

Resource Guide

for

Student Organizations

Compiled by Student Life Staff

Updated: August 2017

Table of Contents

| | |
|---|----|
| SECTION 1. INTRODUCTION | 6 |
| 1.1 Welcome & Overview of Manual | 6 |
| 1.2 Student Life | 6 |
| A. Mission Statement of the Office of Academic & Student Services | 6 |
| B. Mission Statement of Student Services | 6 |
| C. Mission Statement of Student Life | 6 |
| D. Purpose of Student Life | 7 |
| 1.3 Areas of Student Life | 7 |
| A. Athletics..... | 7 |
| B. Health & Wellness | 7 |
| C. Intramurals | 7 |
| D. Leadership Development | 7 |
| E. Student Events..... | 7 |
| F. Student Organizations | 8 |
| 1.4 Office of Student Life As A Resource | 8 |
| A. Policies and Procedures | 8 |
| B. Program Planning..... | 8 |
| C. Organization of Events | 8 |
| D. Advising..... | 8 |
| E. Support for Advisors | 9 |
| SECTION 2. BUILDING AN ORGANIZATION..... | 10 |
| 2.1 Starting a New Club or Organization | 10 |
| A. Interest Groups..... | 10 |
| B. Recognition as a Student Organization..... | 10 |
| 2.2 Student Organization Checklist..... | 11 |
| A. Beginning of the Academic Year | 11 |
| B. Throughout the Year | 11 |
| C. End of the Academic Year..... | 11 |
| 2.3 Recognition | 12 |
| A. Student Organization Recognition Policy | 12 |
| B. Required Materials..... | 12 |
| C. Procedure for Registering and Renewal..... | 13 |
| D. Approval Process | 13 |
| E. Benefits and Privileges of Being a Recognized Student Organization | 13 |
| F. Membership & Attendance | 14 |
| G. Officers..... | 14 |
| H. Voting..... | 15 |
| I. Exceptions to Regular and Open Membership..... | 15 |
| J. Fraternities & Sororities | 15 |
| 2.4 Recruitment..... | 15 |
| A. Who?..... | 15 |
| B. Where?..... | 15 |
| C. What?..... | 15 |

| | | |
|------------|---|----|
| D. | When? | 16 |
| E. | Why? | 16 |
| 2.5 | Inactive Status and Loss of Club Recognition | 16 |
| A. | Inactive Status..... | 16 |
| B. | Loss of Recognition..... | 17 |
| C. | Interim Actions..... | 18 |
| SECTION 3. | FUNCTIONING AS AN ORGANIZATION | 19 |
| 3.1 | Meetings..... | 19 |
| A. | Running an Effective Meeting..... | 19 |
| B. | Guidelines for Effective Meetings..... | 19 |
| 3.2 | Elections..... | 19 |
| A. | What is an Election? | 19 |
| B. | Why? | 19 |
| C. | When? | 19 |
| D. | Who? | 20 |
| E. | How?..... | 20 |
| 3.3 | Organization Funds..... | 20 |
| A. | Money Handling..... | 20 |
| B. | Member Dues | 20 |
| C. | Club Funds..... | 20 |
| D. | Fundraising, Collections and Deposits | 21 |
| E. | Requesting Mini-Grants | 21 |
| F. | Sponsorship..... | 22 |
| G. | Raffle Rules | 22 |
| 3.4 | Activities | 22 |
| A. | Planning an Event..... | 22 |
| B. | Food Approval Process..... | 23 |
| C. | Promoting the Event | 24 |
| D. | Advertising..... | 24 |
| E. | Production of the Event | 26 |
| F. | Inclement Weather | 26 |
| G. | Evaluating the Event | 26 |
| 3.5 | NOVA Traditions..... | 27 |
| A. | NOVA Day | 27 |
| B. | Club/Involvement Fair..... | 27 |
| C. | International / Multicultural / World Heritage Week | 27 |
| D. | Spring Fling..... | 27 |
| E. | Getting Involved with Tradition | 27 |
| 3.6 | Developing a Great Organization..... | 27 |
| A. | Emphasize: Recruiting, Orienting, and Retaining Members..... | 27 |
| B. | Set Goals that Move the Organization Forward..... | 28 |
| C. | Effectively Utilizing an Advisor..... | 28 |
| D. | Involve as Many Members as Possible in Making Decisions | 29 |
| E. | Frequent Evaluation..... | 29 |
| F. | Developing Current and Future Leaders..... | 29 |
| G. | Running Productive and Effective Meetings..... | 29 |

| | | |
|-------------|---|----|
| H. | Communicating Frequently and Effectively | 29 |
| I. | Programming for a Purpose | 29 |
| J. | Building and Maintaining Traditions | 30 |
| K. | Maintaining a Historical Record | 30 |
| L. | Planning for Transitions | 30 |
| M. | Staying in Touch with Alumni | 30 |
| SECTION 4. | SUSTAINING YOUR ORGANIZATION | 31 |
| 4.1 | Development | 31 |
| A. | Retreats | 31 |
| B. | Campus Leadership Development | 31 |
| C. | NOVA Leadership Retreat | 31 |
| D. | VCCS Student Leadership Conference | 31 |
| 4.2 | Transition | 31 |
| A. | Officer Binders | 32 |
| B. | Look for Leaders | 32 |
| C. | Training Sessions | 32 |
| D. | Establish Relationships | 32 |
| E. | Bringing it all Together | 32 |
| 4.3 | Recognition | 32 |
| A. | Athletics Awards Banquet | 33 |
| B. | Individual Organization Awards | 33 |
| C. | SEAL Awards | 33 |
| D. | Student Leadership Awards | 33 |
| E. | Who's Who Among Students in America's Junior Colleges | 33 |
| F. | Other Ways to Recognize Members | 33 |
| SECTION 5. | STUDENT ORGANIZATION ADVISORS | 34 |
| 5.1 | Role of the Organization Advisor | 34 |
| A. | General Responsibilities | 34 |
| B. | Supervision of Student Organizations | 34 |
| C. | Responsibilities at Functions | 34 |
| D. | Organization Advisor Removal/Renewal | 35 |
| 5.2 | Advisors as Role Models | 36 |
| A. | Consultant | 36 |
| B. | Coach and Mediator | 36 |
| C. | Interpreter | 36 |
| D. | Fiscal Advisor | 36 |
| E. | Program Coordinator | 36 |
| F. | Liaison | 36 |
| G. | Historian | 37 |
| 5.3 | Advising Tips | 37 |
| A. | Advising Do's: | 37 |
| B. | Advising Don'ts: | 37 |
| SECTION 6. | GENERAL DEFINITIONS | 39 |
| SECTION 7. | APPENDICES | 40 |
| APPENDIX A. | Marketing Ideas | 41 |
| APPENDIX B. | Food Request Form 105-003 | 42 |

| | |
|--|----|
| APPENDIX C.Parliamentary Procedure Basics..... | 43 |
| APPENDIX D.Sample Meeting Agenda..... | 45 |
| APPENDIX E.Fundraisers..... | 46 |
| APPENDIX F.Retreats | 47 |

SECTION 1. INTRODUCTION

1.1 Welcome & Overview of Manual

Greetings!

We are excited about your participation in Student Life at Northern Virginia Community College! Your leadership in a student club or organization is critical to the success of more than 75,000 of your fellow NOVA students.

We hope that you will find this Resource Guide to be an invaluable tool to help you successfully manage your club or interest group and its many activities.

If for any reason, you need assistance in understanding this guide, or in working with your respective Club or Interest Group, please don't hesitate to visit your club advisor or campus Student Life Office.

Once again, thank you for your contributions to NOVA.

1.2 Student Life

A. Mission Statement of the Office of Academic & Student Services

Academic and Student Services provides collaborative leadership, policy guidance, and operational coordination for a variety of activities and resources that support the effective delivery and continuing enhancement of instructional programs and services to NOVA students. The unit supports programs and initiatives aimed at enhancing student access and student success, programmatic development, and outreach to external partners. It is committed to promoting excellence and greater opportunities for students, faculty and staff.

B. Mission Statement of Student Services

To promote access and success, Student Services provides support and resources for students that facilitate engagement, learning, personal growth, and professional development.

C. Mission Statement of Student Life

The Office of Student Life is building a community of learners and inspiring the growth of the whole student by facilitating extracurricular and co-curricular programs that support student engagement, leadership, involvement, teamwork, retention, and lifelong learning opportunities.

How we achieve this goal:

1. Providing advising, training, and mentoring to student leaders and advisors
2. Inspiring students to become active members of the campus and community
3. Creating programs and events that foster interactions among the diverse members of the NOVA community
4. Maintaining spaces and resources for students focused on initiatives that enrich college culture
5. Engaging student leaders to discover new knowledge that enables them to critically evaluate evidence, make informed judgments, balance multiple perspectives, and act ethically
6. Expanding opportunities for experiential learning, civic engagement, cultural enrichment, leadership development, recreation, and service learning

D. Purpose of Student Life

The purpose of Student Life is to complement the academic experience and to enhance the overall education of students through the development of a wide range of programs, services, and activities. These events encourage exposure to, and participation, in a variety of social, cultural, intellectual, spiritual, recreational, and governance opportunities. Such experiences are meant to educate and enrich the lives of students, helping them reach their full potential. A committed staff strives to provide and promote the successful achievement of students' organizational, interpersonal, and social skill development, which are necessary tools for living full lives.

1.3 Areas of Student Life

Student Life consists of many areas:

A. Athletics

NOVA offers athletic and fitness opportunities for all our students to enjoy including intercollegiate sports, recreation/intramural activities and fitness centers.

Northern Virginia Community College is also a member of the National Junior College Athletic Association (NJCAA). NOVA competes against the top teams in the region in men's and women's basketball, women's volleyball, men's soccer, women's cross country and men's lacrosse. NOVA's ice hockey team is a member of the American Collegiate Hockey Association's Blue Ridge Conference. For team schedules, rosters, and eligibility requirements visit www.NOVAAthletics.com.

B. Health & Wellness

NOVA believes in developing the whole person. Student Life promotes wellness within the NOVA community through health education, alcohol/drug assessment and education, and violence awareness and prevention. We encourage students to make healthy, safe choices and encourage lifelong, thoughtful healthy decision-making through creative programming, and evidence-based education. Fitness Centers located at several NOVA campuses along with a robust wellness programming scheme contribute to our holistic approach to student development.

