

Student Technology Fee
Surplus Funding Request Form
Fiscal Year 2009-10
Northwestern State University of Louisiana

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: Kirk D. Lee For: Dept. of Student Activities

Department/Unit: Stud. Activities College: _____ Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? Objectives #1, #5, & #7

Requested equipment will be located/installed/housed? Building Student Union Room 214

Are department property policies and procedures in place for requested equipment? yes

Which individual will be responsible for property control of the requested equipment?

Signature: _____ Date: _____

Proposal Requested Amount: \$ 46,125 Budget Attached (circle one): YES/NO

Proposal delivered to Student Technology located in Watson Library, Room 113. Date _____

The proposal must include all specifications, description, model number, quotation, cost, state contract number, and vendor for each item. If the proposal does not include all requested information, it will be returned to requestor.

1. Describe target audience.

The target audience for this proposal includes all students involved in Recognized Student Organization (RSO's) as well as any current or prospective student who has an interest in gathering information on student organizations or attending events hosted by RSO's.

2. Describe project/initiative for which you are requesting funds.

The project initiative involved is the purchasing of the Org Sync management software. Org Sync is a software management system that serves many different purposes including online management of NSU RSO's, data collection, information dissemination, member recruitment, event advertising, and the distribution of co-curricular transcripts for students involved in RSO's. Some advantages of the system are listed below.

1. Accurately collect assessment data and demographic information on all students and

organizations.

2. Provide every student with a verifiable co-curricular transcript.
3. Manage student involvement through online campus communities.
4. Conduct online RSO registration automating and simplifying the process.
5. Increase awareness of RSO's and the number of students involved in RSO's.
6. Increase effectiveness of communication with RSO's.
7. Digitize completion and submission of forms for RSO's.
8. Provide students better resources for organization management and record keeping in order to ease officer turnover and workload.
9. Provide every organization with a website builder, domain name, and public website hosting to help organization increase their online visibility.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

1. Increase the awareness and involvement of students in RSOs.
2. Provide RSO's with an effective marketing tool to increase RSO membership.
3. Increase effectiveness of communication between RSO's and NSU administration.
4. Increase administrative productivity of RSOs.

4. Indicate how each project objective will be evaluated.

1. & 2.
 - a. Survey students regarding awareness of RSOs.
 - b. Monitor and track RSO membership trends.
 - c. Monitor and track trends of individual RSO paperwork submission and compare to existing data from years past.
 - d. Survey officers in RSOs regarding improvements in paperwork submission, maintenance, storage, and completion.

5. If funded, which NSTEP <http://www.nsula.edu/nstep/NSTEP.pdf> objective(s) will this funding of this project advance. How will funding of the project advance the University and College/unit technology plan?

1. To improve access to technology by students, faculty, and staff at Northwestern State University.
5. To upgrade and maintain the campus communication network and infrastructure.
7. To encourages technology initiatives by faculty, staff, and students.

Funding of the Org Sync Project advances the University by enhancing the services the Department of Student Activities can provide to students and student organizations while also allowing students and student organizations resources outside the department that they can use to advance their organizations.

6. Provide a justification for funding of this project. Estimate the number of student that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

Yonna Pasch – Director of Student Activities, Organizations, & Leadership Development
Kirk Lee – Assistant Director of Student Activities & Organizations

8. Describe any personnel (technical or otherwise) required to support the project/initiative.

There is no additional support required on the part of the University. Purchase of this software includes online system, website design and implementation, and training for department staff and students. The Dept. of Student Activities will supervise and coordinate the implementation of this project.

9. Provide a schedule for implementation and evaluation.

Implementation - Summer 2010
Evaluation - Fall 2010
Evaluation - Spring 2011

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

The contract is 5 years and is all inclusive. It includes system and software updates, 24 hour phone support, live chat, or email support. There is no hardware to update.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through a Student Technology Fee.

If you are requesting equipment that will be either/or checkout to students or moved within the department, you must provide a checkout/loan policy.

The online system will be maintained and supervised by the Dept. of Student Activities.

12. Attach a detailed budget.

Please see attached.

Org Sync Budget

5 year Contract	\$36,125
- 200 Organization Portals	
- Unlimited user accounts	
- Maintenance and module updates	
- HelpDesk Support & Training	
Initial Set up Fee	\$1500
On Site Training	\$2500
- 2 day training	
- Staff and student session	
Website Template for RSOs	\$6000
- Custom design to NSU specs	
<hr/> Total	<hr/> \$46,125.00



