Policies and Procedures Guide

Published by the Office of Student Activities

This manual is correct as of Thursday, July 17, 2014. However, College and State policies are subject to change at any time. This manual will be updated as soon as the Office of Student Activities becomes aware of any changes to College or State policy. Please consult the Office of Student Activities regarding questions about any policy.
PREFACE

Student Activities are a part of the cultural pattern of Student Activities and are designed to complement students’ academic pursuits. The Student Activities Program at Gordon State College includes intramural sports, student government, various clubs and organizations, campus publications, theatrical productions, concert series, leisure time activities, and other activities as decided upon by the Campus Activities Board. Activities and events are funded thru student activity fees and are free, or provided at a reduced rate, to those students showing valid Gordon State College identification card.

The Office of Student Activities strives to provide excellent customer service to the Gordon State College community. We accomplish this by always being polite and courteous at our events as well as answering inquiries dealing with student activities in a timely manner. We treat you, the customer, with up most respect because we know that if you weren’t here, we wouldn’t be either.

This Student Activities Policy and Procedures guide has been designed to help you save time and enjoy yourself in planning and presenting activities and programs for your student organization. The various sections provide you with information on official regulations, finances, scheduling, publicity, facilities, and organizational development. Our intent is to make this a useful tool for you and your organization. We welcome ideas on how to improve this guide.

Good luck with your activities and let us know if we can help.

Student Activities Office
205 Student Center
(678) 359-5133

Revised 2013

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**Student Organization Advisors**

To become a registered student organization at Gordon State College, the candidate group must have an active advisor. The minimum criteria for being a student organization advisor are as follows:

A. The advisor must be a member of Gordon State College’s community. A faculty or staff member of the College may serve as an organizational advisor.

B. Selection of an advisor is subject to the approval of the Director of Student Activities and the Vice President for Student Affairs.

C. The Advisor must not Advise any other clubs/organizations on campus.

D. The advisor’s performance should be periodically assessed to evaluate the advisor’s continuing role in the organization.

Any organization may have additional advisors from the campus community.

**Purpose of an Advisor**

A student organization advisor should guide the group in its activities and its relationship to the College. Therefore, the advisor should be knowledgeable of college policy and procedures, including the policy and procedures of the Office of Student Activities (many of which are contained in this manual). The advisor should also help to develop the leadership potential within the group.

The advisor should not set the policy of the group but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can provide important continuity for the group.

**Functions of an Advisor**

Below are several specific “job description” items for student organization advisors:

A. Advisors should be able to attend all organizational meetings/practices and events unless approved by the Director of Student Activities. If your club/organization meets frequently, which can be inconvenient to a single advisor, it is possible for that organization to have more than one advisor.

B. The advisor should meet with the executive committee of the organization at least monthly during the academic year. Executive committee meetings are the ideal arena for establishing a meaningful working relationship with the leadership of the group and for exercising effective advising.

C. The advisor should request minutes and agenda of all organizational meetings for review.

D. The advisor should have a complete officer and membership list with current addresses and phone numbers.

E. The advisor should receive and carefully review monthly financial reports from the Director of Student Activities. **The advisor must approve all financial transactions of the group.**

F. The advisor should be knowledgeable of the organization’s purpose and constitution and help the general membership adhere to them.

G. The advisor should ensure that the organization sponsors at least two (2) programs per semester (fall and spring) if they are seeking club funding. One of programs will pertain to the club and should be a campus wide event and the 2nd will involve the community. These programs should be discussed with the Director of Student Activities **before** planning begins.

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Registered Student Clubs and Organizations
New and Re-Applications

Gordon State College recognizes the importance of co-curricular involvement in activities as a vital component of the college experience. The successful development and maintenance of student organizations is a primary element of student activities. It is the position of the College that the free and open association of students through organizations with purposes and functions that are lawful and consistent with College objectives is necessary and desirable. The philosophical basis for student activities and organizations is to provide for education in civic responsibility, leadership, cooperation, independent thought and action, and participation in the rights and privileges afforded to all citizens.

To become a registered student organization, a group must apply to the Director of Student Activities with the following documentation:

A. Constitution and bylaws – at time of application
B. A list of Officers – each fall unless changes are made
C. A list of charter members – before application can be accepted with at least 5 names
D. A completed registration form
E. A budget request – once a club has been active for one year.

In reviewing this material and after meeting with the organization’s leadership, the Director of Student Activities evaluates the application subject to established criteria. It is the position of the College that any criteria involving value judgments, political or social biases, or other subjective scales are incongruent with the mission of a public institution of higher education. Accordingly, the following criteria have been established:

A. The organization's purpose and activities must be lawful and consistent with College objectives.
B. The organization's membership must be open to all students regardless of race, color, national origin, marital status or handicap, and it may not illegally discriminate on the basis of sexual orientation or gender.
C. The organization must warrant that it will comply with the College’s policy on hazing practices.
D. The organization must conduct its affairs in accordance with its constitution and College regulations.
E. The organization must have a College advisor.

Upon satisfaction of the above criteria, the advisor of the club along with the charter members recommends to the Student Government Association that the organization become a Registered Student Organization. The Student Government Association (SGA) presents the applicative information to the Director of Student Activities for approval. Upon approval, official club status is established.

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Registered Student Clubs and Organizations
This section defines the annual registration process and offers advice about constitutions and membership practices, as well as a statement of the College’s policy about records kept about student organizations.

The Annual Registration Process
Each year, every student club and organization must submit an Annual Registration Form (turned in along with the club’s budget request during the spring semester). Once a completed form has been turned in and approved, the club is considered a Registered Student Organization (RSO) for the following year. Members of each club and organization are responsible for notifying the Office of Student Activities of any changes in officers, advisors, or their constitution and its amendments, including any changes in the purpose of the organization.

The Annual Registration form is online and the link will be shared with all club and organization advisors during the spring semester of each year. Advisors are asked to fill the form out and turn into the Director of Student Activities by the deadline that is given. Clubs and organizations who have not submitted their registration paperwork for the following year will not be able to reserve rooms or use money from Student Activity Funds until they submit the registration form.

Registered Student Organizations have the following rights and privileges:
- Ability to request and spend their Student Activities Fee budget or from the Various Clubs Account
- Use of college facilities for meetings and functions
- Access to free publicity in various Office of Student Activities publications
- Ability to recruit members on campus
- Right to publicize meetings and events on campus, in keeping with campus posting policies
- Access to resources in the Office of Student Activities (markers, butcher paper, posters, etc.)

