

2017 - 2018

Student Organization Council Handbook





Welcome

Greetings and welcome to another exciting year at Berea College. It is the aim of the Student Life Division to support and enhance student clubs and organizations. To this end, Student Life has developed this manual to serve as a primary resource in your process of leading one of Berea's club and organizations.

Your club and organization serves a vital role in the Berea College student experience. Students get involved in organizations as a way to learn new things, socialize with others and enhance their college experience.

Inside you will find policies and procedures, helpful leadership tips, and best practices for event planning and management. Please familiarize yourself with this information as it can only benefit your organization's success.





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General Information

Student Life Office Information

The Student Life office in the Alumni Building serves as home base for all your club and organization needs. Please do not hesitate to visit us in the Alumni Building room 201. We will be happy to assist you with any questions as you successfully lead your student club or organization.

Hours: 8am to 5pm (Monday-Friday)

Phone: 859-985-3290

Website: www.berea.edu/studentlife

Professional Student Life Team Members

Dara Evans	Marie Gibaldi	Kelly Rogers
Krystall Leek	Michael Thomas	Matthew Baker
Johann St. John	Alicia Klopfer	Ben Dunn

Student Government Association

The Student Government Association of Berea College is made up of three governing bodies- the Senate, the Board of Residents, and an Executive Council. House Councils; Student Representatives to Faculty Committees are also contained within SGA's reach.

Understanding the importance of promoting student welfare, representing student concerns and opinions, protecting the best interests of students, and fostering communication among the aforementioned groups, we resolve to work toward the benefit of the Student Body. In all these means, we strive to remember the traditional ideals of the Great Commitments of Berea College as they apply to the Student Body.

Oswaldo Flores, SGA President

Kelly Farley, SGA Vice President

Campus Activities Board

The Campus Activities Board (CAB) is a volunteer student organization that plans and coordinates many student activities on campus. We strive to be a unified board that promotes a healthy and productive atmosphere. For the students, whom we serve, we hope to be approachable, understanding, flexible, dedicated, friendly, informed, diverse in views, respectful and to provide a variety of activities for them to participate in during the school year.

Tamia Ware, CAB Chair

Michael Moorer, CAB Assistant Chair



Berea College Great Commitments

Berea College, founded by ardent abolitionists and radical reformers, continues today as an educational institution still firmly rooted in its historic purpose "to promote the cause of Christ." Adherence to the College's scriptural foundation, "God has made of one blood all peoples of the earth," shapes the College's culture and programs so that students and staff alike can work toward both personal goals and a vision of a world shaped by Christian values, such as the power of love over hate, human dignity and equality, and peace with justice. This environment frees persons to be active learners, workers, and servers as members of the academic community and as citizens of the world. The Berea experience nurtures intellectual, physical, aesthetic, emotional, and spiritual potentials and with those the power to make meaningful commitments and translate them into action. To achieve this purpose, Berea College commits itself

- To provide an educational opportunity primarily for students from Appalachia, black and white, who have great promise and limited economic resources
- To provide an education of high quality with a liberal arts foundation and outlook.
- To stimulate understanding of the Christian faith and its many expressions and to emphasize the Christian ethic and the motive of service to others
- To provide for all students through the labor program experiences for learning and serving in community, and to demonstrate that labor, mental and manual, has dignity as well as utility
- To assert the kinship of all people and to provide interracial education with a particular emphasis on understanding and equality among blacks and whites.
- To create a democratic community dedicated to education and equality for women and men
- To maintain a residential campus and to encourage in all members of the community a way of life characterized by plain living, pride in labor well done, zest for learning, high personal standards, and concern for the welfare of others
- To serve the Appalachian region primarily through education but also by other appropriate services



Requirements, Rights and Responsibilities of Registered Clubs and Organizations

Requirements

- Membership in a club or organization must be open to all Berea College students. Membership in the organization will not be denied to anyone on the basis of race, color, religion, ethnic or national origin, gender, sexual orientation, etc.
- Membership consists of a minimum of eight students, three of which must be elected officers.
- One advisor (Berea College full-time faculty or staff member) is required in order for clubs and organizations to be registered and remain active with the Student Life office
- All officers of clubs and organizations must be currently enrolled, full time students at Berea College
- Records must be updated EVERY ACADEMIC YEAR to maintain active status. The following must be submitted each semester: Constitution revisions (if there are any), the online Clubs & Organization Registration Form and updated membership within B-Linked. The advisor must also reply to the advisor acceptance email.)
- All Clubs and Organizations need to send at least 1 officer to the Student Leadership Summit held in mid-September.

Rights

- Ability to use the name Berea College
- Ability to host or sponsor meetings and/or events at Berea College
- Ability to schedule a room or venue for meeting and/or events
- Inclusion in the Berea College Club and Organization Directory
- Consultation and advice from the Student Life office
- Ability to participate in Mountain Day and Homecoming
- Ability to advertise or post around campus
- Regular communication from the Student Life office
- Access and participation in the Organization Mountaineer Tier System

Responsibilities

- To utilize the advisor as a resource, drawing on their wisdom, experience and knowledge
- To ask the advisor for clarification concerning Berea College policies, regulations, and procedures
- To keep advisor informed of all organization activities, events, programs, meetings and any other related issues
- To conduct themselves in a way that exemplifies the mission of Berea College
- To respect fellow organization leaders, organization members and the advisor
- To approach problems and concerns proactively
- To assume responsibility for actions and programs



Advisor Functions and Responsibilities

The functions of student organization advisors have two main focuses. First, they strive to make a positive contribution to the healthy growth and functioning of an organization by giving advice and aid of various kinds. Second, they can help prevent or cure undesirable situations that may develop, or, if necessary, bring them to the attention of the Student Life Office and Associate Dean Dr. Channell Barbour.

