



# THE ROADMAP



**UWM** | **STUDENT UNION**  
Student Involvement

**[uwm.edu/compass](http://uwm.edu/compass)**

# WELCOME TO COMPASS


Hello, Student Org Leaders!

Welcome to COMPASS, UWM's Organization Development Program! Here you will find resources to make the most of your student organization experience at UWM. From investing in leadership development opportunities to taking a deep dive into the membership experience of your organization, COMPASS promotes professional skill development and experience building on a larger scale.

COMPASS is designed to guide your organization to excellence with a focus on three areas: **Getting Stuff Done [pg. 5]**, **Leadership Development [pg. 6]**, and **Membership Experience [pg. 7]**.

These three components work together to provide the ultimate student organization experience. Did we mention that participating in Compass means benefits and rewards for your organization?! Everything you do with your organization can get you points which can be in turn used for perks at UWM.





In **Getting Stuff Done**, you'll find the requirements and basics for all registered student organizations, such as the Annual Renewal Process, Officer Transitions via Passing the Torch online, and applying for SAC Grants. The "Getting Stuff Done" portion is the foundational component of all student organization life and success.

**Leadership Development** is all about connecting your organization and its members to leadership opportunities! Leadership comes in all shapes and sizes so providing leadership workshops or training through COMPASS is a great way to connect your members to workshops from experts on campus and in the community!

**Membership Experience** is all about transforming the experience your organization provides its members. Through hosting large events, completing community service, or participating in the Involvement Fairs, the "Membership Experience" area is a great way to get your organization known and active on campus while being rewarded for it! We're also providing tools for you to self-audit your organization's diversity, equity, and inclusion efforts to create a more inclusive community at UWM.

In order to successfully complete the Compass program, you will need to work with your Student Involvement liaison or your faculty/staff advisor! Your liaison and your advisor want you and your organization to succeed and are ready to help you take this next step on the road to organizational excellence. Keep reading The Roadmap to start your journey towards long-term success. We wish you the best on your endeavors!

Sincerely,

Student Involvement Staff



To access this resource digitally:

**[uwm.edu/compass](https://uwm.edu/compass)**

# THE KEYS TO YOUR SUCCESS

We're providing you with this roadmap to help you successfully complete your annual Compass certification and get access to additional benefits and rewards for your organization. Use the following checklists to track your organization's progress towards a new level in Compass. There are spots for you to keep record of completion dates so that completing your annual Accreditation in March is as easy as can be!

We have compiled additional resources, tools, and guides at [uwm.edu/compass](https://uwm.edu/compass) to help you complete Compass successfully.

**PRO TIP:**

*Be sure to check out the Goal Setting Worksheet and True North: a diversity, equity, and inclusion self-audit for UWM student organizations!*

**PRO TIP:**

*There are also some resources in this roadmap to help you work with your liaison or advisor more effectively. They can help you successfully level up your organization – don't be a stranger!*



# GETTING STUFF DONE

**Getting Stuff Done is all about the basics.**

**Organizations should strive to:**

☐ Complete Annual Organization Renewal

**Date Completed:** \_\_\_\_\_

- Annual Organization Renewal consists of:
  - Updating officer Information and organization profile on presence
  - 4 officers must complete onboarding on the Student Organization Training Portal, take the Officer Training Quiz in the Training Portal and complete their Officer Contracts
  - Faculty/Staff Advisor Contract
  - Student Org Conference Night

☐ Adhere to Dates and Deadlines throughout the year

☐ Elect new officers annually **Date Completed:** \_\_\_\_\_

☐ Complete Formal Officer Transitions **Date Completed:** \_\_\_\_\_

☐ Apply for Student Appropriations Committee (SAC) Grant(s)  
**Date Completed:** \_\_\_\_\_

