

# UCS Student Advisory Board

## Expectations and Commitment:

- Attend the one-day SAB retreat. The 2026 retreat will be held on Saturday, September 19, 2026, 9 am – 3 pm (Location: TBD)
- Attend the **10 board meetings** (see [full schedules and tentative agenda](#)). Meetings are 1.5 hours long and will be held on Fridays from 3:00 to 4:30 pm p.m.
  - o Fall Meetings: 10/2, 10/16, 10/30, 11/13, 12/04
  - o Spring Meetings: 02/05, 02/19, 03/05, 03/26, 04/16
- Devote approximately five hours per month to SAB activities, including meetings, outreach, projects, and email or in-person communication.
- Maintain communication with the board between meetings.
- Participate in additional meetings as needed when developing or implementing new initiatives.

## Important projects:

- **Fresh Check Day** (Sept 30)
  - o Create a Fresh Check Day promotional video.
  - o Serve in volunteer roles during the event.
- **Mental Health Around the World** (March 30 or April 1)
  - o Select, create or organize, and staff activity booths.
  - o Support the planning and coordination of the event.
    - Identify 2-4 *SAB representatives* to serve on the Mental Health Around the World Planning Committee, which meets regularly.
      - Serve as a communication bridge between the planning committee and SAB.
  - o Assist with event flow and staff the welcome booth.
  - o Participate in the Mental Health Around the World promotional video.
  - o Help develop the event's marketing strategy.
- **Consultation for UCS**
  - o Provide feedback and student perspectives on promotional materials and strategies for UCS, including initiatives like:
  - o **The new Well-Being Wing at the IMU**
    - Review the service overview graphic and joint brochure.

- Help promote the IMU open-house event, potentially through a social media video introducing the new space.
- **UCS self-help workshop series**
  - Provide feedback on promotional materials and strategies for reaching students.
- **Independent Projects:**
  - Engage in 2-4 independent projects during the academic year. Possible projects include:
    - Assemble hope boxes (personalized card for the boxes you assembled!), social media promotion of the hope boxes (e.g., de-stigmatize it, be playful with it)
    - Creating social media content for UCS.
    - Producing a new video for the SAB webpage.
    - Expanding the “Keep Swimming, Hope Duck” activity
- **Serving as an ambassador for UCS**
  - Become familiar with UCS services and share information and promotional items with others when appropriate.
  - Support the promotion of UCS events, programs, services, and initiatives.
  - *Additional training opportunities to consider:*
    - [Suicide Prevention](#)
    - [CRP Ally Training](#)

## Fulfillment of SAB Service Commitment

To be recognized as having fulfilled the term of service on the Student Advisory Board, students are expected to:

- Attend at least 7 out of the 10 scheduled board meetings.
- Notify the SAB facilitator in advance when they are unable to attend. Absences communicated in advance, or as soon as reasonably possible in an emergency, will generally be considered excused.
- Participate thoughtfully and contribute to the board’s work throughout the academic year.

Students who fulfill these expectations will receive a **Certificate of Service** at the end-of-year celebration.

Fulfilling the SAB service commitment is required for students who wish to request a letter of recommendation from UCS. Students can help build the foundation for a strong, personalized letter by participating consistently, sharing their perspectives, contributing to projects, following through on commitments, and engaging meaningfully in the board's work throughout the year.

## Meeting Times, Important Dates, & Tentative Agenda

Fall 2026

| Meeting                                                                                          | Dates/Times                                                 | Tentative Agenda                                                                                                                                                                                                                                                                                                                                    |
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| <b>SAB Full-day Retreat</b>                                                                      | Sat, Sept 19, 9 am – 3 pm<br><br>Location: TBD              | <ul style="list-style-type: none"> <li>- Intro</li> <li>- Community building</li> <li>- Overview of UCS</li> <li>- Overview of SAB (expectations, schedules, and projects)</li> <li>- FCD overview &amp; volunteer training/sign up</li> <li>- Hope Box assembles &amp; write personalized cards (maybe 1-1.5 hour as a group activity?)</li> </ul> |
| <b><i>Fresh Check Day, Wed Sept 30, 10 am – 4 pm, Hubbard Park</i></b>                           |                                                             |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fall Board Meeting #1</b>                                                                     | Fri, Oct 2, 3-4:30 pm<br><br>Catlette 305 MPR (/hybrid)     | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- Debrief and feedback about FCD (20 min)</li> <li>- Intro to MHATW &amp; SAB responsibilities (20 min) <ul style="list-style-type: none"> <li>o MHATW brainstorm – themes, location, time/date</li> </ul> </li> <li>- Consultation for UCS (30 min)</li> </ul>                 |
| <b><i>MHATW planning meeting #1 (Fri Oct 16, 1:30-2:30 pm) - themes, location, time/date</i></b> |                                                             |                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fall Board Meeting #2</b>                                                                     | Fri, Oct 16, 3:00-4:30 pm<br><br>Catlette 305 MPR (/hybrid) | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- MHATW (50 min) <ul style="list-style-type: none"> <li>o Updates from MHATW planning committee</li> <li>o MHATW activity review and delegation</li> </ul> </li> <li>- Independent project #1 (20 min)</li> </ul>                                                               |