C. Intramurals

For students that are looking for additional recreational experience without the rigors of intercollegiate athletics, the NOVA Intramural Sports program is a great option. Intramurals provide opportunities to both students and faculty/staff to engage in fun, competitive and social activities. Grab some friends, sign up your student organization, or get a group of your fellow NOVA co-workers together and register for an Intramural Sports League or one of the various intramural tournaments. For more information on the Intramural Sports program visit www.NOVAAthletics.com.

D. Leadership Development

Throughout the year, NOVA sponsors various leadership development opportunities. Options include campus based leadership workshops, college-wide retreats, and a state-wide leadership conference. Additionally, student organizations and student government offer multiple avenues for students to hone their leadership skills.

E. Student Events

Campus and college based activities and programs that are developed to enrich the student experience

1. Cultural Events

The Office of Student Life encourages recognition of and participation in various cultural events throughout the year. Some of the more popular programs are part of Hispanic Heritage Month, Native American Heritage Month, Black History Month, Women's History Month, Asian-Pacific Islander Month, and World Heritage/Multicultural Week.

2. Performing Arts

Students, faculty, and the community enjoy wide-ranging arts and events that feature prestigious guests, as well as talented faculty, staff and students. Performing Arts events are scheduled throughout the year and include dance, theatre, music, lecture series and art competitions.

3. Service Learning

Time spent out of the classroom is important to help you reach your career goals. Community engagement opportunities combine learning goals and community service in ways that can enhance both student growth and the common good.

4. Social Events

Student Life offers hundreds of programs and events each year, including field trips, movie nights, art expos, open mics, and many more. We want to connect you to your friends, your campus, and your culture.

F. Student Organizations

Clubs and Organizations represent a wide range of student aptitudes and interests. The activities, events, and programs sponsored by the clubs and organizations at NOVA and in the surrounding community complement our academic program by providing opportunities for wholesome recreation, fellowship, and practical training for intelligent leadership and good citizenship.

1.4 Office of Student Life As A Resource

The Office of Student Life provides a number of services and resources to support student organizations and faculty/staff advisors. Advisors are assisted by Student Life staff members who are available to clarify policies and procedures, assist in program planning and conflict resolution, and provide resources.

A. Policies and Procedures

Advisors are not expected to become experts on college policies and procedures. The Student Life staff will provide information, as needed, and research unusual issues or requests with the administration for clarification.

B. Program Planning

The Student Life staff members are a great resource for program planning, development and implementation, based on observation and involvement in previously successful and unsuccessful events sponsored by student groups.

C. Organization of Events

The Student Life staff members can provide student officers with the appropriate forms for reserving rooms, requesting audio visual equipment and services, posting flyers and PowerPoint presentations, catering services, etc.

D. Advising

Student officers often meet with the Student Life staff to discuss issues within the organization, seek advice and, at times, intervention. The staff members are available for

general advising to student organizations and will keep the faculty advisor apprised of all developments within the organization.

E. Support for Advisors

The Office of Student Life is committed to assisting clubs and their advisors. The Student Life staff serves as a resource for advisors and encourages advisors to contact the office whenever there are questions or concerns on policies, procedures, or student issues. Student Life provides advisors with training, mentoring, and assists with helping all parties understand the roles and expectations of the advisor.

SECTION 2. BUILDING AN ORGANIZATION

Many times the success of a student organization depends on effective leadership transitions. For example: you may receive an email from Student Life in October telling you that your organization is on inactive status because no one contacted you about the annual Recognition requirement; or you missed the Student Organization Officer Meeting in the fall because you didn't know you had a mailbox on-campus. Don't let this happen in your organization – provide an effective transition.

2.1 Starting a New Club or Organization

A. Interest Groups

New student organizations apply for recognition as an official interest group through the Office of Student Life. The Student Life staff will review the purpose of the new organization to ensure that there is no duplication of organizations on campus. The Dean of Students or designee approves all interest groups.

An interest group often operates as such for at least one semester, to determine the interest of the student body in membership to the organization. Meetings may be conducted to discuss and develop the program. If it is determined by the organization and the Office of Student Life that this organization should be developed into an official student organization at the college, and there is sufficient interest and commitment by members to ensure that the organization will remain active in the future, the organization will be encouraged to apply for official recognition at the college.

Application for interest groups can be found in the forms library as Form 125-078 (<http://www.nvcc.edu/forms/pdf/125-078.pdf>)

1. Meet with the appropriate Student Life staff member to discuss the process for registering an interest group.
2. After meeting with the campus Student Life staff member and registering as an interest group, you must function as a group for a period of at least one (1) semester before applying to become Club. Interest Groups are not required to become a Club, but will also not be able to conduct functions reserved for Clubs as long as they are an Interest Group.

NOTE: Interest groups cannot use the college name in the group's title, and no college funds or services will be allocated. Interest groups may not sponsor revenue-producing activities.

B. Recognition as a Student Organization

Those student groups interested in creating a long term organizational relationship with the campus, seeking College funding, and gaining access to campus facilities must go through a process to become an officially recognized College organization.

1. Submit all the information required in College Organization Recognition Packet, Form 125-291(<http://www.nvcc.edu/forms/pdf/125-291.pdf>)
2. Develop a constitution; a sample is available from the Student Life staff in the Office of Student Life (If the organization is affiliated with an external organization such as a national honor society, attach a copy of that organization's constitution and by-laws.)
3. Submit completed copy of the College Organization Recognition Packet (Form 125-291) to the Student Life staff in the Office of Student Life for review and completion of the Recognition process.

4. Any changes to officers or contact persons or advisor must be submitted to the Student Life staff by e-mail, and by updating the appropriate form(s) in the Club/Organization Packet in the Office of Student Life. Organizations are asked to complete these changes within 5 business days.

2.2 Student Organization Checklist

A. Beginning of the Academic Year

1. Complete the Recognition process by the yearly deadline advertised by the Office of Student Life.
2. Attend the Student Organization Officer Meeting scheduled by Student Life each semester. (Required)
3. Verify your Organization Fund status with the Office of Student Life.
4. Meet with your organization's advisor if you haven't met them yet.
5. Review financial records, constitutions and bylaws, and other important documents.
6. Confirm your reservation for a table at campus recruitment events.

B. Throughout the Year

1. Update your organization's information to ensure proper contact information. When new officers are elected or when you acquire a new advisor, contact Student Life within 5 business days of the change so they can assist you in updating all resource materials.
2. Regularly meet as an entire student organization and as leadership of the organization. A minimum of 3 meetings each semester are required to maintain Active Status.
3. Train new officers in bookkeeping, budgeting, and completing applicable forms.
4. Maintain minutes with new member contact information and submit to Student Life regularly.
5. Maintain an up to date contact list for all active members.
6. Attend Student Government budget meetings (as applicable) and other committees as assigned.
7. Submit nominations for student awards sponsored by Student Life.
8. Submit budget updates at the end of each semester for reconciliation.

C. End of the Academic Year

1. Reconcile all of your student organization's financial records; make sure you have money in your account.
2. Organize your officer files and resources and pass one copy of the information and supplies to new officers. A second copy should be submitted to Student Life to ensure a smooth transition.
3. Recognize and reward members for their accomplishments.
4. Encourage the incoming officers to obtain a Student Organization Manual. This can be found online, or in the Office of Student Life.

2.3 Recognition

To be a recognized organization on campus, student groups must complete the application process. It is relatively simple, and is associated with several benefits at NOVA. For new student organizations, this is the first step to becoming a recognized group at the College. The Recognition process includes completing an application packet, submitting a list of members, an advisor, a constitution and by-laws for the organization.

Please note that Policies and Procedures outlined in the Student Handbook, this Resource Guide, and all other governing publication of the College supersede Club Constitutions.

A. Student Organization Recognition Policy

1. In order to exercise the privileges afforded to registered student organizations, a group must be registered with the Office of Student Life.
2. Recognition shall be valid for one year from the date of recognition. If the required information is not submitted annually to the Office of Student Life, the group will be considered inactive. Two (2) consecutive years of inactive status will result in loss of recognition.
3. Registered student organizations must have one, but may have up to two advisors who are full-time employees of the college. Part-time faculty or staff may serve as advisors as long as there is at least 1 full time faculty or staff member as a co- advisor.

B. Required Materials

To be registered, a student organization must provide the following information:

1. Name of the organization
2. Names, titles and EMPLIDS of the officers. Please note all organization must have at least four executive officers.
3. Names and EMPLIDS of all members
4. An Advisor
5. An updated constitution (unless already on file) which:
 - a. Must be reviewed for compliance each year
 - b. Provides a description of the purpose(s) of the organization
 - c. Provides that officers have a 2.25 cumulative GPA at the time of their election or appointment
 - d. Provides that only students enrolled at NOVA are officers or voting members
 - e. Provides that no discrimination on the basis of ethnic group creed, gender, religion, weight, height, age, disability, marital status, or national origin shall exist within the organization

NOTE: Recognized religious or political student organizations may limit activities that relate to the core functions of the organization to only those students who support the organization's mission.

Core functions may include, but are not limited to:

- a. Ordering the organization's internal affairs;
- b. Selecting the organization's leaders;

- c. Defining the organization's doctrines; and,
- d. Resolving the organization's disputes that are in furtherance of the organization's religious or political mission.

The Office of Student Life requests all members to be listed to help keep an accurate record of student organizations. A minimum of ten current, enrolled students is required.

When an organization makes a change to their original constitution, bylaws or other documentation that was submitted to the Office of Student Life at the time of establishment, the changes must be submitted within 5 business days of the change. These changes must also be recorded in the Office of Student Life and the Associate Vice President for Student Services and Enrollment Management.

C. Procedure for Registering and Renewal

1. Procedures for New & Returning Organizations:

- a. Pick-up a College Organization Recognition Packet, Form 125-291 at the Office of Student Life or download from NOVA Forms Library (<http://www.nvcc.edu/forms/pdf/125-291.pdf>)
- b. Find ten (10) interested people to be members of your organization and complete membership list
- c. Find a full-time faculty or staff of the college willing to be the organization's advisor
- d. Review your Constitution and By-laws for accuracy. Make changes appropriately with the group as needed.
- e. Turn in your completed packet to the Office of Student Life
- f. Revise Application and Constitution based on feedback (if needed)
- g. Receive notification of official Recognition

2. New Organizations Only (in addition to the above list):

- a. Draft a constitution (ask Student Life for a template!)
- b. Turn in a draft of your organization's application and constitution and schedule an appointment at the Office of Student Life

D. Approval Process

Once the Application for College Recognition, Constitution and By-Laws have been submitted to the campus Student Life staff, the packet must be signed by the campus Dean of Students before being sent to the college wide Student Life staff, and finally the Associate Vice-President for Student Services and Enrollment Management

Pending official recognition, campus locations for meetings and future activities may be designated.

