

CENTER FOR CAMPUS LIFE

Student Organization Handbook

Center for Campus Life 847-619-7940 Room 430 ccl@roosevelt.edu



Steps for Registering a Student Organization

Steps to register a student organization

- 1. Contact the Center for Campus Life Student Organization Coordinator about starting an organization.
- 2. Find an adjunct or full-time faculty/staff advisor for you organization that is currently employed by Roosevelt University and will be on campus regularly throughout the semester. This step is optional but strongly encouraged.
- 3. Register by completing the Student Organizations Registration, and the Officer Registration Forms, which are located in the Center for Campus Life, or online at www.roosevelt.edu/ccl.
- 4. Submit local, regional, or national contact information to the Center for Campus Life.

Once registered as a student organization, groups should complete the following:

- 1. Advertise the organization on campus and recruit members.
 - All organizations must abide by Roosevelt's non-discrimination policy and all other Roosevelt policies.
- 2. Utilize available campus resources, such as funding available online from SAFAC (detailed in this manual) as well as available items available in the Center for Campus Life.
- 3. Advertise the organization on campus.
- 4. Hold meetings and events on campus.
- 5. If an organization is continuing for the spring semester, it must submit a brief update form by the deadline in order to maintain their recognition and be eligible for funding.
- 6. Participate with the Enlightenment Project sponsored by the Center for Campus Life to encourage student volunteering in their community and assist with fundraising.
- 7. Request funding and maintain a club budget, based on the funding approved by SAFAC (more on funding later in this manual).
- 8. Provide officer contact information to the Center for Campus Life and update as any changes happen.



Student Organization Objectives

This outline of tasks and events is designed to help each organization keep abreast of annual activities that take place in the Center for Campus Life and remind you when certain forms are due throughout the year.

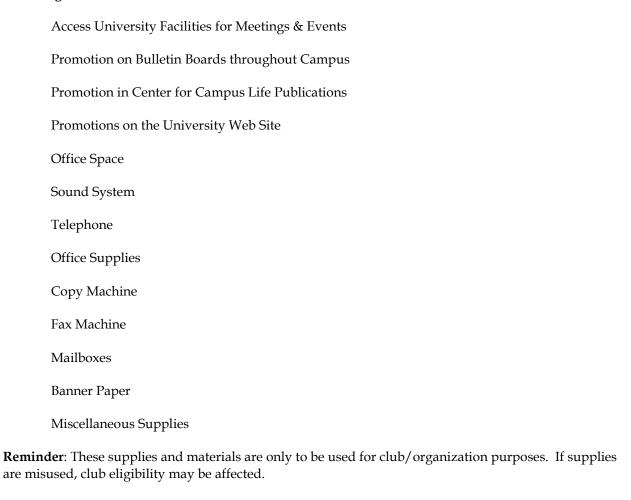
Fall Semester	Spring Semester		
In August, start contacting returning	In mid-January, re-register for spring		
members and select a meeting location,	semester with the Center for Campus life.		
date, and time.			
In mid-August, start planning	If you haven't already, start submitting		
organization-sponsored activities.	nomination forms for individuals and		
	organizations for the Student Leadership		
	and Organization Awards.		
Starting in September, implement	In March, start electing officers for the next		
organization-sponsored events and	academic year.		
activities each month through the			
semester.			
Start thinking of individuals and	In April, participate in Student		
organizations to nominate for the Student	Appreciation Week and attend the Student		
Leadership and Organization Awards.	Leadership and Organization Awards		
Nomination forms for the Student	Register or re-register for the fall semester		
Leadership and Organization Awards can	by the end of April.		
be submitted anytime.			
Keep the Center of Campus Life up-to-date with any changed contact information as			
it may occur throughout the year			

it may occur throughout the year.



