Student Organizations Handbook & Event Planning Guide

Osa

office of student activities

ORGANIZATION MANUAL CONTENTS

STUDENT ORGANIZATION REGISTRATION

All registered groups and organizations at Hendrix College enjoy the privileges and services listed below. In order to begin the registration process, the student(s) must also submit a Request for Registration statement with the following information to the Office of Student Activities:

1. Name of the Organization

2. Statement of Purpose

3. Membership Policies

4. Names of Three Student Leaders/Officers

5. Name of Organization's Advisor

6. Current Membership List

7. Constitution

The group's information will be submitted to the Student Life Committee for official registration approval. Members of the group are required to present their information at a committee meeting. If approved, the Office of Student Activities will then officially register the organization.

The Student Life Committee acts in an advisory capacity to the Office of Student Affairs. It works in conjunction with this office in establishing and evaluating the various programs involving student activities, including discipline, orientation of new students, student-faculty relations, recreation, residential living, off-campus housing, student government and organizations, student media, health services, and the Campus Center. The committee consists of students and faculty members.

In order to keep their registered status, all student organizations must register and provide the Office of Student Activities with a yearly update of all their information, including newly elected officers or contacts. Any changes to the organization constitution or any changes in advisor must be submitted to the Office of Student Activities.

ORGANIZATION PRIVILEGES AND SERVICES

Student organizations at Hendrix College have many privileges and services available to them. Officially registered student organizations *may*:

1. Use "Hendrix College" in their organizational names;

2. Set up an account through the Business Office and utilize college forms to complete financial transactions;

3. Reserve rooms and equipment through the Master Calendar Coordinator and advertise meetings and events;

4. Apply for Student Activity Fee funding through the Student Senate; and

5. Receive publicity in all Office of Student Activities publications relevant to registered student organizations (example: Student Organization Brochure).

In addition to these listed privileges, several services are available to student organizations. The Office of Student Activities sponsors several programs through the "Leadership Hendrix" program and has several resources available for checkout through the Leadership Library in the Student Activities office.

ORGANIZATION RESPONSIBILITIES

Travel, Retreats, Conferences

- Any event, trip, or function of a Hendrix College Student organization is recognized as a College-sanctioned event.

- All students are reminded that their behavior while off-campus reflects on themselves, the College, and their organization and further remains responsible to the Code of Conduct as found in the Student Handbook.

- As with any expenditure, advisors are expected to approve any purchasing necessary for the trip including lodging, registration, and other expenses using College or organization funds.

- It is expected that advisors participate as fully as possible in all trips. If an advisor is unable to attend, he or she would ideally designate a faculty/staff representative to accompany the students. At minimum the advisor must maintain effective contact information for the length of the trip in case of emergency needs either on-campus or on the trip.

STUDENT RESPONSIBILITIES IN ORGANIZATIONS

- Any Hendrix College student has the right to associate freely with on-campus and off-campus organizations without being punished or in any way harassed for this membership or association.

- All students in an organization, whether registered or unregistered, shall be subject to the rules of the College and of the community as found in the Student Handbook.

- Organizations are free to support causes by orderly means which neither disrupt the regular and essential operation of the institution nor in other ways violate the rules of the College.

- Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately.

- It should be made clear to the academic and the larger community that, in their public expressions or demonstrations, students or student organizations speak only for themselves.

- Students may invite to campus and hear any person of their choosing.

- Routine procedures required by the College before a guest speaker is invited to appear on campus shall be observed. These procedures exist so that the event is conducted in a manner appropriate to an academic community and shall not be used to censor unpopular expressions.

- Sponsorship of guest speakers does not imply approval or endorsement of the views expressed either by the sponsoring group or the College.

ORGANIZATION ADVISORS

All officially registered student organizations at Hendrix are required to have an advisor. An organizational advisor must be an employee of Hendrix College and may be either a member of the faculty or an administrative staff member. The selection of organizational advisors is subject to review by the Office of Student Activities and the Student Life Committee.

Hendrix College does not intend to regulate the ways in which advisors interact with their organizations. However, the following are general expectations for organizational advisors:

1. Attend all general meetings. Be well acquainted with the activities, issues, and leadership of the organization. Periodically, the College may contact advisors if information is needed about student organizations;

2. Make certain the organization is operating in a manner that is consistent with the rules and regulations governing Hendrix organizations and all applicable local, state, and federal laws;

3. Ensure the organization remains in good financial standing;

4. Facilitate and encourage an environment within an organization where individual differences among students with diverse backgrounds and needs are appreciated;

5. Assist with the intellectual and personal development of all students within an organization.

6. Sign all purchase orders, purchase requisitions, and reimbursement forms.

> *Tip:* **Keep your advisor in the loop. The more your advisor knows about the organization, the more he or she can assist when needed.**

In the temporary absence of a group's advisor (for example, a faculty member takes a year sabbatical or goes abroad for a term), the student organization must notify the Office of Student Activities of this absence. A temporary advisor must be found for the organization during the primary advisor's absence.

Advisor Roles and Responsibilities

There is no single method of advising an organization. Each group will have its own needs, purpose and personality, and a successful advisor will adapt his/her style to meet the organization's changing needs most effectively. An advisor may find him/her in a variety of roles at different times.