Requirements for Registration
To obtain and maintain status as an RSO, the group must
- Have at least five active members
- Have an on-campus advisor who is a full-time staff or faculty member. Exceptions may be granted by the Director of Student Activities.
- The mission and goals of the proposed club must not duplicate an already-existing registered student organization.
- Complete the annual Registration Form.
- Have a valid constitution on file with the Office of Student Activities and notify the office of any changes or amendments.
- A list of officers to be turned in each fall unless changes need to be made.
- Comply with all Federal, State, and Local laws and all Gordon State College’s policies pertaining to discrimination, hazing, alcohol, and other laws and policies related to clubs and organizations.
- Open their membership to all students currently enrolled who are in good academic standing with a GPA of 2.0 or higher.
- Conduct itself in a way that is consistent with Gordon State College’s overall mission, policies, and regulations.

All RSO’s are required to sponsor at least two activities (one club and one community project) during the Fall and Spring semester in order to receive funding for the following year. These activities must be registered with the Office of Student Activities as soon as possible prior to planning of the event. It is the responsibility of the club Advisor to see that this requirement is satisfied. Failure to comply with this requirement may result in the probation or dissolution of the RSO.
Regardless if a club budget is received, all RSO’s are strongly encouraged to take part in some form of community service (coat drives, litter pick up, etc.) on a semester basis.

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Constitutions

Information about Constitutions
Officially registered organizations are required to have on file in the Office of Student Activities a current constitution. The purpose of a constitution is to establish the long-term goals, structure, and identity of the organization. Bylaws, on the other hand, outline specific operating rules and should be fairly easy to modify to permit development of the organization’s specific procedures.

The Office of Student Activities recommends revising constitutions every 2 to 5 years. Whenever you revise your group’s constitution, please file an updated copy with the Office of Student Activities.

Basic Outline of a Constitution
Here is an outline for a basic constitution. This may be used to develop or revise a group’s constitution. All items in **bold** are required, while suggested items are presented in plain font.

- **Name of Organization** (include any national affiliation)
- **Statement of purpose/mission** in clear, concise terms
- **Definition of membership**, including how to join, qualifications, term of membership, how to withdraw from membership, and eligibility to vote.
- **Officers**, including a list of positions and duties, terms of office, method of selection, method of removal, and procedure for filling vacancies during the term. Please remember that Gordon State College policy states that to be an officer, a student must be registered for a minimum of 3 credit hours and be a student in good standing.
- **Warranties**: The constitution must specifically warrant that the organization does not illegally discriminate in membership practices on the basis of race, creed, color, sex, religion, national origin, age, veteran status, disability or other characteristic protected by law, and that the group agrees to abide by the College’s policy on hazing.
- **Meetings**, including frequency, authorization to call special meetings, quorum.
- **Finance**, including any dues and fees
- **Committees**, such as an executive committee, program committees, and ad hoc committees. The Office of Student Activities recommends establishing committees because they are a good way to increase member participation.
- **Amendments**, including the procedure for creating them.
- **Rules of Order**, if desired to be followed, such as Robert’s Rules of Order.

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Membership Practices

Membership in RSO’s
Gordon State College’s club membership is for currently enrolled students who are taking 5 or more hours of course work. RSO’s are strongly encouraged to set minimum GPA rules for members to ensure that students are maintaining their academic success in addition to their co-curricular involvement. Students who have withdrawn from a term or who are no longer enrolled at Gordon College may not be members of an RSO. Questions regarding this policy should be directed to the Director of Student Activities.

Hazing
Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization recognized by the College. This includes, but is not limited to, beating, branding, forced exercises and forced consumption of food, beverage, or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion of contact with others, or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual. For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation or admission into a registered College organization shall be presumed to be a forced activity, the willingness of the individual to participate in such activity notwithstanding. College RSO’s are prohibited from hazing both on and off campus.

Alcohol and Other Drugs
All RSO’s should be aware of the following policies:
Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Federal, state, and local laws pertaining to possession and use of alcoholic beverages and other drugs are enforced on the College campus and in the residence halls.

1. The manufacture, distribution, sale, possession, or use of marijuana, narcotics, controlled substances, intoxicating substances, or dangerous drugs on campus or while participating in a College function, or at College approved events off campus is strictly prohibited.
2. A student on or returning to campus who is unable to control him or herself because of alcohol or drug consumption is in violation of the Student Code of Conduct.
3. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.
4. Consumption or possession of alcoholic beverages and/or drugs is not allowed in residents’ rooms.

This policy applies to all drugs and their abuse (including alcohol). Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. (BOR Policies Section 406.04)

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Withdrawal of Recognition of Student Organizations

The Board of Regents has determined that the use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by or using the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise. (Section 406.01)

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which through its officers, agents, or responsible members knowingly permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption, or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement, or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented, or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VI I of the Bylaws).

Student Organization Records

According to the University System Records Retention Policy, RSOs are guided by the following in reference to maintenance of Student Organization Administrative Records.

Student Organization Administrative Records Explanations: This series documents the history, development, and policies of campus student organizations. Records may include but are not limited to annual review forms, minutes, constitutions and bylaws, committee, subcommittee, and task-force records, student senate bills and resolution files, budgets, handbooks, officer and member rosters, scrapbooks, photographs, and related documentation and correspondence.

In regards to clubs at Gordon State College, it is each club’s responsibility to keep accurate records of the above. This is vital to club history and to help clubs continue to function as students/advisors move on. This report will be given to the Director of Student Activities in late Fall and Spring semesters so that the records are updated in the system.

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Student Activity Fees

Definition

Student Activities Fees (SAF) are collected for the express purpose of providing students with a variety of educational, cultural, recreational, and social activities. Any activity that does not directly address one of these four areas cannot be funded by SAF money. Any activity that is organized in such a way that it discriminates against ANY STUDENT will not qualify for SAF Funding.

