



Student Club and Organization Handbook

FALL 2017 EDITION

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The staff of Student Affairs and the Student Government Association are here to assist your organization in playing an active, vital role in the lives of Friends University students. History of higher education shows that some of the strongest friendships and life-long bonds are formed as a result of being active in a student club or organization. By registering your club/organization you will gain access to many services and resources to assist you in being successful whether your club is new or one of our many long-standing organizations on campus.

This packet contains valuable information to help you get off to a great start as you plan the activities of your group. If you have any questions and to view the updated list of all of our clubs and organizations on campus, please feel free to check out our website, <http://sga.friends.edu>, contact Student Affairs at 316-295-5529, or contact the people listed below.

See you on campus!

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FSO Important Dates:

Fall Semester

- August 21st — First day of classes
- August 22nd — FSO Training/Informational Meeting, 11:00am-12:00pm, President's Dining Room
- September 5th — FSO Meeting, 11:00 am, President's Dining Room
- September 19th — FSO Meeting, 11:00 am, President's Dining Room
- October 3rd — FSO Meeting, 11:00 am, President's Dining Room
- October 7th — Homecoming Parade- Optional, 1:00 pm, TBA
- October 17th — FSO Meeting, 11:00 am, President's Dining Room
- October 31st — FSO Meeting, 11:00 am, President's Dining Room
- November 7th — Individual Club Budget Meetings, 11:00 am, Casado Atrium
- November 14th — Individual Club Budget Meetings, 11:00 am, Casado Atrium
- November 28th — FSO Meeting, 11:00 am, President's Dining Room
- November 27th- November 29th- Tree Decorating Contest- Optional, RWP
- TBA — General Assembly

Spring Semester

- January 16th (TDB) — FSO Meeting, President's Dining Room
- January 16th — First Day of Classes
- January 30th — FSO Meeting, 11:00 am, President's Dining Room
- February 5th-10th — Cherry Carnival Week
- TBA- Chili Cookoff
- February 13th — FSO Meeting, 11:00 am, President's Dining Room
- February 27th — FSO Meeting, 11:00 am, President's Dining Room
- March 13th — Individual Club Budget Meetings, 11:00 am, Casado Atrium
- March 27th — Individual Club Budget Meetings, 11:00 am, Casado Atrium
- April 10th — FSO Meeting, 11:00 am, President's Dining
- TBA — General Assembly

Table of Contents

Section 1

Student Organizations

Getting involved in a Student Organization.....	6
Organizational Types and Definitions	6
Student Clubs/ Organization Recognition Procedures	7
Requesting Funding from SGA	10
Requesting from the Working Capital: FAQs	13
Requesting Advanced Reimbursement vs. Post-Event Reimbursement from SGA.....	14
Purchase Orders.....	15
Fundraising Activities.....	16
University Relations Fundraising Policies and Procedures	17
What is Project Filing?	17

Section 2

Sponsors Information

Roles of Sponsor	19
Definitions: To Advise	20
Tips for Good Sponsor/Officer Relationships	21
Self-Evaluations for Group Sponsors	21

Section 3

Planning and Publicizing Events on Campus

Start with your B.A.S.E.	23
10 Solid Steps to Event Planning.....	24
Date and Time Selection	25
Friends University Campus Wide Posting Policy	26
Poster Content Checklist	27
Chalking Policy	27
Types of Media.....	28
Unique Publicity Ideas	29
Logistics.....	33
Catering/Food and Final Thoughts.....	34
Reservations and Event Requests.....	35
Creative Ways of Saying Thank you	35

Section 4

Resources

Planning a Meeting	37
Meeting Tips	39
Sample Meeting Agenda.....	40
Sample Meeting Minutes.....	41
Committed Club Members/Organizational Motivation.....	42
Sample Constitution.....	43
Friends University Departmental Phone Numbers.....	44
Campus Security and Emergency Information	46
Appendix	47
Student Organization Recognition Application	i
Student Organization Fact Sheet	ii
Co-Programming Agreement Form	iii
Project Filing Form	iv
Registered Student Organization Solicitation or Fund-Raising Permit.....	v
Payment Request From	vi
Working Capital Budget Request.....	vii

Section 1

Student Organizations

Getting involved in a Student Organization.....	6
Organizational Types and Definitions	6
Student Clubs/ Organization Recognition Procedures	7
Requesting Funding from SGA	10
Requesting from the Working Capital: FAQs	13
Requesting Advanced Reimbursement vs. Post-Event Reimbursement from SGA.....	14
Purchase Orders.....	15
Fundraising Activities.....	16
University Relations Fundraising Policies and Procedures	17
What is Project Filing?	17

Getting Involved in a Student Organization

Experience the difference that the Student Government Association – SGA (Student Senate, FACE and Falcon Student Organizations) can make in your college career. The most important component your college experience is how you learn to interact with others. SGA plans and supports programs that promote growth in the six areas of your life; physical, intellectual, social, emotional, vocational, and spiritual. Only 15% of what helps you get and keep a job are technical skills, while 85% is your ability to relate to people. SGA is the perfect way to get involved in all aspects of the Friends experience joining organizations, volunteering, or hanging out with friends at Friends. To get involved, contact the Student Affairs office located in the lower level of the Casado Campus Center or call 295-5529. We look forward to meeting you.

Organizational Types and Definitions

Academic

- Departmental – Members are made up of those students who are a part of or interested in certain department.
- Honorary – Main purpose is to recognize the attainment of scholarship of a superior quality.

Performance

- Sports – This area is athletic in nature. Usually members are bonded together through a love and dedication for a specific sport.
- Fine Arts – This area is performances in nature. Usually members are bonded together through a love and dedication for specific performances relating to the arts.

Social

- Governing Body – A student group that is elected to represent students' needs and concerns on a larger level, perhaps with the university administration or community as a whole.
- International/Cultural – This group's mission is to promote culture of other nations and/or ethnic groups.
- Leadership – The main focus is on leadership, government and event planning. This would include officers who plan university events such as Homecoming and Falcon Frenzy.
- Political – The mission is to further the interest of a particular political group or issue.

Professional – The focus is helping members get a foothold into the professional world. Some organizations have affiliations with local or national professional chapters.

Spiritual – This organization focuses on religious or community service activities.

Service – The mission is to provide philanthropic/community service to the Friends University and Wichita communities.

Special Interest – Organizations whose missions does not coincide with any of the other categories, or whose mission is to provide an interactive environment for its members.

Student Clubs/Organizations Procedures^[1]

Friends University supports and encourages the creation of student clubs and organizations established to help meet the cultural, social, intellectual, vocational, spiritual and recreational needs of the campus population.

Recognition Procedure

- 1.* Recognition may be applied for by filing an application with the Campus Life Office on or before September 15 of each academic year to be effective until the following September 15;
 - 2.* The club or organization shall ensure that the information submitted is complete, accurate, and current;
 - 3.* Each club or organization must submit a current copy of its constitution or charter and bylaws or rules of order with its application for recognition. These documents must define the form and function of the organization, criteria for membership and its goals and principles. Any changes to these documents must be submitted to the Campus Life Office;
 - 4.* The University recognizes a student club or organization when
 - a.* its completed application is reviewed by Campus Life and found in compliance with the published Standards of Recognition
 - b.* the required application is reviewed by the Falcon Student Organization branch of SGA and recommended for recognition to the SGA Executive Council
 - c.* the SGA Executive Council reviews the application and sends a recommendation for recognition to the President's Cabinet of Friends University
 - d.* The President's Cabinet reviews the application and recommendations and sends written notice to the Director of Campus Life that the organization is officially recognized.
- Standards of Recognition
 - 1.* Each club or organization's constitution shall clearly state the purpose of the student club or organization, which must be consistent and compatible with the mission and traditions of the University.
 - 2.* The mission, purpose, and goals of the student club or organization must contribute to the overall educational mission of Friends University as demonstrated through the activities, events, and meetings sponsored by the club or organization.
 - 3.* Student clubs or organizations are prohibited from discriminating on the basis of race, color, religion, gender, age, physical impairment, national, or ethnic origins.
 - 4.* The student club or organization must agree to all institutional policies and procedures concerning the club or organization's activities and conduct both on and off campus.

^[1] **HEEA Note:** HEEA requests a copy of any policies governing student club/organization recognition procedures for insertion under this subsection of the volume. In the interim, please consider adopting some or all of the HEEA Recognition Policy. If adopted, the policy will need to be reviewed for compliance with current University practice.

5. The student club or organization must agree to exercise freedom of expression in a peaceful, non-disruptive manner, and with appropriate consideration and respect for differing points of view.
 6. The student club or organization, when involved in issues that may be controversial or provocative, will seek the advice and counsel of knowledgeable members of the faculty, staff, and administration, including, but not limited to its sponsor, the Director of Campus Life and the Vice President for Student Affairs.
 7. Because recognition of a student club or organization in no way implies that the institution necessarily endorses position or points of view espoused privately or publicly by members of the organization, the student club or organization shall represent itself in ways that make this point clear.
 8. A statement that sets forth the club or organization's affiliation, if any, with off-campus and national organizations must be included in the organization's constitution.
- Privileges Associated with Recognition

Friends University requires that a student club or organization be recognized by the University in order for the club or organization to:

 1. Use the University's name as part of its organizational name.
 2. Use the University's facilities, services, or resources.
 3. Sponsor or promote activities on campus.
 4. Distribute literature, flyers, posters, banners, or club/organizational print materials;
 5. Be listed in University's publications;
 6. Receive awards or honors presented to student organizations and their members.
 7. Receive Student Government Association funds.
 - Officers
 1. All organizations are required to have four officers.
 2. Officers must be full-time matriculated students with a **minimum** Grade Point Average (GPA) of **2.0**.