Services for Registered Student Organizations

Advantages include:





Student Activity Fee Allocation Committee (SAFAC)

Section I: General Funding Principles

- 1. The following acronyms will be used throughout this document; Registered Student Organizations (RSO), Roosevelt University (RU), Student Activity Fee Allocation Committee (SAFAC). Center for Campus Life (CCL).
- 2. Decisions regarding funding requests will be made by the Student Activities Fee Allocation Committee (SAFAC) via email.
- 3. SAFAC encourages co-sponsorship, fundraising, corporate support, or other alternative sources for funding events.
- 4. Funding may **NOT** be used to purchase and/or fund:
 - -Alcohol and/or other illegal or controlled substances
 - -Items that only enhance the organization such as organization shirts, gifts for organizational members, or items that are used to raise additional funds for the organization itself
 - -Closed events that are restricted to the organization's members
 - -Membership dues to other organizations or charitable causes
 - -Honoraria for Roosevelt University faculty or staff members
 - -Fundraising materials, either for a non-profit organization or for the organization itself
- To be eligible for funding, the student organization must meet Roosevelt University's nondiscrimination clause.
- 6. All organizations planning to apply for funding must be a registered student organization, or an operating unit within the Center for Campus Life.
- 7. Registered Student Organization treasurers or the designated financial officers are responsible for monitoring their budgets and for being cautious of overspending.
- 8. Funding approval will occur as requests are submitted. Funds allocated each semester that are not used by the end of the semester will be added to the next semester's balance for reallocation.
- 9. A portion of the funding set aside for student organizations will be reserved for the start-up of new organizations throughout the year.

Section II: Steps to Apply for Funding from the SAFAC Committee

- 1. Register your student organization with the Center for Campus Life.
- Complete and submit the Program Budgetary Request Form. Once the Funding Request Form is submitted, it will be reviewed by the SAFAC Committee and either approved or returned for more information. Final approval for a funding request should be received within one week of submission.



Section III: Administration of SAFAC

- 1. SAFAC has limited money for conferences and events. Events that benefit the general Roosevelt University population will be given priority.
- 2. To be eligible for funding, all student organizations must complete the Event and Program Budgetary Request Form, and must send a representative to the Student Organization Retreat held at the beginning of each semester. Those organizations not providing a representative will not be eligible for funding that semester.
- 3. All organizations are responsible for keeping a photocopy of their proposals for funding and any other funding related information.

Section IV: Reimbursement

- 1. Funding received by a Registered Student Organization is to be used for the original purpose for which it was requested. Funding does not roll over to a future semester/program; consequently, all funding allocated for an event should be used.
- 2. Faculty/staff need to complete Employee Expense Reports for reimbursement. The following is the link to the Employee Expense Report: http://intranet.roosevelt.edu/controller/forms.asp
- 3. Students need to submit original documentation such as receipts or credit card transactions to the SAFAC Chair for reimbursement. Any purchases made for less than \$200.00 will be reimbursed to the student in the form of cash within one week and purchases exceeding that amount should receive reimbursement by check to their home within three or four weeks.
- 4. Reimbursement will not occur without prior approval from SAFAC.
- 5. Any funding requiring payment must have the invoices, receipts, or original contracts submitted one month prior to the event if advance payment is needed. Contracts for more than \$500 or with outside vendors must be coordinated with the Coordinator of New Student and Leadership Development Programs four weeks in advance.
- 6. Roosevelt University is exempt from paying sales tax on all items. Be sure to obtain a Tax Exempt Letter from the Center for Campus Life prior to making purchases. You will not be reimbursed for sales taxes.