Use of Student Activity Fees

Appropriate expenditures of Student Activity fees would include:

- Hiring and paying travel for performers- Meals and travel expenses are subject to per-diem and non-employee travel regulations (Section 19.9). If all costs of performing group, including travel expenses, are included as part of a lump-sum contract, travel regulations would not apply.
- Honorariums -approved by student fee governing body.
- Prizes/awards from raffles-Participation in raffle must be available to all students. Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost. For these events, individual prizes must be de minimis in value (not to exceed $100). If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in raffle.
- Food and refreshments for student group events-Appropriate if event is open to all students.
- Promotional Items-Associated with promotional events for students, such as student recruitment. Acceptable items would be T-shirts, mugs, plaques, click drives, etc. Individual value should not exceed $ 50. Cash awards are strongly discouraged. The institution may be subject to additional prohibitions on promotional items resulting from athletic conference regulations.
- Performance Based Awards-Considered acceptable if student has provided some service and/or performed some function to receive award (e.g., writing contests, dance contests, and various student skills competitions). Award amounts may vary based on value of service/performance, not to exceed $ 500.
- Staff salaries and benefits-Appropriate if authorized in budget as approved by student fee advisory committee.
- Employee travel (including student employees)-Appropriate, but subject to State travel regulations (Section 4). For student employees, the institution will have to determine if student employee travel is related to whether the student in question is traveling as a student or an employee to determine which section of travel regulations apply.
- Event Costs-Appropriate to stage events (e.g., decorating event area, printing programs, advertising).
- Furniture, fixtures, equipment-Appropriate if approved in budget.
- Lease payments for Public Private Ventures if fee was assessed to fund service “rental” payments. See section on Facility fees.
- Other operating costs-Normal supply, maintenance and utility costs as approved in the budget.
- Supplies for a student sponsored event or contest (includes contract fees and per diems for speakers/performers and other non-personnel services).
- Travel of students to conferences and meetings to cover only food, registration, hotel, and actual to and from travel. No other expenses will be approved without authorization from the Director of Student Activities.

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• Travel of an advisor with a student organization.
• Club sponsored event off campus. In the event the RSO goes off campus, participants who participate must pay 50% of the ticket price. Advisor should collect money from students and the money should be deposited into the club account before purchase can be made and trip can be taken.
• Student workers as deemed necessary.

Student Activity fees should not be expended on the following:
• Donations
• Scholarships- Prohibited unless based on some performance measure. Performance measures would require some academic or student activity skill to be displayed (e.g., athletics, music, literary, math, etc.). Simply being an enrolled student would not qualify as a performance measure. Student workers as deemed necessary.
• Faculty salaries and benefits-Student activity fees should not be used to directly fund instructional costs
• Intercollegiate Athletic program costs-Normally these costs should be paid from Athletic fees. Possible exceptions could be for support groups, such as dance teams or cheerleaders, if approved by student fee advisory committee.
• Student employee recognition luncheons/meals-Not allowable if provided for an individual or a specific group. Student employees may receive food if partaking in an event open to all students and student employees are at function as a “student”.
• Alcoholic beverages or any illegal substances.
• Individual or club memberships in civic organizations
• Political campaigns or events
• Organizations or clubs that have not completed all paperwork for recognition

NOTE: Requests to spend funds (i.e. check requests, purchase order requisitions, and requests for reimbursements) allotted for the current fiscal year may begin on July 1 of that year. The last day that requests may be submitted to the Office of Student Activities is May 15.

How Student Activity Fee Budgets are awarded
Student Activities Fee (SAF) budgets are awarded by the Student Government Association and then sent to the Vice President of Business Affairs for final approval. Detailed information on the allocation process will be provided in the spring semester prior to the request deadline.

Qualifying Organizations
To qualify for a Student Activities Fee Award, an organization must be registered at the College as one of the following:
• A currently registered student club or organization
• Follow all guidelines of the Office of Student Activities
• Must be an official RSO for one complete year
• Meet all of preceding requirements of student clubs except constitutional and officer requirements.

Any club or organization that is not registered as one of these types of organizations will not qualify to receive Student Activities Fee funds.

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Purchasing and Budgeting

There are several ways that clubs may expend their student fee budgets. Each of these comes with a particular set of requirements and each format may be used to pay for different items.

Purchase Requisitions
In general, all requisition forms must be signed by the Club Advisor on the “FROM” line and then sent to the Office of Student Activities for approval. Please do not send forms that you have not signed; this protects both you and the club’s budget. You will need to fill out the requisition **before** items are to be purchased.

1. Obtain a purchase requisition form online under Gordon State College Templates
2. Fill out the form in its entirety. Please remember that all business vendors must provide you with their federal ID number, and that individuals being paid must enter their Social Security number.
3. Send that copy (5 part) along with any other documentation (invoice, contract etc.) to the Office of Student Activities, initialing by your name. We will process the paperwork to your account and then forward to the Business Office.
4. The Business Affairs Office cuts checks on Wednesdays, and must have all check requests in by Monday at noon. Our office requires a minimum of 2 weeks to process check requests. Therefore, to guarantee that your check will be ready on a given Wednesday, please submit all requests in a timely manner.
5. If your purchase involves a logo, get your logo for the item approved by Director of Student Activities. Send your logo by email to Sharon Lloyd and she will take care of both levels of approval, and notify you when your logo is approved.

Purchase Requisitions are used for the following:

1. Walmart Purchases. Advisor will create the requisition. After taking it to the Director of Student Activities, the advisor will take the signed requisition to the Business office to obtain the Walmart credit card. The advisor is the one who signs out the card therefore, is the only one who can use the card. Once the advisor has made the purchase, they would make 2 copies of the receipt (club file and Director of Student Activities). The original will be turned into the business office when the card is returned.
2. Entertainer/Contract. If your RSO will be bringing an entertainer you will need to do the requisition for payment **before** the event takes place. Remember that this process can take up to two weeks so plan accordingly.

Reimbursement
To be reimbursed for items purchased, you will need to do a requisition **before** items are purchased. Failure to do this may result in losing of personal funds for club related items.

To get reimbursed the following steps should be followed:

1. Advisor will need to bring in the original signed requisition
2. Include all receipts
3. Receipts should only contain items that are being reimbursed(no personal items on receipt)
4. Director of Student Activities will fill out a “petty cash” form that the RSO advisor will take to the Business Office to get their money. The limit for petty cash is $100. Any money requested that exceeds this amount will not be able to get petty cash but will be issued a campus check.

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Deposits
If you are receiving money to be deposited in your account, please do not hold the deposit more than three to five business days. This causes great accounting problems in the Business Office. Please allow at least 5 days for deposits to be placed in your account.

Budget Tracking
All clubs and organizations must carefully track the spending of their Student Activities Fees allocation. Each year club and organization advisors receive the amount allocated to their club along with the club budget number. Please reference this number when completing requisitions.

The Office of Student Activities tracks purchases for each club, which is why it is important to get approval before any purchased is made.

Approximately every four to six weeks, the Office of Student Activities will send a copy of the budget report to the advisor of each RSO. Clubs and Organizations are asked to verify information on the reports and notify the Director of Student Activities of any changes or discrepancies.

Fundraising Policy
Only College registered student organizations may engage in fundraising activities to sell products or services or to collect donations. Prior written approval for such projects must be submitted and approved before the fundraiser can take place. ** Fund raisers can only be done on Campus – they cannot be done in the community.

