

Berea College Club and Organization Handbook

Table of Contents

Campus Life Mission Statement	
Responsibilities of the professional staff	

Part 1: Recognition of Student Clubs/Organizations

Eligibility for Membership	
Type of Organizations	
Procedure for Establishing a Club/Organization	
Fundamentals of Writing a Constitution and Bylaws	
Difference Between the Constitution and Bylaws	
The Role & Selection of an Advisor	
The Role of the Advisor Survey	
Inactive Student Organizations	

Part 2: Privileges and Rights of Clubs/Organizations

Scheduling Rooms for Meetings and Events	
Outdoor Event Guidelines	
College Noise Policy	
Contracts for Performers and Speakers	
Media Services	
Catering	
Alcohol at Club/Organization Events	
Finances	
Coalition Mission Statement	
Guidelines for Submitting Proposals and Evaluations to the <i>Coalition for Community Building Committee</i>	
Solicitation and Fundraising	
Publicizing Club/Organization Events	
Traveling	

Part 3: Managing an Effective Club/Organization

Strategies for Recruiting and Retaining Members	
Planning Effective Meetings	
Motivating Members	
Dealing with Conflict	

Part 4: Program Planning Tips

Brainstorming	
Strategies for presenting successful programs	
Forms	
Club/Organization Information Form	
Recognized Club/Organization Privileges	

Campus Life Mission Statement

To promote a positive learning environment by providing a forum for students to create and express themselves through involvement in student clubs/organizations, intramural programs, CAB, *The Pinnacle* newspaper, and SGA.

Responsibilities of the professional staff

To provide reasonable assistance to students wishing to establish and maintain a successful organization at Berea College.

Recognition of Student Clubs/Organizations

Eligibility for Membership:

It is the policy of Berea College that there shall be no discrimination, as outlined by Berea College, in the selection of membership in undergraduate student organizations. This policy further provides that there shall be a nondiscriminatory clause in the constitution and bylaws of all student organizations. In all cases, except as allowed by law, membership is without regard to race, creed, sex, sexual orientation, age, national or ethnic origin, and non-disqualifying handicap.

ONLY full-time undergraduates who are in good standing with Berea College are eligible for membership in student organizations. Students in good standing with Berea College, as it pertains to student activities, are understood to mean the following:

- a minimum 2.0 GPA (though some organization position requirements may be higher)
- not on academic, labor or social probation
- adherence to all campus, local and federal regulations

The Director of Campus Life makes the final determination in the case of any question or discrepancy, upon consultation with the Student Life Committee and the Vice President of Labor and Student Life, in certain situations.

Types of Organizations

A recognized student organization shall be defined as a group of Berea College students joined together in the pursuit of a common purpose. The Office of Campus Life has identified the following types of student organizations:

- Labor
- Academic/Educational
- Nationally Affiliated
- Faith Based
- Athletic/Recreational
- Student Managed

The Director of Campus Life and the Student Life Council approves all category designations of student organizations and resolves any discrepancies with regard to a group's classification or status.

Procedure for Establishing a new Club/Organization:

In order for a student group to become a recognized campus organization, it must be formally approved by the Student Life Council. To initiate this process, the organization seeking recognition must:

1. Secure a minimum of five undergraduates who intend to be members of the proposed club/organization.
2. Identify a faculty/staff advisor and ask that individual to submit, in writing, notice that he/she agrees to serve as the club/organization advisor.
3. Complete and submit a written constitution and by-laws to the Office of Campus Life.

Dues are limited to ten dollars per semester. Clubs may fundraise throughout the year after pro tempore period.

New clubs/organizations will be recognized for a pro tempore or probationary recognition period of one year, while it is in its formative state. Recognition carries with it the obligation on the part of the organization to abide by the rules and regulations of Berea College. Continued recognition, therefore, is contingent upon complying with and following the rules and regulations of Berea College. The observance of appropriate social, labor and academic status of organization members will also be reviewed.

