

# Student Organizations Handbook



2019-2020





# contents

|  |    |                                  |    |
|--|----|----------------------------------|----|
| IMPORTANT CONTACTS                         | 1  | APPLYING FOR FUNDS               | 15 |
| START AN ORGANIZATION                      |    | • Reimbursable Expense Policy    | 15 |
| • Mission                                  | 2  | • Access to Organization Funds   | 17 |
| • Benefits of being a student organization | 2  | • Applying to the Finance Office | 17 |
| • Start a student organization             | 3  | • Travel arrangements            | 17 |
| • Student Leaders' responsibilities        | 5  | IMPORTANT NOTICES                | 18 |
| • Applying for office space                | 6  | POLICIES                         |    |
| • Applying for locker space                | 6  | • Student Organization policies  | 20 |
| EVENT PLANNING                             |    | • Movie performance Policy       | 20 |
| • Event planning                           | 8  | • Hazing Policy                  | 21 |
| • Publicizing an event                     | 10 | • Noise Policies                 | 21 |
| • Posting procedures                       | 12 | • Outside speaker Policies       | 21 |
| • Reserving a space on campus              | 13 | • Political Candidate Speaker    | 22 |
|  |    | • Facility Use Policies          | 23 |
|  |    | TIPS                             |    |
|  |    | • Running effective meetings     | 25 |
|  |    | • Setting organization goals     | 27 |

# Important Contacts

## **Director of Student Activities**

Jason Feiner  
jfeiner@lclark.edu  
activities@lclark.edu  
503-768-7122

## **Student Activities Intern**

Mikah Bertelmann  
mikahbertelmann@lclark.edu

## **Student Activities Office Assistant**

Daniela Zamora Alcaraz, '20  
dzamoraalcaraz@lclark.edu

## **Conferences & Events**

events@lclark.edu  
503-768-7235

## **Student Rights & Responsibilities**

srr@lclark.edu  
503-768-8181

## **Campus Safety**

safety@lclark.edu  
503-768-7855

## **Copy Center**

copyit@lclark.edu

## **Resource Lab**

itservice@lclark.edu





# Mission

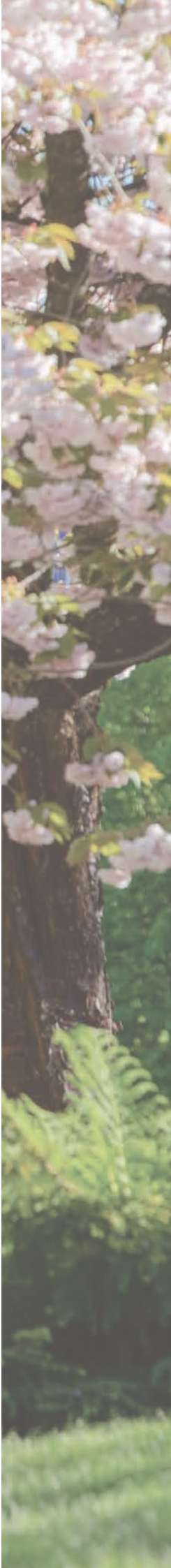
The Division of Student Life's mission is to empower students to learn, lead, and engage the traditions of the liberal arts in the 21st century. As holistic educators, we partner with students through their development in academic and experiential learning, civic leadership and career development, diversity and inclusion, and wellness. We create an enduring community of belonging in which all students can take pride and realize their potential.

The Office of Student Activities believes that academics and involvement go hand-in-hand at Lewis & Clark as part of a balanced, engaging, and rewarding college experience. Through its programs and support of student organizations, Student Activities facilitates, coordinates, and implements a variety of co-curricular programs that support the Division of Student Life and College's missions.

## Benefits of Being a Student Organization

When your student organization is recognized through the Office of Student Activities at Lewis & Clark College and has completed the necessary steps to renew or become a newly recognized affiliated organization, your organization becomes eligible for numerous benefits. These include the following:

- Access to networking opportunities and interactions with guest speakers that come from a wide variety of occupations, viewpoints & backgrounds
- Development of knowledge, skills and leadership experience that will stay with you throughout your life and your time here at Lewis & Clark College and enhance your resume.
- On and off campus organizational programming is covered by Lewis & Clark Insurance Policy.
- Access to an organizational Lewis & Clark College financial account.
- Ability to hold events on campus without paying for space.
- Approval to request Associated Students of Lewis & Clark funding.