Orgsync

For Future Campus Partners

TABLE OF CONTENTS

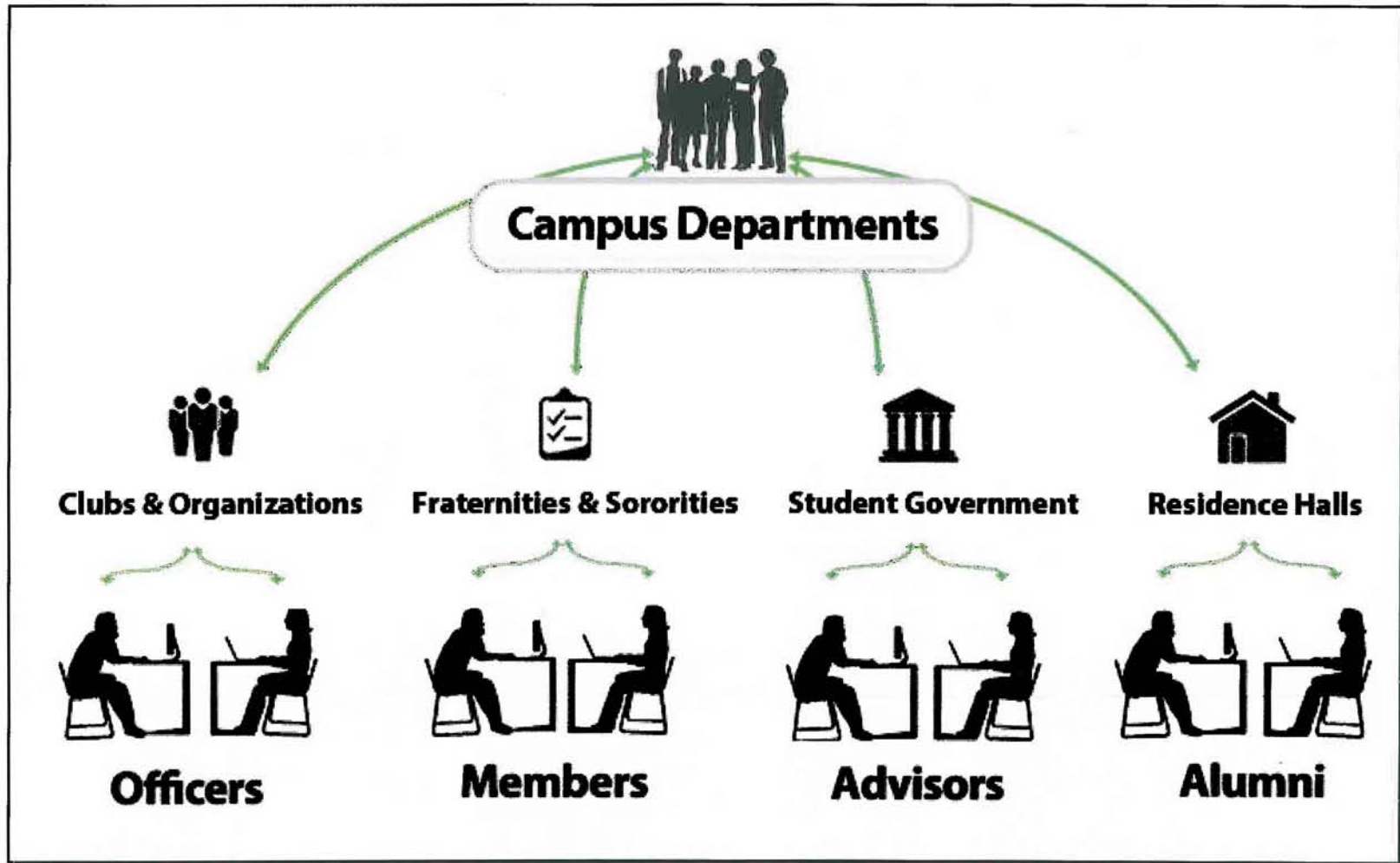
Presentation Overview

1. Introduction to OrgSync
2. Key Tools & Features
3. Administrator Specific Tools
4. Implementation, Training & Support
5. Institutional References

Introduction to OrgSync

CAMPUS COMMUNITY STRUCTURE

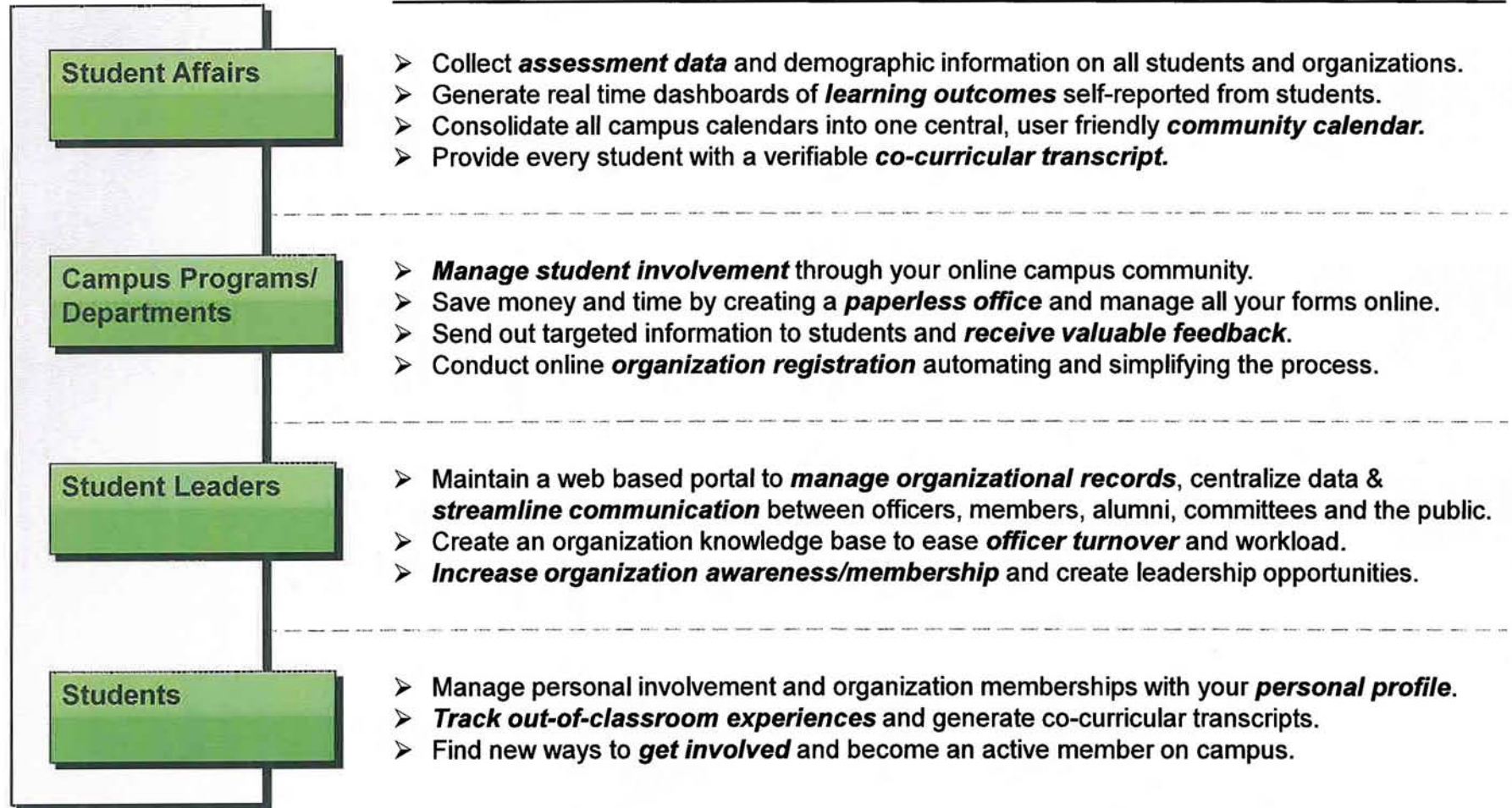
OrgSync was developed to mimic the existing program and organization structures on campuses. Our software has been designed to fit the needs of the school, streamlining communication across campus.



