# **A Digital Business Process for Student Organization Recognition**

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## The Challenge

Valparaiso University (VU) Student Senate's current comingling of paperwork and excel spreadsheets to maintain and manage a record of student-led organizations on-campus has proven to be highly inefficient and unhelpful. The original process was a google form that stored information in a spreadsheet that would then have to be manually manipulated and parsed by the Student Senate Committee.

Not only is it difficult for those on Student Senate to manage the annual recognition and re-recognition process, but the organizations themselves also have no access to their information once it has been submitted. The project entailed taking the forms and access points, as well as data storage points and converging them all into one place.

# **Our Approach**

Our system employs a MySQL database that will maintain a record of all organizations with information on their officers, contact information, links to their constitutions, and final budget values, among other information. The interface will allow Student Senate and the organizations themselves to access the information for each organization using Python's Flask framework. This framework also includes a web version of the form each organization is required to fill out and turn in as part of the recognition or re-recognition process, as well as forms to inform Student Senate of changes to an organization's officers or advisors. The finished result has an emphasis on robust internal construction and longevity. Through this database, Student Senate will be able to manage and maintain a record of all on-campus, student-led organizations, both current and previous, as well as maintain records of their officers, contact information, final budget, etc.

There is a master homepage where users can select the year of the information they are looking for, or which form to fill out.

Student Organizations Homepage
Click on the year you want to check:
2019
2018
Click here to fill out the re-rec form.
Click here to fill out the rec form.
Click here to change officer or advisor information.
2
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Example form organizations must complete to be a recognized at VU.

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	Recognition Form - Mozilla Firefox				
Recognition Form ×	+				
← → ♂ ☆	() cs358.cis.valpo.edu:5000/new-rec	··· 🛡 🏠	Q Search	lii\	•
	New Organization Recognition Form				
complete this form by F	y unrecognized student organizations of Valparaiso University. In order to become a recognized stud ebruary 1st. Those who fail to fill out this form will not be recognized by the University and hencefor se fill this form out with detail and to the fullest of your ability. Responses that the Student Senate A	th be unable	to reserve university space	es, receive funding from	n
Organization Name					
Official organization email (MU	T be a valpo.edu email). —				
Shortened Organization Name	r Acronym				
Please give a description of you Community?	r organization. What is the purpose of your organization? What do you hope your members gain from being in your organization? Wh	at do you believe	your organization gives to the great	ter Valparaiso University	
Community?	r organization. What is the purpose of your organization? What do you hope your members gain from being in your organization? What organization? What organizations of the purpose of your organization? What do you hope your members gain from being in your organization? What or ganizations of the purpose of your organization? What do you hope your members gain from being in your organization? What or ganization? What do you hope your members gain from being in your organization? What or ganization? What do you hope your members gain from being in your organization? What do you hope your members gain from being in your organization? What do you hope your members gain from being in your organization? What or	at do you believe	your organization gives to the grea	ter Valparaiso University	
Community?	r organizations 5 most important events. (Fundraising, philanthropy, conferences, tournaments etc.)	at do you believe	your organization gives to the grea	ter Valparaiso University	
Community?	r organizations 5 most important events. (Fundraising, philanthropy, conferences, tournaments etc.)—	at do you believe	your organization gives to the great	ter Valparaiso University	

Organizations who have completed the form show up on the master list of organizations page.

2019 Valpo Student Organizations				
Name of Organization Alliance Social Action Leadership Team New Org New Org New Org New Org	Acronymmmmm None SALT NO NO NO NO	Contact Email alliance@valpo.edu salt@valpo.edu NewOrg@host.org NewOrg@host.org NewOrg@host.org NewOrg@host.org		
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From there, each organization has it's own homepage which holds all current information and allows historical data to be viewed.

Social Action Leadership Team

Name: Social Action Leadership Team

nail: <u>salt@valpo.edu</u>

### **Tools and Applications**



## **Additional Features Not Shown**

- Archival process for past  $\bullet$ information of organizations
- Rollback feature to retrieve  $\bullet$ archive information as a backup measure
- Form to add and change  $\bullet$ officer information
- Organization master list  $\bullet$ sorted into tables by tiers.

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Computing and Information Sciences