# LEADERSHIP DEVELOPMENT

**Leadership Development is all about investing in your leaders, elected or otherwise. Organizations should strive to:**

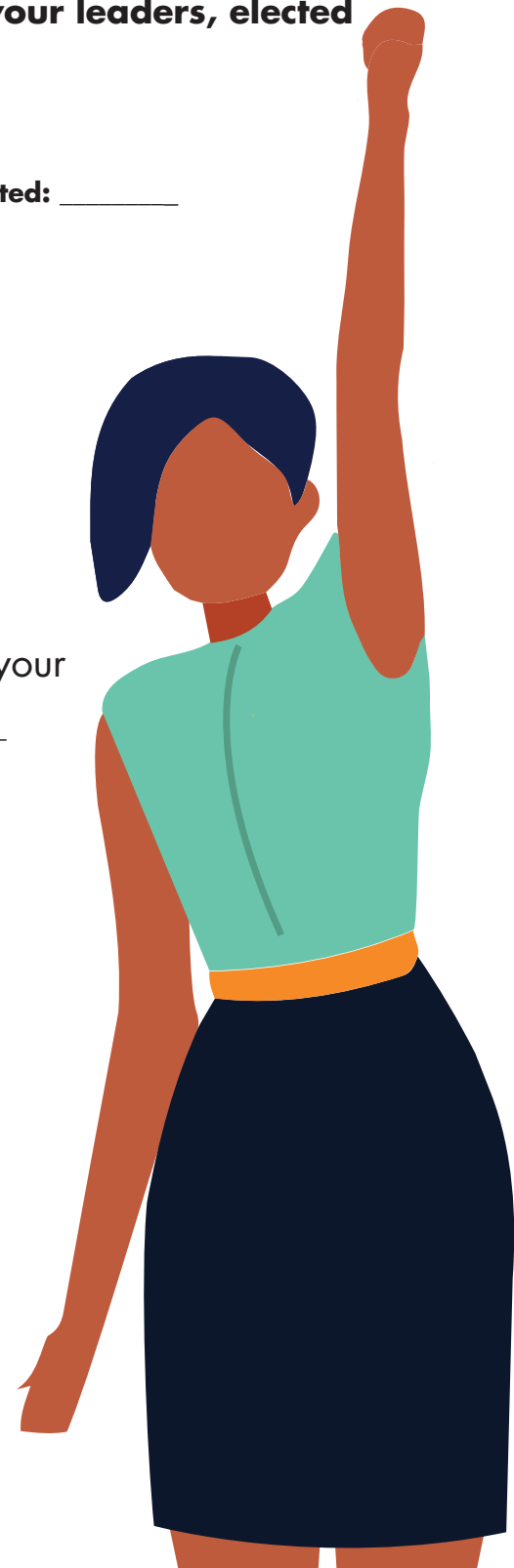
☐ Set SMART goals every semester **Date Completed:** \_\_\_\_\_

☐ Participate in executive board or officer trainings **Date Completed:** \_\_\_\_\_

☐ Host a workshop with a campus or community partner **Date Completed:** \_\_\_\_\_

☐ Attend a professional conference related to your organization's mission **Date Completed:** \_\_\_\_\_

☐ Meet with your organization liaison or advisor **Date Completed:** \_\_\_\_\_





# MEMBERSHIP EXPERIENCE

**Membership Experience is all about transforming your organization from just “something you did in college” into a powerful development experience worthy of your professional resume.**

**Organizations should strive to:**

- ☐ Host regular organization meetings  
**Date Completed:** \_\_\_\_\_
- ☐ Participate in the Fall or Winter Involvement Fair  
**Date Completed:** \_\_\_\_\_
- ☐ Complete True North: a diversity, equity, and inclusion self-audit for your organization **Date Completed:** \_\_\_\_\_
- ☐ Host a large event (public or private) **Date Completed:** \_\_\_\_\_
- ☐ Participate in community service or fundraise for a philanthropic cause **Date Completed:** \_\_\_\_\_

# REWARD LEVELS

For every checklist item that your organization completes each academic year, your organization can receive points. **Complete a checklist item = get a point!** Get a point = make progress towards a higher organization status! *A higher organization status = more rewards and benefits for your organization!*



**Five Star Organizations** are our busiest organizations on campus! Organizations in this category have 3 or more points each in "Getting Stuff Done", "Leadership Development", and "Membership Experience".

