

Student Organization Board Training

Student Activities
Created Fall 2011

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OFFICE OPERATIONS STUDENT ACTIVITIES OFFICE

- Paul Lehmann- Director
 - Student Senate Advisor
 - plehman@utica.edu
 - x3036
- Bethany Piraino- Assistant Director
 - UCPB Advisor
 - bapirain@utica.edu
 - x5294
- Fran Lucia- Event Coordinator
 - Greek Life Advisor
 - flucia@utica.edu
 - x3037

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OFFICE OPERATIONS OTHER IMPORTANT CONTACTS

- Campus Safety
 - Jim Saponaro
 - 2nd floor Strehel, x3046
 - Problems, theft, security
- Sodexo Dining Services
 - Damian Boehlert
 - Inside Caf in Strehel, x3178
 - Catering, snacks, drinks
- Facilities Management
 - x3191
 - Work orders, requesting set-ups
- Copy Center
 - Lisa Mudrie
 - 185 Gordon Science Center, x3145
 - Color flier printing
- Athletics
 - Jim Murnane
 - Clark Athletic Center, x3281
 - Use of fields, events with teams
- Media Center
 - Jason Lewin
 - L120 Gannett Library, x3282
 - Requesting laptops, smart carts, microphones, podiums, speakers, projectors, etc.
- Advisor's Office
 - KNOW WHERE YOUR ORG ADVISOR IS LOCATED AND THEIR PHONE NUMBER!

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OFFICE OPERATIONS ADVISOR ROLES

- "Hands-on hands-off" approach
- Aid in leadership development and skills training
 - Group encouragement.
 - Resource on college policies, procedures, contacts, etc.
 - Help the group troubleshoot problems
 - Access to internal and external networking
 - Ask questions and challenge students
 - Channel information
 - Monitor expenditures, policies, and goals
 - Provide year to year continuity
 - Provide organizational history
 - Aid in leadership and officer transition

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OFFICE OPERATIONS EXPECTATIONS

What a student leader should expect of an advisor:

- COMMUNICATION!
- Assistance in formulating long-range goals and planning short term projects.
- Resource person- evaluate projects, performance and progress.
- Offer guidance by reviewing goals, objectives, and the progress of the organization.
- Assistance with college procedural matters.
- Suggestions on how organization could be strengthened or improved.
- Improvement strategies for leadership skills.
- Accessible and available, should emergency situations/problems arise.
- Willingness to listen to and be open to criticism and evaluation.
- Allow the group to act on its own and to make mistakes, but help them learn from mistakes.
- Help in maintaining organization records.
- Encourage the division of labor among group members to sustain member interest.

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OFFICE OPERATIONS EXPECTATIONS

What an advisor should expect from a student leader:

- COMMUNICATION!
- Keeping advisor informed on activities, meetings, agendas and topics under discussion
- Attendance at regularly scheduled informational meetings.
- To assist other students in the organization in skill development
- Willingness to share responsibility with other group members.
- Make sure all group activities are documented and historically saved.
- Invite advisors to meetings, they have great input
- Inform them and invite them to org events, they should always be aware of what's going on in the group

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OFFICE OPERATIONS TIPS TO SHARE WITH YOUR ADVISOR

- Learn as much about the group as you can.
- Get to know the organization's purpose, how it was formed, and the organization's place in the campus culture.
- Get to know the leader and let the leader get to know you. Help that person understand both your roles as an advisor and their roles as a leader. Develop confidence in each other.
- Meet with the leader before group meetings begin and discuss the agendas and any current issues or concerns.
- Observe the leader with the group. How does he/she function in the group? What type of personality problems does the group have? What are the strengths and weaknesses of its various members as well as its leader? Find out what the leader has observed about this area, comment on strengths you have seen, and offer suggestions on weaknesses you may have noticed.

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OFFICE OPERATIONS ORGANIZATION REGISTRATION

- MUST HAVE:
 - At least 5 members total
 - President/Director
 - Treasurer/Comptroller
 - Faculty/Staff advisor
 - Valid and current constitution
- It is your job to make sure that Senate and Student Activities have the most up to date information!

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OFFICE OPERATIONS ORGANIZATION REGISTRATION

- COLLEGIATELINK coming soon!
- At this point, make sure Senate and Student Activities have at least the correct advisor and president information on file... we can't inform you if we don't know who you are!