Officers must be enrolled in Friends University's at the time of their election and maintain a minimum of a 2.0 GPA throughout the tenure of their office. The Director of Campus Life and the Falcon Student Organization SGA branch monitor the academic standing of officers.

- Sponsors
 1. All organizations are required to have a full-time faculty or staff sponsor of the group's own choosing. Undergraduate students are not eligible to serve as advisors.
 2. Campus sponsors advise student clubs and organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations.

- **Activities**

- 1.* Student clubs and organizations and their members and officers must abide by the University's Policies and Regulations as stated in Volumes II and VII of the Policy Manual, and other rules, regulations, and operating procedures, including these Recognition Standards. Violations may result in revocation of recognition by the University.
- 2.* No organization may engage in acts which recklessly or intentionally endanger any person's mental or physical health, involve the forced consumption of alcoholic beverages or drugs, intentionally subject a student to degradation or humiliation, or cause its members to participate in any action or situation that reasonably can be expected to have such a result.
- 3.* All organizational activities must be consistent with the organization's constitution or charter and bylaws or rules of order.

Those who are interested in developing a new club/organization, please see Campus Life for more information.

For a copy of the Student Organization Recognition Application, please see the Appendix.

For a copy of the Student Organization Fact Sheet, please see the Appendix.

Requesting Funding from the Student Government Association

To be considered for funding a student organization must meet the following criteria:

1. Membership is predominately comprised of CBASE students.
2. Organization must be recognized by Student Affairs and the University.
3. Follow the Semi-annual budgeting policies outlined below:

Details of Semi-annual budgeting:

- Student Government Association's semi-annual budget is a merit-based budget system
 - Money is awarded based on prior use of SGA money
 - Project filing is the official record keeping system that can easily track money usage for the student organization
 - Money is awarded based on student involvement
 - Project filing is the official record keeping system that shows projected and actual attendance at SGA sponsored functions
 - Money is awarded based on participation within the SGA branches
- Budget requests should only be for items occurring in the next semester (i.e. fall or spring) except for in the case of large fixed budget accounts that are over \$1000.
- Large fixed budget accounts that will not necessarily be used in the fall should have half of their budget figured into the fall budget and half into the spring budget as well.
- Working Capital for the three SGA branches and the Executive Council
 - Each branch will have their own working capital, Executive Council will have their own working capital and there will be also be an SGA working capital; president's and/or financial head of the branches should include the working capital in their budget request and the Executive President and/or Executive Business Manager should include the working capital in the administration budget
 - Working capital requests that are above what has been granted during the main budget meeting will go through the respective branch; other departments that are not involved in Student Government (Residence Life, Campus Ministries, Student Affairs, etc.) should approach the Falcon Student Organization branch for budget requests if the money requested deals with the social aspect of the student(s); all budget requests that deal with the academic aspects of the student(s) should go to the Senate branch; all other requests should be made to the Executive Council

- **Falcon Student Organizations working capital:**
 - Requests are submitted to the President of Falcon Student Organizations
 - If approved, the President of Falcon Student Organizations will present the request to the Director of Falcon Student Organizations
 - The Director will present the budget request to the Student Organization branch during their monthly meeting and will oversee presenters for the budget
 - If approved, money will be granted and recorded by the Director
- Money does not roll over from one semester to another unless it is money won in a competition or money that has been gained by fundraising.

Roll-over-money

- Roll-over-money is defined as money won through SGA sponsored events
 - i.e. Homecoming float prize money, earned through participation in Cherry Carnival, ect.
- Roll-over-money is defined as money earned through fundraising
- Roll-over-money can be spent however and whenever the organization sees fit as long as it upholds community life standards and the mission of Friends University
- Money left over from any part of the fall SGA budget will factor into the four working capital budgets; some could go into the savings account if the business manager sees depleting funds in the savings account; depending on the amount that is left over, the Executive Council can also choose to move this money around until patterns are recognized in later years
- Fall and Spring Budget Requests
 - There will be two semester budget request meetings in an academic year
 - The fall budget request meeting held during the spring academic term will consist of the following attendants:
 - All incoming Executive Council members
 - All outgoing Executive Council members
 - The spring budget meeting during the fall academic term will consist of the following attendants:
 - All Executive Council members
 - Each organization requesting money will first present their budget request to the Executive Business Manager, the President of FSO, and advisor of FSO during a scheduled planning meeting prior to the budget meeting
 - The budget meetings will request presenters for each budget

- Once the Executive Council has prepared the semester budget, it will be submitted to the General Assembly for final approval
- The budget must have a two-thirds majority for approval from the General Assembly meeting
- Provisions
 - Have a sponsor who is a member of the Friends University Community.
 - Do not interrupt or interfere with classes.
 - Not participate in illegal activity or incite lawless action.
 - Affirm campus rules, including the Community Life Standards Policy.
 - Present funding request to the Executive Council of SGA.

Please contact SGA (316-295-5817) or Student Affairs at (316-295-5529) for more information.

Note: The process outlined above is subject to change at any time without prior notice.

Requesting from the Working Capital: FAQs

Q: What is the Working Capital?

A: The Working Capital is money in the FSO budget that is not allocated to a particular organization or for a specific purpose. The President of FSO can use the Working Capital for extra expenses throughout the year and individual organizations can request a sum for events.

Q: When would I ask for money for my organization for the Working Capital?

A: You would ask for money in any of the following situations: when you have a new event that costs money that was not planned for during the spring or fall budgeting process, when you need more money for an event than what was given to your organization during the budgeting process, or when you did not receive money for a project or event that you asked funds for during the semester budgeting process.

Q: Ok, I know I want to request funding. Now what do I do?

A: Now that you know you want to request funding you need to fill out a Working Capital Budget Request Form. Select the FSO Box in the top right corner. After filling out the information, turn the form into the President of FSO. This can be done by putting the form in the FSO President's inbox located on the north wall of Studio 98.

Q: Is the money then just automatically approved?

A: No; there is actually one more process you go through. Once the form is filled out, sent to the President of FSO, and reviewed by him or her, your request goes to the FSO Representatives. You will be given a chance at the next FSO meeting to present your request. Following a discussion, it will then be put to a vote by the FSO Representatives. If the majority votes in your favor, you will receive the money.

Note: If the end of the semester arrives, you are requesting from the Working Capital, and there are no more FSO Meetings, your proposal will then be sent through an e-mail voting system. In the event that an FSO e-mail vote is not possible, the proposal will then be presented by the President of FSO to the Executive Council. The Executive Council will then cast the deciding vote.

For a copy of the Working Capital Budget Request form, please see the Appendix.

Requesting Advanced Reimbursement vs. Post-Event Reimbursement from SGA

Advanced Reimbursement Requests:

1. Must be submitted using the SGA Payment Request Form
2. Must be filled out in its entirety including the signature of the organization sponsor.
3. Must be submitted no later than two (2) weeks prior to the requested funding date.
4. Must be accompanied by contract, invoice, or sales receipt no later than ten (10) days after purchase has been made or service rendered.

Reimbursement Requests:

1. Must be submitted using the SGA Payment Request Form (for students only)
2. Must be filled out in its entirety including the appropriate signatures(s).
3. Must be accompanied by contract, invoice or sales receipt upon submission.
4. Must be received within thirty (30) days of date of purchase or scheduled event.

Exemptions

1. No organization shall receive funding for travel expense.

For a copy of the Payment Request Form, please see the Appendix.

Purchase Orders

As an organization, FSO buys items from some businesses semi-frequently. Some of those businesses are:

- Sams
- Awards Factory
- Walmart
- Sodexo
- Papa Johns
- Hobby Lobby
- Follett/Bookstore
- Enterprise
- Redeem Designs

If there is a business at which you would like to use a PO, contact the Director of FSO.

Fundraising Activities

This form will be used to assist student organizations in their fundraising efforts. Please fill out the form and return to Student Affairs at least 7 days prior to the date of your fund-raiser. If this is a semester-long project, please note that on the form and you will not need to turn the form in each time you repeat the activity (example: Selling pretzels at each home football game. A form would only need to be turned in before the start of the football season and it would cover each home game). Please remember the following items when planning your fundraiser:

- Fundraisers may not be held if they contain the use or sale of any alcohol, tobacco, or other illegal substances. Additionally, a fundraiser may not violate Community Life Standards.
- If holding a raffle to fundraise, any money taken must be on a suggested donation basis only. A group may not sell raffle tickets for a set price. Similarly, if anyone wants to participate in the raffle without donating the suggested amount or any money at all, they must be allowed to enter the drawing. (more detail below)
- If another group has requested a particular fundraising activity for a given year, it is suggested that no other group do the same activity in that same calendar year in order to prevent a saturation of the market. Exceptions will be made on a case-by-case basis.
- Any group found to be in violation of these policies may lose their SGA funding or status as a recognized student organization.