Some advisors prefer to establish a hands-off relationship with an organization whereby advice is only offered at the organization's request. With well-organized groups having strong leaders, this arrangement can work. This advising style, however, is not widely recommended for the following reasons:

• Infrequent communications; students may perceive a lack of advisor concern

• Advisor perspective can avoid potential pitfalls

• Firsthand knowledge of organizational issues by the advisor may result in better advice

• Advisors often serve as a historical link for an organization from year to year

Please refer to the Advisor Expectations Worksheet in Appendix A for a useful conversation starter.

CONSTRUCTING A CONSTITUTION

A constitution is an important document necessary for effective group operation. A constitution includes information concerning the purpose of the group, the types of officers and how officers are elected, and guidelines for membership and other activities.

Below is an outline for student organization constitutions. Organizations should make sure their constitutions are set up in a manner that is consistent with how they operate and should be reviewed yearly. Any changes that need to be made should follow the process outlined in the amendment sections of your constitution. Furthermore, changes to your constitution should be reported to the Office of Student Activities.

Article I: Name
State the name of the organization.

Article II: Purpose
What are the aims of the organization? How will the organization function? For whom does the organization exist? Whom does it benefit?

Reminder: **Turn in updated constitutions and officer information to the Student Activities office each year**

Article III: Membership
Who is eligible to be a member? What kinds of membership will there be (active, alumni, etc.…), and what are the guidelines for the various types of membership?

Article IV: Officers
What kinds of positions will there be? What are the responsibilities of each position? What are the qualifications for each position?

Article V: Election of Officers
When will the officers be elected? How? What are the terms of office? What happens when a vacancy occurs? How is an officer removed?

Article VI: Finances
How will the organization obtain money? How will the organization spend money? Who will be responsible for managing the money?

Article VII: Amendments
How can the constitution be changed? Who proposes changes? How are the changes proposed? What are the voting requirements to change the constitution?

Your Constitution may include more than the information above. If you have questions, contact the Office of Student Activities.

Please refer to Appendix B for the Hardin Hall constitution. Feel free to use this as a guide in the development of your organization's constitution.

PROGRAMMING

Program Planning

Almost all student organizations coordinate activities and events. Programs require time, resources, and careful planning if they are to succeed and to meet organizational goals. The program model shown below illustrates six steps to the program planning process:

1. Assess Needs

    - What kind of program are people interested in attending?
    - What is your target audience? Who are they? What do you know about them?
    - How will you know if you are meeting the needs of your audience?

2. Determine Purpose

    - What are the intended goals of this program?
    - How do you reach your goal with this particular audience?
    - How do these program goals match the goals of your organization?

3. Identify Resources

    - Keeping in mind the programming for the rest of the year, how much money can you realistically afford to spend on this event?
    - What people and/or services are available that can benefit your program?
    - What resources are available for financial assistance? (Senate, Student Activities, grants?)

    Tip: **Always remember to check the master calendar to ensure your event is not conflicting with another campus event.**

4. Plan Program

    - Are the duties for this program outlined and delegated?
    - Are "all the bases covered?" (Room reservation on master calendar, contract, food, equipment such as lighting and sound, security, cleanup, and publicity…)

5. Implement Program

    - Will organization members be required to attend/participate? If so, how will this be tracked?

6. Evaluate Program

    - What "follow-up" needs to be done? (Thank-you notes, payments, etc.)
    - Do you plan to repeat this program?
    - What changes can be made?

CONTRACT INFORMATION AND PROCEDURES

In planning programs with external parties, *it is important to put into writing any and all agreements relating to the particular program.* One way to document these agreements is to negotiate a contract between your organization and the person(s) you are scheduling for your program. Make sure your organization confirms, reconfirms, and re-reconfirms. Always check one more time, just to make sure.

A contract is loosely defined as an agreement between two or more people to do or not to do something, for which agreement (value) is either given or received, and to which the law attaches a legal obligation. In order for this legal obligation to attach, there must be certain elements present which are necessary for the formation of a contract. The most basic of these elements is the manifestation of "mutual assent", which means that both parties agree to the same thing. Mutual assent is simply comprised of an offer and an acceptance.

At a minimum, a contract should include the following elements:

- Name of the event and the person to be contracted

- Date and time/length of the performance

- Location of the event

- Technical requirements (light, sound, and equipment needs)

- Expenses related to the program (honorarium, travel, lodging, food)

- Any other conditions or expectations related to the program

At Hendrix College, the Office of Student Activities has many resources available to assist you with the contract process. ***DO NOT ATTEMPT TO NEGOTIATE CONTRACTS IF YOU HAVE NO EXPERIENCE IN DOING SO!*** You could agree to something on behalf of Hendrix College that could pose legal, financial, and/or liability hazards.

All organizations negotiating contracts must secure the signature of their advisor in addition to that of the student making the arrangements. **All contracts must be turned into the Office of Student Activities or the business office in order to be reviewed and signed. STUDENTS MAY NOT SIGN CONTRACTS!** Please contact the Office of Student Activities for further information.

LEGAL RELEASE

All organizations which undertake activities involving travel or potential risk to the member must have members sign a legal release form in which the member assumes liability for any injury. These forms should be used consistently and should be kept on file for reference.

Please refer to Appendix D for the current legal release form in use by the Hendrix College Office of Student Activities. This is the form to be used for all activities involving travel or potential risk to Hendrix students.