Recognition of an organization implies neither college approval nor disapproval of the aims, objectives, and policies of the organization. Recognition means only that the organization may use college facilities and receive other support as provided by college policies.

E. Benefits and Privileges of Being a Recognized Student Organization

There are many advantages to being a registered student organization. These benefits include:

1. Being eligible for funding from the Student Activity Fee (SAF).
2. Being able to host events on campus.
3. Being involved in the network of communication among the student groups using the mailboxes provided by Student Life (as applicable per campus).

Student organizations, including their officers and members, have no authority to speak for the college or commit the college to any agreement or undertaking. However, the college reserves the right to supervise on-campus activity, but does not assume any obligation to do so.

F. Membership & Attendance

The Office of Student Life serves as the universal advisor to student organizations in their operations and activities. In fulfilling this duty, the Office must define membership status to establish the level of opportunity provided to the students and community of NOVA.

Members of the community who are not members of the student body, faculty or staff are not eligible for regular membership in an organization. Student leaders have the authority to determine whether or not non-student community members are allowed to attend meetings or club-sponsored events on campus. Guests attending student organization meetings or club-sponsored events do not share in the benefits afforded to regular members.

G. Officers

Officers of an organization must be currently enrolled students in good academic standing. They must meet any other criteria established by the constitution of the organization. A student on disciplinary probation or deferred suspension may not participate or be eligible to receive college honors or awards for campus activities.

1. Eligibility of Club Officers - Officers of student organizations must meet the following criteria to be eligible to serve:
 - a. Maintain a minimum cumulative GPA of 2.25 for the duration of their term of office;
 - b. 1st semester students are immediately eligible for probationary club officer status contingent upon achieving and maintaining a 2.25 GPA and adhering to all other standards of a club officer;
 - c. Be enrolled in and regularly attend at least six (6) credit hours per semester during their term (excluding the summer semester);
 - d. Not be on academic probation, disciplinary probation, or disciplinary deferred suspension; and
 - e. Be in good judicial and financial standing with NOVA
2. Eligibility of Club Members - All enrolled NOVA Students shall be eligible for voting membership in Student Clubs providing they meet the following criteria:
 - a. Not be on disciplinary probation or deferred suspension
 - b. 1st semester students are immediately eligible for probationary club member status contingent upon remaining in good academic standing.
 - c. Verification of eligibility for Club Officers and Members will be determined by the Student Life staff.

H. Voting

Voting is an action that can significantly affect the efficiency of a student organization. For this reason, the Office of Student Life has adopted the following statements regarding membership status requirements to ensure smooth operation. These statements are exceptions to the general rule of full and open membership, and are understood as necessary in certain situations, but not encouraged. Before adopting any of the following practices, your organization should consult with the Office of Student Life.

I. Exceptions to Regular and Open Membership

1. An Open Membership Student Organization may develop a reasonable attendance requirement for establishing a voting quorum.
2. An Open Membership Student Organization may restrict its voting membership to ensure an efficient working group

In either case, the organization may not allow its voting membership to fall below ten members as required for recognition by the Office of Student Life, and the lack of voting rights shall only inhibit the associate members' ability to contribute to the formal decisions of the group, but should not restrict the ability of any member to participate in or benefit from the organization's operations or activities.

J. Fraternities & Sororities

Private clubs, private associations, social fraternities and social sororities will not be recognized by the college. If there is an affiliation with an external organization such as a national society, that organization's constitution and by-laws shall be filed with the student and college governing bodies.

2.4 Recruitment

It goes without saying that an organization is nothing without its members. Every organization is built upon a common spirit and interest, but it's the people that make that spirit come alive. Recruiting members is integral for starting a new group, but should be a continual process to ensure constant interest and membership.

A. Who?

So, your organization has formed and you're looking to boost your membership. Whom do you target? There are many students on campus so the more you advertise, the more students will know about your organization. All members of the organization should embrace the mission and goals of the organization. Throughout your recruitment process, make sure the mission and goals are stated and clear to potential members.

B. Where?

There are many places for organizations to advertise their events. See Section 3.4 C for more information on general advertising rules or your campus Student Life Office for information specific to your campus. In the fall and spring, organizations can participate in the Club Fair. Stop by the Office of Student Life to find out how to get involved in this and other traditions.

C. What?

Now that you know who you're trying to recruit and where you could do it, what do you do? There are a few things that many organizations do to recruit and advertise. Table tents in the cafeteria and flyers are two of the established easy ways to get information out to students. However, due to limited space it is sometimes hard to reserve advertising space. A list of creative marketing ideas is available in Appendix A. Also, activity is the key to success in

recruiting students. Making a special effort to get new students to come to your organization's activities is a good way for them to gauge whether or not they want to join.

D. When?

Although you can advertise your student organization anytime throughout the year, there are a few times when students will be especially receptive to joining organizations and learning about the opportunities that are available to them. As mentioned before, some of the best opportunities to recruit new members are at the college traditions of the Club Fair, International/Multicultural Week, and Spring Fling (listed under Section 3.5 within this manual). During the day, advertising all over campus is a good way to create interest in an upcoming event. Students are more apt to attend an event if they are excited about it.

E. Why?

How you advertise and promote your organization is almost as important as the preceding four categories put together. You need to present a positive attitude, be approachable to students, and have fun. Student organizations do require hard work and dedication but there are many benefits, including having fun and getting involved on campus outside of academics.

2.5 Inactive Status and Loss of Club Recognition

Prior to being declared inactive, an organization's President will be so advised and given an opportunity to present relevant information on behalf of the organization. Such a hearing would be held with Student Life staff. Student Life may also declare an organization inactive for the following reasons:

A. Inactive Status

An organization may be declared inactive by the Dean of Students (or designee) if any one of the following conditions exists:

1. Failure to maintain the required number of members in the organization (ten).
2. Failure to maintain a club advisor.
NOTE: Student Life staff may serve as a temporary Advisor for one semester.
3. Failure, upon request, to provide a list of officers or constitution changes to the Student Life staff
4. Failure to comply with audit requirements of club accounts when required.
5. Failure to provide representation at meetings scheduled for all student organizations by the Student Life staff, unless extenuating circumstances are provided and accepted.
6. Failure to provide or engage in campus service activities when assigned by a campus coordinating group.
7. Failure to abide by the regulations set forth in the Student Handbook.

An organization may also revert to Interest Group status for a given semester or semesters by submitting a written request to the Student Life Office. Until the organization corrects all deficiencies which caused declaration of inactive status, the following will be observed:

1. The organization will lose financial support from the Office of Student Life.
2. The organization's name will not appear in campus publications such as newsletters, newspapers, and any campus listings of student organizations.

3. The organization is ineligible for any awards or honors.
4. The organization will not be permitted to hold any events or fundraisers on campus.

B. Loss of Recognition

An organization's loss of recognition may be declared by the Dean of Students (or designee) upon recommendation of the Student Life staff. Appeal of this action may be submitted in writing to the Dean of Students. A student Club that has lost recognition will have its financial holds forfeited to the Student Club general funding pool. Should the Club wish to reestablish they would begin by applying for Recognition as new student Club.

1. *Three Strikes Process*

Violations of the policy on scheduling events and other minor clerical or organizational mistakes will be handled by the Office of Student Life using the following process:

- a. **Warning:** A notice will be sent to the advisor and officers of an organization that they will be placed on Inactive Status if specified obligations are not met within a designated period of time. This could include, but is not limited to submission of reports or a successful program application process.
- b. **Inactive Status:** Loss of any or all privileges of recognized student organization. If the specified obligations are not met, the organization will be considered Inactive. Inactive Status will be for one full semester, after which status of the organization may be reviewed. An organization with two lapses in status in an academic year will be sent upon recommendation of the Student Life staff to the Dean for Loss of Recognition.
- c. **Loss of Recognition:** If the inactive organization does not proceed with a review after the duration designated by the Office of Student Life for a period of two academic years the organization will automatically lose recognition and would need to submit a new Recognition Application to regain active status. There will not be a written warning issued prior to this type of Loss of Recognition.
 - i. If the specified obligations are met, the organization will again be in good standing, however, they will have a strike on the organization's record.
 - ii. An organization with three strikes in an academic year will be sent upon recommendation of the Student Life staff to the Dean for Loss of Recognition.

2. *Immediate Loss of Recognition*

Loss of recognition can occur after a single incident of the following:

- a. Willful or negligent violations of college policies, state or federal law
- b. The organization is found responsible for events or activities that create unsafe conditions for members and participants
- c. Evidence of failure to abide by its own Constitution and By-Laws (e.g. discrimination in membership, misappropriation of local revenue funds, etc.)
- d. Violation of the Student Handbook or Student Code of Conduct (<https://www.nvcc.edu/students/handbook/conduct.html>)

Such incidents will be sent upon recommendation of the Student Life staff directly to the Dean of Students (or designee).

A Student Club will also be declared inactive and will forfeit its financial holdings after a period of inactivity for a period of two academic semesters excluding summer sessions.

C. Interim Actions

Any Student Organization whose members and/or officers are under review of possible Code of Conduct violations, college policies, or state or federal laws in connection with an activity or action of the Student Organization may be subject to interim actions, pending the outcome of such investigations. Interim actions may include, but are not limited to: suspension of all organization activities, removal of one or more officers (permanently or temporarily), funding restrictions, loss of ability to travel, or ineligibility for awards. Appeals to this action can be made to the campus Dean of Students (or designee).

SECTION 3. FUNCTIONING AS AN ORGANIZATION

3.1 Meetings

Meetings are extremely important for organizations to discuss goals and progress toward them, to plan events, to work through problems and give support to fellow members, to make decisions, and to share in the fellowship of the organization. There are many ways to organize a meeting, but the structure that an organization chooses should be based on their constitution, goals and mission.

A. Running an Effective Meeting

When running a meeting, it is at the discretion of the group to determine what method would result in the most efficiency. For governance groups and others in which it is very important for procedure to be meticulous, then Robert's Rules of Order (www.robertsrules.org) is an excellent guide. If your organization's meetings are much more informational, a less formal meeting operation is more advantageous. Here are some items that are important to all meetings, regardless of formality. You may wish to refer to Appendix C for parliamentary procedure basics.

