



PHILADELPHIA
UNIVERSITY

The Office of Student Activities and
The Student Government Association

CLUBS AND ORGANIZATIONS HANDBOOK

Philadelphia University Clubs and Organization Handbook

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Accounts

Every registered club or organization can set up their own account at the University. This account can be used to deposit funds into or to withdraw monies.

To set-up an account a "Clubs and Organization Application for Account" form must be obtained from the Department of Student Activities. This form must be filled and returned to the Director of the Campus Center and Student Activities. The form will be processed and an account number will be assigned. This process can take up to several weeks to be completed.

If you are unsure if an account exists for your organization please inquire with the Director of the Campus Center and Student Activities. The Director can also provide account balance information to approved individuals within the organization who are responsible for taking care of the groups financial affairs.

Banner Policy

Clubs and organizations are permitted to hang banners up on the campus. All banners must adhere to the University's Posting Policy as outlined in this document. Clubs and organizations wishing to hang a banner must coordinate that through the Director of the Camous Center and Student Activities located in Kanbar 301. Coordination of the hanging of the banner(s) as well as the location will be planned in conjunction with Physical Plant.

All banner displays in the Kanbar Campus Center must be scheduled and approved through the Assistant Director of Student Activities for Operations located in Kanbar 301. Each club and organization is allowed to display a banner for one week.

The Kanbar Campus Center Staff will hang the banners. The banners may not be larger than 40 feet long and 60 inches wide. Any size less than that is acceptable.

The Kanbar Campus Center staff will take down the banner after the reserved week is up. If the department, club, or organizations would like to keep the banner, arrangements must be made prior to the removal of the banner.

Banners are only allowed on the balcony above the Living Room in the Kanbar Campus Center. Banners may not be hung in other areas of the building. Any alternate locations must be approved by the Director of the Campus Center and Student Activities.

Violations of these policies can result in a suspension of advertising privileges. Clubs and organizations in consistent violation of this policy can have their advertising privileges as well as have their registration with the Department of Student Activities jeopardized.

Budget Committee

For information regarding obtaining funding from the Student Government, please refer to the SGA Constitution.

Contracts

Students at Philadelphia University are not to sign contracts on behalf of their organization or the University for any reason. Students are not approved to commit funding on behalf of the University. All contracts should be reviewed by the club's advisor and/or the Director of the Campus Center and Student Activities. All contracts should only be signed by the Director of the Campus Center and Student Activities.

Copyright Infringement

By law, as well as by intent, the pre-recorded videocassettes, DVD's and videodisks available for rental and purchases from stores and suppliers throughout the United States are licensed by the copyright owner "for home use only." Any type of showing or exhibition that goes beyond this may infringe upon the performance rights that, through the U.S. Copyright Act and related laws, are owned exclusively by the copyright owner.

An example:

Suppose you invite a few personal friends to your home for dinner and a movie. You purchase or rent a copy of your favorite movie from your local video store and you and your friends view the film in your home that evening. Have you violated the copyright law by illegally having a "public performance" of that movie. Probably not. But, suppose that you took the same videocassette and showed it to 25 people in a common area on campus, like a residence hall lounge. In this instance, you have infringed on the rights of the movie copyright holder.

Another example;

Suppose a faculty member has placed a movie in their lesson plan for educational use. If the faculty member shows the movie to their class and invites the general public to view the movie after class hours in a common area on campus; would this be a violation of copyright law? Yes. In this situation in order to avoid violating the copyright law the faculty member can show the movie at a different time as long as the movie is shown to his/her specific class, and is restricted to general viewing. The faculty member would need to purchase a public performance license in order to show the movie to the general viewers and class.

Other examples of an Unlawful "public performance" would be:

- Showing cartoons at a church's Christmas party
- Broadcasting a videocassette over a close-circuit system
- Playing a movie to entertain children at a nursery school
- Having a "movie night" in a residence hall lounge

These and other are all examples of a "Public Performance". Only the owner of the copyright a motion picture has the right "to perform the copyrighted work publicly." (United States Code, Title 17, Sections 101 and 106)

Drop Box Policy

Often times when clubs and organizations have a "drive" of some sort (food, clothing, etc.) they will use drop boxes to place around campus. When planning your drive it is best to check with the Department of Student Activities before the placement of those boxes to assure they are placed in the approved areas. If an area is in use for a pre-scheduled event the placement of additional boxes may not be approved. Clubs and Organizations must provide their own boxes as well as provide proper signage to explain what the box is for. Understand that all signage must adhere to the University's Posting Policy as outlined in this document. It is the responsibility of the sponsoring organization to monitor the boxes throughout the event and to keep the area orderly and neat. It is also the responsibility of the organization to remove all boxes at the end of the scheduled event. If an organization fails to adhere to the policy they may not be approved for future requests.

All drop off boxes (examples: food and clothes drives) within The Kanbar Campus Center must be scheduled and approved through the Assistant Director of Student Activities for Operations in the Student Activities Office (Suite 301) in the Kanbar Campus Center. Two clear, plastic boxes will be provided for each club, organization.

Drop off boxes in The Kanbar Campus Center are allowed to be placed outside Mail Services (in the Green Lobby) on the second floor and by the Information Desk. Boxes are not allowed to be placed in any other area of the building. Unapproved boxes or boxes in unapproved locations will be removed.

Boxes will not be monitored by Kanbar Campus Center Staff. Loss or theft of items in the drop off boxes are the responsibility of the sponsoring organization. We recommend emptying the boxes each night to reduce the possibility of losing items.

Violations of these policies can result in a suspension of advertising privileges. Clubs and organizations in consistent violation of this policy can have their advertising privileges as well as have their registration with the Department of Student Activities jeopardized.

Email Creation Policy

All registered clubs and organizations can have a club email account set up for their group. In order to do this you must contact the Director of the Campus Center and Student Activities with your request. Please include the name(s) of the individual(s) who will need access to that email account. * It is best to keep the number of email administrators to as few as possible. The Director will then place a work order with OIT. When the Work Order is completed the information will be sent to the email administrator(s) to explain how they access that mailbox. If you are unsure as to whether you have an email account or not please contact the Department of Student Activities.

Email Mass- Distribution Policy

The Department of Student Activities, as a service to our clubs and organizations, will distribute mass emails to the campus community. This service is provided only to clubs and organizations recognized and in good standing with the Student Government Association and the University in general. The Department of Student Activities reserves the right to deny any email that does not support the University's mission and/or goes against any policy as laid out in the Student Handbook. The following procedures and guidelines apply:

- All emails must be sent to the Director of the Campus Center and Student Activities at StudentActivities@PhilaU.edu . Emails are reviewed and then forwarded on to the campus student community. Minor edits may be made at the Director's discretion. If there are any questionable edits and/or significant changes required the email will be returned to the sender for editing. The Director will do their best to be as specific as possible with any returned emails.
- It is expected that emails will read and look exactly as they are to be forwarded. It is the responsibility of the organization to develop the emails and not the Director of the Campus Center and Student Activities. The Director may assist with appropriate messages in the email "subject" line.
- Emails that are sent for distribution will be sent out one time. If an organization has an announcement that they wish to go out on multiple days, they must send that email to Student Activities each day they wish for it to be sent out.
- Only emails from SGA recognized clubs and organizations will be considered. This includes Student Activities, SGA and it's standing committees.
- Only emails that publicize on-campus events and/or meetings will be considered.
- Only emails for events and/or meetings that are open to the entire campus community will be considered.

- Emails should be as thorough as possible, brief and edited for correct information. Emails will not be approved if they advertise or promote alcohol, illegal substances, use vulgar language or show graphic sexual and/or violent content.
- The Department of Student Activities will NOT forward emails from organizations and/or clubs not recognized by SGA and/or the University, individual students, emails from faculty or staff, personal emails, sales or solicitation emails, emails from individuals outside of the University community.

Event Policy (Classified as Large-Scale)

The following guidelines are to be used by Clubs and Organizations when planning events at Philadelphia University that may involve attendance from individuals outside of the campus community or classified by Student Activities as a “large-scale event”. These guidelines are to be strictly adhered to. The Director of the Campus Center and Student Activities, prior to the event, must approve any changes to these guidelines.

1. The University will review all events and reserves the right to deny any event that does not support its mission, could become a Public Relation/Community Relations issue or has the potential for a high degree of liability.
2. The Director of the Campus Center and Student Activities must approve the Event(s) and if necessary, will seek counsel of senior University administrators.
3. The requesting organization must be in good standing with the University and the Student Government Association.
4. The requesting organization must provide a financial plan and demonstrate their ability to pay for the event.
5. All appropriate paperwork and documentation must be completed and approved.
6. The event may be reviewed with Campus Safety and Security to determine the need for Security personnel (University officers & McGinn security guards) to be in attendance. Security costs will be incurred by the organization.
7. Proper work orders must be placed through Philadelphia University’s Physical Plant.
8. All entertainers or outside vendors must be contracted and approved by the University through the Student Activities Office.
9. It is preferred that not cash is exchanged at events. Tickets sales and or door charges must be approved by the Director of the Campus Center and Student Activities. All exchange of cash must be planned appropriately in order to ensure proper security and procedure is provided.
10. Individuals attending events from outside the campus community must be a guest of a current student, faculty, alumni and/or staff. Those guests must arrive to the event with PhilaU community member.
11. Events that are open to individuals outside of the campus community, who are not guests of a current faculty, staff, student and/or alumni, must have all outside attendees “guest listed” prior to the event. In other words, events are not open for people outside the community to just show up. When events are advertised they must state that an RSVP to the appropriate office is required. This is to ensure adherence to capacity and fire codes. All exceptions to this need be approved through the Department of Student Activities.

12. The Organization's Advisor and/or approved Philadelphia University Staff must attend the event. That individual must confirm their attendance with the Director of the Campus Center and Student Activities.
13. Following the event, the venue must be cleaned and returned to the condition it was found. If not, the group will be charged for a fee for clean up determined by Housekeeping.

Fund Raising Policy

Fundraising is defined as an event that raises money for a registered club or organization or as any event that raises money/items for a charitable organization.

Only registered clubs and organizations are approved to fundraise on campus.

All fundraisers must avoid demeaning sexual, racial or other discriminatory references, and will not promote the abuse of alcohol.

