

# LINK Program FAQs for Campus Partners

LINK is a program run by the First Year Experience Office designed to get students out of their rooms and engaged with UCF. We want students to become aware of their campus resources, have fun, and to become successful Knights. When students attend LINK sponsored events, they earn LINK Loot (500-2,000 point range) by checking in on the Goosechase mobile application. Students then use their accumulated Loot at various events throughout the year to bid on items such as TVs, theme park tickets, movies, UCF gear, and more!

LINK Loot is only available for students new to UCF (ex. freshman or a transfer), but events are open to *all* UCF students.

## **What does being a 'new student' mean?**

Being 'new' to UCF means it is a students' first time at UCF, either as a freshman or a transfer student. We run off the academic year which is Summer, Fall, Spring. If a student starts in Summer, they have three terms to earn/redeem LINK Loot, Fall two, and Spring one.

## **How do I become a partner?**

Anyone on campus that is interested in becoming a Campus Partner should contact [link@ucf.edu](mailto:link@ucf.edu). We currently work with over 40 campus offices and are always looking to increase our partnerships!

## **What is the benefit of becoming a campus partner?**

LINK is a program that is heavily advertised to our FTIC and Transfer students during Orientation and beyond. LINK serves as a database of events occurring across campus and we advertise events all year long via various social media outlets. When a program is on the LINK calendar, it is seen by not only new students, but anyone viewing our advertising materials, thus casting a wider net to assist with increasing attendance at events. Offering the incentives of points and eventual prizes/scholarships also aids in boosting attendance.

## **What are my responsibilities as a campus partner?**

Once you become a partner with LINK, you will be added to emails that go out periodically during the year with updates and reminders to submit your programs. LINK partners are responsible for:

1. Submitting programs you wish to be considered for LINK Loot to our website <http://link.sdes.ucf.edu/submit> within a two week time frame of the event occurring
  - o Please allow 1-2 business days for your event to be approved before contacting us with questions
2. Discussing the LINK program at your events by using the information found here, under "What to Share with Students": <http://link.sdes.ucf.edu/partners>
3. Having programs relate to a tenet of the UCF Creed (will select option during submission)
4. Tracking and submitting attendance (see notes below)

## **How does my program become a LINK program?**

Once you are a campus partner, there are only a few requirements for a program to become a LINK event. They must be:

1. Free
2. Open to all students
3. Held on campus
4. Have attendance tracked for the event and returned to First Year Experience within 5 business days

### **How do I submit a program?**

You may submit a program(s) via our website: <http://link.sdes.ucf.edu/submit>. We ask that programs are submitted to our website at least two weeks in advance. If this time frame is not able to be accommodated, please email [link@ucf.edu](mailto:link@ucf.edu) for assistance.

### **I see that there is something called an “Event” and a “Session”. What is the difference?**

An Event is the actual workshop/program that is occurring and a Session just means the specific date(s) of that program. Events may have multiple sessions as many LINK events occur each year, and some occur multiple times throughout a semester.

### **What is a Dispute Detail and do I need to provide one?**

Dispute details are facts about the event that students would only know if they actually attended, and *they are required* for each LINK event. Sometimes a student may not have received LINK Loot for a particular event, and before we allot points to an account, we will verify their attendance by asking students to confirm the dispute detail(s) provided to us. This could be a fact that was shared during the event, the name of the presenter, even the type of food served. As long as that information was not publicized anywhere before, it can be used as a dispute detail.

### **How do I track attendance?**

A simple way to track attendance would be to check out a UCF ID card scanner from our office, returning when the event is over (some offices have also purchased their own). We will then upload the data. You also have the option to use a sign-in sheet collecting all student names and UCFIDs. (a sample sign in sheet can be found on our website here: <http://link.sdes.ucf.edu/partners>)

**\*\*Important Note: We collect attendance data for ALL students in attendance at an event, regardless of class standing. Since LINK Loot is available to any student new to UCF during the academic year, accurate attendance records are critical. Please be sure to track ALL students in attendance so we may properly document all information on our end. (we separate new students from other students in house).**

### **Can LINK send me data after the event?**

We are able to provide the amount of and name of students in attendance after an event if a card reader has been used.

### **How do I reserve a LINK Card Reader for my event?**

We have several card readers in our office for campus partners to use. Simply visit our office in HPH 216 and our office assistants will assist you in the reservation process.

### **What are the main LINK award events during the year?**

Each term has its own large scale LINK event for students to redeem their Loot for prizes. Students' points expire at the end of each term.

- Summer B: LINKO
- Fall: LINK Auction and SGA Scholarship Essay Contest
- Spring: LINK Lottery

**If you have any questions, comments or concerns, please contact us at [link@ucf.edu](mailto:link@ucf.edu). Please be mindful that our LINK student assistant only works part time when you are sending in your requests.**

#### **Check out all of our Social Media!**

 [fb.com/ucfLINK](https://fb.com/ucfLINK)

 Download Goosechase and search for LINK@UCF.

 @LINKLoot



UCF student organization online database;  
Search for LINK.

**Web:** <http://link.sdes.ucf.edu/>

