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Greetings Advisor!

I would like to personally thank you for your decision to become involved with a student organization at Mitchell College. By agreeing to serve as an advisor, you have demonstrated your firm commitment to the education of the students at this institution both in and out of the classroom. You have the opportunity to truly enrich the experience of Mitchell students, and I truly hope that you will find this a rewarding experience.

This handbook has been designed to help you be a successful advisor and will address some frequently asked questions. If you or your organization need further assistance, please do not hesitate to contact the Student Activities office at 860.701.5146.

Again, thank you for volunteering your time and effort for the students at Mitchell College. Your dedication is greatly appreciated.

Welcome to the world of Student Clubs & Organizations!

Sincerely,

Jackie Hehn
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Benefits of Advising

There are many benefits associated with becoming an Advisor to a student club or organization.

- The satisfaction of helping students learn and develop new skills.
- Watching a group come together to share common interests and work toward common goals and an understanding of differences.
- Developing a personal relationship with students.
- Furthering personal goals or interests by choosing to work with an organization that reflects your interests.
- Sharing your knowledge with others.

Advisor Roles

Each adviser perceives his/her relation to a student organization differently. Some advisers play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is hoped that each adviser will maintain some regular contact with his/her organization. An adviser accepts responsibility for staying informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. Advisers should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Given the wide array of purposes, activities, and objectives of various student groups, the role of the adviser will vary in some degree between groups. The purpose of this section is to outline basic roles of an adviser. As groups vary in their expectations and needs, it is important that you, as an adviser, develop an understanding with the organization you are to represent as to the nature of your involvement. Listed below are some of the roles you may assume as an adviser at Mitchell College.

Mentor

Many students will come to see their adviser as a mentor and the success of these relationships can last many years and be rewarding for both the student and the adviser. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need a knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students’ verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects. The Health and Wellness Center is available if an issue requires a referral, 860.701.5195.
Advisor Roles Continued...

Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization’s mission, and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning in “out of classroom” activities is providing time for students to reflect on how and what they are doing. As an adviser, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don’t like to ask for help. Remember to have students reflect on their successes and failures.
Advisor Roles Continued...

Educator

As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an adviser is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

Policy Interpreter

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans. You may be called upon to remind students of their need to adhere to Mitchell College policies. Remember, a recognized Mitchell College student club or organization represents the college. Further assistance on policy interpretation can be obtained by contacting Student Activities staff at 860.701.5146.

As an advisor you will assume numerous roles, and all possible roles are not mentioned here. A key idea to remember is that you are an advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.
Advising Skills

Flexibility. You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.

Diagnosis. You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response - it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.

Contracting. You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.

Responsibilities of an Advisor

The student club or organization advisor serves as an agent of the college in a voluntary capacity to the recognized student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization.

Specific Responsibilities

- Attend general meetings and executive board meetings as often as schedule allows.
- Help the organization evaluate its purpose and goals and the programs it provides.
- Meet with the leaders of the student organization on a regular basis to discuss upcoming meetings, long-range plans, goals, and problem solving.
- Provide direction in the area of parliamentary procedure, meeting facilitation, Membership recruitment, organizational unity, goal setting, and program planning.
- Maintain awareness of the activities and programs sponsored by the student organization.
- Explain and clarify campus policies, procedures, and liability issues that apply to the organization.
- Discuss with organization members the liability issues and appropriateness of activities/events.
- Assist the organization’s financial director in monitoring expenditures and fundraising activities, and maintaining an accurate and up-to-date account ledger.
- Assist with officer transitions and new officer training.
- Accompany the organization when attending conferences or other activities.
- Maintain contact with University Centers staff to assist in the promotion of leadership development programs and the compilation of student organization data.
- Assist in the formulation of organizational grants and one-shot requests.
- Report any criminal offenses, and any violations of state, local, and college policies.
- Serve as a mentor and resource for students by sharing expertise and making recommendations.
- Learn from the organization.
Responsibilities of Clubs and Orgs to Their Advisors

Advisors are assigned to the student group by the Office of Student Activities. Organizations are invited to recommend a certain person, however, the final decision is made by the Student Activities. It is expected that the advisor is approached before recommending the nominee to this office.

Advisors, with rare exceptions, volunteer their time and efforts to student organizations without financial compensation. All student organizations must have an advisor to remain in good standing. In order to make the most of the advisor/student relationship, a student organization must:

1. Keep the advisor fully informed of all activities, meetings, expenditures, possible conflicts involving club leaders and members, budgeting, planning, and correspondence from the SGA and CC, other clubs, administration and other sources.

