



Student Organization Manual

Utah State University

2007-2008

Preface

Participation is the key to success. Going to college is more than attending classes, reading books and taking tests. Learning should be a part of every aspect of your college experience.

The key word is experience. Look at attending college as a total life experience, which means sampling all that is available. By getting involved, you will increase your chance of succeeding in college and gaining a greater feeling of belonging and satisfaction with your experience.

Club activities provide an opportunity to meet new people and to create and develop exciting projects. Leadership skills are also expanded by learning to cooperate and share differing viewpoints and ideas.

This handbook is designed to help you make the most of your club experience. This is a guide to developing and maintaining your club or organization. In addition, it will assist you in answering many of the most commonly asked questions.

The ONLY factor predictive of adult success—however defined and including post-college income—is participation in out-of-class activities.

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Introduction

What is a club?

A club is a group of students who share a common interest and have completed the formal approval process. Only currently chartered clubs have the privilege to use university facilities and are granted the privileges provided through the Council of Student Clubs and Organizations (CSCO).

Failure to comply with the guidelines listed in this manual will result in these privileges being revoked.

Clubs should be formed for the purpose of social, educational, and leadership development. Clubs share in the enhancement of a student's personal and professional growth. Each club must be registered with the university and agree to abide by the regulations of the University Student Code, ASUSU Constitution, and the policies and procedures of Utah State University.

Utah State University recognizes that student organizations not only enhance campus life but also provide an opportunity for students to fulfill a variety of interests and leadership skills. With your dedication and planning, this will be a successful experience for your club members. Planning is the key to making it all happen.

What is CSCO?

CSCO stands for Council of Student Clubs and Organizations. Its purpose is to assist in the coordination of school club activities, to offer administrative support, and register the clubs and organizations of Utah State University. The mission of CSCO is to instill in the minds and hearts of everyone associated with clubs at Utah State the central importance of the students' experience in clubs. This will ensure that every program and every aspect of club work is for the benefit of each student involved. CSCO meetings present an ideal time for student organizations to begin the process of working together, to become a more unified group, and to coordinate the planning and scheduling of events.

Purpose of CSCO

The purpose of all clubs and organizations at Utah State is to supplement students with extra-curricular activities to meet various needs on campus. These needs may be: academic, community service, current issues, disability awareness and resources, entertainment, ethnic, fraternities/sororities, gender issues, honors, international, intramural, leadership development, media publication, peer assistance, performing arts, religious, and student government (as listed in the Student Involvement Guide). Through participation in clubs and organizations, students develop social and leadership skills, expand and deepen values, and are rewarded with fulfilling educational experiences.

CSCO falls under the jurisdiction of the Campus Diversity and Organizations Vice President, Sonny Bryant. Any questions should be directed to the CSCO Director at clubs@cc.usu.edu, or s.bryant@aggiemail.usu.edu or at 797-8153.

CSCO Director

The duties of the CSCO Director shall be:

- Conduct CSCO Meetings
- Monitor club activities
- Facilitate communication between club presidencies
- Guide and direct clubs in receiving funding
- Review all applications and/or special requests from clubs

Campus Diversity and Organizations Vice President

Executive Council Liaison:

The Campus Diversity and Organizations Vice President represents the interests of student clubs and organizations at Utah State. If you have any concerns or questions about issues you feel should be addressed by the ASUSU Executive Council, please contact Sonny Bryant, Campus Diversity and Organizations VP at 797-8153 or clubs@cc.usu.edu

Recognition of Student Clubs & Organizations

Steps to Becoming a Registered Club

Every student club or organization should register with the Student Involvement & Leadership Center. Upon meeting eligibility requirements and receiving approval by the Campus Diversity and Organizations Vice President, the club or organization will be registered. Any questions regarding registration should be directed to the, Campus Diversity and Organizations VP, Sonny Bryant or the CSCO Director at 797-8153 or at clubs@cc.usu.edu.

Registration:

A student organization must file the following information with the Student Involvement & Leadership Center:

1. Name of the organization
2. Name and titles of officers
3. Purpose and brief description of organization
4. Current mission statement
5. Name of advisor (optional, but strongly recommended)
6. Club or organization must submit a typed constitution following the outlined guidelines for writing a constitution.

Steps to Becoming a Registered Club (cont.)

New Clubs:

Student organizations include clubs, groups, squads, and campus sponsored organizations. When a group of students wish to form a new club or organization, they must go to the Student Involvement & Leadership Center (TSC 326) and pick up the CSCO manual that includes the CSCO application. To become a registered club/organization, the application must be completed and turned into the Student Involvement & Leadership Center along with a club constitution and mission statement.

Existing Clubs:

Existing clubs or organizations must resubmit an application to the Student Involvement & Leadership Center for each new academic year. Applications are available in TSC 326. Clubs must also pick up the CSCO manual and comply with all guidelines as described in the current policies. Registration shall be valid from the date of approval to the end of the succeeding spring semester.

Need for a Constitution

The club constitution will be your guide. Each club or organization has a constitution that states the purpose and intent of the club officers and their duties, election and meeting process, impeachment process and other important information pertinent to having a successful group. All clubs should have a copy of their constitution on file in the Student Involvement & Leadership Center.

Guidelines on how to write a club constitution are provided in this handbook for you to use in developing your own constitution.

If approval is granted, the club must designate a club member to serve as a CSCO representative, which requires attendance at all CSCO meetings. These meetings are held the third Thursday of every month. Monthly attendance at these meetings will be reviewed with each funding request.



CSCO GUIDELINES FOR CONSTITUTION WRITING

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in your by-laws. Required sections are underlined. In order to be officially registered with CSCO, you must include this information in your constitution. University policies that apply to registration of your organization are included in the outline below in *italics*.

Constitution of (Name)

Article I - Name, Purpose and General Statements

Section 1: What is exact title of organization?

Section 2: Non-profit status of organization (*must operate as non-profit*).

Section 3: How does one maintain CSCO membership in good standing? (*Clubs are subject to all policies and procedures as outlined by ASUSU and the Utah State University Student Code*).

Section 4: What is (are) the purpose(s)?

Article II - Membership

Section 1: Who is eligible for membership? Are there special requirements or restrictions? (*University policy requires there be no arbitrary exclusion on basis of race, creed, color, sex, national origin, or disability*).

Section 2: Are there categories of membership? If so, what are they? (*Policy requires two-thirds of voting membership must be registered students of Utah State.*)

Section 3: How does one become a member?

Section 4: How does one maintain membership in good standing? Can a member be removed from the rolls of the organization, and for what cause, and by what process?