After the club/organization receives pro tempore approval, the group should set a date and reserve facilities for an informational meeting. Reserving a room can be done through Campus Life Reservations. Topics to be covered in this meeting should include officer selection, group goals and additional recruitment ideas.

At the end of the provisional year, the activities and membership of the club or organization will be reviewed. If the club or organization has been active throughout the provisional year and maintained membership, the Office of Campus Life and the Student Life Council will officially recognize them as a Berea College club/organization. At this time, the group may elect to fundraise and apply for funds through the Coalition for Community Building. The Office of Campus Life reserves the right to approve student groups recognized as pro tempore privileges to apply for funds and fundraise during the provisional year.

Once an organization gains formal recognition, that recognition can be withdrawn only by the Student Life Council and/or the Vice-President for Student Life. Organizations desiring to discontinue their association and suspend operation with Berea may do so by submitting a written statement of the decision to the Director of Campus Life.

Fundamentals of Writing a Constitution and By-Laws

By definition the **constitution** of an organization contains the fundamental principles which govern its operation. The **by-laws** establish the specific rules of guidance by which the group is to function. All groups should have their basic structure and methods of operation in writing.

Purpose of a written Constitution

The process of writing a constitution will serve to clarify your purpose, describe your basic structure and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. To locate an example of items covered in a constitution, please refer to the Appendix (page blah).

Difference between the Constitution and By-Laws:

The **Constitution** covers the fundamental principles but does not precisely list procedures. **By-Laws** detail the procedures your group will follow to conduct business in an orderly manner. **By-Laws** provide further definition to the articles of the **Constitution** and **can be changed more easily as the needs of the organization change**. To locate an example of items covered in the by-laws, please refer to the Appendix (page blah).

The Role & Selection of an Advisor:

Every recognized club/organization is required to have an advisor. He/she must be a fulltime member of the faculty or professional, administrative staff. This advisor shall be kept abreast of all activities and business unique to the organization. The advisor should also be consulted on matters of Berea College policy and procedures. Faculty/Staff advisors or a chosen representative must be present as representatives of Berea College for all official organization events on and off campus. Faculty and staff members do not hold office in any student organizations, except for campus chapters of national organizations that specifically designate a position for a faculty or staff member.

The advisor selected should be a good source of information for the club/organization and therefore should have a strong interest in the philosophy and goals of the group. When choosing an advisor, one should be open and honest about what the club/organization expects.

The club/organization should sit down and discuss what it wants out of an advisor (refer to the "Advisor Survey" when discussing group expectations). Develop a list of things the group expects from an advisor and share this list with the faculty/staff member the group plans to invite to serve in this capacity. Discuss the list and be open to any ideas the faculty/staff member may have about being an advisor. Only when both the club and the advisor are comfortable with a list of "duties" should the prospective advisor be asked to make a decision as to whether or not he/she would like to be a part of the club/organization. Be prepared to make another choice if the group and the prospective advisor cannot agree on his/her role in the club/organization.

Remember that **choosing an advisor is something the club should have control over** and therefore should not be forced into accepting an advisor that does not share the club/organization's philosophy. The only exception to this is a few organizations whose advisors are assigned to them because it is part of the staff or faculty's job description to serve in that capacity.

The faculty or staff member involved in advising a student group often wants to know exactly what role he or she should take. While there is not one answer which will suffice, for every situation there are some basic concepts that may be of assistance. Advisors should be an integral part of every student organization. An advisor is just that he/she advises the organization on what their goals and direction should be. Students should listen to and consider the advisor's input and then, based upon all information, make their decisions.

Advisors should not make decisions for the organization. Neither should an advisor be someone students seek out only when in need of a signature. A good advisor will work closely with students in order to improve the organization and the

individual skills of members. He/she should welcome opportunities to become an active participant in the organization. A good advisor will offer suggestions and different perspectives without demanding that the organization follow everything he/she says.