B. Guidelines for Effective Meetings

1. Make sure all members are aware, in advance, of the meeting day, time, and place. Use mailings, phone calls, postings, or email to keep in touch.
2. Consult with your advisor and executive board before scheduling meetings. Your advisor should be included in the majority of your meetings, but must attend at least one meeting per month.
3. Be consistent with scheduling your meetings. For example, you might want to meet every Tuesday at 6:00pm.
4. Always start meetings on time! This will prove to the other members that you know how valuable their time is, and you will receive a lot of positive reinforcement for your consideration, as well as help others to be on time.
5. Have concrete goals for each meeting.
6. Type an agenda and have enough copies for every member to help you keep structure to your meeting. See Appendix D for more information on Meeting Agendas.

3.2 Elections

A. What is an Election?

For student organizations, an election is the opportunity to pick the future leadership. It's a time for visions, big ideas, and strategies. Each candidate should share their aspirations with the group. Once your organization has heard from all of the candidates, it's time to choose which direction to travel in and who will get the organization there.

B. Why?

Organizations need leaders for guidance and direction. By electing the officers of your organization, you participate in the democratic process of choosing your leaders and inspiring them to push your organization forward.

C. When?

The timing of elections is at the discretion of the organization. For the purpose of ensuring smooth leadership rollover, elections must be completed and results returned to the Office of

Student Life by May 1st. This allows for the new leaders to meet with past leaders and obtain the knowledge they will need to drive the organization through the next year.

D. Who?

All members of an organization should participate in the election. Voting is for all, and if you have a vision for your organization and believe that you can execute it, campaign for a leadership position. Student organizations determine their own destinies, and you have the opportunity to realize your own. In addition to voters and candidates, the current President should also designate one or two people to count the votes unless this duty is specifically outlined in the constitution.

E. How?

Elections should be held with a democratic spirit. Allow the candidates to give speeches on their visions for the organization, and how they would aid that effort in their respective position. Give all the candidates your attention and respect. Voting for the actual positions can be done in a number of ways. Your organization can take a hand count, or vote by secret ballot. Secret ballot is the preferred method, since it allows the voters to eliminate any worry of hurting anyone's feelings. When the votes are counted, the President should announce the results.

3.3 Organization Funds

Obtaining the funding to run your organization's activities is very important. Though there are things that can be done with no cost expended, your organization needs to budget for every activity that does.

A. Money Handling

Student clubs and organizations should issue pre-numbered receipts, tickets or vouchers when collecting money for goods or services for any sales over \$9.99 in value. Receipt books can be found in your campus Student Life Office. Duplicate receipt copies or ticket stubs should be used to reconcile funds received and should be included when giving the money to Student Life. Funds received by clubs or organizations should be brought to Student Life by 5:00 pm or close of business the next business day in the event of an after-hours event. If the Office of Student Life isn't open, you may deposit the money directly with the Business Office. In this event, please retain a copy for your records as well as one for Student Life.

If possible, a second person should be used to verify the count for all cash when cash is transferred to Student Life. Student Life will count all of the cash in front of the student club or organization representative.

B. Member Dues

Charging dues to your members is one way to accumulate organization funds. For a new organization, it may be difficult to encourage members to make donations. However, reminding them that they are making an investment in their own futures might help. Something as small as five dollars per person can go a long way, so don't hesitate to give it a try.

C. Club Funds

Recognized student organizations have the ability to raise funds to support their organizational goals. The Office of Student Life can provide information on Club Fund status, but the main responsibility for tracking money intake and expenditures rests with club treasurers.

Organization presidents and/or treasurers may submit requests for reimbursement through their campus Student Life. Such reimbursements are for individuals who use their own money to pay for organization supplies, etc. Students receiving the reimbursement will need to provide the following information: Name, Address, Phone Number and EMPLID, receipt, and signatures from the Advisor, President, and Treasurer of their organization. The Vice-President of your organization may be used as a back-up signature if the person seeking reimbursement is the Advisor, President, or Treasurer. Reimbursements will only be issued with a receipt.

D. Fundraising, Collections and Deposits

Raising money is an important task for student organizations because funding is vital to doing many of the things most organizations would like to do. There are numerous ways to conduct productive fundraisers. (See Appendix E).

All organization funds will be deposited with and expended through the College Accounting Office and are subject to policies, procedures and regulations as established by the State Board for Community Colleges.

Student organizations are encouraged to organize activities which generate additional funds to support club events, programs and other initiatives. However, there are procedures which must be followed for any fundraising activity to ensure that funds are properly secured and deposited.

All fundraising events must be pre-approved by the Office of Student Life. The purpose or intended use of funds generated should be clear. If the funds are to be donated to a charitable organization, information on this organization should be provided to the Student Life staff for prior review.

Funds collected must be given to the Student Life staff on the day of the event or your campus business office. Please be sure to request two copies of the receipt of the deposit for your club records as well as the Office of Student Life records. In the case of an evening or weekend event, deposits must be submitted on the first working day following the event. Funds raised shall be given to the club advisor to secure until the funds can be submitted for deposit with the appropriate Office of Student Life staff member.

NOTE: Organizations may only collect physical forms of payment (cash, check, credit cards). Electronic funds (i.e. crowd sourcing and Square) are prohibited.

E. Requesting Mini-Grants

On some of the NOVA campuses Student Government Association is responsible for allocating additional funds to Student Clubs. However, should their budget become depleted, Student Life may have additional funds to invest in new opportunities. As an established organization, you would be eligible to request funds for new initiatives that presented themselves after the budget hearings process. Your organization may apply for startup funding by speaking with a staff member in Student Life.

Programs funded by SGA Mini-Grants do have some restrictions. When using these funds:

1. You may not charge admission or other fees for supplies/events purchased;
2. You may not be reimbursed;
3. You must use a certified SWaM & eVA vendor when purchasing goods & services.

Please see your campus Office of Student Life for more details.

F. Sponsorship

With prior approval, student organizations may conduct fundraising activities to support their organizational goals or to benefit a charitable group associated with the student organization.

Fundraising guidelines and procedures have been established to ensure that these activities do not interfere with the day-to-day operation of the College, comply with state and local laws and regulations, and ensure that funds are properly accounted for.

The goal of this policy is to ensure that the fundraising efforts of the College are coordinated, keeping in mind that, because many donors view solicitations from various NOVA entities (clubs, departments, etc.) as all coming from NOVA, this may influence their overall support of NOVA.

G. Raffle Rules

Raffles and gambling events are prohibited.

“Raffle” means the sale of raffle tickets and the event at which stubs or receipts to the raffle tickets sold are randomly selected from a pool consisting of all tickets sold for that event, and at which a pre-announced prize is awarded to a ticket holder whose ticket is selected.

3.4 Activities

A. Planning an Event

When your organization is planning an event, there are many things you need to consider. Here are some questions to think about as you are planning your events:

1. **Where Are We Heading?** The organization must know its goals and mission before planning events. Each event should align with those goals and mission, but also have a goal of its own such as fundraising, raising awareness of the organization, etc.
2. **What Kind of Event Do We Want?** Once you know your basic organizational mission, you can begin to think of event ideas that will work well for your group. Use your resources. One of these is the Office of Student Life. Another source is your organization’s members. There is a world of knowledge and limitless ideas in the minds of the people in your group. You might want to begin by setting goals and objectives for the semester (with your group) to help everyone know what should or could be accomplished. Next, get together and brainstorm ideas. During brainstorming let your imaginations go, nothing is out of the question. Write down every idea for about two minutes, and then begin to narrow down the ideas to your top priorities.
3. **What is Your Organization’s Budget?** Make sure that when you are planning an event, you take into consideration every expense. This could include guest speaker costs (performance, lodging, transportation, etc.), refreshments, audio/visual equipment, staffing, promotion, etc. It may be a good idea to budget a little extra money for last-minute expenses.
4. **What Else is Happening on Campus?** There are a lot of events on and off campus sponsored by NOVA and Student Organizations. Make sure you plan ahead, put your events on the College Calendar at <http://www.nvcc.edu/calendar/> and the Events Calendar that the Office of Student Life creates each semester and talk with other organizations that may be hosting similar events.

5. ***Do we want to have food at this event?*** There is a process for requesting food and beverages for events and forms required if the food is being purchased with Student Life or SGA funds. Please see section B below for more information.
6. ***Who is Doing What?*** Delegating responsibility to organization members is not only necessary, but great experience. Make sure that members sign up for duties they want to perform, and assure them that you are there to answer their questions. Remember that new members need to have responsibilities too. It is to your group's benefit to have someone take the extra time to help a new group member the first time they perform a task.
7. ***Will the Advisor be Present?*** For each event of any organization, a full-time faculty or staff member must be present. If the advisor cannot be present, an alternative staff or faculty member must be presented for approval to the Dean of students (or designee). In the event that no full-time faculty or staff member can be present, the event will be cancelled.
8. ***How Long Does the Advisor Need to be Present?*** One advisor must be present at all times; two are suggested for large events. Advisors must be present prior to the event and remain through the close of the event.

B. Food Approval Process

NOTE: This process only needs to be completed if using Student Life allocated funding (not club raised monies)

First, you need to determine a budget for food. For this form, you should always round up the amount you need. You don't have to spend up to the dollar that you've been approved for, but you cannot spend over this amount. You can determine your budget by consulting with your advisor, Student Life, or by pricing out options with a vendor by getting a quote. If you contact a vendor, be sure to not confirm anything with them. Remember, you would just be asking for their prices including tax and fees if applicable.

Once you have your budget you need to complete the Request for Expenditure of State M&O or Grant Funds for Food/Refreshments (105-003) www.nvcc.edu/forms/pdf/105-003.pdf.

For the 105-003 you'll need:

1. A Student Life staff member's name
2. Their telephone number
3. The title of your event
4. The date of your event
5. The anticipated cost of your event (include a quote with the request)
6. Why is food essential to the event you're hosting?
7. A proposed agenda for the event
8. The audience for the event. (e.g. SGA members, all NOVA students, Honors students)

Now that you have the information, complete the portions of the 105-003 that you can and turn it in to the Office of Student Life. You must submit this form at least two weeks before your event because this form must be approved by the Dean of Students, the Provost, and the Vice President of Financial and Administrative Services. As you can imagine, this process can

take up to a week, and that's before we even contact the vendor to place an order. We cannot purchase food without this form, so we need this form to initiate our purchasing process.

Plan ahead and it'll be simple!

See Appendix B for a sample 105-003 that would be approved.