Registered campus organizations that have a history of running a specific fundraising event will get priority for that event year-to-year. If an organization requests a similar or conflicting activity they will not be approved unless the organization with priority gives approval.

Clubs and Organizations must fill out a Fundraiser Application Form. The form must be approved and signed by the Director of the Campus Center and Student Activities prior to the start of their event.

Proper reservations must be made to reserve event areas and/or table areas. This information and paperwork can be obtained from the Information Desk in the Kanbar Campus Center.

All requests must clearly state where funds will go. In the event of a charitable group, the Department of Student Activities has the right to check on the validity or reputation of a charitable group. Clubs should consult with the Coordinator of Community Service Programs to connect with reputable organizations.

Types of fundraising and things to consider:

- Charity Tie-Ins: Soliciting funds and or items for charity fundraisers. This includes food drives, clothing drives, etc.
- Raffles: Raffles may offer cash as a prize. Other gambling type fund-raisers (such as 50/50 splits, etc.) are acceptable. Casino Nights can be approved if participants are not exchanging cash in anyway.
- Sales: Sales of products or food by PhilaU organizations is permitted. We recommend that if food is made by the group or purchased outside it is advertised as such. Please be aware of food allergies.
- Pledge Based: Pledge based fundraisers such as bowl-a-thons, Jog-A-Thons, Walks, etc.
- Contracted Sales: PhilaU clubs and organizations may contract with outside vendors for on-campus sales subject to approval by the Department of Student Activities where such sales are consistent with guidelines publicized by that office. Sales of insurance and credit cards are NOT permitted.

- Services: Service fundraisers involve a service for donation such as car washes, vacuum-a-thons, etc.

All monies collected must be deposited into the organizations account and/or distributed directly to the Charitable Group. This should be processed through the Department of Student Activities and through a University check. If these guidelines are not followed the organization and/or individuals can be investigated for mismanagement of funds. This could lead to disciplinary actions.

Hazing Policy

The purpose of the Hazing Policy is to protect the safety and rights of all students of Philadelphia University who choose to join a sorority, fraternity, club or other organization which is associated with the University. It applies to all such organizations whether its facilities are located on or off the University campus. Hazing of a student by any organization or group of its members is absolutely prohibited.

1. For the purposes of this policy, hazing is defined as: any action or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: paddling in any form; use of alcohol; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; the wearing of public apparel, which is conspicuous and normally not in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and late work sessions or any activities which are not consistent with the policies and regulation of Philadelphia University. Hazing also includes any action or situation, which requires or encourages violation of public law. The foregoing definition is based on the definition cited by the Fraternity Executives Association and the Commonwealth of Pennsylvania.

2. Any alleged violations of the non-hazing policy by students will be referred to the Student Conduct Committee, which may impose such penalties including suspension or expulsion from the University, as it deems appropriate.

3. Any alleged violations by an organization will be referred to the Student Government Association and to the student judicial system, which may impose such penalties, including suspension or revocation of recognition status as a University organization, as may be deemed appropriate.

The Student Government Association and the University administration will not tolerate hazing. The Greek system and all student clubs and organizations enhance community life, the University and its members. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

Kanbar Campus Center

The Kanbar Campus Center is truly the HUB of activity at Philadelphia University. This building will be the center of most of the activity for clubs and organizations. It is very important that clubs and organizations are aware of the policies and procedures for the usage of the building and understand how to use the space(s). This includes placement of table tents, candle usage, banners and very important information as to what is available.

Information regarding the use of the Kanbar Campus Center can be found online at <http://www.philau.edu/studentactivities/StudentCenter.html>

Laser Printing Policy

- Clubs and Organizations will be able to use the computer stations located in KCC 306 to print out items for their clubs and organizations.
- Print jobs are sent to the printer in the Student Activities suite (ivy/studentActivities2) located in Kanbar 301. The printer is a black and white laser jet printer with capabilities for *Letter* and *Legal* size jobs.
- This service is meant for the convenience of short-run jobs (agendas, flier originals, etc.) and is not meant for large quantities of printing. Clubs and Organizations will still need to utilize photocopying services offered out of Student Activities.
- Each organization is allowed no more than 20 copies for any one job.
- After a job is sent it can be picked up by the club by seeing a Student Activities staff person or office assistant.
- All jobs will be logged before handing out.
- Printing jobs can be picked up between the hours of 9am-7pm Monday through Friday.
- If jobs are sent through during the evening hours they can be picked up the next morning. Job sent over the weekend can be picked up on Monday.
- If a print job is to be turned into a photocopy job please send an email to the StudentActivities@PhilaU.edu with an explanation of the flier/job, number of copies needed and color paper needed. The job will be completed within on full business day and ready for pick-up. If there are any issues you will be contacted.

Media Services Requests

Whenever a registered club or organization reserves a space on campus for a meeting or event is essential that a Media Service Request is placed for any Audio and/or Visual needs. This may be for use of a microphone, speaker, projector, screen, etc.

These requests can be placed online at www.PhilaU.edu/OIT/MediaServices/

Photocopying Policy

As a service to Clubs and Organizations the Department of Student Activities, in conjunction with the Student Government Association, provides photocopying services. The following are the policies and procedures.

- Only clubs and organization registered with the Department of Student Activities and in good standing can utilize photocopying services through the office.
- The office can only provide black and white photocopies, no color. The office can photocopy onto Letter 8 ½ x 11, Legal 8 ½ x 14 or Tabloid 11 x 17.
- Photocopy jobs should be left with a Student Activities staff. There should be a post-it note or sheet of paper attached that explains the request.
- Please be specific as to the number of copies and the color of paper and include a contact phone number or email.
- Examples of jobs include agendas, fliers, constitutions, etc.
- The office will not provide photocopying that is considered excessive. This includes requests to photocopy items to stuff campus mailboxes or requests to photocopy fliers that far exceed the amount of posting options on campus.
- All job requests are usually finished within one business day.
- When jobs are completed they will be placed into the clubs mailbox in Kanbar 306 or left in the office to be picked up.
- If there are any issues and/or questions the group will be contacted using the info provided.

Physical Plant Work Orders

Whenever a registered club or organization reserves a space on campus for a meeting or event is essential that a work order is placed to assure that the room is properly set for your reservation. Understand that there is no guarantee that a room will be set properly without work orders. Also, it is not appropriate that, unless pre-arranged / approved, a group come in and set-up a space on their own. Although the help may be appreciated the room may have been set-up for an event following yours.

All work orders can be placed online at www.Philau.edu/Plant/

Posting Policy

- Postings must be approved and stamped by the Department of Student Activities. This includes clubs and organizations from the Philadelphia University community, any student wishing to post something on campus, any individual or organization outside the University community wishing to post something on campus.
- Postings sponsored by offices or departments within Philadelphia University do not need an approval stamp.
- Postings and advertisements will not be approved if they advertise or promote alcohol, illegal substances, use vulgar language or show graphic sexual and/or violent content.
- Postings regarding the rental of houses and/or apartments will not be approved.
- Individuals and/or organizations outside the university community will not be permitted to distribute information through Philadelphia University's mailroom unless approved by the Director of the Campus Center and Student Activities.
- The placement of anything on cars on Philadelphia University property is prohibited.
- The use of chalk on buildings and/or sidewalks is prohibited.
- Postings should only be placed on specified bulletin boards. General postings should only be placed on boards specified for general use. Approved general posting areas include:
 - *Down's Hall hallway.*
 - *Hayward Hall Lobby and stairwells.*
 - *Guttman Library main lobby*
 - *Outdoor kiosks at Hayward Hall and Ravenhill Dining Hall.*
 - *Ravenhill Mansion / Mott thruway.*
 - *Search Hall Stairwell*
- All postings within the Residence Halls at Philadelphia University must be approved by the Residence Life office.
- Any boards assigned to clubs, organizations or departments within Philadelphia University, should be maintained by those groups. The Department of Student Activities will not be responsible for the maintenance of those boards.
- Postings are not to be placed on windows, doors, sidewalks or painted surfaces. An exception will be made for postings that are hung the day of a program and/or one-day prior. Those postings must be removed after the program is complete. This exception is only made with posted material on or in the building that the program is happening.
- Postings will be stamped for no more than 2 weeks at a time or for one day following the date of the program.
- Clubs and Organizations are required to remove their postings after they have expired.
- The Department of Student Activities will do a board cleaning twice a month. All expired postings and/or postings that are not approved will be removed immediately.
- Violations of this policy can lead to the suspension of posting privileges. Clubs and organizations in consistent violation of this policy can have their posting privileges suspended as well as have their recognition with SGA jeopardized.
- ***Kanbar Campus Center Posting Policy:***

- Three general boards are available for posting with the Kanbar Campus Center. These boards are maintained by Kanbar Campus Center Staff.
- If a department wishes to post a flier on the board, three flyers may be left in the Student Activities Suite (Room 301) or at the Welcome and Information Desk. Kanbar staff will distribute the fliers and remove the fliers.
- All postings will be dated and removed after the event date has passed. Postings that have no event date will be posted for no more than one month.
- Clubs and organizations must have their posters approved through the Director of the Campus Center and Student Activities. Three posters will be given to the Kanbar Campus Center to be posted. Fliers will be removed after the stamped date.

Registering an Organization

What if I am interested in starting a club organization?

If you are interested in starting a club or organization it would help to set up a meeting with the Director of the Campus Center and Student Activities. Please come with your idea(s) and as much information as possible. After working through ideas and options the office will assist you as you set up interest meetings and promote the idea to assess student interest in forming a group. Once the interest group is organized they can move into the registration process.

Why be Registered?

- The club or organization is officially registered and recognized at the University.
- The organization will receive posting approval for the campus.
- The organization will receive a mailbox in Kanbar 306.
- The organization will receive computer access in Kanbar 306.
- The organization can reserve space on campus.
- The organization can create email and a web site specific to their group.
- The organization will receive photocopying privileges through SGA.
- The organization will receive printing and plotter privileges.
- The organization can gain access to the Club resource room in the Kanbar Campus Center.

How do I register an organization?

- Obtain the appropriate paperwork from the Department of Student Activities. Complete it and return it to the Director of the Campus Center and Student Activities.
- All organizations must have one representative present at scheduled SGA Presidents Council meetings.
- Every organization must have a faculty or staff advisor that is employed by Philadelphia University.
- A member of the organization must attend "Treasurer's Training" with SGA and/or arrange a training with the Department of Student Activities.
- The organization must obtain a copy of the "Clubs and Organization Handbook" as provided by the Department of Student Activities.
- A current copy of the club's constitution must be handed in with this form and/or on file in the Office of Student Activities. If an organization does not have a constitution they will have 1 semester to produce one.