There are times that an organization may want to consider adding an advisor or replacing a current one. Except when a faculty or staff member is assigned as part of their job responsibilities, the members of a student organization select their own advisor. It is up to the students to find an advisor who is going to be supportive and helpful. Organization constitutions should have the means for selecting and replacing advisors. When students are dissatisfied with their advisor, they should discuss it with him/her and reassess whether the advisor should continue. The Office of Campus Life is available to assist clubs and advisors who are going through this process. The "Role of the Advisor Survey" is a helpful tool located in the Appendix (page blah). This survey, when done openly and honestly, can help determine if an individual is a good fit for a particular organization. This tool can be used by the advisor and group to identify expectations each has for the other.

An advisor, when utilized effectively, can be one of the most valuable members of an organization. When not utilized or utilized ineffectively, the organization suffers greatly. It is to the organization's advantage to find a good advisor and to take advantage of his/her skills in achieving the goals of the organization.

Advising an organization can be a large undertaking. Prospective advisors should consider the following questions when contemplating advising a club or organization.

What are the needs of the group?

The nature of the advisor's interaction with a student group will be determined by the needs the group has. It is important to remember that it is the student members' responsibility to determine what their needs are; the advisor may make valuable comments and suggestions, but primary responsibility for group leadership rests within the student membership.

Does the advisor's personality mesh with the expectations of the group?

It is important that a clear understanding is articulated between advisors and advisees regarding expectations, needs, interests, etc. A student group may expect their advisor to play a very specific role. On the other hand, the group may wish the advisor to take more of an observing, non-participatory role. If these aspects of advisement are not addressed beforehand, conflicts may arise. A very simple process, which can be used to prevent potential difficulties, is to have a prospective advisor meet with a group on several occasions before accepting the position. The students can get to know the faculty or staff member and he/she can make observations about the appropriate style of advisement needed. After several meetings, the potential advisor and student organization should meet to discuss the observations and expectations.

What is the difference between advising and supervising?

A supervisor acts as the leader of an organization and takes responsibility to evaluate the success of group projects, as well as the effectiveness of individual group members. An advisor, on the other hand, acts as a primary resource person and role model and takes responsibility to assist the group in self-evaluation. The experience of acting as an advisor can be frustrating at times, especially if the faculty or staff member is a "take charge" person. It is important to differentiate "advisory" versus "supervisory" attitudes and behaviors. Students assume the role of supervisor. They are responsible for the actions of the group, telling the group what should be done and playing a major decision-making role. It is more appropriate and productive as an advisor to observe the actions of his/her group, share various options of what might be done and encourage group members to be key decision-makers.

Inactive Student Organizations:

Student organizations that fail to complete a data base form prior to September 30th each year will immediately suspend their recognition as an approved student organization and be in pro tempore status. Student organizations will then have until October 15th to re-establish full recognition and abandon the pro tempore status by meeting with a staff member from the Office of Campus Life. The organization will be considered fully inactive if this is not accomplished by the

October 15th deadline. In such instances, the group will no longer have the rights, privileges and responsibilities associated with club/organization recognition.

Students who wish to revive an inactive student organization must follow the procedures for beginning a new student organization and resubmit a newly reviewed/revised typed constitution, a list of five members, and a written statement from a full-time faculty or administrator indicating a willingness to serve as the adviser to the group.

Groups recognized by the Office of Campus Life and the Student Life Council on a pro tempore or permanent basis enjoy the following privileges:

- The organization may use the name of Berea College in connection with its own name, provided that such use is not otherwise precluded.
- The organization may solicit membership on campus under the organization's name.
- The organization may use Berea College facilities for its programs and meetings in accordance with College policies.
- The organization may sponsor or participate with other Berea College recognized organizations in sponsoring activities and programs.
- The organization has access to a liaison from the staff of the Office of Campus Life.
 - The organization receives an invitation to the Annual Leadership Summit.
 - The organization's officers are invited to attend an annual Club/Organization Fair, Parents Weekend, student organization receptions, and training workshops.
- The organization has access to the services of the Artist studio.