Section V: Event Policies

- 1. Events funded through SAFAC cannot include an admission fee without prior approval.
- 2. All programs and activities must be open to the entire student population and advertised as such, including all off-campus activities.
- 3. All activities funded by the SAFAC must follow the Student Code of Conduct established by Roosevelt University.
- 4. All promotional materials including flyers, posters, newspaper articles, table tents, etc. must be reviewed by Center for Campus Life before distribution. You must also include the words "Sponsored by (Name of Your Student Organization)" on all promotional materials and funded by SAFAC.
- 5. Generally, off-campus events will not be approved. However, off-campus events will be approved on a case by case basis. Any event off-campus should not include a charged fee or ticket to gain admission. For conferences, refer to Section VII: Conferences and Travel.
- 6. All food and beverages must be ordered through the Snack Cafe. The provision of food at an approved off-campus will be determined on a case by case basis.

Section VII: Conferences and Travel

- 1. Student organization members requesting funds for conference travel must complete and submit the on-line Conference Travel Funding Request Form. This form can be found at http://www2.roosevelt.edu/ccl/safac/registration_conference.asp
- 2. Student organizations will need to include travel and conferences when planning their budget.
- 3. SAFAC will consider reimbursement for registration, hotel, and transportation.
- 4. SAFAC will not reimburse for food, alcohol, or entertainment.
- 5. SAFAC will consider reimbursement for coach airfare only. First-class airline tickets will not be considered for reimbursement.
- 6. SAFAC will consider funding for travel within the 48 continental United States of America. SAFAC will not consider funding for travel outside of the 48 continental United States of America.
- 7. All copies of registration materials, original hotel receipts, and original transportation receipts for groups and all attending members must be submitted to SAFAC.
- 8. SAFAC does not currently fund retreats/staff development activities. However, SAFAC will consider sponsoring a leadership development conference in the near future.
- 9. If approved for travel, a member of the RSO must discuss the travel plans with either the Center



For Campus Life Program Director or the Coordinator for New Student and Leadership Programs.

- 10. If approved for travel reimbursement, SAFAC can approve reimbursement to take place prior to travel.
- 11. SAFAC will not reimburse conference travel without prior approval.
- 12. The RU Code of Student Conduct applies to students traveling for conferences.



Guidelines for Reserving University Facilities

Registered student organizations may reserve University facilities by visiting the Center for Campus Life. The following guidelines pertain to all registered student organizations planning to use University facilities for programs or events on the Schaumburg campus. The building hours for all facilities are as follows:

Albert A. Robin Campus

Monday-Friday 7:30am – 10 pm Saturday 8am – 5pm Sunday 9am-5pm

Student programs or events can be scheduled when the main building is open. *Programs and events can only be planned when classes are in session*. Also, University facilities are closed during all major holidays.

Student organizations may request to use facilities during open hours. When the building is closed, the following restrictions apply:

- 1. Activities can be scheduled Monday –Thursday until 10:30pm with no extra charge for security. Friday and Saturday, activities can be scheduled until 12:00am. However, there is a four-hour minimum for those events and organizations will be charged for extra security. Students need to contact the Director of Security for more detailed information.
- 2. All requests for extra security should be submitted to the Center for Campus Life at least two weeks in advance of the event or program. Students need to contact the Director of Security for more detailed information.
- 3. Student organizations are not permitted to serve alcohol during any student program or event.

If a student organization plans to have more than 50 people at an event, the organization will need to contact security to make arrangements.

To request a room student organizations need to contact Carol Pyron at cpyron@roosevelt.edu or 847.619.7991.

To request Room 431 student organizations need to contact the Center for Campus Life.

Chicago Facilities

If you would like to reserve university facilities located on the Chicago Campus, please contact the Center for Student Involvement (CSI) at (312) 341-2051.



Photocopying

The photocopier is for student organization business only.

How It Works

- 1. The copier can be accessed during normal business hours: Monday-Thursday 9am-6:30pm and Friday 9am-3pm.
- 2. If you have any questions when using the copier please ask someone in the Center for Campus Life for assistance.

If your organization needs **more than 50 copies**, then you must order your copies through Office Services using a Printing Requisition Form.