Article III - Officers

Section 1: How many officers are there? What are requirements to be an officer? *(Policy requires that only students matriculated with Utah State may be officers. Upon request of the ASUSU Executive Council this requirement may be waived for honorary and/or professional societies).*

Section 2: What are the duties and general responsibilities of the officers?

Section 3: How are officers elected/appointed? When are they selected; take office? How long do they serve? Can they be removed from office? Under what circumstances and by what procedure?

Article IV - Committees

Section 1: What standing committees shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?

Section 2: Special committees?

Article V - Meetings

Section 1: How many regular meetings are to be held? When? How are they called and who is responsible?

Section 2: How many for a quorum?

Section 3: How are decisions made? By simple majority?

Section 4: Special meetings? For special purposes only? Who may call them?

Article VI - Financial Matters

Section 1: *The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership except as payment for services rendered in the form of wages, salaries, or incentives.*

Section 2: Should the organization dissolve leaving residual assets, how shall these be distributed? If not stated, who shall decide?

Article VII - By-Laws

Section 1: If there are to be provisions for by-laws, how are they to be established? Who prepares? How are they announced? Who can vote? Quorum needed? Majority vote?

Article VIII - Committees

Section 1: Who can propose? To whom are they submitted? Who reviews? How much notice must be given to members of upcoming vote? When do they take effect?

Section 2: Quorum? Vote needed to pass?

Date of Ratification:

Signatures of Officers/Witnesses:



CSCO Constitution

**SAMPLE*

NOTE: This club is fictitious. The following constitution was created as a sample for use by student organizations in developing their own constitutions. Any underlined section is **required, although not necessarily in the exact wording provided. This sample constitution should be used as a supplement to the "CSCO Guidelines For Constitution Writing."*

CONSTITUTION OF THE COMPUTER SCIENCE CLUB

Article I -- Name, Purpose and General Statements

- Section 1: The official name of this organization shall be the Computer Science Club.
- Section 2: The club shall operate as a nonprofit organization.
- Section 3: The club shall abide by the applicable policies and procedures of ASUSU and the Utah State University Student Code.
- Section 4: This organization shall exist for the following purposes:
- A. To provide a forum for speakers to make presentations of timely interest to members on contemporary aspects of computer science.
 - B. To schedule and provide visits and field trips to companies in the computer science industry.
 - C. To provide social activities and events for the membership.

Article II -- Membership

- Section 1: Voting membership is open to all students, faculty, and staff at Utah State University.
- A. Membership is open to all students without regard to race, creed, color, sex, national origin, or disability.
- Section 2: No more than 1/3 of the voting membership shall consist of non-students.
- Section 3: To become a member, one must fill out the membership application form and return it to the secretary of the club.

Article III -- Officers

- Section 1: The officers of this club shall consist of President, Vice President, Secretary, and Treasurer.
- A. All officers must currently be enrolled as students at Utah State University.

- Section 2: The duties of the officers are as follows:
- A. President: Preside over all meetings of the club and serve as chairperson of the executive committee. Act as official representative of the club at other meetings and events.
 - B. Vice President: Preside at the meeting of the club and the executive committee in the absence of the president. Succeed the president if he/she is unable to complete his/her term of office. Coordinate committees.
 - C. Secretary: Record and produce minutes of all meetings. Handle the club's correspondence.
 - D. Treasurer: Handle all financial transactions of the club. Maintain thorough and accurate records of all transactions. Produce financial reports as required by the club.

Section 3: Officers shall be elected during the May meeting and shall serve for a period of one year. Officers shall be elected by plurality of the voting members present, providing a quorum is present. Officers will be removed if they violate any of the policies and procedures of ASUSU or as outlined in the Student Code.

Article IV -- Committees

- Section 1: The standing committees of this club shall be:
- A. Executive Committee: Consist of the elected officers and chairpersons of all committees. Sets meeting dates for the club. Sets membership dues with approval of the membership. Determines committee assignments. Acts on behalf of the club during the summer.
 - B. Program Committee: Handles all planning and arrangements for guest speaker programs and field trips.
 - C. Social committee: Handles all planning and arrangements for social events held by the club.

Section 2: Special committees may be established to carry out special assignments.

Article V -- Financial Matters

Section 1: This club shall not provide monetary gain, incidentally or otherwise, to its directors or membership except as payment for services rendered in the form of wages, salaries, or incentives.

Date of Ratification:

Signatures of Officers/Witnesses:

Criteria of a Registered Club

1. Register each year by completing and submitting a new application, constitution, and mission statement.
2. Have six or more members.
3. Attend the **mandatory** monthly CSCO meeting. These will be held the 3rd Thursday of every month at 5:00 p.m. in the TSC Auditorium. For the school year, these dates are:
 - a. September 21st
 - b. October 19th
 - c. November 16th
 - d. January 18th
 - e. February 15th
 - f. March 22nd (due to Spring Break)
 - g. April 19th
4. To be eligible for funding, clubs are strongly encouraged to promote Aggie pride by participating in the following activities:
 - a. Attend the monthly CSCO meetings
 - b. Homecoming Activities
 - i. Street Painting
 - ii. Parade
 - c. Aggie Week of Welcome (WOW)
 - d. Christmas Tree Lane
 - e. Other campus activities as determined by the Campus Diversity and Organizations VP and CSCO Director
5. Hold a minimum of one meeting per month with 40% attendance of club members.
6. Abide by university standards and regulations.
7. Turn in documentation of activities and service projects to Campus Diversity and Organizations Vice President.
8. Turn in information sheets of updates and changes in club leadership, if applicable.
9. Hold one service project per semester that is approved by the Campus Diversity and Organizations VP or CSCO Director. The Service Project approval form is included in this handbook.

Privileges of a Registered Club

Recognition of a college club is a privilege, not a right.

This privilege carries with it certain responsibilities.

Club members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow club members, advisors, and the University. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges.

Once your club is registered, you may enjoy a variety of privileges. These include:

- Right to participate in such activities as Day on the Quad, Week of Welcome, Homecoming Week activities, Christmas Tree Lane, and A-Day
- Opportunity to receive funding from CSCO
- Use of Utah State University's name in association with your club
- Use of TSC rooms free of charge
- Access to the ASUSU Design Room
- Allocation of 50 copies per semester
- Up to 200 free mailings per year
- Free USU e-mail account

Conduct of Registered Clubs

1. Student clubs or organizations may have its registration suspended by the Student Involvement & Leadership Center or the Vice President of Student Services if the organization submits falsified required information or if there is a violation of the written policies of ASUSU or any provision of the USU Student Code. The Student Code is available online at <http://www.usu.edu/stuserv/scode/>.
2. Student Clubs or organizations shall not conduct activities that interfere with or disrupt the educational activities of the university.
3. Student clubs or organizations will be held responsible for the actions of its members. If a club's actions are in violation of university policy or USU Student Code, disciplinary action will be taken. The members are accountable for violations of federal, state, or local laws; the ASUSU constitution; and the regulations of the university.