Five Star organizations receive promotion in Student Involvement publications, priority reservations for the Fall or Winter Involvement Fair, recognition at the Student Excellence Awards, and a *stipend of XX*.



**Four Star Organizations** receive priority reservations for the Fall or Winter Involvement Fair, and recognition at the Student Excellence Awards.

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**Three Star Organizations** stick to the basics. Organizations in this category:

- ☐ Complete Annual Organization Renewal
- ☐ Adhere to dates and deadlines throughout the year
- ☐ Elect new officers annually

Three Star organizations are recognized student organizations (RSOs) and maintain access to all resources available and accessible to RSOs at UWM.





# GOAL-SETTING

SMART goals are a great way to create specific, measurable, attainable, relevant and timely goals for your organization.

*Don't know where to start?* No problem! Head to [uwm.edu/compass](https://uwm.edu/compass) to find a worksheet to guide you through creating SMART goals for your organization. Creating SMART goals is important to any student organization as it can provide a standard for the organization and something everyone can help work towards.

SMART	Questions...
<b>Specific</b>	Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large, try breaking it down into smaller, more specific goals.
<b>Measurable</b>	How will your group know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome?
<b>Attainable</b>	Is achieving your goal dependent on anyone else? (i.e. Advisor or community partner) What factors may prevent you from accomplishing your goal? How can you overcome these factors?
<b>Relevant</b>	Why is this goal important to your organization? What values or parts of your organization's mission does this goal reflect? What effect will achieving this goal have on others? Think members, sponsors, UWM community...
<b>Timely</b>	When will you reach your goal? Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate deadline.

Once you've chosen your organization's goal(s), how will you measure your progress? Whatever you want to work towards, write it down! Making sure you can measure your own progress towards a goal is a great way to stay accountable and celebrate your steps towards achieving that goal.

Head to [uwm.edu/compass](https://uwm.edu/compass) to complete your first SMART goal using our step-by-step worksheet.

# THE LIAISON ROLE

Liaisons are Student Involvement staff who are available to connect students with resources ranging from program development, leadership training, any questions regarding university policies, and more! They are the connection between your organization and UWM. Liaisons are also able to mediate conflict if one should arise, and can help you amend student organization operating documents (charters, constitutions, bylaws, etc.)

*Not sure who your liaison is?* Check the Student Involvement Staff Directory to find your liaison's contact information. Each liaison works with specific categories such as cultural-affinity, academic, political, and religious organizations. If you're not sure which category your organization falls under, refer to your organization profile on Presence.

## PRO TIP:

*Liaisons can aide with any org-related questions, planning, brainstorming, etc!  
Don't be afraid to reach out.*

## PRO TIP:

*Be mindful! Use your liaison's Calendly page or email them a few days in advance when trying to make an appointment. If it is urgent, please contact the Student Involvement Front Desk at **csidesk@uwm.edu** or **414-229-5780**.*

## PRO TIP:

*If your organization needs help planning an event, contact your liaison at least 2 months in advance!*





# SUBMITTING YOUR ANNUAL ACCREDITATION FORM

Every year in March, Student Involvement asks organizations to submit their Compass Annual Accreditation on Presence. **In order to verify your status for the following academic year and maintain access to your benefits, your organization must complete the Accreditation Form by March 30th.**

**PRO TIP:**

*Keep detailed records of your organization events & activities so if you transition officers mid-year, your successors have all the information they need to complete the Accreditation Form!*

To submit your Annual Accreditation Form:

**[uwm.presence.io/form/compass-annual-accreditation](https://uwm.presence.io/form/compass-annual-accreditation)**