1. Before approval is granted, the student organization must submit in writing to the Director of Student Activities a description of the proposed project including purpose, schedule of events, and financial plans. This form is found under the clubs and organizations portion of the website.
2. The student organization must keep accurate financial records and provide to the Business Office (and copies to the Director of Student Activities) full and complete accounting within 48 hours of the completion of the fundraiser.
3. Use of tables. After requesting the use of a facility the Advisor will need to complete a work order to ensure a table is available for you to use. This is done by emailing Mpulse@gdn.edu
4. Fundraising projects must be conducted in a lawful manner and in compliance with College regulations. State law prohibits raffles and lotteries except within very specific perimeters involving sales promotion activities, which are strictly regulated.
5. All monies must be turned into the Business Office within 3-5 working days. In addition to notifying the Business Office, the club advisor or designated officer must submit in writing to the Director of Student Activities Office the amount turned into the Business Office (a copy of the receipt is acceptable). This informs the Director of Student Activities of the club’s available funding.
6. Keep in mind that like “regular” club accounts, fundraiser accounts do not roll over. Make sure you spend all monies earned within the fiscal year.

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Publicizing your Event, Meeting or Group on Campus

Office of Student Activities Bulletin Board Rules and Regulations

STUDENT DISTRIBUTION OF WRITTEN MATERIALS

Written materials may be distributed free of charge by College students on campus, either individually or as officials of registered student organizations, pursuant to the following regulations:

1. Distributors are subject to the Code of Student Conduct, local, state and federal laws.
2. Materials must be approved by the Student Activities Office and must contain the “official” stamp. The office will assist in the dissemination of all written materials.
3. Materials distributed must identify the author or publisher and, when necessary for clarification, a statement disclaiming College sponsorship.
4. Distribution of materials may not take place within College buildings except within the specifically designated areas:
   - Student Center and individually approved building lobbies (materials must not be posted on any entrance doors, glass surfaces or motorized vehicles.)
5. Distributors may not in any way interfere with orderly process of the College.
   They shall not for example:
   a) Obstruct vehicular, bicycle, pedestrian or other traffic;
   b) Obstruct entrances or exits to buildings or driveways;
   c) Interfere with educational activities, inside or outside any buildings;
   d) Harass passers-by or otherwise disrupt normal activities;
   e) Interfere with or preclude a scheduled speaker form being heard;
   f) Interfere with scheduled College ceremonies or events;
   g) Damage property including lawns, shrubs, automobiles or trees.
6. Materials must be given to the Director of Student Activities at least One (1) week prior the date needed to be posted.
7. Unless flyers are promoting a “special” club sponsored event, the size of the flyer should be limited to 8.5” X 11”.

The Office will approve fliers that belong to these categories:

- Publicity for events, services and meetings sponsored Gordon State College organizations or offices.
- Fliers advertising real estate for sale or rent by owners who are actively seeking college-student tenants(must contain not affiliated with Gordon State College)
- Fliers describing textbooks for sale by students and for students
- Fliers from local businesses or organizations who are offering special discounts or programs for Gordon State College students.

The Office will not approve fliers that belong to these categories:

- Fliers from local businesses or organizations that aren’t connected to the campus community. This includes student- or faculty/staff-owned businesses that are not offering special discounts or programs for Gordon State College students.

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• Fliers describing events that offer alcohol or tobacco, or that take place at venues that sell these products
• Fliers advocating or advertising illegal or unethical conduct
• Fliers containing spelling or typographical errors

In general, these boards are dedicated to publicity for events, services, and programs that enhance the student experience at Gordon State College.

Student Activities Weekly Email
The Office of Student Activities sends out mass emails to students, faculty and staff on the Friday of each week for events that take place the following week. To have your RSO information included in the email, please email the Director of Student Activities by noon the Thursday before. In the email you will need to write it in a way that it can be copy/pasted into the mass email. Emails are for one week, so postings will not be included weeks in advance.

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Catering and Food

Guidelines Related to the Use of Food Services

Catering (that is, any usage of food at all) on the Gordon Campus, is governed by policies set by the Business Services Office. In summary, the policy is that all on-campus catering must be provided by whoever has the concession for on-campus food services. Currently, that is Sodexo Catering.

The following information is provided by the Office of Student Activities to help you navigate this policy. This advice is not to be taken as policies, and policies may change at any time. The Office of Student Activities will make every effort to let you know if policies change.

Arrangements for food and beverages can be made through the Director of Food Service. This office is located on the 1st floor of the Student Center, and the Extension is 5052. All Food events occurring on Gordon campus must be catered by the Sodexo’s Food Service except when you bring it in yourself. Before doing this, you must get a quote from SODEXO (in writing) comparing “apples to apples”, then you may go with cheaper price. Arrangements should be made at least two weeks in advance.

First, what is “catering?” It’s not just waiters in white gloves at a wedding! Catering means any food that is provided on campus for public consumption or that is paid for by your Student Activities Fee budget. Under new Board of Regents Policy, Student Activity Fees can only pay for food and refreshments where the event is open to all students.

Campus food services will bill the RSO for your food. Once you get the invoice you will complete a requisition and send to the Director of Student Activities for signature. Once the requisition is turned into the business office your bill will be deducted from your club budget.

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Aspects of Travel

The ins and outs of traveling with students are explored extensively in this Travel section. Please note the following policies regarding the use of Student Activities Fees for travel, and read the more extensive Travel section for further explanation.

All organizations utilizing Student Activities Fee money for travel must comply with the following:

- **Eligible Expenditures** - Student Activities Fee money is limited to paying for food, hotel and registration fees. No other costs will be covered without special permission from the Director of Student Activities.
- **Who May Travel** - Costs cover only the organization advisor and students enrolled in the current semester.
- **Travel Authorization** - Prior to traveling, please submit to the Office of Student Activities the “Travel Authorization Form”.
- **Liability Waivers** - Each student must have a completed waiver of liability before traveling as part of a club or organization trip. Remember, all waivers are now event-specific and can be found on the Clubs/Organizations section of the website.
- **Drivers of Vehicles** - Drivers of Gordon State College vehicles must be employees and on the payroll when driving. Before the employee is able to drive, he/she must complete the Motor Vehicle Training through the Human Resource Department.

Travel Procedures

Individual members of clubs and/or organizations that travel for the benefit of Gordon State College and at the college's expense must follow certain procedures prior to travel. Authority for travel must be approved in writing by the use of form "Prior Approval for Travel Authorization". Travel procedures are complicated and time consuming; you must complete the required forms well in advance of an event. The paperwork must be processed through multiple channels, and the entire process can sometimes take over a month, so plan accordingly.