REGISTERING EVENTS ON THE MASTER CALENDAR

All organizational activities (including both open and closed functions), their dates, and their locations should be scheduled on the Master Calendar of Events that is maintained by the Business Office. This process is necessary to alleviate scheduling conflicts and to facilitate effective programming for the entire campus. Properly scheduled events will be listed on the Master Calendar. The procedure for the proper registration of an event is as follows:

1. Check availability of the date in question with the Master Calendar Coordinator in order to prevent conflicts. Call 450-1428 and check the Master Calendar website http://calendar.hendrix.edu). Do not wait until the last minute to schedule an event as the date you want may not be available.

2. Complete the online reservation form found at: **http://calendar.hendrix.edu/AstraSchedule/Portal/GuestPortal.aspx**

3. The Master Calendar coordinator may require confirmation from your advisor and the building coordinator before completing the reservation.

4. Indicate any maintenance and/or food service requested. If you need certain equipment set up, you must fill out a work order for Physical Plant (450-1348). Contact Dining Services (450-1309) to arrange food service needs.

5. If you plan to use the SLTC, you must complete the setup form at **http://www.hendrix.edu/sltc/default.aspx?ekfrm=46368**

6. You must make your own arrangements for the use of audio-visual equipment (450-1346). The appropriate information is listed on the Calendar Form.

7. If your event conflicts with a program already on the Master Calendar, your event may not be scheduled. Event Coordinators will need to check with one another to resolve any time conflict. The following policy was instituted in May 2002 as a campus wide standard for event scheduling. It outlines what events may and may not be booked in conflict with each other.

Quick Reference:

Calendar Reservations:
http://calendar.hendrix.edu/AstraSchedule/Portal/GuestPortal.aspx

SLTC Setup Requests:
http://www.hendrix.edu/sltc/default.aspx?ekfrm=46368

CALENDAR EVENT SCHEDULING GUIDELINES

Established May 2002

EXCLUSIVE (These are classified as events that nothing else may be scheduled against. These are events of major significance and are designated by Senior Staff.)

- Convocations, honorary degree conferrals, distinguished chair installations, building, dedications, pres. Inaugurations

- Commencement

PRIORITY/RESTRICTIVE (These are major campus-wide single occurrence events. No other events in this category may be scheduled against other events in this category without written approval of the first scheduler. All groups that schedule events in this category are encouraged to meet and work on schedules together as far in advance as practical. Any conflicts with events that cannot be resolved by the sponsors of the events will be appealed to the Provost for resolution.)

- New Student and Parent Orientation Programs
- Music Department "major events" (including guest recitals and concerts)
- Murphy Programs "major events"
- Steel Center lectures
- Center for Entrepreneurial Studies "major events"
- Buthman lectures
- Phi Beta Kappa lectures
- Alumni weekend
- Family weekend
- Lilly Programs (major events)
- Special Events programs
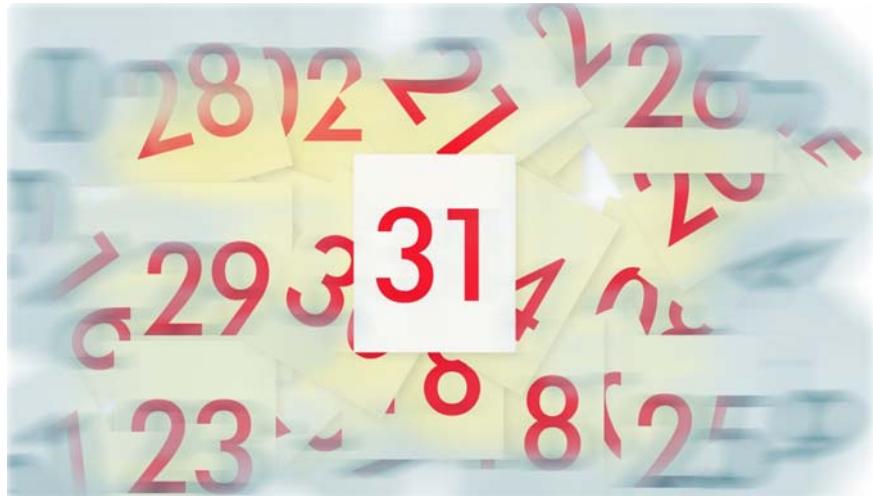
BROAD INTEREST (Program of broad campus interest but which may not require an exclusive slot on the calendar. Includes events with multiple occurrences. May not schedule any other broad interest events against any other broad interest event without approval of the first scheduled event sponsor.)

- Murphy Programs "departmental" lectures, foreign films, readings, or other presentations
- Friday Afternoon Discussions
- Music Department student and faculty recitals/concerts
- Theatre Arts Department student theatrical productions
- Art Department exhibit receptions, lectures
- Student organization speakers, films, and discussions "major events"
- Conferences and meetings of organizations hosted by College "major events"
- Social Committee Events "major events"
- Student Affairs Offices' programs "major events"
- Student Senate Events (Campus Kitty, Shirttails Serenades)
- Board of Trustees meetings

- Faculty/staff recognition and retirement receptions
- Candlelight Carole
- Chapel services

SPECIAL INTEREST (Program of interest to limited audiences. Events that anticipate more than 30 audience members will be classified as Broad Interest. These events do not require an exclusive time slot. They should try to avoid Broad Interest events and must get approval before being scheduled against High Priority events.)