HIGHER EDUCATION FOCUS

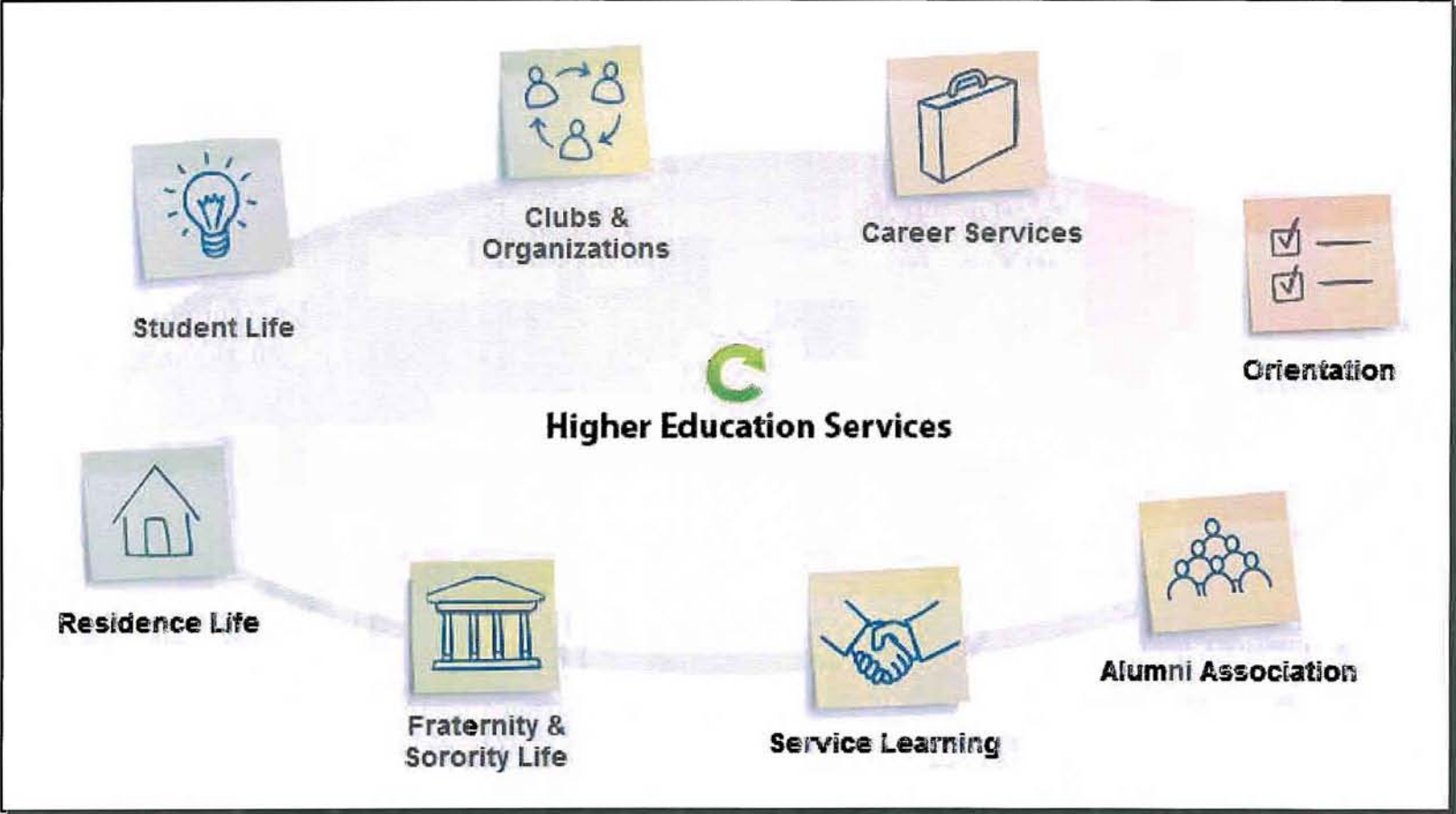
OrgSync's solutions appeal to campus life administrators, student organizations, and student leaders.

OrgSync Value



DEPARTMENTS AND PROGRAMS WE WORK WITH

OrgSync has been successful in supporting a variety of functions across campus.



REPRESENTATIVE CLIENTS

OrgSync has partnered with more than 100 of the most innovative and forward thinking universities and colleges across the nation. Below is a representative list of our campus partners.



Key Tools & Features

ROBUST SUITE OF TOOLS

OrgSync provides a comprehensive solution for campuses to enhance student engagement & involvement, facilitate group communication & collaboration, and manage useful information for all users.



MEMBERSHIP MANAGEMENT

OrgSync provides students with the tools and resources needed to efficiently manage their organizations and members.

Members

Export Manage Profile View

1 2 3 Next »

Name	Title / Position	Contact	Last Login
Alice F Alexander	Social Chair	Email Message	12/17/09
Matt J Beard	Webmaster		
Terry N Browne	Treasurer		
Susanna E Carroll			
Mogan S Chandler	Programming Chair		

OrgWall

Account Type	Disabled	View	Edit
Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alumni	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Allie P Harris - President

send message

Email: demo@orgsync.com

Cell Phone: 817.123.4567

Address: 500 Sheraton Street Austin, TX 75254

Belongs to: Accounting Society, Debate Center, Ski Club, Sorority, Student Government

Membership Management

- Equip organizations with an **online member directory** with profile pictures and contact information
- **Establish committees** to manage specific projects and functions related to the organization
- **Permission based access** allows students to see only information specific to them

CALENDAR SYSTEM

Consolidate all campus calendars into a single, user friendly community Calendar. Calendars are updated automatically as events are created within your community.

