

HILBERT COLLEGE

Student Activities Guidebook
2017-2018

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Hilbert's Mission

Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

Hilbert's Vision

Hilbert College strives to be faithful to the deep and diverse historical foundations on which it rests. From the founding congregation of the Franciscan Sisters of St. Joseph, we embrace the traditions of St. Francis: respect, service, hope, vision, joy, integrity, compassion, and peace. From the noble legacies of the liberal arts academy, we honor intellectual inquiry, freedom of thought, breadth of knowledge, and lifelong learning. And from our own history, we continue to reach out to students from all backgrounds. We are committed to providing them skills and resources to achieve success in a wide range of careers, recognizing that in today's world, that entails equipping students to respond to a rapidly changing global environment.

The faculty and staff of Hilbert College are dedicated to providing students with individual attention and support while also allowing them to grow and explore new challenges. We celebrate the richness that comes from a diverse campus of individuals from many faiths and cultures. We emphasize the importance of service to our community, and we endeavor to be a voice for social justice in the world.

Franciscan Values

A Hilbert education in the Franciscan tradition is based on core values that guide and provide a framework for the college community to foster the Franciscan spirit of hope, understanding and peace. Based on these values, the opportunities for intellectual, social, cultural and spiritual growth encourage the Hilbert community to develop a respectful attitude toward learning, a reverence toward persons and things, and a desire to fashion their lives and communities for the better.

Committed to its Franciscan tradition, blue and white banners focusing on these core Franciscan values adorn the Hilbert campus quad. These values are:

- Service
- Respect

- Compassion
- Peace

- Hope
- Joy

- Integrity
- Vision

Important Dates:

February 1– All Clubs Meeting 3:15 pm; Bogel 101

February 5 – Commuter Appreciation; West Herr Atrium; 12-3

February 6 & 7 – Elections Bogel Front Foyer; 9:00-3:00

February 16- Black History Showcase 7:30 pm; Swan Auditorium. Hosted By BSU, Common Ground and Never Miss Dance

February 21 & 22- Hilbert to Hogwarts

February 25 - March 3- NEDA Awareness Week. Various Activities

March 13 – Commuter Appreciation in Hawk Café; 9-12 (Grab and Go Breakfast)

March 19 - Advisor Appreciation; Bogel 160, Time TBA

March 21 - Graduation Fair and Senior Night

March 22 - Trivia Night – 5-7

March 25- Children’s Easter Party 2:00-4:00 pm; Hafner Recreation (Please Arrive at 1:30).

April 12 – Commuter Appreciation; TBA

April 16 & 17 - What Were You Wearing Showcase; Swan Atrium

April 17- Save a life tour, 10 am- 4pm; Lower Campus Center

April 24- Last Lecture and Champagne Toast

April 26- Quadfest 12:30pm; Main Quad

May 2- Donut Stress about Finals; Bogel Hall and West Herr Atrium

May 3- Piñata Pop-up 10-2; Various Locations

May 3- Welcome Back Summer! Party Hosted by Never Miss Dance

Directory

Academic Services

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Becoming a recognized organization

Any group of students desiring to function as an inclusive student organization of Hilbert College, which has as its purpose the fulfillment of social, recreational, or cultural interests of the student body, may apply for recognition by the SGA and the College through the submission of a Request for Charter at any time throughout the academic year. This applies to clubs funded and not funded by the SGA. The Charter Request Form must be completed and turned into the Vice President. At that time, the Senate shall then vote for approval. A newly chartered club may apply to receive up to \$100 per month remaining in the academic year. To receive the full amount of funding for the month in which the club is applying, there must be at least seven (7) days left in the month.

Amended 12/19/17: The Director of Student Affairs and Dean of Students reserve the right to deny a club charter/re-charter if:

- The need for the club is being met through another club or organization
- If the students apply for the charter are not in good academic or judicial standing on campus
- If the club does not have an advisor
- If there is not an adequate amount of students/ student support for the club

Section II.

Clubs may hold tryouts if the club is based on skills or abilities. The clubs may not discriminate based on sex, race, economic status, sexual orientation, religion, age, nationality, gender identity, or expression or able-bodiedness.

Section III.

Clubs requesting to be re-chartered for the next academic year must fill out a charter form in the spring semester along with a budget request form if they want to receive funding. Each club is required to have a President, an Advisor and five (5) members. Clubs are required to have a treasurer if it is planned to do any type of monetary transactions, including, but not limited to, fundraising, requesting of funds, and check requests or deposits. All other officers are at the discretion of the club. In order to receive funding, the SGA must have a record of the officers before the Budget Hearing in the spring. Any club who requests funding any time after the Budget Hearing in the spring, and has been chartered the previous year (only), the club will only be eligible for \$125 per remaining month of the academic year. To receive the full amount of funding for the month in which the club is applying, there must be at least seven (7) days left in the month.

Section IV.

The act of charter and recognition shall be evidence of the right of the organization to use the name of the SGA and the College and shall entitle the group to the use of College facilities in accordance with normal policies, procedures and regulations.

Section V.

All SGA chartered organizations shall be responsible to the SGA and the College shall be held responsible for the official acts of their officers and members.

Section VI.

The SGA requires that each club funded and not funded by the SGA have at least one executive board member or advisor attend the All Clubs Meeting in September and in the spring. Furthermore, the SGA requires that each club funded by SGA attend the Budget Review Process in the Spring semester.

Section VII.

Clubs are required to submit Activity Report Forms to the SGA Vice President on the first Monday of every month.

Clubs are required to submit Financial Report Forms to the SGA Treasurer on the first Monday of every month.

Section VIII.

If clubs purchase equipment with SGA or club funds with the intention of it being returned, the equipment must be returned to advisor or the club member may face holds in registration or access to transcripts until it is returned or paid for.

Section IX.

Non-Students will be allowed to be in clubs at discretion of the clubs. However, they may have to pay any club dues, or expenses (i.e. travel, clothing etc.) out of their own pocket.

Recruitment

One of the most challenging and rewarding aspects of being part of a dedicated student group is acquiring and maintaining a strong membership. The following are a few suggestions you might want to consider regarding your membership.