Ways Clubs Can Be Put on Probation

Examples of how a registered student organization may be put on probation:

1. Failure to comply with University policies, regulations, and procedures set forth in this manual.
2. Failure to abide by individual club constitutional objectives.
3. By allowing membership to drop below six active students.
4. Failure to complete and submit appropriate forms for recognition, service projects, and activity reports.
5. Failure to attend monthly CSCO meetings.

Responsibilities of Registered Clubs

1. Appoint a college faculty or staff advisor. This is highly recommended but not required.
2. Adherence to all University rules and regulations.
3. Compliance with the club's own constitution; and when applicable, constitutions of affiliated national organizations.
4. Avoidance of any act of dishonesty, breach of law or university regulations, or any public or private act that brings discredit to the university.
5. Avoidance of activities that pose undue risk to the safety of individuals or which create liability for the club and the university.
6. Re-apply and update records with the Student Involvement & Leadership Center by the end of each spring semester.
7. Must be accountable, as a club, for the actions of its members if the behavior is related to the activities of the club.
8. Club must send a representative to all CSCO meetings held the third Thursday of the each month. ***Attendance is required to receive all benefits and funding.***
9. Must continually supply CSCO with updated information (i.e. changes in officers, members, and advisors).

Policies for Clubs

1. Each student club or organization is strongly encouraged to have an advisor whose role is to assist the club as a counselor and provide educational experiences for the individual members while following university procedures.
2. Registration of a club or organization by university does not necessarily represent university approval of the objectives or the opinions of the club. Registration signifies the willingness of the club or organization to accept the same responsibilities as required by the university of its individual members.
3. A student club or organization shall neither represent nor imply in any document (i.e., constitution, publication, stationery, etc.) that it speaks for or in the name of Utah State University.
4. All student clubs or organizations must abide by the rules as outlined in this manual and follow university policies and procedures as outlined in the student code and university policy manuals.

Non-Student Club Members

Policy on Non-Student Club Members:

Clubs established at Utah State University are supported through the Student Involvement & Leadership Center with the intent of providing opportunities for students to have educational, cultural, recreational and social experiences outside of the classroom. The Student Involvement & Leadership Center recognizes that community members may enhance club activities, and are welcome to be members of clubs. However, non-student club members are limited in the following ways:

- a. They may not hold an office in the club.
- b. They may not be funded for club expenses through CSCO Funding.
- c. They cannot be the contact person for the club.
- d. Only 25% of a club's membership can be made up of non-students.

Funding Policies

We strive to fund projects that will have a **lasting effect** on the **greatest number** of students attending Utah State and enhance the overall quality of student life.

CSCO recognizes the need for student organizations to occasionally request monetary funds. CSCO has budgeted money to assist clubs throughout the school year. **All applications are considered but not every club will receive money.** Funding for activities will be given on the basis of approval from the Campus Diversity and Organizations VP and the CSCO Director.

Funding is available to clubs or organizations for the promoting of student involvement and Aggie pride. Priority is given to clubs or organizations that promote academic and educational pursuits, social development, and overall participation at USU.

In order to qualify for funding, you need to complete the following (all reports and applications are in this manual):

1. Service Project Report (or one must be approved at time of application)
2. Activity Report (must have at least one activity report turned in)
3. Funding Application

Activities include events such as lectures or speakers, service projects, and possible joint efforts with other clubs. Funding and calendar dates are very limited so it is important that your funding requests are received in advance.

Awards & Honors

Club of the Month:

CSCO representatives will be nominating clubs for the Club of the Month. If awarded, the club will receive a prize of \$50. This will be based on activities and service projects completed throughout the school year.

Spirit Competitions

Spirit competitions will be held throughout the year. The largest spirit competitions take place during the week of Homecoming. Clubs or organizations can take part in these competitions and receive monetary prizes. These competitions are as follows:

1. Best booth for Day on the Quad during WOW Week
2. Street Painting (during Homecoming)
3. Float in the Homecoming Parade
4. Christmas Tree Lane
5. Traditions Week

Fundraising

Fundraising for your organization is permitted on campus with the approval of the Campus Diversity and Organizations VP and the CSCO Director.

Raffles are prohibited because they are against the State of Utah laws. If you have further questions, please contact the Assistant Director of Student Involvement, **Keri Mecham**, at **435-797-1740**.

Date auctions are also prohibited.

Advertising Opportunities

Statesman Advertising

Only registered clubs or organizations will be given assistance to advertise in the official school newspaper, *The Utah Statesman*.

Expenses covered are (1) two column by four inch ad in the newspaper, available once per year. This service is coordinated through the Student Involvement & Leadership Center in TSC 326. In addition, USU Students are given the discounted ad rate of \$3 per inch. See the *Statesman* for more information, <http://www.utahstatesman.com> or 797-6397.

Up-Front Page

ASUSU has a weekly "Up-Front" page in the *Statesman* that clubs or organizations are allowed to advertise in if space is available. This service is coordinated through the ASUSU Public Relations Director, Jacob Roskelley at 797-1719 or at asusupr@cc.usu.edu.

ASUSU Design

Any club or organization may utilize the services and materials of ASUSU Design free of charge. However, the project will need to be large enough to warrant the designers' time.

In order to request art work, visit TSC 333 or TSC 326. Work order forms, basic instructions, and rules for the use of ASUSU Design are posted. The office hours of the graphic artists are also available. Allow adequate time for the designing and printing of your requested artwork. Complex projects may require up to five weeks for total completion time – please plan accordingly!

Clubs are only allowed to use graphic designers one time during the school year.

Design Room

If you desire to create your own banners in the ASUSU Design room, please to go TSC 326 to sign in and then you will be directed back to the room.

Special markers are available for use upon request. You are expected to return all paints and materials to their designated spots and clean the area promptly after finishing your project.

ASUSU Design reserves the right to deny any students, clubs, or organizations access to the Design room if they do not respect these rules.

Club List on

A list of all CSCO organizations is available online. You may access this page by going to the ASUSU home page.

Clicking on "Clubs and Organizations" on the left side of the page.

The information about each club and organization is from the application that you submitted to the Student Involvement & Leadership Center. You can also upload pictures and events for your club, email club members, and keep them in the loop.