Procedure:

Complete one copy of the Office Services Printing Requisitions Form located at the Center for Campus Life (ask at the front desk). The form must be signed by an officer of the organization and the Coordinator of New Student and Leadership Programs. The completed form may be mailed to Office Services via inter-campus mail or hand delivered by a member of the organization.

Ordering Office Supplies

The Center for Campus Life orders all of its office supplies through Office Max online ordering service. If your student organization is funded through SAFAC and needs office supplies, you may arrange to order them by speaking with the Center for Campus Life staff.

Catering

The Center for Campus Life orders all of its catering through Food 2 You Catering. If you are a student organization funded through SAFAC, and your event is exclusively for students, Food 2 You Catering will give you the food at a 40% reduction in price.

To order catering student organizations need to contact Gregory Ingles at greg@food2youcatering.com or 847.619.8485.

Come prepared with the date, time, and location of event, number of attendees, sketch of how the room is going to be set up, and a general idea of what you would like to order. All student organizations providing food at an event or meeting must order through Food 2 You Catering and contact them at least two weeks in advance.



Posting Policy

In an effort to maintain an organized and attractive display on campus, the following guidelines are utilized to maximize the use of limited posting space.

- 1. The only non-Roosevelt flyers that may be posted are those for free events occurring in Chicago or the Northwest Suburbs and volunteer information.
- 2. Posted items must be of a nonprofit nature. Direct service items that might benefit the Roosevelt community will be dealt with on a case-by-case basis, and approved by the Center for Campus Life staff.
- 3. External flyers, such as "For Sale," "Roommate Wanted," or "Babysitter for hire" can be posted on all Center for Campus Life bulletin boards.
- 4. Flyers should have the date, time, location, sponsor name, and contact information. Club members are responsible for positing their own event materials.
- 5. Flyers are removed after two weeks or once the event has passed, whichever occurs first. If an organization would like their flyer posted longer, special arrangements can be made through the Center for Campus Life if possible.
- 6. Due to limited board space, there is no guarantee that flyers stay posted for a full two weeks. Full exposure for double sided or threefold brochures cannot be guaranteed.
- 7. Materials may only be posted in designated areas and only taped to walls using blue painters tape.
- 8. The Center for Campus Life is not responsible for getting directional signs, materials, food, etc for an event that it is not sponsoring. That is the responsibility of the office, club, or organization that is sponsoring the event.
- 9. Student organizations can also post flyers on the window in the Student Organization Center (Rm. 433) across the hall from the Center for Campus Life. The student organizations may post whatever they would like on this space and only this space, without being approved by the Center for Campus Life. Organizations are strongly encouraged to decorate this space.
- 10. Student organizations are required to take down any publicity items they post within 48 hours of the event.
- 11. To post on the bulletin boards located at the Chicago Campus please contact the Center for Student Involvement (CSI) at (312) 341-2015.



Bulletin Boards

Student Organizations may post on the bulletin boards marked Center for Campus Life. Below is a map of the Robin Campus that will help you locate these boards. The location of each board is marked on the map with an X.

It is requires that you put the time, date, location, sponsor, and the contact information for the event on your flyers.

×			
	X	x x x x	
		X	X
	x	X	
	x	X	



Student Organization Office Space

A limited number of office spaces are available to registered student organizations. Priority goes to registered student organizations who are actively involved on campus.

The following are some guidelines that organizations must follow in order to maintain the privilege of having their own office space:

- 1. Once organization is registered, the president of the organization or designee may request access to the office through the CCL.
- 2. The office may be used for typical office activities such as:
 - Making and receiving phone calls
 - Developing correspondence
 - Storage of files
 - Holding small meetings
- 3. The office should not be used for:
 - Conducting large meetings
 - Storage of personal belongings
 - Making and receiving personal phone calls
 - Social gatherings
- 4. If two student organizations are sharing an office, the following mutually agreed upon decisions must be made:
 - Telephone and computer usage and the shared cost thereof
 - Times each organization's members will utilize the office
- 5. Maintenance requests will only be handled by completing a Work Request form available in the Center for Campus Life. This form must be signed by the Coordinator for New Student and Leadership Programs before any work will be done.
- 6. It is expected that the office will be kept clean at all times.
- 7. The following items are not allowed in student organization office space:
 - Coffee-makers, or any other kitchen appliances
 - Personal items and valuables
 - Controlled substances, including alcohol
- 8. Student organizations must un-plug any electronic devices when leaving the office for an extended period of time, to avoid creating a fire hazard.



