



September 2016

Dear Student Leader,

Congratulations on taking the next step in your journey of leadership development! In your position as a student leader, you will discover that the success of your position and organization will be directly related to your relationship with the Student Activities, Involvement & Leadership (S.A.I.L.) Office. With that thought in mind, we have created this student organization manual to support your day-to-day leadership and planning to meet the purposes set forth in your constitution, as well as achieve the goals you have and will continue to develop throughout the year. This manual is also available on the S.A.I.L. [website](#) and [Collegiatelink](#), as well as in easy-to-read individual “How-To” guides, available both online and in the S.A.I.L. office (Mather 107).

Within these pages you will find information on planning events, processing financial documents, and useful leadership resources for running meetings and planning events. With that said, the resources and information outlined within this document are meant to be a guideline for all student organizations on campus – there are separate policies and restrictions that may only come up once in a while so it is important to always meet with a S.A.I.L office representative during your planning process.

If you do not find the information you are looking for, please feel free to come to the S.A.I.L. office, located in Mather Hall, Room 107, to speak to a staff member about your questions.

We are excited about the year ahead and look forward to working with you!

Mrs. Laura M. Whittemore, **Director**

Mr. Romulus Ferrer Perez, **Assistant Director**

Ms. Sarah Lucas, **Assistant Director**

Mrs. Julie Graves, **Office Assistant**

Mrs. Debbie Cook, **Mather Operations Coordinator & Switchboard Operator**

Office of Student Activities, Involvement & Leadership
Mather Hall, Room 107
(860) 297-2171
SAIL@trincoll.edu

MISSION

The Office of Student Activities, Involvement & Leadership is an integral part of the educational life at Trinity College. The mission of the Office of Student Activities, Involvement & Leadership is to provide a co-curricular program of educational, social, and recreational activities for the college community, which will extend the opportunity to cultivate leadership and creativity skills. Additionally, the Mather Hall and Vernon Social Campus Centers are committed to enhancing social life on campus. All activities at Mather Hall and Vernon Social strive to create an atmosphere that encourages creativity and innovation, as well as personal growth and development of the individual.

WHAT DO WE DO?

The Office of Student Activities, Involvement & Leadership (S.A.I.L.) oversees almost all aspects of undergraduate student involvement on campus. From the day a new student steps foot on campus for Orientation, all the way through until their Senior Week activities upon graduation, the S.A.I.L. office plays an integral role in each student's development during their time at Trinity College. Below are a handful of the events/programs that the S.A.I.L. office coordinates:

- New Student Orientation
- Activities & Involvement Fairs (fall & spring)
- Travel Trips
- Vernon@Night! (every Friday & Saturday night) & Mather@Night! programming
- Senior Year Events (Senior Snowball, Senior Week)
- Leadership Development Programs
- Campus Life Awards
- Student Organization Trainings
- Ivy Yearbook

In addition, the S.A.I.L. office directly advises the Student Government Association (SGA) and the Entertainment/Activities Council (EAC) Barnyard who sponsor programs such as Welcome Back Weekends, Spring Weekend, and more.

In terms of student employment and leadership opportunities, the S.A.I.L. office hires over 100 student employees each year whose responsibilities range from office work to event production to building management. The positions available are: Office Assistant, Underground Barista, Welcome Desk Attendant, Event Support, and Vernon Social Manager (there are supervisory roles available for each position as well).

The S.A.I.L. office has built a strong rapport with students because of our commitment to putting students first. The office provides valuable resources for programming and leadership development for all students. S.A.I.L. has several different focuses, each which are valuable to student leaders.

Activities

S.A.I.L. is committed to providing large programs to the Trinity community and we often times co-sponsor programs with many student organizations. We understand that some organizations may have a limited budget so, by working with student organizations, we are able to create and implement new and innovative programs. In addition, S.A.I.L. sponsors weekly and monthly programs such as: Vernon@Night!, a late night programming series that takes place in Vernon Social Friday and Saturday nights between 9pm-1am; trips and attractions; and large-scale weekend events. Moreover,

the S.A.I.L. staff members advise and assist in the planning of major programs for the Trinity College community, such as: International Hip Hop Festival, Homecoming and Family Weekend.