- Faculty meetings
- Student organization meetings and programs
- Student Committee meetings
- Faculty committee meetings
- Student Affairs Offices' programs
- Student Senate meetings
- Rehearsals/Practices
- Faculty workshops
- Development Office donor visits
- Sport Club practices and matches

OFF-CAMPUS ORGANIZATIONS
(Programs sponsored by on- or off-campus organizations with primarily off-campus audiences: permitted when space available; campus organizations have first priority.)

- Preachers' workshops
- United Methodist conferences
- Governor's School
- Other off-campus organization meetings
- Tennis Leagues
- Summer Athletic Camps
- Grassroots Tennis Program

OFF-CAMPUS SCHEDULING (Program schedules determined by off-campus organizations.)

- Athletic conference games, tournaments

OTHER

- Intramural Sports

THE HENDRIX STUDENT ORGANIZATION PURCHASING PROCESS

In order to purchase items, your organization will need an account with the Business Office. Contact a representative from that office at 450-1333 to set up an account if you have not yet established one. You may get a balance of the funds in your account at any time by contacting Renee Stone or going to the cashier window.

There are two different forms commonly used when making a financial transaction with Hendrix College funds. The Student Organization Purchase Order (PO) Request Form is submitted if a vendor is going to bill Hendrix for services or products. The Payment Request Form is used mainly to reimburse somebody for out-of-pocket expenses paid on behalf of an organization or for contract labor. Sample forms are displayed in Appendix E of this handbook and **can also be found at** www.hendrix.edu, **click on Campus Resources, and Business Office, then Business Office Printable Forms.**

Purchase Orders

In order to "charge" a purchase with any vendor, you must use a Purchase Order.
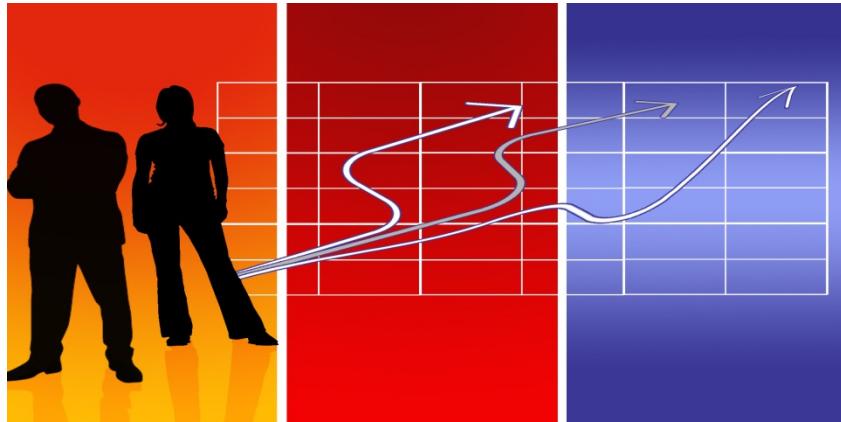
1. The president, treasurer or advisor of the organization must get a PO Request Form. If your organization is listed on the attached contact sheet, please see person listed. All other organizations should come to the Business Office.

2. Make copies of all forms and eventual receipts for your records.

3. Check with the vendor prior to making any purchases to make sure they accept purchase orders for the total amount of purchase. If the vendor does not accept purchase orders and you must order from that vendor only, the item can be purchased with personal funds and be reimbursed or contact the proper contact person for the organization.

4. Complete the PO Request Form with advisor's signature and submit the form to the proper contact person.

5. A copy of the purchase order will be emailed to the student when the PO is created.

6. Make the purchase and leave a copy of the Purchase Order with the vendor. **GET A RECEIPT OR THE INVOICE FROM THE VENDOR**.

7. Write the PO # on the invoice and return the invoice to the contact person. The contact person must have the authorization to "receive" the items. Without proper receiving, an invoice will not be paid.

8. The Business Office will mail a check directly to the vendor. Keep a copy of the receipt/invoice for your organization's records.

Reimbursements

There will be times when someone in your group will need to be reimbursed for an "out-of- pocket" purchase. Follow this procedure for reimbursements:

1. The person to be reimbursed *must* have the original copy of the receipt.

2. Take the receipt and a copy of a Payment Request form to the president or advisor of the organization. See the contact person for a copy of the form or print this form directly from the Hendrix website.

3. You must have the following information to fill out the form completely:
   - the name, Hendrix ID number, box number and address of the person to be reimbursed;
   - your organization's account number;
   - the amount of the purchase;
   - the original copy of the receipt;
   - the signature of the advisor on the request form; and
   - your signature

> *Tip:* **Keep up with receipts and invoices. If you do not have a receipt you may not get reimbursed for your purchases. Also, keep a copy of all receipts and invoices for your organization's records.**

4. If the completed form is submitted to the Business Office by 5:00 pm on Tuesday, the check will be ready after 3:00 pm on Friday of the same week. A completed request form involves all proper signatures, accounts codes, and receipts. Any incomplete forms will be returned.

NOTE: Your advisor must sign all paperwork that is to be submitted to the Business Office.

BUDGETING HINTS

When preparing budgets, consider the kinds of programs, events, and activities your organization plans to sponsor during the upcoming year. Research the cost of these activities by using the budget categories listed below. These budget categories include expenditures typically encountered by student organizations. Dividing your budgets into these categories will assist you in managing your organization's money and in planning for upcoming events:

- Travel and Transportation (van rental, going to a conference, retreats)
- Awards (trophies, plaques, other forms of recognition)
- Dues, Fees, and Subscriptions (any national dues a local chapter might pay)
- Printing and Publicity (all printing including copying)
- Programming Funds (any contracts for outside speakers or entertainment)
- Office Supplies (tape, markers, poster, etc.…)
- Postage & telephone Charges
- Miscellaneous

Budget management is an important function for student organizations. The organization's treasurer should monitor the progress of expenditures throughout the year and provide regular reports to the organization. The organizational membership should be provided with the opportunity to approve or disapprove of spending proposals. Keep your advisor informed on budgetary affairs.