Activities Fair

- Hosting a table
 - Have something to attract people to the table (pictures, giveaways, candy, etc.)
 - People are visual, pictures go a long way,
 - Smile! Being friendly and having a friendly appearance will help make people comfortable
 - Be ready for questions

Strategies for Recruiting New Members

- Know your brand
 - Develop the Mission and Goals of the Club
 - Have written material/ physical materials
 - Have information on you at all times
- Know your customers
 - What are you looking for in new members
 - What are the groups qualifications for new members
 - Know where to look
- Where to look
 - Where you spend your time
 - At Campus Events
 - The Commuter Lounge and the Residence Lounges
- Know how to make contact
 - Focus on conversations and personal contact (talking, texting, etc.)
 - Use posters and social media posts as secondary contact
 - Be confident when approaching potential members
 - Make arrangements for them to come to an event or a future meeting
 - Leave them with club information and contact information
- Know how to **positively** attract attention
 - Make your group stand out (positively)
 - Host events that are fun and that potential members and campus members alike will want to attend
 - Make activities represented of the group
- Know how to close the sale
 - Show Interest
 - Continue to make Contact

- Interact with them
- Invite them to Join
- **Don'ts**
 - Continue contact if the individual has asked you to stop
 - Keep pushing them to join if they have expressed they do not want to
 - Pressure individuals to join, if they feel pressured they won't be involved members

Involve new members

- **Ask**
 - For new members to hold offices/ chairs
 - For new members to give ideas for events
 - New members to take lead or partner with an older member on a project/event
- **Delegate**
 - New members to sit on committees
 - Returning members to mentor/help new members
 - Provide instruction and support to new members as they embark on projects

Membership guidelines

Not all clubs have membership requirements. Some groups require that members attend a certain amount of meetings and events. It is not unreasonable to expect that club members attend club functions and events. Whatever membership policy you decide, make sure that it is agreed upon by the e-board and that it is added to your constitution and voiced to all members of the club.

The Next Generation

As an executive board member, you need to not only focus and be concerned about the club in the present. You must also look at the future of the club. We advise that terms are either January-December or May-April, to give the e-board time to help train new members and have them looking forward to holding an e-board position.

Golden Rule

With membership comes responsibilities. Being part of a club/organization holds fun and has its benefits; members must remember to keep up with day-to-day activities. Plan opportunities to mingle as a club and organization. This helps to ensure all club members are interacting and getting to know each other. Help foster relationships between club members.

Role of the Advisor

How is an advisor selected and what are the qualifications to serve as an advisor?

Every student club or organization must have an advisor. The club/organization that will choose their advisor. Advisors must be a full time member of the staff or faculty employed on campus. The students should ask the faculty/staff member if he/she would be willing to serve as an advisor. The advisor must agree to serve in this capacity. The voluntary association between the advisor and the organization should continue if both parties believe the relationship is productive and mutually satisfactory. An individual should not accept the invitation to serve in this important role unless he or she is prepared to fulfill the expectations. An advisor may not serve as the soul advisor to more than two (2) clubs at a time or as a co-advisor for more than three (3) clubs at one time.

Departmental clubs must choose an advisor that is associated with their major/field. The advisor does not need to be the department head, nor does is it limited to faculty if there are staff members that work in a similar capacity to the clubs vision.

What is the role of the advisor?

The advisor plays a critical role in helping a student organization achieve success. Student leaders are transitory, so the advisor is in a unique position of providing continuity for the organization to make transitions seamless. The advisor should be thoroughly familiar with all institutional policies and practices related to student organizations. He or she should make sure that the student leaders have appropriate information so that they will abide by all policies and procedures and be as effective as possible.

Responsibilities of an Advisor

The specific roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following presents a list of general responsibilities.

- **Communication Link** – The faculty/staff advisor is the primary link between the student group and the College administration. The advisor must be familiar with institutional policies and procedures in order to convey accurate information to the club. The Student Government Association communicates with student organizations and the advisors about such important things as the Children’s parties, All Clubs Meetings, Club Fairs, etc. Therefore, the advisor should be sure to respond to all communication from Student Government Association and relay the information to the organization’s leadership. The Student Government Association/Student Activities Office will also communicate directly with student leaders, but often advisors are more readily available, especially during the transition between semesters.
- **Financial Supervision** – The advisor should monitor the organization’s budget. All organizations have a Student Government club account and an Even Exchange account. The Student Government club

account is renewed every year in August. The amount each club receives is dependent on the points they accrued from their activities in the past year. Club Even Exchange accounts do not change from year to year. Even Exchange funds come from clubs fundraising efforts. Advisors must sign all paperwork concerning these accounts.

- **Organization Meetings** – The advisor should attend all regular and special meetings of the organization (when there is not a class conflict) in order to stay informed, be available for consultation and/or to introduce ideas and suggestions. Meetings should be held as often as necessary. Most clubs meet either weekly or monthly.
- **Operational Guidelines** – Become familiar with the contents of SGA’s constitution, specifically Article X and the By-Laws. The Student Handbook and this document ensure the organization’s actions are in line with Hilbert College goals, guidelines, and those of the specific organization.
- **Leadership Development** – Through personal interaction and program development, the advisor can play a significant role in furthering leadership development, personal growth of members, and identifying new leaders for the organization. Some organizations choose to have a formal leadership building retreat or workshop during the year. This affords the advisor a great opportunity to provide the resources for success. It can also serve to motivate members!
- **Clerical** – Be sure that all requirements for an organization’s continuity are met in a timely manner. Verify student eligibility and ensure that officers meet academic requirements.
- **Events** – Be aware of and consult on all activities of the group and participate when possible. Ensure that all events, fundraisers, activities and programs scheduled by the organization follow proper planning procedures as specified by the Student Government Association. This is particularly important when an event involves travel.
- **Continuity** – The turnover of officers and members is often frequent, and at times, the only link with the past is the advisor. The advisor orients new officers and members to the history and purpose of the group and helps them to build upon it. The advisor can also play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members. The advisors walk a fine line in maintaining history while allowing new leadership to develop the organization in new and different directions.

The key to success is remembering that the organization belongs to the students, and part of student development may include allowing for mistakes or organizational and programming experiments.

- **Personal Assistance** – The interaction between advisor and organizations and their members provides a unique opportunity to assist individuals. Knowledge of campus/community resources enables the advisor to make appropriate referrals. Always remember to maintain appropriate confidentiality when students disclose personal information, but also know when to seek guidance. If issues arise, notify the Director of Student Activities, who in turn may involve the Counseling Center or other appropriate resources.
- **Interpretation of Policy** – As a representative of the College to the group, the advisor is constantly able to interpret Hilbert College policies and regulations relevant to the student organization. Advisors should confirm interpretation of policies with the Director of Student Activities.

Tips on running successful meetings

Once your group has a functioning e-board and elections have been held, we suggest that you hold regularly scheduled meetings (i.e. once a week, bi-weekly, or once a month). The way that meetings are conducted either can help your club/organization to be successful or can be the downfall of the club/organization.

Presiding over the meeting

Typically, the president or chairperson of the group is the member that runs meetings. The leader of the group is responsible for setting the mood of the meeting and the pace. As the leader of club/organization meetings you will want to look carefully at the following suggestions:

- Communicate the time and place of meetings
- Pick a meeting space that is physically comfortable for the amount of people attending
- Remind everyone to be prompt, or to notify you if they will be late

Agenda

By using an agenda, it will help run a successful meeting. Agendas help to keep the group focused, and the meeting to run in a timely manner.

