Mitchell College
Clubs & Organizations Handbook

2013-2014
A Letter from Student Activities

Dear Student Leaders,

Congratulations on your position as an executive board member of one of Mitchell’s many student organizations. Being a student leader is a rewarding and valuable experience, however there are many responsibilities that go along with it. The Navigator outlines all of the policies and procedures that have been put in place to ensure the success of all student organizations. We urge you to become very familiar with this handbook and to take advantage of all the opportunities and resources available to you as a student leader.

The Student Activities Office is here to help you realize your leadership potential and accomplish your organizations goals. Our goal is to empower students to run their organizations and, through these organizations, create dynamic student life on campus.

We look forward to working with you!

Sincerely,

Cheri Henault & Jackie Hehn

Student Activities Office...Who are We?

The Office of Student Activities seeks to uphold the Mitchell College Mission:

Mitchell College is a national leader in learning engagement within a student-centered community that maximizes each student’s ability to succeed.

Student Activities plans, develops and implements supplemental academic, cultural and social events both on and off campus for the college community. The Student Activities Office is responsible for the support and supervision of all campus student organizations including their policies and programs. The Assistant Director oversees all club and organization activities, and serves as the advisor to the Student Government Association. The Student Activities staff also facilitates communication with, and training of, advisors of student organizations.

Student Activities Staff:

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**2013-2014 SGA Executive Board**

President - Chelsea Arpin  
Vice President – Dylan Riccardi  
Secretary - Dominique LaCroix  
Treasurer - Robbie Cohen

Contact SGA!  
sga@mitchell.edu
Student Organizations

How to Start a Student Club or Organization

STEP 1: Find at least 5 other students with a common interest/need not already met by an existing club/organization.

STEP 2: Identify a faculty or staff member willing to serve as the advisor.

STEP 3: Write a constitution and a set of bylaws. Your proposed advisor and the Student Activities staff can offer assistance with this endeavor.

STEP 4: Submit a copy of your constitution, membership list, proposed slate of officers, and proposed advisor to both the Student Government VP for Activities and the Office of Student Activities.

STEP 5: Send a representative to an SGA meeting to speak on behalf of your proposed organization.

Before you begin this process, schedule a meeting with a member of the Student Activities Staff.

Guidelines for Recognition

1. The College will recognize student organizations whose stated purpose does not contradict the College Mission.

2. The College will not recognize a student organization whose stated purpose is to, [nor its activities] (a) present a clear and present danger of inciting violence or unlawful behavior; (b) advocate the physical harm, coercion, intimidation, or other invasions of personal rights of individual Mitchell students, faculty, staff, administrators, or guests; (c) violate the College’s Policy on Discrimination, Sexual Harassment, or the Student Code of Conduct (2010-2011); (d) advocate willful damage, destruction, or seizure of College buildings or other campus property; (e) interfere with College classes or unlawfully interfere with campus events or activities; or (f) meet an interest/need already met by an existing club/organization.

3. Members of recognized groups, like all students, are expected to be respectful of the standards and norms of conduct and civility that help to constitute a growing community. At the time of a student organization’s recognition by the College, the organization will agree to comply with the policies and procedures promulgated herein as well as those contained in the College Handbook, relating to their activities and conduct on campus.

4. Recognition of student organizations does not in any way suggest or imply that the College endorses positions or points of view espoused privately or publicly by such organizations. Recognized student organizations must represent themselves in a way that makes this point clear.

5. Membership in recognized student organizations must be open to ALL registered students at the College. Student organizations that are granted exemption to have members of only one sex under Title IX of the Educational Amendment of 1972 are granted the same exemption by the College. All academic Honor Societies must meet the guidelines set forth by their respective academic departments.

6. All students intending to hold an executive position in any club/organization must maintain an overall grade point average (G.P.A.) of no less than 2.25. The Office of Student Activities reserves the right to request the resignation of any student who fails to maintain the minimum G.P.A. requirement.

7. Disputes, challenges, and exceptions to the recognition guidelines will be mediated between the Director of Student Activities, or designee, and the representative(s) from the student organization. In cases where resolution cannot be mediated, the Dean of Students may request that a hearing board convene, and review the points of difference. The Dean will make the final decision after reviewing the hearing board’s report and any recommendation from the Director of Student Activities or designee. If a student group’s application for recognition is rejected, its representative(s) will receive a specific written explanation from the Dean as to how the organization’s purpose, activities and/or expressions are not compatible with the College’s mission.
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 SGA. (Forms are Online and in the Student Activities Office)
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: Advisor consent forms are online and in the Student Activities Office)
   - 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 SGA Training Events in the Fall, including club council meetings.
Responsibilities Continued...