Involvement

Every undergraduate student that attends Trinity College involves themselves in some facet of student life. Whether it is through athletics, student government, student organization membership, community service, attendance at a campus-wide event, or student employment, you would be hard-pressed to find a student that did not involve themselves in some activity or another. The goal of highlighting involvement as an important piece of student life is to better support and acknowledge the time, effort and energy that goes in to any part of extracurricular involvement. Through advertising of campus-wide events, hosting student involvement workshops and trainings, providing up-to-date information and records for all student organizations through INsite (an online portal for all student organizations), the S.A.I.L. office is your primary location to get involved or support your current involvement as a Trinity College student.

Leadership

Much of what S.A.I.L. does is provide leadership opportunities for students. Our office hires over 100 student employees yearly who work either as Mather Welcome Desk Attendants, S.A.I.L. Office Attendants, Event Support, Underground Coffeehouse Baristas, or Vernon Social Managers. In addition, S.A.I.L. is the direct link for all student organization leadership development. We assist in advising your organization, dealing with crisis management and conflict resolution. The office also assists in teambuilding activities, planning retreats and/or officer training. S.A.I.L. will be bringing back the Trinity Leadership Institute (TLI), which is a leadership development program that encourages development through speakers, events and teaching about the principles of leadership development. S.A.I.L. will also be reinstating the Campus Life Leadership Awards Banquet (spring) that awards student leaders, faculty, advisors, staff and organizations for their continued efforts in becoming responsible and involved in the community in which they live.

Some of the general services we offer to student organizations include:

Contract Negotiation and Processing

Students are NOT authorized to sign contracts, service agreements or enter the College into any form of an agreement or contract, verbal or non. A member of your organization should meet with a S.A.I.L. staff member before requesting a contract. The College has a contract template that should always be used and is only distributed after all event details have been confirmed. The Director of Student Activities, Involvement & Leadership, as well as the Trinity College Business Director, must approve all contracts before they are processed for payment and sent back to the contracted agency. Make sure that your organization plans ahead – this process can take up to 3-4 weeks. To ensure that you are legally protected, this process must be taken seriously. If you have any questions please visit the S.A.I.L. office in Mather Hall Room 107.

Registering Social Events

Any organization that is planning an event with or without alcohol should complete an Event Proposal Form that is available on Collegiatelink - <https://trinity.collegiatelink.net/>. This form will prompt your space reservation with the Calendar and Special Events Office, as well as the contracting of any necessary third party vendors (security, A/V equipment, etc.). All Event Proposals will be reviewed by the S.A.I.L. office, in conjunction with the Calendar Office, twice weekly for approval and should be submitted at least 10 business days before the event, further ahead of time for

larger events. In some cases the organization may need a longer period of time for planning purposes because the organization may have to apply for a State of Connecticut permit (electrical, tents, outdoor space, etc.) or conduct lengthy contracting procedures. Student organizations and social houses looking to host events with alcohol must also meet with the Associate Director of Student Services for Social Houses for approval. He will coordinate security efforts, as well as alcohol tags and wristbands.

A student organization requesting funding for an event should always submit an Event Proposal Form prior to meeting with the Student Government Association (SGA) Budget Committee. The Budget Committee sends all budget proposals to the S.A.I.L. office for review before hearing requests and will only approve requests that have followed the correct event planning/registration procedures.

Advertising and Promotional Resources: In the S.A.I.L. office, there is a cabinet drawer with a number of magazines filled with ideas on creative promotions such as T-shirts, hats, keychains, cups, etc.. We also have a webpage with links to Trinity College approved vendors for your perusal. These magazines are available for students to use during office business hours.

The S.A.I.L. office will assist you in your advertising efforts for any event, meeting or program. By emailing a copy of your flyer to debbie.cook@trincoll.edu, your organization can receive up to 20 free copies for distribution. Your flyer will always be edited for content and anything over 20 copies will be at cost to your organization. In addition, the S.A.I.L. office can post your information on their social media pages and the Bantam Brief event calendar, as well as send it to Trinity College Dining Services for posting on the LCD screens in Mather Dining Hall.