Raffle Policy Statement (From the Office of the District Attorney)

http://www.sedgwickcounty.org/da/lottery_casino_night.asp

The Office of the District Attorney receives inquiries from civic groups, churches and other organizations as to whether they may legally conduct a raffle in order to raise funds. The conduct of any game of chance in which a prize may be awarded is governed by Kansas law and there are no exceptions - not even for charitable or not-for-profit organizations. A raffle is a "lottery" that is specifically prohibited by the state's gambling laws. A lottery is defined as...."*an enterprise wherein for consideration the participants are given an opportunity to win a prize, the award of which is determined by chance.*" *Kansas Statutes Annotated 2011 Supp 21-6403*. The three elements of a lottery are *prize, chance and consideration*. Consideration is the payment by a person of money or anything of value. *Remove any one of those elements and there is no lottery.*

In order to give guidance to organizations interested in fund raising activities to comply with Kansas law, we offer the following suggestions:

- All promotional materials, tickets, signs and advertisements should bear a statement that all contributions are strictly voluntary
- Amounts of voluntary contribution may be suggested, however, under Kansas law it is illegal to *require* a person to make a *specific* donation or contribution in order to participate in a raffle.
- Individuals are under no obligation to make a contribution and may *not* be barred from participation if they choose *not* to make any donation.

This policy statement should not be considered an endorsement for any type of stated activity or a recommendation that clubs, organizations or churches raise funds in this manner. This statement is issued by the Office of the District Attorney to assist citizens of Sedgwick County in understanding the laws of this state so that they may comply with those laws.

Friends University Fundraising Policy & Procedures

University Relations Office

THESE GUIDELINES APPLY TO THE DIRECT SOLICITATION OF FUNDS REQUIRING THE ISSUANCE OF A CHARITABLE GIFT RECEIPT (i.e. funds given to Friends University solely for charitable purposes – the donor receives no goods or services in return). This does include requests for donated goods or services (gift-in-kind donations) for which the donor has requested a charitable gift receipt be issued.

Purpose:

We recognize that at Friends University we will always have funding needs that exceed our normal budgetary resources. Any solicitations or proposals to individuals (alumni, parents or friends), businesses, foundations, or other organizations must be approved and coordinated by University Relations. It is not appropriate for academic departments, individual programs, student organizations or any other Friends University affiliated group (i.e. Singing Quaker Alumni Choir, etc.) to seek funds such as sponsorships or gifts of material from external sources (such as businesses, alumni, parents or trustees) without prior approval from the Office of University Relations.

Process for requesting fundraising approval:

If the fundraising initiative is an event or activity, an official Friends University Event Form should be filled out and submitted for routing to all appropriate parties.

1. The Friends University Group/Organization Fundraising Application should be completed and submitted to the University Relations office a minimum of two weeks prior to beginning the solicitation process.
2. The Vice President of University Relations will review the proposal.
3. Upon the proposal's approval, the fundraising primary contact must agree to follow Friends University procedures in asking for, receiving, recording and acknowledging gifts. These procedures include:
 - University Relations proofing and editing of all letters and forms etc. that will be used to ask for funding.
 - All gifts received should be delivered to University Relations immediately (within 24 hours if possible) for proper depositing and recording.
 - University Relations will provide an official Friends University gift receipt for the gift and mail it as part of a "Thank You" letter (usually within 48 hours after receiving the gift).
 - The solicitor(s) may also wish to express their own thanks as well.

For a copy of the Friends University Group/ Organization Fundraising Application, please see the Appendix, page vi.

For a copy of the Registered Student Organization Solicitation or Fund-raising Permit, please see the Appendix, page v.

Which one do I use and when?

All the forms can get confusing, so here are some tips:

Using the SGA Fundraising Form

Every time you do a fundraiser whether it's bake sale, benefit concert, gift shop, or more, you ALWAYS fill out a SGA Form!

Using the University Relations Form

Any time you do the following things, you need to ALSO fill out the University Relations form:

- 1.) Ask an outside organization for a cash donation.
- 2.) When an attendee gives a cash donation bigger than \$5-10. (They need a Charitable Gift Receipt).
- 3.) Ask an outside organization for items that they in turn would like a Charitable Gift Receipt for giving those items to you.
- 4.) Any time you need to give a Charitable Gift Receipt.
- 5.) Any time you ask for Gift Cards or Gift Certificates. This involves a separate process all together!

What is Project Filing?

The Project Filing Form is a helpful tool for both your individual organization and SGA. You can use this form as both an evaluative tool and for important statistics when planning to repeat an event. The form looks at information such as how many people attended your event, what was successful and unsuccessful about the event, how much money was actually spent, and where the money was allocated. It also helps Student Government and FSO see how to properly budget different events; and also functions as a resource we can use for future leaders in your organization to help them combat obstacles and past problems.

Project Filing is REQUIRED after every event, which your club executes. Obviously you would not have to do Project Filing for meetings or events that do not require funding.

For a copy of the Project Filing form, please see the Appendix, page iv.

Section 2
Sponsor's Information

Roles of Sponsor 19

Definitions: To Advise 20

Tips for Good Sponsor/Officer Relationships 21

Self-Evaluations for Group Sponsors 21

Role of the Sponsor/Advisor

Role of the Sponsor/Advisor

Friends University requires that all recognized student organizations have a faculty, staff or approved alumni sponsor. Sponsors are full time members of the University. Sponsors help guide the group in accordance with the purposes and ideals of the University. They do not directly control the group's programs and activities. The relationship of the sponsor to the group will vary depending on each organization and its members. Therefore, the responsibilities and duties of the sponsor will vary according to the group's needs.

The person filling the position defines the role of the sponsor. Hopefully, each sponsor will become involved in the organization through meetings, planning, programming, and activities.

Considerations for Friends University

- Guide the group in accordance with the purpose and educational objectives of the University.
- Supervise the financial procedures followed by the organization in handling its funds.
- Help increase awareness of both students and staff of the University facilities, events, and personnel.
- Be familiar with the policies and procedures listed in the University's Code of Student Conduct and the Student Organization and Advisor Handbook.

Different Approaches to Advising

As with advising techniques, there are many different approaches to advising. The most important aspect of advising is to remember that one's main role is just that-To Advise.

The suggestions listed below are meant to help the sponsor work more effectively with the student organization:

- Help the officers of the organization consider issues that relate to ideas being approached by the organization.
- If an idea is inappropriate, the sponsor should challenge the students to consider other alternatives.
- Informal meetings are encouraged for open and worthwhile discussions.
- The officer should be encouraged to take an occasional chance on some less proven members in delegating authority.
- The sponsor may wish to periodically evaluate officers in his/her effectiveness as an officer.

The expectations of a Sponsor

- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- A resource person for alternative solutions to problems confronting the group.
- Suggestions of ways the group meetings can be improved.
- Representation of the group meetings can be improved.
- Assistance in evaluating group projects, performances, and progress.
- Make suggestions that will permit the officers to improve leadership skills.

Sponsors Expectations of Student Officers

- Keep sponsor with minutes of all meetings.
- Meet regularly with the sponsor and use him/her as a sounding board for discussing plans and problems.

How to best utilize you Sponsor

- If unsure of how to run the meeting or deal with a situation that may arise, use the sponsor's knowledge and experience to come up with solutions.
- Share with the sponsor! Make him/her feel like he/she is a part of the group. Introduce the sponsor to new members or visitors. Ask the advisor/sponsor's input during discussions.

Both the sponsor and organization should understand that the sponsor is there to help the group and the sponsor is expected to actively participate in the organizations meetings and activities. Organizations should realize that a sponsor has much to contribute to the success of the organization

Definition: To Advise (According to Webster's Dictionary)

Advise: (ad viz) V, -vised, vising. 1. To give advice to., 2. To recommend an action, policy, etc., 3. To give information or notice to., 4. To take counsel. (Webster's Dictionary).

- To encourage social maturity, to enhance the learning environment and encourage academic excellence, to encourage community relations and service projects to help establish a sense of involvement.
- To help foster an atmosphere where students feel they can voice opinions and initiate action.
- To assist in the training of officers.
- To offer a broader perspective on issues and problems by sharing your experience and staff expertise.
- To advise students on the possible results or implications of a proposed action.
- To ensure that group activities are conducted in accordance with the University and state policy.
- To help facilitate the actualization of a group's goals without taking ownership of the group.
- The process in which an individual listens, recommends, informs, and maintains two-way communications with another individual or group of individuals (includes the obligation that the advisor will act only in the best interest of the group).