Residence Hall Lounge Reservation Procedure

The Residence Coordinator's manage the reservations for the use of lounge space in the residence halls by persons outside of Residence Life. Residence Hall Lounges are used primarily for floor meetings and RA Programs. RA staff are asked to reserve their space in this booklet to avoid scheduling conflict. Reservations are asked to be made at least one week in advance of the event. RA events will take priority if there is a scheduling conflict.

A Special Events guest log will be kept to register attendees at these events. All visiting students, staff, and faculty are asked to sign-in at the desk and show proper I.D.

Non-Philadelphia University affiliated groups are not permitted to reserve common area space in the Residence Halls unless given permission by the Director of Residence Life. Alcohol is not permitted to be served (in any quantity) at events in the Residence Halls. Groups found violating this policy will not be permitted to use the space for future events.

Resource Room Policies and Guidelines

- To enter the Resource Room, Kanbar 324, students must be approved to use their ID card in the swipe card system.
- Only students in a club and/or organization approved by SGA and Student Activities will be allowed access to the Resource Room.
- Students are expected to clean up their work area when finished, and put all supplies away.
- Do not misuse any property or equipment. Organizations found responsible for damages will be assessed replacement costs.
- Do not remove any supplies, markers, or equipment from the Resource Room.
- Do not prop or hold the door open. Please enter the room and let door close.
- Please make sure that the door is shut and secure when leaving.
- Students should notify the Student Activities office when supplies are low, or if there are any problems or damage to equipment.
- If you have any questions, or need assistance, please see one of the Student Activities staff or office assistants.
- The computer located in the Resource Room is only to be used for plotting. This computer is not be used for personal use. Clubs and Organizations are to use the computers located in the Clubs and Organization space in KCC 306.
- The plotter can only be used between the hours of 9am-5pm.
- Only students who are named and approved by their organization can use the plotter.
- No one can use the plotter unless they are properly trained. Training will b set up through the Office of Residence Life.
- To use the plotter you MUST set-up an appointment with the Secretary in the Residence Life Suite, Kanbar 317.
- Failure to abide by these policies can result in fines and/or loss of usage privileges.
- Understand that this is shared space for clubs and organizations as well as both RA's and CA's. Please respect everyone's need to use this space.

Room Reservation Policy and Procedures

The facilities of Philadelphia University exist for the primary purpose of education and use of the University community. Priority for the use of academic facilities is given first to the University classroom needs and second to the programs and activities of University groups. University groups are defined as any group sponsored by faculty, staff or students. It also includes offices, departments and/or schools at PhilaU. The decision to permit or restrict the use of facilities by

University groups will be based first on prior academic classroom commitment, then prior reservation by another University group. Reservations requested by University groups are taken on a first come first serve basis. University groups are defined as consisting almost entirely of students, clubs and organizations, faculty, administrators, staff or alumni of the University, whose primary activities are based at or directly related to the University.

All groups using University facilities must comply with University standards and policy. It is the responsibility of the University Reservationist, Director of the Campus Center and Student Activities and the sponsoring group to make sure those standards are being met. Those groups failing to meet the standards or comply with regulations may be denied future use of University facilities. Those groups causing damage to University facilities will be charged accordingly.

The University will only reserve facilities to outside organizations that are affiliated with and/or sponsored by a University group. Approval of the reservation will depend on the appropriateness and/or fit of the event with the larger mission of the University. The sponsoring group will then accept responsibility for the organization and/or program. The sponsoring group must then carry out all reservation procedures. Alumni of the University are required to use the Alumni Office as the University Sponsoring group. Groups sponsoring activities judged to be unrelated to the University but permissible under the policy governing the use of University facilities may be charged appropriate fees (i.e. set-up fees, catering fees, media service fees, etc.).

The Department of Student Activities is not responsible for the reserving of space for weddings at Philadelphia University. Requests for facilities for weddings will only be approved through the Alumni Office during the Summer months. Alumni Relations will then be considered the sponsoring office and follow the appropriate guidelines as stated throughout this document.

Room Reservation Procedures

- All facility/room reservations must be made through the University Reservationist located in the Kanbar Campus Center, extension x5346 or at Reservations@Philau.edu .
- A Room Reservation form must be submitted to the Reservationist for a request to be considered. Room Reservation forms can be found online at Specifics on filling out paperwork can be obtained from the Reservationist upon request.
- Inquiries regarding room availability over the telephone and/or by email do not confirm a reservation nor do they guarantee the retention of the space for the event.
- A room reservation is not confirmed by submitting the form. A reservation is confirmed when confirmation is returned to the requestor by the reservationist.
- A space may be put on "HOLD" over the phone and/or by email at the discretion of the Reservationist. The Requestor then has 5 business days to submit the appropriate form. If after the 5 days a form has not been received the space will be released.
 - If a request is placed within 5 days of the requested date, a form is due immediately and a "HOLD" will not be placed.
- Any space considered a classroom, lab and/or design space can be reserved through the reservationist if the request is outside regularly scheduled classes. That information is first confirmed through the Office of the Registrar.
- The Ravenhill Chapel is considered a classroom, display and/or lab space and is reserved through the registrar's office during the Fall and Spring semesters. During Summer I and Summer II sessions the Ravenhill Chapel is reserved through the Alumni Relations Office only.

- The procedures governing the use of campus facilities shall apply to the reserving and use of outdoor spaces on University property. Location of the event, time of the event, City ordinance and the proximity of the event to community neighbors, classes and offices in use impact approval and control of outdoor events.
- Utilization of campus facilities for the Philadelphia University community is free. Special setups and unusual cleanups are subject to charges.
- No campus-wide social programming will be approved on reading days and the final exams period at the end of each semester.
- The Director of the Campus Center and Student Activities must approve all events sponsored by a student club or organization at least 2 weeks prior to the event. Please be as thorough as possible with the information provided so not to slow the process down. A meeting to clarify event details may be required before final event approval.
- It is the responsibility of the sponsoring organization to make specific arrangements for services with Dining Services, Physical Plant and/or Media Services.
 - All Physical Plant information as well as information on placing Work Orders can be found at <http://www.philau.edu/plant/>
 - A Work Order must be placed in order to have the room set for your event. If a work order is not placed for room set-up there is no guarantee the room will be set appropriately for your event and/or that the appropriate furniture will be available when you arrive. When reserving a space please allow for an appropriate amount of time for set-up and break down.
 - All Dining Services information as well as information on placing Catering Requests can be found at <http://www.philau.edu/dining/>
 - When reserving a classroom for a catered event, during the Tuesday and Thursday break period, please allow at least a half an hour before and after the scheduled time to allow for set-up and breakdown. If not, Dining Services and/or Physical Plant have the right to refuse their services.
 - All Media Services information as well as information about placing a Media Services Request can be found at <http://www.philau.edu/OIT/mediaservices/>
- Reservation requests can be placed for future events and/or series of events. Requests can be placed for no longer than 1 semester ahead of time. All exceptions for requests further out on the calendar will be made by the Director of the Campus Center and Student Activities.
 - Requests for spaces considered academic spaces cannot be approved until academic calendars and schedules are confirmed.
- If an event is cancelled, postponed and/or the location of your event is moved please contact the Reservationist immediately so that they can cancel and/or adjust the information in the system. It is also common courtesy to do the same for any special service requests that have been placed with Physical Plant, Dining Services and/or Media Services.
- In the event of a conflict, priority will always be given to the group who has the reservation confirmation and has received the proper paperwork. As stated in the policy above, "Reservations requested by University groups are taken on a first come first served basis". If a group wishes to use a space that is already reserved they must do the following:

- Contact the University Reservationist with the request.
- The requestor must then contact the organization that holds the current reservation to request the release of the space.
- If the sponsoring organization agrees they must contact the Reservationist to inform him/her of their decision and work out the details of moving to another space.
- If there is still a conflict regarding the situation, all concerns can be directed to the Director of the Campus Center and Student Activities who may consult with the Dean of Students on decisions.

Sponsorship

Clubs and Organizations may seek sponsorship from outside organizations for their group or for an event that they are planning. When receiving sponsorship in the form of items, gift cards, etc. it is important to make sure the sponsor is properly recognized. If your club is receiving a monetary sponsorship and/or a gift that is considered "sizable" it is required that you work through the office of Institutional Development located in the White House. This will ensure the money is being processed appropriately (as laid out by the sponsor) and that the organization is being recognized appropriately by the University.

Vending Table Reservation Policy

This policy pertains to clubs, organizations, offices and/or departments at Philadelphia University that wish to reserve vending table space on campus.

- All table reservations must be made through the Campus Reservationist at the Kanbar Information Desk. X5346.
- A Table Reservation form must be completed to honor any requests. Forms can be obtained from the Campus Reservationist.
- Requests are valid only when confirmed by the Campus Reservationist.
- All Tables Reservations are on a first-come-first-serve basis.
- Tables can be reserved for the following areas;
 - Hayward Hall Lobby
 - Kanbar Campus Center (Ted's Stairwell landing)
- Tables in the Ravenhill Dining Hall must be requested through Dining Services.
- Any student vendors wishing to reserve space in the Residence Halls must receive permission from the Director of Residence Life.
- **Hayward Hall Lobby**
 - Tables will only be reserved in Hayward Hall Lobby Monday through Friday.
 - No more than 2 groups will be reserved per day.
 - Groups will not be booked together when vending similar items.
 - Use tables available in Hayward Hall Lobby.
- **Kanbar Campus Center**
 - No more than 2 groups will be reserved per day.
 - One on-campus Club or Organization, One outside Vendor
 - Two on-campus Clubs or Organizations
 - Weather permitting, vending tables will be available outside on the Living Room Patio.
 - Information tables must be staffed at all times. Tables may not be left unattended.
 - Tables can be reserved for the entire day or for certain hours of the day.
 - Groups will not be booked together when vending similar items.
 - Groups are allowed to reserve up to four weeks at a time.

Any questions, concerns or feedback should be directed to the Campus Reservationist in the Kanbar Campus Center Room 205A, ext. 5346.