- They set expectations on what to expect
- It allows an order for discussions and dealing with issues
- Agendas are a good learning tool and can be distributed before hand
- Agendas help spread responsibility for making sure tasks are completed

Example

- I. Call to order
- II. Attendance
- III. Approval of last meetings minutes
- IV. Treasurer's Report
- V. Officers' Reports
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

Minutes

Minutes should be recorded for each meeting. They help the club to keep an accurate record of discussion and decisions. Recording the meeting via a tape recorder, cell phone or computer will help to ensure accuracy. Minutes can also be typed or written by hand before being transcribed. They should contain the information from the meeting and what was discussed.

Discussion

Since time is precious for students, it is important to know when time is being wasted and to continue with the decision or next topic. Allocate time for each topic and move on when it is time, or when the discussion has become off topic.

Follow-up

After meeting follow up is important. Start by sending out completed minutes for the meeting. Reach out to members that have tasks assigned to them or to individuals that may have voiced concern during the meeting. Making sure that all lines of communication are open. Following up will help to keep all members of the organization responsible and completing their tasks.

Good Meeting Manners

Arrive on time

No cell phone use

Observe the time and time limits

Refrain from distractions i.e. talking to your neighbor, laptops/school work, doodling etc.

Unless it is necessary to leave, stay until the very end

Club E-board and Club Members

E-Board

SGA requires all clubs have the following positions:

- President
- Vice President
- Treasurer
- Secretary

SGA recommends the following positions:

- Programming/Event Chair or Committee
- Social Media Chair
- General Reps.

In addition, general members.

All officers must hold a GPA of 2.5 or above to continue to hold office.

Officers and Members must be currently enrolled students, and must attend Hilbert.

Clubs are open to full and part time students.

Alumni are more than welcome back for events as long as they are in accordance with college policy.

Alumni may not donate directly to a club or organization. If they would like to donate, they will need to make their donation through <https://giving.hilbert.edu/giving-to-hilbert>.

Non-Hilbert Students and Guests may only attend events that are considered open to the public.

Planning Events

Planning events can appear scary, over-whelming and sometimes near impossible. This will help to outline the steps necessary to help you plan an event.

Brainstorm!

Have your group brainstorm event ideas. Just start randomly listing possible program ideas. Be as creative as possible and do not be critical of others ideas. After you have created a list, go through and find what is feasible. Keep in mind: budget, space, Franciscan Catholic College, etc.

Before Planning-

Clubs

Organizing your event.

Once the group has picked an idea that they are comfortable working with, and executing it is time to move on to the organizational process for your event. This will help to lay the groundwork for you.

Choose your day and time; Make sure, when you submit your event form to SGA you have picked multiple dates and times. You will need to check the College's calendar to avoid any conflicts.

Reserve Room and Equipment- Decide where you would like to host your event (and a back-up space). Fill out a facility use form and turn it into the SGA office at least 2 weeks prior to your event.

See what equipment you might need and contact the proper office to fill out any usage forms.

Budget- List out the costs that are involved with the event and assign the funds necessary. The budget will help to keep you on track; it will also help you to utilize your budget from SGA and your even exchange appropriately.

Set Deadlines- Set deadlines for each task that must be completed before the event. Delegate responsibilities to members of the group, and make sure that expectations are set. Included in the groups deadlines should be;

Fundraiser request forms need to be turned in to the Vice President of SGA, minimum of 1 month prior to the event.

Facility Usage/ Request forms need to be turned in to the Vice President of SGA minimum of 2

weeks before the event.

Signing Contracts/ Waivers etc. - If you are bringing in performer, speaker, etc. that requires a contract, waiver or rider it will need to be signed within a few days of them sending it to you. Please be advised that your advisor or the Director of Student Activities needs to read, review and sign the waiver. Students may not sign any contracts.

Trouble shooting and Advice- Make sure to be meeting regularly with your group/organization as well as your advisor determine if there will be any potential problems. Pre-plan solutions to problems, consider all suggestions and seek input about who event planning is going so far. Receiving feedback and planning ahead will help to reduce or eliminate problems later.

Promoting your events

Tip: Create a monthly event calendar to hang on your club board!

Rule #1: Don't begin promoting speakers, or on campus events that need a contract until after the contract has been signed and returned. Make sure that you have a confirmation before booking the event. Ask if it is possible to receive posters etc. from the entertainer/their agent, or event advertisements from the vendor. If you can be given their preferred headshot that will help with advertising as well.

Rule #2: Don't advertise too early. Students will forget or lose interest while waiting. 3 weeks from the event is the maximum time before-hand that you should start to advertise.

Rule #3: Tell Student Activities and SGA! They can help you advertise and help you gain an audience. Let the SGA Secretary know about upcoming events to add them to the Toilet Talks.

Flyers:

Must be submitted electronically (via email) in a Microsoft Word, Publisher or Powerpoint document a minimum of 2 weeks in advance to the SGA Vice President and to the Director of Student Activities. The Director of Student Activities will approve your poster, stamp/mark it, and will print them for your club to pick up.

How to hang flyers:

Bulletin Boards- Thumb tacks/ push pins

White Boards- Blue Painters Tape

Designing Flyers:

- Flyers should be clean, easy to read and eye catching
- Use a white background with colored writing and maybe one or two pictures.
- Using a fun font is a great way to jazz up your flyers.

Approving Flyers:

- They must be submitted minimum of two weeks prior to event
- No full colored backgrounds
- Emailed to the director of student activities

Yes!

- ✓ Upcoming Event Boards in Academic Buildings
- ✓ Neatly on the sides of the whiteboards in classrooms
- ✓ Your club board (If you have one)
- ✓ Your club advisor(s)' office door (with permission)
- ✓ Department board (If you're a department club)
- ✓ Residence Halls (need to be stamped by Res Life)**
- ✓ Commuter lounge tables
- ✓ Academic Services

NO!****

- ✗ Any walls (Including walls in staircases and above water fountains)
- ✗ Windows or Doors
- ✗ Walkway Between the two academic buildings
- ✗ Whiteboard near the switchboard
- ✗ Bathrooms
- ✗ Tables in Dining Hall

* Please note that if you choose to ignore the flyer policy, and hang flyers on walls with tape etc. Clubs/Organizations will be responsible for any damage that may occur.

** Residence Life will approve and hang the flyers. Do not hang the flyers in the Residence Halls. Clubs and Organizations are not be allowed to tape flyers to the doors in the Residence Halls, nor may they

slide them under the doors. IF this happens, individuals may be subject to a fine due to breaking the fire code.

*** Student Activities is not responsible for Buildings and Grounds removing any flyers. Any flyers removed by staff/faculty due to inappropriate placing is at the loss of the club.

**** Many of these are violations of the fire code, and can be cause for a fine issued to the college.

Flyer Removal:

SGA reserves the right to remove any outdated, incorrect and unapproved flyers. We encourage clubs to be responsible for their own flyers. The SGA rules and regulations committee will be checking flyers once a week. Flyers that were not submitted for approval/approved will be collected and turned into the Student Activities office.

(Note that any Departments and Professional Staff are exempt from needing flyers approved, but flyer-hanging policy does still apply.)

