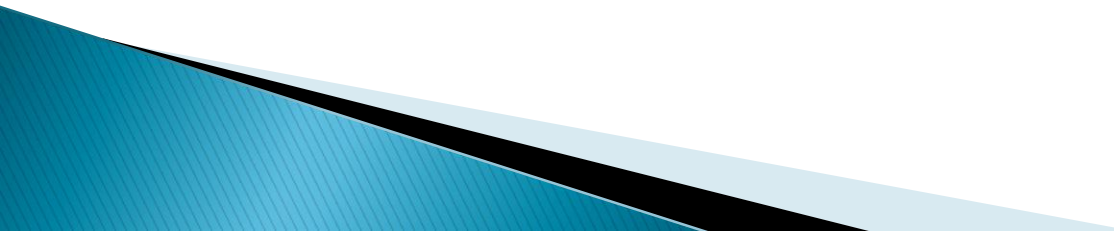


Club and Organization September 2012 Training



Overview

- ▶ General Office Information
 - ▶ Running a Meeting
 - ▶ Role of Officers
 - ▶ Programming
 - ▶ Future of Trainings
- 

General Office Information

Student Activities Office Hours

You are free to use the Student Activities resource space, schedule meetings with your SAO contact, etc. during these times:

Monday – Friday

8:30 am – 8:00 pm

Saturday

12:00 pm – 4:00 pm

Sunday

3:00 pm – 7:00 pm



Student Involvement Staff



Director, Student Center and Student Involvement
Allison Coutts O'Connor
Office: Campus Life
(617) 333 – 2321
acoutts0106@curry.edu



Associate Director, Student Activities
Sarah Bordeleau
Office: Student Activities
(617) 333 – 2939
sbordele0909@curry.edu



Coordinator, Community Service
Caressa Kislus
Office: Student Activities
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ckislus0807@curry.edu



Coordinator, Clubs & Organizations
Mike Giacalone
Office: Student Activities
(617) 391 – 5168
mgiacalo0811@curry.edu



Assistant Director, Student Center Operations
Mark Metevier
Office: Student Center Operations Office
(617) 333 – 3160
mmetevie0309@curry.edu



Coordinator, Evening & Weekend Programs
Montez Paschall
Office: Campus Life
(617) 333 – 5150



Associate Director, Fitness Center and Recreation
VACANT
Office: Fitness Center
(617) 333 – 3160

Coordinator, Intramurals
Tom Verrico
Office: Fitness Center
(617) 391 – 5135
tverrico0910@curry.edu



Administrative Assistant, Campus Life
Nancy Strazik
Office: Campus Life
(617) 333 – 2252
nstrazik0809@curry.edu

Program Assistants

Our student Program Assistants are there to guide you and help answer questions you may have as you plan events.