Advisors should be familiar with the regulations for organizations, which are available online in the Student Organization Handbook.

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

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

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

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

Due to the changing nature of life, when an organization registers for the academic year, an organization will submit their advisor's name. The Student Life office will then email the advisor to confirm they will serve in the role of advisor for the academic year.



Organization Mountaineer Tier System

A guide for all Registered Student Organizations at Berea College

Student Organization Council

The Student Organization Council (SOC) acts as the advocate for all registered and recognized clubs and organizations. Student Organization Council believes that clubs and organizations are the life of the campus and an individual's decision to get involved is essential to truly enjoying their college years.

To ensure that student involvement in a club or organization is a rewarding experience SOC will provide leadership opportunities, strive to develop a spirit of unity, and represent the interest of all organizations while catering to the needs of all student leaders. By doing the following:

- Hosting the Student Life Leadership Summit
- Facilitating the bi-weekly meeting of all Clubs and Organizations
- Establishing a Club and Organization programming calendar
- Reviewing all new Clubs and Organization for SLC final approval
- Monitoring and reviewing Club and Organization involvement in regards to the Tier System

Structure Goals

- Increase technology usage, recruitment and retention efforts through best practice procedures to drive effectiveness and productivity amongst Clubs and Organizations
- Ability to assess clubs and organizations on various levels for effectiveness and efficiency
- Provide equal access to all resources with systematic checks and balances
- Building student awareness of the impact their Clubs and Organizations have on the community at large
- Create more leadership opportunities with the implementation of the Student Organizational Council
- Promote best budgeting practices in order to utilize resources in a responsible and equitable fashion

Overall Guidelines

- The expectations met in a regular semester will result in placement of a tier for the following regular semester.
 - ✓ So, if an organization meets the expectations of tier 2 in the fall of 2017, that organization will fall under tier 2 for spring 2018
- Organizations that shift back and forth between tiers for more than two consecutive semesters will result in an organization review.
- Organizations that are placed on probation may not be eligible for all benefits in respective tier as outlined in their terms of probation.
- All members are responsible for ensuring they check-in at each of the events in order to receive the credit for the event. Each event may use a different check in system that can be submitted to B-Linked.



Mountaineer Tiers

This outlines the expectations and benefits of all registered student organizations depending on their tier. Descriptions are outlined within the expectations and benefits sections. This shall assist organizations to understand the benefit of where they currently fall and the expectations to meet in order to fall in the tier of their choice for the following semester.

Trail Head Tier (All 6 expectations to be completed)

- Constitution submitted by Sept. 30th
- Executive Board Roster submitted and approved by Sept. 30th
- Membership roster submitted (Minimum. 6 members) by Sept. 30th
- Advisor Approval Form must be signed and turned in by Sept 30th
- Club and Organization B-Linked membership confirmed Sept 30th
- Upload your active membership into B-linked roster tab

Pathway Tier (14/17 to be completed for Consideration)

- **(All 6 expectations in Trail Head Tier have to be completed as part of your 14)**
- Submit scheduled standing general meeting date
- Submit minutes from General Meetings through B-Linked
- Advisors attend and participate in advisor training in September
- Budgets submitted 1 month before any large scale event
- End of Fall Budget report by January 31st
- End of Spring Budget report by April 30th
- All events posted on B-linked for your Club and Organization
- Each B-linked account has to be up-to-date and maintained to pass 2 random semester inspections
- Participate in 1 Traditional event in the Fall (Homecoming, Mountain Day, Hallowpalooza)
- Participate in Carter G. Woodson diversity weekend Club and Organization Fair
- One collaboration with another Club and Organization

Pinnacle Tier (20/24 to be completed for Consideration)

- **(All 6 expectations in Trail Head Tier and 8 expectations from Pathway Tier)**
- Create Monthly News post in B-Linked for upcoming events and work completed in that past month
- Start public discussion and inviting members and non-members to participate
- Create photo gallery by event and year in B-linked
- Poll students through B-linked about programming in order to gear towards assessing membership recruitment
- One collaboration with another Department per term
- 50% of your active membership roster has to participate in one volunteer project in the Fall semester
- 50% of your active membership roster has to participate in one volunteer project in the Spring semester
- Collaboration with a Residence Hall, the EcoVillage or the Non Trad Coordinator for a program
- Create 1 signature event open to campus with at least 200 attendees
- Participation in IM League sports



- **Benefits of Mountaineer Tiers**

- **Benefits of Mountaineer Status: Trail Head Tier**

- For budget requests, SGA and other funding sources will take into account your current point level
 - Advertise on campus
 - Recruit new members
 - Table at all organizational fairs and Summer Orientation
 - Reserve meeting rooms
 - Hold campus events
 - Access Vans and Van certification