Organizations that are recognized as pro tempore may not be included with all the recognized groups in published lists of official organizations of Berea College.

An organization without either formal or pro tempore status, or an organization from which recognition has been withdrawn, enjoys no privileges and cannot operate on campus.

Privileges and Rights of Clubs/Organization

Scheduling Rooms for Meetings and Events:

Recognized clubs/organizations may schedule rooms for group related meetings and events through the Campus Life Department www.berea.edu/campuslife/. Additional meeting spaces are available in Hutchins Library, Danforth Fireside Room, and Seabury Center. Please contact perspective departments for reservations. The use of Phelps-Stokes Auditorium for programs must be approved through the Campus Life department. Please fill out a program event form.

Outdoor Event Guidelines:

Any recognized club/organization planning on having an outside activity must complete a Campus Event Scheduling Form located on the Campus Life web www.berea.edu/campuslife/.

Outdoor activities may be programmed in the following areas:

Alumni Patio, Café Patio, Fairchild Lawn, and the Quad. Events on the College Quadrangle are extremely limited and must be approved by the Office of Campus Life. In order to sponsor an outdoor activity, the following guidelines must be observed:

- Campus Life Staff will be available for events where sound equipment, bands, and/or DJ's are present and attended by a large number of participants.
- The sponsoring organization, in conjunction with the Director of Public Safety, is responsible for controlling the event. A Campus Event Scheduling Form should be signed by the Director of Campus Life, Public Safety and Advisor.
- The advisor to the organization, or his/her designee, must be present at all times during the event. Additional

advisors may be needed, depending on the event as necessary. All advisors must sign and return the Noise Policy Statement as part of this application and insure its return to the Campus Life Department.

- All Alumni Lawn/Quad activities will end no later than 10:00 p.m.
- Alcoholic beverages are strictly prohibited at all activities and events.
- The Public Safety, Office of Residential Life, Campus Life Department, and designated advisors, reserve the right to ask any organization to lower the sound level, and close any outside activity deemed to be a danger or threat to the College community, if noise complaints have been received. The sponsoring organization and its advisors will be responsible and accountable for the above guidelines. Any violations will result in suspension of outdoor activities for that organization during the academic year.

*Private residences located on campus, such as the President's Home, are not appropriate venues for outdoor events. Such events are permissible only during scheduled periods throughout the year, i.e. Summer Registration & Orientation Weekends.

College Noise Policy:

It is the policy of Berea College to provide a reasonably quiet environment not only for its student body, faculty, and staff but for the surrounding neighborhood as well. In an effort to maintain this policy, Public Safety and Student Life Departments (depending on the location of the event) will, as a standard practice, aggressively monitor noise levels, which may be excessive or offensive to the Berea community or to our neighbors.

When because of location or other circumstances it becomes necessary for campus neighbors to report inappropriate noise to the College, immediate action will be taken to quiet the situation. This action will include, but is not limited to, an immediate notification of the specific Collegiums Member and/or Resident Assistant, if the event is being sponsored within the residential areas. The club/organization in violation of this policy will be suspended for one year from outdoor events.

Clubs/organizations, as members of the College community, must be very aware of the responsibility as representatives of the institution to maintain order and decorum. All Berea College policies and guidelines as outlined in the College Handbook must be followed. See www.berea.edu/vpls/studenthandbook/.

Contracts for Performers and Speakers:

Any club/organization that plans to sponsor a performance or lecture must complete a Performance Agreement. This form can be obtained on the Campus Life Department website, www.berea.edu/campuslife/, should be completed whether or not the guest artist or speaker is being paid for the engagement or if the guest artist or speaker has provided his/her own contract. If the artist or speaker is being paid, a completed contract and federal ID (social security number) must be submitted in order to process payment for the engagement.