Web Page Creation Policy

All registered clubs and organizations can access space on the University's server to develop a web page for their group. In order to do this you must contact the Director of the Campus Center and Student Activities with your request. Please include the name(s) of the individual(s) who will need access to that web page. * It is best to keep the number of web page administrators to as few as possible. The Director will then place a work order with OIT. When the Work Order is completed the information will be sent to the web administrator(s) to explain how they access that page. It is important to understand that the club's web page is developed and updated by the club or organization. Please have the page developed before requesting space on the server. If any organization's web page is found to have inappropriate content, the University does have the right to remove it from the server. If you are unsure as to if your organization has a web page, please contact the Department of Student Activities.

Section II Constitutions

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Tips For Writing Your Constitution

Here are some tips to help you avoid some of the most frequent problems clubs have when writing their constitutions.

- Your purpose is *the most important* part of your constitution. Spend some time really thinking through the wording and phrasing of your Purpose article. This can really help the University decide if your club deserves a place on campus, but it also is the singularly most important article from your constitution. Therefore, it is time well spent to establish a well-stated and accurate purpose for your club.
 - Your purpose does not need to be in the numbered format shown in the constitution template form. It can also be written up as a short paragraph. However, do not submit long-winded purposes because they are unmanageable to read.
 - Many creators of campus clubs feel a sense of posterity when submitting a constitution, and therefore are inspired to submit lengthy descriptions of the club's long-term intentions and the motivations behind its creation. This is entirely inappropriate for your written constitution, which serves as a formal document for the Department of Student Activities and SGA. However, you may feel free to submit an addendum to your formal constitution that chronicles anything you wish future leaderships of your club to know.
- Please DO NOT include the name of your faculty or staff advisor (if you have one) in your constitution. This is so that in future years, when faculty or staff move on or are no longer advisors to your club, your constitution does not need to be changed. Please also note that advisors are NOT required by any means, yet the mandatory form listed on the outline allows your club flexibility through the years with the adoption or assigning of advisers.

Questions?

Please contact:

Timothy J. Butler

Director of the Campus Center and Student Activities
butlert@PhilaU.edu
X2599

Example #1

- Article I Name: The name of the organization should be stated.
Example: The name of this organization shall be the Middlebury College Activities Board.
- Article II Purpose: State the group's purpose.
Example: The purpose of the organization is as follows:
1. ----
2. ----
3. ----
- Article III Membership: Membership must be open to all Philadelphia University students.
- Article IV Officers: List officers and duties, which correspond to them. State that officers must be PhilaU students. Designate a treasurer and specify their role as the formal liaison between your student organization and the SGA.
- Article V Elections: Describe methods of election. A quorum (the necessary percentage of members to be present at the election) and a majority (i.e. simple, 2/3, etc.) must be defined in this article.
- Article VI Meetings: Describe frequency and nature of meetings.
- Article VII Committees: Describe committees, if any, and enumerate their duties. If no standing committees exist, it may be desirable to grant power to the president of the organization to appoint temporary committees as the need arises.
- Article VIII Faculty Advisor:
The membership agrees to maintain an advisor from the faculty or staff, as required.
- Article IX Affiliations: List any affiliations with local, state, national or international organizations and describe your organization's relationship with these affiliates. Please also include the discrimination policies of your affiliate organizations. If no affiliates exist, note accordingly.

Example #2

CONSTITUTION OF:

(Club name)

ARTICLE I

NAME

Section 1. The name of this organization shall be _____

ARTICLE II

PURPOSE

Section 1. The purpose(s) of this organization shall be _____

ARTICLE III

MEMBERSHIP

Section 1. Membership is restricted to all currently enrolled student of Philadelphia University.

Section 2. A person is a member in good standing when he or she _____

Section 3. The rights of voting and holding an office are reserved for club members only.

ARTICLE IV

OFFICERS

Section 1. The officers shall be – (name & title of officers):

Section 2. The club shall be organized with the following structure: _____

Section 3. The Club shall select a member to represent the club on the SGA President's Council.

Section 4. To be eligible for office, candidate shall _____

Section 5. Officers shall be elected/appointed (select one)
(example: upon election, when, on May 15, in spring semester, etc)
and shall take office _____
Elected officers must receive _____ of votes to be elected
(example: majority, plurality, 2/3 etc.)

Section 6. Vacancies in office shall be filled by (example: by appointment, by election, etc.)

ARTICLE V

MEETINGS

Section 1. Regular meetings shall be held _____

Section 2. Special meetings may be called by _____

Section 3. A quorum of _____ (example: 2/3, 1/2, 2, etc.) of the members and officers shall be necessary to conduct business. (NOTE: A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions. Select number, which allows you to do business regularly, but which prevents a small number of members or officers from controlling the club.)

ARTICLE VI

SOURCE OF POWER

The source of power of this club is the President of Philadelphia University, the legal representative of the Board of Trustees, who delegates PhilaU powers as are appropriate to the Department of Student Activities, which recognizes each club to conduct its power business. In accepting this constitution,

(Club name)

agrees to abide by the Philadelphia University policies and regulations, which apply to students and student clubs.

ARTICLE VII

AMENDMENTS AND RATIFICATION

Section 1. The constitution shall be ratified by a _____
(Majority, 2/3, etc.) Vote of the members attending a meeting with a quorum.

CLUB BY-LAWS

ARTICLE I

RULES OF PROCEDURE

The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the by-laws or constitution.

ARTICLE II

DUTIES OF OFFICERS

The duties of the officers shall be:

President's Council Representative:

- a) Attends SGA'S PC meetings
- b) Coordinate club events with campus calendar
- c) Participate in SGA PC activities

The President shall:

Section III Financial Information

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Application For Account Form

The "Application For Account" form is used by registered clubs and organizations to set up an account of their own on campus. This account can be used to deposit and withdraw funds from. This form should be filled out and given to the Director of the Campus Center and Student Activities. The Director will complete the paperwork and send it through for approval. When the process is complete the account number will be sent to the Director and they will pass that number along to the organization. This process can take up to 2 weeks. If you are unsure as to if your organization currently has an account, please contact the Department of Student Activities.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after "Treasurer's Training".

Clubs and Organization
Application for Account



Organization Name: _____ A _____

Philadelphia University Staff Member Responsible for account

Name: _____ B _____ Campus #: _____ C _____

Title: _____ D _____

How will funds be generated?: _____ E _____

What will these funds be used for?: _____ F _____

Date of Application: _____ **G** _____

Approval Signatures

Director of Student Activities _____

Dean of Students _____

Business Office Approval _____

Account Number and Name _____

Filling Out Application for Account

- A- The name of your organization.
- B- The name of your advisor.
- C- Your advisors contact number.
- D- Your advisors Title.
- E- How do you plan on getting money to put into the account? (Fundraising, dues, etc.)
- F- How do you plan on using the funds?
- G- The date you hand in the application.

Cashier Transmittal Form

The "Cashier Transmittal" form is for registered clubs and organizations to use to deposit funds into their Philadelphia University account. Funding may come from fund raising activity, dues, etc. This form, as well as monies, should be filled out and taken to the Cashiers Window in Archer Hall 1st floor. When the money is deposited / posted a receipt should be sent to the individual listed on the form. Please note that it could take up to several days before money is posted into your account.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after "Treasurer's Training".



Cashier Transmittal Form

Date: _____ A _____

Description of Deposit: _____ B _____

Amounts: Cash: \$ _____ C _____
Checks: \$ _____
Credit Card: \$ _____

Total Transmitted for Deposit \$ _____

Account # _____ D _____ E _____
\$ _____

Please Send Receipt to:

Name: _____ F _____

Department / Office _____

Filling Out Cashier Transmittal Form

- A- The date of the transmittal.
- B- What is the deposit for or how was it generated?
- C- Breakdown of monies.
- D- Your account number.

- E- Total being transmitted.
- F- Name of person who will receive the receipt and their location.

Purchase Requisitions


The Purchase Requisition is Philadelphia University’s method by which to request a check to be cut. This is the main way in which you will access your organizations account. It can be used to pay bills, reimburse individuals or request check advances for your organization.

PLEASE NOTE that receipts, invoices, etc. must always accompany this form. The money must always be accounted for. If you request a check advance the check stub must be returned with all receipts and monies returned. **NO EXCEPTIONS!** In the event you are paying someone a stipend or honorarium or something that does not provide an invoice, a letter/memo should be attached explaining what the money is being used for.

The Purchase Requisition must be filled out in its entirety and 2 copies are to be given to the Director of the Campus Center and Student Activities, accompanied by any receipts, invoices or relevant documentation.

Please allow up to 2 weeks for bills to be paid or checks to be cut. All Purchase Requisitions should be handed into Student Activities no later than the end of the day on Thursdays. PR’s will be processed by the end of the day Fridays. When checks are completed they will be sent to the vendor upon request or sent directly to the Student Activities Office. Groups/Individuals will be contacted when the checks are available for pick-up.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after “Treasurer’s Training”.



PHILADELPHIA
UNIVERSITY

**PURCHASE
REQUISITION**

_____ A _____

Suggested Vendor B Payee

DO NOT WRITE IN THIS SPACE					
P.O. NO.					
DATE					
DATE		DATE NEEDED		SHIP TO	
C		D		E	
ITEM	QUANTITY	UNIT	DESCRIPTION		TOTAL
			F		G

- D- This is the date on which you need the check. "ASAP" is fine in this field. Understand that it could take up to 2 weeks to cut a check and checks are available and/or are mailed towards the end of the week.
 - E- It is fine to put "The Above Address" in this field or to put an office or department.
 - F- Please give a complete discription of the purchase, cost or purpose.
 - G- Place costs here. Total cost will be tallied at the bottom of the column.
 - H- Whomever fills out the form should sign here.
 - I- Please put your organizations name.
 - J- Please put your organization's account number here.
- Do not put anything here. This is for other signatures.