# How to Start a Student Organization?

1

## REVIEW THE LIST OF STUDENT ORGANIZATIONS

Make sure groups with similar goals or interests to yours do not already exist. If so, approach their leaders to discuss collaboration.

If there are no groups that exist to meet your interests, needs, and goals, continue to step 2.

2

## FIND AN ADVISOR WHO IS...

- A member of the faculty or staff from the College of Arts and Sciences (CAS).
- No one or planning a sabbatical or leave for the current year.
- Familiar with Lewis & Clark's culture, policies, and resources.
- Interested in and willing to support your organization's mission, members, leaders, meetings, and activities.
- Don't forget to ask your perspective advisor before you list them on your form and have them complete the **Advisor Volunteer Service Agreement** and submit it to Student Activities.

3

## IDENTIFY TWO PRIMARY STUDENT CONTACTS FOR THE ORGANIZATION.

Student Activities knows that not all student organizations have the same structure, and the group's constitution will outline specific responsibilities of all officers. While shared leadership positions are welcome, Student Activities needs you to designate two primary student leader contacts that can be trusted to receive and disseminate information on behalf of the group.



4

#### IDENTIFY A THIRD STUDENT TO SERVE AS YOUR STUDENT ORGANIZATION'S FINANCE CONTACT.

It is important that a third student serves as the organization's finance contact (they'll need to track expenditures, sign-off on check/reimbursement requests, etc.) to promote financial accountability and transparency.

5

#### REVIEW, COMPLETE AND SUBMIT:

- The **Student Organization Recognition Packet** and your student organization's Constitution

Please make sure to only submit the required pages to Student Activities and retain the other pages for your organization's records.

6

Upon request from Student Activities, complete and submit the supplemental **Risk Management Information Packet**.



#### Questions?

For further information, email the Director of Student Activities Jason Feiner at [jfeiner@lclark.edu](mailto:jfeiner@lclark.edu) to discuss the student organization recognition process to receive answers to your questions.

# Student Leaders Responsibilities



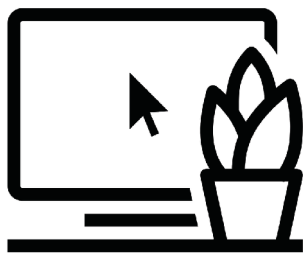
## Questions?



Continue to use Student Activities staff as a resource to answer questions as well as plan and implement meetings throughout the year.



# Applying for Office Space

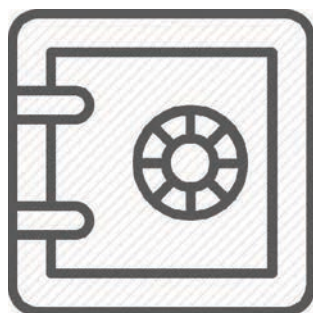


To support Recognized Student Organizations, the College allocates some dedicated spaces on campus for their use, thus allowing them to conduct their business in a more formalized setting. All space at Lewis & Clark is College-owned; therefore, Lewis & Clark has final authority for the use and allocation of this space.

Recognized student organizations are eligible to apply for office space through the Office of Student Rights & Responsibilities.

Please be aware that space is an extremely limited resource on campus; not all organizations will be able to receive a dedicated space. We encourage organizations to collaborate and co-apply for a shared space. To apply, please fill out an application on the Student Activities Website under Useful Student Organization Resources as **Dedicated Student Organization Space Contract**

# Applying for Locker Space



Please note that lockers are available on a first-come, first-serve basis. We will need your name, school email address, phone number, and student organization. To apply, please fill out an application on the Student Activities Website under Useful Student Organization Resources as **Templeton Locker Application**

## Questions?



Continue to use Student Activities staff as a resource to answer questions as well as plan and implement meetings throughout the year.



A lush garden scene featuring a stone building with columns in the background, surrounded by dense greenery and various flowers. A large, semi-transparent circular overlay is centered over the image, containing the word "Events" in bold black text. The foreground is filled with white and yellow flowers, and a stone path leads through the garden.

# Events



# Event Planning

The Office of Student Activities is always available to assist you with event planning. Student organizations are completely responsible for their events from planning, set up, execution, and clean up. We recommend that you allow plenty of time to plan your events and suggest one month as the minimum lead time for most all events.

## Tips

- As you start to consider topics, dates, and locations remember to be mindful of other programs. Check with the Events Office to make sure your proposed time/date is available.
- Consider your target audience when planning the event time and location. If your program is outdoors, it is recommended that you also reserve an indoor site in case of rain.
- Make sure that you have the people and finances to hold the event before you make any commitments.