Note: Material on a personal page is the sole responsibility of its respective owner and does not necessarily represent the views of Utah State University, nor does Utah State make any guarantees for the availability, correctness, or suitability of the material therein.

Table Top Promotion

The purpose of the plastic three-extension table tents on the tables in the Hub is to advertise and promote the activities and special events of ASUSU and the Student Involvement & Leadership Center. One spot is available for the use of the Campus Diversity and Organizations VP or the CSCO President. A CSCO calendar of events will occupy this spot each month, to be updated on the first of every month. If you would like space in this calendar, email clubs@cc.usu.edu. This is a great way to advertise your events and activities.

Other Services

Photocopying Services

Photocopying services are available to registered clubs and organizations. This service is coordinated through the Student Involvement & Leadership Center in TSC 326. Photocopies are limited to 50 copies per semester or 100 copies per year. This includes copies on colored paper, but not color copies.

Mailing Services

Mailings are coordinated through the Student Involvement & Leadership Center. You may obtain the envelopes from the Student Involvement secretary. Please write your club's name above the CSCO return address:

C/O Campus Diversity and Organizations V.P.
0105 Old Main Hill
Logan, UT 84322-0105

Mailings are limited to 200 envelopes per year. Destinations include the continental United States, Alaska, and Hawaii.

Free Use of TSC Rooms

Registered student clubs or organizations can schedule the use of rooms in the Taggart Student Center free of charge. Rooms are scheduled through the TSC schedule secretary, Suzanne Miller in TSC 232 who may be contacted at 797-1724. Those using this service are subject to the following guidelines and additional guidelines listed in the TSC Policy section of this manual:

Free Use of TSC Rooms (Cont.)

- Rooms may be reserved ahead of time and are available on a first come, first serve basis.
- Clubs or organizations name must appear on the current list of CSCO organizations to gain use of rooms.
- CSCO clubs are not allowed use of facilities (Student Center, Recreation Center, HPER Building, playing fields) for public events unless the event is co-sponsored by ASUSU or a university department. See TSC Policy #301.
- Co-sponsorship means that ASUSU and/or a University department assumes complete responsibility for the event including a university staff advisor who will be involved with the planning and content of the event and will be present at the event when it takes place. Please contact the Assistant Director of Student Involvement at 797-1740 for more information.

Specialty Meeting Room

Clubs & Organizations Meeting Room

This room is located in the breezeway between the Military Science Building and the Fieldhouse.

1. Schedule Priority
 - a. USU Recognized Clubs & Organizations
 - b. USU Registered Clubs & Organizations
 - c. Campus Recreation Staff Training
 - d. Intramural Sports
2. Scheduling is arranged through the Campus Recreation Office, HPER 126, 797-0549.
3. The meeting room is available for scheduling between the hours of 6:00 a.m. through 9:30 pm., Monday through Friday, and 9:00 a.m. to 5:00 p.m. on Saturday during the regular academic year. Summer hours will be arranged as needed.
4. Regularly scheduled activities or meetings may only be scheduled on a semester-by-semester basis. Reservations may be made after the mid-term for each successive semester.
5. Regularly scheduled groups are subject to cancellation in the event of requests from ASUSU special programs, such as Special Olympics, Halloween Howl, Mardi Gras, etc.

Specialty Meeting Room (Cont.)

6. All other special requests should be made no later than the Wednesday of the week prior to the scheduled activity.
7. Those using the meeting room are subject to the authority of the Fieldhouse facility supervisor on duty.
8. When scheduling the meeting room, the group must provide the scheduling secretary with the names and telephone numbers of two people who are affiliated with the group as advisors/officers. These names will be listed on the weekly facility schedule. The Fieldhouse staff and the USU Police Office have a copy of this schedule so they can be aware of who is responsible for the group.
9. All equipment/furnishings are to remain in the meeting room.
10. Clean-up (beyond normal required cleaning) and/or damage fees will be charged, if necessary.
11. The Fieldhouse staff will be responsible for locking/securing the facility.

Other Facilities

Registered student clubs or organizations may also use the following on-campus facilities free of charge. Please contact the appropriate scheduling assistant as soon as possible to ensure availability.

Campus Recreation:

Contact **Regina Atkin** to schedule the gyms in the HPER, Fieldhouse, Quad, HPER field, tennis courts, high rise soccer field, and the field next to the Edith Bowen School. She may be contacted at 797-0549. To schedule the classrooms in the HPER, contact **Cindy Moulton** at 797-1140.

Contact **Shannon Johnson** at 797-1470 concerning the use of the grounds on campus. For example, if you would like to write on the sidewalks, etc., you need to clear it with her first. She'll need to know exactly what you are planning to do (use paint, chalk, etc.), the location, and on what days. When planning a large-scale event, it is suggested that you designate one person to be in charge of scheduling and set-up to avoid confusion.

Advisor Responsibilities

Faculty & Staff Advisors

All registered clubs are recommended to have a faculty or staff advisor. The club advisor should provide a cornerstone upon which the organization can build. The advisor's organizational experience helps student leaders in building and running an effective club. Student leaders can use the club advisors as a sounding board for ideas, as a reference, as a friend, and as a member of organization whose primary goal is to see that it is successful. The most critical part of the advisor's job will be to provide continuity year after year to the club. This can be fostered by helping to ensure successful club officer transitions.

Advising an organization requires voluntary time by a staff/faculty member, outside his/her academic teaching load or normal working hours. Sponsorship enables staff/faculty members to meet with students informally and advise them on social issues pertinent to their development.

An advisor must have knowledge about the university and its mission. It is important to be open to new ideas, listen to all sides of an issue, and be non-judgmental and flexible in problem solving and decision-making. It is important to remember that the advisor is there to guide but not direct. The membership sets the agenda and the advisor's role is to help them to achieve their goals.

Becoming a club advisor can be very rewarding as you serve as a mentor for students. There are some mandatory responsibilities that come with this position.

Note: The advisor must be in attendance at any activity that is done under the club's name.

Advisor's Responsibilities

The advisor's responsibilities include the following:

1. Be aware of current University policies and procedures by interpreting the University's regulations for the benefit of student members who may not have the opportunity to become familiar with the college system.
2. To provide advice and counsel by sharing expertise, insights, and ideas, making recommendations when appropriate.

Advisor's Responsibilities (Cont.)