Evaluate the organization's expenditures. Your organization will spend money on a variety of different things over the course of the year, and it is important to remember what does and does not work.

Money Sources for Organizations

1. Membership Dues
   a. often required of groups with national charters
   b. be careful not to price students out of joining your group

2. Student Activity Fee Allocations
   a. know the budget process through Student Senate (see below)
   b. submit organized budget requests

3. Emergency or Special Fee Allocations
   a. get information from Student Senate about Special Fee allocations
   b. submit request to Senate treasurer

4. Contributions/Sponsorship/Student Initiated Programming (SIP) grants
   a. before seeking contributions/sponsorship, check with Student Activities
   b. work with community people and businesses
   c. utilize group of alumni for resources
   d. work with the Development Office for alumni and business contacts
   e. Contact Student Activities about information on SIP grants

5. Cooperative Programming
   a. work with other campus groups to co-sponsor programs
   b. good way to share resources and "people power"

6. **FUNDRAISING!**
   a. Contact Student Activities about fundraising ideas

REQUESTING FUNDING FROM STUDENT SENATE

Requirements for Organizations Receiving Funding

In order to apply for funding from the Senate, two criteria must be met. First, the organization must be approved by the Committee on Student Life. Second, the organization must have established an account with the Business Office.

Once an organization has received funding from the Senate, it is required to submit monthly self-audits to the Treasurer in order to ensure the proper allocation of funds.

Types of Funding

Spring Allocations:

Each year, the Finance Committee conducts Budget Hearings for all campus organizations receiving funding from the Senate. At this time, all organizations are invited to present an itemized budget listing all events planned for the following year to the Finance Committee. After considering each organization's current account balance, spending history, and the feasibility of the planned budget, the Finance Committee will submit a recommendation to the full Senate. All organizations are welcome to attend the following Senate meeting if they would like to contest the recommendation.

Each organization shall receive 50% of their approved budget during the fall semester. A subsequent 50% shall be transferred to their account during the spring semester, subject to adjustments due to decreased enrollment.

Discretionary Funding Requests:

Discretionary Requests may be submitted each week to the Senate Treasurer to be considered at the weekly Finance Committee meeting. Discretionary Funding is typically reserved for new events that were not included in the Spring Allocation budget or events that had been previously funded yet need additional funding. If approved by Finance Committee, the request will then go to the full Senate for consideration. All organizations are welcome to attend the following Senate meeting if they would like to contest the recommendation.

New Organizations

If an organization is created during the year and Spring Allocations have already occurred, that organization is allowed to submit a full budget for consideration by the Finance Committee as a Discretionary Funding Request.

PROGRAM EVALUATION FORM

As programs are planned from year to year, it is helpful to refer to records of previous programs. The following form is intended to be a guideline for your organization to evaluate your programs and events. As a further part of your record keeping, you may want to include any flyers, letters, and copies of bills so that the next coordinator of this event will have something from which to start!

Program Title _____

Date of Program _____ Time _____

Place of Program _____ Attendance _____

Reaction of Audience _____

What types of advertising were used? Was advertising successful? _____

What worked well and what should be repeated? _____

Please explain any problems and how they were handled. _____
_____
_____

Would you recommend this program for another year? Please explain any changes or modifications.
_____
_____
_____

Program Budget/Program Income

(Attach additional sheets as necessary. **Please include copies of all receipts**.)

Signature _____ Date _____

COMEDIAN/ SLAM POET/LECTURE CHECKLIST

Event:_____   Location:_____

Date:_____   Time:_____   Event Coordinator:_____

Artist:_____   Agency:_____

Artist Contact Person:_____   Phone:_____

	Person Responsible	Date to be Accomplished	Date Accomplished
Agency			
First Contact			
Hold on Date			
Program Approval			
Advisor Approval			
Program/Budget Approval			
Contract			
Reviewed by Advisor			
Reviewed by Student Activities			
Contract Signed			
Contract Sent			
Contract Returned			
Facilities			
Reserved on Master Calendar			
Confirmed with Master Calendar Coordinator			
Room Setup Requested**			
Dressing Rooms Reserved			
Staging **			
Tables/Chairs Requested			
Supplies			
Other:			
Equipment			
Sound Arranged via Media Center			
Sound Check			
Lighting Arranged via Media Center			
Other Special Equipment:			

	Person Responsible	Date to be Accomplished	Date Accomplished
Publicity			
Table Talk			
Hendrix Today			
Flyers			
Facebook, Twitter, etc.			
Banners			
Program			
Other:			
Finances			
Artist Fee			
Check Requested			
Picked Up			
Payment Made			
Other:			
Hospitality			
Hotel Reservations			
Meal, water, etc.			
Transportation			
Other:			
Follow Up			
Program Evaluation			
Attendance Recorded			
Thank You Notes Sent			
Other Appearances			
Teaser			
Classroom Appearance			
Interviews			
Other:			

** Please note that all <u>setup</u> requests for SLTC must go through the Master Calendar Coordinator and requests for <u>all other</u> locations are to be sent to Facilities Management.