2. Provide the advisor with minutes from all club meetings.

3. Submit periodic reports on activities and outcomes.

4. Invite advisor to all meetings and events.

5. Inform advisor of all meetings ahead of time to avoid scheduling conflicts and also provide a list of agenda items.

6. Create an environment of mutual respect and honesty.

7. Recognize the advisor’s contributions.

8. Respect the integrity of the selected advisor.

9. Review the constitution with the advisor.

Things to Do with Your Advisor…

- Meet regularly
- Develop an orientation/retreat for the entire organization
- Discuss the club’s history, traditions, accomplishments, etc.

Discuss general goals for the organization to share with the group members and receive input
Privileges and Responsibilities of Student Organizations

Recognition of a student group carries with it certain privileges and responsibilities.

Privileges
Upon the receipt and approval of all constitution materials by both the Office of Student Activities and the Student Government, a proposed student organization becomes duly recognized. Being officially recognized involves the following privileges:

1. Use of the College name in association with the name of the student organization.
2. Solicitation of membership on campus under the organization’s name.
3. Listing of the student organization in official publications of the College.
4. Permission to publicize on campus in accordance with the governing policies as stated in this manual.
5. The Opportunity to apply for use of the SGA facilities and services, a budget (if applicable), reservation of rooms for meetings and activities in accordance to the policies as stated in this manual.
6. Recognized student groups in good standing have the right to request student activity funding from the SGA Financial Evaluations Committee (FEC). (Please refer to the FEC guidelines)
7. Permission to use the Student Organization Resource Center, located in the Clarke Center, room 305, under the guidelines published by the Office of Student Activities.

Responsibilities
In order to maintain an active status after a club/organization has been granted recognition, organizations are expected to comply with the following:

1. Submit the following documentation to the Student Activities Office when requested:
   - Names, addresses, box number, email addresses, and phone extensions of all officers. Within 5 days following the spring elections.
   - Active Advisor/ Advisor Consent Form. (Please note: Advisors can be recommended, but are appointed by the Office of Student Activities.)
   - Active membership list for the current academic year, no later than four weeks after the start of the academic year.
   - A proposed calendar of events for the current semester.
   - Fundraising/Budget Summaries.
   - If there is any change to the Club Contact list, the Student Activities Office must receive the changes within five days of said change.
   - Any other information/paperwork that is requested.
2. Hold an officer transition meeting with the advisor and newly elected officers shortly after the election process in April.
3. Operate in compliance with College policies and regulations at all times.
4. Have a membership list of at least ten full-time registered students.
5. Accept responsibility for financial obligations incurred and decisions made as an organization.
6. Send one officer (preferably the president) to the Club Council (CC) meeting which is held monthly.
7. Ensure that all Officers attend the Leadership Training Weekend in the Fall, including the mandatory Financial Training Workshop.
Responsibilities Continued...

8. Submit minutes and any tracking information from any and all meetings and events within 48 hours following an event.

9. Take part in at least one service project per semester in conjunction with the Office of Student Activities. Each year, student organizations must register with this office by filling out an interest form. As part of an institution that has an emphasis on the development of the holistic student development, all student organizations are expected to exemplify the ideas of the college by active participation in service initiatives. Once the service project is completed, each club/organization will be required to fill out a service project evaluation form that will be verified by the Office of Student Activities.

10. Complete at least 2 programs a semester if they are granted a budget by the Student Senate/Office of Student Activities.

Student organizations failing to comply with the above stipulations, or who fail to provide activities for their members, jeopardize their right to function as official College organizations, and their opportunity to receive funding as such.

Club Council
The Club Council (CC) is comprised of representatives from all recognized student organizations and is chaired by the SGA Vice President for Clubs and Activities. CC meetings are held once a month. It is required that all student organizations send at least one officer (preferably the president of the organization) to these meetings. This officer must be prepared to speak on behalf of the organization and should report back to the group on the content of the meeting. The following will take place at these monthly meetings:

- Clubs and organizations will discuss upcoming events they have planned in order to prevent calendar conflicts as well as promote unity within the groups.
- Organizations can discuss challenges they may be experiencing (i.e. attendance at functions, problems with paperwork, etc...)
- Announcements, information and handouts will be disseminated to keep organizations informed.

