIONS



CO-PRESIDENTS

Appointed every year to provide direction, leadership, and continuity. Their responsibilities include:

- Planning the annual calendar of events
- Publicizing and promoting council activities
- Recruiting students to apply for the council
- Scheduling and holding weekly leadership meetings one on one with individual council members
- Planning the annual Interfaith Excursions during Spring Break
- Encouraging students to form clubs based on religious self-identification or ethical commitments
- Engage religious leaders in the community to help connect their students to UVU activities
- Attend Interfaith Community Advisory Board meetings and report on IFSC activities.

INTERFAITH FORUMS

Plan at least three IFSC Forums to be held in the Reflection Center each semester.

- Identify event type, theme, and title with input from IFSC
- Reach out to potential speakers or service providers and confirm their participation in the Forum
- Conduct interfaith reflection activities prior to and after the Forum
- In conjunction with the council, prepare appropriate questions and goals and objectives of Forum
- Recruit volunteers for committee to help organize Interfaith Forums
- Attempt to connect with and invite college age members of the community as focus of Forum

COUNCIL POSITION DESCRIPTIONS CONTINUED



SERVICE & BETTER TOGETHER

Responsible for planning, implementing, and evaluating at least one service project in the Fall and Utah Better Together Days activities in the spring

- Plan and conduct interfaith reflection activities prior to and after the service project and Better Together Days
- Coordinate with university clubs and organizations to collaborate on service opportunities and ongoing interfaith programs
- In conjunction with the council, prepare appropriate questions, goals, and outcomes for events
- Recruit committee members and other key volunteers as needed
- On a regular basis, participate in coordination meetings with your volunteers

EXCURSIONS

Plan at least two semester IFSC excursions to different houses of worship or to meet with worldview communities. This involves contacting the relevant groups to organize a visit, as well as coordinating all the logistics of the event (reserving cars, etc.).

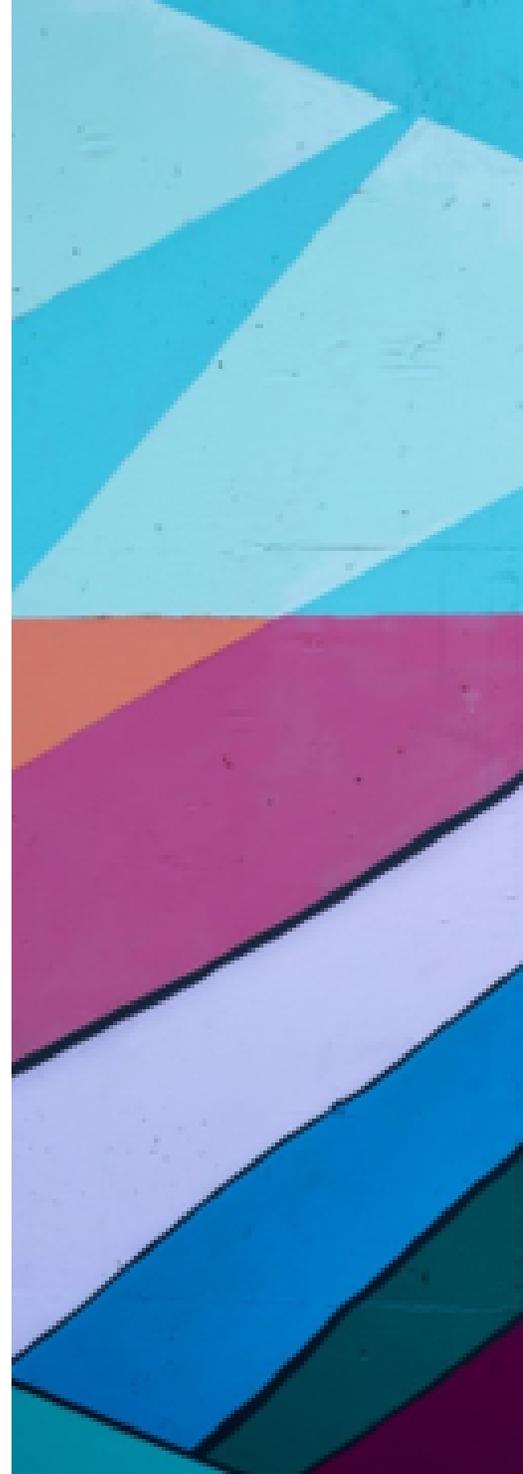
- Plan and conduct interfaith reflection activities prior to and after the excursion.
- In conjunction with the council, prepare appropriate questions and goals for excursion visit
- Attempt to connect with and invite college age members of the community being visited.
- Recruit Volunteers for committee to help organize these excursions
- Coordinate UVU driver certification for campus vehicles.