Social Media

Post the flyer for the event on social media before the event happens. 2 weeks before, 1 week before and a reminder the day of! Make sure to post it after the Director of Student Activities has told you that the flyer is approved. This will give people a place that they know they can find the information.

Word of Mouth

Tell your friends! Just by telling your friends about the event can help to spread the word that it is happening. Tell SGA so that they can put it on their Calendar and on the Calendar board!

TV Monitors

The Director of Student Activities is in charge of the content that is uploaded for the digital signage on the TV monitors around campus. If a club or organization would like, they will put the flyer up, one week prior to the event on campus.

Hospitality

In the contract you may be asked by a speaker, performer, etc. to provide a meal for them. The club may purchase a meal through Dining Services and either: be reimbursed for a meal paid in cash or credit, or the Director of Student Activities can have Dining Services bill them and have the cost taken out of club funds. Clubs and Organizations should be prepared to provide water for any guest they bring to campus; it should either bottled water or a pitcher with cups. If they would like a place to stay for the night first speak with the Director of Residence Life to see if there is on campus housing available. If there is not then your advisor or the Director of Student Activities can arrange a hotel, which the cost will come out of club funds.

Security

Depending on your event, or if you are bringing a speaker etc. to campus, you will need to notify Campus Safety. If you are bringing in a political/ controversial speaker (that has been approved) Campus Safety will need to be notified to properly staff. If the event is open to the public please notify Campus Safety. Any event that is taking place past 11:59 pm, needs to be approved by Campus Safety. If they are not notified and it is not approved Campus Safety reserves the right to stop the event at 12:00am.

Set Up and Clean Up

Your club/org is responsible for setting up and cleaning up before and after the event. This means after setting up an event, it needs to be broken down and the space/venue needs to be cleaned. Furniture put back in its place, floors, tables etc. clean. There should not be food left in the space unless it has been arranged to be cleaned up by Dining Services. Any borrowed equipment should be returned or stored according to contracts.

Clubs and Organizations are responsible and will clean and reset the spaces that they use after events, meetings and practices are over. Tables and chairs put back neatly the way the room was before, all mess cleaned, and if any damage occurs it must be reported. This happens before you leave and shut the lights off, no matter what time it is.

Follow Through

When you are done with the event, thank those that participated and those who helped. Write a thank you email or card to performers, or any key players in the event. Writing a thank you is something that is often forgotten about. It's something that your performers etc. will remember.

Before the Program:

- ___ Determine your target audience.
- ___ Formulate ideas and set goals.
- ___ Appoint committees.
- ___ Set the date and time.
- ___ Check the campus calendar for possible conflicts.
- ___ Identify a place and reserve the location.
- ___ Plan a budget.
- ___ Contact resource people (speakers, DJs, performers, etc.). (if applicable)

- ___ Have your advisor or the Director of Student Activities Sign Contracts (If applicable)
- ___ Delegate responsibilities - set deadlines.
- ___ Formulate a marketing plan.
- ___ Make arrangements for accommodating the needs of a guest/presenter/speaker/performer (food, lodging, parking).
- ___ Make arrangements for program decorations, refreshments, and prizes.
- ___ Have tickets printed and determine method of sales.
- ___ Make security arrangements; Contact Campus Safety
- ___ Make arrangements for equipment (recreational, audio visual, etc.);
- ___ Arrange for set-up and clean-up crews within your organization
- ___ Confirm all arrangements one or two days prior to the program.

During the Program:

- ___ Arrive early; set up; finalize details.
- ___ Make certain that the room is well lighted, ventilated, and comfortable.
- ___ Greet the presenters and special guests.
- ___ Introduce presenters.
- ___ Attend to hospitality needs of presenters (refreshments, changing area, etc.).
- ___ Make certain that participants feel welcome and comfortable.

After the Program:

- ___ Clean up.
- ___ Return any equipment.
- ___ Pay bills/ submit any budget needs
- ___ Remove publicity from bulletin boards.
- ___ Send thank-you notes to presenters and all who helped.
- ___ Evaluate the program.
- ___ Record all information on the program for future use (include vendors, costs, and possible improvements).

____ Fill out any forms that SGA needs

Facility and Room Use

In order for clubs to book a room, or one of the on campus facilities for:

- Events
- Meetings
- Practices

They need to fill out a facility usage form and turn it into the SGA office minimum of two weeks prior to the event. If you need to schedule a room for meetings please include all dates on the form, (attach a second piece of paper if necessary).

The rooms available for use are:

- Classrooms
- Bogel Front Foyer
- Bogel Back Foyer
- Campus Center
- West Herr Atrium
- St. Joes 1st floor lobby (after checking with residence life)
- Swan Atrium

Unless it has already been approved and put into the schedule clubs will no longer be allowed to schedule events in Swan Auditorium. If your club believes that Swan is the only place to host the event, please submit a facility usage form and your clubs reasoning for needing the space directly to the Director of Student Activities (or the mailbox directly next to their door). This will then start the approval process. You will be notified via email in regards to the approval.

Tips:

Bogel Front Foyer or Bogel Back Foyer- Great to hosts tables, bake sales, etc.

West Herr Atrium- Great for events where people will mingle, need to interact, or hosting a bake sale.

Campus Center- Great for events that require mingling, being comfortable and easy accessibility.

Bogel 101- great for presentations, speakers, movies/ screenings etc.

Clubs and Organizations are responsible for the spaces they use. You are required to clean and reset the spaces that they use after events, meetings and practices. Tables and chairs put back neatly the way the room was before, all mess cleaned, and if any damage occurs, it must be reported to buildings and grounds. This happens before you leave and shut the lights off, no matter what time it is.

Using Social Media

Smart posting

Think of your club as a business. Any posting you do will be seen by your followers and will reflect directly on your club (and the school). Post to advertise, to congratulate, and to make your followers happy.

Appropriate

Any posts that a college recognized club/organization posts need to be appropriate, this means:

- Not involving club members personal political beliefs
- Making sure posts are relevant to what the club is doing, what is happening on campus etc.
- Must not denounce the college, professional staff etc.
- Does not bully, harm or negatively involve students, professionals or other colleges.

Keep it clean and classy

- Photos involving people should be kept “clean and classy”
- No Scantily-clad photos
- Don’t swear on a club page
- Should be something that you would consider a professional post

Keep up with it

- Don’t create a social media account and only post once
- Plan your postings
- Create a social media/ communications position/chair

Make it public

- Make your clubs social media profile public
- Private profiles are cause for concern
- It allows everyone to keep with you
- It also allows for other schools to reach out to your organization

Who follows whom?

- Follow other similar accounts
- Follow other colleges/universities

- Don't follow your friends/ other students
- Be prepared for students, staff etc. to follow your clubs account

Understand your responsibilities

- Look for red flags
- If you see posts on campus that break policies, are illegal or dangerous you should be reporting those to campus safety/Residence Life if they are in the residence halls.
- If you are an RA remember, if it is on social media you are still responsible for reporting it. Just because you aren't physically there doesn't mean it isn't happening
- Don't be a bystander.
- This is not a platform for your opinions and thoughts, it's for the club.