## Steps to plan your event:

### 1. Get Money

- Go through the funding process or Finance Committee.
- Apply for co-sponsorship through Student Activities, the MRC, the Dean of Student Services' offices, etc...

### 2. Get a Contract

- If you are bringing someone to campus, get a contract. Even if the person/group is performing for free, contracts protect you and the person you're bringing to campus. You can either get one from Student Activities or the performer can provide their own.  
**DO NOT sign a contract without contacting the Student Activities Office.**
- **DO NOT pay the performer ahead of their performance.** If a speaker or performer is asking to be paid ahead of time in order to cover travel costs, offer a small portion of the total but do not provide the full amount until after the event has ended.





### 3. Reserve a Space

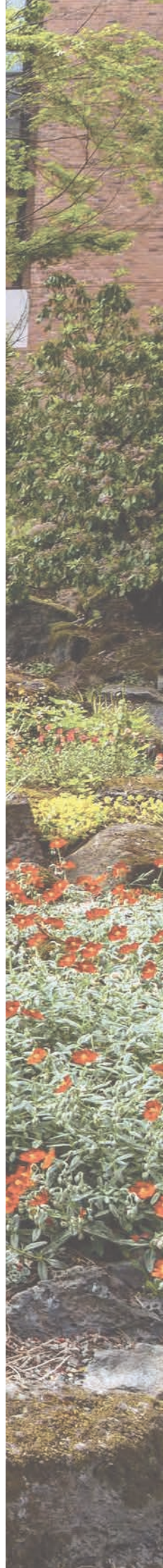
- To find out what venues are already scheduled, and determine if the space you want is available, please view the advertised list of events posted to the **Lewis & Clark Website Calendar**. Note this site will only show you the advertised events, not the comprehensive schedule.
- If you will need AV, outline your needs to the Events Office to see how and if the school can accommodate your event.
- If you have questions, you can always stop by the Student Activities Office or the Events Office.

### 4. Think Ahead about Risk Management



If someone gets hurt or something gets damaged at your event, you are legally liable and could be the target of a lawsuit. Take some time to think about possible issues and take time to mitigate them. Student Activities staff can help you think through your options. Before your event think about the following questions:

- Is this an event where you should have insurance coverage? Bands, bouncy castles, mechanical bull, etc.?
- Will you have off-campus guests? Think about the environment of your event and how guests might behave. Many of the problems that arise at student events (fights, damage, etc.) are because of off-campus guests. Do you have a plan to keep them behaving the way you want?
- Consider staffing your event. You can and should control who comes in. Placing people at the doors helps you control what's going on at the event.



# Publicizing an Event

## Resources for Publicizing

If you are looking to make a flyer to promote an event on campus or online but are not confident in your artistic abilities, a great (and FREE) resource to use is [www.canva.com](https://www.canva.com). By registering through Canva, you will have access to a plethora of simple graphic design templates and tools that can be altered for your desired event.

## Publicity Procedures

These publicity procedures are designed to promote compliance with established fire codes, to reduce visual clutter on campus, to reduce paper waste, and to cut overall costs of event promotion for departments and student organizations. They are intended to prevent damage to surfaces and prevent costly cleanup and repairs. These procedures apply to all publicity (flyers, banners, posters, leaflets, etc.). These procedures operationalize the Freedom of Expression and Academic Inquiry Policy.

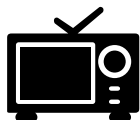
## Requirements for Print Publicity Materials

Print publicity materials must contain the following information:

1. Name of Lewis & Clark sponsor which can be a department, office, or recognized student organization. All others (i.e. area businesses, classified ads, etc.) interested in posting in the Templeton Campus Center must have an L&C sponsor. Contact the office of Student Activities at [activity@lclark.edu](mailto:activity@lclark.edu) to inquire about sponsorship.
2. The date of the event being promoted or the date the posting will expire.
3. The contact information for the posting's sponsor.  
stamp.
4. Postings will be tabloid size (11" x 17") or smaller. Exceptions to the posting size requirement may be given at the discretion of the Office of Student Activities.
5. Postings will have an area clear of any text or graphics of no less than 1-1/8" x 2" on the front of the print publicly material for the approval stamp.