COUNCIL POSITION DESCRIPTIONS CONTINUED

PUBLIC RELATIONS

- Recruit volunteers for ongoing IFSC events and activities
- Scheduling and organizing Cocoa, Coffee, Convo prior to each IFSC event
- Lead the IFSC efforts in recruitment and retention of future council members, participants in programs and events, and other volunteers.
- Coordinate with Reflection Center Guides to attend JumpStart orientations for recruitment
- Present to appropriate classes and organizations about upcoming interfaith engagement opportunities and on-going programs
- Implement a formal thank you program for participants, Community Partners and other volunteers after events and programs.
- Facilitate marketing campaigns for events and activities on social media
- Responsible for assisting with social media and website content
- Take photos during IFSC events
- Act as the historian for IFSC through video, blogs, and photos by collecting media including photos, videos, or other artwork to promote and document IFSC events and activities
- Recruit and retain a marketing committee to assist in the execution of social media, publicity strategies, etc.

NOTES



REQUIRED ACTIVITIES

The Interfaith Student Council will organize and participate in the following activities during the 2022-2023 school-year:

Interfaith Leadership book club on 5/24, 6/21, 7/19 from 1PM-3 PM (virtual and in person option).

Fall Retreat August 16, 2022, at 9 AM through August 18th at 9PM
IFSC members will participate in a three-day retreat prior to the start of the fall semester to explore the religious diversity of Salt Lake City. The retreat will also provide opportunities for team-building and planning activities.

UVU Wolverine Summit (Student Leadership Training) on August 19, 2022, from 3 PM-10 PM.

Interfaith Student Council meetings every Wednesday from 3 PM- 5 PM during Fall & Spring semesters in the Reflection Center (SL112). You may also be asked to contribute to the agenda for meetings.

All IFSC Activities: The IFSC will organize 3 forums each semester, and multiple service projects and excursions each semester, all council members are expected to attend all council organized events.

Spring Break Interfaith Alternative Break: Members of the IFSC will have the opportunity to travel with their fellow council members over Spring Break. Specific requirements will be provided by the IFSC advisors.

Attend the required Student Leadership and Involvement Leadership Lectures (Twice a semester, dates to be announced in May 2022).

Organize and hold Committee Meetings on a weekly basis. Maintain notes from those events to report back to council.

Plan Your Committee Meetings

- Prepare a written agenda: date, starting/ending time, topics to be addressed
- Start with a leadership thought by a committee member (the first meeting's thought should set the standard for future meetings)
- Play a game/do an Icebreaker to promote team building
- Have someone take minutes for the meeting
- Prevent committee members from digressing, try to involve all attendees
- Follow-up on last week's assignments
- Summarize what the group accomplished and what the next steps will be
- Review delegated assignments and determine their due date
- Confirm the date and location for the next meeting.

EXPECTATIONS



Communication: It is very important that lines of transparent and timely communication remain open between members of the council, co-presidents, and advisors. Failure to respond to correspondence impacts the council's ability to function well and could result in suspension or removal from the council. The IFSC will utilize the Microsoft Teams to communicate with the full council, advisors, and volunteer organizing committees. You must access this application using your student email address on a **daily basis** to check for messages about council business.

- All Utah Valley University Interfaith Student Council business should be communicated through the app including with Advisors.
- The Team will be set up with channels for each committee for which the council member will be responsible.
- Teams can be utilized to chat individually, make video and audio calls, and post for the entire council.