Student Organizations failing to attend the CC meetings can jeopardize their right to function as an official College organization. Attendance is also taken into account when budget requests are being considered by SGA.
Officer Transitions

One of the most important functions of an adviser is to assist in the transition from one set of organization officers to the next. As the stability of the organization, the adviser has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the quarter. The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

The Team Effort
The team effort involves the outgoing-officer board, the adviser, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/notebooks for their office and updating those together.
2. Discussion topics should include:
   ♦ Completed projects for the past year.
   ♦ Upcoming/incomplete projects.
   ♦ Challenges and setbacks.
   ♦ Anything the new officers need to know to do their job effectively.

The adviser’s role may be to:
   ♦ Facilitate discussion and be a sounding board for ideas.
   ♦ Organize and provide the structure of a retreat.
   ♦ Offer suggestions on various questions.
   ♦ Refrain from telling new officers what they should do.
   ♦ Fill in the blanks. If an outgoing officer doesn’t know how something was done, or doesn’t have records to pass on to the new officer, you can help that officer by providing the information he/she doesn’t have.

The structure of a team effort retreat/meetings can take many forms. The advisor’s role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

One-on-One Training, Advisor with Officers
While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers. After that meeting, the adviser should meet individually with each officer; examine the notebook of the previous officer (or create a new one).

Things to include in a new notebook:
1. Any forms the officers may need to use
2. Copies of previous meeting agendas
3. A copy of the organization’s constitution and bylaws

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer’s role in the organization. What are the expectations of each position? What are the student’s expectations of the position and his/her goals?
New members are the lifeblood of every organization. They bring new ideas, increase the organization’s person power, foster organizational growth, prevent member burnout, and take over leadership roles when you leave.

People join organizations for many reasons. They want to get involved, meet people and make new friends; they want to develop skills and have fun. Groups need new members because they bring new ideas and talents, in addition to replacing old members. It is vital that an organization has a well-conceived and executed recruitment and retention plan.

Every member must be involved in the planning and implementation of a recruitment and retention campaign. Some organizations create a Membership Development Committee that oversees the design and implementation of a recruitment campaign, maintains membership information, plans and implements members training programs, coordinates the leadership selection/election process and plans social functions to enhance team building.

The following suggestions will help make your organization’s recruitment efforts more successful:

**Know and Understand Your Organization**

It is important that the leadership and membership know what the organization goals and objectives are.

♦ Have an organizational meeting to discuss goals and objectives. Are your goals still accurate? Is it time to update them? Where do you plan for the organization to be in six months? A year?

♦ Decide on a direction to take. During this “organizational housekeeping” process, a certain theme or direction should become clear. What is this?

♦ Develop a membership profile. What type of people do you need to help the group succeed? Who would you like to have join? Who would complement your current membership?

**Set Recruitment Goals**

Now that you know the type of people you are interested in recruiting, the next step is to set some recruitment goals. How many new members can your organization reasonably assimilate into the group? Will you allow people to join at any time or only during a pre-designated recruitment period? Will you hold a mass meeting or is membership by invitation only?

♦ Keep your membership profile in mind. When designing your recruitment strategy, ask yourself what places do these prospective members most likely frequent? Do they have special interests? What kind of publicity would attract their attention?

♦ Remember what made you get involved. Probably the most important step in designing a recruitment strategy is for you to think back to when you first became involved. What attracted you? How were you recruited? If you weren’t, how did you hear about the group? Why have you stayed involved?

**Get Everyone Involved**

Have your current members identify people they know who might want to get involved. Personally invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.

♦ Talk about your group. Tell people what you have to offer them. Ask them about themselves - and really listen.

♦ Sell your organization and the benefits of membership. Tell them how the organization can benefit someone like them. Personalize the message to each potential member. Let them know how their talents, skills, and interests would help the organization.
People Need to Feel Important
See people as worthwhile human beings with untapped potential; go out of your way to express this attitude.

Give Praise
Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being “praise-minded.” Give public recognition when it is due.

Give People Status
The more status and prestige you can build into a committee or an organization, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a “Member of the Week/Month” Award or “Committee Chairperson of the Month” Award. In addition, simply treating people with courtesy is a way of giving them status.

Communicate
People like to know what is going on in the organization. They want to be told about problems, objectives, and “inside information.” They feel recognized and important when they are kept informed. Two-way communication within the organization is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation!

Give Security
People need more than financial security. People will look to you for intrinsic security. For example, they must know that you like them, respect them, understand them, and accept them not only for their strong points, but also for their weaknesses.