Student Organization Financial Guidelines: The Student Government Association (SGA) and the Budget Committee, in collaboration with the S.A.I.L. office, create and implement all financial guidelines for student organizations. In some cases, the guidelines are set by the Trinity College Business Office and Student Handbook. Please see the [Treasurer's Manual](#) for more information.

There are a variety of campus departments that work very closely with student organizations and the S.A.I.L. office to ensure successful programming.

Calendar and Special Events Office

Reserving College Facilities

Recognized student organizations may request space such as classrooms, auditoriums, Social Event Venues (Vernon Social, Washington Room, outdoor spaces, etc.) and other college facilities through the Calendar and Special Events Office located on the 2nd floor of Mather Hall. Please keep the following in mind when reserving space:

- Space reservations and catering orders requiring support services **MUST** be submitted a minimum of 15 business days in advance of planned events, 20 business days for large-scale events. Reservations for meeting spaces must be made a minimum of 5 business days in advance. **No Exceptions!**
- For speakers, bands or novelty entertainers, the sponsoring organization must provide the Calendar Office with a copy of the Performance Rider.
 - If you are having a band that requires special lighting, sound requirements, etc., you must provide the Calendar Office with the particular electrical needs. The electrician will need this information at least two weeks in advance in case a permit is required.

- If you need audio/visual assistance, (PA system, overhead projectors, screens, microphones), please contact the Media Technology Services department via email or phone, at least 2 weeks in advance of the event, with your specific requests.
- Grills, bike racks, trash cans, tables, chairs, tents, etc. should be reserved with the Calendar Office. Once your initial Event Proposal Form has been submitted and approved, you will be contacted by the Calendar Office to confirm your event details and ensure that all support services have been requested.

Christina White, Associate Director of Calendar & Special Events Office – (860) 297-2052

Media Technology Services

Reserving Audio/Visual Equipment

Student organizations may request audio/visual equipment from the Media Technology Services (MTS) office such as VCR’s & TV’s, microphones, overhead projectors, screens, video cameras, etc. Organizations should allow at least 5-10 business days when requesting AV assistance. MTS only supports events on-campus during business hours.

- Contact the MTS office directly at (860) 297-2422 to make your AV request, or email MTS@trincoll.edu.
- For speakers, bands or novelty entertainers please provide MTS with a copy of the Performance Rider.
- AV requests that cannot be handled with existing equipment will be outsourced to a reliable vendor to meet the technical needs for your program.
- Have your organization’s account number available when making AV reservations through MTS.

For student organization events that occur after 5pm weekdays or on weekends, please send your A/V requests to event.support@trincoll.edu so that Event Support can provide your event needs.

2016-2017 Operational Hours

Mather Hall

Monday - Wednesday	7:00 AM – 12:00 Midnight
Thursday - Friday	7:00 AM – 2:00 AM (Lower Level Only)
Saturday	8:00 AM – 2:00 AM (Lower Level Only)
Sunday	8:00 AM – 12:00 Midnight

Office of Student Activities, Involvement & Leadership

Monday – Friday	8:30 AM – 5:00 PM
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Vernon Social

Monday – Thursday	7:30 AM – 12:00 Midnight
Friday - Saturday	7:30 AM – 2:30 AM
Sunday	9:00 AM – 12:00 Midnight

Underground Coffee House

Monday-Thursday	7:30 AM - 10:00 PM
Friday	7:30 AM – 6:00 PM
Saturday	10:00 AM – 6:00 PM
Sunday	10:00 AM – 10:00 PM

*** Building and office hours are subject to change.**

STUDENT GOVERNMENT ASSOCIATION (SGA)

The following organization forms the basis for student government at Trinity. The undergraduate student body elects most of the voting members of these organizations, but participation in each organization is not limited to elected students. The organizations are constantly seeking expertise and input from any interested student.

THE STUDENT ACTIVITIES FEE

The Student Activities Fee, which is collected by the College at the direction of the Student Government Association, is used to fund co-curricular student organizations and activities. Proceeds of the Fee are controlled and disbursed by the Budget Committee. The Activities Fee is \$410.00 (\$205/semester) for the 2016-17 academic year.