Tips for Good Sponsor and Officer Relationships

Below are some ingredients recommended for successful relationships between sponsors and officers:

1. Clear understanding of each other role in the group (clarify in writing).
2. Clear expectations (verbalize what you expect and want, clear up misconceptions).
3. Realistic relationships (friendships should NOT be an expectation).
4. Specific goals/sponsor encourages officers to establish goals, then support goals.
5. Support for one another.
6. Sense of humor.
7. Open and honest communications (establishes trust and helps when opinions differ).
8. Respect for one another (both the person and their position).

Self-Evaluation for Group Sponsors

The following questionnaire gives you as the sponsor an opportunity to examine your role in the organization. Remember, sponsoring is an individual experience. You get back what you put into it! Therefore, not everyone will answer these questions the same. You have to determine what is right for you and your group. It would be a good idea to go over this evaluation with the officers of the group to determine their expectations of you. We hope this exercise will help you evaluate your experience and give you some ideas for the future.

Objective Questions:

- | | | |
|---|---|--|
| T | F | 1. I attend most of the meetings held by the group. |
| T | F | 2. When I am unable to attend, I promptly learn from the officers what transpired at the meeting. |
| T | F | 3. I meet with the officers prior to the meeting to help plan the agenda. |
| T | F | 4. I usually attend or make an appearance at each program sponsored by the group. |
| T | F | 5. I work with the treasurer of the group to ensure fiscally responsible practices. |
| T | F | 6. I am sensitive to the group dynamics of this organization with respect to the formation of Cliques or sub-groups. |
| T | F | 7. I feel that I meet the responsibilities I agreed to assume as the sponsor. |
| T | F | 8. I enjoy my relationship with members of the group. |
| T | F | 9. I enjoy my participation with this group. |
| T | F | 10. I rate my contributions and performances as sponsor as valuable to the group. |

Section 3
Planning and Publicizing Events on Campus

Start with your B.A.S.E. 23

10 Solid Steps to Event Planning..... 24

Date and Time Selection 25

Friends University Campus Wide Posting Policy 26

Poster Content Checklist 27

Chalking Policy 27

Types of Media..... 28

Unique Publicity Ideas 29

Logistics..... 33

Catering/Food and Final Thoughts..... 34

Reservations and Event Requests..... 35

Creative Ways of Saying Thank you 35

**Start with your B.A.S.E. –
Brainstorming, Assessing, and Selecting Events**

I.) Brainstorming

- a. Generate Ideas
 - i. In a time limit
 - ii. Without criticism or praise
 - iii. By building on to others' thoughts
 - iv. By not settling immediately on one idea
- b. Sort through ideas
 - i. By seeing which can be combined or adapted
 - ii. By ranking them by projected success rate
 - iii. By discussing unique ideas that are tailor-made to your org

II.) Assessing

- a. Interests/Needs
 - i. Of the students, faculty and staff
 - ii. Of the community
- b. Group Discussion
- c. Contact groups you serve
 - i. Informally and formally

III.) Selecting Events

- a. What purpose would each proposed event serve?
- b. Which ideas reflect the mission and goals of the organization?
- c. Who would be the target audiences?
- d. How much would each function cost?
 - i. Which are realistic vs. unrealistic?
 - ii. Is it possible to co-program or fundraise?
- e. Look at Available Dates
 - i. What places are available?
 - ii. Is there an appropriate time window for the suggested programs?
- f. Planning Time
 - i. How much do you need? A week, month, semester, year?
 - ii. Is there enough time to accomplish everything?
- g. What special needs are there?
- h. Level of Support and Help
- i. Research
 - i. How often are these different events done on campus?
 - ii. Do you know enough about planning for specified events or do you need outside help?
 - iii. Credibility of event(s)
- j. Choose the Event!
- k. Move on to 10 Solid Steps to Event Planning

10 Solid Steps to Event Planning

1.) Conceptualize the Event

Figure out those investigative questions...

- a. Who?
- b. What?
- c. Where?
- d. When? (See Date and Time Selection)
- e. How?
- f. Why?

2.) Develop a Realistic Budget

SGA may give you a certain budget, but it is always good to divide that overall amount into individual event needs.

3.) Obtain the Necessary Approval

- a. Room/Space reservations
- b. Food Services (Sodexo has first rights)

4.) Be Organized

- a. To Do's/"Planning" Check-lists (See Logistics)
- b. Check campus and departmental calendars
- c. Spread out event responsibilities
- d. Openly communicate

5.) Collaborate

- a. In your group
- b. Other campus organizations and departments could help, support, or even co-sponsor the event
- c. Work with the administration and SGA
- d. Network! Network! Network!

6.) Be Inclusive

Things to think about...

- a. ADA accessibility
- b. Gender neutral language
- c. Political objectivity
- d. Red/Green Colorblind (publicity/decorations)
- e. Holidays and breaks
- f. Food options (vegetarians, allergies, etc.)

7.) Promote the Event!

- a. Facebook/Twitter/Email
- b. Campus calendar/SGA website calendar
- c. Flyers/Posters
- d. Buttons
- e. Sidewalk Chalk
- f. Signs

- 8.) Check-list for the Day of the Event
 - a. Arrive early
 - b. Last minute details
 - c. Greet your guests
 - d. Event flow
 - e. Rain location on standby
 - f. Afterward cleanup
 - g. Thank everyone
- 9.) Evaluate/Reflect
 - a. Send out handwritten thank you cards
 - b. Post-Event Evaluation surveys
 - c. Project Filing
- 10.) HAVE FUN!!!!!!!!!!!!!!! ☺

Date and Time Selection

Next to marketing, date and time selection is perhaps the most critical factor in the success of the event.

A few items to consider

- Check calendars for major events- don't forget sports, fine arts, and calendars outside of you organization/university
- Select your dates early and be sure they get on calendars. Why not be the event that other groups plan around?
- Avoid planning events too close to school breaks (right before or right after). People generally leave (if not physically, at least mentally) a couple of days before break. Also, when they come back from break, they will need time to get back in the swing of things and before being reminded of an event.
- Avoid planning events during/on major religious holidays.
- Give yourself plenty of time to prepare. Even if you really want to do a program now, it may be better to plan it for next semester, allowing time for proper planning and marketing. If it is that important then it is worth the wait.
- Know your audience and what times would work best for them. Never assume that because something worked well at one institution it will work well at another. The number of commuters, non-traditional students and the setting of the university (e.g. metro, rural) will have a great affect on best times.

Friends University Campus-Wide Posting Policy

The following information is the official posting policy for our campus as approved by the President's Cabinet. This is for posting any kind of information on our campus.

Guidelines for what signs to post and how to get approval:

- The only items that may be posted are those directly related to the University (such as classroom changes, advertising for Friends' events, etc.)
- Posters must be stamped by the Student Affairs Office (lower level of Casado)
- Items may not be posted which have another university's name on it (such as an event hosted by WSU), unless Friends' name appears in print as well. The exception to this is advertising for graduate programs (no stamp required)
- Due to liability issues, "posters" which advertise items for sale or rent may not be posted on campus, with one deviation. There are bulletin boards on the 1st floor of the Davis Building that are identified for this type of "poster" (no stamp required). These bulletin boards will be cleared monthly.
- Separate posting guidelines are in place for Casado Campus Center and the Business & Technology Building. Inquiries should be made in the Student Affairs Office.

Guidelines for where to post signs:

- On bulletin boards
- In classrooms, on bulletin boards and windows
- On glass surrounding entrance doors (use scotch tape to affix). The area adjacent to doors is the proper place for posting any notices not placed on bulletin boards.
- From railings in stairwells (get string from Student Affairs Office; this is larger banners/posters)

Please Remember:

- DO NOT place a poster on a door
- DO NOT place a poster on a painted or wallpapered surface or wood surface. Tape and other substances that adhere items to walls and doors leave a sticky film that will permanently discolor the surface.
- DO NOT use masking tape
- DO NOT use tacks or small nails
- DO NOT use thumb tacks on surfaces other than bulletin boards
- Remember to take down your sign / posters after your event.

PLEASE NOTE: Damage to any walls or surfaces, caused by posting notices with tape, tacks, nails or adhesives, may result in the department or organization responsible for said posting incurring burdensome repair expenses

Poster Content Checklist

The following is to be used to ensure that you have included important information on your poster. This is for posting any kind of information on our campus. Please feel free to contact the Campus Life office if you have any questions or need any help.

- Name of Attraction or Event
- Dates of Event
- Beginning and Ending Time (if applicable)
- Location of Event (rain site if applicable)
- Admission of price (even if it is Free)
- Deadline for applying (if applicable)
- Co-sponsoring organizations (i.e. SGA, FSO, etc.)
- Logo of sponsoring organization
- Contact info for more details
- Community Life Standards line (if applicable)

Chalking Policy

Chalking is for University-sponsored events only. Just remember not to chalk anywhere that it would be too difficult to remove.

Don't chalk on:

- Bricks (Especially Rose Window Plaza)
- Front side of stairs
- Buildings

Do chalk on:

- Sidewalks
- Tops of stairs
- High traffic areas

Types of Media

Ways to Get Your Message Out...

Word of Mouth

Group excitement is the best way to sell an event. If you are excited and talking up your event then others get interested too. GET TALKING!