People Need You – People Need People
They need you to give them what they want and need: intrinsic satisfaction. When you give them what they want, they will give you what you want. This is what motivation is all about. It is not something you do to other people, but something they do for themselves. You give them the reasons and that makes you the motivator – a person who gets things done through others.

Develop Purpose
Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

Encourage Participation in Group Goal Development
Include all members when planning goals. Consider and follow through on members’ suggestions. Remember that we support that which we help to create.

Develop a Sense of Belonging
People like to belong. Those who feel like they belong will more likely invest themselves.
20 Tips for Advisors to increase Organizational Productivity

1. Know what the students expect of you as an Advisor.

2. Let the group and individual members know what you expect of them.

3. Express a sincere interest in the group and its mission. Stress the importance of each individual’s contribution to the whole.

4. Assist the group in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.

5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things will need to be accomplished to meet the goals.

6. Assist the group in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the group learn through involvement by providing opportunities.

7. Know and understand the students with whom you are working. Different groups require different approaches.

8. Assist the group in determining the needs of the people the group is serving.

9. Express a sincere interest in each member. Encourage everyone to be responsible.

10. Assist the members in understanding the group’s dynamics and human interaction. Recognize that at times the process is more important than the content.

11. Realize the importance of the peer group and its effect on each member’s participation or lack thereof. Communicate that each individual’s efforts are needed and appreciated.

12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.

13. Use a reward system and recognition system for work well done.

14. Develop a style that balances active and passive group membership.

15. Be aware of the various roles that you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.

16. Do not allow yourself to be placed in the position of chairperson.

17. Be aware of institutional power structure—both formal and informal. Discuss institutional developments and policies with members.

18. Provide continuity for the group from semester to semester (not mandatory but encouraged).

19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.

20. Be creative and innovative. Keep a sense of humor!
Club and Organization Financial Procedures

Account Types

01 Account- Funds allocated by SGA. Note: 01 Account does not carry over from year to year. Also, funds cannot be added to the 01 Account.

02 Account- Funds raised by the organization. Note: 02 Account carries over from year to year and can be added to at any time.

Either fund may be drawn on at any time WITH PROPER APPROVAL from SGA.

The Student Government Club and Org Fund is a financial resource available to clubs and organizations seeking to create a college-wide impact through campus improvement projects, social events, educational causes and fundraising endeavors. It is the purpose of the SGA funds to be used in a way that promotes the interests of the student body and ensures that the needs of Mitchell students are met. Student Government Association has sole appropriating power in allocating funds. Clubs & Orgs do not automatically receive annual funding and must request money. Clubs and Organizations are eligible to request up to $100 each semester on a first come first served basis. Maximum amount of funding is determined by SGA. Distribution of funds to clubs and orgs will depend on the availability of funds, appropriateness of the request, and the benefit to the student body.

Pre-Approval

All program ideas, fundraising plans, and funding requests must be pre-approved by SGA. To be pre-approved for any of the above, the club or org must submit a funding request form to SGA at least 2 Weeks prior to the event.

Petty Cash – a PETTY CASH request may be submitted for amounts equal to or less than $50.00. The request must be submitted to the Business Office, at which time you will be given the cash and a receipt for the transaction.

Check Request - to request an advancement of funds greater than $50.00, a CHECK REQUEST FORM must be filled out. These forms will be available in the SGA office and the Office of Student Activities.

Note: Check request forms MUST be submitted at least ONE WEEK in advance.

Reimbursement Form – All purchase reimbursements MUST BE approved by SGA prior to the purchase of items or services. If the purchase has not been approved the money will not be reimbursed. These forms will be available in the SGA Office and the Office of Student Activities.

Note: Reimbursement forms will take at least ONE WEEK to process.

Note: All fund requests must have proper approvals before they can be honored.

Depositing Funds

Each club will be required to deposit any monies fundraised into their O2 Account. Monies should be brought to the Business Office front desk. The attendant will count the money with you and give you a receipt for your transaction.

Note: All receipts for deposits and withdrawals MUST be brought to the Office of Student Activities where a copy will be made. You will be given a copy and a copy will be placed in your folder.

Note: Cash must be submitted immediately following fundraising events. Under no circumstances is cash to be left in any student’s room.

Checking Your Account Balances

Organizations can check both their O1 and O2 Accounts at anytime by coming to the Office of Student Activities.