8. Take part in at least one service project per semester in conjunction with the Office of Student Activities. Each year, student organizations must register by filling out an event proposal 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.

9. Complete at least 2 programs a year. Program proposal forms must be completed at least two weeks prior to the event and submitted to the Student Activities Office. If Clubs are interested in requesting funds from SGA the funding request form must be filled out and submitted to the Student Activities office for official approval by SGA at least two weeks prior to the event.

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 through SGA.

Club Council
The Club Council (CC) is comprised of representatives from all recognized student organizations and is chaired by the SGA Vice President. 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.
An Organization’s Responsibility to Their Advisor

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 all 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.
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 can only be added to the 01 Account by SGA.

02 Account- Funds raised by the organization- Note: O2 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 Activities Office.

Things to Keep in Mind:

- Fundraising is strongly encouraged.
- SGA meets on a 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 SGA or the organization submitting will be asked to resubmit the request with greater detail.
- Any member of SGA who is absent waives his/her right to vote on issues called to order by the chairperson.
- All decisions of SGA 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. Fund-raising 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.

10. 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.

11. Fund-raising 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.

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 two programs a year. This program must be registered with SGA and 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 year 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.
- All events must comply with the Mitchell College Alcohol Policy.
- 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 and SGA.
- 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 SGA and 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 flyers 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 SGA and 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 they 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.
Organizational Development

Planning for Success
Being a leader is no easy task. This section is designed and intended to provide you with information, ideas, and guidance regarding your position as a leader.

The following are suggested student organization leader responsibilities by semester. Each organization has different needs and a more complete list should be development by each group.

Fall Semester
- Get organized to participate in the Activity Fair. Visit the Student Government Office or the Office of Student Activities for more details.
- Schedule meeting times and locations.
- Conduct a general meeting or open house to invite new membership.
- Plan activities to help get your members acquainted with each other. Icebreakers are always helpful at the first few meetings. Visit the Student Activities Office to get suggestions for icebreaker activities.
- Put together materials for each member including: your group’s constitution; a membership list; stated goals and objectives; a calendar of meeting times and locations; as well as any set dates for projects or special events.
- Schedule regular meetings with other officers and your advisor.
- Check on the status of your budget with the SGA Treasurer.
  - What amount did the Student Government Association allocate?
  - Does the group need to plan any fund-raising activities?
- Attend the Financial Training Workshop.
- If you have not done this already in the previous spring, set goals and objectives for the year.

Spring Semester
- Review your goals and objectives. Are you on track?
- Schedule meeting times and locations.
- Prepare for officer elections early in the semester.
- Conduct new officers elections no later than April 23, 2010. Names & Contact information of the new officers must be submitted to the Student Government and Student Activities by this date.
- Train the newly elected officers, and schedule a meeting with the organization advisor.
- Write an annual report summarizing the group’s activities, successes and failures.
- Make recommendations for the following years. This is very useful for the new leadership and it provides historical information for the files.

New Officers
- Review organizational files and information with outgoing officers.
- Locate all financial records and go over these with outgoing officers.
- Submit a Change of Officers Form to the SGA VP for Activities and the Office of Student Activities.
- Have a meeting with your advisor and other new officers to talk about what direction you would like the organization to move in. Discuss successes and failures from the current year.
- Refer to your Handbook for Student Organizations for helpful hints on running all organization and being a good leader.
- Plan now for participating in and organizing early fall events. Set plans, make dates and delegate tasks.
- Attend the transition Dinner.
- Get a summer and fall address and phone list for all officers and active members. It is very difficult to get started in the fall when you do not know how to get a hold of people.

Summer
- Send in your budget proposal to the Student Senate Office according to the stated schedule.
- Write letters to the officers and members to keep them updated. This is also a good way to build motivation and excitement for the fall.
- Organize your files and discard any unneeded materials.
- Prepare and organize for early fall events.
Ways to Improve Your Organization

Club officers often talk about the challenges they are having with their organizations. Listed below are some basic suggestions on how to alleviate problems and thus improve your organization.

Utilize your advisor
Chances are your advisor has knowledge, abilities, and talents, that you are not fully utilizing. Discussing matters with your advisor will provide a lot of insight from an objective observer.

Keep in touch with the Student Activities Office
The Student Activities Office was established to help you and your organization. Take advantage of the resources and workshops available through this office.

Be familiar with “Clubs and Organizations Handbook”
You might be surprised to find the information or assistance you are looking for right in front of you.