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OFFICE OPERATIONS COLLEGIATE LINK

- Online database
- Club websites
- Communication Center
- Post event fliers online
- Constantly updated club rosters
- Electronic forms and submissions
- Better marketing to new students
- Faster communication from Senate and SA

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OFFICE OPERATIONS RECOGNITION PRIVILEGES

- Student Senate funding
- Reserving rooms
- Posting fliers
- Org mailbox
- On-campus fund raising
- Assistance in finding resources
- A collegiate link website (coming soon!)

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OFFICE OPERATIONS OTHER RESOURCES

- The Club and Organization Manual is in the process of being updated. There will be a copy of this online next semester. If you have specific questions that this presentation cannot answer, please contact Student Activities.
- Do not hesitate to contact other offices for guidance, take advantage of the knowledge that UC's faculty and staff possess.

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RUNNING YOUR ORGANIZATION ELECTIONS

- Plan for enough time to advertise the positions available, campaign time, and voting time.
- Always consult your constitution's rules and laws about elections.
- New officers should be chosen BEFORE the previous officers' term ends.

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RUNNING YOUR ORGANIZATION OFFICER TRANSITION

- This CANNOT be just a "hand over the binder" action, the new officers have to be trained in how the position operates, EVEN if they were in the org already.
- Previous officers should share knowledge, resources, contact information, paperwork, standard procedures, deadlines, timelines, responsibilities, org expectations, etc.
- It's a good idea to hold a meeting with both the previous and the new officers and members.

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RUNNING YOUR ORGANIZATION CAMPUS THEME PROGRAMMING

- 2011/2012- "Many Cultures, One Community"
 - Programs and events that would fall into this category can be advertised as "Campus Themed" events for this year. It's a way to showcase an important initiative on the campus, where faculty, staff and students can appreciate the many different cultures that make up our UC community.
- More info about past themes can be found at <http://www.utica.edu/instadvantage/marketingcomm/theme/>

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RUNNING YOUR ORGANIZATION PLANNING DEADLINES

- Pace yourself and give offices time to get things done for you instead of rushing.
 - Set deadlines for your planning stages
 - Give at LEAST 2 weeks notice before your event
 - 2 weeks notice means you have to start organizing and making decisions BEFORE 2 weeks out
 - Run through the event (from set-up to tear-down) and make a list of everything you need

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RUNNING YOUR ORGANIZATION EVENT CHECKLIST

- | | |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Secure funding for an event from Student Senate | <input type="checkbox"/> Notify Campus Safety |
| <input type="checkbox"/> Check room availability and request space on EMS- confirmations of space are sent via email | <input type="checkbox"/> Design, print, and pick-up fliers |
| <input type="checkbox"/> Delegate these tasks to org members or committee- who's in charge of what? | <input type="checkbox"/> Schedule contract meeting with Paul (if you have an outside performer) |
| <input type="checkbox"/> Schedule org members to work event | <input type="checkbox"/> Attend Event Management meeting 2 WEEKS before event <ul style="list-style-type: none"> • Media, Security, Set-up, Food |
| <input type="checkbox"/> Inform advisor regarding event | <input type="checkbox"/> Post fliers, send ad to Daysheet and/or Tangerine |
| <input type="checkbox"/> Begin communication with performer (if needed) | <input type="checkbox"/> Ticket Request Form (if ticketed event, for using UticaTickets.com) |
| <input type="checkbox"/> Arrangements for Catering (Off-Campus Catering ONLY with permission from Sodexo) | <input type="checkbox"/> Have a GREAT event! |
| <input type="checkbox"/> Put in a work order for room set-up | |
| <input type="checkbox"/> Request electronics from Media Center | |

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RUNNING YOUR ORGANIZATION

EVENT HOSTING

- Look presentable
- Wear organization apparel if you have it
- Wear nametags to identify yourself as part of the organization
- Welcome people to your event
- Be on time (which means early)
- Stay after to help clean or tear down