Note: The Business Office and the SGA will keep an updated list of each account balance. However, each club is responsible for keeping track of their own financial records as well. If there are any discrepancies or questions regarding any of the accounts, the SGA will contact the Business Office to confirm the accurate total in each account.

Restrictions

1. No funds will be given for clothing to increase membership.
2. No funds will be given for individual membership or individual national dues.
3. No funds will be given for parties that are not open to entire Mitchell College community.
4. Club to club transfers will not be allowed in the event that a club wants to get rid of its money, discontinue hosting activities for the Mitchell community, or is under disciplinary actions.
Restrictions Continued...

5. No petty cash or check requests will be processed if there are outstanding receipts from prior requests. Receipts should be handled within 48 hours after an event. No exceptions.

6. No funds will be given for the reimbursement of sales tax. Tax Exemption Forms are available in the Student Government Office.

Things to Keep in Mind:

- Fundraising is strongly encouraged.
- The F.E.C. works on a bi-weekly basis that is fairly strict. Many factors are considered when reviewing requests, such as: merit of the event, amount of money asked for, fundraising, etc.
- Co-sponsoring events is encouraged. It is up to each club to notify the SGA that an event is being co-sponsored so that it is properly documented and credited.
- Requests that are not specific will be interpreted at the discretion of the F.E.C. or the organization submitting will be asked to resubmit the request with greater detail.
- Any member of the F.E.C. who is absent waives his/her right to vote on issues called to order by the chairperson.
- All decisions of the F.E.C. is subject to approval by the Director of Student Activities.

POLICY ON FUND-RAISING

College facilities are not to be used by individual students or organizations for personal gain. Personal gain is defined as the sale of goods or services or the sponsorship of any fund-raising activity on College property by any individual or group that is intended to improve the personal financial status of any person or group of persons involved in the sponsorship of the activity. Fundamental to this definition is the premise that funds raised on College property are to be used to expand the educational and recreational opportunities for recognized campus organizations who raise funds on campus, or for legitimate community service activities, and not to financially subsidize individual person's interests or needs.

Permission for all fund-raising activities is extended only to recognized student organizations and is subject to the following regulations:

1. Fund-raising is defined as the sale of products, the solicitation of money or contributions, the collection of dues or donations, the charge of admission, collection of donated/free material or items to be used as prizes, or any other means of collecting revenue.

2. All fund-raising activities must be submitted for approval by the Office of Student Activities, or designee, at least 14 days in advance.

3. Permission shall not be granted for products and services that conflict with the institutional values of Mitchell College.

4. Pre-established fees for facility use, equipment rental, and other direct costs must be paid in advance.

5. Funds raised must benefit a recognized campus organization or a bona fide charitable organization. The Office of Student Activities can be of assistance when determining the legitimacy of a charity.

6. No funds may be used for personal gain as previously defined in this section. The College reserves the right to investigate financial records of campus organizations that have been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.

7. The publicity for a fund-raising activity must include the following information: name of the sponsoring organization, name of the individual or organization benefiting from the activity, and the intended use of funds collected at the activity.
Fundraising Continued...

8. Fundraising in the Residence Halls is also subject to restriction of Housing policies or hall policies relating to location or procedures. All fund-raising events to be conducted in the Residence Halls must be approved by both the Office of Residence Life and the Office of Student Activities.

9. All proceeds must be deposited into the organization’s College account (Fundraising or Student Government allocated account) within 48 hours of the event.

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12. All proceeds must be deposited into the organization’s College account (Fundraising or Student Government allocated account) within 48 hours of the event.

Programming

One of the main goals of student organizations should be to provide quality programming for its members and the College community. Programming can be defined as the planning, scheduling, and organizing of an event or event(s). This section will provide you with all of the information that you need to program on or off campus.

Programming Requirements

It is important to familiarize yourself with the programming requirements for all funded clubs/organizations. Failure to meet these requirements can negatively affect your status as a recognized club/organization.

All recognized clubs MUST complete/sponsor one program per semester. This program must be registered with the Office of Student Activities. Upon completion, an evaluation form MUST be filled out and handed in to the Office of Student Activities. Failure to complete both of the aforementioned steps will result in your organization not receiving credit for their program.

All funded and/or recognized clubs/organizations must complete a minimum of two programs a semester campus wide.