Katelyn O'Toole

M: 9:00 – 10:45AM

T: 11:30AM – 12:45PM

TH: 2:00 – 3:45PM

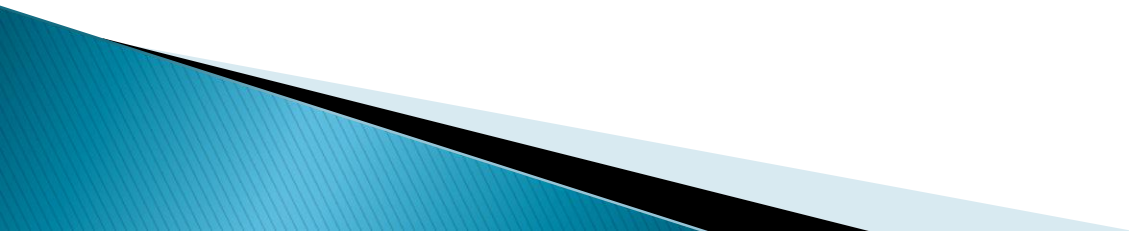


AJ Stephens

M/W/F: 12:00 – 2:00PM

T/TH: 4:00 – 5:00PM

Running a Meeting

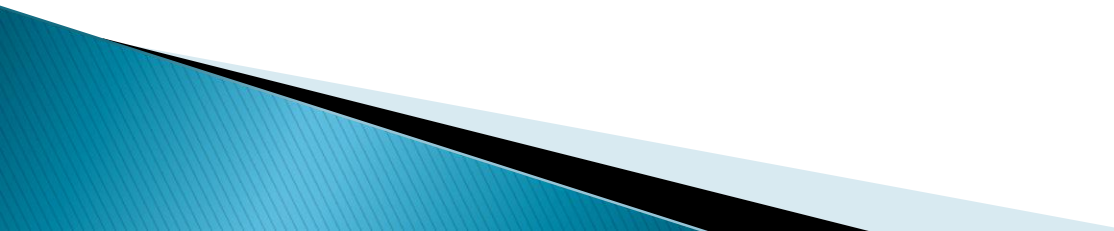


Meeting Outline

- I. Call to Order
- II. Approval of Last Meeting's Minutes
- III. Old Business
- IV. New Business
- V. Discussion
- VI. Announcements
- VII. Adjourn



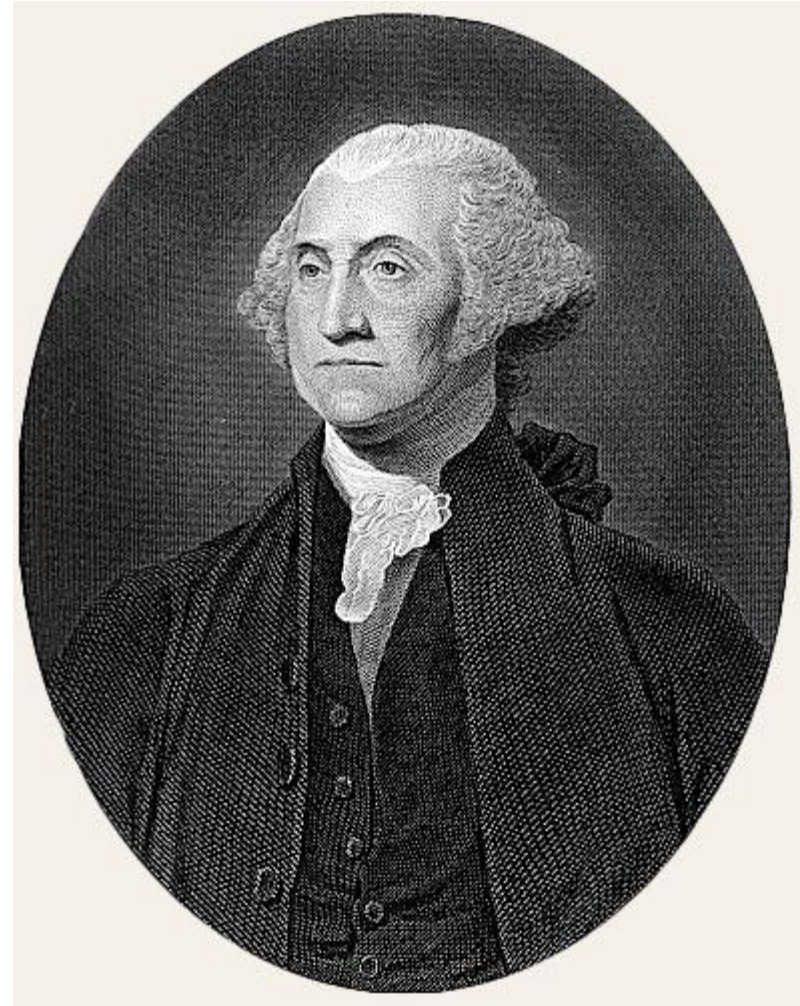
Running an Effective Meeting

- ▶ Create an agenda and e-mail it before meeting
 - ▶ Time-limited discussions
 - ▶ Stay on topic
 - ▶ Seek opinions
 - ▶ Make sure everyone can see each other
 - ▶ Use time wisely – get tasks done!
 - ▶ Celebrate those who come
- 

Officers

I'm President...so what?