Reservation of College Vehicles

One 29 passenger bus is available for college personnel desiring to use them for college sponsored educational events. These vehicles must be reserved at least one week in advance. They are reserved on a first come-first served basis, so you may want to make your reservation more than one week in advance. The driver of this vehicle must go through Motor Vehicle Training through Human Resources and be an approved bus driver for Gordon State College.

If you are in need of a smaller vehicle you would need to go through the college wide Enterprise Car Share program. For more information, please contact VP of Business Affairs.

Clubs and organizations are limited to travel within the state of Georgia with the exception of conferences. Club travel must occur between the **first day and last day of classes**, prior to final exams. Written appeals for exceptions must be submitted to the Director of Activities and the Vice President for Student Affairs at least three weeks in advance of the anticipated travel date.

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Bus/Van Drivers
Bus drivers must have a commercial vehicle driver’s license. A list of approved bus/van drivers for Gordon State College is available in the Facilities Office. If a bus/van driver is needed it is the person making the reservation responsibility to contact one of these people and make arrangements with them for departure and return times. It is also their responsibility to make arrangements for their payment through the Business Office.

Waivers
Club and organization advisors often want to know how to protect themselves, their students, and the College from risk while working with student groups. Liability waivers are essential for college-sponsored events that may place the safety of students at risk. The threshold for “at risk” is fairly low, so some of these events’ presence on the list may surprise you. Keep in mind, though, that signing the waivers is a way of limiting your own liability as a club advisor, and also limiting the college’s liability in case of any issue arising from an event.

Rules Governing the Use of Waivers
1. Waivers must be used at any event fitting the characteristics described below in the “Deciding to Use Waivers” section.
2. Each waiver must state exactly which event it covers. For example, “trip” would not be an appropriate descriptor for an event, but “Campus Activities Board trip to 2006 National Association for Campus Activities Conference” would be appropriate.
3. It is the responsibility of the faculty or staff advisor overseeing the event to ensure that every participant signs a waiver, and that all parts of the waiver are correctly filled in.
4. Students under the age of 18 may not sign waivers without also having their parent or legal guardian sign as well.
5. After getting the student to sign the waiver the advisor will make a copy. One will be turned into the Director of Student Activities and the other will be kept in the Advisors file to be taken on the trip.
6. Waivers may be obtained from the Clubs/Organization website under the section “official club forms”.

Please note that faculty and staff should never sign waivers. This voids your workers comp coverage!

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Traveling with Student Groups

This portion of the handbook is primarily intended for club advisors’ use in planning travel with their clubs. However, it is our opinion in the Office of Student Activities that students can only benefit from understanding the context in which advisors work, so we encourage you to share this with your students.

Direct quotes from the Student Fee-Funded Travel Policy are in bold-face type below.

Other information provided here illuminates how best to comply with this policy and with other college policies. Student travel is governed by numerous policies, including financial policies from the Business Affairs Office as well as other Office of Student Activities policies such as the Waiver Policy. Please note that all Office of Student Activities policies are approved by the Vice President for Student Affairs. If you have any questions about the derivation or approval of a policy, please consult the Director of Student Activities.

Deciding to Travel

Where can we go, according to policy?
The Student Fee-Funded Travel Policy approved by Executive Council in December 2008 governs where student clubs may and may not travel. **If travel needs can be fulfilled in-state, out-of-state travel will not be allowed.**

Who can go?
Student activities fees may cover only the organization advisor and students enrolled in the current semester. **All students traveling must be in good academic and judicial standing.** When students are traveling on behalf of a Gordon State College club or organization, they should have an advisor with them to both reduce liability and increase the educational value of the trip. If advisors are not planning to travel with students, please contact the Office of Student Activities prior to the travel so that we may verify our legal and ethical responsibilities.

Who and What Does the Club Pay For?

Student Activities Fees may be used for the following expenses:

- Travel of students to conferences and meetings to cover only food, registration, hotel, and actual to and from travel. No other expenses will be approved without authorization from the Director of Student Activities.
- Travel of an advisor with a student organization
- All travel expenses of the advisor must be paid by the advisor and be reimbursed using the employee travel reimbursement form. This includes food, lodging and transportation. To ensure reimbursement, the advisor will need to complete the prior approval for travel form.

Pre-Trip Paperwork

Travel Authorizations. Turning in completed Travel Authorization and Waiver forms to the Director of Student Activities is the responsibility of the Club Advisor. These forms must be turned in to the Director of Student Activities no later than 2 weeks before the trip.

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Planning Your Trip

Carpooling
For local trips, **upon approval from the Director of Student Activities**, student clubs may choose to utilize carpools, combining student group members into as few cars or other personal vehicles as possible. Please note that whether they are driving or simply riding along, every student going on the trip must fill out a Travel Authorization form and a Waiver form. Faculty and staff members going on the trip should fill out a Travel Authorization form only. Faculty and staff advisors or other faculty and staff traveling with the group should *never* drive students in their personal vehicles. The liability associated with doing so is simply too risky.

Itinerary Planning
Your trip must be educational and meet the needs and mission of your club. This should drive your itinerary planning, so that your trip includes events and activities that fulfill the goals of your trip. If your club is going to a conference, you may simply attach the conference schedule and a brief explanation of when you are leaving for the conference and when you are returning. Trips should be fun for students as well. It is fine to include some free time for self-directed sightseeing and enjoying your destination. However, as discussed in the behavioral section of this manual, the group should agree ahead of time on minimum group sizes for such activities, and on when and where groups going off on their own should check in. Students must abide by the Gordon State College Code of conduct while traveling with a SRO.

Room Arrangements
As you plan your itinerary, you should also take into account rooming arrangements at your destination. This will help you plan the itinerary, set the budget, and also introduce some behavioral topics into the conversation. The Student Fee-Funded Travel Policy states:

- **Advisors must room with other advisors or by themselves**
- **Efforts must be made to hold down costs by having same gendered students room together**

Student activities fee budgets may be used to pay for both student rooms and the advisor’s room, although the advisor’s room may not be purchased on a P-Card. Rather, advisors should pay for their own rooms and be reimbursed. An alternative process would be to have the hotel send a bill in advance and obtain a check from your student activities fee budget to cover the entire cost of students’ and advisor’s rooms.

Budgeting
The budget for your trip should be turned in to the Office of Student Activities as part of your complete trip agenda/travel authorization/waiver packet.

Club budgets may be used for the following:

- Travel of students to conferences and meetings to cover only food, registration, hotel, and actual to and from travel. No other expenses will be approved without authorization from the Director of Student Activities.
- Travel of an advisor with a student organization

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Meals
For all student-fee funded travel (indeed for any state-funded travel) the following state per diem totals are in effect for each meal for each person, including applicable taxes and tips. If students choose to spend more than this allotment, they may spend their own money. Only meals at or below these amounts will be approved to be paid for by Student Activity Fee Funds.