Organizational Budgeting

Create a budget

- Look at what your club has been allotted for the year
- Look at what events you would like to host
- Create approximate costs for each event
- Total those event costs
- You should be aiming to be under budget. If you are over, look at your expenses again

What to consider

- Events that you want/need to host
- Campus Improvement
- Children's Parties

Managing your budget

- Keep a record of what you are spending and on what
- Keep all receipts
- Create an Excel file to outline expenses/spending
- Keep a copy of your clubs financial report forms

SGA FUNDING GUIDELINES AND PROCEDURES

How are you eligible for funding?

- You are a chartered and active club through SGA
- You have met your allocation criteria from the prior year
- You have minimum of 3 active student members

How much will you receive?

- How much money your club receives will vary year to year, based off the total budget given by the business office
- Your total budget amount will change based on how many points you receive throughout the year
- Allocations are finalized at the end of the year, and are an accumulation of points

Funding Guidelines

- SGA will help to fund fundraisers and events for clubs
- Fundraisers need to be approved 2 weeks in advance from the date they will be held.
- Events need to be submitted 2 weeks in advance with the potential budget

Even Exchange v. SGA Money

- SGA given funds may be used for events, to purchase supplies for a fundraiser, or to make purchases for the club
- Even Exchange funds are raised funds that can be donated, and used for any purpose within standard business practice
-

Points/Allocation System

1. Financial Responsibility (21 points possible)

- Submits complete and accurate Financial Report Forms (all transactions, accurate balances, discrepancies settled in a timely matter, etc.). (16)
- Provides the Budget Committee with clear information regarding projected income and expenses.
- One point for each submission on time (first Monday of month with classes) for each Financial Form and Activity Report Form (September-April).
- Demonstrates use of funds allocated for the current year. (5)

2. Collaborating with other Clubs or Professional Departments on Campus (2 points possible)

- Suggestions: host an event with another club, do activities with another club or host an event with a professional department on campus like Multicultural Affairs, do activities with a professional department on campus
- What does not count: collaborating with another club at a mandatory SGA event

3. Diversity Inclusion (4 points possible)

- Hosting an event on campus for students to attend, gearing your activities more towards creating an inclusive and diversified community
- Example of events that help create an inclusive and diversified community are: movie events pertaining to diversity or inclusiveness, fundraisers for diversity groups outside of the college campus, outside speakers, educational events that educate others on diversity and inclusion, fun events that pertain to diversity or inclusiveness like a Native American Craft, etc.
- Proper Forms (Fundraising Request Form, Fundraising Completion Form) are submitted on time if needed

4. Future Plans (2 points possible)

- What do you plan on doing as a club in the next fiscal year?
- Detailed explanation of plans
- Demonstrates financial need

5. Attending SGA Mandatory Events (12 points possible)

- One point for each event (Fall All-Clubs (1), Spring All-Clubs (1), Budget Meeting (1), Christmas Party (3), Halloween Party (3), Easter Party (3)).

6. Club Involvement on Campus (4 points possible)

- Events

- b. Campus Improvement
- c. Retaining students in clubs, if possible
- d. SGA Mandatory Events do not count

7. Budget Proposal Presentation (5 points possible)

- a. Well prepared and informative
- b. All forms (Budget Request, Club re-charter, End-of-Year Report) were turned in at the meeting completed

Bonus: This is bonus because it is not required for the clubs to do by SGA

1. Community Out Reach (1 point possible)

- a. Being involved in the community outside of Hilbert.

2. Fundraising (1 point possible)

- a. Organized Fundraising
- b. Forms (Fundraising Request Form, Fundraising Completion Form) submitted on time

3. Volunteering as Bert (1 point possible)

Fundraising

What is considered a fundraiser?

- Any activity in which a club raises money and is keeping the funds
- Any activity in which a club is raising money and donating money to a charitable organization

Getting Approval

- Submit a dated fundraiser request form two weeks prior to the event
- Make sure the amount of money you are spending is less than what you expect to make
- Pick multiple dates and facilities to avoid double-booking

Where can you donate?

- Any recognized organization
- Any recognized charity
- Any in need organization, family or cause
- (Just no place sketchy that has no record of existing)

Starting a Fundraiser

- Fill out the fundraiser form and turn it in 2 weeks in advance
- Make sure that you are aware of what else is happening on campus, you could always follow the theme or the planned events
- Make sure you are not spending more than you will raise.
 - Setting the bar high for donations is great, but remember the population you are working with

PLANNING A FUNDRAISER IN 7 STEPS

- **Planning**
 - During meetings
 - Vote on the Fundraiser
 - Fill out the necessary forms
- **Set Up**
 - If you have teams signing up start with signup
 - Make sure to have all waivers etc. ready to go if it is an athletic or competitive fundraiser
 - Make sure that any guests are invited and confirmed before promoting
 - Gather any baskets or raffle items prior to promotion (you can use them to help gain interest)

- **Promote**
 - Make Flyers for the TV
 - Let Student Activities know.
 - Tell your peers
 - Make sure that you are vocalizing fundraisers at club meetings
 - Social media! Post it, tweet it, put it on the 'gram.
 - Promote 2 weeks prior to the event
- **Remind**
 - 1 week prior remind anyone that has committed to helping
 - Put out reminders
 - Change up the poster and how the information is getting out there
- **Inspire**
 - Make sure to have why you are fundraising on a visual
 - Not putting it in your even exchange? Make sure people know what they are donating too
- **Thank**
 - Thank your donors
 - Fun-sized candies
 - Large project and a small amount of donors? Send them a card or an email thanking them
 - Simply say thank you if they enter a raffle, or buy a cookie.
- **Engage**
 - Give out literature
 - Provide information on the club
 - Give a follow up, how much you raised etc.

Decision Making (and tips on how to do it!)

Though decision making can seem intimidating, it can be positive and productive provided you are aware of the methods and process of decision making. Decision making should properly utilize group resources and abilities while at the same time fostering positive group dynamics.

Methods of Decision Making

Authority without discussion - The leader makes decisions without consultation, input, or feedback from group members.

Advantages - This approach is most useful for routine administrative decisions when little time is available.

Disadvantages - It provides little group ownership; lack of input may lead to hasty or poorly thought-out decisions.

Decisions by an expert member - The individual in the group who has the most expertise in a given area decides what the group shall do.

Advantages - This is appropriate when an individual's expertise is clearly superior to that of other members.

Disadvantages - It is often difficult to identify the expert.

Averaging of members' opinions - This is also referred to as a polling approach. Each member is asked for an opinion, and the results are averaged.

Advantages - This approach is applicable when it is difficult to get group members together and/or a decision needs to be made before a meeting can be organized.

Disadvantages - Members do not benefit from group discussion and may not understand issues; innovative approaches are seldom chosen.