Promotion & Recruiting: Members of the council work across campus to widen exposure to worldview diversity, deepen knowledge of religious and ethical perspectives, and strengthen diplomacy and inclusion skills. Therefore, planning and implementing alone is insufficient. Each member of the council should promote and recruit people to events and encourage participation in planning committees. The primary means of building these relationships is to attend the events and activities of campus organizations, including worldview clubs, and community meetings and events as well as lead Cocoa, Coffee, Convo sessions in the hallways on a weekly basis. Plan to bring at least three people to each event sponsored by the council. Please make recruiting your volunteer committee an immediate priority. Members are expected to actively recruit UVU students to attend council sponsored activities and to volunteer to serve on IFSC committees.

EXPECTATIONS CONTINUED



Attendance at meetings: Face-to-face interaction with fellow council members is critical to our mission and success. Each member of the council brings strengths and perspectives not held by others. Hence, your voice is essential in our planning meetings and other activities.

Absenteeism affects the role you play in the organization and burdens others. If you will be absent, you will need to communicate in advance with the IFSC advisor.

Attendance at events: Over the course of the academic year the council will plan and carry out high profile events open to UVU students, faculty, staff, and members of the community. These events and activities include Interfaith Forums, Excursions, Better Together Day and service opportunities (see the previous section for full list of required events). The semester's events are calendared in advance in the Reflection Center Outlook calendar, and you are expected to attend. Please arrive early to complete last minute preparations, and to greet guests check students into the event. Also budget time to stay after and do whatever work is needed to bring the Reflection Center to reset. We will do most of our event debrief at the following week's council meeting.

Wear your Council Polo & Name Tag: Interfaith Student Council Polos will be provided to you as a part of your year on the council. You are expected to wear your Polo on Wednesdays as well as to all Interfaith Student Council events.

Interfaith Understanding: As part of council participation, students will be assigned readings, videos, etc. designed to strengthen religious literacy and provide the tools necessary for interfaith leadership. Please complete all the assignments and be prepared to engage the content during council meetings, excursions, and other relevant discussions.

REPORTS & REFLECTIONS

REPORTING YOUR HOURS

Council members are expected to regularly report the hours they are serving on the IFSC. The council members should report at a minimum once per week, or more regularly if they prefer. Council members should expect to serve around 6 hours per week or 90 hours per semester. We will utilize CampusGroups to report your hours using this link- <https://cglink.me/2py/s48>



Other Activities to Accrue Hours

- Attend a Religious Studies event
- Attend Worldview clubs or other campus events
- Visit with a worldview community other than your own
- Attend any of the Salt Lake Interfaith Roundtable or Utah Valley Interfaith Association events
- Cocoa, Coffee, Convo
- Reflection Center hours

REFLECTING ON YOUR EVENTS

Council members are expected to reflect on their event after the completion of the event. The council members should complete the event evaluation form at their next committee meeting and utilize the data gathered from the participant evaluation forms. We will evaluate our events at the council meeting following the event. Once all the feedback is gathered, you must complete the 22-23 IFSC Event Evaluation Form- <https://cglink.me/2py/s50>



ESSENTIAL ELEMENTS FOR PLANNING EXCELLENT EVENTS

Before you throw any kind of event – speaker, activity, forum, campaign, etc. you need to be able to answer three questions:

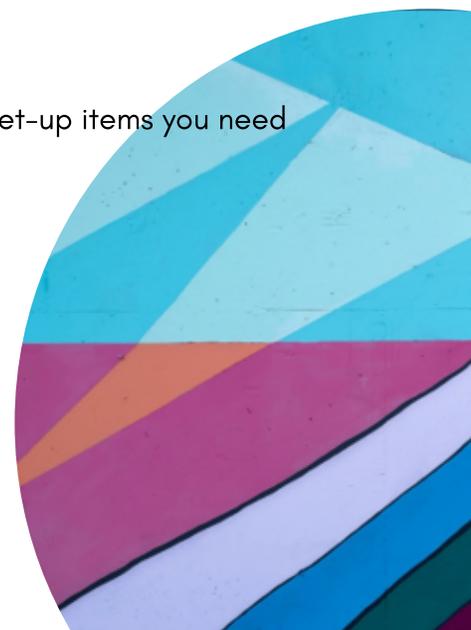
- Why are you doing it?
- Who is your audience?
- How does it fulfill the purpose and goals of the Interfaith Student Council?