C. Promoting the Event

Program promotion is a large part of event planning. All your hard work organizing something doesn't pay off unless people know about it. While organizing your promotional campaign, consider the following questions:

1. What is your objective in organizing the event? Is it intended to inform, entertain, etc.?
2. Who is your target audience? Is the event just for organization members? The whole campus community? The local community?
3. What is your timeline?
4. Should your organization have a promotional teaser?
5. When should posters go up?
6. Will you visit classrooms or other organization meetings?
7. How can you create promotional efforts unique to the event you are sponsoring? Try things such as banners, buttons, posters around campus, table tents, announcements at other events and meetings, advertisements on the web.

D. Advertising

The college welcomes and respects the free expression of ideas, and permits the distribution of printed materials on college property as long as the distribution is not disruptive. All advertising/promotion of activities and events must be approved by the Office of Student Life. The following are some standard advertising options:

1. General Posting Rules

- a. Notices and announcements are not allowed to be posted in parking lots, on trees, or on cars. No posting is permitted on glass or other entrance/exit surfaces, walls, classrooms, laboratories, restrooms, library, administrative and academic offices, doorways, windows, or pillars. Please check with your Office of Student Life on specific restrictions for each campus.
- b. The posting of banners and flyers on Student Life Bulletin Boards require the dated approval stamp of the Office of Student Life. Flyers will be removed from all bulletin boards by the expiration date stamped.
- c. Notices advertising upcoming events should include the date, time, location, and contact information. Events requiring an admission fee must indicate this information on the announcement. All notices in a foreign language must also have an English translation.
- d. All advertisements should include "Sponsored by (name of club)" clearly on them.
- e. All announcements of events to be held outdoors should also include a "rain date" or location, in the event that inclement weather forces postponement or change of venue.

- f. Hand-written or drawn advertisements are not acceptable.
- g. College jurisdiction extends to the property boundaries of each campus. Jurisdiction also includes property owned, leased, controlled, used or occupied by the college except where the college may be bound by legal restrictions which may be contrary to these regulations.

2. **WSDM**

WSDM stands for Web Services and Digital Media and is responsible for NOVA's website, mobile site and social media. You may submit advertisements to be posted on the campus TVs through your Student Life staff, who will review for errors and compliance.

3. **This Week @ NOVA**

This Week @ NOVA is a weekly informational email sent out to all students that details the weekly events at each campus. If you wish to have an event listed on the weekly email, submit the following details to your campus Student Life staff no later than the Wednesday before the event:

Day – Event Title. Time. Location/Room. Description. Sponsoring organization.

4. **Above the Fold**

The college-wide student newspaper, Above the Fold is published approximately six times per semester. Student organizations are encouraged to contact the student newspaper staff to list events and to seek coverage of certain events. It should be noted that the student newspaper Editor-in-Chief has full authority to determine the relevance and timeliness of all requests in terms of publication decisions.

5. **Chalking Policy**

Acceptable chalking locations vary by campus. However general guidelines are included below. For your campus' Chalking Policy please contact your Student Life office.

- a. No chalking on brick areas or building walls anywhere on campus
- b. Chalking cannot be in a covered area
- c. Messages must include a time and date to avoid confusion
- d. Messages must be appropriate adaptations of publicity approved by the Student Life Office
- e. Chalking on any other sidewalk around campus than those specifically marked on your campus map is prohibited
- f. Painting on sidewalks is prohibited

6. **Press Releases**

Campus and College Public Relations and Publications Offices may assist in developing press releases for events sponsored by student organizations, if determined that the event/activity would generate interest in the community. Normally, press releases to area media and publications require at least 60 days advance notice.

The more interesting, direct, and different your promotion is, the more people will notice and want to know more (see Appendix A for a list of promotional ideas).

E. Production of the Event

The production aspects of each event are going to vary greatly depending on the type of event. Making sure that staging, lights, audio/visual equipment, etc. are set up and ready to go will only ensure a smoother performance. Also, double-check that everyone knows their role; delegation is much more effective when people are sure of what to do.

When working on the production of an event it is important to consider the best venue for the event. The attendance you expect for the event will play a large part in where you are able to hold the event. For example, if you have a large space and a small attendance, this does not lead to the best situation. On the other side, a small space and a large population lead to a cramped environment which can also lead to a negative experience. It is also important to check and confirm availability of lights, sound, outlets for laptop computers, and audio/visual equipment, etc.

During the production phase, it is important to remember all the small details of sponsoring the event. Make sure you do all the little things that need to get done. One thing that is very important at this point is to check with the speaker/singer/performer(s) to see if they have any specific needs and to review the contract. Specific information is typically included in this document.

F. Inclement Weather

If the college is closed due to inclement weather on the day of an event sponsored by a student organization, then the event or activity is also cancelled. The Office of Student Life will assist in rescheduling the activity, provided dates and facilities are available. Advertising for any event held outside and dependent on good weather conditions should have included a "rain date" with information on the new date and location of the event/activity.

Should bad weather develop during the day, the officers of the sponsoring organization should carefully assess the merits of canceling. Advice from the Club Advisor and Student Life staff should be obtained for an initial assessment. All parties who have entered into contracts for the event must be notified (i.e. guest speakers, performers). Guest speakers, performers and other organizations providing services may not be able to travel, and a mutual decision to cancel would alleviate misinterpretations of any contracts. All arrangements should be made as early as possible so that maintenance and security personnel can also be contacted.

G. Evaluating the Event

It is very important to evaluate your performance as a group. Evaluation should be solicited by both group members and by those in attendance at your event (if applicable). Soliciting an evaluation from organization members is easy and can be done either immediately following the activity or at the next group meeting, either verbal or written. Even more important is the feedback received from your audience.

Feedback can be collected in many ways:

1. A written evaluation of the event to be completed before the audience leaves.
2. A phone survey a few days after the event to solicit audience feedback.
3. An email survey like Survey Monkey
4. A written evaluation sent to audience members to be completed and sent back.

After gathering all the feedback, you can share it with the group as a whole and discuss ways to improve your next event. Be prepared for both positive and constructive feedback, and help the group process the information so that it is useful and not a source of disappointment or frustration.

3.5 NOVA Traditions

NOVA traditions are what faculty, staff, and students enjoy and remember the most. Student organizations play a big part in all of the traditions. It is an optimal time for student groups to get their name out, provide information on upcoming events, and recruit new members. On top of those valuable tools for success, college traditions are a great time to relax, have a good time, and enjoy the outdoor environment that encompasses NOVA.

A. NOVA Day

NOVA Day is an important part of NOVA history. This college tradition is celebrated at the beginning of the fall semester. NOVA Day is coordinated by the Office of Student Life and usually features music, a student organizations fair, free food, and lots of great opportunities to get involved on campus and enjoy the atmosphere.

B. Club/Involvement Fair

The Club Fair is a prime opportunity to promote your group and have fun doing it. With a broad variety of organizations present each year, it also offers great opportunities to learn about other organizations and create collaborative relationships.

C. International / Multicultural / World Heritage Week

NOVA Students from more than 80 different countries participate in the Parade of Nations and International Food Festival during the spring semester. Ethnic music and dance performances are also held throughout the afternoon.

D. Spring Fling

Each campus hosts a “Spring Fling” or “Health Fair” in the spring. NOVA Day covers the fall and winter traditions, so students need something to embrace in the spring. These events typically include an organization fair, food, and an assortment of activities.

E. Getting Involved with Tradition

If your organization would like to get involved with any of the College Traditions, contact the Office of Student Life or email your Student Life staff. If the Student Life staff isn’t directly coordinating the event, they can assist with connecting you with the student organization who is organizing the event.

3.6 Developing a Great Organization

One of the interesting challenges that members of student groups face is building a great organization, one that will last over a period of time, is true to its mission, and provides a rewarding experience for members. Student Life staff members are always available for consultation and assistance to help you make that happen. Some of the characteristics that distinguish great student organizations at NOVA include:

A. Emphasize: Recruiting, Orienting, and Retaining Members

Members are the lifeblood of any organization and successful organizations approach membership recruitment as an on-going process rather than something that is done in the fall. Great organizations also orient new members to the group and go out of their way to make membership an enjoyable and beneficial experience.

B. Set Goals that Move the Organization Forward.

A good way for an organization to set goals is to follow SMART goals: Specific, Measurable, Attainable, Realistic and Timely. Each goal should be clear and obtainable.

Specific: A specific goal is distinct and defines as much of the goal as possible and contains clear language. State exactly what result you want (Who, What, Where, Why, How).

Measurable: How will you demonstrate and evaluate the extent to which the goal has been met? A measurement gives feedback and lets you know when a goal is complete.

Achievable: Establish challenging goals that are within your ability to achieve the outcome you desire.

Realistic: Similar to Achievable, Realistic objectives recognize factors which cannot be controlled. Realistic goals can be accomplished with the tools (physically or mentally) that you have at your disposal.

Time-bound: Set target dates. This will guide your goals to successful timely completion. Include deadlines and completion frequency, if needed.

Example:

Broad Goal: We want to increase the number of members in our club.

Specific: The club would like to increase active membership by 25% by the end of the fall semester. Active membership is defined as attending meetings on a regular basis.

Measurable: We will measure this by keeping track of how many new students each member brings in, while maintaining the original membership.

Achievable: Each current member is encouraged to bring at least three new people to one of our meetings or events. Officers will contact inactive members and encourage them to return as well.

Realistic: We do not expect that every new person will remain and become a member, but assuming the rule of thirds is correct (1/3 of the invited will come, 1/3 of those who come will remain), if each member brings 3 new people, we are aiming for 33% increase and settling for 25%.

Time-Bound: The club will have 25% more active members by December 10.

SMART Goal: Our club will acquire (25%) more active members by the end of the fall semester by encouraging current members to bring 3 more people to a meeting or event, and contacting inactive members to encourage them to return. We will utilize "word of mouth" as well as handout flyers and emails/Facebook to generate interest. The increase in membership will allow us to put on additional events in the spring.

C. Effectively Utilizing an Advisor

It is no coincidence that many of the great student organizations have carefully selected an advisor and have devoted a considerable amount of time to developing a productive relationship. Advisors can provide valuable advice and a different perspective. They can also recount past experiences with your organization. Your organization should discuss with your advisor their level of involvement with the group so everyone is clear on actions and expectations. See Section 5 for more information about Advisors and their role in Student Organizations.

D. Involve as Many Members as Possible in Making Decisions

As the saying goes, “people support what they help create.” People like to feel that they have ownership when planning events and activities. Wide-spread involvement usually results in better decisions and reinforces that members are valued for their thoughts and ideas.