Media Services:

Media Services is a division of IS&S. The Media Services office is located next to the Library. To order equipment for an event, clubs/organizations may order by calling extension 3877. When placing equipment orders, please include the building, room number and time of the event. A valid account number must be provided to order equipment.

Available equipment includes: See Appendix (page blah)

Catering:

Clubs/organizations must have allocated funds for food or unrestricted funds in order to provide refreshments for events and meetings.

If a club/organization plans to provide refreshments for an event, the group should consult with the Director of Foodservice (ext. 3934). Sodexo food service can provide snacks, beverages, receptions, buffets, served meals and a variety of ala Carte items

Alcohol at Club/Organization Events:

Alcohol beverages are not permitted at any Berea College sponsored activity, program or

event.

Finances:

Recognized organizations that are approved through the Student Life Council can establish a College account by meeting with the Student Service Center Director. Student organizations are not permitted to establish and maintain financial accounts with banks off-campus. Organizations that are approved by the Student Life Council must adhere to the financial policy and guidelines established by the Finance Office. The Office of Student Accounts serves as the financial agent for all clubs/organizations. In order for a request for payment or withdrawal to be authorized, the signature of the advisor and club treasurer must be present. Please review the business and finance documents found on the Outlook Folders.

Membership dues are limited to ten dollars per semester. Clubs may fundraise throughout the year after pro tempore period.

Funding opportunities are available through the Coalition for Community Building. The following is information on the Coalition.

Coalition Mission Statement:

The Coalition is a group of faculty, staff, and students charged with providing opportunities for student clubs, organizations, and residence halls to request assistance with planning campus educational, cultural, recreational and social events.

The Coalition provides funds for **collaborative, community building** programs which are focused on educational, cultural, and first-year student adjustment. The Coalition also provides a hub of campus programming, a collaborative group **facilitating** and **designing** programs to benefit campus life. The Coalition may generate campus programming, especially educational and cultural offerings, in addition to receiving program proposals from student groups.

The Coalition is a **team** of people, a **blend of different campus organizations**, building upon our group relationship with each other in a **collaborative approach to improve our campus culture**.

Guidelines for Submitting Proposals and Evaluations to the Coalition:

- Must be a College recognized student club/ organization, or residence hall
- Purpose of the event must be a community building activity, planned collaboratively by an organization or several groups.
- Event should fit into the College master calendar. Please check the Berea College Web Calendar for current information.
- **Proposal** form should be received two weeks prior to the intended event
- **Evaluation** forms must be submitted within the two weeks following the event.
- Both the evaluation form and the proposal should be turned in to the **Campus Life** office in the Alumni Building by **Friday** of each week, to be considered for the following Coalition session.
- Student representative(s) must meet with the Coalition, for both **Proposal** and **Evaluation** reviews and advising.

Solicitation and Fundraising:

Organizations wishing to solicit off-campus companies for material donations (e.g. prizes or materials for programs) must coordinate these activities with the Campus Life Department. Currently, tickets for campus-wide events can be sold to faculty, staff, and community members.

A **Fundraising Form** must be completed and submitted to the Director of Campus Life at least two weeks prior to the planned start of solicitation. Organizations cannot solicit companies for monetary donations or corporate sponsorship. The exclusive right of a single sponsor to be the sole supporter of any student organization or organizational program is absolutely prohibited.

- Club/organizations may hold fundraisers throughout the year on a cash-only basis. Fundraising Application can be found on the Campus Life Web site. www.berea.edu/campuslife/.
- Upon completion of a fundraiser, the club/organization must submit a Fundraising report within ten (10) days of the event closing to the Campus Life department. The report must include a deposit slip from the cashier's window located in Lincoln Hall.
- Each club/organization is responsible for maintaining a detailed financial and program record.
- End of the year reports to must be submitted to the Campus Life department by May 15th. **If reports are not submitted by the deadline then the club/organization will be listed on the inactive file.**

Publicizing Club/Organization Events:

Recognized student clubs/organizations can utilize the Pinnacle Newspaper, Public Bulletin Boards, Outlook Calendars, Printing Services and the Artist Studio located on the main floor of the Alumni Building. Groups interested in having a poster made can use the **Poster Request Form**. The following posting guidelines must be observed by any recognized club/organization.