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|                                                                                       |                                                             | <ul style="list-style-type: none"> <li>○ Brainstorm &amp; planning ( Halloween themed hope ducks or social media video?)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 |
| <i>MHATW planning meeting #2 (Fri Oct 30, 1:30-2:30 pm) - activity list finalized</i> |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fall Board Meeting #3</b>                                                          | Fri, Oct 30, 3:00-4:30 pm<br><br>Catlette 305 MPR (/hybrid) | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- MHATW (40 min)               <ul style="list-style-type: none"> <li>○ Updates from MHATW planning committee</li> <li>○ MHATW activity review and delegation/sub-teams working on activity instructions &amp; material list</li> </ul> </li> <li>- Independent project #1 (40 min)               <ul style="list-style-type: none"> <li>○ Working on the project</li> <li>○ <i>Feel free to come in your costumes</i> 😊</li> </ul> </li> </ul> |
| <i>MHATW planning meeting #3 (Fri Nov 13, 1:30-2:30 pm) - space walk-thru</i>         |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fall Board Meeting #4</b>                                                          | Fri, Nov 13, 3:00-4:30 pm<br><br>Catlette 305 MPR (/hybrid) | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- MHATW (50 min)               <ul style="list-style-type: none"> <li>○ MHATW Updates from MHATW planning committee</li> <li>○ Sub-teams working on the activity instruction and material list</li> </ul> </li> <li>- Independent project #2 or Consultation for UCS (30 min)               <ul style="list-style-type: none"> <li>○ Brainstorm &amp; planning</li> </ul> </li> </ul>                                                           |
| <b>Fall Break (Nov 23-27)</b>                                                         |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fall Board Meeting #5</b>                                                          | Fri, Dec 4, 3:00-4:30 pm<br><br>Catlette 305 MPR (/hybrid)  | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- MHATW (30 min)               <ul style="list-style-type: none"> <li>○ Sub-teams working on the activity instruction and material list (final)</li> </ul> </li> <li>- Independent project #2 or consultation for UCS (40 min)               <ul style="list-style-type: none"> <li>○ Work on the project</li> </ul> </li> </ul>                                                                                                                |
| <b>Finals &amp; Winter Break</b>                                                      |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Spring 2026

| Meeting                                                                                         | Dates/Times                                   | Tentative Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <i>MHATW planning meeting #4 (Fri Feb 05, 1:30-2:30 pm) - layout, event flow</i>                |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Spring Board Meeting #1</b>                                                                  | Fri, 02/05, 3:00-4:30 pm<br><br>Location: TBD | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- MHATW (80 min) <ul style="list-style-type: none"> <li>o MHATW planning committee update</li> <li>o Making trifold, handouts, etc.</li> <li>o Logistics</li> </ul> </li> <li>- *If you're done with your MHATW tasks, the time could be used to work on another independent project (e.g., assembling hope boxes for Spring)</li> </ul>                                                     |
| <i>MHATW planning meeting #5 (Fri Feb 19, 1:30-2:30 pm) - marketing &amp; promotion</i>         |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Spring Board Meeting #2</b>                                                                  | Fri, 02/19, 3:00-4:30 pm<br><br>Location: TBD | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- MHATW (80 min) <ul style="list-style-type: none"> <li>o MHATW planning committee update</li> <li>o Marketing strategies and task delegation</li> <li>o Making trifold, handouts, etc.</li> <li>o Logistics</li> </ul> </li> <li>- *If you're done with your MHATW tasks, the time could be used to work on another independent project (e.g., assembling hope boxes for Spring)</li> </ul> |
| <i>MHATW planning meeting #6 (Fri Mar 05, 1:30-2:30 pm) - Volunteer roles &amp; recruitment</i> |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Spring Board Meeting #3</b>                                                                  | Fri, 03/05, 3:00-4:30 pm<br><br>Location: TBD | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- MHATW (40 min) <ul style="list-style-type: none"> <li>o MHTAW planning committee updates</li> <li>o Completing MHATW tasks</li> </ul> </li> <li>- Independent project #3/Consultation for UCS (40 min)</li> </ul>                                                                                                                                                                          |
| <b>Spring Break (Mar 14-21)</b>                                                                 |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>MHATW planning meeting #7 (Fri Mar 26, 1:30-2:30 pm) - Final Prep</i>                        |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b>Spring Board Meeting #4</b>                                                       | Fri, 03/26, 3:00-4:30 pm<br><br>Location: TBD | <ul style="list-style-type: none"> <li>- Check in (10 min)</li> <li>- MHATW (40 min)             <ul style="list-style-type: none"> <li>o MHATW video</li> <li>o Final MHATW work completion</li> <li>o Continued MHATW marketing</li> </ul> </li> <li>- Independent project #3/Consultation for UCS (40 min)</li> </ul> |
| <b>Mental Health Around the World (03/31 or 04/1, 2:30-6:30 pm, Hubbard Commons)</b> |                                               |                                                                                                                                                                                                                                                                                                                          |
| <i>MHATW planning meeting #8 (Fri 04/02 or 04/09, 1:30-2:30 pm) - Event Debrief</i>  |                                               |                                                                                                                                                                                                                                                                                                                          |
| <b>Spring Board Meeting #5 (Celebration)</b>                                         | Fri, 04/16, 3:00-4:30 pm<br><br>Location: TBD | <ul style="list-style-type: none"> <li>- Make a collective impact report</li> <li>- Legacy Activity (leave a message for next year's board)</li> <li>- Celebration &amp; Appreciation</li> <li>- Group photo</li> </ul>                                                                                                  |