Requirements/Regulations in regards to Programs:

- The advisor or a delegated faculty/staff administrator must be present at all events until the event has ended.
- No advertising should be posted without prior approval and confirmation by the Student Government and the Office of Student Activities.
- No alcohol is to be served at any campus event.
- Any incidents that occur at a program should be reported to campus safety immediately and documented. Host(s) should inform the Office of Student Activities about the incident within 24 hours after the incident has occurred.
- Programs cannot be advertised off campus unless the club/organization is given prior approval by both the Director of Campus Safety and the Director of Student Activities.
- All programs must end by no later than midnight unless written approval has been acquired from the Office of Student Activities.
- Any cost to a student for any event must be approved by the Director of Student Activities, or designee, and explicitly stated in all advertising.
Reserving and Using College Facilities

Event Registration/Room Reservation Form
The Event Registration/Room Reservation Form must be completed by all groups proposing to hold an event on or off campus. The purpose of this form is to register your event with the Student Government Association and the Office of Student Activities. Registered events will be included in the Student Government Association Activities Calendar and in the Lobster Trap. No publicity will be approved for an event that is not registered, nor will work orders, room reservations, or catering requests be honored. Do not assume a specific location has been reserved until a confirmation has been received. The returned completed form will serve as confirmation of your reservation.

Procedures For Use Of College Facilities
1. All recognized student groups are granted equal access to the following:
   - Use of information tables in designated common areas
   - Access to designated bulletin boards
   - Scheduled use of meeting rooms
   - Access to publicity announcements in the student communication groups (Subject to the official publicity regulations of those individual groups)

2. Any request for use of a campus facility by a student organization will require the approval of the Office of Student Activities. An Event Registration/Room Reservation Form serves as a request for approval and must be submitted to the Office of Student Activities at least ten working days in advance. Approval or denial will be based on the following criteria:
   - Whether the student organization is currently in good standing with the College.
   - Whether the proposed activity poses a clear and present danger of injury to persons, damage to property, or to the orderly operation of the College.
   - Whether space is available, as determined by the Office of Student Activities.

3. In the event that the Program Coordinator denies the request for use of campus facilities the sponsoring organization may appeal the denial, in writing, to the Director of Student Activities. This decision is final.

Scheduling Guidelines
1. Assignment of space will be processed on a first-come, first-served basis through the Office of Student Activities.

2. The nature of the request (type of event) must be an efficient and appropriate use of campus facilities. For example, it would not be appropriate to schedule a dance in a conference room.

3. Academic classes and related events have priority in reserving facilities in all classrooms.

4. Facilities not regularly scheduled for club activities (such as venues normally used for classes, dining, athletic or recreational activities, practices and competitions, and performing arts) will be processed according to the priorities established for those facilities. The Program Coordinator, or designee, will assist in securing the approval necessary for these facilities.

5. The use of sound amplification equipment in public areas by any member of the campus community is prohibited in order to prevent interference with College activities, functions, and the neighboring community with limited exceptions as follows:
   - The use of such equipment in the Lighthouse shall be allowed in a reasonable manner with the approval of the Office of Student Activities and limited to days with a scheduled meeting hour during the fall and spring semesters.
   - The use of such equipment at other times and locations may be allowed at the discretion of the Office of Student Activities.
Event Regulations

1. Student Organizations should always keep in mind that one of the keys to successful programming is variety. A variety of programs will assist the organization in meeting the needs of a larger cross section of the student body. No student group is allowed to sponsor more than two dances in one semester.

2. All contracts/agreements between Mitchell organizations and agencies/performers must be reviewed, approved, and signed by the Office of Student Activities. **STUDENTS MAY NOT SIGN CONTRACTS UNDER ANY CIRCUMSTANCES!**

   *Why are students not allowed to sign contracts?* Students are not allowed to sign contracts due to legal liability. The Director of Student Activities signs all contracts for student organizations on behalf of the College. Should a student sign a contract, they are entering into a legal agreement as an individual with an outside party and assume all liability.

3. Picture Identification, preferably college identification, is required of all persons attending an event.

4. All students must be charged the same admission price to an event hosted by a Mitchell organization. Any exceptions to this policy must be obtained, in writing, from the Director of Student Activities. Any event open to the public must have prior permission from the Office of Student Activities and Campus Safety.

5. All social functions must end by 12:00am, midnight. Any exceptions to this policy must be obtained, in writing, from the Director of Student Activities.

6. The advisor of the sponsoring organization or duly appointed professional staff member must be present throughout the event.

7. Any cost to repair or replace damaged or stolen college property will be incurred by the sponsoring organization. Severe damage, or the recurrence of damage could result in a student organization being placed on suspension.