Section IV Leadership Resources

Fundraising 30

“8 Off-The-Wall Fundraising Ideas”

“Buck Boosters”

“From Concept To Cash”

Meeting Management 38

“Parliamentary Procedure”

“The Role Of The Facilitator”

“Running Effective Meetings”

“8 Off-the-Wall Fundraising Ideas”

Christopher S. Jachimowicz, ASGA Online

Selling Services

1. **Acme Movers** • Sell boxes and packing materials to residence students in late April or early March. You might also contract with a local company (Mailboxes, Etc.) to do the same thing, keeping a portion of their profits for your organization. Consider renting "moving crews" to assist residence hall students in moving out.
2. **Birthday Service** • Many departments and student organizations would like to recognize members on their birthdays. Assist them by offering a birthday tracking service. With the help of a database program, you could alert departments and organizations to impending birthdays. You could also offer to send a card, flowers or a cake for an additional fee.
3. **Computerized Mailing Labels** • If you have access to computer technology, use it to your club's advantage. Sell a label service to other organizations. Collect the names of members of other organizations and store them in a database. Print out mailing labels on request for a small fee.
4. **Wake-up Calls** • If your club has a lot of early risers, consider selling a wake-up service to other students. Contract with students to give them wake-up calls during exam week or throughout the school year. Again, a computer database could be useful in providing this service.
5. **Display Boards** • Many student organizations choose to be represented at University Open Houses and Activities Fairs. If your organization is particularly artistic, offer to assist other organizations with designing eye-catching displays for these programs.
6. **Home and Garden Tours** • If your university is fortunate enough to be in an historic district of town, or if there are homes with magnificent gardens, consider working with community members to sponsor home and garden tours in the neighborhood. While few students might be interested in this opportunity, many town or city folk would enjoy this opportunity.
7. **Teach a Craft or Skill** • Everyone has a hidden skill or talent. Consider using the hidden talents of your membership to offer workshops to teach these skills to others. Some ideas for workshops are: cooking, cake decorating, flower arranging, juggling, billiards, web page design, etc.

Selling Goods

8. **Selling food and snacks** • Not very creative in itself, but if you look to sell pre-packaged items where and when they are not usually available, you could have a hit on your hands. If your University shows movies without popcorn, inquire about a popcorn concession. Are there academic buildings without vending machines? Could you sell refreshments on move-in day?
9. **Residence Hall Room Decorations** • Residence hall students and apartment dwellers are on the lookout for items to decorate their rooms, especially at the beginning of the school year. Consider setting up a decoration sale by inviting vendors to sell posters, plants and other "residence-approved" decorations.
10. **College Discount Card** • Local merchants thrive on student business. Many will pay a fair fee to be listed on a discount card. The card entitles the student to a discount at a local business when the card and a College ID are presented. Your only guarantee to the merchants is that a card will be placed in every student mailbox.

11. **Exam Survival Kits** • Let's face it: Parents have the money. The survival kit addresses the parents' need to show support for a son or daughter. Letters are sent to parents asking them to purchase a box of "goodies" for their son or daughter during exam week. Orders are filled and the exam kits are delivered at the beginning of exam week.
12. **Celebrity Shoe Auction** • As bizarre as it sounds, many individuals would pay good money to own an article of clothing once owned by their favorite star. Take the chance of writing to celebrities, outline the purpose of your group, and ask them if they would send an autographed piece of footwear to you. Hold an auction for these items. Remember: Take a chance on getting slapped, you may get kissed.
13. **Taste of the University** • Cookbooks are currently big business. Consider asking popular faculty and staff for a family recipe to be included in a University cookbook. Sell the book to alumni through the alumni organization. You could collect orders first and then print the required number of books. You might also consider gathering recipes from
14. **Sell Buttons/Pins** • Students and staff like to show their support for an effort by wearing pins with slogans on them. Design a support button for a big athletic event or for sale to parents at graduation. Contract with a specialty imprint company to manufacture the button. Volume reduces the per unit cost, but beware! Don't order more than you can sell.
15. **'No-Bake' Bake Sale** • Members compute cost of making items for a bake sale and then just donate the money to the club. The Bake Sale doesn't really take place.

Selling Chances

16. **Mystery Photo** • Collect a donation to allow a student to guess the location of an obscure place on campus. Prize offered to winner.
17. **Penny Wars** • Competition can open wallets. Select (with permission) departments, organizations and/or individuals to compete in somewhat of a popularity poll. "Voters" cast their ballots with pennies. One penny counts as one vote. However, any other denomination of coin (or bill) reduces the number of votes accordingly. Voters can therefore increase their candidate's votes by placing other coins in other candidate's "ballot boxes."
18. **Game Shows** • Students will always turn out to watch other students perform. Consider taking a board game or game show and turning it into a campus game show. There are companies out there selling this idea to college campuses for big dollars. With a little ingenuity and planning, you could run a similar program and keep the profits for yourself.

Resource Books

Guide to Student Fundraising by Carolyn Malford, Future Homemakers of America, 1920 Association Dir., Reston, VA 22091; 1984.

"Buck Boosters"

Quirky ideas to get the cash flowing

By Hilary Masell Oswald

Let's face it: Fund raising isn't for the faint of heart, especially on college campuses, where student organizations abound and "disposable income" sounds like the name of a foreign country. But before you succumb to the urge to crawl under the table at your next budget meeting, check out the following ideas. Who knows? They might even put the "fun" back in fund raising.

Time for a Good Cause

Members of the Tufts Christian Fellowship at **Tufts University** in Massachusetts decided to donate their most valuable possession, time, for a silent auction in the spring of 2003. Members took inventory of their skills and resources, and they created several prizes that would appeal to college students: free transportation to the airport at the end of the semester; a team of movers and a vehicle to lug the contents of a dorm room to a storage area for the summer; a photo shoot with a talented student photographer; an authentic West African dinner for two, prepared by a student who had lived in Liberia; and, the best prize of all, the opportunity to dress up a prominent member of the organization for an entire day. When you're wearing a pink tutu, snorkel mask, and fireman's hat, just remember that your efforts are going to a good cause, and you'll be fine.

Saving Lives

Students at **Davidson College** in North Carolina take great pride in their involvement in Project Life, a campus organization that supports the National Bone Marrow Registry. Project Life began more than a decade ago, when David Lindsay, a student at Davidson, underwent a bone marrow transplant that cured him of acute leukemia. Determined to spread the word about the registry, David founded Project Life, which sponsors annual blood-typing drives. Students, faculty, and staff members can give a small amount of blood and add their bone marrow type to the national registry.

Each blood typing costs \$75, but student leaders are determined not to let money prevent someone from participating. Their determination means that they organize several sizeable fund-raisers during the school year. Every fall, Project Life hosts a spaghetti dinner. Local restaurants donate the cooked spaghetti and sauce in exchange for free marketing to hungry college students. Other campus organizations provide bread, salad, and dessert. Project Life sells tickets at a relatively low price, \$7 for adults, \$3 for children, and last year, the group raised about \$2,800.

In the spring, the students tackle another large fund-raiser: tulip sales. After a rainy, cold winter, Davidson students can bring a little spring into their dorm rooms. Project Life supporters take pre-orders from students, faculty members, and parents (via e-mail or snail mail) early in the semester. The group works with a local florist, who sells the tulips to the organization at a reduced price, and the students deliver bouquets to the lucky recipients. The bouquets cost \$17 a piece, and last year, tulip sales raised several thousand dollars for Project Life.

Raising money for a worthy cause can greatly increase the support your organization gets from the community, says Mark Murray, co-coordinator for Project Life. Spread the word not only about the event, but also about why your group is raising money. Many people will skip their regular Friday night pizza to break bread for a good cause.

The Great Pumpkin

Each fall, members of the women's volleyball team at **Benedictine University** in Illinois take a break from the rigor of their sport to raise money to cover the costs of competing. Karen Kunka, the team's coach, sends postcards to all undergraduates' families, announcing their annual pumpkin sales. For \$15, a proud parent can purchase a pumpkin goodie bag for his or her student, filled with Halloween candy and late-night study snacks. Kunka accepts pre-orders and spends a few hours one afternoon shopping for plastic pumpkin pales and candy (in bulk, of course). The women spend one afternoon assembling the pumpkins, which they deliver to students' dorm rooms on Halloween.

"It's a simple fund-raiser, but we make a great profit, and the team loves it," Kunka says. "This past year, I e-mailed information to faculty and staff members, and we got a great response from them, too." Give your entire college community a chance to support your organization. Often, you'll find abundant resources in unlikely places.

Is That a See-saw?

Yes, Virginia, that is a see-saw. The brothers of Kappa Sigma fraternity at **Elon University** in North Carolina use their annual See-Saw-A-Thon to raise money for the American Cancer Society.

Timing is everything, President David Weber says. The brothers pull out their trusty see-saw every fall during Parents' Weekend and set it up near the football stadium hours before the Saturday afternoon football game. They then assign 15-minute shifts to pairs of brothers throughout the marathon. Those who aren't aboard the see-saw during a given shift hold up signs and solicit donations from curious passers-by, who inevitably ask, "Why are they on that see-saw?"

Last fall, the Lambda Lambda chapter of Kappa Sigma raised almost \$300 in about four hours. Weber recommends that you visit your local home improvement store, and perhaps the engineering department at your university, for help with see-saw construction.

Feeding Frenzy

The women of Alpha Xi Delta at the **University of Nebraska at Lincoln** know that college students like to eat, so they designed a fund-raiser around one simple element: nachos. Dubbed "Fiesta Feed," the annual fund-raiser is a twist on the old late-night snack. Students pay a minimal amount, \$3 beforehand, \$4 at the door, for tickets to the event, which the women host at their sorority house. Hungry guests grab plates and make themselves nachos from a buffet of chips, ground beef, cheese, salsa, lettuce, sour cream, and anything else local businesses donate.

The Fiesta Feed raises more than \$2,000 a year for the Make-A-Wish Foundation, and the concept is so popular that several other campus organizations have hosted similar events: the pancake feed and the spaghetti feed.

Jamie Powers, former Fiesta Feed chair, offers a smart marketing tool for organizations that need press coverage but cannot afford to buy radio ad time. Ask a local radio station if a member of your organization can call into the station at the beginning of the event to give listeners information about it. Many radio stations will agree to one phone call per hour, and you can reach a hungry undergrad or a generous business owner without spending a penny.

And for the Grand Finale-

Every year, several Greek organizations at UNL participate in Anchor Splash(tm), a week-long event hosted by the women of the Delta Gamma sorority. The highlight of Anchor Splash(tm) is the annual synchronized swimming event, where teams of male students choreograph and perform synchronized swimming routines. Each team pays an entrance fee, and curious spectators shell out a few dollars to enjoy the performances. The money goes to support Service for Sight, which works to prevent vision-related problems and blindness.