Typical Responsibilities of Student Organization Officers

All Officers

- Be on time to meetings
- Fulfill duties as outlined by constitution
- Work as a team to establish goals for the organization and the mission of the organization
- Maintain a positive attitude in working with other officers; communicate regularly
- Maintain relationships with other student organizations
- Co-sponsor programs and share resources
- Understand the importance of member retention and development

President

- Preside over and effectively lead all meetings
- Write an agenda
- Establish committees.
- Act as a liaison to the campus.
- Monitor and uphold the mission and vision of the organization.
- Lead the executive board, members and organization as a whole
- Work with the Vice President to attract and retain membership

Vice President

- Assume responsibilities for President in her/his absence
- Manage committees, work with committee heads and coordinate evaluation of committee work
- Attract and retain membership through recruitment and organizational development

Secretary

- Record meeting proceedings; take attendance and record changes to the agenda
- Maintain a list of official organization members (names, phone numbers, addresses, etc.)
- Prepare all voting materials and list of eligible voters
- Notify members of meetings dates, times and locations
- Make sure that the Center for Campus Life has an updated list of organization membership and executive board changes at all times.

Treasurer

- Maintain all financial records for the organization
- Be knowledgeable of university funding policy and procedures
- Prepare all funding requests and paperwork
- Report financial status of organization at regularly scheduled meetings



Running an Effective Meeting

Before the Meeting

- Define the purpose of the meeting. If you can't find a purpose, don't have a meeting.
- Develop an agenda.
- Distribute the agenda, background material and lengthy documents or articles prior to the meeting so members will be prepared and feel involved and up to date.
- Choose an appropriate meeting date and time.
- Set a time limit for the meeting and stick to it.
- Arrange the room so members face each other (if possible).
- Choose a location suitable for your group's size. Small rooms with too many people get stuffy and create tension.
- Use visual aids (posters, diagrams) for interest. Post a large agenda up front for members to refer to. Be sure everyone knows where and when the next meeting will be held.

During the Meeting

- Greet members and make them feel welcome.
- Serve treats!
- Start on time and end on time.
- Review the agenda and set priorities for the meeting
- Stick to the agenda
- Encourage group discussion to get all points of view
- Encourage feedback
- Keep conversation focused on the topic
- Keep minutes for future reference in case a problem or question arises
- Be a role model by listening and showing interest, appreciation and confidence in members
- Summarize concepts discussed and end the meeting on a positive note
- Set date, time and place for next meeting

After the Meeting

- Write up and distribute minutes within 3 or 4 days
- Discuss any problems during the meeting with officers and advisor(s); come up with ways to improve
- Follow up on delegation
- Give recognition and appreciation to excellent and timely progress
- Put unfinished business on the agenda for the next meeting
- Conduct a periodic evaluation of the meetings



Programming Ideas

The following is a list of activities to help you and your organization begin brainstorming ideas to consider when planning an event. Some of these ideas can be used as events for your organization, or they might also be used as team builders, group development activities, or fundraisers.