- **Benefits of Mountaineer Status: Pathway Tier**

- All Trail Head Benefits
 - For budget requests, SGA and other funding sources will take into account your current point level
 - Opportunity to cosponsor a preexisting event with Berea Departments
 - Program Specialist will be available on request to provide event consulting
 - Resource Room Open for use for Clubs and Organizations
 - SOC will provide \$20.00 per year for event marketing efforts

- **Benefits of Mountaineer Status: Pinnacle Tier**

- All Trail Head Benefits
 - Members in this Tier will form an Advisory Board to the SOC
 - For budget requests, SGA and other funding sources will take into account your current point level
 - SGA may consider requests for T-shirts and Conferences at Pinnacle status
 - Opportunity to cosponsor a preexisting event with Berea Departments
 - Resource Room open for use for Clubs and Organizations
 - Eligibility for additional funding
 - Able to co-sponsor Homecoming events and other major activities
 - Feature on Student Life Website
 - Used in Promotional videos and marketing for Clubs and Organizations
 - Student Life Team Member will be available on request to provide event consulting
 - SOC will provide \$50.00 per year for event marketing efforts

*All bullets in red are not finalized but will be looked at in the pilot year to be implemented by Fall 2018 through a budget proposal to Student Life.



B-Linked: Official Club and Organization Hub

B-Linked is the hub on the web for events and organizations at Berea College. B-Linked brings us together and provides us with a myriad of options to market events, communicate with the campus community, and manage clubs and organizations on a variety of levels.

Uses and expectations for B-Linked are:

- All registered Club and Organizations are required to have a page on B-Linked. This enhances the availability of your organization to the rest of campus.
- Event requests must be submitted on B-Linked in order to garner funding, support, and/or reserve space. Another great reason to submit event requests is that your event will then have free advertising and the option to track R.S.V.P.s.
- All event requests must include a flyer or picture. Pictures that speak to your event's spirit are great, however make sure you include information such as location, date, time, and what the event is in the available boxes.
- Though B-Linked is a hub for student engagement, we take respecting the community very seriously. Please be mindful of what you post and who could be reading your posts.
- As members of the Berea College community we all have a responsibility to one another to program thoughtfully, sustainably, and effectively. Therefore all organizations are expected to check B-Linked for any scheduling conflicts before scheduling their own events.

What does B-Linked offer you and your organization?

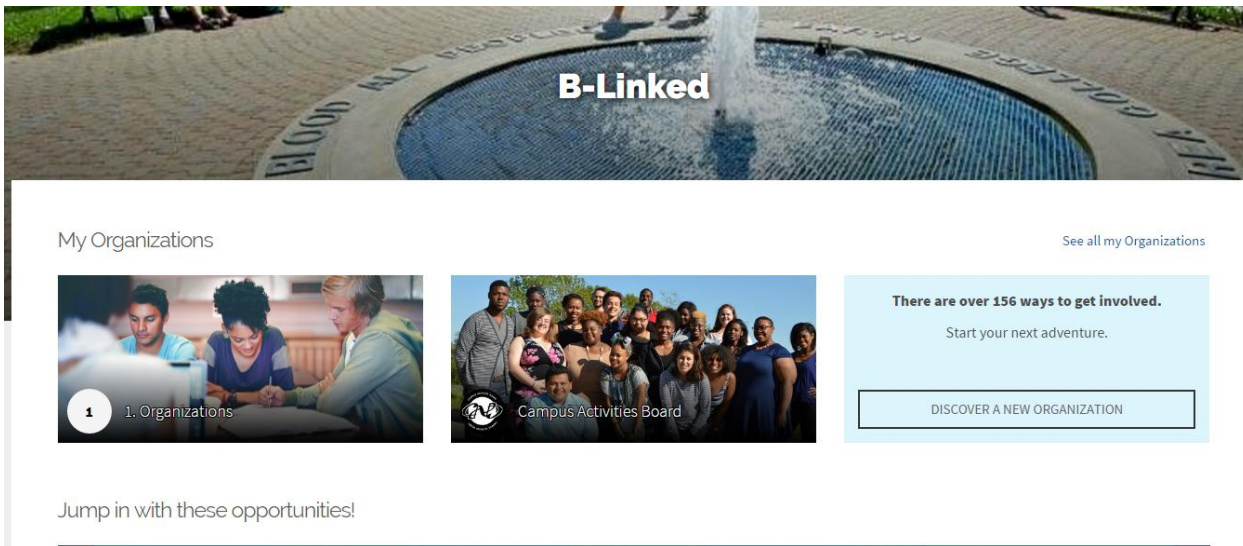
- Provides a home for your organization on the web – anyone at Berea College can easily search for and explore your organizations page. Each organization's page includes a discussion board, news feature, a home for documents(great place for your constitution), a home for managing your organization's finances, and many other useful tabs
- Makes collaboration easy – anyone can search for organizations easily to identify and communicate with potential partners
- Markets for you – all events are strongly encouraged to be submitted through B-Linked. This provides your organization with the option to advertise your event to the whole campus or just your organization's roster. With most events being viewable on B-Linked you can easily see what else is going on campus to avoid scheduling conflicts to ensure ample attendance and strategic use of funding
- Manages organization membership – Each organization page features a roster where members can be visible to the public or just to the members themselves. B-Linked has a variety of features to control and manage page access, allowing identified members(ex. officers) more privileges such as posting documents and inviting new members to the organization's page
- Streamlines election processes and surveying – B-linked is fully equipped with election features, survey capabilities, and the ability to create forms for a variety of purposes



Registering your Club or Organization for the Academic Year

The Student Life office has established a procedure for students to register for the academic year.