Traditional Promotion

- Posters
- Flyers
- Banners
- Table Tents
- Mailbox Stuffers
 - Green hall 180 (individual)
 - Falcon Flats 12 (individual)
 - Houses 17 (per house)
 - Falcon Glenn 25 (per apt.)
 - Friends Village 50 (per apt.)
 - Smith Apartments 50 (per apt.)
 - TOTAL: 334
- Door hangers
 - Green Hall 32
 - Falcon Flats 12
 - Houses 17
 - Falcon Glenn 25
 - Friends Village 50
 - Smith Apartments 50
 - TOTAL: 186

Creative Promotional Ideas

- T-Shirts
- Flyers on car windshields
- Team up with other organizations
- Buttons, small prizes
- Footprints on sidewalks leading to event
- Residence Hall competitions
- Free Tickets
- Social Media

Unique Publicity Ideas

ACTIVITIES HOTLINE – Answering machine set up to list upcoming events

ANNOUNCEMENTS – Use your P.A. system in your college union, bookstore, or cafeteria

AUTOMOBILES – Put large signs and banners on cars & park in prime locations in campus parking lots

BANNERS – Markers and an old sheet will do

BEACH BALLS – Promote a beach party with information written on the beach balls

BLACKBOARDS – Small areas of the classroom blackboards can be used to advertise

BLOTTERS – Printed up with yearly or semester activities

BOOKMARKS – Print advertising about a service available or a series

BULLETIN BOARD SHEETS – Regular posters with tear sheets for interested people to remove for reminders

BUMPER STICKERS – Distribute to promote a slogan, program name, etc.

BUTTONS – Try selling the button as a ticket to your event

CALENDARS – Print monthly and mail to all students

CAMPUS ARCHITECTURE – Utilize to hang well-made banners or strings of balloons for big events

CAMPUS NEWSPAPER – One of your best forms of advertising are the ads that you purchase and also feature coverage about upcoming attractions

CD'S – Play groups or individual who will be performing on campus or local radio stations; display in union or student lounge

CHALK POSTER ON SIDEWALK – Art student draws at prime time to encourage interaction between them and interested students or provide free chalk to have chalk-in for everyone

CHALK SIDEWALKS – To promote day of show

COFFEE CUPS – Have printed with campus related promotions to be used in vending machines; can be done with napkins, place mats, knives and plastic forks

CONSTRUCTION FENCES – Utilize for hanging posters or have a “paint-in” where constructor attaches used plywood to chain link fence

CO-SPONSOR – Events with other campus groups to gain more manpower and increase the possibilities of great dissemination of information

COSTUMES – Involve your theater art students by having them in costumes passing out information

CUPS AND WATER BOTTLES – Print your entire schedule and offer free refills when they return for another event

DISPLAY AREAS – Create for a series performance to display service project information

DISPLAYS OF MUSIC/BOOKS – Have books to redisplay music or books by individuals coming to campus to speak or perform

“DIVE” IN MOVIES – Show films such as JAWS, TITANIC, or PIRATES OF THE CARIBBEAN in your pool

EDUCATIONAL TV/CLOSED CIRCUIT – Have a preview show of upcoming events

EMPTY DRUG CAPSULES –To publicize a drug information program stuff anti-drug messages and slogans and spread them around campus

FOOD ITEM – Specific event such as Hispanic Heritage Month, Japan Week, or India Week; food service features a specific kind of food to publicize the event

FOOTPRINTS – (Cut out of paper) printed with the information and leading to your event from various locations on campus

FORTUNE COOKIES – Made up with information regarding upcoming events

FREE TICKETS – Give away tickets to events you intended to offer free anyway

FREE TICKETS ON CHIPS – Have a vendor staple tickets to chip bags and distribute throughout the campus

FREE TICKETS W/PURCHASES – Given out with the purchase of an up-coming events performer’s tape/cd

GIVE AWAYS – Give away free movie posters, ask local food joints to be sponsors, check with bands for cd’s

HATS –Wear paper hats or sell baseball caps imprinted with the logo

HELIUM BALLOONS – Printed with your event schedule

INSERTS – Announcements printed and placed in campus and local newspapers

INVITATIONS – Send written invitations to appropriate professors asking them to encourage students to attend the event

JOHN LETTERS – Event information placed on the back of restroom doors

LIVING THINGS – Carries though the theme of the event. E.g., people in costume parading through campus prior to a Renaissance Fair

LOGOS –Display the organizations logo consistently on all visual publicity materials

LOLLIPOPS – Have the name and date printed on them – you can give them away or sell them for a minimal fee to go toward the event

MAILING LISTS – Send out brochures, leaflets, etc. developed around different subject areas (i.e. interest in films, plays, sports programs, art shows)

MIRRORS – Excellent place to hang signs and posters

NEWSLETTERS – Regular (Weekly or Monthly)

ON AND OFF CAMPUS HOUSING – Advertise in communal restrooms and in the lounges

ORIENTATION STUDENT HANDBOOK – Free advertising for your organizations, don't forget to provide a phone number

PARKING LOT GREETERS – Carry a sign or pass out flyers as students arrive on campus

PARKING TICKETS – Make flyers that look like parking tickets to put on cars

PHONE CALLS – Random calls to students asking if they know about an upcoming event

PHONE-A-THON – Call friends and ask them to call their friends to publicize concerts, or a play that needs attendance

PING PONG BALLS – Write information on ping pong balls and drop them from a high place onto crowds of people

POCKET CALENDAR – Wallet size for students to carry

POPCORN BAGS – List the upcoming events on the bag

PRESS KITS – Contact campus and local newspapers with photos and reviews of group performing for print publicity

PREVIEW – Play a cd or film of performer(s) who will be playing on campus during a prior campus program

PRINTED PAPER PLATES, CUPS, NAPKINS – Coordinate with food service so you only pay for printing

PRINTED T-SHIRTS – Advertise your event in a T-shirt design

PUBLIC SERVICE ANNOUNCEMENTS – Arrange to have them broadcasted over local radio and TV stations

RADIO PREVIEWS - Arrange an interview or record the group air on local radio or TV one to two weeks prior to event, replay many times during week of event

REHANG POSTERS – Do to insure adequate publicity, do several times before the event

SANDWICH BOARDS – Hang them on people and have them walk around campus

SATELLITE TICKETS BOOTH – Create all around campus

SCRAP BOOK – Campus publicity committee starts a large collection of posters that were used on campus to show poster layouts and the quality

SNOW SIGNS – Spray paint snow during the winter months

SNOWMEN – Build snowmen and have them hold signs at your event

SOUND TRACK OR BULL HORN – Have a student drive around with a loud car stereo with taped information, or speak through a bull horn

STANDARDS – Posters, flyers, table tents, etc.

TABLE TENTS – Advertising that is placed in eating areas and reading lounges around campus

TAPE RECORDER/CD PLAYER – Set up in a high traffic area and play upcoming work of artists who will be appearing on campus and include an appropriate display

TEASERS – Use ads, posters, buttons, pins, newspaper ads, radio announcements, TV slides, etc. to begin the publicity campaign

TOOTHPICKS – Place in cafeteria desserts, sandwiches, etc.

VENDING IDEAS – Coordinate with campus vending machines to place printed notes or stickers on candy bars, chips, soda cans, etc. with information of the event

VIDEOTAPE – Teasers" of the upcoming programs

WEATHER BALLOONS – Place them to display advertising and to create interest in an area of a display

WINDOW SIGNS – Easily removable paints are available at hardware or craft stores

Many of these require prior approval.
Please contact the Campus Life office at 316-295-5529.

Logistics

Do everything you can possible do as soon as you can possibly do it.

What messages are you sending?

Size- Space indicates power and distance, close quarters indicates more intimacy. If there is seating available, empty seats often promotes cognitive dissonance in those that attend (at least at the beginning of the program) attendees wonder if they didn't get the memo that this program was supposed to stink. If there is not enough seating, people feel that they are so "in the know." It would make sense then to book a facility that you know you can fill, not one you hope you can fill.

Location – The overall feeling of the event will start to be created as soon as people know where you are having it. For example: outdoor events generally imply a casual atmosphere. Having it at a nice restaurant or nice community center implies a fancier event.

Time of Day – Much like the location, this is an indicator of what to expect. During business hours, people expect to dress in business clothes and attend something that enhances them (for the most part). During evening hours, people expect to be more social, whether formal or casual. (This is when they don't expect a lecture.)

What do you need to make your event work?

Agenda – No matter what the event, creating an agenda is always a good idea. (Knowing your program schedule and what is supposed to happen when) is critical to the success of the program. An agenda can point out holes in your planning and/or can show you that no holes were found and everything is on track.

The Basic Set Up – Tables, chairs, statues, napkins... your framework for the event. Probably one of the best ways to avoid problems is to draw out your layout. People often think they are on the same page, but are not. It is best not to take the chance that everyone is speaking/hearing the same language.

Technical Needs – If you have a program where someone is speaking, book a microphone and podium. If you have a slide show or slide presentation, book a laptop and a projector. If you have a band and they require some equipment, book it! This sounds simple, too simple, technical needs often get overlooked because people think that they can do it at any time. Technical items are relatively limited in number around town (unlike napkins). You may end up paying a fortune for something that you could have had for free, so book early.