Abortion discussion Clothing drive Academic advising Coffee house Adopt a family Coloring books Adopt a street Comedians Aerobics Come as you are party Air show Community council banquet Alcohol Awareness Condom Olympics All night movies Conscious relaxation

Antique collecting Consumer education Apple bobbing Cooking Archaeological dig Costume parties Archery contest Crafts

Arm wrestling Creative writing Art appreciation Credit cards Astrology Cultural events Astronomy Custodian appreciation Auto repair Dad's weekend Baby picture contest Dance lessons Badminton Dance-a-thon

Death and dying discussion Barbershop quartet

Baseball Debates Basic bartending Decade's parties Diet club Basketball Beach trip Dinner theatre Belly dancing Donate a meal

Bike repairs/races/trips Door decorating contest

Caroling

Bingo Dream analysis Birth control discussion Drive-in movies Birthday parties Easter egg hunt Boat trip Eating disorders Body painting Exercise groups Bonfire Family night Fencing Book review Bowling tournament First aid classes Food fair Brown bag lunch picnic Camping Foosball

Campus safety Frisbee tournament Capture the flag Game night Can/bottle collection GLBT Issues Candy making Ghost stories Candy sale Gift exchange Canned food drive Grub hunt

Canoeing Habitat for Humanity Car bashing Hall Olympics Cards Hiking Career planning Hall Scrapbook Carnival Historical trips Holiday parties Casino night Homesickness Ceramics Charity projects Hula hoop contest Checkers Human sexuality Chess tournament Horoscopes Children's theatre Horseback riding

Clean up project International slideshow

Hypnotist

Climbing wall Intramurals Jazz festival Job search techniques

Jogging Judo Kazoo band Karate Laser tag Laundry 101

Leadership training workshop

Masquerade Massage

Mattress wrestling Meditation techniques Mocktails Mom's weekend Monday night football

Monopoly tournament Museum trips Mystery bus trips

Name that tune Non-alcoholic parties

Nutrition Oscars party Paint ball Palm reading Pancakes Password Penny wars Photo shoots Pie eating contest Poetry readings Potluck meals

Progressive dinner Pumpkin carving RA contest Reading

Religion/Spirituality discussion

Resume writing Road trips Rock climbing Roller skating Ropes course Rugby Running Scavenger Hunt

Scuba Secret pals Self-defense class Senior citizen program Sexual assault/rape Sexual responsibility Shopping trips Sidewalk art

Sledding pictures

Slideshow of past year Snowball fights Snow sculpture Star Trek club STD awareness Student publications Study groups Taffy pull

Talent nights/Gong Show

Tarot cards Taste tests Taxes Tennis

Tai Chi

Theatre productions **Tiddlywinks** Time management Treasure hunts Tree climbing Tricycle races Trivia contests Tubing Tie dye Variety show Vegetarianism

Video game tournament Video scavenger hunt

Volunteer Voter registration Walk marathon Water skiing

Watermelon eating contest

Weight training

Window painting contest Women's history Woodstock weekend Yo-Yo contest

The Role and Function of a Student Organization Advisor

An organization advisor is optional, but strongly encouraged for student organizations. The advisor is a currently employed Roosevelt University faculty or staff member who can model leadership to a student organization, and serve as a university resource and contact person outside the Center for Campus Life. The role of an advisor is one of mentoring and guidance, offering assistance to the student members when needed. The student organization members and advisor should mutually agree on the expectations of the advisor. Below is a list of ways the advisor is able to serve as a resource and a model of leadership.

- Provide the student organization with a link to the history and tradition of the organization and/or academic discipline if the organization is academic in nature, and to the history and traditions of Roosevelt University
- Keep the group focused on its goals
- Introduce new program ideas and encourage educational and intellectual programs
- Help leadership of the organization transition from year to year
- Have a working knowledge of University Student Handbook policies and procedures as well as the Registration, Funding, and Guidelines Manual's policies and procedures
- Minimize situations that may generate conflict within the University
- Mediate internal conflicts
- Teach principles of effective group operation

Student Leadership and Organization Awards Overview

Each year, the Center for Campus Life coordinates the Student Leadership and Organization Awards ceremony to recognize outstanding students, student organizations and members of the campus community who significantly enhance learning outside the classroom. You can play a vital role in thanking and acknowledging these leaders by submitting nominations for these awards.