E. Frequent Evaluation

Great organizations evaluate programs, projects, members’ experiences, and hold an annual review at the conclusion of each year. Through the recommendations that come out of evaluations, great student organizations are continuously improving everything they do.

F. Developing Current and Future Leaders

Every fall there is a variety of campus opportunities (i.e. Student Organization Officer Meetings, event planning workshops, NOVA’s Student Leadership Retreat in the fall and spring semesters, and the VCCS Student Leadership Conference) that offer a chance for individual students to learn and grow and organizations to move forward. Many student organizations that have a national affiliation have opportunities to attend regional and national leadership conferences. Perhaps most importantly, outstanding organizations orient members, often informally, with the leadership opportunities and “how to’s” within their group. This can be done by “shadowing,” mentoring, and informal conversations. One of the reasons really good student organizations never have a leadership vacuum is because they are continuously preparing up-and-coming leaders.

G. Running Productive and Effective Meetings

Meetings can have a couple of purposes with the most obvious being the discussion of business and making appropriate decisions. A second purpose for many organizations is taking time to socialize, bond members to the organization, and enjoy each other’s company. Some organizations separate business from social time while others run informal meetings that incorporate both. The degree of formality used for meetings is dependent upon the type of organization. It is important for your organization to periodically look at how your meetings are conducted, whether they accomplish their purpose and whether or not more or fewer meetings are required. It is also a good idea to shake things up once in a while by having refreshments, conducting an activity or doing something else to keep things from becoming routine.

H. Communicating Frequently and Effectively

Good communication keeps members involved with an organization. Most students are very busy, and there are times when they will not be at meetings or unavailable. Routinely sending out meeting notices and agendas, meeting minutes, updates, and requests for opinions and ideas will keep members engaged with your organization. The executive board may want to periodically check in with general members to make sure they are reading the minutes and to clarify any questions. How and when your organization communicates should be a well thought-out and coordinated plan.

I. Programming for a Purpose

Programming for student organizations covers a lot of ground. It can include group activities, a campus-wide program or event, or community service projects. Carefully consider how programming opportunities relate to the purpose and goals of your organization and select those opportunities that are the best fit. Great organizations plan, promote, and participate in programs in an energized and high quality manner.

J. Building and Maintaining Traditions

Most great organizations have some long-standing traditions - annual events, a logo, standard t-shirts or sweatshirts, ways in which they run meetings, start and end the year or welcome new members. Traditions make an organization unique, and they help members realize they are a part of something special. If your organization has traditions, be sure to maintain them. If it doesn't, consider establishing a few.

K. Maintaining a Historical Record

Members of special organizations use pictures, scrapbooks, journals, and files to keep a record of who has belonged to their group, what it has accomplished, awards and recognition it has received, and to record their special stories. Consider having a "historian" as an organization officer; future members will appreciate it.

L. Planning for Transitions

Maintaining a successful student organization over a number of years is a difficult thing to do. Turnover in members and officers often occurs annually. Summer constitutes a sudden and lengthy break in operations. Great organizations plan ahead to ensure a quick start-up in the fall with well-trained officers. They also leave excellent records from the previous year which allows incoming officers to learn about the history of the position. More information on transitions can be found in the Transition section of this manual.

M. Staying in Touch with Alumni

With all of the improvements to technology this has become easier to do over the past few years. Alumni of your organization can help your current group in many ways. Consider having a bi-annual or annual newsletter for alumni, (they would love to hear what you are currently doing), sponsoring a reunion, or anything else that can connect alumni with current members of your organization.

SECTION 4. SUSTAINING YOUR ORGANIZATION

4.1 Development

Developing leadership skills requires more than accepting a title. A leader must develop certain characteristics and be aware of his or her responsibilities and how to use the tools that are available. Leadership involves a blend of learning what to do, and actually doing those things. To develop these experiences and skills within an organization, it is often wise to hold a retreat and to take advantage of other leadership activities sponsored on NOVA's campus.

A. Retreats

Retreats are a good experience for any group. It literally involves stepping away from the daily tasks of what the group does, and developing skills that will allow the group to perform the tasks better and more efficiently. Retreats should not only develop individual leadership, but also group cohesiveness. A group of individuals working at the same task but on separate channels is less effective than a group that works hand in hand to complete a task, removing a small part of the burden from each individual. Retreats also introduce the element of fun to organization workings. Make your activities a little more light-hearted and your members will return from the retreat rejuvenated and motivated to improve the organization. (See Appendix F).

B. Campus Leadership Development

Each NOVA campus offers leadership opportunities. These opportunities may include a Leadership Symposium open to all students which features break-out sessions, campus speakers, or awards opportunities.

C. NOVA Leadership Retreat

Coordinated by the Office of Student Life, the NOVA Leadership Retreats give NOVA students the opportunity to grow in their leadership abilities at a weekend retreat held during fall semester, and a day-long summit in the spring semester. These intensive programs focus largely on the ability to create a vision and to learn how to bring that vision to reality. The NOVA Leadership Retreats further promote the values of "leading with integrity" and the impact that it can have on the community. After these training, student leaders take their new found abilities and knowledge back to their organizations and pursue the realization of those visions. These opportunities are an excellent way to ensure the further improvement of your organization.

D. VCCS Student Leadership Conference

An annual conference featuring student leaders from all 23 member colleges of the Virginia Community College System (VCCS) to provide theories, practices, and skills needed to support more effective leadership.

4.2 Transition

By far, the biggest challenge for student organizations today is leadership rollover. With each transition to new organization leaders, vital information can be lost and worse yet the spirit and intent of annual activities held by the organization can change. Membership involvement can decline when the leadership fails to be effective. Because of this, the involvement level of an organization can be seen as having a trickle-down effect from leaders to the general membership. It is important that your organization take measures to ensure that it remains efficient and effective in the activities it performs.

A. Officer Binders

To ensure a smooth transition from one executive board to another, officers should keep a binder of materials that they reference on a regular basis, and of information that they find useful in performing their office duties. When doing this, don't hesitate to fill the binder with detail. What seems like common knowledge now may well be forgotten in a semester or a few years. Your successors will thank you for not having to spend their entire term learning something that could have been explained to them in a few sentences. In addition to the concrete information that exists for each position, it is a good idea to include a list of recommendations and ideas for the new leader. Much of their first few weeks will be dealing with absorbing all the information, but duties and problems don't wait until you've properly learned the position. Having your input will give them somewhere to start.

B. Look for Leaders

Who knows the person that will best fill your shoes? You do. Start looking for emerging leaders early. When you notice them, give them encouragement. Get them thinking about taking up a leadership role. One word of encouragement can go a long way, so don't neglect the opportunity to inspire your organization's future.

C. Training Sessions

Everyone gets busy at the end of the semester. Even if your officer transition isn't at that time period, it's important to schedule training sessions. It's great to hand the new leaders a binder and tell them to read it, but interacting with the person who last held the position is much more beneficial. The binder is a good reference, but what you see is what you get. Only the person who has experience can answer the questions that will undoubtedly be asked. Be proactive and schedule a couple hours with your successor before the officer transition period is complete.

D. Establish Relationships

Every leadership role is not all-inclusive. You must work with other people to get your job done. During transition the outgoing leadership should introduce people with whom they worked closely with to incoming leadership. This will save them from figuring out who they need to know and then meeting them. It would be advantageous to establish these relationships as you train your successor of his or her duties. Make sure to include the contact information for these important people in the transition binder.

E. Bringing it all Together

The most important relationships you will have will be between your executive board members and your advisor. All of the officer positions are designed to mesh and complement each other. As an outgoing executive board, it is important that you set up a meeting between the new officers and the advisor, and explain how the positions all fit together into a concentrated effort. At this meeting, it would also be good to establish some expectations for the organization that year, and how they are to be accomplished. Now that you have given the new leadership of your organization the tools and guidance to lead your organization, you may feel confident about the future of your organization.

4.3 Recognition

Appreciating people for things they've accomplished is the best way to ensure that good things keep happening. It is important that in your organization, and in the student body as a whole, for leaders to be recognized. The following are some ideas for recognizing the efforts of leaders.

A. Athletics Awards Banquet

NOVA Athletics hosts an annual athletic banquet at the conclusion of the athletic season for all of the College's teams. Sophomore student-athletes are recognized as well as individual and team award winners.

B. Individual Organization Awards

Many NOVA student clubs and organizations recognize outstanding student leaders. If your club or organization is not recognizing outstanding contributors or student leaders meet with your Office of Student Life to discuss strategies to reward your group's best.

C. SEAL Awards

The Student Life Offices annually recognize the best student leaders on campus that exemplify the following attributes: Service, Engagement, Academics, and Leadership. The NOVA SEAL Award honors the many talents and contributions of our diverse community of scholars. This includes community service, campus club or organizational participation, outstanding academic achievement, and campus/or community leadership.

D. Student Leadership Awards

Each campus recognize the best and brightest students from their respective campus annually at a dinner or reception.

E. Who's Who Among Students in America's Junior Colleges

This national distinction is available to a limited number of NOVA students. Each year, a select group of students is called forward to accept one of the most prestigious awards the academic community can bestow — selection to Who's Who Among Students. This exclusive honor is conferred by more than 2,842 schools in all 50 states and the District of Columbia and is symbolized by the presentation of an award certificate. Who's Who Among Students has become one of the most highly regarded and long-standing honors programs in the nation. For more information, visit www.whoswhoamongstudents.com.

Often, it is not possible to fully appreciate your organization's members on a broad scale such as the opportunities listed above. It is therefore a good idea to organize your own ceremony to ensure that all those that invested their time and effort be rightfully given recognition. It's also a good idea to plan a fun and relaxed event that gives your members the opportunity to reflect on the year. Certificates of recognition and free food are two simple things that can be offered in appreciation. Whatever your group decides to do, keep it in the spirit of giving back and you will attain your desired results.

F. Other Ways to Recognize Members

1. A simple thank you
2. Thank you cards
3. Thank you announcements at meetings
4. Random notes left in their mailbox
5. Small gifts
6. Surprises at meetings
7. Candy and snacks

SECTION 5. STUDENT ORGANIZATION ADVISORS

5.1 Role of the Organization Advisor

A. General Responsibilities

All student organizations are required to have a full-time faculty or staff member as an advisor. Any faculty or staff member who accepts the position of advisor must be aware of the responsibilities inherent in the role. An adjunct instructor may serve as a co-advisor to assist with the club.