Read notebooks and office manuals of your organization.
Organizations generally have notebooks for officers that contain helpful information utilized by previous officers. Without notebooks or manuals, organizations have the tendency to “reinvent the wheel” or to make the same mistakes year after year. If your organization does not have a manual, start one. It will assist you and the officers that follow.

Keep Records.
After all, isn’t one of the challenges in planning for this year that fact that no one wrote down what was done last year? Ensure the future success of your organization by providing organized records of activities and events with which your organization was involved.

Write Goals for your Organization
Utilize the Student Activities staff members to facilitate goal setting retreats or sit down with the officers at the beginning of each semester to develop a plan of action for the organization. Write those goals down! Written goals are more apt to be accomplished.

Keep the accounting books up-to-date
Review your books regularly and compare them with the SGA Treasurer regularly. It is easier to correct mistakes if they are caught right away. If you are having difficulty with finances, ask the SGA Treasurer for assistance.

Plan your meetings
Answer common questions often asked: When and where is the next meeting? What are we going to do at the meeting? How long will the meeting last? Attendance and attitude at meetings will be better if members know something being accomplished. A meeting agenda fulfills all the above needs. Don’t have a meeting if you don’t need one, but be sure members are properly notified.

Evaluate
A program is not complete until it has been evaluated. Find out what the organization thinks of meetings, activities and even the jobs the officers are doing.

Do Something
Many organizations are floundering simply because they don’t plan any activities. Take action on the goals set by the organization. You don’t have to accomplish everything in one year, but be sure to work on several goals. Plan for fun as well as business.

Ask Questions
Regardless of how overwhelming your challenges may seem, they can be solved. Ask others for input. All decisions are based on your current awareness. By asking questions, you can increase your awareness- and hopefully make better decisions.

Your organization’s advisor or the Student Activities Office is always a good first step in getting your questions answered.
How to Brainstorm

Brainstorming is a simple and very effective method of generating ideas. The essential features of a brainstorming session are few and simple:

1. The number of participants does not matter, but should be large enough so that there are potentially many sources of ideas.
2. The participants should be of somewhat equal status so that all will feel free to contribute their ideas. They should also have familiarity with the problem.
3. Participants should be seated facing each other so that the groundwork for free discussion is laid.
4. Arrangements should be made for one or two secretaries to be present to take down ideas as fast as they are presented.
5. The chairperson should state the problem and also makes clear that the ground rules are to be rigidly enforced as follows:
   - Every idea presented must be positive. There will be no comments allowed regarding any ideas presented. Criticism of ideas is strictly prohibited.
   - Everyone is encouraged to speak up and express ideas regardless of how far-fetched or fantastic they may seem.
   - Members are encouraged to present ideas as rapidly as they come to mind - the only limit on speed is the ability of the secretary to record the suggestions made.
   - Members are also encouraged to “hitchhike” which means to add or revise ideas suggested by other members of the brainstorming team. Condense, and bring together the ideas presented. Ideas which are obviously not workable should be discarded. Terminate the session with a listing of those ideas which are worthy of further consideration.

Motivation

1. Motivation Hints
   - Observe members and see what makes them tick
   - Be a good listener.
   - Criticize constructively.
   - Criticize in private.
   - Praise in public.
   - Be considerate.
   - Delegate responsibilities to members.
   - Give credit where it is due.
   - Avoid domination.
   - Show sincere interest and appreciation of others
   - Let your members in on your plans even when they are in an early stage.
   - Never forget that the leader sets the style and tone for his/her members.
   - Be consistent.
   - Ask members for their help and ideas.
   - When you are wrong, or make a mistake, admit it.
   - Be careful what you say and how you say it.
   - Use every opportunity to instill in members a sense of the importance of their work.
   - Give group members something to do immediately. Interest level starts high and enthusiasm is generated.
   - Utilize small groups and place persons on projects where interests and talents lie. Avoid unnecessary tasks.
Motivation Continued...

Individuals usually produce more when they know...
...what they are supposed to do.
...what authority they have.
...what their relationship with others is.
...what constitutes a job well done.
...what they are doing exceptionally well.
...where they are falling short.
...what they can do to improve.
...that their work has real value.

2. Motivation Checklist
- Have I made everyone in the group feel as if they belong?
- Have I allowed everyone to share in planning the group goals?
- Have I stated clearly what I expect of group members?
- Have I made every effort to keep group members up to date on what’s going on?
- Have I given group members a chance to use special skills or learn new skills?
- Have I given group members every reason to believe that I am fair and loyal?
- Have I provided group members with recognition when appropriate?
- Have I provided a communication environment characterized by trust, caring, and understanding?
- Have I acted in a way that reflects commitment to the organization and concern for each group member?