3. Familiarize themselves with the leadership guides and reference materials that offer organizational techniques for development of programs and purposes.
4. Advise and assist students on proper procedures for conducting events for clubs, as outlined in this manual.
5. Be knowledgeable of club's constitution.
6. Be concerned with the total effect club activities will have on the overall campus climate.
7. Should be aware of all monetary transactions of the club and how the transactions are handled and be responsible for monitoring club funds through club ledgers.
8. For liability purposes an advisor must be present at all club sponsored events and programs.
9. To prevent any violations of university, community, or state regulations.
10. To help student leaders preserve organizational records that provide continuity (i.e. minutes of meetings, reports on activities/events, membership lists, current constitution).

Suggestions for Advisors

As an advisor, no one expects you to know all things that are going on with a student organization or to be all-knowing about the problems that individual students or student organizations may face. The extent to which you become involved with your organization depends a great deal on the nature of the group itself.

Club Officers Responsibilities

Club Officers Responsibilities

1. Coordinate and ensure that the club advisor is aware of all club actions.
2. Be responsible and perform duties for the officer elected as described by your club constitution.
3. Initiate proper forms through your club advisor for club events.
4. Follow procedures as established by the CSCO manual.

Selection of Leadership

The leadership of an organization is determined through a nomination and an election process. Procedures for nomination or election should be reviewed occasionally and amended if they do not include procedures that will ensure the best possible candidate will appear on the ballot.

Nomination of Candidates

Nominations of officer candidates may be handled in a variety of ways:

1. Self nomination
2. Open nominations from the floor
3. Interviews and nominations by a nominating committee that has been carefully and democratically selected.

Election of Officers

Election of officers may also be conducted in several ways:

1. Written secret ballot vote
2. Hand or voice vote
3. Approval of a nominating committee's slate of officer candidates (by acclamation)

Training of Officers

The transition and training of newly elected officers is critical to the continuity and growth of an organization. Beyond simple exchange of the organization information, leadership training is important in making the officers more effective leaders.

Suggestions for Officer Training

Suggestions to be included in officer training:

Good position descriptions:

1. Responsibilities/duties
2. Rewards
3. Accountability

Pre-job training:

1. Handbooks
2. Observing others doing the job
3. Learning organization goals, structure, policies and procedures, history, etc.

On-the-job training:

1. Extend and improve skills
2. Role playing
3. Skills workshops
4. Visual aids

Continuing education:

1. Workshops
2. Classes
3. Conferences

Transition of Leadership

Switching gears from one year to the next can be difficult. Many times files and papers get lost or misplaced. This makes it hard to get the ball rolling. Depending when elections take place, the current executive board needs to prepare for the transition before the end of the school year. Files should be organized and stored. End-of-the-year thank-you notes should be attended to, a list of summer addresses and telephone numbers should be collected, and all accounts and budgets should be balanced and names should be switched over.

Finally, ideas for summer and fall recruitment should be discussed, and a plan should be developed before members leave for the summer. Transition is important and very often taken for granted or just simply forgotten. Many times groups realize that things weren't wrapped up only after it's too late. Plan ahead. The last few weeks are very hectic. Make arrangements early.

Organization's Responsibilities to Advisor

1. To seek the advice and counsel of the advisor.
2. To inform the advisor of the organization's plans and activities.
3. To keep the advisor informed of the financial status of the organization.
4. To look upon the advisor as a person who is interested in helping the organization to function effectively and achieve its objectives.

Committees

A committee is a select group of people who are brought together to do the work on a particular matter that is referred to it by its parent organization. Each committee should have a chair that reports the findings to the club.

Why Form Committees?

Unless your organization is extremely small (under 6 members), the work of the group can better be accomplished if it is delegated to a committee.

Committees (Cont.)

Delegation to committees spreads out the work of the organization among all the members and allows a few people to investigate, develop alternatives, and make recommendations for action to the organization as a whole. There are several kinds of committees that are responsible for various kinds of activities.

Standing Committees: These committees are established through the organization's constitution or by-laws. They have a specific function in the organization's business.

Investigating Committees: These committees are created in the event that the organization has to look into a particular matter. The committee would perform its investigation, report back to the parent organization, and be dissolved.

Planning Committees: These committees do the planning for a particular event or program. They collect the information, develop alternatives, and make a presentation of their recommendations to the parent organization. Once the report is made the committee is dissolved.

Action Committee: These committees are responsible for undertaking the work of a particular aspect of the organization. They do the work, report its completion to the organization, and are dissolved.

Conducting Business in a Committee

Conducting business in a committee should be simple and informal as possible in order to allow committee members maximum opportunity to discuss the matter before them. The chair is free to discuss the topic and should assume an active role.

Recommendations of the committee should be agreed upon by consensus. After the committee considers business with which it is charged, it should report to the parent organization. The chair or a designated member should draft a written report and present it to the membership as a whole. The organization then will act on the recommendation of the committee.

Summary

Committees can be important tools of an organization when they are used properly. When working with committees, one should remember that they are servants of the organizations, not masters. Ultimate authority rests with the organization until it specifically delegates the power to the committee.

General Information

Maintaining Your Organization

A “healthy” and productive organization is determined by more than the size of its membership and skill of its leaders.

Components of a “Healthy” Organization

1. Organization goals and objectives in which all members have the opportunity to provide input.
2. Effective delegation of tasks and responsibilities to different members and committees of the organization.
3. Current and functional constitution and/or by-laws

Goal Setting: A Key to Success and Motivation

An organization without goals has no direction to get it from where it is to go and where it wants to be. The members in a group without well-defined goals often have little commitment to the organization, because they see nothing to which to be committed. They usually work toward the accomplishment of personal goals, which may not further the tasks that the group needs to accomplish. Goals get people involved, motivate them to work on tasks, and give them a sense of accomplishment when they are fulfilled.

How to Set Goals

People support what they help to create. Everyone in the organization should be involved in setting the goals for the group. In large groups, it may be more efficient to have a small group begin to formulate the goals, but ultimately all members should discuss the goals and agree upon them.

Goals should reflect the purpose of the group, address problems or help the organization move towards something it wants to become. Because of this, there is some “homework” that needs to be done before you begin to actually set goals. All of your members need a basic understanding of the organization with which they work. They must understand the nature, functions, and vision of the group. Time should be spent identifying problem areas and exploring what the organization can become.

Maintaining Your Organization (Cont.)

Once you feel that the members have a good feeling for what their organization is about, you can set goals. Goals are a desired state of affairs that the organization attempts to realize. Organizations should have a few very broad goals that they work on from year to year. Each year the group should develop specific ways or "objectives" to fulfill the goal.

Objectives are outgrowths of goals. They are concrete statements of what you wish to accomplish at a particular time in the future.

Once the goals and objectives are established, their accomplishments should be delegated to specific members. There should be periodic checks to evaluate progress and to determine if certain objectives need to be redesigned.

