



Standard Operating Procedure: Young Professionals Program Utilization [25-02 SOP]

Procedure owner/lead: Allison Ziegelman, Vice Chancellor for Advancement & Foundation President

Last updated: Nov. 18, 2024

Frequency for Review: Annually, October

Date Reviewed by Cabinet: Sept. 24, 2024

SOP Tracking Number: 25-02 SOP

1. Purpose & Scope

This procedure defines how UWL will distribute the 10 allocations for use within the La Crosse Area Chamber's Young Professionals program. The goal of the program is to "create a vibrant, growing business climate through attracting, retaining, and preparing the region's next generation of business leaders and community decision-makers through this group."

The 10 allocations are the seats centrally paid for by the Foundation as part of the UWL membership to the Chamber.

[Define the goal of the task or process. Define the scope of when this procedure applies and who this procedure impacts.]

2. Definitions

[Define key terms or link to existing terms already defined on campus.]

- **Young Professionals.** The Young Professionals group is for individuals (members & non-members) ages 21-40. The Young Professionals group gathers regularly, averaging two events each month. These events provide opportunities for networking, community engagement, and the development and maintenance of

leadership skills. It is a great way to meet other like-minded individuals dedicated to developing further in their personal and professional lives!

- **Allocation/client allocation.** Through UWL’s membership with the Chamber, UWL pays for 10 UWL employees to attend all Young Professionals programming for one year. Excludes La Crosse Loggers Summer Social. Includes 4 tickets to the Young Professionals Awards.
- **Director or above.** Staff positions at UWL that have “director” in the title. Also applies to Associate Vice Chancellor, Assistant Vice Chancellor, Vice Chancellor and Chancellor

3. Roles

- *[Define the roles of the individuals who are involved in executing this procedure and who is impacted by this procedure. Describe who is a lead (responsible) and who many need to be informed, etc. Consider using the RACI model (Responsible, Accountable, Consulted, Informed) when appropriate.]*
- Department Chair/Dean – recommends staff/faculty for the Young Professionals program during the membership year.
- Cabinet members – responsible for vetting recommendations for usage from within their units.
- Foundation President – approves requests to use the 10 allocations.
- Foundation lead - tracks allocations that are used for the membership year.

4. Procedures

[Define the key action steps and owner of the tasks. Add additional tasks or sub-tasks when needed.]

Step	Task	Owner
1.0	Cabinet members gather recommended allocation uses. Uses are prioritized accordingly: <ol style="list-style-type: none"> 1. Positions that are difficult to fill. 2. Positions that, when empty, create significant operational risks. 	Cabinet
1.1	Recommendations are sent to VC for Advancement	
2.0	Approves or denies recommendations	VC for Advancement
2.1	Discusses with Chancellor when necessary	

2.2	Notifies Dept. chair of approved allocation and links participant with Chamber for using allocation. Cc's supervisor/requesting leader.	Advancement lead
3.0	Attends Young Professionals Programming	Allocation user
3.1	Follows up with staff/faculty assigned an allocation to ensure usage.	Department head/chair
4.0	Tracks Young Professionals allocations for year	Advancement lead
4.1	Alerts Cabinet to full usage of allocations/any remaining slots Deadline Sept. 2025	VC for Advancement
4.2	Communicates with Chamber on allocation expenditures.	Advancement lead

3. Related Resources

- [Young Professionals Program](#)

4. Version updates

- 1.0 – Nov. 19, 2024 by A. Ziegelman and S. Twite