DANCE/ COFFEEHOUSE CHECKLIST

Event:_____   Location:_____

Date:_____ Time:_____   Event Coordinator:_____

Artist:_____   Agency:_____

Artist Contact Person:_____   Phone:_____

	Person Responsible	Date to be Accomplished	Date Accomplished
Agency			
First Contact			
Hold on Date			
Program Approval			
Advisor Approval			
Program/Budget Approval			
Contract			
Reviewed by Advisor			
Reviewed by Student Activities			
Contract Signed			
Contract Sent			
Contract Returned			
Facilities			
Reserved on Master Calendar			
Confirmed with Master Calendar Coordinator			
Room Setup Requested**			
Dressing Rooms Reserved			
Staging **			
Tables/Chairs Requested			
Supplies			
Other:			
Equipment			
Sound Arranged via Media Center			
Sound Check			
Lighting Arranged via Media Center			
Other Special Equipment:			

	Person Responsible	Date to be Accomplished	Date Accomplished
Publicity			
Table Talk			
Hendrix Today			
Flyers			
Facebook, Twitter, etc.			
Banners			
Program			
Other:			
Concessions			
Food/Beverages (Catered from dining services or other items)			
Programs			
Other:			
Finances			
Artist Fee			
Check Requested			
Picked Up			
Payment Made			
Other:			
Hospitality			
Hotel Reservations			
Meal, water, etc.			
Transportation			
Other:			
Labor			
Light/Sound Technician			
Set-Up Crew			
Stage Hands			
Other:			
Follow Up			
Program Evaluation			
Attendance Recorded			
Thank You Notes Sent			
Other Appearances			
Teaser			

	Person Responsible	Date to be Accomplished	Date Accomplished
Classroom Appearance			
Interviews			
Other:			

*** Please note that all <u>setup</u> requests for SLTC must go through the Master Calendar Coordinator and requests for <u>all other</u> locations are to be sent to Facilities Management.*

POPULAR CONCERT CHECKLIST

Event:_____   Location:_____

Date:_____   Time:_____   Event Coordinator:_____

Artist:_____   Agency:_____

Artist Contact Person:_____   Phone:_____

	Person Responsible	Date to be Accomplished	Date Accomplished
Agency			
First Contact			
Hold on Date			
Program Approval			
Advisor Approval			
Program/Budget Approval			
Contract			
Reviewed by Advisor			
Reviewed by Student Activities			
Contract Signed			
Contract Sent			
Contract Returned			
Facilities			
Reserved on Master Calendar			
Confirmed with Master Calendar Coordinator			
Room Setup Requested**			
Dressing Rooms Reserved			
Staging **			
Tables/Chairs Requested			
Supplies			
Other:			
Equipment			
Sound Arranged via Media Center			
Sound Check			
Lighting Arranged via Media Center			
Other Special Equipment:			

	Person Responsible	Date to be Accomplished	Date Accomplished
Publicity			
Table Talk			
Hendrix Today			
Flyers			
Facebook, Twitter, etc.			
Banners			
Program			
Other:			
Concessions			
Food/Beverages (Catered from dining services or other items)			
Programs			
Posters			
T-Shirts			
Other:			
Finances			
Artist Fee			
Check Requested			
Picked Up			
Payment Made			
Other:			
Hospitality			
Hotel Reservations			
Meal, Water, etc.			
Transportation			
Other:			
Labor			
Light/Sound Technician			
Set-Up Crew			
Stage Hands			
Security			
Other:			
Wristbands & Guest Policy			
Wristbands Ordered			
Wristbands Delivered			
Guest Policy Decided			

	Person Responsible	Date to be Accomplished	Date Accomplished
Wristbands Distribution Dates and Hours			
Get Name List from Student Activities			
Follow Up			
Program Evaluation			
Attendance Recorded			
Thank You Notes Sent			
Other Appearances			
Teaser			
Classroom Appearance			
Interviews			
Other:			

*** Please note that all <u>setup</u> requests for SLTC must go through the Master Calendar Coordinator and requests for <u>all other</u> locations are to be sent to Facilities Management.*

FILMS CHECKLIST

Event:_____   Location:_____

Date:_____   Time:_____   Event Coordinator:_____

	Person Responsible	Date to be Accomplished	Date Accomplished
Program Approval			
Program/Budget Approval (Advisor)			
Select Films			
Seek Licensing via Student Activities			
Facilities			
Reserved on Master Calendar			
Confirmed via Master Calendar Coordinator			
Room Setup Requested**			
Equipment			
Sound Arranged via Media Center			
Lighting Arranged via Media Center			
Publicity			
Table Talk			
Hendrix Today			
Flyers			
Facebook, Twitter, etc.			
Concessions			
Food/Beverages Purchased			
Finances			
Licensing Fee Paid			
Follow Up			
Program Evaluation			
Attendance Recorded			

** Please note that all <u>setup</u> requests for SLTC must go through the Master Calendar Coordinator and requests for <u>all other</u> locations are to be sent to Facilities Management.

APPENDIX A

Advisor Expectations Worksheet

This form is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role of advisors in organizational affairs. The advisor and leader(s) should respond to the following items and meet to compare answers and "iron out" any differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify who will assume the responsibility.