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OFFICE OPERATIONS

EVENT FORMS

- Student Senate
 - Registration form (white paper)
 - Funding form (green paper)
- Large event form
 - pick-up in SA (will be on Student Activities website soon)
 - For events expecting over 100 people or events expecting non-UC students
 - Ticket Request Form- if you want to use UticaTickets.com (will be on Student Activities website soon)
- Space reservation – confirmation needed
 - <http://cms.utica.edu/>
- Catering Requests through Sodexo
 - <https://utica catering.catertrax.com/>
- Workorder
 - <http://www.utica.edu/finance/facilities/>
- Media request
 - <http://www.utica.edu/academic/jits/compuserservices/mediacenter/request.cfm>
- Vehicle Request
 - MUST be a certified van driver (contact Rob Cross, 279 Gordon, x3743)
 - <http://www.utica.edu/finance/facilities/vchiclerquest.cfm>
- Copy Center
 - <http://printcenter.utica.edu/dsl/>

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OFFICE OPERATIONS

EVENT MANAGEMENT MEETINGS

- THESE MEETINGS HAPPEN EVERY MONDAY AT 1:00 PM IN THE FACULTY DINING ROOM (FDR) INSIDE THE CAF
- You must attend this meeting 2 weeks prior to your event date, or risk having the event canceled
- Media Center, Campus Safety, Student Activities and Sodexo are all present at these meetings

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PROFESSIONALISM

CONTACTING ARTISTS AND AGENTS

- POSITIVES:
 - Be courteous and professional
 - Know what you want to say, and practice
 - Have specifics ready, like date, time, and location
 - Use your advisor to get tips on how to talk to agents

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PROFESSIONALISM

CONTACTING ARTISTS AND AGENTS

- NEGATIVES:
 - Understand that it may take a few follow up calls to get an answer, do not bombard agent with communication
 - DO NOT agree to anything over the phone or in writing
 - Keep your budget in mind. The performer is not the only thing you have to pay for.
 - Don't agree to pay for anything that you don't have money allocated for.
 - Don't be rude or act like they have to help you. They can say no.
 - ONE PERSON ON CAMPUS has authority to sign contracts, it's NOT you, so don't sign anything.

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OFFICE OPERATIONS

CONTRACTS

- DO NOT SIGN ANYTHING!
- Any contracts need to be approved by Paul Lehmann before signature
- Org Advisor and Org President need to set up a meeting with Paul to get contracts signed
- Meeting deadline is AT LEAST 2 weeks BEFORE event date
- Student Activities has Utica College Standard contracts. If your artist requests a contract, ask Paul.

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OFFICE OPERATIONS

STUDENT ACTIVITIES SERVICES

- COPIES\$0.05 WHITE
.....\$0.25 COLOR
- ENVELOPES\$0.05 EACH
- BALLOONS\$0.05 FLAT
.....\$0.25 WITH HELIUM
- STAMPS\$0.44 EACH
- FAXES\$0.75 PER PAGE
- LAMINATES\$0.75 PER PAGE

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OFFICE OPERATIONS

ADVERTISING

- Fliers: must
 - Have SA stamp
 - Be no larger than 8.5x11
 - Include org contact information
 - Not be offensive
- Daysheet
 - FREE! Email: daysheet@utica.edu
- Tangerine
 - Ads cost money
 - E-mail Renee Thomasek rntomasek@gmail.com
- Tabling
 - Reserve Table #1 or Table #2 through EMS
 - <http://ems.utica.edu/>

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OFFICE OPERATIONS

FLIER POSTING POLICY

- ALL fliers must be stamped
- HAS to be NO LARGER than 8.5x11 paper
- Must be posted on designated bulletin boards in Strebel, Hubbard, White, Gordon and Res Halls, NOT in bathrooms, on windows/doors, etc.
- Wall outside caf IS approved flier space
- CANNOT hang in stairways, fire hazard

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OFFICE OPERATIONS

COPYRIGHTS AND LICENSING

- CANNOT show movies without buying the copyright license
- CANNOT print anything (fliers, apparel, etc.) with copy written images, slogans or logos
- CANNOT use any UC logos (strictly athletics)

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PROFESSIONALSIM

TRAVELING AND CONFERENCES

- **Nancy Hollins**
 - nhollin@utica.edu
 - X 3230
 - 219A White Hall
- Student travel, conference funding, paperwork, etc.