Flow of the Event – How will one thing transition to the next?

People – Since it is physically impossible to be at two places at once you will need some students, staff or volunteers to help you. When possible, provide a brief training session (even if just before the event).

Catering/Food

People love food. Anytime you provide anything they can eat or drink, they appreciate it.

When deciding on food, here are some things to keep in mind:

- The time of year the event takes place (Thanksgiving dinners are not what people want in April).
- Not everyone likes sweets- for receptions consider a veggie or cheese platter in addition to cookies and cake.
- Some people do not eat red meat, pork, fish, etc. If you are having a sit-down dinner, be sure to ask guest about dietary restrictions or serve something pretty safe.
- Be aware of food allergies. Nuts, wheat, berries, bananas, shellfish are some of the more common ones. You do not have to avoid foods, just be sure to offer alternatives.
- People love choices. If you are serving dessert, offer a couple of different deserts (alternative around the table).

Did you know: Caterers know that people show up last minute, so they will generally set over the amount requested (free of charge), to be sure that no one goes hungry. The average is 10-15% over what you ordered. This means you don't have to over order for yourself. In fact, most of the time the numbers that show up are off-set by the number that don't show up (that were expected to)

University Guidelines on Catering: When catering an event there are two important things to know...

- 1.) Sodexo has first right of refusal when it comes to catering food. This means that if you cater an event Sodexo has the right to say you can or cannot use your proposed catering company. To see Sodexo's full catering menu, go to <http://friendsudining.com/catering.html>.
- 2.) Friends University has an on-going contract with Coca-Cola for vending. If you serve soft drinks at an event whether it is on or off campus, they must be Coca-Cola products. If another company's products are served, you will be fined.

For a copy of the Co-Programming Agreement form, see the Appendix.

Final Thoughts

Run Through

This does not necessarily mean you have to act out everything. About a month before the event, get your committee together as a group and go over the event together- every item on the agenda. Ask yourselves what will happen and what could happen for each item. Plan for any problems that may arise. You will be amazed at what you come up with sometimes. Other times, you may realize that everything is ready to go. Don't skip this step. It doesn't take much time and can really save you trouble and potential embarrassment.

Reservations and Event Requests

Physical Plant

If you need help with set-ups, such as tables, chairs, trash cans, etc., for an event, an express request form will need to be processed for Physical Plant. This request can be accessed online by your organization sponsor.

Room/Space Reservations

The sponsor can use Astra on My Friends to make any reservation for a room or space on campus. Please complete the forms at least five working days prior to the event.

Technology Reservation

To make a reservation for any equipment or help please phone the Help Desk at 316-295-5767.

Creative Ways of Saying, "Thank You"

- Give candy kisses as "hugs and kisses" for a job well done
- Small personalized gifts: a key chain, note pad, pen, office toys, Friends University items, etc.
- Package of lifesaver candy..."Thanks, you were a lifesaver!"
- Send inexpensive valentines all year long
- Light bulb or flashlight..."Your vision (or ideas) is our guiding light!"
- Package of batteries..."You energized everyone!"
- Crackerjacks for a "Crackerjack of an idea, program or project!"
- Cupcakes for those being thanked- "You take the cake!"
- Humorous skit which incorporates thank you's to the appropriate individuals
- Give a banana to the "Top Banana" as an award
- Party whistles for everyone and "Let's celebrate our success!"
- Seed for a plant, or planting supplies, for someone who has helped the group to grow
- Periodic birthday luncheon, dessert, or celebration
- Laminated copy of an article about the event in the newspaper and display it in the office, or on a person's desk
- Send notes thanking members or speakers for their support and help with an event or program
- Decorate a person's desk or office with balloons and streamers for a job well done
- Use window chalk to write compliments and words of encouragements on a person's car windows

Section 4 Resources

Planning a Meeting	37
Meeting Tips	39
Sample Meeting Agenda.....	40
Sample Meeting Minutes.....	41
Committed Club Members/Organizational Motivation.....	42
Sample Constitution.....	43
Friends University Departmental Phone Numbers.....	44
Campus Security and Emergency Information	46

Planning a Meeting

Meetings should be FUN, Organized, Informative, and Concise!

Agenda:

1. Itemize and write down everything that should be covered at the meeting
2. Prioritize the topics
3. Plan an icebreaker, energizer, or closure activity if the situation dictates
4. Any items that are not able to be covered at the meeting should be considered for the first points at the next meeting
5. When creating your agenda, keep the information light. It is acceptable with programming boards to put graphics, cartoons, etc. on an agenda that are relevant to the meeting. You may also consider utilizing these visual items as part of your icebreaker.

Running a Meeting:

1. Try to keep your meetings consistent from meeting to meeting, such as same time, same place.
2. Your ice breakers should help people get to know one another in the beginning, and as the planning progresses, they should move to more group building activities.
3. Meetings should be no more than an hour. People lose attention after 40-45 minutes of sitting idly. This allows for discussion after the meeting and accommodation of individual schedules. If it is longer plan break/stretch time to socialize or some sort of interactive activity.
4. For formal meetings, be sure to make enough copies of the agenda for everyone who attends the meeting. You may also consider taking some extra pens with you in case someone does not bring his/her own. For all meetings, make sure the officers have individual copies of the agenda!
5. Keep the club informed about other upcoming events, and recent decisions that the group has made.
6. Keep the business part of the meeting short and concise. If this part only lasts a few minutes, try and keep the group around to chat and talk about the interest area involved with the project. People have attended because they have a similar interest in films, music, cultures, etc. This will help your members to feel a sense of belonging to the group and therefore continue their involvement.
7. It is helpful to have one person "officiate" over the meeting to keep everyone on task; however, it can be beneficial to have multiple officers and members have the lead over individual projects and topics. This gets everyone involved.
8. Be sure to keep a list of distributed responsibilities and deadlines, thank those who came to the meeting, those who volunteered to complete a task, and remind everyone of the next meeting date, time, and place, and exchange contact information with new or visiting students.
9. Send out follow up reminder e-mails about individual tasks and the next meeting.

Other Things to Consider:

1. Be sure to involve all members and don't lecture. Everyone likes to participate and get their own points across.
2. If questions are asked or remarks requested, ask experienced or creative members to respond. Don't be the focal point of your meeting.
3. Keep the meeting organized. Keep conversation on-task and don't be afraid to ask members to stop carrying on private conversations.
4. If discussion gets lengthy, allow a time limit for further discussion.
5. Write down the comments and ideas of members. Everyone likes to see that their suggestion(s) was important. (This could be done by a secretarial type officer).

6. Be considerate of other people's time. Keep in mind that the people at the meeting are likely very busy and have other commitments, so it is important that your meeting is run effectively and efficiently. For this reason, it is important to be prepared and to have an agenda.
7. Remember to have fun! Sometimes, as leaders, we get caught up in the organization and mechanics of our responsibilities. It's ok to enjoy your meetings and group time.
8. Stay away from the word "delegation." It can make officers and members feel like they are having undesirable responsibilities dumped on them. Using a word like stewardship makes a person feel like it is voluntary, that he or she is contributing to a group effort, and he or she is doing something important.
9. Send an e-mail out prior to the meeting going over the agenda, questions that will be asked, and topics that will be discussed. This will help your introverted members that have trouble talking on the spot reflect on the questions. They will then come to the meeting prepared. Your extroverted people will probably not even read the email; and whether or not they do, they will still produce quality comments and observations.

Meeting Tips

Purpose of an effective meeting:

1. Exchanging information
2. Solving problems
3. Making decisions
4. Sharing concerns
5. Explaining issues

Keeping direction during a meeting:

1. Have an agenda
2. Keep a master file of all meeting agendas
3. Send "hot topic" agendas in advance so that people can be prepared
4. Use a checklist format so people can see how much there is to cover
5. Have strong leadership to run the meeting
6. Curtail rambling discussions, set a time limit
7. Summarize points
8. Ask for new information before allowing discussion to continue
9. Take "straw polls" to get a sense of how the group is feeling
10. Implement Parliamentary Procedure if necessary
11. Keep the meeting short and moving

Keep minutes which should include

1. Name of organization
2. Date, time, and place of the meeting name of the presiding officer
3. A list of those present and absent
4. Record that the minutes of the previous meeting were read, approved and corrected if needed. If corrected, then state the nature of the corrections.
5. Record all action taken through voting; include the motion and the number of affirmative and negative votes.
6. Other items of business discussed including items tabled to the next meeting
7. Record all announcements made
8. Record item of adjournment
9. Signature of person preparing minutes
10. Distribute minutes to all members (e-mail is perfect for this!) and file a copy for future reference.

Getting results for meeting:

1. Have someone take "action notes" to record actions that are to be taken, assignments/projects, rather than just what was discussed. Send to members to remind them of what they need to be doing between meetings.
2. Follow through with projects outside the meeting to lessen time spent on old business during the next meeting.
3. Provide information in advance so that members can "do their homework" and come ready to make decisions.
4. Provide handouts of list, schedules, or other details that might make information easier to digest.
5. Give the time of the next meeting so that it serves as a deadline for projects and assignments.