- Posters may NOT be displayed on the outside of any building, on the windows of the Alumni building (including the foodservice, stairwells and doors) or on cinder blocks, doors, paneling or bricks in the Alumni Hall foyer. Posters or signs are not allowed in the academic areas, except on bulletin boards provided by Berea.
- Posters that have been stamped and dated by the Campus Life Department may be posted on the appropriate bulletin boards in the Alumni building or suspended from the balcony of the dining hall. Groups may hang 5 copies of any approved flyer in the Alumni building.
- All posters should be removed within one school day following the event being publicized.

Failure to comply with the above regulations results in loss of privileges. Exceptions to the above posting regulations may be granted for special events if a formal proposal is submitted to the Campus Life department.

Traveling:

Sanctioned clubs/organizations wishing to travel for non-academic trips may reserve vehicles through Motor pool located in the Public Safety office in Woods-Penn. A motor pool form may be obtained through the Campus Life web site www.berea.edu/campuslife/. The form must be signed by your advisor, provide a valid account number and be signed by the Campus Life department. Drivers of passenger vehicles **must have** a defensive driving card and/or Van shuttle training.

Managing an Effective Club

Strategies for recruiting members include:

- Publicizing the club/organization (e.g. Organization Fair, flyers, College web-page)
- Talking with professors and/or academic departments that may have similar topics/interests as the group.
- Maintaining clear and detailed information about the group for distribution to interested individuals.
- Talking with friends, faculty and staff and telling them about the group and its goals.
- Requesting that current members bring one new friend to each meeting.

Strategies for retaining members include:

- Providing each group member with opportunities for growth and self-development.
- Communicating necessary information about the group to all members, including expectations of group members.

- Providing each group member with specific ways to be included and involved in organizational activities. Delegate, delegate, delegate!
- Making the meetings and the work of the group interesting.
- Recognizing and rewarding group members for their achievements.
- Providing the group and its members with opportunities for evaluation.

Once a club/organization solicits members, time and effort needs to be put into developing organized and effective meetings. A well developed meeting will help group members feel confident and provide a sense of purpose and accomplishment to time spent with the club/organization.

Strategies for planning effective meetings include:

- Arranging the time of the meeting around when the greatest number of members can attend.
- Making arrangements for a consistent meeting place that accommodates the group's needs.
- Advertising the date, time, and location of regular meetings around campus.
- Starting and finishing meetings on time.
- Providing a written agenda that outlines the structure and topics for the meeting, preferably prior to the meeting so members can prepare for discussion topics.
- Running a concise meeting but always leaving time for questions.
- Involving the entire membership in the meeting by encouraging, supporting, and trusting all group members.
- Distributing written minutes that summarize the content of the previous meeting.

Written agendas are an important component of an effective meeting. A carefully written agenda will help the meeting to be orderly and will help to keep group members connected and interested. The agenda should be orderly and logical and distributed to every member of the group. Elements of an agenda may include: approval of previous minutes; officers' reports; committee reports; advisor reports; old business; new business; and announcements.

Written minutes serve many valuable functions. Minutes inform members who could not attend a particular meeting about what happened; help in following up on assignments and decisions; help in formulating the agenda for the next meeting; give continuity to the procedures and traditions of an organization; are a valuable review of the activities of the past and aid in report writing and formulating future goals and programs; are a valuable resource in recognizing member contributions and the selection of members for honors, awards, and nominations.

One of the most common complaints from student leaders is that their members aren't motivated and that only a few exert any effort on behalf of the club/organization, these tips are provided to help diminish that problem.

Strategies for motivating members include:

- Encouraging members to participate in meetings by sharing their ideas and opinions.
- Finding out what special talents/interests group members have and then provide them with an opportunity to use them.
- Delegating responsibility and authority.
- Respecting the opinion of others and making this an expectation of the group.
- Acknowledging and rewarding group members and their work.