1. The Student Life office will email the Berea College campus when registration period is open to clubs and organizations to register. This usually happens around the beginning of August.
2. Each club and organization president must complete the registration form by logging into B-Linked for the My Berea portal. Go to My Berea, Click on the “B-Linked” tab. In B-Linked, find the organization that you want to register by clicking on “Discover a new Organization”.



3. Under the organization, click on “Register the organization”.
4. Complete the form (which includes submitting an updated constitution, updated officers, and updated advisor information)
5. Once the form has been submitted, the submitter will be notified when the registration is approved.

Each organization must register each academic year.



Applying to be a New Organization

Students interested in applying to be a new student organization at Berea must do the following:

1. Have a draft of a constitution and bylaws
2. Have a full time Berea College faculty or staff member who is willing to be their advisor
3. Have a least 8 students who would like to be members and who have signed a document stating they are interested in participating in the organization

Once these steps have been completed, the organization should schedule a time to meet with a Student Life Professional Staff member who will work with them on their constitution. Once a constitution is ready, it will be submitted to the Student Life Council for approval. The Student Life Council is a part of the governing body of Berea College. Every club and organization must be approved by the Student Life Council in order to be an active club and organization of Berea College.

Developing a Constitution

Your organizations constitution is used to determine the purpose and functions of your organization. It should be clear, concise and easily understood by anyone interested in learning about the structure of the organization. The constitution should be a flexible, semi-permanent document that can be used by the organization in the future. Contact the Student Life office if you need sample constitutions or would like some assistance in developing your organizations constitution.

All constitutions should include the following parts or sections:

Preamble / Mission Statement States the purpose and aims of the group

1—Name

2—Local, national or international affiliation, if any

3—Non-Discrimination Clause States that your club is open to all students and will not discriminate in their membership selection on the basis of race, creed, color, national origin, age, sex, sexual orientation, personal appearance, disability, marital status, family responsibility, political affiliation or source of income, or other rights secured by the First Amendment of the U.S. Constitution.

4—Adherence to College policies as well as local and federal laws

5—Membership States the requirements, if any, while working within the non-discrimination clause mentioned above. The majority of active members must be the persons officially connected with the University (students, faculty, staff.) States rights, duties, voting rules, and resignation and expulsion procedures for members.

6—Officers/Organization Leadership Positions Delineates different officers by title, role or authority and clarifies terms of office in the club. States rights, duties, resignation, and expulsion



procedures for club leaders. Provision for vacancies of officers or other executive members may be included in a section under this article.

7—Role of Advisor(s) Explains the role the advisor will take within the organization.

8—Organizational structure (committees, executive councils, etc.) States their purposes, membership, special procedures, and authorities.

9—Meetings Provides for regular meeting times and procedures for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated under this article. A provision for some accepted rules of order or parliamentary manual, such as ‘Robert’s Rules of Order, Revised,’ should also be made.

10—Election procedures and timeline

11—Ratification and amendment processes A method to amend the by-laws (usually a majority vote) should be established. Amending the constitution should not be too simple of a process. The constitution should always carry the date it was last revised. It is a good idea to insert in parentheses after any amendments the date the amendment was passed.



Requesting an Event

Every registered club or organization can apply to have an event via the Event Request Form found on their organization's page in B-Linked. For funding, the Event form must be submitted 10 days prior the event. The event form will ask the submitter for a budget. Please have the budget prepared when submitting the event request form.

Scanner Requests and Usage

There are scanners available for check out at the Student Life office. These scanners have that the ability to track attendance in conjunction with B-Linked. The staff at the Student Life Office can assist with scanner orientation and uploading attendance onto your B-Linked event page.

Calendar

B-Linked has a calendar of events. This calendar serves as the club and organization calendar. When event planning, please refer to the B-Linked calendar in order to not have too many programs at the same time.

Applying for Programming Funds

To apply for funds, an organization must submit the event request form. All forms must be submitted 10 days in advance in order to receive funding. The Programming Team meets once and a week and will review your funding request. Please make sure that your budget is as accurate as possible. The funding request form will require an organization to submit a budget. Once approved, funds will be transferred into the club or organization account for the event. After the event is complete, the organization must submit receipts and return any funds not used. Any organization that chooses not submit receipts or unused funds could be frozen by the Student Life office.

Elections

All organizations should hold their elections for the next academic in April. All Elections should be administered via the organization site on B-Linked. Once elections are complete, please update your roster within five working days.

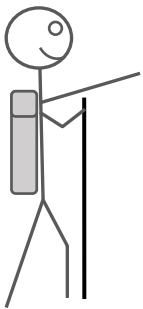


Policies and Procedures and Guidelines

Student Leadership Summit

The Student Leadership Summit will be held once a year for club and organization officers. The Summit is mandatory for organization presidents. All other officers are encouraged to attend. This summit is an opportunity to become thoroughly acquainted in the policies and guidelines as well as develop your leadership skills in the context of student engagement. Check the Student Life B-Linked page for details.