Never break up a meeting until everyone understands what needs to be done next and who will be responsible to do it. A meeting that ends with a vague "we should be doing such and such next" is not a meeting that will produce anything concrete.

Sample Meeting Agenda

Agenda

Organization Name

Date of Meeting

1. Call to order
2. Roll call
3. Reading and Approval of Previous Meeting Minutes
4. Unfinished Business(this includes any discussions tabled from the last meeting and updates on any projects that were assigned to be completed or that are long standing)
5. Officers Reports
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Etc.
6. Committee reports
7. New Business
8. Announcements
 - Upcoming events
 - Next meeting
9. Advisor or Sponsor Reports
10. Adjournment

Sample Meeting Minutes

Cherry Carnival meeting Minutes
November 13, 2014
Casado Campus Center West Room 8:00 p.m.

Introduction

- Everyone introduced themselves and told their hometown, activities and experiences.
- Everyone filled out a card with three of their strengths and three of their weaknesses.

Cherry Carnival Dance

- We discussed a few different locations we would like to have the dance. Four Point Hotel, Epic Center, Casado Gym.
- We voted and came to a decision to have the dance in the Casado Gym.

Other ideas about the Dance

- We discussed having the Marriott make steak, chicken, potatoes, etc. and serving in the cafeteria for students to use their meal card.
- We would put tablecloths on the tables and maybe candles.
- We also discussed having a red carpet, announcing people when they walk in, fountains and balloons and having a dance floor.
- We would have four days to decorate the gym that week so we discussed getting a lot of decorations and making the gym look elegant.

Different Events for the Week

- We discussed some of the different activities we would like to do during the week:
 - Spirit Lunch
 - Hockey Night
 - Bowling
 - Laser Quest
 - Movie night at Casado
- We did not vote on anything, but everyone seemed to like Spirit Lunch and Laser Quest the best.
- Melissa Lorson said that she would check about Laser Quest.
- We also decided that we would have the meetings at 6:00 p.m. on Monday nights.

Meeting adjourned-9:00 p.m.

Committed Club Members

Why do Volunteers Remain Committed:

- They feel appreciated
- They can see their presence makes a difference
- Chances for more responsibility and recognition
- Opportunities for personal growth
- They receive private and public recognition
- They are adequately trained to handle tasks that are delegated to them
- A sense of belonging to the “team”
- Involvement in administrative processes: problem solving, decision making and goal setting
- Personal needs are met

Why do Volunteers Lose Interest:

- Discrepancy between their expectations and the reality of the situation
- Not a feeling of making a difference (no praise or rewards)
- Too routine, no variety
- Lack of support from peers
- Lack of prestige related to task or group
- No chance for personal growth because of their membership
- Lack of opportunity to show personal initiative or creativity
- Tension among group members or leaders

Organizational Motivation

Motivated Organizations Have:

- A sense of purpose (the dream)
- Internal communications (the foundation)
- Growth and development opportunities
- Team Building (a sense of belonging)
- Member participation
- Recognition

How You Can Motivate Others:

- Set tangible goals and objectives with your group
- Set clear and realistic standards and expectations
- Establish appropriate rewards (Some people are motivated by extrinsic rewards like prizes, while others are intrinsically motivated by a sense of accomplishment)
- Give specific attention to hard work and follow up with members
- Use intentional words that make people feel special, such as “I need you” “This wouldn’t have happened without you”
- Be a good role model!

Sample Constitution

This sample is not designed for you to fill in the blanks, but to provide you with some guidelines in designing a constitution that fits your organization. You may add additional articles, sections, by-laws or amendments to this sample. This is only a guide to help you start your organizations constitution.

Article I. Name

The name of this organization shall be _____ of Friends University. (State if organization is affiliated with a local or national group)

Article II. Purpose

The purpose of this organization shall be to _____ (ex.... Promote Christian values in the business world while giving students valuable event planning experience.)

Article III. Membership

- Section 1. Membership shall be open to all students of Friends University. (State special requirements for joining organization, ex. Must be enrolled in at least one business class.)
- Section 2. The dues shall be _____ (amount). These are payable by _____ (time).
- Section 3. Members must remain involved in the organization by attending and assisting with events and meetings. No member may be removed from the organization without first having an open hearing and then no less than 2/3 vote at a regular meeting.
- Section 4. The _____ (organization name) allows participation in the club by all students regardless of sex, race, color or ethnic origin.

Article IV. Officers

- Section 1. The officers of this organization shall be _____ (list positions, not the persons who fill the positions. Ex: president, vice president, secretary, and chaplain)
- Section 2. The duties of the officers are as follows:
President shall set the agenda for and preside over all organizational meetings. Vice President . . . etc.
- Section 3. All officers shall be elected in the _____ meeting of the _____ (Fall/spring) semester of each year.
- Section 4. Officers shall be elected by a simple majority of the membership. A quorum of 2/3 membership must be present to vote.
- Section 5. All officers must _____. (List requirements of officers such as GPA, attendance, participation in other groups, etc.)
- Section 6. No officer may be removed from office without first having an open hearing and then by no less than a _____ vote at a regular meeting.
- Section 7. Office vacancies will be filled by a special election at the meeting after the vacancy occurs. The only exception to this rule is the office of president, which will be filled by the current vice president, whose position will be filled by a vote.

Article V. Meetings

- Section 1. Regular meetings of _____ (group name) will be held _____. (Use a specific time only if it will not change from year to year or semester to semester – such as “during University Hour”. Otherwise use a less specific time such as “the first Monday of each month” or “at a time agreed upon by the majority of members”)
- Section 2. Special meetings may be called by the president, advisor/sponsor or upon the request of any _____ (number) of members.
- Section 3. In the case of a special meeting, all members must be notified at least _____ (number) of days before the time of the special meeting.

Article VI. Quorum

- Section 1. Proposed amendments to this constitution shall be presented at a regular meeting at least one meeting prior to being discussed and voted on.
- Section 2. Having been properly presented, amendments may be adopted by a _____ majority vote of the membership at a regular meeting.
- Section 3. Amendments shall go into effect _____. (Ex. “Immediately after adoption” or “30 days after adoption”)

Friends University Departmental Phone Numbers

If dialing from a non-campus phone add the prefix 316-295.

Academic Affairs	5881
Administration & Finance	5893
Admissions	5100
Alumni	5900
Art	5656
Athletics	5700
Behavioral Sciences Department	5567
Bookstore	5869
OASIS	5800
Campus Ministries	5220
Career Services	5832
Casado Campus Center	5832
Cashier	5865
Center on Family Living	5638
College of Adult & Professional Studies	5300
College of Business, Arts, Sciences, & Education	5100
Computer Help Desk	5767
Davis Communication Center	5654
Dining Services (Sodexo)	5510
Disability Services	5790
Education Department	5824
Financial Aid	5200

Fine Arts Department	5877-5537
Graduate School	5901
Health & Wellness	5561
International Student Services	5529
Library	5880
Math/Natural Sciences Department	5818
Physical Plant	5836
Public Relations	5813
Registrar	5400
Religion & Humanities Department	5871
Residence Life	5500
Security	5911
Student Account Services	5630
Student Affairs	5832
Student Government	5817
University Relations	5803
Writing Center	5204

Campus Security and Emergency Information

The Friends Security Department consists of a full-time Security Director, law enforcement officers with police powers and qualified security personnel. The department is licensed with the City of Wichita and is authorized to enforce laws and policies on University property. The Friends Security Department complies with the reporting requirements of the Kansas Bureau of Investigation, has close working relations with the Wichita Police Department, and cooperates with all law enforcement agencies. Further information about Campus security, as well as Friends University crime statistics, can be obtained on the web at: <http://www.friends.edu/security>.

It is the policy of the University that all emergencies be reported immediately to the Wichita Police Department by calling 911. For non-emergency matters, security personnel can be contacted by calling 316-295-5911 or extension 5911 if calling from a campus phone.

Parking lots are restricted to those vehicles with valid parking decals, parking tags and official visitors. Campus Security Officers patrol the parking lot and issue tickets for violations of University parking regulations. Fines can be paid in the Cashiers Office in Sumpter Hall. Grades may be held until payment is made. Parking violations in handicap areas, fire lanes and on public streets around the campus may be enforced by the Wichita Police Traffic Section. Tickets issued by these officers must be paid or contested at City Hall.

Each building on campus contains an audible and sometimes visual alarm system. When an alarm is triggered, all building occupants are expected to vacate the premises immediately. The security officer on duty will respond to any fire alarm on campus and will assist with evacuation and traffic control. In case of a tornado, go to a pre-designated shelter area or an interior hallway away from windows and glass. The difference between a tornado watch and a tornado warning is as follows: in a tornado watch, severe weather is expected and tornadoes are possible; during a tornado warning, a tornado has been sighted or indicated on radar, and one must take cover immediately.