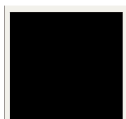




## Templeton TVs

The Campus Display System displays in a real-time feed of 30 upcoming events. During the busiest parts of the semester, the screens may only show one day's events; at other points in the year, the screens may show several days' worth. After an event starts, it falls out of the rotation and another event is added to the feed for the screens (no print publicity materials to clean-up!). Contact Student Activities at [activies@lclark.edu](mailto:activies@lclark.edu) or in Templeton 258 to get your events posted on the display screens. The Student Activities staff will take just a few minutes and post your event for you!

Please don't forget to provide all pertinent information (i.e. who, what, where, when, and why) and a relevant image (photo or graphics in a jpg format) to help get your event noticed.



## Templeton Display Cases

Please note that display cases (outside of Fields Dining Hall and in the Trail Room) are available on a first- come, first-serve basis and are for a recognized student organization or department use only. Student organizations and departments may reserve a display case for up to one month at a time. Student organizations and departments are responsible for placing their materials in the display cases and taking everything down at the end of the month. We will need your name, school email address, phone number, and student organization email.



# Posting Locations in Templeton Campus Center

If your organization plans to advertise their events in Templeton Campus Center, please follow the **Posting Procedures for Templeton Campus Center**.

## Bulletin Board Regulations

All bulletin boards in Templeton Campus Center have identification labels with the following information: **General Postings Only**



**Approved Locations:** Designated bulletin board surfaces. Postings on any other surface will be removed by the Student Activities staff without notice.



**Prohibited Locations:** Doors, walls, glass doors, and windows (postings cannot block line of sight under any circumstances). Sponsors that fail to post their print publicity materials on designated bulletin board surfaces may lose posting privileges.



Print publicity materials can only be affixed with removable tape (such as blue painters' tape), pushpins, or thumbtacks.

## Posting Removal

Posting Removal Print publicity materials will be removed by the sponsor no more than two (2) days after the event has passed, or the posting has expired.



Sponsors that fail to post their print publicity materials on designated bulletin board surfaces may lose posting privileges.





# Reserving a Space on Campus

1

View the advertised list of events posted to the **Lewis & Clark Website Calendar** to make sure your space is available.

2

When you're ready to request a venue, please contact the Events Office. They reserve space for most locations on campus. Contact them by going into their office in Templeton, Room 248, emailing at **events@lclark.edu**, or calling at 503-768-7235.

3

Include the following information in your request:

- Name of your event (the official title you will use to advertise the event)
- Date of the event
- Venue preferences (list up to 3 options)
- Start time and end time of the event
- Room set-up needs for the event
- Audiovisual needs for the event
- If you will be providing food and/or beverages
- The name of the student group or department affiliated with the event
- How many people you anticipate will attend the event
- If the event will be open to the L&C community only or open to the general public
- Your cellphone number in case we need to contact you



Please allow 5 working days to process requests. We will contact you via email to let you know if there are any conflicts or to confirm the reservation.



# Funding



# Student Organizations Funding

**Submit** the Committee Allocations Application to the Student Organizations Committee in order to receive funding for the upcoming new year. The Allocations process begins in the spring semester of each academic year.

Student organizations that did not submit a budget for the current school year during the previous school year's allocation process need to fill out the New Club Grant Application. Why? This would usually be because the student organization in question is new this year, though it could also be due to a change in leadership or any number of other factors. New Club Grant Applications provide a relatively quick, but small allocation of funds for the remainder of the current school year.

## Reimbursable Expense Policy

Reimbursable expenses are defined as expenses incurred on behalf of the College to facilitate a recognized student organization or activity. The expenses must be for the greater benefit of the related recognized student organization and not for personal gain of any individual. Any reusable supplies, equipment or other assets purchased on behalf of the recognized student organization are considered property of the College and the recognized student organization. Any personal use or misappropriation will be addressed in accordance with College policies.

### Submission Process

Submit the **Expense Reimbursement Form**. **Note:** *A request for reimbursement must be submitted to Accounts Payable (via the ASLC Treasurer) within sixty (60) days of the date the expense is incurred.*

- Approved forms over \$50.00 submitted to Accounts Payable (via the ASLC Treasurer) by noon on Friday will be paid by noon on the next Friday. Payments are made by check or electronically by direct deposit.
- Approved forms under \$50.00 along with supporting documents must be submitted to the ASLC Treasurer for approval. Once approved, forms should be taken directly to Student and Departmental Accounts on the lower level of the Templeton Campus Center and will be reimbursed in cash.