Decision by authority with discussion - The group discusses the issue and ideas together, and the leader then takes the alternatives under advisement and makes the decision.

Advantages - This is a relatively quick method, which utilizes members' ideas. This method gains some benefit from the discussion, which may bring forth information or ideas, which the leader had not previously considered.

Disadvantages - It does not provide ownership of the decision by the group. Competition rather than cooperation is fostered to impress the leader.

Minority control - The decision is delegated to a subgroup, most typically a specialized committee.

Advantages - This approach is useful when the committee has special expertise or when time

prohibits the large group from making the decision.

Disadvantages - This method does not utilize the resources of the whole group.

Majority control - Ideas and issues are discussed then a vote is taken. The choice, which receives the most votes, is the group's decision.

Advantages - Majority control involves all members in the process; it allows for input and idea exchange among the whole group.

Disadvantages - This approach may create a resistant, disgruntled minority.

Consensus - Ideally it involves everyone in the process and results in a decision, which is agreed upon by all participants. It can best be achieved when there is ample time for all positions to be stated, communication is open, the climate is cooperative and supportive, and the decision is clearly understood by everyone. An important aspect of consensus is that members are allowed to express themselves fully without interruption.

Advantages - In this approach, group members take ownership of decision and positive morale is maintained; the group fully explores options ideas and resources.

Disadvantages - Reaching consensus is time consuming and sometimes difficult to achieve.

The Decision-Making Process

No matter which decision-making method is chosen, a standard process should be followed.

Step 1: Identify the Decision to be made - Specifically define the problem or decision and ensure that all those involved in the decision-making process understand and agree upon the decision to be made.

Step 2: Gather Information - Consult as many sources as possible to collect all the relevant information regarding the decision to be made.

Step 3: Identify Alternatives - List many possible ideas, solutions, or courses of action, which will specifically address the decision.

Step 4: Weigh Evidence - Take into account all the information you have gathered, including resources, strengths, and weaknesses of both yourself and your group; project the outcome of each alternative; Prioritize the alternatives based on the values and needs of the group.

Step 5: Select the Best Alternative - Review the various options and choose an option based on what is best for your organization at this time.

Step 6: Take Action - Develop an action plan for implementing the decision; structure the plan to include time frame, who is responsible, how to communicate to those responsible the objective and their roles, how to obtain any resources needed, how to measure progress, and how to evaluate the decision.

Step 7: Review Decision and Consequences - Review the results of your decision to see if it successfully dealt with the issue you identified; you may need to make adjustments to your plan or choose another alternative at this time.

Throughout the decision-making process, participants should be encouraged to consider all viewpoints and to state their own positions freely. Explore controversies and search for areas of agreement. Constructive debate can often yield the best decisions.

Ethical Decision Making

To ensure that your decision is ethical, ask yourself the following questions:

1. Is it legal?

Will I be violating civil law or college policy?

Legality also refers to policies and procedures of student code, buildings, organization constitution and bylaws, etc.

Every group member is responsible for both the integrity and consequences of his or her own actions. No one should take part in any activity, which would harm the organization's reputation and image.

2. Is it balanced?

Does it promote win-win relationships?

Is the decision going to be fair, or will it heavily favor one part over another in the long or short term?

Will there be a "big winner" or "big loser"?

3. How will it make me feel about myself?

Will it make me feel proud?

Would I feel good if my decision were published in the newspaper?

Would I feel good if my family knew about it?

From the book *The Power of Ethical Management* by Kenneth Blanchard and Norman Vincent Peale.

Dealing with Conflict

One of the most difficult things you will deal with in any organization is conflict with or among members. With a few basic skills, you can successfully deal with conflict in a positive manner as it arises.

BASICS OF CONFLICT

Conflict is Inevitable - This is extremely important to keep in mind. It is NATURAL for conflict to occur.

Conflict is not a Dirty Word - It is not a sign that those involved are bad people or that they are less worthwhile as members of our society. Familial influence is usually the source of this belief, e.g., "Don't fight with your sister!" "Try to get along." "Can't you just share your things?"

Conflict Arises for Many Reasons and Takes Many Forms - You must be aware that there are many reasons for people getting involved in conflict and many ways that this conflict can manifest itself. The key is your ability to RECOGNIZE and ADJUST your conflict management approach to the specific context.

Conflict Encourages Introspection – Conflict keeps an organization on its toes by providing a "checks and balances" system when viewed in a positive light. By dealing constructively with the criticism, strides can be made toward improving the organization.

SUGGESTIONS TO MANAGE CONFLICT

Do not fear conflict.

- Conflict can only be successfully managed by acknowledging it and dealing with it.
- Avoidance or surrender often will lead to prolonged or escalated conflict in the future.

Keep discussion on a specific topic.

- Avoid the introduction of irrelevant issues as they may only escalate the conflict or lead to the discussion of unrelated problems.

Keep an open mind on views that differ from your own.

- The goal in conflict management should be to open your mind as much as possible to allow for variances in perception; a defensive attitude will only heighten the conflict.

Test criteria used in making value judgments.

- Seek a reliable information base for evaluation rather than using your own personal value system.

Cooperate rather than compete.

- Do not attempt “to win” at the expense of the other person, conflict should be managed in cooperation rather than competition.
- Use an open-minded approach when resolving conflict, utilize all the positive or neutral techniques that you have already learned; discuss conflict resolution failures and learn from past mistakes.

NOTE:

In some conflicts, one person may initially look at the outcome competitively while the other has a cooperative outlook. In this situation, the nature of the conflict will depend on whether the person looking at the conflict competitively draws the other person into competition or whether the person looking at the outcome cooperatively influences the other to cooperate.

CONFRONTATION**A Seven-Step Plan****Step One: Initiate Contact**

- Choose one confronter who is respected and admired by the person being confronted.
- Choose a private location.
- Time the confrontation as closely as possible to the inappropriate behavior.
- If necessary, cool off before confronting.

Step Two: Establish Rapport

- Show respect for the person being confronted.
- Begin by saying something that will establish a sense of rapport and mutual trust.

Step Three: Identify the Issue/Problem

- Clearly define the issue to yourself before you begin exploring it with the person; be able to succinctly state the problem in non-threatening terms.
- Listen carefully to what is being said.
- Do not ask the question “why?” as it allows an excuse and justification for the problem; stick to questions of “what?”.
- Keep to the issue.
- Gain factual knowledge of what happened.
- Do not excuse behavior.

Step Four: Problem is Agreed Upon

- Work with the person to identify the problem; he/she must agree with you that a problem exists.
- Condemn the behavior not the individual.
- Your language should reflect that “we have a problem” rather than “you have a problem.”
- Help the person identify the impact and consequences of his/her actions.

Step Five: Obtain Attainable Commitment

- Provide the person with an opportunity to “win,” to succeed.

- Don't set standards or announce terms that you are not prepared to enact or enforce.
- Mutually agree upon an attainable commitment on his/her part.