Socially Responsible Leadership: How it affects your organization's success



As a Berea College student and student organization leader you carry a responsibility to yourself, your peers, the campus, the Berea community and beyond.

Socially Responsible Leadership refers to the use of power and influence to mobilize forces to address a myriad of social issues.

On a moral note this speaks to the notion of “those who can, should.”

A simpler way to think about it could be that each organization is part of a larger system, the campus community. If there's an issue in the campus community, it

External Benefits

- ✓ Enhances your organizations image and identity
- ✓ Gives your organization's legitimacy in the eyes of the community
- ✓ Heightens your organization's availability to gain support and partnerships from others



Internal Benefits

- ✓ Increases your organization's motivation and overall retention
- ✓ Enhances your organizational purpose



A Fundraising Form must be completed and submitted to the Student Life Department at least two weeks prior to the planned start of solicitation (the form is located in B-Linked on the Student Life page). The following should be adhered to:

- Organizations cannot solicit companies for monetary donations or corporate sponsorship. The exclusive right of a single sponsor to be the sole supporter of any student organization or organizational program is absolutely prohibited.
- Organizations may hold fundraisers throughout the year on a cash-only basis. The Fundraising Application can be found on the Student Life page in B-Linked
- Upon completion of a fundraiser, the organization must submit a Fundraising report within ten (10) days of the event closing to the Student Life department. The report must include a deposit slip from the cashier's window located in Lincoln Hall.

Publicizing Organization Events:

Recognized student organizations can utilize the Pinnacle Newspaper, Public Bulletin Boards, Outlook Calendars, and Printing Services. The following posting guidelines must be observed by any recognized organization.

- Posters may NOT be displayed on the outside of any building, on the windows of the Alumni building (including food services, stairwells and doors) or on cinder blocks, doors, paneling or bricks in the Alumni Hall foyer.
- Posters or signs are not allowed in the academic areas, except on bulletin boards provided by Berea.
- Posters that have been stamped and dated by Student Life may be posted on the appropriate bulletin boards in the Alumni building or suspended from the balcony of the dining hall. Groups may hang five copies of any approved flyer in the Alumni building.
- All posters should be removed within one school day following the event being publicized.
- Failure to comply with the above regulations results in loss of privileges. Exceptions to the above posting regulations may be granted for special events if a formal proposal is submitted to Student Life.

Room Reservations

Organization must request to use space on campus. Organizations can do this via Ad Astra. An organization must have their event in B-Linked before their room request will be approved. Contact the Student Life office if you need assistance.

Equipment Rental

The Student Life area does have some equipment available for rental. CAB has a popcorn and snow cone machine as well as lights and other needs. Please contact CAB at CAB@berea.edu for more details. The Student Life area has Corn Hole Sets as well as a small sound system that can be checked out. Please refer to the following form for more information:

<https://berea.collegiatelink.net/form/start/108475>.



Budgeting Basics

One of the most important parts of event planning is budgeting. Assessing the funds available and successfully putting on an event within the cost parameters can be a challenge. Most often, the budget is small, but the event is large. So how can you achieve a quality experience on a small budget? By using creative thinking and making the most of the resources available to you on campus.

4 quick tips to think about

1. UTILIZE RESOURCES

Which department or organizations on campus might be able to help you out? The Theatre Arts department for example, may be a resource where you could potentially borrow or rent props and decorations for an event. Especially when budgets seem small, more departments may be willing to borrow or rent out items/equipment.

2. CO-SPONSOR

You do not always have to do it on your own. There may be another group or department on campus who will co-sponsor your event. For example, work with the arts department to create a gallery event where students can show their work in the lobby of the auditorium where you have an invited speaker. This allows for great partnership, where both parties benefit for collaboration.

3. THINK FREELY

Do not get stuck on traditional event locations. Think about places on campus that are available fee-free. Is there a quad or grassy area that you could use for your outdoor event? What about a parking lot that isn't utilized on the weekend? Be creative and don't limit yourself.

4. MAXIMIZE

If you are renting a facility on campus and are paying for lighting and table and chair set-up, ask if the group before or after you wants to use a similar set-up. The facility may be willing to split the cost with the other group. The same can be said for equipment. Sometimes another group may have an event the next day or previous day, and both groups may be able to use the equipment and split the cost.



Avoid Catastrophe: Plan Ahead and Come Prepared

Being prepared is an important part of event planning. No matter how much you plan, last minute problems are sure to happen. Don't panic – instead anticipate unexpected catastrophes and issues by arriving prepared with necessary tools that will help you solve a sticky situation. The following are different tips to solve and avoid event pitfalls:

1. Have volunteers on hand – Running any event requires a lot of help, so make sure you find volunteers from either your organization or other departments who can help you. Make sure you identify everyone's role so people have a clear understanding of their responsibilities. Send out an e-mail with this information several days prior to the event to avoid confusion. On the day of the event, have at least two "runners" available to help you in case problems arise and you need a few extra hands to get things accomplished.
2. Contact numbers – Bring telephone numbers with you for those who have a part in the event. The contact list may include numbers for catering, public safety, etc. Also, create a separate contact list for your volunteers, so you may reach them when you need to.
3. Know your resources – In many cases, there will be a number of people who will be involved in your event. Make sure to establish relationships with your helpers by introducing yourself prior to your event day. If a public safety officer is assigned to work during your event, walk through details of the event with them and introduce him or her to the other people from your organization.
4. Avoid safety hazards – There are many factors that could make your event a dangerous environment. Prevent problems from happening by surveying the area for potential hazards which may include: chemical materials, power tools, fire/explosion risks, open flames, electrical cords, sharp objects, and slippery areas. Make sure there is enough room at your event location to allow people to move around comfortably and that there are clear exits available. Event decorations should be flame-resistant and should not block any exits or doors
5. Risk Management – Prior to any large scale or complex events, student organizations should meet with Student Life staff to ensure that risk and liability are at a minimum. This would include possible liability waiver forms, insurance for vendors, and emergency plans. It is the responsibility of the organization to keep all attendees safe during the event, along with the ensuring proper conduct among all invited guests.