It is up to the discretion of the Budget Committee to allocate funds to petitioning students and student organizations. All student organizations are subject to the rules, regulations and penalties established by the Budget Committee, the Student Government Association and the Office of Student Activities, Involvement & Leadership.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the centralized, representative governing entity of the student body at Trinity College. It deals with a broad range of issues relating to student life, community development and academic affairs on the campus and oversees every recognized student organization as well as its two semi-autonomous committees listed below. It is committed to hearing from and involving students on the issues that affect the student body. Interested students should contact the SGA President at SGAPresident@trincoll.edu or the Office of Student Activities, Involvement & Leadership (S.A.I.L.) in Mather Hall Room 107, extension 2171.

BUDGET COMMITTEE

The Student Government Association Budget Committee (SGABC), which reports directly to the SGA, is comprised of the Finance Chair, four students elected by the student body and three students appointed by the SGA, and the Finance Secretary. The committee sets policies and procedures for all recognized student organizations with the support of the S.A.I.L. office and handles the daily operation of the Student Activities Fee (SAF) and organization budgets. Information regarding the Student Activities Budget, the Budget Committee, or student organizations can be obtained from the President of the SGA at SGAPresident@trincoll.edu, the SGA Finance Secretary at SGAFinance@trincoll.edu, or the Office of Student Activities, Involvement & Leadership (S.A.I.L.) at SAIL@trincoll.edu.

ENTERTAINMENT/ACTIVITIES COMMITTEE (EAC) BARNYARD

EAC Barnyard is the campus-wide programming board for Trinity College. This organization sponsors traditional events such as the Welcome Back events (fall and spring), Trintoberfest, and other small events throughout the academic year. This organization also is responsible for planning and implementing the Spring Weekend concert and activities each April. The organization is comprised of a President (the SGA Programming Chair), two (2) Vice Presidents, and a minimum of 15 general members. Student organizations are strongly recommended to collaborate with EAC Barnyard as they have a strong commitment to programming and a substantial budget to support their events.

STUDENT GOVERNMENT OFFICE

The Student Government Association maintains offices in lower level of Jones and may be reached at extension 5173.

STUDENT ORGANIZATION POLICIES

The following are the policies, regulations, and procedures, which govern, recognized undergraduate organizations as well as groups that seek recognition at Trinity College. The College encourages the undergraduate to take an active role, when time permits, in those organizations which foster intellectual and academic interests and which afford opportunities to work with and to enjoy the friendship of others.

DEFINITION OF UNDERGRADUATE STUDENT ORGANIZATIONS

Trinity College defines an undergraduate student organization as some number of full-time undergraduates engaged, under their own direction, in the systematic pursuit of one or more common purposes which are consonant with the educational objectives of the College and stated in the student organization's constitution's purpose on file in the Office of Student Activities, Involvement & Leadership (S.A.I.L.), as well as with the Student Government Association (SGA).

RECOGNITION OF UNDERGRADUATE STUDENT ORGANIZATIONS

Official recognition of an undergraduate student organization is the acknowledgement by the College that the organization: has an existence at Trinity; is allowed to charge fees; to seek funding or other assistance from sources outside of the College; and to request various considerations, such as the opportunity to use College facilities and services and, when appropriate, the name and the tax exempt status of the College.

To become a recognized student organization, the organization must have the approval of the Office of Student Activities, Involvement & Leadership (S.A.I.L.), and, if funds are to be sought from the Student Activities Fee, the approval of the Student Government Association (SGA). For religious student organizations, the College Chaplain must first grant approval.

1. Student Organization Activation Packets and application materials for recognition may be obtained from the Office of Student Activities, Involvement & Leadership (S.A.I.L.) website - .
2. Completed applications may be submitted to the S.A.I.L. office at any time after the first day of Orientation in the Fall Term but no later than April 1st in the Spring Term.
3. Within twenty (20) business days after receiving an application, the S.A.I.L. office will determine whether it is complete and whether the proposed student organization submitting it conforms to these regulations and requirements.
4. If the organization seeks funding from the Student Activities Fee, the completed application will be forwarded to the President and Executive Vice President of SGA. Within fifteen (15) days (vacation periods excluded) of receiving notice from the S.A.I.L. office, the President and Executive Vice President will place the application and related papers before the SGA for action. The action may be one of three:
 - a recommendation to the SGA legislature to approve the organization;
 - a recommendation to deny approval; or
 - a recommendation to the organization that it make particular changes in its proposal.