Step Six: Keep Commitment

- Predetermine a date and time to evaluate progress toward the commitment.
- Follow through on any agreements made.
- Be firm in the standards you set.
- Support the individual's attempts to change.

Step Seven: Praise Success

- Offer praise and positive feedback for successes.
- Obtain a commitment for further changes by extending the attainable commitment.

Pace, R., Peterson, B.D., & Burnett, M.D. (1979) Techniques for Effective Communication. Addison-Wesley Publishing Company, Inc.

Taylor, Ronald J., Confrontation 101; Challenges and Choices. National Interfraternity Conference.

Dealing with Stress

Being an officer in a student organization can cause a considerable amount of stress. When combined with academic requirements, family expectations, relationships, job searches, and other activities, stress can seem overwhelming. Everyone experiences stress, but how you deal with it will help to determine your level of success. Though everyone reacts to stress individually, and different techniques will work with different people, the following tips may help you to deal with stress.

TAKE RESPONSIBILITY

The most important step in dealing with stress is to take responsibility for it. Realize that the stress you are feeling is generated internally as a response to external situations. If you assign blame or responsibility for your stress on other people or situations, you will not be able to control and decrease your stress level.

PRIORITIZE

- Begin each day by ordering priorities.
- Structure your time.
- Develop a plan for the most efficient way of completing a project.
- Delegate, when possible (see *Hot Topic 12*).
- Concentrate on one project at a time.
- Finish one project before you begin the next.
- Make a chart and check off projects as you complete them.

PLAN AHEAD

- Schedule more time than you think you will need.
- Begin projects early.
- Establish a routine.
- Anticipate setbacks.
- Make backup copies.

ORGANIZE

- Use file folders.
- Reduce piles.
- Group similar items together.
- Eliminate duplicates.

- Don't be afraid to throw things away.

ESTABLISH WORK ZONES

- Have one place to work.
- Make your bedroom a work-free zone.
- Find locations where you will have few disruptions.

ELIMINATE INTERRUPTIONS

- Take the phone off the hook.
- Don't answer the door.
- Ask visitors to keep their visits brief.
- Put away beepers and cellular phones.
- Use a fan or other device to drown out environmental noise.

EAT RIGHT

- Eat three meals a day.
- Establish regular eating patterns.
- Increase your intake of whole grains, vegetables, and fruit.
- Take vitamin supplements, if necessary. Vitamin depletion lowers your ability to cope with stress.
- Decrease fats, cholesterol, caffeine, alcohol, and nicotine.

EXERCISE REGULARLY

- Participate in exercise that is continuous, rhythmical, and vigorous (walking, running, swimming, bicycling, or aerobics).
- Exercise at least three times a week for thirty minutes each session.
- Choose an activity you enjoy with no competition.

GET PROPER SLEEP

- Don't work out just before going to bed.
- Avoid caffeine and alcohol before bedtime.
- Keep your room dark and cool.
- Make sure you have a good mattress.
- Establish regular sleeping patterns and get at least six hours of sleep each night.
- Avoid afternoon naps: they can make you groggy during the day and unable to sleep at night.

BE FINANCIALLY SOUND

- Avoid spontaneous purchases.
- Cut down to one credit card and use it for emergencies only.
- Consolidate debt and work to limit or eliminate it.

CREATE TIME FOR YOURSELF EVERY DAY

- Schedule one hour to do something for yourself that you enjoy, and make it a habit.
- Spend time by yourself.
- Reward yourself when you complete a project.
- Take deep breaths and clear your thoughts when stress gets overwhelming.
- Use down time while you are waiting in line or riding the bus to relax.

- Get fresh air regularly.
- Talk to close friends or family for additional support.
- Use humor, music, prayer, positive thinking, long baths, and hot showers to relax.

ETIQUETTE

In a competitive job and business market, it is often the little things that count. By taking the time to develop your skills in the social arena, you are making yourself more marketable. The following tips are useful both in college and the business world.

Attending the Etiquette dinner hosted by Career Services in the Spring Semester is a great way to prepare for having a meal with potential employers, donors, or influential individuals.

Making a Good First Impression

- Make your first ten words the most important.
- Be aware of what the other person is seeing, hearing, and feeling.
- Walk proudly and tall with a purpose; make it look like you have direction.
- Keep up a good appearance; wash and comb your hair, brush your teeth, clean your nails, and make sure that your clothing is clean and pressed and your shoes are polished.
- Use proper grammar and appropriate language.
- Avoid gum chewing, throat clearing, giggling, and inappropriate touching.
- Always wear your nametag on the right side.

Business Greetings and Introductions

- Stand up when greeting someone.
- Make eye contact with the person you are greeting.
- Smile at the person; make his/her feel welcome.
- Use the name of the person you are meeting.
- Say your own name so that the other person doesn't have to guess.
- Shake hands, making sure you use a firm grip.
- Always take your right glove off (if you're wearing one) when greeting someone.
- When introducing others, mention the name of the person of authority or importance first (regardless of sex), say each person's name once, and add some information about each person. Remember that a customer always holds the highest importance in a business introduction.

How to be a Good Conversationalist

- To avoid interrupting the person with whom you are speaking, give a period of about two seconds after he/she is done talking.
- Learn to place yourself in the other person's shoes; see the conversation from his/her point of view.
- Don't talk about yourself unless asked specifically, and never talk about anything you don't know.
- Be aware of and utilize your body language.
- When you want to change the subject, use transition phrases like, "You seem to know a lot about...", or "I heard you mention earlier...".
- No matter what you say, be tactful.
- Avoid topics that are too personal or controversial.
- Match the pitch and volume of your voice to that of the speaker.

Phone Etiquette

- Answer the phone within one to three rings.
- Always answer the phone with a polite greeting, the place from where you are speaking, and most importantly, your name.
- When making a phone call, give your name, business, position, who you are looking for, and why you are calling when the other party answers.
- Always return all calls, no matter how insignificant they may seem.
- To have your call returned quickly, leave a specific message. The more specific the message is, the quicker the response will be.
- If you are disconnected, it is the caller's responsibility to redial.
- Apologize if you dialed a wrong number.

Dining Etiquette

- When meeting a business date at a restaurant, wait in the lobby until the rest of your party arrives.
- If you are the first to be seated, don't order a drink until everyone else has arrived.
- To avoid ordering something too expensive, ask the host what he/she recommends.
- Order only the courses your host orders; do not order appetizers or desserts if they do not.
- Eat at the same pace as the person (persons) with whom you are dining.
- When you are in need of something from the server, wait until he/she comes to the table, then treating the server with respect, ask politely for whatever it is that you need.
- You should always thank the server after each time that he/she serves you, unless it interferes with table conversation.
- A simple rule of thumb to help you remember what is yours and what is the person's next to you is, solids to the left and liquids to the right.
- Always pass salt and pepper together.
- When eating a roll or slice of bread, tear off a bite-sized piece, butter it, lay the knife across the top edge of your bread plate (serrated edge toward you) and then enjoy.
- Always use your napkin to wipe your mouth before taking a drink of any beverage.
- Learn the proper usage and placement of utensils so that you may impress those around you and give the proper cues to the wait staff.