Sample Budget

Making a projection of what funds you have and what you need for the year to operate can be the difference between your organization thriving or struggling. Here is a simple example of what a budget could look like.

Projected Funding Sources		Description of Funds			
Carryover from the previous year		-		321.25	
Fundraising		Three fundraising projects are being formulated: Carwash; Penny Wars; Sponsored dinning nights at local restaurants		550.00	
Fund Requests		TBD		?	
				871.25	
Line Item	Description of Item	Estimated # of Participants	Allocated Amount from Organization Funds	Amount to be requested/provided from other sources	Total Allocation
Organization Recruitment Tabling Events	Tri-fold, table cloths, giveaways for 4 events	300+	30.00	15.00	45.00
Opening Member Mixer	Annual welcome event for members: pizza, drinks, napkins, and decorations	40	60.00		60.00
Annual Fall Event	To be planned	80+	100.00	50.00	150.00
Film Review	Popcorn and drinks	30	15.00		15.00
Holiday Celebration	Snacks and decorations	40	50.00		15.00
Executive Board Planning Retreat	To be planned: off campus; time for old and new EB to share and plan the next year	Up to 8	300.00(if fundraising is successful)	Amount that is not fundraised	300.00
Miscellaneous wiggle room					286.25
				Total	871.25



Ice-Breakers and other Bonding Activity Suggestions

Let the Beat Build

Objectives -Encourages listening among group members -Communicate clearly and effectively with your beat -Ultimately forming cohesive sound with your group -Encourages actions based off listening to others -Let it flow Icebreakers/Warmups | Communication

Group Size -Medium

Materials -Hands -Feet -Rhythm

Set Up -Group Forms a Circle

Directions -First member of the circle creates a beat, the rest of the group listens and then the next person in the circle creates their own different beat until each member is involved. Each member then explains why they created the beat that they did and then the starter judges the group as a whole.

Debrief -Create one cohesive sound among every member of the group and then after the beat is built the group leader (starter) judges the individual sounds of the group and the group as a whole.

Alternative -Each member of the group can use their feet, hands, and vocals only.

Objectives

Hero Shambo

Objectives – Aides in learning names; creates enthusiasm and support for others in the moment. What can support look like when goals become the same?

Group Size -Medium or Large

Materials – Enthusiasm

Set Up – Create two lines

Directions - Have everyone pair up and get ready for a good match of paper rock scissors; specify single elimination or best of 3 (depending on time allotted) Here's the catch: The loser becomes the victors most ardent cheerleader. If Frank beats Charlie, Charlie follows Frank around for the following rounds cheering his name - "GO FRANK, GO FRANK! FRANK FRANK FRANK!" Every time you win, you also win over that individual's cheerleaders. In other words, say you have won a few rounds and you have 5 cheerleaders following you around chanting your name...but then you lose -- then you cheer on the person who beat you; and your cheerleaders do the same.

Debrief - Ask them how they felt cheering for a team - if they won, how did it feel to have half the group cheering your name?

Alternatives - Creative alternatives are welcome!



Awareness Circle

Objectives -To take notice of the diversity in the room, or of the diversity not in the room
- To find that they have connections with everyone in the room, no matter how similar or how different they may have thought they were.

Group Size -Any

Materials -Room large enough for all participants to be in a circle

Set Up -Inform that this is a silent exercise, no talking what-so-ever, even if you do not understand the question. The leader has a list of statements, such as:

1. I play a musical instrument 2. I'm the oldest in the family 3. I have traveled to another country 4. I am artistic 5. I am the only child 6. I am of Latino decent 7. I'm the youngest in the family 8. I come from a blended family 9. I am of European decent 10. I am an activist 11. I am of Native American decent 12. I am or want to be famous 13. My family is multi-racial 14. I am an immigrant 15. I am of Asian decent 16. I identify as lesbian, gay, bisexual, or transgender or have a close family member who does. 17. I am of African or African American decent 18. I have been discriminated against because of my physical or mental challenges 19. I have had people other than family members live with my family 20. I consider one of my siblings or a parent a good friend 21. I am the peacekeeper in my family 22. My family is dysfunctional 23. I am a student 24. I am spiritual 25. I plan to go to college 26. I have a family member who is an alcoholic or drug addict 27. I am religious 28. My first language is something other than English 29. I have been discriminated against because of my weight 30. I am the product of a divorced family. 31. I have recently been in a fight or argument with my parent(s). 32. I am vegetarian 33. I have had bad service at a restaurant because of the color of my skin 34. I have broken the law 35. I have been discriminated against because of my gender 36. I have been discriminated against because I was poor 37. I am independent 38. I put others before myself 39. I am a middle child. 40. I usually get my way 41. I or someone I know has been sexually molested 42. I tend to get angry easily 43. I am a picky eater 44. My parents were never married 45. I like drama 46. I avoid conflict 47. I am or have lived in foster care or have had a foster child live with me 48. I have, or someone close to me has suffered from a mental health issue 49. I am a survivor of a violent crime 50. I have been in a fight 51. I have been embarrassed of my house or family car at one point in my life 52. I have gone to summer camp 53. I have, or someone close to me has had a family member in jail 54. I commonly see people of my race or ethnicity portrayed in a negative way in the media or on TV 55. I or someone I know has skipped a meal because there wasn't enough money to buy food in the family 56. I learned about the history and culture of people of my race in history class