## Supporting Documentation

All reimbursable expenses greater than **\$10.00** must be accompanied by an original, itemized receipt detailing what was purchased. If the receipt does not show that the amount was paid in full, proof of payment must also be attached (such as a credit card slip or statement). Please note that proof of payment alone is not sufficient.

In addition to a receipt, a complete description of why the expenditure was incurred on behalf of the College is required. A complete description is expected to include the following as relevant:

- a. Purchase type and full description
- b. Date and purpose of related event/meeting
- c. Number of attendees and names of attendees (attendees may be listed or evidenced by a sign-in sheet)

## Use of Personal Vehicles

All drivers who are traveling in personal, College, or rented vehicles must have current Driver's Training and Clearances through the Risk Manager.

Use of personal vehicles is not recommended when transporting College students or employees, because it exposes the owner to serious financial loss in the event of an accident. If a personal vehicle is used for College business the driver's personal automobile insurance is primary in the event of an accident (i.e. claims filed are first the responsibility of the driver's policy). In event of an accident involving passengers who are students or employees, a copy of the accident report (or other notification) should be submitted to the Risk Manager and Director of Student Activities immediately upon return to the College.

Gas, auto insurance, or other personal vehicle-related expenses are not reimbursable.

Mileage incurred in personal vehicles on College business may be reimbursed at the rate set by the Office of Business and Finance. The Office of Business and Finance rate (54 cents per mile) is based upon the IRS published mileage rate (53.5 cents per mile). Mileage is to be based on the most direct route. The College does not reimburse for commuting between home and campus. If traveling in personal vehicles is required, College representatives are expected to carpool when traveling to offsite events to reduce incurred expenses.

**Mileage reimbursement descriptions should include:** (a) Location of origination, destination, calculated mileage distance (b) Date and purpose of related event/meeting

# Access to Organization Funds

## Organization's Credit Card

To access your club credit card for an club related expense, make an appointment with the **Director of Student Activities** at [jfeiner@lclark.edu](mailto:jfeiner@lclark.edu) with your organization's name, account number, and desired purchase.

## Copy Center/Resource Lab

Email the Copy Center at [copyit@lclark.edu](mailto:copyit@lclark.edu) or the Resource Lab at [itservice@lclark.edu](mailto:itservice@lclark.edu) with:

- # of copies
- Student Organizations Account Number
- image/document

# Applying for Finance Committee

To apply for funds to Finance Committee, follow these steps:

1. Fill out the application linked for funds
  - a. The application can be found on
2. Meet with the ASLC Treasurer
  - a. After your application is received, you will meet with the ASLC Treasurer for 5-10 min to talk about your application and receive recommendations for your presentation.
3. Deliver Presentation to the Finance Committee
  - a. You will give a 5 min presentation about your grant and the committee will ask you questions. After the Finance Committee will discuss and the ASLC Treasurer will notify you about the results of the grant via email.

# Travel Arrangements

If your organization needs help planning travel to a conference, Student Activities can put you in contact with a travel agency to help you coordinate your entire travel itinerary. Contact the Director of Student Activities Jason Feiner at [jfeiner@lclark.edu](mailto:jfeiner@lclark.edu) to know more about this process. Please note that travel agencies charge a fee per traveler.





# Important Notices

1. Membership and participation in any Lewis & Clark College recognized student organization will not be denied to anyone on the basis of actual or perceived race, color, sex, religion, age, marital status, ethnicity, national origin, the presence of any physical disability, veterans status, sexual orientation, gender identity, and/or gender expression, or any other basis prohibited by applicable federal, state and local laws in the practice of recruiting, membership, organizational activities, or opportunities to hold a leadership position.

2. Attendees at events hosted by and/or funded by recognized student organizations of the College of Arts & Sciences agree to adhere to all policies binding on College of Arts & Sciences students.

Student organization event attendees with disabilities needing special assistance to attend, please contact Student Support Services at [access@lclark.edu](mailto:access@lclark.edu) or 503-768-7192.

3. Student organization leaders and members must ensure that all events hosted by their student organization are alcohol and substance free. Organizations failing to ensure that events are alcohol and substance free will be held accountable for violating the Student Code of Conduct. Student Activities expects all student organization leaders, members, and guests to adhere to the laws of the State of Oregon; the College Alcohol and Drug Policies and the Student Code of Conduct, thus reducing the risk of physical harm to individuals and of legal liability.