[PREV](#)
OCTOBER 2009
[Go to today](#)
 Category: All
[NEXT](#)

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
27 Guest Speaker 6p	28 SAFC Meeting 4p	29 Fund Raiser 1p	Today 30 Movie Night - Monsters... 11a	1	2	3
4	5 Spirit and Traditions ... 11p	6 Learn about Pre-Grad S... 11a	7 Food Drive 7p	8	9	10 Meeting with Provost 12a
11 Ex-Officio Meeting	12 Spirit and Traditions ... 3p	13	14	15 General Assembly Meeti... 12p	16	17
18	19 Spirit and Traditions ... 5p	20	21 Fundraiser 8:00p - 11:30p	22	23 Haunted House Fundrais... 6p	24

General Assembly Meeting ✕

[Detail](#)
[RSVPs \(0\)](#)
[View Event](#)

Hosted by Student Services

Date: 10/15/09 - 10/16/09
Time: All Day
Category: Meetings
Description: Please join us at 7pm in 55B G1.310 for the weekly Assembly Meeting. Feel free to email Communications Director Chelsea Fosse (chelseafosse@demo.edu) with any questions.
Created On: 11:09pm Oct 04
RSVP: I am Attending Maybe Attending Not Attending

[See Comments \(0\)](#)
[INVITE](#)

September 30th

8:00am - 11:00am	Treasurer Training
11:00am - 2:00pm	Movie Night - Monsters Inc.
2:00pm - 7:00pm	Help Fight Hunger

Three Types of Calendars

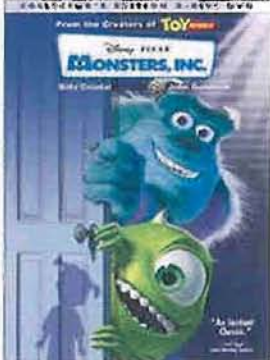
- **Personal Calendar** – manage personal events and involvement for all organization memberships
- **Organizational Calendar** – track and manage all events held by individual organizations
- **Community-Wide Calendar** – approve and publish organization events across campus

EVENTS MANAGEMENT

Events and To-Do Lists are tools that students and campus administrators can use to plan activities and increase awareness for events and activities across campus.

Edit
Notifications
Attendance
Hours
Export

10/12/09 - Movie Night - Fundraiser



INVITE / SHARE

Details

Time: 8:00am - 4:30pm EST

Category: General

Location: 118 College Ave, Austin TX 78750 [Map It](#)

Description: Everyone attending is going to bring a friend and have them hang out and chill and drink soda pop. It's going to be a great party with brotherly love and an awesome band. Phil is coming and he's bringing his volleyball net. So that should be sweet too.

Created by: Taylor Williams 4:30pm Jun 30

Available to: American Concrete Institute (ACI)
American Marketing Association
American Society of Agricultural

RSVPs

Student Government - 3rd General Meeting

High	<input type="checkbox"/>	Oct 14 02:00PM	Reserve room - UTC 3.314
	<input type="checkbox"/>	Oct 18 08:00AM	Confirm speaking engagement with Austin Ventures
	<input type="checkbox"/>	Oct 20 06:00PM	Pick up food from Chic-Fil-A for meeting
Low	<input type="checkbox"/>	Oct 20 09:00PM	Print out meeting handouts

Attendance Chart

Member	Mar 17	Mar 17	Mar 19	Mar 19	Jun 08	Jun 09	Jul 07	Jul 10	Jul 19	Sep 15	Sep 21	Sep 24	Sep 30	Oct 10	Oct 24	Oct 25	Oct 28			
Adams, Ashley	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	13	3	1
Alexander, Alice	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	12	2	3
Anderson, Dale	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	12	2	3

Events Management

- Plan events online to reduce paper costs/hassles and **track hours and attendance for individual members**
- Students learn to **delegate responsibility** with personal and organization To-Do Lists
- Send out invites to **promote organization events** and track RSVPs to effectively plan upcoming events

COMMUNICATING WITH STUDENTS

Send targeted information to students and organizations, eliminating the need for listservs.

The screenshot displays three main components of the OrgSync interface:

- Community Service (77 Votes):** A poll titled "Where should we schedule community service outings for next semester?" that is "Poll Closed". It began on Mar 04, 2006, at 08:00AM EST. The poll is available to Members and Officers. The results are:
 - Habitat for Humanity: 17 Votes
 - American Red Cross: 18 Votes
 - Local food bank: 15 Votes
 - Homeless shelter: 15 Votes
 - SPCA: 12 Votes
- PSAC Open Forum:** A forum post by Jessica O'Beagle, posted on Mar 09, 2009, at 01:57PM EDT. The post discusses the Student Government's organization of an open forum with members of the President's Student Advisory Council last Monday. It mentions that several topics to bring to DU's President Bill Powers were discussed and invites users to post if they have questions or want to discuss a topic with President Powers. The forum will be meeting next week.
- Messages:** A message inbox showing four messages:
 - OrgSync Messenger:** Sent on 02/10/10 at 01:12PM. Subject: "Orgsync Message". Content: "Hi Alex, I just wanted to let you know that Wendy Marshall just joined OS Admin Cl..."
 - Eric Fortenberry:** Sent on 02/08/10 at 04:42PM. Subject: "Development Updates". Content: "I have published our most recent development updates in the Admin Club. As always..."
 - Mike Janney:** Sent on 02/01/10 at 03:35PM. Subject: "FWD: Virtual Onsite Series for Student Leaders". Content: "Hello All, I received the message below... feel free to participate if you wer..."
 - Leanna Laskey:** Sent on 02/01/10 at 02:32PM. Subject: "Virtual Onsite Series for Student Leaders". Content: "Hello Campus Administrators! We invite your student leaders to join in our Spring ..."