-Can adjust questions and choose and edit as needed.



Directions -The leader reads some of the statements, one at a time.

-At the end of each statement pause. Instruct that if the statement is true for an individual, they should step forward into the circle.

-Take a moment to have each participant look around who is in the circle with them and who is not.

-Then step back into the circle to listen for the next statement.

-When all of the questions have been read, invite the participants to add, one at a time, a statement that is true for you that hasn't been mentioned already.

Debrief

Questions • What was this exercise like for you? • What did you like about it? • What didn't you like about it? • Was there anything that surprised you? • What was it like to be the only one in the middle? • What was it like to not have anyone go in the middle. Who are those people? Why aren't they here? • What is the value in knowing the ways people identify themselves? • What opportunities do you have to understand the people in your school/work? • How are people classified? What did folks notice about how people are classified just in the categorization of questions asked (race, gender, social grouping, etc.).

Discussion: • We have connections with everyone in the room, no matter how similar or how different they may have thought they were. • It is both scary and empowering to be the only one who is different. • Sometimes we don't understand the ways in which people identify themselves. • Our diversity is our richness. We can learn from each other in our differences. We shouldn't be scared of differences, although sometimes it is unsettling to think we don't have anything in common with a person, because inevitably, we do have something in common. • We are all more similar than we think. • When we classify people, we often put them in a "box" (they hang with stoners, they must do drugs and be a bad person). (Process note: you might have to clarify what you mean by "box". A box is referring to a place where we might put someone that does not leave space for anything but our classification or interpretation of who they are.)

Describe and Draw

Objectives -Fun. Refine verbal skills. Learn to listen. Focus together on a goal. Get to know each other.

Group Size -Small or Medium

Materials -Photos or other pictures. - They may be relevant to the team, such as its building, snapshots of members at an event, an object they once created or donated together, etc. - Or they can be random, unrelated pictures. - They can be cut from magazines/newspapers; reproductions of famous artwork; or original artwork. - Consider maps of a relevant area; blueprints or diagrams of a proposed or existing building/office/outside area . . .

-Drawing materials - paper, crayons, and pencils. Tables or desks where a pair of people can sit near each other, with some space away from the other pairs.

Set Up -Divide into pairs. Designate one of each pair as A, the other as B.

Directions -Have all the A's sort through a stack of pictures and each select one. Do not show to partner. Have all the B's sort through a different stack of pictures and each select one. Do not show to partner.

-In each pair: A describes the picture to B, detail by detail. On a blank piece of paper, B draws and colors a "reproduction," without seeing the original. A cannot point to B's paper or give



corrections or specific directions - she sticks to describing the picture she has. B cannot ask questions.

-The leader specifies a stop time. Everyone can look at all the results. A and B in each pair switch roles, so everyone has a chance to draw.

Debrief -Discuss the experience. Was it fun, frustrating, confusing, easy? How could the directions have been different for better drawing results? Are the resulting drawings true to the original, better, way off? Are there any lessons that can be gleaned for the team's regular activities?

Alternative -Have the describer describe the picture upside down.

Two Truths and A Lie

Objectives - Discover new things about each other; assess how well you really know each other
Group Size -Small

Directions - Introduce the activity by saying this is a way for people to learn some fun things about each other that don't come up in everyday conversations. Each person should think of three statements about themselves that no one else in the room already knows. It helps to jot down notes. Two must be true statements and one should be a lie. The more subtle or believable the lie the better (or, the more bizarre and unlikely the truths). Take turns in the group having each person share their three statements and voting on which one was the lie... e.g.

-Tom shares: 1) I broke my leg snowboarding in high school. 2) I speak 3 languages. 3) I shaved my whole body once after losing a bet. The facilitator would say: Thanks Tom... "ok group, the three options are broke his leg, speaks 3 languages, shaved whole body... which one was the lie? All those who say leg? languages? shaved body?... ok most people don't think you speak three languages, is that true?" If time permits, have Tom share a little more background about one or two of his statements. "Tom, if it wasn't because you lost a bet, why did you shave your whole body?"



Life Map

Objectives –Give a kinesthetic/visual way for group members to share their story.

Group Size –Small or Medium

Materials - Paper, and pencils, pens or crayons.

Set Up - Pass out materials, plan at least 20-40 min for participants to draw their maps, and at least 5 minutes for each participant to share and answer a couple questions.