- ▶ What do your officers do?
- ▶ President
- ▶ Vice-President
- ▶ Secretary
- ▶ Treasurer
- ▶ SGA Representative

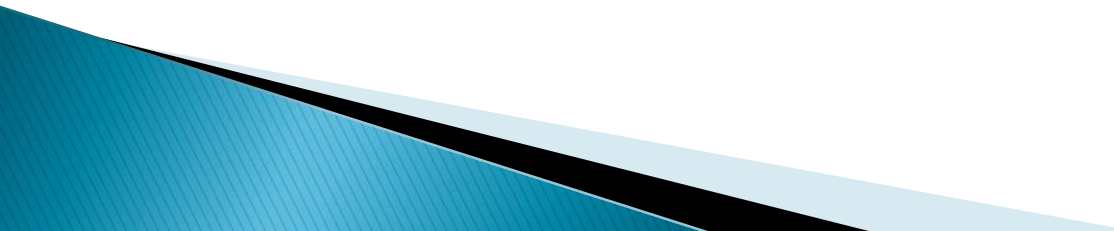


Programming

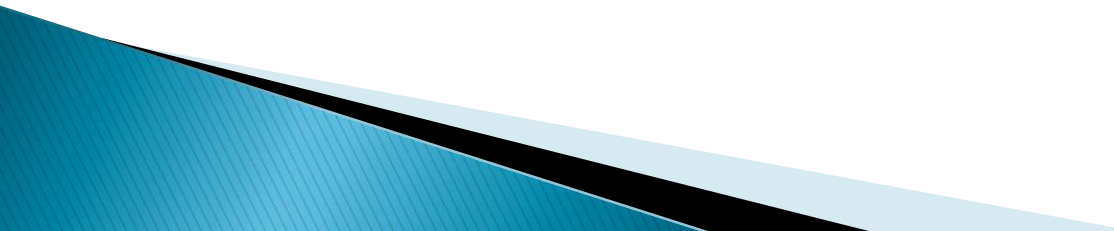
Why Program?

- ▶ Fun
 - ▶ Informational
 - ▶ Clubs and Orgs exist for a purpose
 - ▶ Develop important transferrable skills
-
- ▶ What kind of programs do YOU want?
 - ▶ What has/has not worked in the past?

Process

1. Discuss your program ideas with your group and advisor
 2. Think about when/where you will have it as well as what you'll need for your program: supplies, vendors, prizes, etc.
 3. Fill out the *Event Registration Form*
 4. Fill out the *Funding Request Form* if needed
- 

Process (Cont.)

5. You will receive an e-mail from a Student Activities staff member either confirming your program or asking follow-up questions
 6. You may want to meet with your *SAO contact* to talk about the logistics of the program and ways to program “outside the box”
 7. Advertise your program in multiple ways
 8. After your program, you will be sent a quick online survey to complete
- 

Funding Specifics

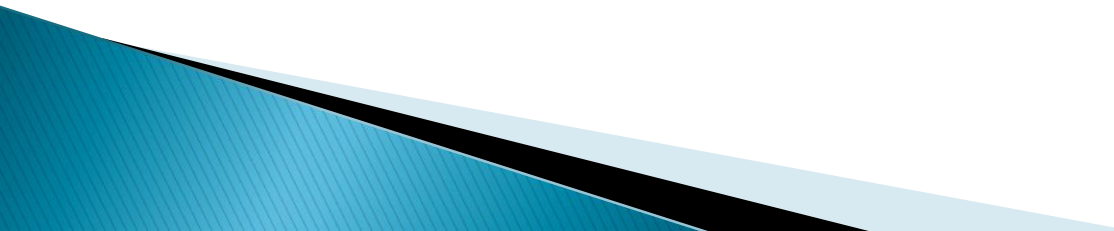
- ▶ Start-Up Funds (NOW \$200!)
 - Must be used first
- ▶ \$500 and above – Presentation to SGA
- ▶ Types of Payment:
 1. Check Request – Have a check cut for a musician, speaker, etc.
 2. Petty Cash or Cash Advance – Money given to you to spend on that program
 3. Reimbursement – You are paid back for the money you spent for the program
 4. Purchase Order – Money set aside for a quality-dependent product (i.e. t-shirts; transportation)
- ▶ Remember
 - Keep ALL Receipts
 - Use Tax-Exempt Form
 - Only Student Activities Office can sign contracts