4. Recognized student organization email accounts and website profile pages are hosted on Lewis & Clark College servers, but are not an official Lewis & Clark College method of communication or webpage. The material contained in any email messages or on any sites and any links that they offer to other websites or social media have not been reviewed and are not approved, licensed, sponsored or endorsed by Lewis & Clark College. The College assumes no express or implied responsibility for any component of student organization email communication or websites, including content, presentation, usability, accessibility, accuracy or timeliness, nor any links directed from any email messages or sites. For information about any email communications or websites, please contact the student organization at the email address indicated above. If the student organization does not respond in a timely manner, contact the Office of Student Activities at [activities@lclark.edu](mailto:activities@lclark.edu) or at 503-768-7122 to be referred to a designated contact.



The background image shows a lush campus scene. In the foreground, there is a green lawn with some fallen leaves. In the middle ground, a stone wall runs across the frame. Behind the wall, two students are sitting on the grass, looking at papers. The background is filled with tall trees, some with green foliage and others with autumn-colored leaves. A large, semi-transparent white circle is centered over the image, containing the title text.

# **Student Organization Policies**

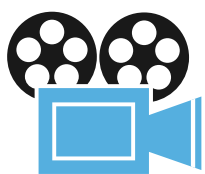


# Student Organization Policies

Please see Lewis & Clark Student Rights & Responsibilities page for the most up to date College Policies

The following is drawn from the Student Code of Conduct: IX. STUDENT ORGANIZATIONS:

1. Student organizations may be charged with violations of this Code or College Policy.
2. The officers, leaders, and members of a student organization, as well as the organization as a whole, may be subject to discipline under the Code when its members, officers, or leaders commit violations with sponsorship from the organization.
3. The officers, leaders, or any identifiable spokespersons for a student organization may be directed by the Dean of Students or designee to take action to prevent or end violations by members, officers, or leaders acting with sponsorship from the organization.
4. Outcomes for organizations may include loss of all privileges, including College recognition, for a specified period of time, revocation of funding, dissolution, as well as other appropriate outcomes. Individuals involved in violations with sponsorship from an organization may also be assigned personal outcomes, regardless of those assigned to the organization.



## Movie Performance Policy

If your group wishes to show a movie or film, including a videocassette, videodisc or electronic copy, on campus and the showing does not fit within one of the exceptions described above, you must obtain permission to show the movie or film from the owner of the copyright. This permission is often in the form of a public performance license. This applies regardless of whether an admission fee is charged. For more information about this policy, or on how to obtain a public performance license, contact the Office of Student Activities.



# Hazing Policy

Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited.



## Noise Policy

To obtain a Portland Noise Ordinance, please see the College's Risk Management Coordinator for assistance. All noise ordinance requests for the College must be placed through the risk management office.

### **Title 18 – Noise Control**

It is the intent of the City Council to minimize the exposure of citizens to the potential negative physiological and psychological effects of excessive noise and protect, promote and preserve the public health, safety, and welfare. It is the intent of the City Council to control the level of noise in a manner that promotes the use, value, and enjoyment of property, conduct of business, sleep and repose and reduces unnecessary and excessive sound in the environment.

**Types of Noise Covered by the Code:** amplified sound, music, motor vehicles, construction, events, and parades, animal noises from legal animal facilities



## Outside Speaker Policy

Lewis & Clark College is committed to providing a forum for free and open expression of divergent points of view by campus speakers. Use of College facilities by outside speakers is not to be construed as an endorsement by the College of any speaker's views. In keeping with Lewis & Clark College policy, all students and student organizations must observe the policy governing speakers. Outside speakers speaking on religion, politics, or any other topic that may be perceived as a controversial must fill out the Outside Speakers Form and return it to the Office of Student Activities.





# Political Candidate Speaker Policy

Organizations must provide equal opportunities to speak at college or university events on an equal basis to all legally qualified candidates for a public office. If the institution chooses to invite candidates to speak individually in the capacity as a candidate, it must take steps to ensure that all such legally qualified candidates are invited and that none are favored in relation to the activity. For example, if a university invites one candidate to speak at a well-attended annual banquet, but invites another candidate to speak at a sparsely attended general meeting, the university will not have provided equal opportunity to participate. An explicit statement should be made as part of the introduction of the speaker and in communications concerning the speaker's attendance that the institution does not support/endorse or oppose the candidate. Campaign fundraising at the event should be prohibited. The institution must make reasonable efforts to ensure that the appearances constitute speeches, question-and-answer sessions or similar communications in an academic setting and are not conducted as campaign rallies or events.