Student Behavior on Trips
All Gordon State College Policies must be adhered to, and any violation will be handled by the Gordon student judicial system.

Student behavior on club trips can be a difficult area to navigate. Therefore, the Office of Student Activities offers some advice here that we hope will be helpful to you.

Setting Reasonable Standards
It is important to set behavioral standards for the trip before the trip actually takes place. Many times, advisors and student club members turn out to have totally different ideas about what constitutes reasonable behavior for student travel, and it is important to iron out these differences and reach compromises before the trip happens.

In addition, the Office of Student Activities believes that “students support what they help to create.” Therefore, we recommend that the first step in setting rules for the trip be to allow students to generate what they think the rules should be, and work from there. The Club Advisor is certainly within his or her rights to set some rules, but the more students can be involved in these discussions, the more likely it is that the rules will be adhered to.

Behavioral issues may range from simple to complex. This list is certainly not exhaustive, but it does cover the minimum of what we recommend the conversation involve:

- Departure time (from Gordon State College)
- Morning meeting times and evening curfews
- Attendance expectations for conferences (i.e. session attendance versus sightseeing)
- Minimum group sizes for when the group splits up
- Breaking-up and meeting-up locations and times for when the group splits up (for example, “On Friday lunch will be on your own and you will also have 2 hours to sightsee on your own. At noon we’ll split into groups for lunch and sightseeing, and at 3 pm everyone will meet back in front of the Natural History Museum.”)

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• The itinerary, and what parts of it are mandatory or optional

• Roommate expectations. Remember, for some students, this will be their first time sharing a room and a bathroom with peers – or at least a somewhat unusual occurrence in their lives. We have seen the following issues arise and encourage you to encourage your students to talk through these issues. They may seem mundane now, but on trips they can – and have – assumed much greater importance.

  o Waking each other up to meet the morning deadline – is this an expectation?
  o What time the room will quiet down
  o Guests in the room (i.e. other students on the trip – at what time will guests of the opposite gender and/or staying in other rooms leave the room in the evening)
  o Encourage students to think in advance about who showers when – getting a room of 4 students out the door in the morning can be difficult, so if students agree beforehand on who showers when you have a better chance of starting your mornings on time!

• Alcohol usage, which is completely prohibited on trips funded by Student Activities Fees (in accordance with Articles 20-3-90 through 20-3-96 of the Official Code of Georgia, Annotated)

• How the group will behave while traveling (noise levels, conduct)

In addition, the following aspects of student conduct while on trips should be emphasized by the group advisor.

• The fact that the group is representing Gordon State College and their behavior should reflect that

• The fact that Gordon State College policies apply while student groups are traveling

• Consequences for violating any rules, particularly emphasizing that any violation of Gordon State College’s policies can result in the student being referred to the conduct process.

Safety and Liability Issues
Travel is exciting, educational, and important – but it can also be dangerous. Advisors can limit their liability and help the group stay safe by helping the group develop some safe travel rules and expectations in advance. The most important rules that the group can set in advance apply to when the group splits up. The minimum group size (2, 3 or 4 students have all worked well for minimum group size rules in the past), where small groups can go, and when they are expected back at a designated meeting place are all important considerations. These questions should be resolved before the group leaves, ideally during the itinerary-planning meetings clubs should have. Once you are at your destination, rules become more difficult to set. By discussing them early, and involving students in the planning, you can help ensure that students follow the rules and understand the consequences for not following them.

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Room Reservations and Set-Up for Meetings and Events

Clubs often use rooms around campus for their events and meetings. All rooms on the Gordon State College Campus should be reserved using the Facility Request system found under the My Gordon section of the website. Please provide all necessary information including the expected attendance at your event. Please note that your event is not “reserved” until you have received an email from the online system noting that facilities approval has been granted.

How to Reserve Rooms

- **Room reservations must be done by a club advisor or a club leader who is registered with the Office of Student Activities.**
- All room reservation requests on campus may be done electronically. All faculty and staff have access to the online events reservation system, so they should make all the reservations and monitor the responses to confirm that the reservations have been approved.
- To access this system, go [http://r25web.gdn.edu/wv3p/wv3_servle...](http://r25web.gdn.edu/wv3p/wv3_servle/urd/run/wv_request.Request)
- You will log-in using your Gordon username and password.
- This system will guide you through all aspects of your room reservation. You will have the opportunity to request public safety assistance, audio-visual technology for your rooms, and other campus departments.
- After completing the facility request – you will need to send an email to Mpulse@gdn.edu if you need tables, chairs, trashcans etc. if you are having a larger event you may want to contact Public Safety to ensure crowd control.

Facility Requests are a must. Do not plan events until you have run the event by the Director of Student Activities and then complete a facility request.

Gordon State College Facility Options

There are many spaces to hold your event or meeting on the campus of Gordon State College. The following will help you pick out the room that is just right for you! Please note you **must** reserve your rooms through the Campus Event Calendar under “My Gordon” on the Gordon Website. **Advisors or registered leaders must reserve rooms.**

Amphitheatre – Outside area to hold meetings and events.

Collaborative Learning Lab(NAHS) – Classroom available for 300 people standing; 200 tight chair seating, or 70 people at tables.

Fine Arts Building - Classrooms are available; the auditorium seats 483.

Foundation Room - Student Center 209, seats 75 and is used for receptions and meals only

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Gymnasium (Alumni Hall) - The gymnasium is used for athletic events, recreation, student activities, and some college sponsored events. This facility seats 1080. A weight room/fitness area and a separate recreation room are also located in this facility.

Instructional Complex Lobby – This area is good to set up a table for club activities.

Library Alumni Room - This room seats 14 - 16 in a lounge arrangement (no table) and may be reserved for special occasions.

Library Conference Room - This room comfortably seats 10.

Library Study Rooms - These rooms may be reserved for up to 6.

Library Video Room - This room seats 10 - 14 and is equipped for video viewing (VHS) at all times, during normal library hours.

Residence Halls - Programming in the residence halls conducted by student groups residing in the residence halls. (I.e. hall parties) must be approved through the Director of Residence Life. Programming in the residence halls by groups other than residential staff must be approved through the Director of Student Activities and Director of Residence Life.

Russell Hall - Classrooms and Conference rooms are available.

Smith Hall - Classrooms are available.

Student Center Auditorium Lobby - This area is typically used for table set up with information; small events are also allowed.

Student Center Bookstore Lobby - This area is typically used for table set up with information; small events are also allowed.