Advertising

- ▶ How do YOU know what is going on?
- ▶ Advertise in multiple ways
- ▶ Market yourself
 - Club/Organization logo
 - Theme among advertisements
 - Facebook page and/or Twitter account
- ▶ How do you know what the campus wants?

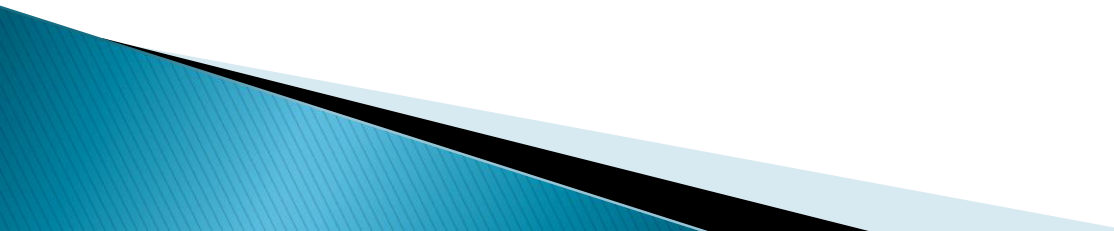


Program Planning Activity

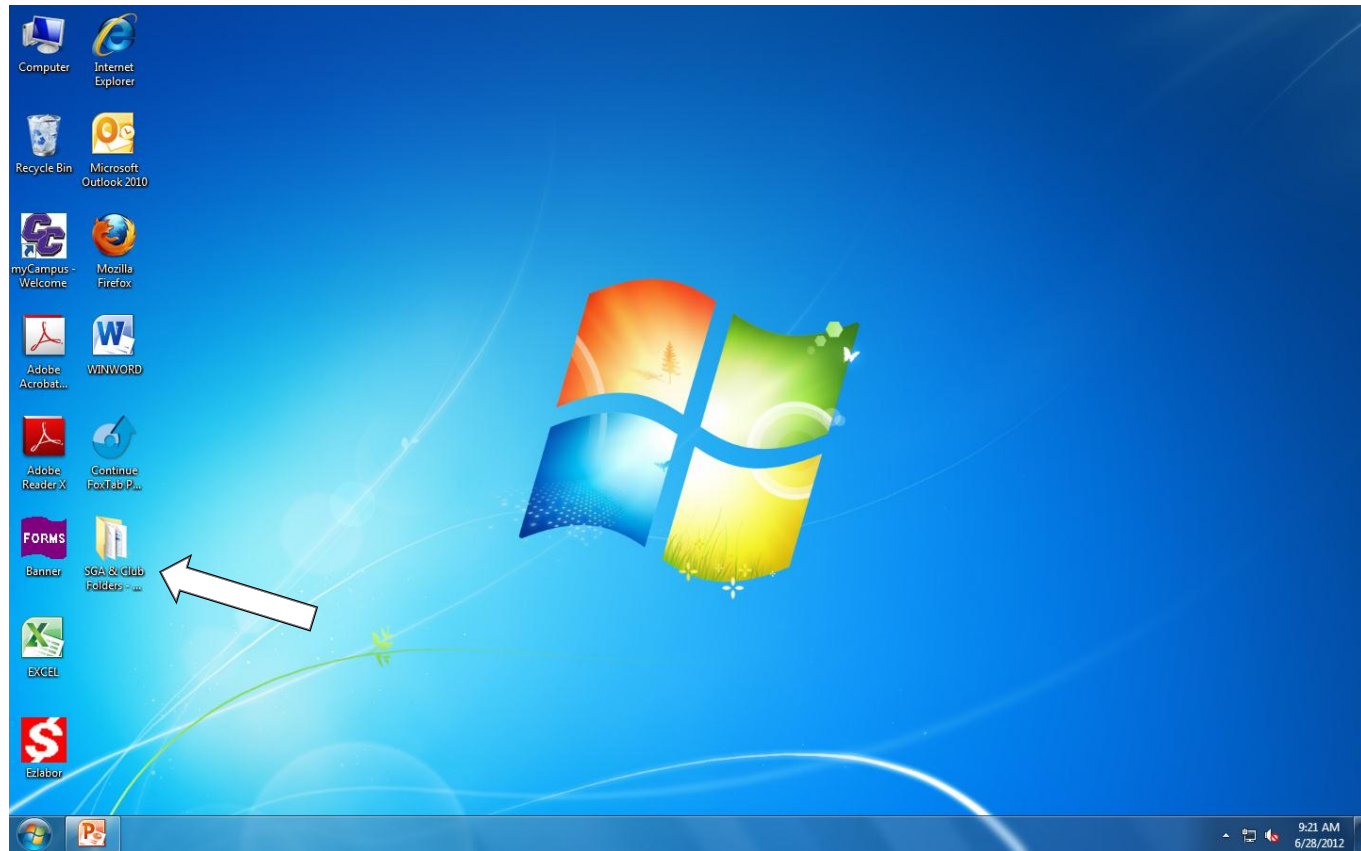
- ▶ Pair with Representatives from another organization
 - ▶ Plan a Program
 - What is it?
 - Who is the target audience?
 - Where will it be held?
 - (Rough) Budget
 - How will you advertise?
 - ▶ Talk through process
 - ▶ Make it happen.
- 