Advisors to student organizations are expected to ensure that the organization attempts to fulfill the stated aims of its constitution and by-laws by contributing to organizational goals and objectives, and providing dedicated and responsible support. Advisors should embrace the concept of a collaborative, productive, and positive approach to problem-solving, respecting and encouraging diversity of perspectives during discussions and meetings. An open dialogue should be maintained with officers about progress, plans, and problems of the organization.

Advisors are considered role models for student leaders by developing effective communication methods, advocating for student organizational goals with the campus administration, arbitrating between student groups and officers when needed and, at all times, respecting the confidentiality and integrity of sensitive issues.

Advisors should maintain a liaison with the Student Life staff. As an advisor, you should take an active interest in the organization and be familiar with the policies and procedures of the campus and college in order to assist the students in coordinating their activities. Officers of the organization are responsible for keeping advisors well informed of activities. Courtesy copies of minutes, request forms, and reports should be submitted to the advisor.

Advisors should help determine that planned expenditures do not exceed the organization's budget. Advisors to all organizations are required to approve and sign all official forms for expenditures from their organizational accounts and other financial reports of the organization. The advisor's signature on financial reports and forms in no way implies personal or financial responsibility on the part of the advisor.

If you wish to resign your position as advisor, you should notify the organization and the Student Life staff in writing one month before resignation becomes effective. Advisors may also be removed and replaced by officers of the organization. Organizations will keep the Student Life staff informed of any changes to the status of the advisor.

B. Supervision of Student Organizations

All members of the faculty are expected to share in the responsibility of supervising student organizations. For each event of any student organization, a full-time faculty or staff member must be present. This may be, but is not required to be, the advisor. Selection of an alternate faculty or staff member to be present at the organization's events must be approved by the Dean of Students (or designee). Responsibilities of the faculty or staff member supervising student events include being present before the event begins and remaining until all students have left the premises.

C. Responsibilities at Functions

The purpose of faculty/staff attendance at student functions is two-fold. First, the presence of faculty/staff members affirms the desire of the College to create a meaningful co-curricular program with full faculty or staff support and participation. Secondly, the presence of

faculty/staff members fulfills the requirements of responsible supervision incumbent upon the institution. The faculty/staff advisor assumes the role of official institution representative at the function and has responsibility for decisions affecting the safety, welfare, and proper conduct of those in attendance. Generally, it can be stated that the advisor is the final authority in any decision that must be made during the function pertaining to the safety, welfare, and conduct of those attending. Such authority extends even to the decision to terminate the event.

1. One advisor must be present at all times; two are suggested for large events. Advisors must be present prior to the event and remain through the close of the event.
2. When the scheduled building/room is first opened, the advisor should familiarize him/herself with any equipment being used.
3. Security Personnel will be previously secured and directed to report to one of the advisors who has been designated by name. The advisors should discuss their duties and keep in touch with them throughout the evening. The number of security present at an event is to be determined by the Campus Police in conjunction with Student Life.
4. Before the event, if admission is charged, the advisor should check out the procedures for admitting people and collecting money and make whatever suggestions he/she feels should be helpful. We strongly suggest that you sell tickets in advance whenever possible, and try not to collect cash at the door.
5. During the event, the advisor(s) and the student(s) in charge of the event should be in frequent communication concerning the progress of the activity and any potential trouble areas that may be developing.
6. In case of an emergency such as fire, disorderly conduct, or personal injury, the advisor or student leader should notify the proper authorities, who will take charge of the situation.
7. At the close of the event, any security personnel and the advisor should inspect the rooms/building to ensure that everything is in order and that all persons have gone.
8. If an emergency or incident of a serious nature takes place, such as a personal injury or loss of property, the advisor should immediately contact the Campus Police or call 911 and prepare a written report to be submitted it to the Office of Student Life the next business day.
9. In the event that no advisor can be present during a sponsored event, the event will be cancelled, unless the advisor and organization has received prior approval to proceed with the Office of Student Life-approved chaperones.

D. Organization Advisor Removal/Renewal

When you first became a club, you had to submit a "Procedures for Recognition as a College Organization Packet." In Section 4 the Faculty Advisor had to agree to be an advisor, and was asked to review Section 5 of this manual "Student Organization Advisors." Should an Organization feel that the Advisor is not meeting the expectations outlined in Section 5, have an open and honest conversation with the Advisor about the challenges. You should share concrete examples of when an Advisor didn't meet the expectations, and provide ways for them to improve. If you need assistance in planning this conversation or tips on how to proceed, contact your Student Life staff.

If, after conversation with the Advisor, the Advisor continues to not meet expectations, the organization will meet with the Student Life staff. Student Life staff will work to mediate the situation. However, if a resolution cannot be reached, the club can vote to remove the Club Advisor from that role.

Do not take this action lightly. Advisors are volunteers and volunteer because they are excited about you as students! Come to Student Life early for help! We can help coach you through the conflict. It is also important to keep Student Life aware of what's happening with your group because a Student Life staff member may serve as an Advisor if an organization doesn't have one.

It is important to remember that these are student created and driven organizations. However, student organizations still need campus staff members to help make your experience as successful as possible.

5.2 Advisors as Role Models

Advisors can serve as a resource to introduce new program ideas, help officers apply principles and skills learned in the classroom, assist group members in identifying problems within the group, offer suggestions for resources both within and outside the college, guide student officers in their duties as leaders, and expect high standards of performance worthy of a large multi-campus community college. Advisors often find themselves drawing upon the following skills:

A. Consultant

Advisors should be involved in the discussion of goals and objectives and kept updated on the progress of initiatives decided upon by the group. The advisor would be expected to offer ideas and suggestions to assist in setting goals.

B. Coach and Mediator

Advisors are in a unique position to identify students who are experiencing difficulties in managing multiple priorities and/or maintaining effective interpersonal relationships. The advisor may need to coach group members, serving as a mediator to assist in resolving conflicts, and may refer individual officers or members to the Dean of Students if necessary.

C. Interpreter

Advisors are representatives of the college administration and, as such, are often called upon to interpret college policies and regulations for student organizations.

D. Fiscal Advisor

Advisors may be called upon to assist a new treasurer in learning the elements of simple bookkeeping or purchasing policies and procedures.

E. Program Coordinator

Although the officers are responsible for organizing and managing events, advisors serve as coordinators at events, ensuring that any funds collected are secured, equipment is maintained correctly, events begin and end on time, and emergencies are managed effectively to ensure the safety of all.

F. Liaison

Advisors serve as the liaison of the organization to the administration, promoting the mission and goals of the organization, and communicating any concerns or issues of the administration to the organization. The advisor is also a liaison between the organizations and the Office of Student Life.

G. Historian

Advisors play a crucial role in recording the activities of the student organization for the future leaders in subsequent years. Providing continuity from year-to-year during transitional periods can be critical in ensuring that an organization remains active.

5.3 Advising Tips

Advisors often offer significant insights on goal setting, program ideas, conflict resolution and team building. The challenge for advisors is in balancing the role of director, teacher, counselor, and consultant. Every student organization will differ and may require a different approach by the advisor. The following information can serve as a beginning point:

A. Advising Do's:

1. In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss philosophies and reach a consensus.
2. Read the constitution of the group, get to know the members, attend events, and generally make yourself seen so that they know who you are.
3. Assist in the establishment of responsibilities for officers and members.
4. Develop a strong relationship with the president or chairperson and other officers. This is key because these students will be your main contact with the group.
5. Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let them and others know.
6. Maintain a sense of humor-it's college, not rocket science.
7. Be honest and open with all communication. The students need to feel that you are just in your dealings with them.
8. Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail.
9. Help them to see alternatives and provide an outside perspective.
10. Remember: praise in public, criticize in private.
11. Find a balance. Students must feel that you are supportive of them and yet that you will hold them accountable for their actions.

B. Advising Don'ts:

1. Miss meetings
2. Leave meetings early
3. Be inattentive
4. Take but never give back
5. Only get to know the executive board
6. Never have the time
7. Try to be close friends with the group
8. Make all the decisions for the organization
9. Let the organization become your organization

10. Forget names
11. Fail to follow through on promises
12. Say you know, when you don't
13. Be afraid of the group failing
14. Forget the amazing contribution that you make in students' lives

SECTION 6. GENERAL DEFINITIONS

Active Member - A student in good standing with the college who attends and participates regularly in student organization operations.

Active Organization - An officially recognized student organizations. Once an application, constitution and by-laws have been approved by the college, they are authorized, with prior approval from the Office of Student Life, to host events and community service activities. Formal elections must be held for officer positions within the organization. Active organizations are included in the annual Student Life budget proposal process and may conduct fundraising activities, as well.

Advisor - A full-time faculty or staff member who serves as a model for students by providing leadership, a sense of direction, and promotes student and faculty/staff interaction in, and out of, the classroom. An advisor also provides the support necessary for the student leader to build, and maintain, a successful organization.

Community Member - Individuals or organizations which are not currently enrolled students, faculty or staff.

Defunct Organization - A student organization that has not completed the annual recognition process after 4 or more consecutive semesters of operations (excluding summer semesters). These organizations are stricken from the records and have forfeited any financial holdings. These organizations are not included in the annual Student Life budget proposal process.

Inactive Organization - A student organization that has not completed the annual recognition process after 2 consecutive semesters of operations (not including the summer semester). These organizations are not authorized to host events of any type, but still retain their financial holdings for 2 semesters once they are declared inactive. These organizations are not included in the annual Student Life budget proposal process.

Interest Group - An interest group often operates as such for at least one semester, to determine the interest of the student body in membership to the organization. Meetings may be conducted to discuss and develop the program. If it is determined by the organization and the Office of Student Life that this organization should be developed into an official student organization at the college, and there is sufficient interest and commitment by members to ensure that the organization will remain active in the future, the organization will be encouraged to apply for official recognition at the college.

Officer - One of four or more executive members holding office in a recognized student organization, including, but not limited to: President, Vice-President, Secretary, Treasurer, or Historian.

Open Membership - An organization whose members may obtain full benefit from its operations and activities without undergoing any sort of formal membership process.

Regular Member - The member may participate in any operations or activities of the organization, as well as play a leadership role in the organization by voting. A current NOVA student would be an example of a regular member.

Year - In terms of this literature, a year refers to the academic year, beginning in the fall semester and ending the following summer semester.