Further award details and nomination forms can be found on our website at http://www.roosevelt.edu/ccl/ if you have questions, please feel free to contact the Center for Campus Life.

Student Fundraising Guidelines

The Center for Campus Life does not engage or encourage in commercial enterprises of any sort at Roosevelt University. A registered or recognized student organization may temporarily engage in a commercial enterprise for the sole purpose of fundraising if it:

- 1. Displays signage identifying itself as the sponsoring organization
- 2. Has an organization member present at the station throughout the entire fundraising period
- 3. Completes a work schedule three days in advance of the fundraising period

Fundraising stations in Schaumburg are limited to: Rotunda Lobby and the Licht Student Center

Please Note:

Only one fundraiser can be in any of the above mentioned areas at the same time.

Only one fundraising event from among registered or recognized organizations is allowed per day.

All fundraising stations must be reserved through the Center for Campus Life.

Homemade food/craft items are not allowed due to liability and any effects of the goods offered.

The following documentation is required two weeks in advance:

- 1. The Coordinator of New Student and Leadership Programs evaluates and approves a fundraising activity based on the guidelines set forth in this document.
- 2. Commercial food and other commercial items require:
 - A. Certificate of insurance from the participating company, indicating Roosevelt University has been added as an "additional insured" under the company's liability insurance policy currently in effect in an amount not less than one million dollars.
 - B. A "hold harmless" clause in the contract between the student organization and the supplier, indicating the supplier accepts all product liability and will hold Roosevelt University harmless for all claims arising from the offering of the supplier's products and services. Roosevelt University does not carry product insurance and therefore will not insure the risk of an organization's fundraising.
 - C. An affidavit signed by two officers of the fundraising organization, thereby accepting personal liability for conduct of the activity and any effects of the goods offered.

Effective Fundraising

Developing an effective fundraising strategy allows student organizations to cover operating expenses, complete projects and programs, and create a small reserve or cushion for the future. Use these general principles to guide your planning:

Think Positively. As you plan for the year, think big; dream a little. Ask yourself, "If money were not an issue, what would the group do?" Use your imagination. It is generally easier to scale down your organization's plans than to scale up in midyear; you can begin to assess the feasibility of these goals in light of resources.

Establish Financial Goals. If you don't know where you're going, you'll never know if you've arrived. Organizations must establish an annual budget. The development of a budget should follow, not precede the establishment of your organization's positive, but realistic goals for the year – making the group's plan fit the budget rather than making the budget fit the plan is a common error of student organizations. Once a budget of proposed expenses is developed, it must be reviewed against existing resources. The specified dollar figure beyond existing resources that will be required to operate and complete the group's program for the year becomes the group's fundraising target. If this target is too large, don't panic; it is time to be both creative and realistic.

Establish a Fundraising Plan. Fundraising is like any other group project – it cannot happen successfully if left to chance. Successful fundraising requires careful planning. Answer the basic planning questions – Who? What? When? Where? As you creatively explore approaches to fundraising, it is important to balance the costs to the organization (required outlay of time and of human, material and existing financial resources) with the risks involved in fundraising (potential liability and the possible loss of resources or good will). If the risks are greater than what the group wishes to assume, it is time to go back and revise the organization's overall goals for the year to reflect a reduced financial base. Remember, think positively and creatively. Once a financial plan is developed, write it down.

Follow University Procedures. Fundraising activities require prior university approval, particularly for sales and solicitation activity. Some activities are restricted or prohibited under the university policy or state law. You should be familiar with both the approval procedure and limitations before you undertake a fundraising activity. You can find more information about these topics in this manual.

Evaluate Fundraising Activities. In order to determine your level of success, maximize learning opportunities and advise future leaders of the organization, it is necessary to evaluate your fundraising activities. This evaluation should go beyond a simple comparison of the dollar goal with the amount raised. It should include a qualitative analysis and conclude with recommendations for future fundraising activities.