Multiple ways to Communicate with Students

- Communicate with students via multiple channels: **news posts, messages/email and text messages**
- Use polling to **receive real-time feedback** from students on past events or vote on future events
- **Engage students in active discussions** on any number of topics with discussion forums

CUSTOMIZABLE ONLINE FORMS

Save money and time by creating a paperless office and manage all your forms online.

Forms NEW FORM

Exports Manage Categories My Submissions

Community Wide Forms [see all](#)

- Risk Assessment [FILL OUT](#)
- Travel [FILL OUT](#)
- Post Event Assessment Form [FILL OUT](#)

Graphs Export All Actions & Notifications

Sort by: Date (descending) Search by Name [SEARCH](#)

Submissions Pending Review

Date	Name	Status	
2/9/10 - 12:43PM	Jurica, Jeff Student Government	Pending	REVIEW
1/18/10 - 2:19PM	Ramsey, Jennifer Student Government	Pending	REVIEW
10/24/09 - 10:24PM	Williams, Taylor	Pending	REVIEW

Event Assessment Form

Submit this on behalf of:

Event Date
Please provide the date of the event!

Event Time

Organization(s) Involved:

Graphs

Funding Source

Funding Source	Count
QPSAFC: 3	3
SAPC: 12	12
Alumni Funded: 6	6
OU Department: 6	6
QPSA By-Line Funded: 2	2
SA By-Line Funded: 4	4
Fund raising: 8	8

Paperless Feedback & Data Collection

- Forms are easy to create, completely customizable, and **all submissions are tracked and archived**
- Publish post event assessment surveys and other forms to **receive valuable feedback from students**
- Alert users about new forms, **graph student responses**, and export all submissions into excel

STUDENT GENERATED CO-CURRICULAR TRANSCRIPTS

OrgSync systematically tracks student's membership positions and involvement hours to provide each student with a co-curricular transcript documenting his/her out-of-the-classroom experiences.

Taylor Williams					
Co-Curricular Transcript: Demo University					
The following transcript is a verified record of this student's leadership and involvement activities while attending the Demo University.					
Involvement					
Semester/year	Organization	Position	Learning Outcomes		
Aug 24, 2008 - May 20, 2009	Student Government	Secretary	Conflict Resolution		
Sept 14, 2007 - May 10, 2007	Fraternity	IFC/Panhellenic Rep	Appreciation of Differences, Communication, Diligence		
Aug 31, 2008 - Current	Sorority	President	Communication, Event Planning, Group Dynamics		
Feb 24, 2008 - May 1, 2008	Baseball Team	Captain	Advocacy, Citizenship / Civic Engagement, Clarified Values		
Aug 24, 2008 - Current	Ski Club	Member	Healthy Behavior, Networking, Recognition		
Aug 21, 2009 - Current	Alumni Student Chapter	Student Rep	Clarified Values, Independence		
Activities					
Date	Organization	Event	Duration	Learning Outcomes	Reference Info
Nov 04, 2008	Student Gov't	Habitat for Humanity	11.0 hrs	Communication, Event Planning	

Co-Curricular Transcripts

- Provide every student with a verified record of their involvement **without manually entering data**
- **Prepare students with co-curricular speaking points** for recruiting and assist with grad school applications
- Co-Curricular settings are customizable and watermarks can be included on official transcripts

INFORMATION STORAGE

Create an organization knowledge base to ease officer turnover and workload.

The screenshot displays the OrgSync interface for a user profile. The profile for James Rechet, Analyst at the Chamber of Commerce, includes contact information such as phone number (487-868-5548), mailing address (4687 Jefferson Blvd., Langly, MD 48825), and website (http://www.coc.gov). Below the profile is a 'Notes and History' section with two entries, each having a 'DELETE' button. A 'Videos' window is open, showing a video player with a play button and a progress bar at 0:00 / 0:00. A 'Details' button is visible next to the video player. A 'Folder available to: Officers' notification is shown at the bottom right of the interface.

James Rechet - Analyst Chamber of Commerce edit

Person
James Rechet

Phone Number
487-868-5548

Title & Organization
Analyst Chamber of Commerce

Mailing Address
James Rechet
Analyst
Chamber of Commerce
4687 Jefferson Blvd.
Langly, MD 48825

Email Address
jrechet@coc.gov

Website
http://www.coc.gov

Notes and History

An essential person for the treasurer to speak with

DELETE

This person was great!

DELETE

Officer Docs (5)

Budget
OrgSyncDemoDocument.xls
Approved budget for Fall semester

Marketing Poster
OrgSyncDemoDocument.doc
Current marketing poster template. DETAILS

Officer Responsibilities
OrgSyncDemoDocument.doc
Here are the updated officers' duties and responsibilities. Please make sure you are completing the necessary items for your position. DETAILS

Folder available to: Officers

Videos videos

ASGA
merican Student Government
PRO
YouTube

0:00 / 0:00

Organization Sustainability

- **Create sustainable organizations** by centralizing all information into a single location
- Store legacy data in digital file cabinets to **ease officer turnover and transitioning**
- **Maintain rolodex online** to build lasting relationships with organization vendors and partners

ORGANIZATION & CAMPUS WEBSITES

OrgSync provides every organization with a website builder, domain name and public website hosting to help organizations increase their visibility online . OrgSync also provides website design and build services.

The screenshot displays two overlapping website interfaces. The left interface is for 'THE UNIVERSITY of TENNESSEE at MARTIN' and features a sidebar with links like 'Student Organizations Home', 'Student Organization Calendar', and 'For the Record' Newsletter. The main content area shows a calendar for February 2010 with various events highlighted, such as 'President's Roundtable' and 'Mardi Gras Sunday Bru...'. The right interface is for the 'SORC Student Organization Resource Center'. It has a navigation menu with items like 'Home', 'About Us', and 'Requirements'. A prominent heading reads 'INformed, INVolved, INcluded' with a sub-heading 'Organization Network Directory- Search by name or keyword'. Below this is a search box and a 'Browse For Orgs' section with an alphabetical index from A to Z.