SECTION 7. APPENDICES

| | |
|------------|--------------------------------|
| Appendix A | Marketing Ideas |
| Appendix B | Food Approval Form |
| Appendix C | Parliamentary Procedure Basics |
| Appendix D | Sample Meeting Agenda |
| Appendix E | Fundraisers |
| Appendix F | Retreats |

APPENDIX A. Marketing Ideas

- Attend other organizations meetings
- Bring a Friend events
- Consider setting up a text-to-subscribe account
- Custom printed T-shirts (or other apparel) with your event or organization displayed on it
- Distribute bags of candy with your event or organization information on it
- Distribute table tents in the cafeteria or other gathering areas
- Go through the classrooms in the morning before classes and write details on whiteboards about your event
- Handout small flyers
- Chalk on the day of the event- see chalking policy
- Hang large banners & posters
- Have the event posted on the campus marquee
- Post flyers on campus bulletin boards
- Purchase ad space in local newspapers or ask them to do a story on your event
- Put doorknob hangers around campus
- Request a table in major foot traffic areas to talk about your event or club
- Speak to professors about making class announcements
- Use QR codes
- Utilize social media (Facebook, Twitter, etc.)
- Word of mouth is always the best form of spreading information about events

APPENDIX B. Food Request Form 105-003

NVCC 105-003
Rev. 02/06



Northern Virginia Community College REQUEST FOR EXPENDITURE OF STATE M&O OR GRANT FUNDS FOR FOOD/REFRESHMENTS

State regulations allow expenditures for non-travel official business meals to be funded with State M&O or Grant Funds only under certain conditions. To be eligible for funding, these meals/refreshments must 1) be essential to the agency's mission; 2) be a business necessity; 3) involve substantive and bona fide business discussions; and 4) be approved by the agency head or designee.

Complete the following items, and forward to the Vice President of Financial and Administrative Services for review. **A copy of this approved form must be forwarded along with the request for purchase/payment.**

Requester name: Student Life Representative Division: Student Life

Telephone number: xxx-xxx-xxxx

Name/purpose of event: SGA Winterfest

Date of event: 12/20/13

Food/refreshments requested: Light refreshments/finger foods

Anticipated cost: \$600 Funding source: xxxxxx-xx

| | | | |
|--------------------------------|----------------|---------------------------|----------------|
| <u>Dean of Students</u> | <u>12/2/13</u> | <u>Campus Provost</u> | <u>12/4/13</u> |
| Division Chair, Dean, Director | Date | Provost or Vice President | Date |

1. Why is this expenditure for food/refreshments essential to the agency's mission?

Student Life programs are designed to promote student engagement on campus. Student engagement is related to student success and persistence.

2. Why is this expenditure for food/refreshments a business necessity?

Food is necessary to draw students in so that this is a well attended event. Also, this event is taking place during traditional dinner hours.

3. Briefly describe the agenda or topics to be discussed at the meeting.

Students will dance and socialize between 7pm and 10pm and will enjoy food at their leisure throughout that time.

4. Who will attend this event?

NOVA Students

APPROVED DISAPPROVED

Explanation: _____

| | |
|---|----------------|
| <u>VP Dimkova</u> | <u>12/6/13</u> |
| Vice President, Financial and Administrative Services | Date |

APPENDIX C. Parliamentary Procedure Basics

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

It is a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules. Organizations using parliamentary procedure usually follow a fixed order of business.

Below is a typical example:

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officer reports
5. Committee reports
6. Special orders — Important business previously designated for this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

What is a Motion?

The method used by members to express themselves in Parliamentary Procedure is called making a motion. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

- Call to order
- Second motions
- Debate motions
- Vote on motions

What are the Four Basic Types of Motions?

- **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
- **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

- 1) Obtaining the floor
 - a) Wait until the last speaker has finished.
 - b) Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."

- c) Wait until the Chairman recognizes you.
- 2) Make Your Motion
 - a) Speak in a clear and concise manner.
 - b) Always state a motion affirmatively. Say, "I move we ..." rather than, "I move we do not ..."
 - c) Avoid digressions and stay on your subject.
- 3) Wait for Someone to Second Your Motion
 - a) Another member will second your motion or the Chairman will call for a second.
 - b) If there is no second to your motion it is lost.
- 4) The Chairman States Your Motion
 - a) The Chairman will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b) The membership then either debates your motion, or may move directly to a vote.
 - c) Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
- 5) Expanding on Your Motion
 - a) The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b) The mover is always allowed to speak first.
 - c) All comments and debate must be directed to the chairman.
 - d) Keep to the time limit for speaking that has been established. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
- 6) Putting the Question to the Membership
 - a) The Chairman asks, "Are you ready to vote on the question?"
 - b) If there is no more discussion, a vote is taken.
 - c) On a motion to move the previous question may be adapted.
- 7) Voting on a Motion:
 - a) The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:
 - i) **By Voice** - The Chairman asks those in favor to say, "Aye", those opposed to say "no". Any member may move for an exact count.
 - ii) **By Roll Call** - Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
 - iii) **By General Consent** - When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
 - iv) **By Division** - This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
 - v) **By Ballot** - Members write their vote on a slip of paper; this method is used when secrecy is desired.
 - b) Other motions commonly used that relate to voting
 - i) **Motion to Table** - This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
 - ii) **Motion to Postpone Indefinitely** - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

APPENDIX D. Sample Meeting Agenda

- 1) Skeletal Outline:
 - a) Attendance: Important to keep note of who is present should there be a need to take a vote at your meeting in which a quorum is required. Also, list new members and their contact information for future use.
 - b) Review of previous meeting minutes: For the history of your organization, it's important to review the minutes taken at the last meeting to ensure an accurate record of what happened.
 - c) Executive Board/Committee Reports: The executive board of your organization and any committees should give reports on their operations since last meeting, and seek input when needed.
 - d) Old Business: Any action items, such as votes or other motions that were on the agenda from the last meeting and did not get completed, are brought up again.
 - e) New Business: Any new motions or actions that the organization would like to make fall under this distinction.
 - f) Responsibility sign-up: Meetings are a good time to solicit for responsibility. Passing a list around is one way to obtain this during the meeting.
 - g) Announcements and Correspondence: Informational items that would be of interest to members.
 - h) Comments, Questions, Concerns: Open discussion of items that pertain to the operations of the organization.
 - i) Time to Socialize: It is wise to adjourn the meeting before socializing so members stay on task during the meeting. By saving time at the end of the meeting to socialize members to get to know one another on a more personal level.
- 2) Meeting Tips
 - a) When developing your own agenda, refer to the above outline and alter it as necessary so that it works for your student organization.
 - b) Have a process for group decision-making that is consistently used. In a larger group, it might be easier to have a show of hands, while in a smaller group; a group discussion might provide the best outcome.
 - c) Keep track of the events and discussions at meetings. Have a secretary or other individual be responsible for taking notes at the meetings, so minutes can be sent out to members. Minutes should be submitted to the Office of Student Life and kept on file by the organization. This allows the organization to look back on meetings during evaluation time or for future reference.
 - d) Don't be afraid to add variety to your meetings! Have a guest speaker and/or refreshments once in a while or conduct fun, new icebreakers at the beginning of meetings (especially early in the year). There are tons of ideas you can get through the Office of Student Life for icebreakers and team builders, as well as more information on how to have great meetings.

APPENDIX E. Fundraisers

- 1) *The following are things to consider to make your fundraisers most effective:*
 - a) A purpose for raising funds
 - b) A goal of how much money your organization wants to raise
 - c) Brainstorming to determine the most effective and appropriate fundraiser
 - d) The complete cooperation of the people involved in the fundraiser (maybe the entire organization or a subcommittee)
 - e) A good location, date, and time for the fundraiser
 - f) Plenty of advertisement
- 2) All fundraising events must be pre-approved by the Office of Student Life.
- 3) *Fundraiser ideas (not all of these may be possible, but potential options as appropriate)*

Contests:

- Chili Cook-off
- Duckie Race
- Funny Photo Contest
- Grown Up Spelling Bee
- Head Shaving
- How Many in That Jar?
- Logo Creation
- No Run Run
- Penny Wars
- Rock-a-thon
- Tournaments
- Trivia Night

Entertainment:

- All-Campus Parties
- Carnivals
- Casino Nights (non-gambling)
- Coffee House /Poetry Slam
- Dance Marathons
- Dunk Tank
- Fashion Show
- Haunted Houses
- Karaoke Night
- Movie Marathon
- Movies
- Novelties
- Reserved Seats
- Talent Shows
- Theater Night
- Time in the Slammer

Food Sales:

- Baked Goods
- Cake Walk
- Candy Bars
- Cookie Dough
- Ethnic Dinners
- Ice Cream Social
- Pancake Breakfast
- Pizza Kits
- Spaghetti Dinner

Sales:

- Autographed Memorabilia
- Buttons
- Crafts
- Flowers
- Garage Sale / Yard Sale
- Hats
- Holiday Card Fundraiser
- Holiday Flower Sale
- Magazines
- Shirts
- Silly Sweepstakes
- Singing Valentines
- What's in the Box Auction

Services:

- Car Detailing
- Car Wash
- Clean-up
- Dog Wash
- Face Painting
- Gift Wrap
- Laundry Service
- Opening Doors
- Rake It Up
- Teacher/Boss Payback
- Volunteer Action
- Windshield Washing

Others:

- Giving Tree
- Paper Drives
- Restaurant Give-Back Night
- Scratch-n-Give Cards
- Soda Can Collection

APPENDIX F. Retreats

When planning a retreat, there are a few things to consider:

- 1) Goals for your activities – Why are you going on the retreat?**
 - a) Establish a mission and goals
 - b) Develop good team working skills
 - c) Train new leadership
 - d) Give an outlet for solving problems
 - e) Evaluate the operations of the group
 - f) Orientate members
 - g) Plan the future of the organization
- 2) Expenses – What is it going to cost and how do we pay for it?**
 - a) Determine a budget
 - b) Determine if the organization revenues can cover it or if there are other resources(donations)
 - c) If not, will the attendees have to contribute for transportation, lodging, food and drink, recreation, or materials
- 3) Location – Where do we want to go?**
 - a) Location should align with the goals of the retreat
 - b) There should be enough space for members to be comfortable
 - c) Should allow for group interaction
 - d) What do we need to bring along
 - e) Keep a variety of options open to allow for variance in your goals and expenditures.
- 4) What do we bring?**
 - a) Be sure participants are aware of all planned activities
 - b) If it is an overnight trip consider e-mailing a packing list to participants
 - c) Bringing food with you can often cut costs of retreats
- 5) Length and Timing**
 - a) How much time is necessary?
 - b) How much time is available and what can the group endure without being exhausted from the retreat?
 - c) Avoid times like the week before finals and midterms, and days when major activities are occurring on campus