So, eat your heart out, get on a see-saw, or don your swimming trunks, and invite your fellow collegians to do the same. These organizations prove that a little silliness and a lot of passion are a great combination.

From Concept to Cash: Planning and Executing a Successful Fund-raiser

By Gretchen Symons, Dickinson College (PA)

Ninety-eight, 99, 100. How can we have only \$100? We raised \$300 and our expenses were...oh! You're kidding, we did all that work for only \$100? What happened?"

Okay, programmers and advisors, it's confession time: How many of you have had a million-dollar dream turn into a \$100 nightmare by the time the last brownie was sold or muddy SUV washed? Were you up to your elbows in batter or sneezing your way through another flower sale when you realized the event wasn't going to bring in the bucks. Unfortunately, it's happened to the best of us at one time or another—me included.

Fund-raisers, by and large, are excellent ways to add extra income to your programming budget. And goodness knows, we can all use a little additional cash in the coffers. Most often the problem with fund-raisers lies in their planning and execution—not in the ideas themselves. Sound familiar? It should, as the same concept applies to our programming efforts. Just like our other events, with a lot of forethought, good organization and excellent execution, fund-raisers can take you from concept to cash with great results.

So let's examine the basic principles that will help you complete a successful fund-raiser and boost your budget. As with any project you need to ask yourself a few questions right in the beginning.

What Do We Want to Accomplish with this Fund-raiser?

This should be the very first question from everyone on your program board. Yes, this is an event designed to raise money for your organization. However, how will this money be used? When you're planning a fund-raiser, you have to keep two things in mind. First, how you will raise the money, and second, what you are going to use it for. So be prepared to deal with these questions and the environment you create as you raise money for your program board.

Many groups might wonder why you have to raise funds and where the money will go afterward. Especially if you've never done this before, you could be seen as competition by other clubs and organizations on campus. As a board, discuss these matters together so that everyone is prepared to address them effectively and sensitively.

Who Is the Audience for this Fund-raiser?

Will your board be targeting mainly students along with faculty and staff, or will you reach out into the community with this effort? Establishing your target audience will give you a clearer vision for your event, especially when it comes to promoting it. As a group, you should identify your target audience and when it is available. If you want to conduct a fund-raiser involving alumni as well as the campus community, you should consider the times when alumni are on campus, i.e. Homecoming or Alumni Weekend.

Perhaps you want to hold a carnival or fair for the campus and the community. Take it from someone who knows—be sure to double check the community calendar and make sure there isn't a big community event going on at the same time. Both groups could be competing for the same crowd and would ultimately have a negative impact on each other's attendance.

What Is Your Financial Goal for this Fund-raiser?

Definitely keep in mind the numbers you want to see after you've completed your fund-raiser. Will you raise enough money with one event or will you need to do another?

Also, take into consideration your initial expenses. The money you need to cover these is called start-up expenses or seed money. It's important to know how much money you may have to invest up front before you see a return. For example, if you're going to sell candy bars as a fund-raiser, does the company require you to pay for them first? If so, where's that money going to come from? Are you certain you can sell enough to recoup your initial costs?

Knowing how much money is needed up front defeats a lot of fund-raisers. Many people get excited about the cash they may make but forget about the money they have to lay out initially. Look at your profit margin. If you're making \$100 in the end, is it worth it? Your program board will have to decide what is reasonable to invest in order to see a significant return based on your budget and needs.

How Much Time and Energy Can You Devote to this Fund-raiser?

Next, your group should consider the time and energy involved in developing, organizing and conducting a fund-raiser. At some point, we all fall prey to the get-rich-quick schemes of life. But as any good financial planner will tell you, raising funds takes time and energy. Is your organization setting realistic goals when it comes to this project? Do you have enough peoplepower to sell all the candy bars? Is there a reasonable amount of time designated for selling the candy? Make sure you're not trying to sell it during spring break or when another organization is doing the same fund-raiser. You don't want to waste your time and energy, not to mention experience a drop in group morale.

What Are Your Institution's Policies on Fund-raising?

Finally, you need to understand the institution's policies about fund-raising on campus. Having worked at both private and public institutions, I discovered that each had very specific requirements.

At the public university, there were very strict guidelines for raising money on campus. University funds could not be used to raise money so our program board had to come up with creative solutions for initial seed money. They also had certain policies about using public buildings or land for fund-raising efforts.

Conversely, one of the private institutions provided an enterprise fund for organizations to borrow a pre-determined amount to cover initial start-up costs. This was in the form of a loan from the student council and had to be repaid within a year. Also, they had no restrictions on using campus buildings for fund-raising. So double-check and make sure you know your institution's rules before you begin.

Are You Ready to Begin?

Once you've answered these questions, you're ready to get started. As a group, your program board should brainstorm different fund-raising ideas (see display at left, "Hot Ideas for Cool Fund-raisers"). This should be a free exchange of ideas—no idea is too big or too small. (Keep in mind your expectations for this event and the amount of money you want to raise.) Encourage your members to research other ideas, as well.

However, be careful. Often, what works at an urban, commuter institution may not work at a traditional liberal arts college. So be sure to tailor your event to your campus. Just because another college had success with a particular fund-raiser doesn't mean you will. However, your group might be clever enough to think of ways to adapt it to your institution. Be as creative as possible.

Determine Fund-raiser Categories

Fund-raisers generally tend to fall into two categories—ongoing or event specific. Examples of ongoing fund-raisers include candy sales, weekly bake sales, poster sales, etc. These events raise funds over a period of time and are often sales oriented. An event-specific fund-raiser is a

single event that occurs only once and can incorporate services like a car wash or entertainment such as a dance.

Ongoing events can sometimes wear on groups because they require an extensive time commitment. However, an effective way to combat fund-raising fatigue is to post the daily or weekly results where everyone can see them.

Event-specific fund-raisers require just as much energy, especially during the planning phase. To keep everyone excited and interested, if you're planning an event such as a silent auction, let members see donated items as they come in. This will help generate anticipation and enthusiasm among the group, and it's great for morale.

Establish Fund-raising Goals

After you've determined what kind of fund-raiser is likely to work for your program board, meet with your advisor and treasurer to establish financial goals. This is extremely important—your organization needs to assemble a budget in order to develop a realistic picture of the income and output required to conduct your fund-raiser.

Your college's development office can be a valuable resource at this stage. It has much experience in organizing and executing fund-raisers. Not only will you make new friends on campus, you'll also promote a better image of your program board by being responsible and taking advantage of your institution's resources. Also, development professionals will have knowledge that may save you heartache and trouble later on. Together with your advisor, they can help you establish a productive fund-raiser.

Working with your development officers is especially important if you plan to seek corporate sponsorship. Many colleges and universities have policies in place regarding corporate funding for college functions and programs. As an example, I offer an experience I had at a previous institution. One of the student organizations was considering asking the local office of a global corporation for sponsorship concerning a cultural show. When we checked with the development office, we learned it was already negotiating with the corporation for a sizable donation to the university as a whole.

Instead of asking for small donations here and there, the university had a different plan. If we had not checked with our development office, we might have interfered with the university's plans to create scholarship opportunities and programs on a larger scale. The corporation may have been content to give a much smaller donation to our event, and the institution could have missed out on a larger opportunity. However, since we had established a good relationship with the development office, they helped us find different sponsorship while still retaining their own donation from the corporation, thereby creating a win/win situation for everyone.

This is also a good example of a creative way to get seed money, especially if you're at an institution where start-up capital is not readily available. Other ideas include seeking sponsorship from departments or other organizations on campus and soliciting in-kind donations like food, gift certificates or other items. Always communicate clearly with sponsors to make sure they understand their donations are going to assist with a fund-raiser for your program board. It's important to keep them informed of how their donations are being used. Also, follow up with a thank-you note, telling them the fund-raiser's outcome. That will go a long way in maintaining your relationship with them and, more importantly, it shows good taste and manners.

Create a Checklist

After you've established goals and begun seeking seed money, the next step is to design a fund-raising checklist similar to one you would use for other campus events. This important list should include everything from pre-event deadlines, advertising and paperwork to decorations, donations and reservations. A checklist ensures that your program board is on track as it organizes the

fund-raiser. It will especially help separate the fund-raiser from the other normal events you might also be planning.

Put the checklist in a public place and distribute copies so everyone is on the same page. Organization is the key to a good fund-raiser. It will save your board members a lot of time and aggravation if everyone understands what is happening. Remember, you'll probably be running this fund-raiser along with your regular events. It is an additional responsibility for your program board, and you should adjust your events and schedule everything accordingly.

Although you will have many details to pursue, be sure to plan for your advertising and publicity needs. After all, you definitely want students, faculty, staff and the community to participate if you've gone to all the effort your fund-raiser requires. Be clever with promotion and remind participants that the proceeds from the event benefit the institution, letting them know how funds will be used. Whether it's to buy new sound equipment, bring in better movies or host a concert, everyone likes to know what they are supporting. This allows your participants to buy into the fund-raiser and know they are supporting a meaningful cause. It will increase your proceeds and give you great word-of-mouth promotion. Also, be sure to publicize results. For example, if your fund-raiser is a penny war or similar event, everyone will want to know who won.

Evaluate Your Fund-raiser

Once your fund-raiser has been completed, your team should evaluate the event and its proceeds. Assess its overall value and determine whether it was worthwhile. Review the questions you asked yourself as you began to plan the fund-raiser to see if you met or exceeded your goals in each area.

Carefully consider everything, not just whether or not you met your financial goals. If the fund-raiser proved to be a huge drain on everyone, caused an inordinate amount of stress or had other difficulties, discuss those factors as well. Look at all aspects of the process from concept and planning to the advertising and more. It will help you fine-tune your strategy the next time you undertake such an event.

Also, be sure to follow up with all participants. Send them thank-you cards and ask for their feedback, as well. This will make your evaluation more complete, offering valuable information for future consideration.

An Ounce of Planning, a Pound of Cash

I'd like to offer a twist to the old saying, "An ounce of prevention is worth a pound of cure," changing it to, "An ounce of planning is worth a pound of cash." Fund-raisers, like all events, can be subject to unforeseen circumstances. However, just like everything else in life, if you take the time to consider what you want to accomplish and plan accordingly, your trip from concept to cash will likely be a successful journey.