Conducting institution-sponsored public forums to which all legally qualified candidates for a public office (or for the nomination of a particular party) are invited and given equal access and opportunity to speak, if the format and content of the forum are presented in a neutral manner.

Inviting candidates to appear in a non-candidate capacity, provided that the individual is chosen to speak solely for reasons other than his or her candidacy, the individual speaks only in his or her non-candidate capacity, no reference to the election is made, and the organization maintains a nonpartisan atmosphere on the premises or at the event. Campaigning at the event should be prohibited. The institution should clearly indicate the capacity in which the candidate is appearing and should not mention the candidacy or the upcoming election in any communications announcing the candidate's attendance.





# Facilities Use Policy

For use in any facility on campus please leave cleaner than how you or your organization found it. All artwork and the artwork permission form must come to the conferences and events office before display. To reserve space for your organization please go to the Conferences and Events Office for assistance. There has to be a reservation number to use space. The student who made the reservation will receive an email with the confirmation number. The Gregg Pavillion and the Frank Manor House do not permit outside food (no food waivers). No food in the Chapel unless for religious purposes. Performances in the Chapel, Evans, Fir Acres Black Box/mainstage will require advance planning and special assistant from performance managers. For specific venues, please ask conferences and events as well as venue managers for assistance and expectations.

## College Grounds Use Policies

Use of College grounds is limited to College-sponsored events only. The use of lights (e.g. strands of Christmas tree lights) in the trees/foliage on College grounds is not permitted without written authorization from the Facilities Services Grounds Supervisor or designate. Tents set-up on College property are not permitted without written authorization of the Office of the Vice President for Facilities or designate. Stakes are not to be used in the ground without written authorization from the Facilities Services Grounds Supervisor or designate (To prevent damage to underground utilities, stakes cannot be driven into the ground more than 8" deep). Ice used for food and beverages is not to be dumped on the lawn or grounds. The ice burns grass and other plant life. Ice can be dumped on bark dust or other hard surfaces.

## General Facility Use Policies

Scattering rice, birdseed, confetti, glitter, Mylar sprinkles, or other items are not permitted inside or outside College facilities, except by permission from the Office of Conferences and Events or appropriate building manager. Housekeeping charges will be applied for clean-up if this policy is violated. Candles are not permitted in College residence halls. Candles used in any other College facility must be contained in glass votive holders, glass hurricane shades, or be floating in non-flammable containers. They are to be placed off the door and on secure surfaces away from flammable decorations (see exception in the Agnes Flanagan Chapel and Graduate Campus Chapel). Tampering with, damage of, or intentional misuse of emergency







# **Student Organizations Tips**

# Running Effective Meetings

The following are some tips to help you make your next meeting successful, productive, and fun. Remember the **5 A's: Agenda, Atmosphere, Accomplishments & Adjournment, and Assessment.**

## Agenda

Define the purpose(s) of the meeting with an agenda. Agenda items may include:

- Approval of Agenda, any additions or changes
- Correction and Approval of Minutes from the last meeting (if taken and distributed)
- Announcements, Treasurer's Report, Committee Reports, Unfinished Business, New Business, Discussion Items, Special Issues/Concerns, Adjournment
- Distribute the agenda (email works well) and background material (articles, reviews) that must be read before the meeting
- Stick to the Agenda. Be respectful of people's schedules. Start on time and end on time and do what you say you are going to do.
- Encourage group discussion and feedback on all discussion topics. If someone has not participated, gently ask for their opinion. Or carve out time at the beginning of the brainstorm to allow people to write down their thoughts.
- Keep the conversation focused. Tactfully end discussions when they are unproductive or becoming destructive.

## Atmosphere

- Reserve a room through the Events and Conferences Office.
- Size: Not too small to recognize each member's personal space and not too big to keep the group connected.
- Arrangement: Chairs in a circle, semi-circle or U-shape allows for easy sight of all members and helps members to feel included.
- Variety: Meet in different places (not every week though) to keep their attention and accommodate different members.
- Visuals: Posters, diagrams, or even a dry erase board/chalkboard to display important points or decisions are all examples of easy and productive visual aids.
- Serve light refreshments – or even just some candy – when possible, this is especially important when meeting at or near meal times.
- Greet members and make them feel welcome, even late members when appropriate. Listen, appreciate, and encourage members, show interest and confidence in members.