After a recommendation that the SGA approve an organization is passed from the President and Executive Vice President, copies of their recommendation, the application, and supporting papers are to be provided to each member of the SGA legislature so that it may be voted upon.

APPLICATION FOR ACTIVATION

In order to remain active each academic year, all organizations must complete a Student Organization Activation Packet by September 30th each fall semester and, if necessary, attach an updated constitution (*every four years*), which sets forth each item listed below. The packet of materials and constitution should be submitted to the Student Activities, Involvement & Leadership (S.A.I.L.) Office in Mather Hall Room 107 (next to the elevator).

The administration will presume that organizations not submitting activation packets do not seek continued recognition.

OBLIGATIONS OF RECOGNIZED ORGANIZATIONS

It is required that the officers and members of all organizations know College Regulations. It is expected that the officers will firmly discourage breaches of these Regulations and of local, State, and Federal laws within their organization. The administration may place responsibility for breaches of College Regulations and of local, State, and Federal law upon the organization and/or the officers and/or the membership and/or particular members. An organization's officers and its members may be held responsible for the consequences of the organization's negligence.

Membership

As a general principle, membership in student organizations and groups shall be open to any full-time undergraduate and shall not be restricted on the basis of age, sex, sexual preference, handicap, race, color, creed, religion, or national or ethnic origin. The College encourages undergraduate organizations to reflect the diversity of the enrollment of the College in their own membership. The President of the College may make exceptions to the rule against restriction of membership in rare cases, if an organization can demonstrate to his satisfaction that its interests or activities require particular exclusions.

The administration requires that all undergraduate organizations submit lists of officers and offices held to the S.A.I.L. Office within one week of their election or appointment. Such lists should, in the case of each Officer, show the beginning and ending date of the term of office. Within the first week after Commencement, organizations that will be active on campus during summer vacation will submit the names of the officers or acting officers, their summer addresses and phone numbers, and the date on which their summer responsibilities end.

Trinity College part-time undergraduates and graduate students, as well as people who have no affiliation with the College, may hold full or limited membership (status is dependent upon the requirements of a particular organization). However, in order to secure recognition, or to continue it, an organization must be able to demonstrate that the majority of its membership is made up of full-time Trinity College undergraduates. All organizations with part-time undergraduate members, graduate student members, and/or members who are not Trinity students will submit the names and addresses of such members by the end of the fourth week of each semester and, if the organization is to be active during the summer vacation, during the first week after Commencement. These lists are to be kept up-to-date during the academic year and, if necessary, during the summer.

Proposals for Changes in or Amendments to Purposes, Constitutions, By-Laws, or Requirements for Membership

Recognized student organizations, which propose in the course of a year to, change their purposes and/or to amend their constitutions, their by-laws, or requirements for membership must have the changes or amendments approved by the S.A.I.L. Office and the SGA.

Financial Management

Financial records are to be kept in a timely and orderly fashion and available on reasonable notice for audit by the S.A.I.L. Office, SGA Budget Committee, or any other College officers. Student organizations funded through the Student Activities Fee (SAF) will follow financial procedures established by the Student Government Association (SGA). Undergraduate organizations, which are not corporations separate from the College, do not have the authority to enter into contracts for goods or services. The Director of Student Activities, Involvement & Leadership (S.A.I.L.), as well as the College's Business Director, must sign contracts made on behalf of unincorporated undergraduate organizations.

Only executive board members of a student organization may sign check requests, obtain cash advances or present contracts for an official signature from the College. Complaints from creditors or from members about unpaid bills and/or the quality of financial management may lead to an immediate audit by the S.A.I.L. Office or the VP of Finance for the SGA. Officers of the College will not serve as collection agents for organizations whose members are also its debtors.