For each of the following statements, respond on a scale of 1-5 how important this function is:

1 = essential for the advisor to do
2 = helpful for the advisor to do
3 = nice but not necessary for the advisor to do
4 = would prefer the advisor not to do
5 = absolutely not an advisor's role

_____ Attend all general meetings.

_____ Attend all executive committee meetings.

_____ Call meetings of the executive committee when believed to be necessary

_____ Explain college policy when relevant to the discussion

_____ Explain college policy to the executive committee when he or she believes it to be necessary

_____ Explain college policy to the entire membership at a general meeting once a year.\

_____ Reserve an appointment with the President/Chairperson before each meeting

_____ Help the President prepare an agenda before each meeting

_____ Serve as parliamentarian for the group

_____ Speak up during discussion when s/he has relevant information

_____ Speak up during discussion when s/he believes the group is likely to make a poor decision

_____ Observe during general meetings unless called upon

_____ Take an active part in formulating the goals of the group

_____ Be one of the group except for voting and holding office

_____ Attend all group activities

_____ Require the treasurer to clear all expenditures with him/her before financial commitments are made

_____ Request to see the treasurer's books at the end of each term

_____ Check all official correspondence before it is sent

_____ Get a copy of all official correspondence

_____ Inform the group of infractions of its bylaws, codes, and standing rules

_____ Keep the group aware of its stated objectives when planning events

_____ Veto a decision when it violates a stated objective, the bylaws, codes, standing rules, or college policy

_____ Mediate interpersonal conflicts that arise

_____ Be responsible for planning leadership skills workshops

_____ Let the group work out its problems, including "doing it the hard way"

_____ Insist on an evaluation of each activity by those students responsible

_____ Represent the group in any conflicts with members of the college staff

_____ Be familiar with college facilities, services, and procedures that affect group activities

_____ Recommend programs, speakers, etc.

_____ Take an active part in the transition of responsibilities between old and new officers at the end of each year

Adapted from:

Organization and Advisor Manual Activities
Center California State Polytechnic University, San Luis Obispo, California

APPENDIX B

Sample Constitution

Hardin Hall Constitution

PREAMBLE
Continuing in the tradition of fellowship and community of Hendrix College, we the residents of Hardin Hall do ordain and establish this Constitution to provide the framework for creating a building which goes beyond a simple dorm – creating a true residence hall for its inhabitants.

ARTICLE I

Section 1. Composition of the Hall Council

a. The voting members of the Hall Council, hereinafter "Council," shall be elected by the residents of Hardin and shall include: Vice-President, Secretary, Treasurer, Social Committee Representative, New Student Representative, Senate Representative, Religious Life Representative, Environmental Representative, Intramural Representative and Residence Hall Council Representative.
b. Non-voting members shall be the President (also elected by the residents), Community Advisors, and the Area Advisor
c. *The Executive members of the Council shall be the President, Vice-President, Secretary, and the Treasurer.*

Section 2. Duties of the Hall Council Members

a. **President** shall:
   1. Preside over all meetings of the council
   2. Strive to maintain order and keep meetings on task
   3. Vote on issues only in the case of a tie
   4. Serve as a voting member of RHC
   5. Have authority, along with the Treasurer, over all Council financial transactions and accounts according to the sanctions of the Office of Student Affairs and the Business Office
   6. Strive in all matters to represent Hardin Hall's good name to the Hendrix Community

b. **Vice-President** shall:
   1. Temporarily act in the President's stead, should he not be able to fulfill his duties for any reason
   2. Assume the President's position, should the President relinquish his duties, or is removed from office.
   3. Strive in all matters to represent Hardin Hall's good name to the Hendrix Community

c. **Secretary** shall:
   1. Produce weekly publications, to be posted in Hardin Hall, that inform the residents of any matters or activities discussed during the meetings. These publications are to be kept on file, and produced upon request to any resident
   2. A grace period of one week shall be extended to the Secretary regarding this publication; this grace period is not to exceed two weeks
   3. Write and deliver, if needed, thank-you notes to any person or organization
   4. Keep accurate and current records of attendance to Council meetings
   5. Strive in all matters to represent Hardin Hall's good name to the Hendrix Community

d. **Treasurer** shall:
   1. Maintain a current and accurate record of Hardin's account and all financial transactions
   2. Produce, if requested by any resident or Council member, these records
   3. Report Hardin's financial situation at every Council meeting
   4. Have authority over all finances according to the sanctions of the Office of Student Affairs and the Business Office
   5. Be responsible for purchase orders and reimbursement requests
   6. Strive in all matters to represent Hardin Hall's good name to the Hendrix Community

e. **Religious Life Representative** shall:
   1. Serve as a representative on Religious Life Council
   2. Take responsibility for planning all aspects of Hardin's Chapel Services

f. **Intramural Representative** shall:
   1. Be responsible for the sign-ups and organization of Hardin's participation in Hendrix Intramural Sports
   2. Inform residents of scheduled events and the rescheduling or cancellations of events
   3. Maintain contact with the Intramural coordinator

g. **Senate Representative** shall:
   1. Serve as the representative for Hardin at Senate Meetings
   2. Report Senate Business to the Council
   3. Post Senate Meetings notes and any relevant information in an accessible location for all residents

h. **Social Committee Representative** shall:
   1. Represent the residents of Hardin in Hendrix Social Committee meetings and events
   2. Inform residents of Social Committee events and post notices in an accessible location for all residents
   3. Report on Social Committee business to the Council

i. **Environmental Representative** shall:
   1. Serve on the Environmental Concerns Committee
   2. Encourage residents to Recycle
   3. Report to the Council when necessary on Environmental Issues

j. **Resident Hall Council Representative** shall:
   1. Serve as a voting member of RHC
   2. Report to the council about RHC Meetings

k. **New Student Representative** shall:
   1. Be aware of the ideas and concerns of the new students of Hendrix College
   2. Report these ideas and concerns to the Council