8. Non-compliance with any person in a position of authority including a Campus Safety Officer, advisor or duly appointed representative, Mitchell College administrator, or police officer will not be tolerated and will result in serious penalties imposed on the offending student organization/individual.

Off Campus Events

Student Organizations choosing to host an off-campus event MUST seek written approval from the Office of Student Activities. This can be done using the Event Registration Forms that can be picked up in the Office of Student Activities or the Student Government Office.

Publicity

In order to host a successful event and acquire a large audience, it is very important that the event is publicized in a timely and efficient manner. Here are some tips on an effective publicity campaign:

- **Be Creative:** Do not always go for the obvious route of signs and posters. Door tags, table tents, teasers, are always great ways to advertise. Try to be colorful and different.
- **Advance Planning:** Be sure you know all the vital information far enough in advance to allow yourself time to play with the topic and title to create the most effective publicity.
- **Be Accurate:** Always carefully look over any fliers or signs that will be posted. Signs that have incorrect information or typos will make your organization look bad and can deter people from attending your event.
- **Create an insignia or logo that will identify your programs and help differentiate your flyers from all of the others.**
- **All flyers and publicity must be approved by the Office of Student Activities prior to posting.**
Collaborative Programming
All Clubs and Organizations are encouraged to combine their resources and work together on event planning and various other activities.

Event Planning Checklist
When producing an event, spending time at the beginning planning and delegating can save you hours of last minute anxiety, and can help assure a smooth event. Before sponsoring an event, you should determine the human and financial resources available to your group, and then use them to meet your goals. This checklist should help you as you program for your group and the College community.

Making Plans
The initial planning phase is the time to brainstorm. What is your vision for this event? First determine the big picture, then proceed to the delegating tasks.

A. Decide on the Event
   - Is this a traditional, annual event or something new?
   - Who is the intended audience?

B. Determine the Goals of the Event
   - To recruit new members?
   - To provide a service to the campus?
   - To have fun? or To make money?

Taking Action
1. Select a Date to Hold the Event. When selecting the date for an event, keep in mind the following factors:
   A. Athletic Events
   B. Other College Events (Homecoming, Exams, etc.)
   C. Day of the Week
   D. Holidays and breaks
   E. Planning time (for promotion, requests, etc.)
   F. Days the College is closed.
2. Secure approval for your event. You will need approval from the Student Government Association and the Office of Student Activities for all events. All events must be cleared with the VP for Activities for master calendar purposes. This is done with an Event Registration/Room Reservation Form. Prior approval must be sought from the Office of Student Activities and Campus Safety if your event will be open to the public.
3. Reserve the room or programming area. Because the facilities on campus are in constant demand it is essential to reserve space well in advance (sometimes a semester) of the program date. Be sure that a facility is available before agreeing to sponsor an event. An Event Registration/Room Reservation Form must be completed in order to reserve a room. These forms are available in the Office of Student Activities or Student Government office.
4. Submit a proposed floor plan and maintenance/IRC request. In order for the Room Reservation form to be accepted, all clubs/organizations must submit a proposed floor plan if applicable. This floor plan will be used to assist the Office of Room Reservations in determining the appropriate area and amount of space for your event. It will also make Maintenance and IRC aware of your events needs early enough to be able to alert you of any conflicts or issues prior to the day of the event.
5. Develop a promotional plan. Decide how you will publicize your event. Remember you must abide by all publicity guidelines set by the Student Government. Some ideas for promotion include: Flyers, Table Tents, Banners, Ads etc.
Taking Action Continued…

6. **Make a Check list.** Once you have confirmed an event. Make a list of those details that need to happen before the program. You may want to create a time line to help you stay on top of details.

To create your own checklist, ask yourself the following questions:

- What will the set-up time for this event entail?
- Do I need to reserve or rent tables and chairs?
- Are there power requirements (Microphone, Spotlight, Sound System, etc.?)
- Do I have a contract? Is the contract approved by the Director of Student Activities?
- Have I requested a check for the performer?
- What about food?
- What are the travel arrangements for the entertainer? Do I need to pick him/her up? Will he/she be staying at a hotel?
- How many workers will be needed for this event?
- Have I recruited enough people to ensure that everything runs smoothly?
- Has Campus Safety been notified? Are there any parking concerns?
- Have my flyers been approved by the Office of Student Activities?