Facilities and Property

Student organizations using College equipment, facilities, and grounds occasionally or over long periods of time, are to maintain them in good condition. The cost of repairing damage to equipment, facilities or grounds will be charged to the student organizations themselves, unless the damage was caused intentionally, whereby the cost of repairs will be billed to the individual student/s responsible. General maintenance and routine upkeep will be covered by Trinity College where applicable.

Student organizations which own, rent, or otherwise occupy buildings for the use of their members and guests, must maintain those buildings and their adjacent land in safe, sanitary, and attractive condition. It is the student organization's responsibility to notify the proper department when issues arise or routine repairs are needed. These organizations should also utilize the advice and support of the Associate Director of Student Services for Social Houses. Standards of safety; sanitation, security, and appearance will be based upon standards maintained in College-owned structures, but its age, condition, and structure will influence requirements for a particular building. Also, in all cases, the administration will determine what standards are to be set and whether they have been met. The President of the College must approve modifications to land or buildings adjacent to College property before work is begun.

Student organizations regularly occupying property not owned by the College must provide for appropriate insurance for that property and their activities therein. Student organizations owning, renting, or occupying property must submit to the Dean of Students' Office:

- a copy of the title or lease;
- a description of any mortgage or lien on the property if it is owned by an undergraduate organization or a parent group or corporation;
- a copy of the current certificate of insurance; and,
- the name, address, and telephone number of an individual responsible for the property.

Properties, which are rented, owned, or occupied by undergraduate organizations, are to be open on reasonable notice to inspection by College officials. College officials will follow procedures described under College Regulation 22a when entering students' rooms or suites.

When College officials seek to enter a fraternity property or other properties occupied by student organizations, they will ordinarily give reasonable notice. However, in emergencies, or when there is a disturbance, College officers and Campus Safety officers will have immediate access.

When College facilities are to be used during summer and when a fraternity property or private property is to be occupied during the summer, an officer of the organization is to notify the Dean of Students' Office, providing it with the names of the people who will be using or occupying space and the periods of their use or occupancy. Except when the Dean of Students grants an exception, no building or property is to be used at any time during the year as a residence by or to provide quarters for people who are not Trinity College undergraduate students. This prohibition applies to fraternity properties as well as to those of the College, which are used by undergraduate organizations.

Cultural and Social Activities

It is expected that each student organization will sponsor events that enhance the cultural development and education of members and guests. The promotion of social relations among men and women of diverse backgrounds should be an important consideration in the planning and conduct of all events. It is expected that organizations will develop programs that give expression not only to their purposes but also to the diversity of talents and interests represented among their members. Programs may be developed in conjunction with the various offices and departments of the College, alumni, individual faculty; etc. In their programming, organizations are encouraged also to use the many resources of the Hartford region.

Community Relations

The administration requires that organizations and their members respect the rights of neighbors.

STUDENT ORGANIZATION RESOURCES

How to run an effective meeting:

- Always have an agenda.
- Listen to everyone who has something to say, and then paraphrase what they have said to make sure you have understood.
- Keep all participants informed about where they are and what's expected of them.
- Give other people a turn to run the meeting.
- Use parliamentary procedure. (See <http://www.robertsrules.org/rulesintro.htm> for more information about Robert's Rules of Parliamentary Procedure.)
- Make sure that decisions, assignments, and delegation are clear. Use a sign-up list of volunteer rather than a show of hands.
- Take accurate minutes of the meeting.
- Make sure the meeting space is comfortable for all members of the group.
- Make sure everyone gets his or her opinions heard, without being redundant.

Recruitment and Retention of Members

Recruitment:

- Get members early, before they have other commitments.
- Analyze why the group has trouble getting and keeping members and develop solutions to those problems.
- Utilize the Activities Fair in the beginning of the fall semester.
- Target your audience.
- Get publicity for all your events early and use a consistent theme throughout the year.
- Word of mouth is one of the best recruitment methods.
- Bring a friend to a meeting.
- Move the location of your meetings from time to time, try a residence hall or off campus apartment complex.
- Make sure the campus is aware of the purpose of your group and its goal.
- Speak to other student groups about what you are doing.