- Avoid foods and beverages that are difficult or might present problems.

Napkin Placement

- Place your napkin on your lap after everyone is seated and after the host has already done so.
- If your napkin is in a glass, wait for the server to offer it to you.
- When you place the napkin, open it on the way down to your lap, don't snap it open in front of your companions.
- If you must leave the table during the meal, leave your napkin on your chair.
- At the end of a meal, place your folded napkin next to your plate, but only after everyone is done with their meals.

Tipping

- **Maitre d' (host or hostess)** – If the maitre d' gave you a particularly good table or tried hard to please you, consider giving \$10.
- **Captain, Server and Busboy** – A 15 to 20 percent tip (minus wines and taxes) should be left, even if it was a buffet meal. While the tip should be divided by the manager, you can specify portions on the bill, or deliver the Captain's portion personally.
- **Bartender** – Fifteen percent of your tab total and no less than fifty cents should be left for the bartender.
- **Sommelier (wine steward)** – Leave fifteen percent of the cost of the wines with a minimum of \$5 to your wine steward for opening the bottle at your table and also for replenishing your glasses. You may tip the steward directly, leave it with the maitre d', or specify the amount on your bill.
- **Coat-room attendant** – A good rule of thumb is to leave at least \$1 per coat or item.
- **Parking valet** – Tip two dollars when the car is parked and three dollars should be given when your car is brought around for you.
- **Washroom attendant** – If you have accepted a towel or related service from this person, \$1 is in order.
- **Shuttle driver** – When taking a courtesy shuttle from the airport to your hotel, a tip equivalent to 15 percent of the approximate taxi cost is appropriate.
- **Bellman** – This person should receive one dollar per bag both at arrival and departure.
- **Chambermaid** – If you are a hotel guest for more than three days, it is appropriate to leave a tip (\$1 per person per night) on the dresser in an envelope marked, "Chambermaid."
- **Room service** – Fifteen percent is an appropriate gratuity, but be sure to read as it is often included.
- **Doorman** – When a taxi is hailed for you the doorman should receive at least \$2 to \$5. It is your judgment if you wish to tip when the door is opened for you or if a taxi is already available.
- **Housekeeping** – The person who delivers a hair dryer, iron or towels should receive at least \$1.
- **Concierge** – When a special service has been performed a \$5 to \$10 tip should be given prior to checking out.
- **Taxi driver** – It is customary to tip 15 percent of the fare.

Business Attire

- First, learn the dress code of the office by observing those around you.
- Clothing should be conservative colors with only subtle patterns. Wool and wool blends are best.
- Jewelry should be limited to a few pieces and should be of good quality.
- Be sure clothing is unspotted, well-pressed, and in good condition (not frayed, all buttons attached, etc.)
- Clothing should fit properly and be appropriate for the season and the company.
- Men: Be sure socks come up to the calf; shirts should always be long-sleeved; the tip of a tie should end at the middle of the belt; jackets should never be removed until invited to do so by the host or superior.

- Women: Check hosiery for runs or snags (and carry an extra pair); limit yourself to one ring per hand and one ring per ear; earrings should be simple and elegant, not dangling; most etiquette experts advise against pantsuits for the corporate environment; for accessories, including ornate buttons, buckles, glasses, scarves, and jewelry, limit yourself to eleven or fewer items.

Appointment Etiquette

- Always arrive a few minutes early
- Give your name, your company name, and the name of the person you are visiting to the receptionist.
- Shake hands when your host greets you.
- Wait to be shown where to hang your coat and where to sit.
- Purses and briefcases should be placed on the floor near your chair.
- If your host takes a call, motion to ask whether you should stay. If a person enters, stand up.
- When the appointment ends, stand and shake hands. Do not overstay your welcome.
- You may wish to follow up with a thank-you note.

Coming and Going

- Doors: whoever arrives first should open the door and hold it for the party. It may benefit a lower ranking individual to arrive first to hold the door for a superior.
- Escalators: The host should go first; otherwise, the first to arrive. Old style: A man should allow a woman to precede him on an ascending escalator, but should precede and face a woman on a descending escalator.
- Elevators: Yield to people getting off first. Then the first to arrive should board. A guest should be allowed to enter before a host. The host may leave first, holding the door for a guest.
- Revolving Doors: The first to arrive goes first. A host should lead the way for guests, pushing gently and meeting them at the other side.

Miscellaneous

- Thank-you notes should be hand-written, except those for a job interview.
- Important mail should be answered within 48 hours.
- Women should not apply or reapply lipstick at the table.
- Men should always remove their hat before entering a building.
- While it is no longer necessary, it is still appreciated when a man walks on the outside, closest to the curb when accompanying a female.

Don't Say no one ever told you

Activity Report Forms

- **SGA has an electronic copy and paper versions you may fill out**
- **Keep a paper log for your clubs own records**

Financial Report Forms

- **SGA has an electronic copy and paper versions you may fill out**
- **Keep a paper log for your clubs own records**

Handing in forms

All forms should be turned in by club officers to the SGA office. We encourage and require that students turn in the forms rather than staff/faculty (Advisors). As students, you are the officers and government of your club and organization. It is your responsibility to turn any paper work and forms into the SGA office.

If the office is closed, please place all forms/mail through the mail slot on the wall to the left of the door that is located under the form organizer.

If the office is open, please place all forms in the black tray on top of the bookshelf to the left of the door.

Where the SGA Mailbox is:

The SGA mailboxes are located inside the Student Activities Office (Lower Campus Center) near the SGA computers. The mail slot is located on the wall outside the Student Activities Suite to the left of the door.

Forms are not to be turned in to the staff/faculty mailroom.

Budget Meetings

Budget meetings will be held yearly at the end of the second semester. In May. Clubs will meet the SGA treasurer to discuss how many points had been earned throughout the year. Clubs will not receive their budget line for the year at this time. They will receive that after June 1.

Alcohol Policy

Clubs and Organizations may not serve alcohol at events.

If Clubs and Organizations are off campus, club funds cannot be used to purchase alcohol in any capacity.

Violation of this policy will result in whatever disciplinary measures the College deems appropriate,

Catering

All on campus catering done by clubs must be done through Hallmark Dining Services. No outside catering will be permitted. Clubs may not bring in their own vendors for food.

Contracts

Clubs and Organizations are not allowed to enter into contracts, and cannot sign anything on behalf of the college. Any entity that may provide a contract/rider (DJ, Entertainment Company etc.) Must be read, reviewed, and signed by the clubs advisor, and either the Director of Student Activities or the Dean of Students.

Students may not sign contracts, enter into binding agreements etc. on behalf of their club/ the college. If a club would like to utilize the services of a DJ, entertainment company etc. they must use a legitimate and recognized company.