Student Center Auditorium - This facility is commonly used for mini-concerts, entertainment, lectures, and student organization sponsored events. It has lecture-style seats with fold-down writing tops and a seating capacity of 195. The Auditorium is used extensively, so plan to schedule it well in advance. The stage dimensions are as follows: proscenium width, 30'; proscenium height, 18'; wing space left, 10' x 13'; wing space right, 10' x 13'; depth of stage, 28'; height of standard flat, 10'.

Student Government Conference Room - This room is primarily used for club meetings and conferences. Seating for 20.

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Evening/Weekend Events
From time to time, SRO’s may plan events that last past the official closing time of the building. Sometimes, those groups hosting such events need assistance in the building. Additionally, it is important that the building be staffed when such events are happening to ensure that the events follow all relevant policies and to ensure access to the building and the safety of the participants. Therefore, the following guidelines must be observed when hosting an event during after hours.

- The advisor of the student group sponsoring the event must be present at all times when the building is closed to the public. This includes all set-up time, the event itself, and clean-up time.
- Events must end by 11pm to allow for clean-up. The building must be vacated by 12a.m. Exceptions may be made for events for which there is a compelling reason to continue past midnight (for example, a 24-hour dance marathon for charity event).

Fees
There is no fee for student groups to reserve rooms or to use rooms during normal business hours. College offices and other College entities who are putting on events that benefit current or prospective students may also use the building at no charge during normal business hours. Outside groups must pay usage fees for the building. These fees will be administered through the Continuing Education division.

No-Show Policy
It takes Gordon State College staff time and effort to reserve and set up rooms for our many users. Therefore, we ask that if a group needs to cancel a reservation, they do so 2 business days in advance of the event. Groups who do not follow this rule will face penalties. For student groups or other campus groups, the first no-show will generate a written warning via e-mail. The second no-show will result in the cancellation of the group’s reservations for the remainder of the semester.

Usage Rules
Gordon State College provides many set-up services to campus groups at no extra charge, and at minimal cost to outside groups. Therefore, we ask that all guests in the building observe the following rules:

1. First and foremost, rooms should be left as they are found. This means that if a group rearranges chairs in a room during their meeting, they should replace them as they were when the group entered the room.
2. Decorations and other items may not be affixed to the walls, doors, or windows of any Student Center room using tape, glue, or any other fixative other than removable adhesive such as Blu-Tac. Removable, post-it style paper may be temporarily affixed to the walls. If any paint or any other item is damaged through violation of this rule, the group reserving the room must pay the costs of having it fixed or replaced.
3. Decorations may not include open flames or metallic glitter.
4. All decorations must be removed when the event is concluded.

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Resources and Useful Tips for Student Organizations

Conducting Effective Meetings

*In order to conduct better meetings, leaders should be aware of the elements which make meetings efficient and productive and of their roles in ensuring that their meetings contain those elements.*

Factors in Effective Meetings

- Good advance preparation by the leader
- Setting the proper atmosphere
  - Room Set-Up
  - Ice Breakers and Team Builders
- Enthusiasm from the leader
- Control of the meeting by the leader
- Sense of accomplishment by everyone in attendance

The Agenda

- Serves as the blueprint for the meeting
- Prepared with care, in advance, and referred to in order to discourage extraneous discussion during the meeting
- Purposes of an agenda
  - Keeps the meeting organized
  - Establishes goals for the meeting
  - Lets the group know what to expect
  - Allows “thinkers” to be better prepared to participate
  - Enables the leader to keep the discussion on topic
- Types
  - Standing: is essentially the same at each meeting
  - Flexible: changes according to the group’s needs
  - Timed: can be used to control meetings with numerous agenda items or members who tend to get distracted, spend overlong on discussion items
- Agenda items should be listed from most important to least important

Productive Meetings

- Each person leaves the meeting with a clear idea of tasks, due dates, and what was accomplished
- The entire agenda was gotten through
- Members had fun, even though the goal of the meeting is NOT just to have fun
- Members feel a sense of ownership about the group and the task at hand

Non-Productive Meetings

- It is the leader’s responsibility to examine the causes and cures of non-productive meetings
- Causes
  - Lack of an agenda, or a poor agenda

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o No, or poor, advance planning
o Not following the agenda
o Starting the meeting late – remember that you are punishing the people who were on time if you start late
o Too much socializing (beyond a designated 5 minutes for ice-breakers or team builders)
o Spending time on discussion items which do not affect the entire group
o Failure to communicate information understandably
o Failure to summarize conclusions and tasks at end of meeting

**Possible Solutions**
o Carefully prepare and follow your agenda
o Get down to the business at hand
o Schedule a social outing if too much socializing is a problem
o Meet with new members, or long-absent members, separately after the meeting to update them on what is going on – don’t spend your entire meeting updating people on things that everyone else already knows
o Give instructions or answer questions that only matter to a few people AFTER the meeting
o Present information clearly and make sure that everyone understands it

*Leaders should remember that their level of preparation, attitude, willingness to hear others’ viewpoints, and personal desire to see the group succeed in meeting its goals will determine the effectiveness of the group’s meetings as well as the satisfaction of members.*

**Recruiting New Members at Club Day or Similar Events**

*Do . . .*

- Have a handout, brochure, or other “take-away” that explains what your club stands for
- Bring a display board -- cardboard ones are available cheaply in the “school supply” section at drug and discount stores. Decorate it with pictures of your club’s activities!
- Tell people when and where your next meeting will be held!
- Wear a club T-shirt or Gordon State College shirt if you like
- Hand out candy
- Be friendly and talk to new students about your club -- the number one reason people say they don’t join or volunteer for things is that no one ever asked!
- Bring a laptop and extension cord to the club fair if you want to show off your club’s website!
- Plan events for the first few weeks of school -- and invite potential members!
- Have a sign-up sheet and collect emails of interested students
- Have two-way conversations with people who stop by. Ask your visitors about their ideas and interest and tell them how your club might fit with those!
- Tell people who stop by why your club is important to you

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• Follow-up is crucial. Use your email list and invite people to your next meeting or event!

Don’t . . .

• Accost people who clearly don’t feel like talking
• Play loud music or internet clips at your recruiting table
• Talk to people about other clubs and why yours is preferable -- just give them good info and let them make up their own minds
• Give unrealistic expectations for new club members -- if your club demands a lot of time investment, don’t tell visitors that there’s not much work involved in your club (it’s often tempting to recruit people by making them feel it’s easy to be a member of your club, but if that doesn’t match with what you really expect of new members, you’ll wind up with unsatisfied club members!)
• Overlook anyone. Try to recruit even those who merely glance through your banners or flyers. If they took the time to read your organization’s name, then, at least take time to ask for their contact number.