Retention:

- Set yearly attendance goal and use incentives to keep members coming.
- Use team builders and ice breakers so that new and old members all feel like they are part of the group.
- Meetings should be fun, after all, if it is not fun-why do it?
- Get the group's happenings out to members who cannot attend meetings via email, newsletters, bulletin boards, etc.
- Get things done and stick to your goals. Being productive is the best way to keep your members.
- Delegate, delegate, delegate! This gives everyone ownership in the group.
- Try committees as a way and keep members involved-each committee should have its own distinct and individualized purpose.

Ways to Motivate Members and Volunteers:

- Smile
- Admit for free
- Be a good listener
- Take time to talk
- Provide training
- Celebrate successes
- Have group T-shirts
- Take time off
And give time off
- Respect priorities
- Be considerate
- Send holiday cards
- Delegate
- Admit mistakes
- Keep your word
- Play up the positive
- Send a birthday card
- Praise publicly
- Put up a suggestion box
- Greet everyone by name
- Criticize privately
- Use evaluations of programs and events
- Send a thank you note
- Accept individuality
- Say “we missed you”

Delegation:

You should ask yourself the following questions before you delegate any responsibility:

1. Who has the skills, interests, and/or abilities to successfully complete this assignment?
2. Have I carefully defined the responsibilities associated with this assignment? Does the person have adequate understanding of the job to be done?
3. Does the assignment create a challenge for the individual and does it provide an opportunity for some decision making on his/her part?
4. Is the responsibility delegated in an atmosphere of mutual trust and respect? Can the person be counted on for your support? Can you count on the person to carry out the task at hand?
5. Has everyone in the group been delegated some degree of responsibility?

Remember: **DELEGATION** increases **INVOLVEMENT** increases **LOYALTY** increases **COMMITMENT**.

Evaluation:

The following are some general questions you should consider in helping you evaluate the progress of your organization.

1. Did your organization establish goals for the year or semester?
2. Did you accomplish any of them? If not, why? Evaluate.
3. Did you accomplish something other than what was established?
4. If the goals were accomplished, what were they and were they worthwhile?
5. Are you satisfied with the accomplishments? Why or why not?
6. Should you reset some of your goals or should you find different methods to accomplish original goals?
7. What are the group's strengths and weaknesses?
8. How are you utilizing these strengths and what are you doing to improve weak areas?
9. Was our event well-attended? If not, why? What can we improve next time in order to gain more attendees?
10. How do the officers work together?
11. Are group members offering constructive criticism, giving praise, and offering appropriate suggestions?

Sample Agenda:

Student Activities, Involvement & Leadership (S.A.I.L.)

Staff Meeting

Tuesday, November 11, 2016

Upcoming Events (5 mins) – advertising, supervision, travel

New Business (10 mins)

- Clubs/Orgs
 - Mid-year reviews for student org's (Budget Committee)
 - Start to put together information re: changes in policies for spring semester
- Website updates
- Student employees – End of semester holiday party

Area Updates (5 mins each)

Graduate Assistant

Graduate Intern

Mather Operations

Office Assistant

Assistant Director

Director

Wrap-Up (5 mins)

- Takeaways
- Reminders
- Important Announcements

Sample Budget:

Sample Student Org Budget

2016

ALLOCATIONS		PERCENTAGE OF INCOME SPENT	
Item	Amount		74%
Original Allocation	\$500.00		
Budget Comm. Alloc. 10/1	\$250.00		
Budget Comm. Alloc. 11/1	\$250.00		
Fundraising Deposit 11/8	\$300.00		
SUMMARY			
Total Allocations		\$1,300.00	
Total Expenses		\$966.47	

EXPENSES		BALANCE	
Item	Amount		\$333.53
Apparel Purchase 9/20	\$340.00		
Food for Meeting 10/2	\$75.34		
Food for Meet & Greet 10/18	\$150.00		
Speaker Fee Meet & Greet 10/18	\$100.00		
Co-sponsorship w/ MAC on 10/28	\$50.00		
Poster Printing	\$5.68		
Comm Service Event 11/20 - Travel	\$35.00		
Comm Service Event 11/20- Supplies	\$78.00		
Comm Service Event 11/20- Food	\$132.45		