Resources

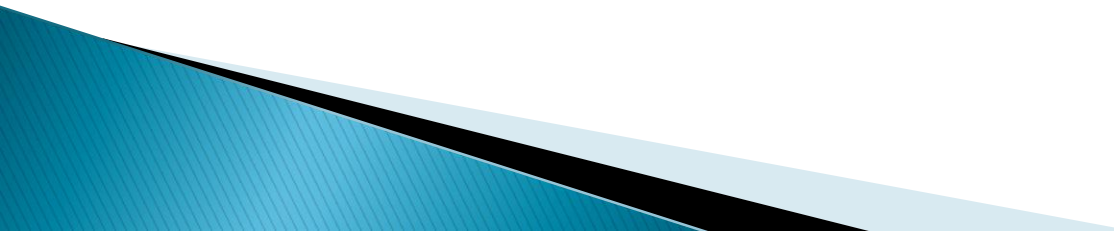
SAO Office

- ▶ Computers, printers, copier, fax
 - ▶ Poster supplies
 - ▶ Event equipment
 - ▶ Lockers & Mailboxes
 - ▶ Organization documentation – Hard Copy and Electronic
 - ▶ Your Space!
- 

Individual Club/Org Folders



SAO Contact

- ▶ Logistics of a program
 - ▶ General support through programming
 - ▶ Organization/Leadership development
 - ▶ Retreats and Workshops
 - Team Building
 - Goal Setting
 - Planning
 - ...and more
- 

WebPortal

Student Life > Clubs and Organizations

About this Page

 On this page, you'll find all the information you need for your club or organization. Browse the page to find information on **Event Planning**, tips and resources in **Useful Information**, the packet you need to **Start a New Club**, fun activities to get to know your group in **Ice-Breakers**, and a list of upcoming **Important Dates** to help you stay on track!

Please be sure to have the most recent version of Adobe Reader to view the below documents. To go to the Adobe site and download it, [click here](#).