Public Websites

- Students can easily create, customize and maintain their own **organization websites**
- Integrated **organization directory for department websites** helps students find involvement opportunities
- Synchronize website with OrgSync information so the content in your public site updates automatically

Administrator Specific Tools

STUDENT ORGANIZATIONS MANAGEMENT

Administrators are able to maintain their own student organization database complete with detailed student information and organization rosters.

The screenshot displays two main sections of the OrgSync interface:

Manage Organizations (13)

This section includes a search bar for 'Name, Category, Keywords' and a 'SEARCH' button. Below the search bar is a table listing organizations:

Name	Profile	Category	Renewal Date
Accounting Society	Profile	Academic	1/13/10
Alumni Chapter	Profile	Alumni	
Alumni Student Chapter	Profile	Alumni	

Below the table are options for 'Message' (Admins), 'Export' (-- Select --), and a notification from Taylor Williams: 'They need a new secretary to manage their meetings and events. 1:31pm Dec 21'.

Organization Registration

This section includes a search bar for 'Search by Name, Category, User' and a 'SEARCH' button. It features two tables:

Undecided New Registrations

Date	Name	Category	Requested By	Status
01/05/2010	Geocaching Patrol Society	Special Interest	Dale E Anderson	Pending
01/29/2010	Juggling Club	Social	Taylor Williams	Deferred

Undecided Registration Renewals

Date	Name	Category	Requested By	Status
02/03/2010	Student Government	Student Orgs	Taylor Williams	Pending

On the right side of the interface, there is a 'Discussion' section with a table of account types:

Account Type	Disabled	View	Edit
Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Members	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manage Student Organizations

- **Streamline organization registration** by automating the data collection and managing the process online
- **Collect comprehensive data** on each organization, all of which is exportable into excel
- Efficiently manage and **oversee organizations or suspend accounts** if they have not registered/renewed

STUDENT INVOLVEMENT TRACKING

Understand your student population better than ever before by collecting valuable demographic and assessment data from your actively involved students.

The screenshot displays a Microsoft Excel spreadsheet titled 'Student Services - All Members (3)'. The spreadsheet has columns for Last Name, First Name, Organizations, Email, Phone, and Address. Below the spreadsheet, there is a 'Community Reports' section with options for 'User Statistics', 'Organization Statistics', and 'Exports (o)'. A 'User Reports' section lists various reports like 'All Organization Rosters' and 'Community Roster' with 'EXPORT(XLS)' and 'EXPORT(CSV)' buttons.

Overlaid on the right is a bar chart titled 'Most Involved Organizations'. The chart shows involvement hours for various organizations, sorted by the number of members. The legend indicates the following data:

Organization	Involvement Hours
Fraternity	5188
Student Gov't	4933
Student Life	2420
Alumni Chapter	2107
Student Chapter	1780
Accounting Soc.	1588
Ski Club	1043
East Hall	1042
Sorority	738

Assessment Data & Reporting

- **Export up-to-date organization rosters** and track involvement hours by organization
- Generate real time dashboards of **learning outcomes** self-reported from students
- Track and **measure key demographic information** for all students and organizations

Implementation, Training & Support

IMPLEMENTING ORGSYNC ACROSS CAMPUS

Every campus is assigned a dedicated consultant to ensure a successful implementation. Our Campus Consultants have experience in launching over 100 campuses and have backgrounds in higher education.

Staff Training & Community Setup

- Develop a comprehensive understanding of the OrgSync product and its functionality.
- Customize OrgSync to achieve the desired goals & initiatives of your campus.
- Add content and transition exiting forms, files, and other processes into OrgSync.

Student Leader Training

- Teach student leaders how to use OrgSync to effectively manage their organizations.
- Provide instructions for students to set up and register their organizations.
- Schedule on-site training dates for us to visit campus and train student organizations.

Launch OrgSync to Student Population

- Create a marketing plan to introduce OrgSync to the general student body.
- Participate in continued trainings to further knowledge and utilization of OrgSync.
- Watch your involved student user base grow.



ON-SITE TRAINING

Statistics show the best way to ensure the highest levels of OrgSync adoption on campus is through on-site trainings with department staff and student leaders. Our on-site visits encompass multiple training sessions over a one to two day period, and we offer various formats and scheduling options to choose from.

Campus Administrators

- Campus Consultants kick off the morning with an extended session for hands-on training with administrators who will be working within the OrgSync Umbrella.
- We spend time ensuring that your community is set up and customized to your needs before introducing OrgSync to students.

Student Leaders

- Campus Consultants hold multiple hands-on training workshops throughout the course of each day so students can find a time that works best for them.
- Sessions give a brief overview of OrgSync, teach students how to use the most popular tools, and demonstrate how all students will benefit from using OrgSync.



OrgSync representatives conducting on-site trainings for student organizations.

CUSTOMER SUPPORT

We treat all of the campuses we work with as our partners and seek to build long-term relationships by providing the highest levels of customer support to both campus administrators and students alike.