## Accomplishments and Adjournment

### 1. Take Minutes

Meeting minutes are a record of actions taken. Minutes are for future club members as well as for those unable to attend or outside of the club (not just current members). Make sure whatever you write down is detailed enough to be clear and useful for future club members.

Though there is no single format for taking minutes, they should be written. Here are some tips:

- Include first and last names of those present unless there is a need for confidentiality of members.
- Use the meeting agenda as an outline for the minutes.
- Taking minutes does not have to be an arduous process. Don't worry about details, instead, include motions and decisions made and main findings from any subcommittees
- Avoid anecdotal comments and personality assessments.
- Use bullet points and nested bulleted points under each. Each bullet statement should represent a different finding, discussion, or decision (as opposed to a different time during the meeting).
- At the conclusion of the meeting note any issues from the agenda that were not discussed or new topics that arose for future meetings.
- Proofread for typos and omissions before sending out the meeting minutes
- Write up and distribute minutes by the next day.
- Summarize agreements reached and clarify who will do what before the next meeting. End the meeting on a positive note by asking members to express things that they thought were good or successful.
- Set a date, time, and place for the next meeting, but only set a meeting if it is really necessary. Do not set a meeting just for the sake of having one.

**2. Summarize agreements** reached and clarify who will do what before the next meeting. End the meeting on a positive note by asking members to express things that they thought were good or successful.

**3. Set a date, time, and place for the next meeting,** but only set a meeting if it is really necessary. Do not set a meeting just for the sake of having one.



## Assessment

- Discuss any problems during the meeting with other officers, come up with solutions, and implement them at the next meeting.
- Follow-up on delegated tasks.
- Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct periodic evaluations of the meetings, either privately or publicly.

# Setting Organization Goals

Organizations of all types are the most successful when they begin with their end in mind by setting SMART goals. Be sure that you are using your time and resources effectively. Set aside time at the outset of each new project or idea with a goal-setting activity. This means that the goals should be:

**S – Specific: significant, stretching**

**M – Measurable: meaningful, motivational**

**A – Attainable: agreed upon, achievable, acceptable, action-oriented**

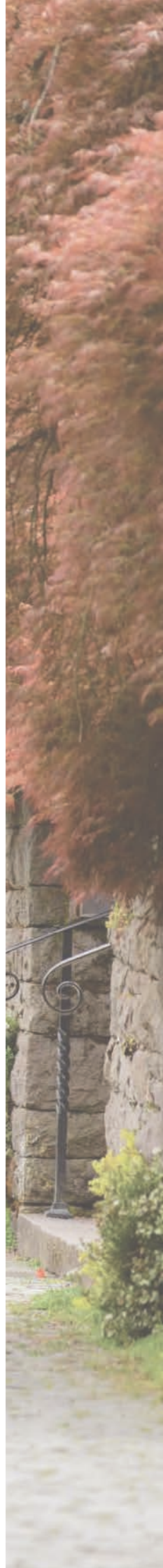
**R – Realistic: relevant, reasonable, rewarding, results-oriented**

**T – Timely: time-based, tangible, trackable**

Here are 4 easy steps to making your goals SMART:

After you've brainstormed goals, prioritize which ones can be made the most SMART.

1. For each goal list each letter of the SMART acronym and, as a group, refine the goal to make it SMART. This will take time, editing, and patience.
2. Set a plan for action to accomplish each goal (this could take many or few steps, depending on the scope of the goal). Include specific times or deadlines by which each step of the action plan will be accomplished (e.g., "by the end of September we will..."). Be sure to revisit and evaluate your progress toward your goals periodically throughout the semester or year.







Using the information above, think about how can you make this goal more specific? Narrow the scope of the goal to something that can be observed by someone else.



Now, think about how you could quantify some, part, or your entire goal. Even if the goal isn't something that can be counted or measured, you could measure how long it takes you to accomplish it.



Assess whether or not your goal is attainable. Can you actually accomplish it? If not, it is time to narrow the scope (here's a good place to start a list of things you'll need to do/get to achieve this goal).



You're almost there. Look at your goal and think about how realistic it is. Is it linked in some way to a larger goal or agenda? Is it something you'll be motivated to do for a reason other than wanting to accomplish it?



This will relate to your work making the goal measurable, think about how timely the goal is: when will you accomplish it? Is the goal related to something in the far distant future? Or, to the contrary, is it for something happening in 15 minutes? Goals that are set with too much or too little time to achieve them are less likely to be accomplished.