12-8 Weeks out

- Have your initial committee meetings where you will solidify the ideas, strategy, and the structure for your event: Identify event type, theme and title
- Reach out to potential speaker or service providers
- Consult the Reflection Center and Religious Calendar to confirm or determine available dates
- Confirm or pick time and location (we try to keep most of our events in the Reflection Center to introduce new people to the Center)
- Set a target for attendance/participation
- Make a list of possible co-sponsors or collaborators
- Make a list of all possible expenses and review previous budgets for similar events

10-6 Weeks Out

- Assign specific duties to committee members
- Submit poster details to PR committee for them to create a design
- Settle on your list of potential entertainment, service providers, speakers, etc
- Request Event Services needs – Meet with Advisor
 - Information to bring to meeting
 - Event Date, Time & Location Approx. # of attendees you expect
 - Any specifications as to how you want the Reflection Center set up Set-up items you need
 - Tables Round or Long? Skirted? Linens? Chairs
 - Microphones A/V Needs Sound Projector
 - Using a laptop, DVD, Blu-ray?
 - Any other special items needed?



8-4 Weeks out

Make food orders. Will we use catering services, an on campus vendor, or do we need an outside vendor for accommodations?

- Catering@uvu.edu is your contact for any catering you do on campus. Catering and Dining Services must be used for groups of 101 people or more. Email at least four weeks prior to the event to provide adequate time for the catering staff to organized schedule everything they will need for your event.
- On campus vendors can be found at www.uvu.edu/dining
- If we need special accommodations like halal or kosher options, we will have to get special permission to order off campus. If you think this may be a part of the event get in touch with interfaith advisor ASAP!

4 Weeks Out

- Put event information on calendars (Reflection Center Website, community calendars, UV Announce)
- Submit all relevant information to PR committee to have posters made
- Use social media to start boosting your publicity
- Create a timeline for your entire event - marketing days, set up, execution, and take down
- Create volunteer sign-up list if needed
- Notify interfaith advisor of :
 - any vehicle reservations needed to pick things up or transport people
 - Additional purchases (decorations, supplies, or prizes)

3 Weeks Out

- Print and prepare all publicity (take appropriate pieces to Campus Connection for 24-hour approval)
- Post and distribute publicity and begin Cocoa, Coffee, Convo session
- Meet with interfaith advisor to lock down the details for set up and any technical support you will need

2 Weeks Out

- Confirm time, dates, and places with speakers or other service provider
- Confirm food orders
- Confirm set up needs
- Confirm that your volunteer needs are met
- Make sure all printed publicity is up and that social media posts are under way
- Purchase any decorations, supplies, or prizes you will need

WEEK OF EVENT

- Confirm assignments and when and where to meet with your core team
- Send necessary details to volunteers to confirm what they're doing, when they're signed up, where to meet, and who to report to if at all possible, arrange a meeting to prepare your volunteers so they are trained and ready to be assets at your event.
- Prepare music playlists and test the sound system you'll be utilizing (the portable speakers and reflection center sound or the Bluetooth speakers)
- Arrange to pick up IN ADVANCE iPads and any other equipment or supplies you may need from Reflection Center

POST EVENT - CLEAN UP

At the completion of your event, program, meeting or activity there will be many details to wrap up including returning and cleaning up supplies used. You will have the support of the council and advisors for your event, but it is your responsibility to oversee all aspects of the event and delegate the details. Therefore, you should plan on being the first to arrive at your event and the last to leave.

- Put away all supplies after event, program, activity or meeting
- Return borrowed vehicles
- Return any borrowed items within 48 hours
- Return furniture how you found it in the Reflection Center

EVALUATE

Evaluations are a crucial part of all events. Event evaluations give you the opportunity to reflect, think about successes and challenges, and suggestions for improvement for the following year's Interfaith Student Council.

- Write thank you's to those who helped you with the event including community partners, student volunteers, and speakers
- Complete event evaluations within two weeks of the event, or prior to your next event which ever is first.
- Conduct a debrief with committee members and full IFSC
- Upload photos of the event



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UTAH VALLEY UNIVERSITY