Online Training

- **OrgSync Trainings:** open forum teaching opportunities that cover umbrella usage for campus administrators & general OrgSync training for student leaders
- **Webmaster Trainings:** teach students how to use OrgSync's website builder to create a public website for their organization that is easy to maintain and update









Customer Support

- **24-hour Phone Support:** we answer our support line 24 hours a day, 7 days a week
- **Email:** report problems, ask questions or make suggestions to help us improve the site
- **Live Chat:** get quick feedback without having to pick up the phone by chatting online directly with one of our representatives



Institutional References









INSTITUTIONAL REFERENCES

Name	Title	School/University	Full-Time Enrollment
Kenn Heller 310.206.8817 kheller@saonet.ucla.edu	• Assistant Dean, Students	 University of California, LA	• Greater than 30,000 students
Corey Seemiller 520.626.7154 crs@email.arizona.edu	• Director, Leadership Programs	 University of Arizona	• Greater than 30,000 students
Jennifer Stultz 480.965.5292 jennifer.stultz@asu.edu	• Assistant Director, Memorial Student Union	 Arizona State University	• Greater than 30,000 students
Brooke Carter 940.565.3807 brooke.carter@unt.edu	• Coordinator, Student Services	 University of North Texas	• Greater than 30,000 students
J.R. McGrath 315.443.9286 jrmcgrat@syr.edu	• Assistant Director, Student Life	 Syracuse University	• 15,000-30,000 students
Tom Carroll 916.278.6595 tcarroll@csus.edu	• Director, Student Activities	 Cal State University, Sacramento	• 15,000-30,000 students
Michael Gunn 806.742.3636 michael.gunn@ttu.edu	• Assistant Director, Student Activities	 Texas Tech University	• 15,000-30,000 students
Stacy Jones 205.348.6114 sjones@sa.ua.edu	• Director, Student Leadership	 University of Alabama	• 15,000-30,000 students

INSTITUTIONAL REFERENCES

Name	Title	School/University	Full-Time Enrollment
Tom Miles 478.445.4027 tom.miles@gcsu.com	• Director, Campus Life	 Georgia College & State University	• 5,000-15,000 students
Darrin Witucki 715.232.3693 wituckid@uwstout.edu	• Assistant Director, Student Center	 Stout University	• 5,000-15,000 students
Sarah Bauer 415.338.2174 sbauer@sfsu.edu	• Advisor, Student Programs and Leadership Development	 San Francisco State University	• 5,000-15,000 students
Kerry Cox 636.949.4983 kcox@lindenwood.edu	• Director, Student Activities	 Lindenwood University	• 5,000-15,000 students
Amy Garrison 202.662.9293 aeg48@law.georgetown.edu	• Coordinator, Student Organizations	 Georgetown Law School	• Less than 5,000 students
Greg Wolcott 415.422.7256 gvwolcott@usfca.edu	• Director, Student Leadership and Engagement	 University of San Francisco	• Less than 5,000 students
Rick Eastman 253.535.7455 eastmafe@plu.edu	• Associate Director, Student Involvement & Leadership	 Pacific Lutheran University	• Less than 5,000 students
Lisa Ramsey 216.397.4409 lramsey@jcu.edu	• Director, Student Activities	 John Carroll University	• Less than 5,000 students

INSTITUTIONAL REFERENCES

Name	Title	School/University	Full-Time Enrollment
Kenn Heller 310.206.8817 kheller@saonet.ucla.edu	• Assistant Dean, Students	 University of California, LA	• Greater than 30,000 students
Corey Seemiller 520.626.7154 crs@email.arizona.edu	• Director, Leadership Programs	 University of Arizona	• Greater than 30,000 students
Jennifer Stultz 480.965.5292 jennifer.stultz@asu.edu	• Assistant Director, Memorial Student Union	 Arizona State University	• Greater than 30,000 students
Brooke Carter 940.565.3807 brooke.carter@unt.edu	• Coordinator, Student Services	 University of North Texas	• Greater than 30,000 students
J.R. McGrath 315.443.9286 jrmcgrat@syr.edu	• Assistant Director, Student Life	 Syracuse University	• 15,000-30,000 students
Tom Carroll 916.278.6595 tcarroll@csus.edu	• Director, Student Activities	 Cal State University, Sacramento	• 15,000-30,000 students
Michael Gunn 806.742.3636 michael.gunn@ttu.edu	• Assistant Director, Student Activities	 Texas Tech University	• 15,000-30,000 students
Stacy Jones 205.348.6114 sjones@sa.ua.edu	• Director, Student Leadership	 University of Alabama	• 15,000-30,000 students

INSTITUTIONAL REFERENCES

Name	Title	School/University	Full-Time Enrollment
Tom Miles 478.445.4027 tom.miles@gcsu.com	• Director, Campus Life	 Georgia College & State University	• 5,000-15,000 students
Darrin Witucki 715.232.3693 wituckid@uwstout.edu	• Assistant Director, Student Center	 Stout University	• 5,000-15,000 students
Sarah Bauer 415.338.2174 sbauer@sfsu.edu	• Advisor, Student Programs and Leadership Development	 San Francisco State University	• 5,000-15,000 students
Kerry Cox 636.949.4983 kcox@lindenwood.edu	• Director, Student Activities	 Lindenwood University	• 5,000-15,000 students
Amy Garrison 202.662.9293 aeg48@law.georgetown.edu	• Coordinator, Student Organizations	 Georgetown Law School	• Less than 5,000 students
Greg Wolcott 415.422.7256 gwwolcott@usfca.edu	• Director, Student Leadership and Engagement	 University of San Francisco	• Less than 5,000 students
Rick Eastman 253.535.7455 eastmafe@plu.edu	• Associate Director, Student Involvement & Leadership	 Pacific Lutheran University	• Less than 5,000 students
Lisa Ramsey 216.397.4409 lramsey@jcu.edu	• Director, Student Activities	 John Carroll University	• Less than 5,000 students

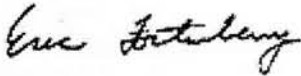
Dear Future Campus Partner,

Thank you for your interest in OrgSync. I am confident that you will be pleased with your decision to purchase our software. Our team has worked in collaboration with campus administrators from all across the country to make OrgSync the most comprehensive student involvement system available.

This purchasing guide will walk you through the steps necessary to get OrgSync up and running on your campus. To ease the transition of this new system onto your campus, you will have a dedicated campus consultant to provide regular product training and check-ins in an effort to optimize student adoption.

Thanks again for your interest and consideration. We look forward to serving your campus, and please feel free to contact me directly at the number listed below if you have any questions or concerns.

Sincerely,



Eric Fortenberry
President & CEO
(512) 238-8534

Purchasing Process

Follow these four easy steps to complete your OrgSync purchase. Your community will be online and ready to use with 48-72 hours of us receiving the signed order form.