When an objective is accomplished, it should be acknowledged and those who worked on it should be recognized. It will make everyone want to take on the next task.

Developing Organization Goals & Objectives

Identification of Purpose

Construct the general description of the organization's purpose clearly so that it will be easily understood by others. Be familiar with the description of your organization's expected responsibilities. Discuss and evaluate them periodically to make certain they are realistic.

Setting Goals

Routine Goals help an organization's ongoing program of daily events. These are questions to consider: What are some of the traditional responsibilities of the organization that you would like to see continued? Would you recommend any changes in the basic content or format of the organization's ongoing program, or would you continue the program as is?

Maintaining Your Organization (Cont.)

Problem-Solving Goals help an organization troubleshoot and correct bad habits. These are questions to consider: Based on your knowledge of the organization, what improvements would you like to make in terms of the group's program content, program format, etc.? Assuming you have identified some of the problem areas of the organization, what seems to be the solutions to correct these difficulties?

Developmental Goals foster growth within an organization. These are questions to consider: What experiences would you like people to gain as members of your group? How will you ensure that these experiences will be realized for your organization's members? Why do you think students will want to join your organization? What do you think their motives will be? How will you provide for both social interaction and task accomplishment as a leader in your organization? Are the two concepts mutually exclusive or compatible? How would you assess your strengths and weaknesses in working with a group of people? In what areas do you think that you will need help?

Determining Objectives

Objectives are the basic steps in accomplishing the stated goals. Objectives are specific, clearly states and understood, and related to a time frame whenever possible. Objectives are realistic and within the scope of the organization. All possible objectives should be considered.

Implementation of Goals and Objectives

Assigning tasks means delegating responsibility throughout the organization. These are questions to consider: What are the specific jobs that need to be done in order to fulfill the objectives? Who will take responsibility for separate tasks? When will each task be completed?

Budgeting keeps an organization from going in the "red." How much will each item cost and what is the total cost of producing the project? After figuring the costs per event, what is the total budget required for the year? What is the cost of each project in relation to the total budget?

Maintaining Your Organization (Cont.)

Evaluation aids in an organization's growth by improving methods, tasks, etc. These are questions to consider: Based on the means in which the tasks were completed, how would you evaluate the organization's programs? Did the organization fulfill its stated goals and objectives? If not, what were the difficulties and what changes in the stated plans could be made so that the goals will be met? If yes, is the committee able to report a successful completion of its aims and directions for the year? Have the organization members been commended on jobs successfully completed?

Suggestions for Successful Club Meetings

Pre-Meeting Preparation

1. **The Meeting Room**
Have you every tried to pay attention in a meeting that was so hot you were ready to fall asleep? Take notes in a meeting with chairs set up in rows so you had nothing to lean on? When preparing to lead a meeting, take some of these factors into consideration. Try for a well-ventilated room, preferably with windows that can open, good lighting, and tables and chairs set in a square or rectangle so everyone can face each other. Make sure that there is enough seating for everyone.
2. **Publicity**
Schedule your meeting in the same room, at the same time, and on the same day of the week if possible. This will make it easier for new members to find you and for returning members to set aside that time for the organizations. Publicize the meeting through all available resources.

Suggestions for Successful Club Meetings (Cont.)

3. Agenda

An agenda is an outline for your meeting. It is concise, following a standardized format. It lists what business will be covered and in what order it will be discussed. Have a meeting with your executive officers/advisor to decide agenda items for upcoming meetings. Allow an opportunity for any member to place an item on the agenda. The agenda should be prepared and distributed several days (not weeks/not minutes) before the actual meeting. This will allow people to ask questions or gather information on relevant discussion topics prior to the meeting. A prepared group is usually a more productive group.

One of the purposes of holding club meetings is motivating your work group, club, or organization to reach consensus on identifying a problem, making a decision or putting a plan into action either can be exhausting, non-productive or it can be relatively simple and successful. It's up to you!

Sample Agenda (a typical format)

- A. Call to order
- B. Attendance
- C. Approve last meeting's minutes
- D. Committee Reports
Break group into different committees so that a smaller number of people can plot specific strategies and report back to the group on their findings. (A large group will find committees essential for any substantive work to be accomplished.)
- E. Old Business
To discuss any unfinished business from your last meeting.
- F. New Business
Hopefully, the main purpose of your meeting. The time for new ideas to be brought up and discussed. Make sure to handle them one at a time so that everyone's attention is focused on one topic.
- G. Closing remarks
Reminders of specific tasks that need to be completed before the next meeting.
- H. Announcements
- I. Adjourn

The Meeting

Get to the room early and make sure everything is prepared. Have all necessary equipment available, i.e. pens, paper, newsprint, markers, and audio-visual equipment, depending on the goals of the meeting. If possible label the room so newcomers will know they have the right group. Copies of the last meeting's minutes should be distributed early with the agenda.

Maintaining Your Organization

It is important to keep a record of past proceedings because issues may need to be clarified at a later date. By keeping minutes, the basis for the decision will be written down and available for people not present at the meeting. Minutes generate a written history for the group. (Be sure to have extra copies of both the agenda and the minutes on hand for those who forgot or never picked theirs up.)

1. Promptness
Start your meeting on time! If you are always waiting for stragglers, there will be no incentive for them to come promptly. In the meantime, you are penalizing those who are prepared to start. Just as you want to start on time you also want to keep meetings to reasonable time limits. Most groups should be able to accomplish their business within an hour and a half. Announce your ending time (it is helpful if this is as consistent as the starting time) and work to keep the meeting moving towards it.
2. Parliamentary Procedure
Procedurally, there are many different ways to run the actual meeting. Most groups abide by some form of parliamentary procedure using Robert's Rules of Order Newly Revised. The extent to which you use parliamentary procedure depends on your leadership style, the tasks you need to accomplish, and the environment under which your group is operating. All people in charge of leading any meeting should have a working understanding of Robert's Rules of Order. The important thing is to decide as a whole, how the meetings will be run and then be consistent. The smaller the group, the less need for structure. The larger the group, the greater the need for structure.
3. Discussion
Discussion is an important part of the meeting. It is true that the more people involved in reaching a decision, the more creative and correct the solution will be. This is usually done, however, at the expense of time.

Maintaining Your Organization (Cont.)

As the leader you will be responsible for assuring that the group discusses topics in an orderly fashion. You need to ensure that everyone is given the opportunity to speak. This does not mean everyone has to say something on every subject. You need to be able to judge the needs of the group and those individuals involved to get maximum benefit from member participation.