Election Process/Officer Transition

Election Process
At least one month prior to the elections, publicize the election meeting to all members. Consult the Constitution and be familiar with the election process for your organization.

Announce available positions at least two weeks/meetings before the elections. Provide a brief summary of the duties of each position and qualifications (a printed job description can be useful.) Outline election process and announce date of election.

If possible, one week/meeting before election, announce the names of the members who have been nominated and are interested in running for elected position. Review election procedures with your members. Ask for additional nominations. Introduce candidates. Allow each candidate to share his or her ideas and goals for the position.

At the election meeting, introduce all candidates again-allow them to share all final thoughts.

Hold elections according to parliamentary procedure or constitution. Announce winners.

Once elections are complete names of new officers must be submitted to SGA and the Office of Student Activities.
Election Process/Officer Transition Continued...

Officer Transition

The transition of officers within an organization is probably the most neglected activity. Training new officers directly affects the level of success the organization reaches during the year. The stories told by officers about their training (usually their lack of training) are astonishing! Please take an hour or two to pass on vital information to your successors. The following guidelines provide some ideas of what new officers need to know:

- Introduce the new officers to your organization’s advisor, the Student Activities staff, and any other resource people you utilized. Show them where the Student Activities Office, the SGA office, and the Resource Center are located.

- Turn over records, notebooks, and handbooks to the new officer promptly.

- Make sure each officer meets with his or her replacement to discuss duties, policies, procedures, and “how to” things. Review The Navigator and officer notebook with the new officer so they know where to find answers to questions.

- Make sure the treasurer and the president visit with the SGA Treasurer so they know who they are!
- Review the requirements for student organizations to retain good standing status at the College.
- File your change of Officer form with the SGA Office & Student Activities Office promptly.

- Discuss the biggest successes and challenges the outgoing officer faced. Recommend projects, goals, and changes for the upcoming year.

- Review any other specific information pertaining to your organization. (Budgets, community contacts, national organizations.)

These are just a few basic ideas for new officer orientation. Although these are simple ideas, the majority of groups fail to cover these basic ideas with new officers. In fact, if you happen to be a new officer, and you have discovered that you were not properly trained, please arrange with your organization’s advisor to set up an orientation for new officers. Remember that you can also use the Student Activities staff to assist in orientation.
Leadership Opportunities

The Office of Student Activities wants to help all students get the most out of their years at Mitchell College. Through both the Emerging and Existing Leaders programs we train students on the skills necessary to become and/or remain a good leader. This is not a comprehensive list of all leadership opportunities. If there is something you are looking for, stop by the Office of Student Activities to learn more.

Club Leader

A Club Leader is often a club or organization officer. However, clubs and organizations may have persons serve as chairs of a certain club committee or organize a club event. These are very important positions and give leadership experience to students. [Students interest in a position in a club should contact the club advisor for more information.]

Mitchell Valued Potential

MVP is a program for students who demonstrate a high level of commitment to both Mitchell College and the community at large. MVP students are required to provide 20 hours of service per semester. C-MVP students have the same service requirements but are required to commit 1/2 of their hours within an outside agency. The third category is the D-MVP who are required to commit 80 hours throughout the year. A student must be involved in the program for one semester and demonstrate strong leadership skill, before being considered for this award. The MVPL scholarship is generally awarded to an upper-class student. Students who display exemplary leadership and service skills are required to commit to 10 hours a week in an assigned position. There is an interview for a few of the available positions. A few of the available positions are as follows:
- Student Coordinator for Leadership Development, Student Coordinator for MVP, Student Coordinator for Community Service Programming, Student Coordinator for Weekend and Cultural Programming, Yearbook Editor, etc.

Orientation Leaders

An Orientation Leader is a sophomore, junior, or senior who helps facilitate the Summer Orientation Program for incoming students. The selection process is highly competitive and includes an application and interview. Orientation Leaders take part in on and off campus training programs and work under the supervision of the Office of Student Activities. Responsibilities include planning, coordinating, and implementing social and educational sessions during the program, leading a group of new students, and serving as a spokesperson for the College. The commitment is from mid-April until September. Interviews are typically held in March.

Resident Assistants (Residence Life)

Resident Assistants serve as resources and role models in the residence halls. They are trained in counseling, mediation, programming, and a variety of other topics. For more information on the Resident Assistant position, contact the Office of Residence Life at x7708.

Student Government Association

The Student Government Association represents the everyday needs of students at Mitchell College to the administration. Elections for the Student Government are held in the spring semester of each year. Election rules are formulated and announced by the election committee of the SGA, with the approval of the Office of Student Activities.
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