**MAKING ARRANGEMENTS**

After you have determined the Big Picture, it is time to divide the event into all of its parts, and to assign each responsibility to one person. Be sure that one person assumes overall responsibility for the event and touches base with all of the people who have assumed responsibility. While every event is different, there are some broad categories of plans that usually need to be taken care of. The Student Government Association is always willing to meet with you to help with any phase of event planning.

**Facility & Equipment Reservations**

- Event Registration/Room Reservation Form completed
- Submit information for Student Government Calendar submitted
- Student Activities Office consulted
- Rooms/Facilities reserved
- Work orders submitted
- Tables and Chairs ordered
- Campus Safety consulted
- IRC equipment ordered
- Food and Beverages ordered

**Making Arrangements**

- Select Talent
- Review contract with Office of Student Activities

**Publicity**

- Create Flyers, Posters, etc.
- Secure approval of flyers, posters, etc.
- Post following publicity guidelines
One Week Prior to Event

This is the time to double check all of the arrangements.
1. Create a detail schedule of event:
   • What needs to happen when?
   • Schedule people for every job that needs to be done
   • Brief volunteers on what they should be doing
   • What supplies do the need
2. Coordinate last minute details
   • Pick up supplies
   • Implement final publicity
   • Finalize transportation plans

After the Event

Once you have had a successful event, there are still a few things you should take care of, which will help to endure your future success which such events.

1. Send thank you notes to volunteers and participants
2. Resolve all finances: submit bill promptly to SGA treasurer (within 48 hours) and settle all petty cash advances with the Office of Student Activities.
3. Write a detailed evaluation and submit one copy to Office of Student Activities, one copy to SGA, and retain the original with your club/organization.
   • What did you do, when did you do it?
   • Include copies of all lists, correspondence, publicity, and financial records
   • What would you do differently next year?
   • Make note of attendance, expenditures (if any), income (if any), location, and any other detail that is deemed relevant.
   • President and Advisor must both sign the Evaluation.
Resources and Services

**Athletics/Yarnall Center**

Mitchell College is a member of the National Collegiate Athletic Association (NCAA), the Association of Division III Independents, and the Eastern College Athletic Conference (ECAC). The Athletics Department is a good department to co-sponsor trips to games and school spirit events.

**Facilities**

The Maintenance Department will provide you with the necessities for your event such as platforms, chairs, and garbage cans. Diagrams for set-up should be submitted with your reservation form.

**Residence Life**

Residence Life offers students the opportunity to live independently on campus and experience campus life to the fullest. There are seven residence halls on campus. The Upper Campus includes Matteson Hall, Saunders Hall, and Simpson Hall. The lower Campus consists of house units in Fairhaven, Moorings, and Harbor House. East Winds is the home of the Thames Academy. *This Office is great for collaborative programs with the Resident Assistants.*

**Sodexho**

Sodexho is the food service offered at Mitchell College. They are the Office to go to if you are planning a large event where food is served. Members of the Sodexho staff can be great resources for décor and menus.

**Student Activities**

The Office of Student Activities is responsible for the support and supervision of all campus student organizations, including their policies and programs. The office plans, develops and implements supplemental academic, cultural and social events, both on and off campus for all members of the College community. The office oversees all student organizations and provides leadership-training opportunities for all students. You will need to know the people in this Office very well. *This is the main office you will use to take care of most of your club/organization business. Student Activities is also a great resource for planning and implementing programs and events.*

**Student Organization Resource Center**

The Student Organization Resource Center is designed to provide student organizations with a facility of their own where they can use computer equipment with desktop publishing and word processor programs for club business.

**Student Government Office**

The Student Government Office is located on the 3rd floor of the Clarke Center. All budget request, room reservation, and event registration forms can be found there. The Student Government Association also has on file copies of club constitutions and flyers from past events.

Each recognized student organization is also provided with their own mailbox in the Resource Center. Since mail is one of the most efficient ways of communicating with student leaders, it is imperative that mailboxes are checked often.
2013-2014 Recognized Clubs & Organizations

Behavioral Science Club
Campus Activities Board
Class Officers for 2014-2017
Dance Club
Early Childhood Club
Environmental Club
Gay Straight Alliance
Hillel
Law Society Association
MHET Club
Mitchell College Anti-Bullying Club
Mitchell College Cheerleaders
Mitchell College Drama Society
Multicultural Student Union
Pet Therapy Club
Radio Mitchell
Roteract Volunteer Organization
Rugby Club
Sports Management Club
Student Government Association
Writer’s Block Creative Writing Club
Yoga Club