Some quick strategies:

If everyone wants to talk on a subject, start a speakers list. As people raise their hand, put their names down in order. Announce a speaking limit and an overall limit for discussion, (i.e. two minutes maximum for each speaker and no more than 15 minutes maximum for this topic before we decide). Ask people not to repeat points already made. Then go down the list until the time or list expires.

If nobody wants to talk, be prepared to ask open-ended questions (why and how). Remember you planned this agenda several days ago so you've had time to think of some. "How can we get support for...?" "Why do we want...?" "What would be the best way...?"

When assignments need to be delegated, try to offer it to people who have not been too involved. If no one volunteers maybe they just need to be assigned. Set some time limits on when the task needs to be completed. Arrange a meeting to check on the progress made or to help answer questions.

Group Dynamics

In any group, individuals will assume a variety of roles that will either be helpful or damaging to the organization. These can be categorized as task-oriented, group-oriented and non-functional. Task-oriented role players tend to help clarify issues, elaborate on information, or try to summarize discussion. These roles are needed to make sure people understand what it will take to get the job done.

Group-oriented roles encompass such actions as encouraging others to participate in discussion, praising members for a job well done, and expressing support for other's ideas. These roles will not only increase your members' self-confidence but will also draw even more people into the group.

Maintaining Your Organization (Cont.)

A third category of behavior is non-functional behavior. Non-functional behavior would include clowning around at inappropriate times, taking discussions off on personal tangents, becoming overly aggressive during debate, or being unwilling to support anyone else's idea if you didn't think of it first. Usually there is a reason behind such behavior that can be addressed once the true problem is uncovered. As the chair, you should try to talk with the individual privately and explain the problem. Do it in a non-threatening way, addressing the behavior and not the person. Often this behavior is exhibited when people feel they have been mistreated, ignored, or slighted. Try to compromise on the behavior. If you cannot resolve it with the individual, look for support from the group to help limit the inappropriate behavior. Peer pressure is often a very powerful tool. If the problem persists, consult your advisor for additional suggestions.

Organizational Maintenance

Organizational maintenance is an important function of a student organization and should not be overlooked. Day-to-day upkeep of an organization is the difference between a successful, motivated group and an organization struggling to exist. These are a few areas of maintenance that can make an organization successful:

Communication

Meetings, agendas, minutes, mailings, feedback, and decision-making are all part of an organization's communication.

Meetings

Organizations should decide early in the semester how often they need to meet. Meeting times and locations should be kept consistent. The officers and/or committee chairpersons may find it helpful to establish a special executive board meeting time, usually a few days before the general membership meeting, allowing discussion of upcoming events and effectively setting the agenda for your next meeting. Meetings should be held for both the executive board and general membership.

Maintaining Your Organization (Cont.)

Traditions

One of the unique aspects of organizations are traditions that have been passed down from years gone by. Members need to be aware of these traditions and work to keep them alive, as well as establish a few new ones of their own. Traditions can be anything from a special dinner to a full-fledged group reunion during homecoming week. It's important to plan ahead for these activities because in the chaos of the busy school year, they can be lost and plans can be forgotten. Organizations may want to have an officer who is responsible for the group's history. A "historian" could keep a scrapbook of newspaper articles and snapshots of the group. They also may want to keep a list of addresses and phone numbers of past members in an official membership book. All of these traditions give the group a feeling of stability and heritage.

Group Identification

Another important group function is identification. Members take pride in their work and their volunteer efforts. That sense of ownership retains dedicated members. Ownership can be achieved through many identification techniques. Many groups have a design or logo made up for jackets, t-shirts, stationary, and other novelty items. This is a great way for members to feel a sense of belonging.

Team Building

One of the most efficient ways to do team building is to set aside a two to three hour block of time very early in the year when that is your only agenda item. A comfortable, informal environment works best – someone's living room, a carpeted meeting room where you can all sit on the floor, a quiet lounge with comfortable furniture.

Your agenda is to share with each other information about who you are, what you think about the organization, how you'll expect to fit in. The following questions are examples of those you can ask to start the discussion, and keep it on track; make sure each person answers every question. The point is to listen to each other:

1. Why were you interested in becoming an officer/member?
2. What do you expect to learn from this experience?

Maintaining Your Organization (Cont.)

3. What is the biggest asset you bring to this organization?
4. What is your own perception of yourself as a leader/member? Include costs and advantages to yourself and the organization.
5. Share any special interests, skills, areas of expertise. Also share ideas in which you feel weak and would like information, support, or training.
6. What's going on in your life right now?
7. What do you want to see this organization do?

Running Your Organization

How to Develop and Manage Members and Officers

As a leader, you not only lead an organization but also the individual members. Leading people brings with it different problems than leading an organization. A leader should make sure that the group members have the following:

- A sense of belonging
- Input in planning the group's goals
- A voice in establishing the rules of the group
- A clear understanding of what is expected of him or her

Building Your Organization

Recruitment and Retention of Members/Volunteers

Developing Member Criteria and Policy

When developing member criteria and policy, you must be able to communicate a structure or reason for involvement – such as planning programs, making recommendations for procedures and policy change, etc. Refer to the goals and purpose of the organization. Develop a written statement defining members' roles. Share and discuss roles and responsibilities of officers and members. Offer insight and basic information to questions concerning the organization.

Maintaining Your Organization (Cont.)

Determine your specific needs for members. The usual pleas of “we need help” is too general and ineffective because so many groups and causes need help. As potential members become more selective and concerned about the value of involvement, they insist on knowing what skills will be needed so that they can make intelligent decisions as to whether they fit that need or not. Be honest about how much time and what type of work the organization will require. Try to match their need for involvement with your need for recruitment and accomplishing long- and short-term goals.

When recruiting new members, these are the two areas of greatest concern:

1. Attracting people to your organization, and
2. Giving them a reason to stay.

Prior to actual recruitment, spend some time with your current members defining the purpose(s) of your organization and identify the benefits of membership in your group. Be able to tell potential members what your group does and what they will gain from their involvement.

Why do people volunteer? Consider their motivations

1. The desire to utilize special knowledge and skills.
2. The need to feel one’s life has purpose, meaning, and significance.
3. The need to be part of activities that have local, regional, or national importance.
4. The desire to help others.
5. The desire for recognition and status.
6. An interest in learning new skills and participating in enjoyable and rewarding activities.
7. The desire to gain visibility and skills to aid in employment and social arenas.
8. The need to actively utilize leisure time and reduce stress and pressure.

Maintaining Your Organization (Cont.)

Tips for Recruitment

Use specific rather than general recruiting whenever possible. Some generalization is necessary to acquaint the community at large with your program and to establish both visibility and credibility. Few individuals, however, are recruited this way. It is better to...