Return to the [Main Activities Tab](#) for information about the office including contact information and hours of operation.

Announcements

Attention Clubs & Organizations!

Have a great summer!

Be on the look out for e-mails coming from us in August.

Start a new club!

It's easy to start a new club at Curry College! Click on the link below to get started!

- [How to Start a New Club Packet](#)

Important Dates

The following is a list of important dates for all active student clubs and organizations:

Enjoy your break!

Event Planning

Planning an event is easy!

PLAN

Event Registration Form: Please fill out this form and bring to the Student Activities Office (SAO) to have your event registered and approved. You may be required to meet with a member of the SAO staff.

Finance Request: Please fill out this form and bring to the Student Activities Office to place your request to the Student Government Association for event/supplies funding.

Fundraising Form: If your club is holding a fundraiser, you must get the approval of the Student Activities Office. Please fill out this form and bring it to our office.

ADVERTISE

Student Center Advertising Request: Use this form to request the use of the A-Frames, request table space, or reserve space for table tents. You can drop this form at the Information Desk in the Student Center.

Useful Information

Below are useful documents and information that you may need for your club:

Policies and Procedures:

- [Club/Organization Handbook](#) - This handbook is designed to help clubs/organization understand paperwork, procedures and policies.
- [SGA Constitution](#) - The official governing document of the Student Government Association.
- [SGA Bylaws](#) - The SGA document which outlines policies relating to Clubs and Organizations.
- [SGA Finance Guidelines](#) - Use this guide to help you understand the club/organization finance process through SGA.
- [Movies and Copyright Information](#) - Please read and understand the copyright information pertaining to sponsoring a movie on campus. Information provided by SWANK Motion Pictures.
- [Student Center Policies and Space Request Info for Clubs/Orgs](#) - Refer to this guide to help your club/organization understand policies in the Student Center as well as information regarding room requests and set-ups.

For Your Information:

- [Shoestring Catering Menu](#) - This catering menu is designed for student clubs and organizations and offers catering options at-cost. Prices are for the 2011-2012 Academic Year.

Helpful Tips:

- [Program Planning Brochure](#) - This brochure provides a simple step-by-step walk-through of the program planning process as well as a list of some resources available for you and your group.
- [Advertising Brochure](#) - Need some help advertising? Don't know where to advertise? The Advertising Brochure lists a variety of methods and places to advertise your events.

Wrap-Up

Important Information

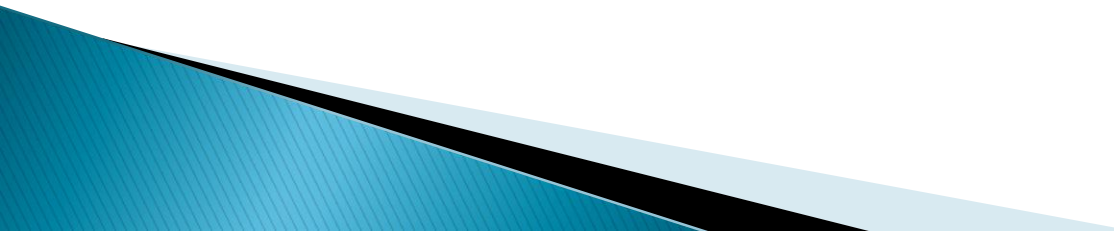
- ▶ Registration Forms Due Sept. 28!
- ▶ SGA B-Days: Oct. 10, Oct. 24, Nov. 7, Nov. 28
- ▶ Future Trainings
 - Six Trainings
 - Attend 5 of 6 and receive a
Club and Organization Leadership Certificate
- ▶ Sat. Dec. 1st – Leadership Conference
9:30AM – 4:30PM
- ▶ Communications

Questions?

Survey

Contact Me

Mike Giacalone
Coordinator of Student Activities
mgiacalo0811@curry.edu
(617)391-5168



SAO Tour