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PROFESSIONALSIM

CODE OF CONDUCT

- **Ashleigh J. Wade**
 - Coordinator of Student Conduct Systems
 - ajwade@utica.edu
 - x3320
- <http://www.utica.edu/student/conduct/index.cfm>

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PROFESSIONALSIM LEADERSHIP OPPORTUNITIES

- Leadership Weekend
- Leadership Seminars
- Orientation Mentors
- Student Org Board Training
- Student Senate
- UCPB
- IGC

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PROFESSIONALSIM COLLABORATION

- You don't have to re-invent the wheel, use your peers and other clubs and organizations to bounce ideas around and maybe plan an event together.
- Benefits of collaboration:
 - Less work for one org
 - More people to reach out to
 - Better turnout

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RUNNING YOUR ORGANIZATION MANAGING MEMBERS

- Leader should have current roster of names, emails, phone numbers, positions, and any other information relevant to the organization (t-shirt sizes, class year, campus address, committee placements, etc.)
- Publicly recognize accomplished goals, successful events, completed tasks and hard work.
- Keep people accountable to their responsibilities.
- Be consistent and fair; don't be a dictator.
- Develop meaningful relationships with members, don't always talk about the org, be sociable and approachable

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RUNNING YOUR ORGANIZATION RETAINING MEMBERS

- Have and keep contact with members.
- Hold interest by giving people tasks and trusting them with them. Most people will stay motivated when they can take ownership for projects.
- Hold a special welcoming event. Plan a social event, a special introduction.
- Recognize that some won't come back because of other commitments or interests. That's ok!
- Orient your new members. Encourage old and new members to form bonds by using icebreakers and teambuilding activities.
- Remember the new members' names!
- Get contact information.
- Follow through with emails, post goals, summarize meeting outcomes.
- Provide reminders of responsibilities, be patient but firm.
- Recognize and show appreciation for your members both publicly and in private.
- Have fun together! Know when it is time to work and time to play. No one wants to feel like involvement in an organization is a burden.

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RUNNING YOUR ORGANIZATION ATTRACTING MEMBERS

- Know and understand your organization purpose and mission.
- Ask the current members' input and set goals
 - How many more people do you want/need?
 - What talents are missing that the organization currently needs?
 - What characteristics, interests should new members have?
 - How are you going to advertise your club?
 - How are you going to accept new members?
 - What type of time commitment should be expected?
 - Are there students from specific majors who will benefit from or add to the organization?
- Think outside the box! Posters and flyers should be supplemented by networking and technologies. New members are easier to attract if:
 - Past leaders and members reflect a positive attitude toward the org and have a general good feeling about the org
 - The group appears organized and knows what it is doing.
 - They feel welcomed and see that support and encouragement are provided.
 - There is opportunity for them to learn and to get involved quickly.

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Members are not just numbers, they're there for a purpose and they need to be appreciated.
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RUNNING YOUR ORGANIZATION RUNNING MEETINGS

- Define the purpose of the meeting
- Develop and stick to the agenda
- Record meeting minutes and distribute to all members
- Give members a chance to discuss and evaluate goals and objectives
- Keep members updated on current events and ask for their input
- Delegate tasks and trust that members will follow through
- Incorporate member appreciation and recognition for hard work and successes.
- Pull everyone's resources and opinions together for decision making.

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RUNNING YOUR ORGANIZATION

MEETING MINUTES

- Used for historical and recollection information
- Should be outlined by meeting agenda
- Include meeting start and end time
- Details about what was discussed, advice for future, progress of tasks and events
- Include tasks that were delegated, who they were given to, any committees that were formed, and deadlines that need to be met

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RUNNING YOUR ORGANIZATION

MANAGING A BUDGET

- All orgs start out with a \$0 budget
- You must ask for money and be approved
- Constant application process
- Runs by student reimbursement or college purchase order for larger totals
- Kevin Riecker- Senate Comptroller
 - kcrickecker@utica.edu

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RUNNING YOUR ORGANIZATION

ALLOCATED BUDGETS

- If you hold a traditionally funded event (designated events by Student Senate) then you don't have to ask for that money.
- Don't assume that your event is recognized as "traditionally funded," ASK the comptroller.

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RUNNING YOUR ORGANIZATION

FUND RAISING

- Tabling outside the caf
 - Reserve table through EMS
 - You cannot leave the table to go talk to people, (that's solicitation) you have to wait for them to come to you.
- You cannot go door-to-door in residence halls or office buildings
- Ideas:
 - 50/50 raffles, selling bracelets or key chains, asking for donations, charging for tickets, asking academic departments for donations, etc.

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