Directions - This activity allows participants to share their life stories and serves as an ice breaker or getting to know you activity for groups that are newly formed or recently added new members. Each individual draws a "map" of their life starting from birth to the present using symbols to represent significant periods in their life. Many participants will say, "oh I can't draw!" and you can assure them quick stick figures, icons or words where necessary are fine - the point is the sharing not their drawing ability. Note: most people will underestimate how long it will take to share their story, so if you really only have 5 min per person, tell them they have 3 minutes to present, and use a time-keeper.

Alternative – Draw the map using map symbols only (e.g. stop signs, do not enter, curves ahead, etc.) to represent significant periods in their life.

Create map collages using pictures cut from magazines or found online. Note: allow more time and additional materials for this option.



Facilitation Done Well

Facilitators serve to oversee and help in the process of discussion, debriefing, and decision-making. The facilitator's goal is to make sure that everyone feels included in the discussion and that a good process is used to reach a decision. Facilitation is important both in decision-focused meetings but also for debriefing during educational activities.

The principle of facilitation is to **separate content from process**. This means the facilitator is responsible for the process (of discussion and decision making) **and must therefore abstain from taking a position** in the content that is being discussed or decided.

A **safe, friendly meeting environment** can help leaders achieve meeting goals and reach educational objectives for an activity. Establishing **ground rules** that respect individuals and build trust among participants support any discussion. It is frustrating and unproductive to participants and facilitators alike when opinions are not respected, persons are criticized in a non-constructive manner, and many views are not expressed.

Effective Facilitators Must BE...

1. **Informed** – It is important that facilitators listen to what the group wants, gather extensive data about participants to fully understand their needs, read any background information and use prepared questions.
2. **Positive** – It is imperative in facilitation to not allow disinterest, antagonism, shyness, cynicism or other negative reactions to throw you off as the facilitator. Focus on what can be achieved and to draw the best from each participant.
3. **Consensual** – Remember that facilitation and facilitation done well is fundamentally a consensus-building process. It is extremely that outcomes created reflect the ideas of all participants equally.
4. **Flexible** – As a facilitator realizing when it is important to change direction or start over may be critical to the success of the process. Bring alternative strategies and possess a good command of the process tools.
5. **Firm** – Remember that facilitation is not a passive activity. You may need to be assertive to keep people and activities on track. Be ready to step in and direct the process if the
... ..
people watcher. Pay careful attention to group dynamics and notice what is going on at all times.
7. **Unobtrusive** – Allowing the group to own the process is so critical in this aspect. Facilitators should do as little talking as possible. Say only enough to give instructions, stop arguments, keep things on track or to sum up.
8. **Understanding** – Recognize that people are under great pressure at work and that understanding if members are antagonistic or cynical, which could result in high stress levels.



What is effective communication?

Communication is about more than just exchanging information. It's about understanding the emotion and intentions behind the information. Effective communication is also a two-way street. It's not only how you convey a message so that it is received and understood by someone in exactly the way you intended, it's also how you listen to gain the full meaning of what's being said and to make the other person feel heard and understood.

More than just the words you use, effective communication combines a set of skills including nonverbal communication, engaged listening, managing stress in the moment, the ability to communicate assertively, and the capacity to recognize and understand your own emotions and those of the person you're communicating with. Effective communication is the glue that helps you deepen your connections to others and improve teamwork, decision making, and problem solving. It enables you to communicate even negative or difficult messages without creating conflict or destroying trust.

Ways to improve Communication Skills

1. **Become an engaged listener** - People often focus on what they should say, but effective communication is less about talking and more about listening. Listening well means not just understanding the words or the information being communicated, but also understanding the emotions the speaker is trying to communicate.
2. **Pay attention to nonverbal signs** - Nonverbal communication, or body language, includes facial expressions, body movement and gestures, eye contact, posture, the tone of your voice, and even your muscle tension and breathing. The way you look, listen, move, and react to another person tells them more about how you're feeling than words alone ever can.
3. **Keep stress in check** - To communicate effectively, you need to be aware of and in control of your emotions. And that means learning how to manage stress. When you're stressed, you're more likely to misread other people, send confusing or off-putting nonverbal signals, and lapse into unhealthy knee-jerk patterns of behavior.
4. **Assert yourself** - Direct, assertive expression makes for clear communication and can help boost self-esteem and decision-making. Being assertive means expressing your thoughts, feelings, and needs in an open and honest way, while standing up for yourself and respecting others.

Barriers to effective communication

1. **Stress and out-of-control emotion.** When you're stressed or emotionally overwhelmed, you're more likely to misread other people, send confusing or off-putting nonverbal signals, and lapse into unhealthy knee-jerk patterns of behavior. Take a moment to calm down before continuing a conversation.
2. **Lack of focus.** You can't communicate effectively when you're multitasking. If you're planning what you're going to say next, daydreaming, checking text messages, or thinking about something else, you're almost certain to miss nonverbal cues in the conversation. You need to stay focused on the moment-to-moment experience.



3. **Inconsistent body language.** Nonverbal communication should reinforce what is being said, not contradict it. If you say one thing, but your body language says something else, your listener will likely feel you're being dishonest. For example, you can't say "yes" while shaking your head no.
4. **Negative body language.** If you disagree with or dislike what's being said, you may use negative body language to rebuff the other person's message, such as crossing your arms, avoiding eye contact, or tapping your feet. You don't have to agree, or even like what's being said, but to communicate effectively without making the other person defensive, it's important to avoid sending negative signals.