1. Choose the package that best fits your needs.
2. Complete and sign the attached order form.
3. Fax order form to the number listed below.
4. Remit payment.

Annual Pricing

OrgSync is excited about the low price we are able to offer for campuses. Our pricing is broken up into buckets based on the number of organizations on your campus. Campuses may also take advantage of significant discounts for multi-year subscriptions.

# of Portals*	1 Year Term	3 Year Term**	Total Savings	5 Year Term***	Total Savings
1-10	\$2,500	\$6,375	\$1,125	\$10,625	\$1,875
11-25	\$3,500	\$8,925	\$1,575	\$14,875	\$2,625
26-50	\$4,500	\$11,475	\$2,025	\$19,125	\$3,375
51-100	\$6,500	\$16,575	\$2,925	\$27,625	\$4,875
101-200	\$8,500	\$21,675	\$3,825	\$36,125	\$6,375
201-300	\$10,000	\$25,500	\$4,500	\$42,500	\$7,500
301-500	\$12,500	\$31,875	\$5,625	\$53,125	\$9,375
501-750	\$15,000	\$38,250	\$6,750	\$63,750	\$11,250
751-1,000	\$17,500	\$44,625	\$7,875	\$74,375	\$13,125

* On-Site training required for groups with 50+ organizations

** 15% annual savings on 3 year subscriptions (all payments required at signing)

*** 15% annual savings on 5 year subscriptions (all payments required at signing)

Subscription Includes:

- Umbrella Portal for Governing all Organizations
- Dedicated Campus Consultant
- Maintenance & Platform Updates
- 24 Hour In-House Customer Support Team
- Online HelpDesk
- Public Website Hosting for Every Portal
- Custom Designed Umbrella Portal Banner
- Unlimited Usage and Data Storage
- Unlimited User Accounts

OrgSync Services

Below are additional services offered by OrgSync. Please note that on-site training is required during the first year for campuses with more than 50 organizations.



Setup & Training

Umbrella Portal Setup & Training* \$1,500

* One-time fee required for all new subscriptions.



On-Site Training

Student Leader Training - Two Days* \$2,500

*Travel costs are included; training schedule may vary based on travel arrangements.



Custom Website Design

Department Website Design and Build \$7,500

Website Template for All Organizations \$6,000



Technical Integrations

Campus Authentication Setup \$2,000

API Setup and Consulting \$500

Annual API Access* \$2,000

* Usage is subject to OrgSync API protocols.

Dedicated Campus Consultant

Our dedicated Campus Consultants will guide you through the implementation and training process. In addition to their extensive product knowledge and experience launching OrgSync on over 100 campuses, our consultants have backgrounds in Higher Education and Student Affairs. They are committed to serving you and your students, ensuring that you have the tools and resources needed to utilize OrgSync to its fullest potential.

Once you have completed the initial steps for implementation and have launched OrgSync to your student organizations, your Campus Consultant will continue to work with you to sustain momentum and maintain a high level of adoption on your campus. This includes regular phone & email check-ins, adoption & usage monitoring, and online & on-site trainings to turn both students and campus administrators into expert users.

OrgSync Implementation Process

In our experience working with campuses to establish best practices for implementation and training, we have developed a three-phase process to maximize adoption. The specific steps within each phase will be customized for each campus depending on individual and institutional needs.

• Staff Training and Community Setup

1. Develop a comprehensive understanding of Umbrella portal tools and features.
2. Customize settings to achieve your goals and initiatives for managing student organizations.
3. Add content and transition forms, files, and other processes to OrgSync.

• Student Leader Training

1. Teach student leaders the key tools & features for managing their organizations and how to invite members.
2. Schedule on-site training dates for OrgSync to visit campus and provide more in-depth training.

• Launch OrgSync to entire student population

1. Develop a marketing plan to introduce OrgSync to the general student body.
2. Participate in continued trainings to further your knowledge of OrgSync's tools.
3. Watch your user base grow!

Why Choose an On-Site?

Statistics show the best way to maximize support for and adoption of OrgSync by your campus community is with OrgSync's personalized on-site trainings. We offer several packages and training formats, all tailored to meet your specific goals and scheduling needs. Our visit will include meetings with campus administrators, hands-on training sessions with staff and student leaders, and campus-wide information sessions for other departments to learn about how they too can benefit from OrgSync.

On-site trainings:

- Build a strong foundation for an effective relationship with your campus
- Optimize assessment of specific & unique campus needs
- Accelerate execution of strategic launch plan to maximize student adoption
- One campus grew its user base from 0 to 643 as a result of the two day training and is now approaching 3,000 users in just three months





Technical Specifications

Scaling with Cloud Computing

OrgSync reacts dynamically to load. This means that no matter how many users are active on the system, it will always operate at the same speed. Our infrastructure is run on the RightScale platform, a front-end for the Amazon Web Services series of products (EC2, S3, SQS, etc.), which means that our storage and computing resources are as limitless as those at Amazon. OrgSync is truly autoscalable.

Automatic Backups

The entire database will be backed up to an offsite location every ten minutes. If there is a problem with the main database, a backup can be put in place within minutes.

Fault-tolerant

Our system is resistant to fault because it exhibits "no single point of failure." This means that any crucial part of the system (load balancer, web servers, database server) can easily be swapped out if it goes down for any reason, i.e. there is no one single point of the system that can cripple the entire website if it goes down.

Disaster Tolerant

Our data centers are in geographically distinct areas. If one is rendered inoperable due to unforeseen circumstances, all hardware can be moved to another data center within a few hours.

Secure Data

Our entire website is 256-bit encrypted to ensure all data is securely transmitted over the internet and stored on our servers. For additional protection, no credit card information is ever stored in our database or backups.

For more information about our hosting solution, please feel free to contact either our sales or development team.

Contact Us

Sales

Phone: 866.ORG.SYNC (674.7962)

Email: sales@orgsync.com

Development

Phone: 512.238.8534

Email: development@orgsync.com