The Student Activities/Club Closet
The Office of Student Activities offers the Club Closet for the use of all Registered Student Organizations. Groups in the process of becoming Registered Student Organizations may also use the Club Closet. The Club Closet and its supplies are available whenever the Office of Student Activities is open. Items that are available for club use include but not limited to: poster board, paper, markers, paint, crayons, sound system, popcorn machine, snow cone machine.
Club Manual Appendices

This section contains a variety of forms, checklists, and charts you may find useful and that were referenced in the Club Manual. Please feel free to copy and use these whenever you like. You can also email the Director of Student Activities for electronic versions of the forms and checklists.

Appendix A

- A sample completed waiver: Use as an example for your students

Appendix B

- Fundraiser request form: Fill out to request approval for your events

Appendix C

- Event Approval Form: Turn this form in when you want to sponsor an event. This should be approved before any facility is reserved, items have been purchased, or promotional items have been created.

Appendix D

- Event Checklist and Guidelines: A countdown-style checklist, this form lists what your students could be doing 8 weeks prior to an event, 6 weeks prior, etc. Keep in mind that all of these timelines are the "best case" scenario – if you wind up doing things later than they suggest, that’s still better than not doing them at all!

Appendix E

- Generic Sign In Sheet. This will help you know how many students participated in the event.

Appendix F

- College Tax Exempt Form. Use this form when purchasing items with Student Activity Fee money

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Appendix A. Sample Completed Waiver

The waiver on the next page will give you an idea of what a completed waiver should look like. A few things to remember:

- Fill in the event name specifically.
- The “Date” line next to the event name is the date of the event.
- In the last paragraph, there is a line for “age” which people often miss. Check that it is filled in. If you have a student club member under the age of 18, their parents should also sign the waiver.
- The student can keep one copy and the advisor can keep one copy. White copies should be sent to the Office of Student Activities.
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Appendix B. Fundraiser Request Form

Please turn in this form in advance of your fundraiser. You can copy the form in this manual as many times as you want, or email the Director of Student Activities for an electronic copy.
Appendix C. Event Approval Form

Club Sponsoring Event: ____________________________________________

Clubs Advisor Name: _____________________________________________ Phone Number____________________

DESCRIPTION OF EVENT

Title of Event: _________________________________________________

Event Date: ______________ Event Location: ______________________

How Many people do you expect to be in attendance: ______________

Detailed Description of Event:

Will admission be charged? _______ If yes, how much? _______

APPROVED____________________________________________________ DATE:________________________

Director of Student Activities

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Appendix D. Event Checklist and Guidelines

Events that are open to the whole campus require considerable planning and good communications among all those involved in that planning – as well as with several offices around campus. The following checklist is provided to help program planners make sure that all angles and logistics are covered to ensure a smooth and successful program. It is suggested that planning begin at least eight weeks before the event.

**FIRST AND FOREMOST**
- Get approval from the Director of Student Activities when considering an event/trip/party etc.

**EIGHT WEEKS PRIOR TO THE EVENT**
- Help the students turn those ideas into a plan. Develop a planning committee and identify a coordinator who will serve as the point of contact and leader for the planning committee.
- Have the students complete a written summary detailing the description of the event, date, time, location, and other relevant information (you could use either of the two proposal forms given in this section to help your students do this).
- Help your students begin to develop a budget for the event. What portion of their budget will the organization you advise devote to this project? How much will things cost – food, decorations, prizes, and more?
- The advisor and the planning committee can meet and come to an agreement on basic expenditures and discuss the things that need to be done between now and the day of the event.

**SIX WEEKS PRIOR TO THE EVENT**
- Consider the various tasks needed to make the program a success: security, room reservations, food, decorations, technical needs, so that you can remind students if they forget!
- Help the leader of the planning committee define the responsibilities for all members of the planning committee. One member should not have to do all the work.
- Finalize the date, time, and location for the event.
- Coordinate security provisions with Public Safety. It’s usually easier if the advisor does this.
- Consider if you would like to have other faculty or staff members present at the event, and invite them.
- Discuss with the students their plan for technical needs, etc. Be sure you have reserved all this through the appropriate online forms.
- Organize a publicity campaign. Be creative! You can use the marketing information in this manual to help your students decide what they want to do to tell the campus about their event.
- Start making publicity.

**FOUR WEEKS PRIOR TO THE EVENT**
- Finalize all arrangements and implement the publicity campaign.
- Finalize all funding requests and turn the paperwork in to the Office of Student Activities (see the Funding Section for all specific funding information).
- Finalize and have all contracts signed (catering, entertainment). Provide copies to anyone who needs one. Remember that the catering contract must go through the Office of Student Activities. Also, please remember that ALL CONTRACTS WITH OUTSIDE ENTERTAINMENT OR OTHER VENDORS CAN ONLY BE SIGNED BY THE DIRECTOR OF STUDENT ACTIVITIES. Club advisors may not sign contracts with entertainment agencies.

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• Finish making publicity.

**TWO WEEKS PRIOR TO THE EVENT**

• Continue to finalize all plans and implement publicity campaign.
• Submit any last-minute funding forms for new expenses that have come up.
• Double-check with the event venue to make sure they have all the information they need from you. A call from the advisor is appreciated at this point!
• Develop and refine the work schedule for handling the remainder of the tasks and for the day of the event. Make sure the students remind people who have agreed to work the event! For example, if you are having a cookout, remind those people who said they’d go shopping, set up, and clean up.

**ONE WEEK PRIOR TO THE EVENT**

• Remind planning committee to intensify publicity efforts.
• Make sure planning committee has volunteers to pick up all supplies needed for the event.
• Have planning committee remind volunteers again.

**THE BIG DAY**

• Help students set up for the event and make sure all volunteers are on hand.
• Have fun – this is your chance as an advisor to hang out with your students, get to know them, and forge closer relationships!
• Be sure to pay any entertainers, etc. If you have to buy any supplies at the last minute, be sure to get receipts for reimbursement.
• Make sure students clean up the venue – this will leave those responsible for the rooms with a good impression of you and your students.

**ONE WEEK AFTER THE EVENT**

• Have the planning committee debrief the event. Ask your students (or arrange with the chairperson in advance to ask these questions) what went well, what future students could do differently, etc. Write this information down and save it for next year.
• Provide thank-you notes to the students so they can write notes to anyone on campus that was particularly helpful.

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### Appendix E. Generic Sign In Sheet

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Appendix F: Tax Exempt Form

The next page contains a copy of the Gordon State College Tax Exempt Form. You can copy it, or print more from the Business Services Forms page.

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