- Choose appropriate audiences whose interests and priorities match your needs.
- Determine the skills that you need and actively seek individuals with those skills.
- Be as specific and honest in your appeal as possible.

Have a year-round recruitment plan. Most organizations find early September and late January to be their most fruitful recruitment months. During the slower months, plan the speeches, human interest stories, brochures, etc. that can be used during your busy time.

Utilize a variety of recruitment techniques. Certain approaches will appeal to one person and not to others, so try variety and creativity. Here are some possible techniques:

- Campus and local newspaper feature and news stories, ads, special column
- Radio and TV – free public service spots, new stories
- Posters, flyers, billboards, or bumper stickers
- Presentations and speeches to interested groups
- Brochures and other printed materials
- Displays – pictures, posters, slides, novelty buttons
- Person to person – at social events
- Newsletters

Recruit by inviting people to respond to the goal of the organization, not by telling them they ought to be concerned and involved. If the jobs you have designed are meaningful, based on clear goals, you can enthusiastically approach your audience with a real offer to serve, to grow, and to make a difference.

Maintaining Your Organization (Cont.)

Tips for Recruitment – Specific to Campus

- Develop good promotional pieces about your organization.
- Utilize publicity techniques such as table tents, posters, etc.
- Plan activities early in the semester.
- Try word of mouth; have members talk with friends, classmates, professors, etc. Challenge them to invite a prospect to a meeting or open house.
- Put out press releases and public service announcements.
- Make class announcements (check with your instructor first).
- Plan co-sponsored activities with other groups.
- Consider receptions for new members.
- Sponsor various programs and invite participants to join your organization.
- If your organization attracts certain majors, contact the faculty in that department and ask for their advice on potential members.
- Follow up on all possibilities. Make sure each interested individual is personally contacted. Keep talking to those who don't appear at meetings.
- To have your membership represent the diverse population of campus, consider doing outreach programs to various ethnic and special student groups.
- Represent your group at Day on the Quad and A-Day.

Inviting New Members

Pay attention to the behavior of your new members. They are likely to feel a bit anxious and uncertain about their involvement. When left floundering in this state, new members often disappear from organizations. So, do all that you can do to make them feel welcome and comfortable.

Here are some helpful hints:

- Discourage cliques among old members.
- Learn new members' names and help them to learn the names of others.
- Consider having an orientation or open house for new members, where current members talk about past activities and programs, and explain how the organization functions.

Maintaining Your Organization (Cont.)

Each new member of your organization carries with them unique talents and ideas. Give them opportunities to share...the results will be great.

- Don't forget recognition. New members need to know what they are doing is helpful and meaningful. A pat on the back in front of the entire group means a lot.
- Give your new members a role to play or a task to perform. If new members feel like they are useful and are making a difference, they are more apt to keep participating.
- Keep your advisor informed of membership levels and ask for their advice and ideas.

Planning Your Organization's Events

Organizing Successful Events

Steps to Planning an Event

1. Meet with members of your organization to discuss ideas for events.
 - a. Discuss what the group wants to accomplish through its events (educational, recreation, social, etc.)
 - b. Discuss how many events to sponsor each year.
 - c. Brainstorm ideas for events.
 - d. Identify event ideas that are of greatest interest.
2. Define the event ideas you hope to present (if you have an event committee, this is something it can do.)
 - a. How will event ideas be approached to meet goals of the organization?
 - b. Identify tentative dates and a location for the event.
3. Check your resources.
 - a. Does your organization have enough money to do the event?
 - b. Does your organization have the human resources to do the event?
 - c. Are the physical facilities available for the event?
 - d. Are there other activities scheduled for the same time that would take away from the event?

Maintaining Your Organization (Cont.)

4. Set goals for the program.
 - a. What do you want to accomplish with the event?
 - b. How will this event contribute to organizational goals?
 - c. What do you feel is a successful event?
 - d. What do you hope participants will gain from the event?
5. Seek final approval for event.
 - a. Get approval from club members and talk with your advisor.
 - b. If approval is not required, discuss ideas to get feedback.

How to Get the Word Out Effectively

Remember the Four W's and the Big H

Who – the name of the sponsoring group

Where – the specific place

When – the day, date, and time

What – the name of the program or a brief description.

Highlight only the specifics.

How much – the price or cost, if any. If it's free, let people know.

Be Professional

Be realistic about attendance and cost, imaginative in planning, and creative in promotion. Portray a positive and professional image.



Clubs & Organizations Activity Report

(Please write clearly)

Club/Organization Name: _____

Type of Activity: Academic Social

Name of Activity: _____

Date: _____ Time: _____ Place: _____

Who was involved: _____

Who did it serve?: _____

Number of club members in attendance: _____

Description of Event: _____

What made it a success? _____

Advertising Strategies: _____

**For Clubs & Organizations Use*

Campus Diversity and Organizations Vice President: _____

CSCO Director Signature: _____



CSCO Service Project Approval

CLUB NAME: _____

CONTACT PERSON & PHONE NUMBER: _____

E-MAIL ADDRESS: _____

DATES OF SERVICE PROJECT: _____

PROPOSED PROJECT (Including number of service hours projected to be completed, whom the project will serve and any other relevant information):

Campus Diversity and Organizations VP: _____

CSCO Director: _____

*Please note club service projects need to be approved one month in advance to receive funding from ASUSU.



Service Project Report

Club/Organization Name: _____

Name of Service Project: _____

Expected Date: _____

Desired Goals: _____

Who was involved? _____

Whom did it serve? _____

Description of Project: _____

Service Hours Completed: _____

Club President Signature: _____

Club Advisor Signature: _____

Club Service Chair: _____

Campus Diversity and Organizations Vice President: _____

CSCO Director: _____

Completion Date: _____



Clubs and Organizations Funding Request Form 2004-2005

(Funding will be made available to clubs/organizations on the basis of enhancing the promotion of student involvement and school pride.)

Date: _____ Proposed Activity Date: _____
Name of Organization: _____
Advisor: _____ President/Rep.: _____
Phone: _____ E-Mail: _____
Number of Members in Club: _____
Amount of Aid Requested: _____
Activity that \$ will be Used Towards: _____

How will this allocation enrich the student body of USU? _____

How many students will benefit from this? _____

What other activities does your club or organization provide on campus? _____

What other assistance for this activity will you need from CSCO? _____

<i>*For CSCO use only!*</i>	
<hr/> <hr/> <hr/> <hr/>	Allocation: _____

Campus Diversity and Organizations V.P.

CSCO Director