Conflict within groups can develop for a variety of reasons. Leaders need to be able to recognize conflict and know how to confront and deal with such circumstances.

Strategies for dealing with conflict include:

- Viewing conflict as a signal that a change may be needed and is possible.

- Meeting with those members involved with the conflict outside of the group setting.
- Promoting discussion, encouraging members to share their points of view.
- Discussing the problem/conflict, not the individuals involved.
- Speaking with “I” statements (e.g. “I found that offensive” not “the group found that offensive”).
- Keeping discussion focused on the subject or source of the conflict.
- Generating alternatives or possible alternatives.

Program Planning Tips

Brainstorming:

Brainstorming can be used in many instances, particularly when a group is stuck for ideas for a new project or program or are looking for a solution to a problem. Brainstorming is a method where members share thoughts and ideas in order to generate a list of suggestions to eventually choose one that will be implemented. The group’s goal is to work for quantity, not discuss practicalities or place value on the quality of a suggestion.

Strategies for brainstorming include:

- Asking individual members to generate a list of ideas concerning the topic at hand.
- Sharing and recording individual members’ ideas within the larger group WITHOUT DISREGARDING ANY INDIVIDUAL’S IDEAS.
- Analyzing the list and combining several ideas to make more realistic suggestions.
- Discarding impractical ideas after they have been considered and discussed.
- Discussing and coming to consensus about the three best ideas (discussing cost, time, labor, etc.).
- Developing an implementation plan (with time lines, tasks, and individual responsibilities) for the strongest idea.

Once the club/organization has selected a particular event or program, they should consider the most appropriate timing for the event and check with Campus Life Department about availability of rooms for the targeted dates. Checking the Campus master calendar via Outlook is also a helpful tool in deciding when to plan an event.

Strategies for presenting successful programs include:

- Identifying the objectives of the intended program prior to contacting a presenter/performer to insure that the club/organization’s needs are met.
- Confirming that the club/organization has enough funds to cover the expenses associated with the program/event.
- Reserving an appropriate room for the program/event BEFORE advertising.
- Securing a commitment from the club/organization advisor that he/she will be able to attend the event.
- Contracting the presenter/performer and regularly communicating with him/her if he/she is contracted several weeks/months in advance of the program.
- Arranging for parking permits for the contracted presenter/performer (if necessary) or special parking needs if a large audience is anticipated.
- Securing materials and/or equipment (media equipment, flip charts, paper, pens, etc.) requested by the presenter once contracts and prerequisites are completed.
- Ordering food/refreshments requested by the presenter/performer and/or for the audience.
- Arranging with Facilities to have the reserved room set-up appropriately for the program (chairs, stage, podium, etc.).
- Checking the reserved room prior to the event and meeting the guest presenter/performer when he/she arrives.
- Advertising the program/event in advance, giving thoughtful consideration to the best ways to reach the different pockets of community members that the group wishes to attract.
- Staying throughout the entire program or arrange for consistent coverage by

club/organization members.

- Assessing the success of the program with a written survey (for the entire audience or a random sample) as well as with the club/organization members at the next meeting.
- Cleaning up surface refuse (e.g. soda and water bottles, papers, etc.).
- Processing any lingering bills associated with the program/event.
- Thanking the presenter/performer and club/organizations members who assisted with the program.

Forms

- **Beginning of the Year Report Form**- contact campus life
- **End of the Year Report Form**-contact campus life
- [Campus Event Scheduling Form \(programs, fundraisers, demonstrations, displays, etc.\) \(Acrobat Format\)](#)
- [Campus Life Application \(Acrobat Format\)](#)
- [Chimes Waiver \(Acrobat Format\)](#)
- [Crossroads Complex Online Reservation Form](#)
- [Fund Raising Report \(Acrobat Format\)](#)
- [Poster Request Form](#)