Meeting Management

PARLIAMENTARY PROCEDURE

Brian A. Morgan Armstrong

Leadership Education And Development – 2001

PARLIAMENTARY PROCEDURE

Regular Motions

· **Main Motion:** What are you asking the board to approve or consider? Most orders of business are presented to the board in the form of a motion, for example, to allocate funds for an event or purchase. Main motions require a second, and are debatable. *Phrasing, "I move that..." or, "..., I so move."*

· **Move to Amend:** During debate upon a main motion, components or technicalities might need to be fixed or adjusted. During debate upon a main motion, an amendment may be presented to make necessary changes. An amendment can not alter the intent of the main motion. Amendments require a second and are debatable. *Phrasing, "I move to amend the motion to state/read..."*

· **Offer a Friendly Amendment:** Although this motion is not part of formal parliamentary procedure, it is common practice that an amendment that augments or clarifies a motion, and is presented before debate begins, can be presented. Friendly amendments do not require seconds and are not debatable; friendly amendments must be accepted by the maker of the motion and the second. *Phrasing, "I move to friendly amend that the motion states/reads..."* Note: Friendly amendments can interrupt the process because they must be presented prior to the beginning of general debate.

· **Call the Question:** If debate seems to be at an end, or nothing new is being added, any voting member may call the question. This motion ends debate and moves the process directly into a vote. No second is required, but any voting member may object to the call. An objection counters the call, and debate continues as normal. *Phrasing, "I call the question."*

· **Move the Previous Question/Motion:** This motion swerves to end debate in more formal manner than calling the question. Moving the previous question (moving the previous motion) ends debate, requires a second, is itself debatable, and dependant upon the acceptance of this motion by two-thirds approval, the board must move directly into a vote upon the current main motion or return to normal debate. This process calls for debate and vote to end debate upon another main motion. *Phrasing, "I move the previous question."* Note: A voting member may not interrupt call to make this motion, but must enter it according to the normal speaker process, once they have been recognized by the chair.

· **Move to Limit Debate:** Either before or during debate, the length of time allocated for discussion can be limited. Normally debate is unlimited to ensure minority opinion and dissention. This is not debatable, nor does it require a second; it may be amended and can only be approved by a two-thirds majority vote. *Phrasing, "I move to limit debate/discussion to ...(time limit)."* *Phrasing of amendment, "I move to amend the limit to be set at..."*

· **Move to Refer to Committee:** This motion removes an issue from the table and places it with either a standing committee or an ad hoc committee. The committee is charged with researching the issue and presenting a course of action and/or decision for the board at an agreed upon future meeting. This motion requires a second and is debatable. *Phrasing, "I move that this issue be referred to a committee that will report back to us at (time/date) and propose a course of action/decision for consideration."*

· **Move to Suspend the Rules:** An unusual motion, and often requested by the chair when the parliamentary procedure has gotten out of control. A voting member must present it, it requires a second, is not debatable or amendable, and needs a two-thirds majority vote to pass. *Phrasing, "I move to suspend the rules."*

· **Move to Withdraw:** The maker of a motion can chose to pull a main motion from the table for any reason, although normally new information or justification may be requested by the chair for

reasons of explanation. It does not require a second, but does require a majority affirmative vote. *Phrasing, "I move to withdraw the motion."*

· **Move to Appeal the Decision of the Chair:** If it seems as if the chair has made a mistake, or if a particular member perceives that they are being ignored or their motions not being recognized, a voting member can move to appeal the chair's decision. This move is debatable, but not amendable. A two-thirds *negative* vote indicates that the board agrees the chair made a mistake.

Special Motions

· **Point of Personal Privilege:** This excuses an individual member from the board, and does not count against quorum. The chair holds authority to grant or not grant this special motion.

Phrasing, "Point of personal privilege."

· **Point of Order:** If parliamentary procedure is not being followed, any member of the board may interrupt a speaker or the process and present a correct course of action according to parliamentary procedure.

· **Point of Clarification:** To clarify the process or add clarity to a motion, a member may interrupt a speaker to address the issues of confusion. *Phrasing, "Point of clarification, ... (clarifying comments)."*

· **Point of Parliamentary Inquiry:** Similar to Point of Order, except that the member is unsure of the correct course of action. This is an appeal to the chair or the parliamentarian to ensure that parliamentary procedure is being properly followed. *Phrasing, "Point of parliamentary inquiry, are we following parliamentary procedure?"*

HELPFUL HINTS FOR NON-PARLIAMENTARIANS

1. Remember an important fundamental principle of parliamentary procedure that allows for, "free and full discussion," of issues, motions, and courses of action.

· Avoid calling the question too early

· Allow for some flexibility by the chair, such as allowing for motions to be withdrawn

· Share new thoughts or information during debate, do not continually restate the same comments

2. When the "previous question" is called, the chair should ask for a second and repeat the motion to enable all members to be clear as to the issue being voted upon, and the process of *moving the previous question*.

3. Be friendly when you disagree on an issue. You are debating an issue, not personalities.

Cordial debate allows for more efficient addressing of issues and maintains personal and professional relationships.

4. Avoid complex motions. Amendments often become confusing; limit non-main motions where possible to enhance clarity and expedite decision making. Keep debate, motions, and amendments germane to the issue at hand.

5. Wait to be recognized by the chair before you speak. To simply speak up and join debate, or throw a question to the table is rude. Parliamentary procedure is designed to ensure each person and each point of view is heard and considered. Only specific motions should be used to interrupt the chair or the flow of the procedure; these special motions should be used sparingly.

6. The maker of a motion has the first right to speak on the motion. Pay strict attention; in formal parliamentary procedure, a motion is made and then debate is joined. The first speaker usually presents information and shapes the nature of the debate.

7. Keep agendas short. Attempt to keep new business items minimized after the first few general meetings. Three to five items are a recommended limit to new business items.

8. Follow the order of business; avoid tangential conversations, detracting sidebars, and unnecessary disruptions to the normal flow of business.

9. Officers and reporting members should have reports prepared before the meeting, and certain reports such as minutes and budgets should be copied for each member as necessary.

10. Start and end meetings on time; be respectful of time limits during the course of business.

11. The chair must remain neutral to ensure adherence to proper parliamentary procedure. The chair may elect to pass the gavel and take a stand on an issue, however the gavel may only be passed to an executive or member who has not stated a position on the issue. Once the gavel is passed, the chair may not re-assume the gavel until the issue is voted upon and settled.

The Role Of The Facilitator

Running a successful meeting will help your group operate efficiently, and provide a worthy experience for all members. As facilitator, you are the key to ensuring that success. Here are some tips:

- One of your most important roles is to create a warm and friendly atmosphere so members feel free to express themselves.
- Be interested and enthusiastic--enthusiasm can be contagious. Have a positive attitude!
- Your job as facilitator will take all your attention. You are not a participant as much as you are the "conductor" of the meeting--directing the flow and energy of that meeting. You will be looking at participants' body language, listening carefully to what they say, drawing out those members who are not speaking, and gently moving the meeting along when a member monopolizes conversations. You will not have time to take minutes (and we know how minutes are essential in recording meeting developments, and also in reminding you and group members of follow-up actions that are needed). So, be sure to appoint another person to take minutes.
- Set out ground rules for the meeting, including, for example, the expectation that everyone participate, no judgement statements during brainstorming sessions, and that there will be an ending time, and state that time.
- Keep the discussion on track. The agenda will drive these discussions.
- Pace the meeting and observe specified time limits for agenda items--this will allow everyone a chance to speak and helps insure that all issues on the agenda are covered. However, be sensitive to the need for discussion. Allow the group to talk things through. If they want more time to discuss an issue, adjust the agenda. Recognize when there is consensus and move on. Be gentle but firm with people who speak too long or get off the subject--a simple "let's move on" or "thanks, now let's hear from someone else" can be very effective.
- Call group members by name. This personalizes the discussion and also assists the recorder in accurately noting who shared their opinions.
- Avoid stating that a person is wrong for any idea or opinion that is expressed; rather ask for other comments and ideas on the subject. Remain open-minded and democratic. Allowing the free flow of expression allows for creative thinking.
- Ask open-ended questions--why and how--to stimulate discussion. Ex. *How to do you think that will impact the project?* vs. *Do you think that will impact the project?*--which dead ends with a "no" or "yes" response.
- Listen carefully to each person. Make sure you understand what the speaker is saying. If you're unsure, try restating it or ask the person to clarify.
- Be certain that the entire group is involved in the discussion. Encourage everyone to speak by simply asking those who haven't spoken for their opinion on the issue at hand.

- Be aware of people who look confused or lost, and restate questions or ideas. Summarize key points when necessary.
- If problems arise, remain neutral and calm. Call on members for assistance and resolution--it shouldn't all be on your shoulders.
- Use appropriate humor--it can release tension and get people talking.
- Summarize conclusions or decisions at the end of the meeting.
- Leave time for questions. Otherwise, your meetings will seem like one-sided dialogues.
- Recognize achievements, big and small. We all want to feel valued.

As the meeting winds down to the end:

- Tie up loose ends. Avoid hasty decisions simply because time has expired.
- Table unresolved issues until the next meeting.
- Plan the next meeting. Set the date, select the place, and develop a preliminary agenda, which should include any unresolved issues from this meeting.
- End the meeting on a positive note. This will also encourage members to follow-up on any actions they've agreed to do.
- An important note: After the meeting ends, review the minutes of the meeting. You are responsible to see that all follow-up plans are put into action--another reason why complete and reliable minutes are so vital.

Running Effective Meetings

Do you dread attending meetings because they are dull, unproductive, disorganized and too long? With proper planning and preparation, any meeting can be effective and enjoyable. Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, keep updated on current events, provide a chance to communicate and keep the group cohesive.

But most of all, meetings allow groups to pull resources together for decision making. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will "run smooth". The following are some tips to help you make your next meeting successful, productive and even fun.

Before The Meeting

1. Define the purpose of the meeting.
2. Develop an agenda with the officers and advisor. Below is a sample agenda:

* Call to Order

- * Approval of Agenda
- * Correction and Approval of Minutes
- * Announcements
- * Treasurer's Report
- * Committee Reports
- * Unfinished Business
- * New Business
- * Special Issues
- * Adjournment

3. Distribute the agenda and circulate background material, lengthy documents or articles prior to the meeting so members will be prepared and feel involved and up-to-date.

