

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.

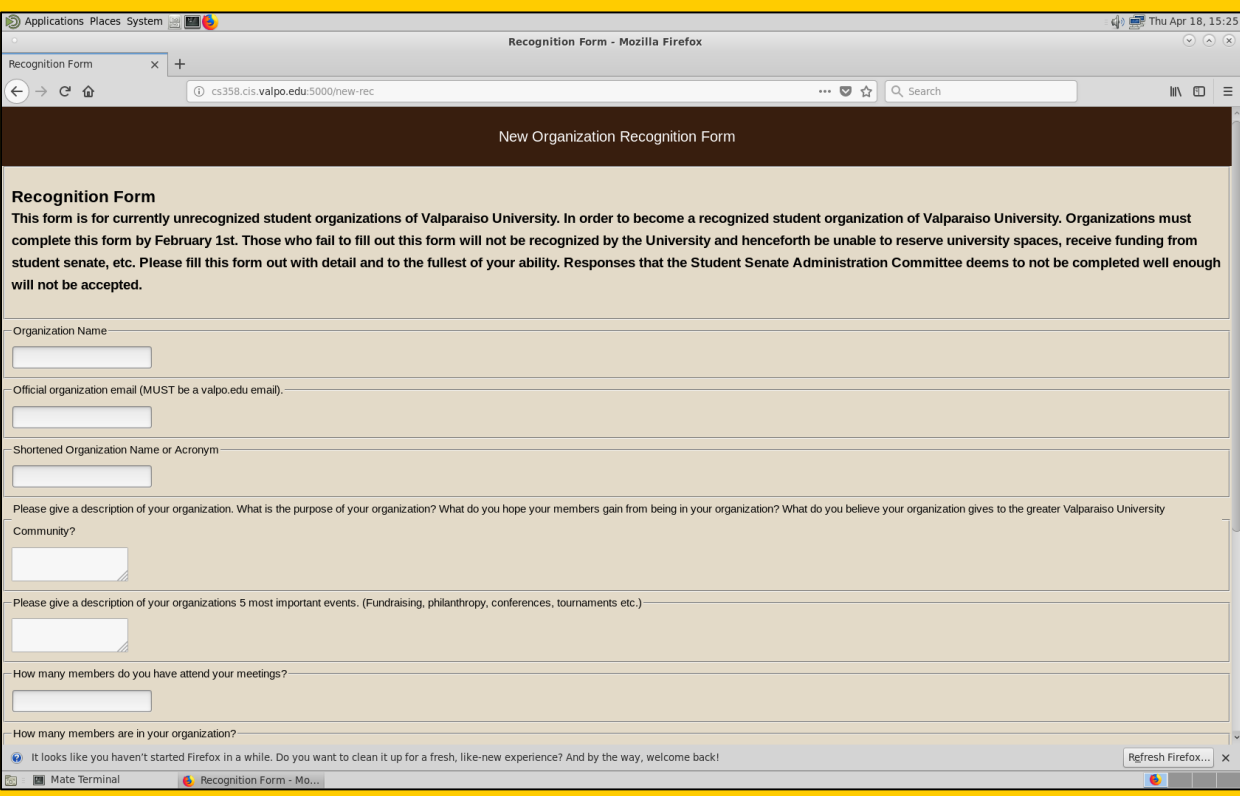
There is a master homepage where users can select the year of the information they are looking for, or which form to fill out.



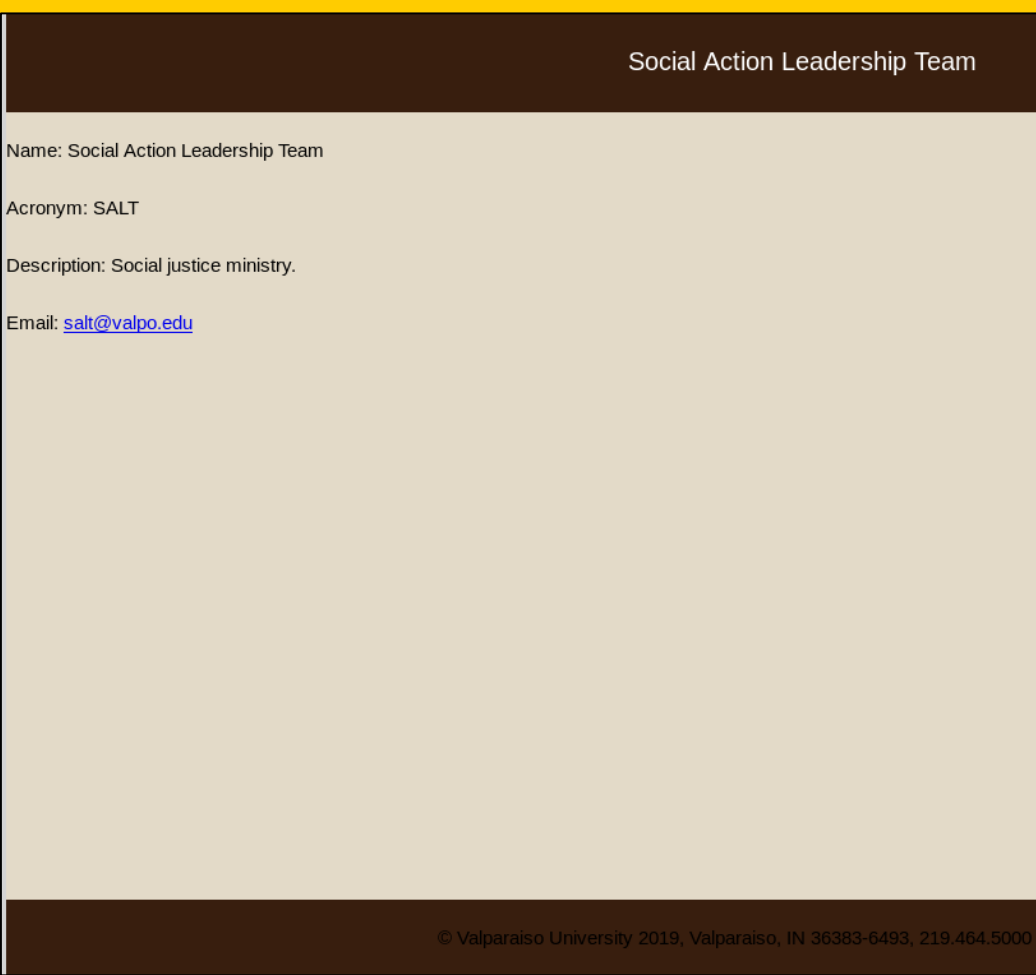
Organizations who have completed the form show up on the master list of organizations page.

Name of Organization	Acronym	Contact Email
Alliance	None	alliance@valpo.edu
Social Action Leadership Team	SALT	salt@valpo.edu
New Org	NO	NewOrg@phos.org
New Org	NO	NewOrg@phos.org
New Org	NO	NewOrg@phos.org
New Org	NO	NewOrg@phos.org
New Org	NO	NewOrg@phos.org

Example form organizations must complete to be a recognized at VU.



From there, each organization has it's own homepage which holds all current information and allows historical data to be viewed.



Tools and Applications



Additional Features Not Shown

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

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