ARTICLE II

Section 1. Election of Hall Council Members

a. The Executive members of the Council shall post notification of available positions to all residents of Hardin Hall. Any resident interested in a position should contact the President

b. For a period of no less than 4 hours, each resident shall be able to vote for candidates who have applied for the various positions, or nominate a new candidate by writing in the resident's name on the ballot.

c. The Secretary shall collect votes, sort them, and inform the President of the results. However, if the Secretary is applying for a position in the upcoming Council, an impartial party shall tally the results

d. The candidate receiving a simple majority or plurality of votes cast is declared elected for the position. In the absence of a simple majority or plurality, a run-off election shall be held within 3 days following the regular election

e. No voting member of the Council shall hold more than one position on the Council, for any reason

ARTICLE III

Section 1. Attendance Policy

a. It is the duty of each officer of the Council to attend all meetings

b. If a member is to be absent from a scheduled meeting, it is the responsibility of that officer to provide a representative for the meeting, and also to notify the Secretary

c. A maximum of three (3) unexcused absences are allowed for each member of the council

ARTICLE IV

Section 1. Amendments and By-Laws

a. An amendment or by-law to this constitution can be proposed by any member of the dorm council

b. Residents of Hardin can, by presentation to the Council of a petition bearing the signatures of at least thirty percent (30%) of the residents, propose an amendment or by-law to this constitution

c. A two-thirds vote of the Council is necessary for an amendment or by-law to be added to the constitution

d. Thirty percent (30%) of the residents of Hardin must vote to ratify changes to this constitution.

e. Any changes to the constitution, either by amendment or by-law, is to be informed to all members of the Dorm

f. Revisions to this constitution by upcoming Hall Councils are both welcomed and encouraged, should changes be necessary

Section 2. Voting on Issues during Council Meetings

a. If an activity, event, or any other decision is to be made by the Council, the council shall put this up to vote amongst the members present (These activities being possible trips, fund-raisers, or other various recreational activities) A Simple majority decides the issue at that point.

APPENDIX C

ONLINE RESOURCES

The following resources are available on the Student Activities website. All documents are in Adobe PDF format for easy printing. Please use them as much as needed.

To find it go to the Hendrix homepage and click on Student Life/ Student Activities/Leadership Hendrix

How to Run an Organization

- Making An Organization Work: Recruitment and Motivation
- Group Goals: Why Do You Need Them?
- Delegation: How Can I Learn to Delegate?
- Running A Meeting
- Making A Smooth Officer Transition
- Fundraising Tips & Ideas
- Film Copyright FAQ's
- Campus Publicity and Attention Getters

Various Forms and Documents

- Hendrix College Legal Release Form
- Business Office Purchase Order Request Form
- Business Office Payment Request Form
- Event Planning Checklists
- Major party event checklist

APPENDIX D

Hendrix College Legal Release Form

This is a legally binding release executed by _____,
(Participant)
whose address is _____ , and by Hendrix College (hereinafter the "College"), 1600 Washington Avenue, Arkansas 72032-3080.

In consideration of the Participant being permitted to participate in _____, the undersigned does release, waive, and forever discharge the College, its governing board, officers, agents, employees, and any students acting as employees ("Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature which the Participant, may have or which may hereafter accrue to the Participant, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by the Participant or by any transit to or from the College where the above described Activity, or any adjunct to the Activity, occurs or is being conducted. I/We have signed this release in full recognition and appreciation of the dangers, hazards, and risks of such activities. We further attest that we the Participants and Participant's Parent/Guardian agree that the Participant has individually assumed the risks involved with this Activity as witnessed below.

I/We understand and agree that Releasees do not have medical personnel available on the trips. We, the undersigned, agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

It is our express intent that this release and hold harmless agreement shall bind the undersigned and the Participant's family, estate, heirs, administrators, personnel representatives, and assigns. The undersigned further agrees to save and hold harmless, indemnify, and defend the Releasees from and claim by the Participant or Participant's family, arising out of Participant's participation in the above described activity.

In signing this Release, the undersigned acknowledges that we have fully informed ourselves of the content of this Release of liability and hold harmless agreement by reading it before we sign it, and that we have reviewed it and the Participant understands what it means and that we signed this document as our free act and deed. No oral representatives, statements, or inducements, apart from the foregoing written statement, have been made. We further state that there are no health-related reasons or problems which preclude or restrict the Participant's necessary to provide for pay any costs that may be attendant as a result of injury to the Participant.

We further agree this Release shall be construed in accordance with the laws of the State of Arkansas. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

IN WITNESS WHEREOF, we have executed this release this _____ day of _____ , 20____.

PARTICIPANT   WITNESS
_____   _____
(Signature)   (Signature)

PARENT OR GUARDIAN (if under 18)   WITNESS
_____   _____
(Signature)   (Signature)

OFFICE OF STUDENT ACTIVITIES
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501.450.1291
activities@hendrix.edu