4. Choose an appropriate meeting time. Set a time limit and stick to it, if possible. Remember, members have other commitments. They will be more likely to attend meetings if you make them productive, predictable and as short as possible.

5. If possible, arrange the room so that members face each other, i.e., a circle or semi-circle. For large groups, try U-shaped rows.

6. Choose a location suitable to your group's size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.

7. Use visual aids for interest (e.g., posters, diagrams, etc.). Post a large agenda up front to which members can refer.

8. Vary meeting places if possible to accommodate different members. Be sure everyone knows where and when the next meeting will be held.

During The Meeting

1. Greet members and make them feel welcome, even late members when appropriate.
2. If possible, serve light refreshments; they are good icebreakers and make your members feel special and comfortable.
3. Start on time. End on time.
4. Review the agenda and set priorities for the meeting.
5. Stick to the agenda.

6. Encourage group discussion to get all points of view and ideas. You will have better quality decisions as well as highly motivated members; they will feel that attending meetings is worth their while.
7. Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact on the decision making process.
8. Keep conversation focused on the topic. Feel free to ask for only constructive and non-repetitive comments. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.
9. Keep minutes of the meeting for future reference in case a question or problem arises.
10. As a leader, be a role model by listening, showing interest, appreciation and confidence in members. Admit mistakes.
11. Summarize agreements reached and end the meeting on a unifying or positive note. For example, have members volunteer thoughts of things they feel have been good or successful or reiterate the organization's mission.
12. Set a date, time and place for the next meeting.

After The Meeting

1. Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces errors of memory.
2. Discuss any problems during the meeting with other officers; come up with ways improvements can be made.
3. Follow-up on delegation decisions. See that all members understand and carry-out their responsibilities.
4. Give recognition and appreciation to excellent and timely progress.
5. Put unfinished business on the agenda for the next meeting.
6. Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more productive meetings. A sample meeting evaluation checklist is attached.

Meeting Evaluation Checklist

The meeting was well planned if:

1. Members were notified in advance.
2. There was a pre-arranged agenda.
3. Officers and committees were ready to report.
4. The meeting room was pre-arranged. The meeting was well organized.

5. The meeting started on time.
6. Guests were introduced and welcomed.
7. Agendas were available for all members.
8. The purposes for the meeting were made clear.
9. There was a transition from the last meeting.
10. One topic was discussed at a time.
11. One person has the floor at a time.
12. Discussion was relevant.
13. The chairperson summarized the main points of the discussion.
14. The meeting moved along at a workable pace.
15. Committee assignments were complete and clear.
16. Plans for the next meeting were announced.
17. All that was planned for the meeting was covered. Participation in the meeting.
18. Members participated in discussion and voting.
19. The chairperson made good use of questions.
20. The pros and cons of all issues were considered.
21. Members gave suggestions to committees.
22. Responsibilities were evenly distributed.
23. Members participated in planning the agenda for the next meeting. The value of the meeting.
24. Progress was made toward goals.
25. Something was learned.
26. Attendance was good.
27. Everyone present was on time.
28. Members knew one another.
29. There was a "warm up" period before the meeting.

30. There was some humor during the meeting.
31. Members and officers helped one another when needed.
32. There was an atmosphere of free expression.
33. Attitude of the Meeting.

Section V Event Planning

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Programming 101:

Programming 101: Back to the Basics of Program Planning

By Melissa R. Frank, Stonehill College (MA)

Campus programming runs the gamut from working with associate members to book acts, attractions and speakers to planning programs ourselves completely from scratch. No matter what route we take in producing a program, it is imperative to remember the basics of programming to make sure we are on the right track and take care of all essential details. Sometimes, though, we overlook the basics and that's where our events start to go awry.

What are the basics of programming and how can we be sure to stay on track? Journalists follow the "Who? What? Where? When? Why? and How?" rule in constructing news articles. However, this fundamental concept also applies to programming.

Who?

It may seem obvious, but when planning an event it's important to determine your target audience. While this is apparent to many, sometimes we lose sight of exactly who our programming is designed to reach. This is the time the committee needs to figure out exactly who your programs are geared to attract. Are you offering a campus-wide program for students and the rest of the college community? Or, are you planning an event for seniors—perhaps a 21-plus event—or something that is designed to help students to prepare for life after graduation? Maybe your event is for first-year students who are trying to get adjusted to the new realities of living away from home? It could be a commuter-focused program, too. Who? is an important question to ask, as it will help determine what type of program you are planning, how to promote it and where to hold it.

What?

What is your program going to be? Now that you've decided who you are trying to reach, what are you going to program for them? Sometimes the What? can come before the Who? and often, they may be discovered simultaneously.

When? and Where?

If you are planning an event from scratch, you can probably schedule it on any available date. However, if you are booking an attraction through an agent, you might be tied to a specific date or range of dates.

When picking a date, consult your advisor and your campus calendar. Make sure you aren't putting your event up against another major campus event or that you aren't scheduling it during the height of midterms, when your attendance is not likely to be as large as you'd like.

Be sure to follow whatever procedure is in place on your campus pertaining to venue reservations to make sure you secure the facility you need on the date you have selected. One of the biggest blunders in event planning is scheduling a program and not having a place to hold it. Be sure to also consider your target audience when selecting a location. It wouldn't make much sense to plan a commuter program in a residence hall lounge at 10 pm, would it?

Why?

One of the most important aspects of programming events on campus that we sometimes fail to keep in mind is Why? Why are we planning this program? What is its purpose? I often discuss this with the students I advise. Why are we bringing the latest star from MTV's *The Real World* to campus? What added value does it bring? Are we having this event for pure entertainment or is there an educational value attached to it? Not every event we hold needs to have a deeper purpose than offering a few laughs and a good time, but wouldn't it behoove us to vary the Whys? of our programs? Wouldn't this broaden our audiences by appealing to different groups on campus?

How?

How are we going to pull this event off? We all know that budgets are slim and money is scarce. We have this great idea for a new program—now, how are we going to make sure we can afford it? Every school is different when it comes to student organization finances, but I'm sure we are all the same in the sense that we need to sometimes be a little creative with how we spend our money.

Co-sponsorship, co-sponsorship, co-sponsorship. That is a great way to ensure the money you need is available. If your program is educational, perhaps you can gain additional funding by co-sponsoring it with an academic department that supports the program topic. On the other hand, your program might be purely social and this approach won't work. These are all things you need to consider when determining How? you are going to have your event.

A Basic Programming Checklist

After working at several different schools with many diverse students and different systems of planning events, I've been able to develop a simple pre-event checklist that can be modified for almost every program. I encourage you to adapt it to the specific needs of your campus and to use it when planning your next event. It should help keep you and your committee organized, focused and on track in your planning.

Pre-Event Checklist

1. Brainstorm ideas that might work on your campus.
2. Call several agencies to find out availability/pricing—always find the best bang for your buck!
3. Create a budget and make sure there are funds to cover all production and performer expenses.
4. Pick a date and get approval from your organization advisor, as well as your office of student activities.
5. Choose a venue and reserve it through the appropriate campus office.
6. Make sure all pertinent offices have been contacted:
 - Student Activities
 - Facilities Management—Complete room set-up diagram two weeks in advance and make sure your facilities department has it.
 - Campus Police or Public Safety—Request parking passes (if needed) for performer and equipment vehicles through your campus police or security office. Also, request detail officers if your event requires them.
 - Residence Life
 - Student Affairs
 - Catering—Order catered meals or snacks early. Contact your food service provider to know how far in advance they need counts.
 - Media Services—Make sure you share any contract riders with your media services department to ensure you can provide what the artist is asking for.
7. Contract—Be careful not to verbally commit to any performer without first consulting with your organization's advisor. At most institutions, students are not authorized to sign contracts.
8. Contract Rider—Make sure everything on the rider is taken care of, including hotel rooms and transportation.
9. Publicity—Brainstorm creative publicity ideas. Printed materials need two weeks for design and production. Event advertisement should be posted at least two weeks in advance.
10. Check Requests—These should be made at least two weeks prior to the event if the performer's check is needed the night of the event. This will differ depending on the university.
11. Worker Lists—Prepare a sign-up list for workers to set up, usher and clean up.

12. Day Before the Event—Make sure you touch base with the agent or act to confirm arrival times and any last-minute needs.
13. Day of the Event—Bring copies of all pertinent information to the event.
14. Evaluation—Keep complete records of attendance, income, expenses, publicity used and future suggestions for your files.

Don't Forget to Plan Ahead

No matter what course you pursue in program planning, be sure to PLAN AHEAD. It's important to start program planning the moment your idea is formed. Don't brainstorm in a committee meeting, then put off program research and facility reservation until the last minute. Stay organized throughout your planning process and always keep in mind the Who, What, Where, When, How and Why of programming. They will keep you on track. Never forget the basics—they can serve as guidelines for all your campus programs.

Event Checklist

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

CHECKLIST

___ **Information Gathering-** Have we discussed this event with the organization? Have we spoken to our advisor about the event? Have we spoken to the Department of Student Activities regarding this event? Have all preliminary questions been answered?

___ **Budget-** Do we have a budget set for this event? Can we pay for it?

___ **Reservations-** Has the venue been reserved and confirmed?

___ **Work Orders-** Have all of the work orders and set-up requests been completed through Physical Plant? Is everyone clear on room/venue set-up needs? Does Physical Plant have room layouts (if necessary)?

___ **A/V Requests-** Are all of our A/V requests completed through Media Services? Is everyone clear on our needs with sound, lights, projection, etc.? Have we thought through and expressed how we want the event to run?

___ **Catering-** Has all catering been ordered and confirmed through Dining Services? Are they clear on head counts? If we are doing the catering ourselves has the food been ordered and confirmed? Do we have cups, plates, serving spoons, napkins, etc.?

___ **Checks-** Have all checks and bills been processed? Are the checks going to be ready for the event? Is everyone clear on when they will be paid?

___ **Contracts-** Have any performers or special guests been contracted? Do they need to be contracted?

___ **Marketing-** Has publicity been distributed for this event? Have we done a timeline for proper promotion of this event?

___ **Security-** Has campus Safety been contact (If Necessary)? Has proper security been arranged for?

___ **Evaluation-** Have we evaluated the event after the fact? How did things go? What worked? What didn't work? Do we do this event again? What might we change for the next time?