Appendix

Student Organization Recognition Application.....	i
Student Organization Fact Sheet	ii
Co-Programming Agreement Form.....	iii
Project Filing Form	iv
Registered Student Organization Solicitation or Fund-Raising Permit	v
Payment Request From.....	vi
Working Capital Budget Request	vii

Student Organization Recognition Application

2017-2018



This application will be kept on file in the Student Affairs Office to be used by Student Affairs, the Student Government Association and Friends University to help identify and locate the active organizations at Friends University.

Please Type or Print Clearly.

Name of Organization: _____

Organization Information:

New Organization: _____ Renewal: _____ Semester and Year of Origin: _____

Classification:

Departmental Sports Governing Body Service
 Honorary Fine Arts International/Cultural Spiritual
 Leadership Special Interest Political Professional

Advisor/Sponsor: Name & Department _____

Advisor Extension: _____ Office Location: _____

Number of Current/Active Membership: _____

Officers Information: *Each organization should have a minimum of 4 officer positions. (For example: President, Vice President, Secretary, and Treasurer)*

Name: _____ Position: _____

Email: _____ Phone Number: _____

Name: _____ Position: _____

Email: _____ Phone Number: _____

Name: _____ Position: _____

Email: _____ Phone Number: _____

Name: _____ Position: _____

Email: _____ Phone Number: _____

Name: _____ Position: _____

Email: _____ Phone Number: _____

Name: _____ Position: _____

Email: _____ Phone Number: _____

Please Read Carefully

FSO Representation

As outlined in the bylaws of SGA, each organization is asked to designate an FSO representative as well as an alternate representative. This policy is to ensure that each member organization of FSO has representation at all SGA meetings including FSO meetings, general assemblies, and leadership development days. The alternate representative will have the same voting rights as the main representative at all SGA meetings.

“As a member of this Friends University recognized organization, I commit to having a representative at all FSO meetings and special meetings as determined by the president of FSO. I agree to fulfill all duties required of an FSO representative to the best of my ability.”

FSO Representative: _____ **Date:** _____

Alternate Representative: _____ **Date:** _____

Organization Agreement

As a recognized organization of the Friends University Community we have read the Community Life Standards Policy and will apply it to all of our events and meetings. Furthermore we agree to uphold all of the terms, conditions, policies and procedures set forth by Friends University, the Student Government Association and Student Affairs. We will keep in contact with SGA and the Division of Student Affairs about our events and will do all that is possible to support and participate in their events. **We have enclosed the most recent copy of our organization’s constitution and a list of current members.**

Advisor/Sponsor: _____ **Date:** _____

Club President: _____ **Date:** _____

Student Organization Fact Sheet

2017-2018

Student Affairs uses this information to inform students who are interested in learning about available student organizations on campus. Please be as complete as possible.

Name of Student Organization: _____

1. What is the mission of your organization?

2. Please describe the projects and programs you have done in the past and plan to do next year.

3. Regular meeting Day/Time/Location:

4. What is your organization's social media names (Snapchat, Instagram, Facebook, etc.)

5. Who is targeted for membership?

6. List any dues or other financial obligations required of members:

7. Does your group require an application and/or interview for membership? If so, please check:

_____ Application (please attach a sample) _____ Interview

8. If your organization is affiliated with a national or regional association, please list the title or the association:

National/ Regional Contact Person: _____

Address: _____

Phone: _____ Email: _____

Please return this packet and the most recent copy of your constitution and a list of current members to the SGA Advisor in Casado 001.



Co-Programming Agreement

Name/Date of Event _____

The following organizations have entered an agreement to co-program an event:

Organization #1 _____

Organization #2 _____

Presidents _____ Advisors _____

Organization #1 (_____) has agreed to head the following responsibilities:

<u>Responsibilities</u>	<u>Due Date</u>
-------------------------	-----------------

Monetary Amount Pledged

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

Organization #2 (_____) has agreed to head the following responsibilities:

<u>Responsibilities</u>	<u>Due Date</u>
-------------------------	-----------------

Monetary Amount Pledged

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

By signing below, we state that we will work together in the planning, execution and follow-up process of the said event. We will openly communicate with each other and respect and represent each other's organizations, as well as Friends University, FSO, and SGA in a positive light.

President #1 _____ Date _____

President #2 _____ Date _____

FSO President _____ Date Reviewed _____

***Submit to the FSO box in Studio 98 at least 7 days prior to your event.**



Project Filing

Name of event or project: _____ Date of event: _____

Organization: _____ Faculty Sponsor: _____

What was the purpose of this event? _____

In what ways did you publicize this event? _____

Actual Budget Allocation:

Ex: Wal-mart: 3 bags of balloons, 2 bags of snickers, 1 pkg. forks

Actual Budget Cost:

\$ 26.32

\$ _____
 \$ _____
 \$ _____
 \$ _____

Total Budget Used: _____

On a scale of 1-10, how successful was your event/project?

1 2 3 4 5 6 7 8 9 10

Not successful

Very successful

➤ What could have made your event/project more successful?

➤ Would this event or project be something that you would find necessary to do again? Why?

➤ How many people do you think attended this event? _____

➤ Name (print): _____ Position in organization: _____

➤ Signature: _____ Date Submitted: _____

***Submit to the FSO box in Studio 98 no later than 7 days after your event.**



Registered Student Organization Solicitation or Fund-raising Permit

This form will be used to assist student organizations in their fundraising efforts. Please fill out this form and return to Student Affairs at least 7 days prior to the date of your fund-raiser. If this is a semester long project, please note that on the form and you will not need to turn the form in each time you repeat the activity, (example: Selling pretzels at each home football game. A form would only need to be turned in before the start of the football season and it would cover each home game).

Student Organization Name: _____

Contact Person: _____

Phone Number: _____

Describe solicitation or fund-raising activity (include reason for activity):

Goal: _____

Have you completed this fund-raiser before? Y N If yes, last semester it was completed?

Requested by: _____ Date: _____

Approved by: Student Affairs Representative: _____

Approved by: Student Government Representative: _____

- This request for approval applies to the direct solicitation of funds requiring the issuance of a charitable gift receipt (i.e. funds given to Friends University solely for charitable purposes – the donor receives no goods or services in return). This does include requests for donated goods or services (gift-in-kind donations) for which the donor has requested a charitable gift receipt.

Name of group making request: _____

Person making this request: _____ Phone #: _____

University/Organization advisor: _____ Phone #: _____

Fundraising Approval Request

Name and Description of fundraiser:

Purpose of fundraiser: (What will the funds be used for?)

Date of request: _____ Dates(s) of fundraising event/activity: _____

(This form should be submitted at least 2 weeks in advance of the fund raising event/activity.)

How are you going to raise the money (letters, phone, person to person, other)? _____

How much money do you anticipate raising? _____

If adequate funds are not raised for the objective it is designed for, how will other funds be obtained?

If adequate funds are not raised for the objective it is designed for, what happens to funds already obtained?

Who is responsible for appropriate handling of funds raised? _____

Who will benefit from money raised and how will they benefit? _____

Signature of person making request: _____ Date: _____

Signature of organization advisor: _____ Date: _____

Signature of Division Chair or Vice President: _____ Date: _____

____ Approved _____ Date: _____

Vice President of University Relations



PAYMENT REQUEST FORM

***Only for students. Advisors need to use their Expense Report**

Date of Purchase: _____

Organization: _____

Requested Amount: \$ _____

Description of item(s) purchased: _____

Payable to: _____ Banner Number: _____

Circle One: University Employee Student Vendor

Address: _____

City/State: _____ Zip: _____

Request Made by: _____

Phone Number: _____

E-Mail: _____

This request is for a:

Check Request Petty Cash (Items have been purchased and an individual needs reimbursed.)

Advanced Check Request P.O. (Items have not been purchased.)

Would you like a copy of your receipt(s)/invoice(s)? Yes No

By signing below I agree that the above requested funds shall be used for the sole benefit of the above stated Friends University Student Organization. I further agree to be held personally liable for the misrepresentation and/or misappropriation of said funds. Requests for clubs and organizations must have the additional signature of the organization's sponsor.

X _____
Signature Date

X _____
Signature of Sponsor Date

***Submit to the FSO box in Studio 98 no later than 3 weeks from purchase date on receipt. ORIGINAL RECEIPTS ONLY. Receipts older than 3 weeks will NOT be accepted. Please allow up to 2 weeks for your request to be processed. Requests will not be paid to organizations not formally recognized by the Student Government Association. For more information please call (316) 295-5529 or contact your FSO President or Director.**



Working Capital Budget Request

Organization: _____ Advisor/Sponsor: _____

Contact Name: _____ Phone Number: _____

E-mail: _____ Amount Requested: _____

For what event or reason are you requesting money from the Working Capital?

What are the different items you will purchase should the request be granted?

1.) _____ 2.) _____ 3.) _____

4.) _____ 5.) _____ 6.) _____

Would you still be able to proceed with your purpose if some or the entire requested amount was not given to you?

Have you done this event before? Y N If yes, did you have to make a request from the Working Capital last time? How were you able to proceed with this event?

Name (print): _____ Position in organization: _____

Signature: _____ Date submitted: _____

Submit to the FSO box in Studio 98 at least 7 days before the next meeting

For Office Use Only:

Reviewed by: _____ Date reviewed: _____