Fundraising Planning Timeline

Getting Your Fundraiser Organized

Start early - 6-8 weeks in advance

- Select a chairperson for the fundraiser
- Hold a brainstorming session and involve all organization members in decision-making
- Set goals for the fundraiser
- Decide what type of fundraiser to do

Remember to consider these points:

- Skills and interests of organization members
- Enthusiasm of members and time commitments
- Cost of producing the fundraiser/profit margin
- Be sure to follow all university policies, as well as local, state and federal laws
- Involve all organization members in planning
- Volunteers are very important

Communicate clearly to motivate group members

- Is there fun in your FUNdraiser?
- Did the volunteers help choose the activity?
- Does the fundraiser suit your organization?
- Is it well timed?
- What are the personal benefits? People support what they help to create.

Evaluate your fundraising activities

- Go through the receipts, deposit money immediately, and pay any bills accrued
- Send thank you notes to people who helped
- Examine what went well and what needs improvement
- Make successful fundraisers traditional

Other benefits of fundraising

- Development of a stronger, more cohesive organization, united by a clear sense of purpose and good fun
- Fundraising provides a means for developing leadership skills
- Increased PR for your organization
- Helps your organization to achieve its goals and gain a sense of accomplishment

President/Officer Transition

Your year as an officer is coming to an end, and new officers are being selected. How do you leave your position gracefully? How do you ensure that the new officers are as ready as they can be to continue to provide your organization with strong leadership? More specifically, what do you need to transfer?

"Organizational tutoring" is the process of continuing to improve your organization through evaluations and goal setting. The times when this is the hardest is during the times of transition. Every group experiences times of transition. One inevitable transition is that of changing leadership within the organization.

Remember, an effective transition is an interactive communicative process involving all old and new officers. The sharing of past experiences and lessons learned is critical, as well as the sharing of goals and visions for the future of the organization.

Benefits of a thorough leadership transition plan

- 1. Provides for a transfer of significant organizational knowledge. Your group will not have to reinvent the wheel each year.
- 2. Helps minimize the confusion that occurs with the transitioning of officers. While new officers try to figure out what is going on, precious time can be lost to the organization. This lag time affects the whole membership, who may not understand what all the confusion is about, and it definitely lessens the group's ability to accomplish their tasks/goals and work on the visions.
- 3. Gives outgoing leaders a sense of having completed their jobs, a sense of closure. It can help them let go which is often a difficult thing for committed leaders to do.
- 4. Ensures that the valuable contributions of the experienced leaders will be utilized. They are often the most neglected members of your group.
- 5. The information that is shared with your new officers results in the new leadership having more knowledge and, consequently, great confidence in their ability to be more effective in their roles.

Officer Transition Checklist

Areas to cover in an officer transition

- I. Information that provides a historical perspective
 - University policies and procedures publicity, fundraising, room reservations, etc.
 - Group policies and procedures
 - National policies and dues
 - Formal documents
 - Job descriptions
 - Scrapbook and list of all members
 - Other background information
- II. Information that educates the new leaders about the organization's goals
 - Purpose and vision of the organization
 - Goals the outgoing officers pursued
 - Evaluations of the outgoing officers' successes and failures
 - Traditional projects and activities
- III. Organization and its leaders
 - A record of events and how to go about planning them
 - Identify contact people as resources
 - Cubicle and bulletin board information
 - Resource file and library
- IV. Information about financial procedures
 - Budget information and procedures
 - Funding requests and paperwork
 - Fundraisers that were successful and those that were not
- V. Leadership training
 - Tips on using icebreakers
 - Running a meeting and how often to have them
 - Preparing the minutes and how to distribute them
 - Team building
 - Values and ethics
 - Delegating tasks
 - Parliamentary procedure
 - Leadership workshop opportunities
- VI. Make sure new officers get a copy of the student organization handbook!