New Officer Training
Student Leadership Retreat
SPING 2014
Carrie Anderson
Christina Oddo

Overview
- Forms/Registering as a Student Organization
- Constitution and By-Laws
- Campus Logistics
- Funding Sources/ Fundraising
- Running Meeting
- Recruiting New Members
- Advisors Roles
- Planning an Event
- Record Keeping
- Motivation
- Communication
- Retaining Members
- Marketing
- Awards
Registration Forms and Handouts

- Student Organization Guide (Rules, Regulations, Policies)
- Off Campus Party Detail Sheet
- How to Start a Student Organization
- Advisor Responsibilities/Advisor’s Manual
- Success as an Organization President
- How to Prepare your Organization’s Constitution and By-laws
- The Roll Call
- Student Organization Travel
- Guidelines for Planning Fun, Safe and Effective Parties
- Guidelines Using University Facilities
- News Release Request Form
- On-line Student Organization Registration Form

Student Organizations Guide

- Provisional Registration
- Registration of Student Organizations
- Privileges of Registered Student Organizations
- Denial or Loss of Registration Status
- Regulations
  - (Compliance, Non-Discrimination Policy, Officer requirements, Anti-Hazing, Raffles, Use of University Name, Off-Campus Events, Bulletin Boards, etc.)
Registration, Benefits & Programs

- Re-registration occurs each academic year in May
- Changing of the Guard: email Carrie at clanderson@ysu.edu when you make officer changes in Symplicity
- Mailbox in the Student Activities Office
- Emails sent out from Student Activities
- Leadership Summit- usually held before school starts for the fall semester
- Leadership Retreat- held during the spring semester
- Organizational Fairs- held first Tuesday -or- Wednesday during the First week of Fall and Spring semester
- Awards Banquet: Applications due in March
- Who’s Who: The deadline for submission in March

On-line Registration - Symplicity

- Sign in to the YSU Portal
  - Under e-Services for Students click “Student Organizations.”
  - Once in the System, click on the “Student Organizations” tab.
- Register your student organization on-line
- Potential Members can show interest
- Each student group can:
  - Blog
  - Display events for other groups to see
  - List all members (Please keep updated)
  - Photo Gallery
  - Documents
  - Links
  - Polls
Student Awards Banquet
Thursday, April 24, 2014

Application Due Date: March

- **AVI LEADERSHIP SCHOLARSHIP**
  For Outstanding Undergraduate Campus Leaders
- **CONSTELLATION AWARD**
  Outstanding University-Wide Program
- **LIBRA AWARD**
  Outstanding Advisor Award
- **MENTOR OF THE YEAR**
  For Faculty/Staff Member Who has Contributed the Most to the Development of a YSU Student
- **MULTICULTURAL STUDENT SERVICES**
  Leadership Award
- **ORION AWARD**
  For Outstanding University-Wide Programs
- **YSU PIN AWARD**
  For Outstanding Graduating Student Leaders

Requirements:
- YSU has been allotted 150 places in this year’s directory
- Nominees must be of junior status, or better and a fulltime student
- Minimum 3.00 cumulative grade point average
- Graduate students are also eligible

Form/Deadline: February 14th
Forms at: [www.ysu.edu/studentactivities](http://www.ysu.edu/studentactivities) > Programs & Events > Who’s Who Nominations
Student Awards Banquet
Thursday, April 24, 2014

NEW AWARDS

• **NOVA AWARD**
  Most Promising New Campus Organization

• **SIRIUS AWARD**
  For Student Employee of the Year

Application Due Date:
**MARCH 7, 2014**

---

Constitution and By-Laws

- Why do you have them?
- What is included in a constitution?
- What is included in By-Laws?
- How do you change or add something to a Constitution or By-Law?
- Access the Guide on the Student Activities Website ([www.vsu.edu/studentactivities](http://www.vsu.edu/studentactivities))
- Then click on Student Organizations > Policies and Handouts > How to Prepare your Organization's Constitution and Bylaws
Kilcawley Center Reservations

- Reservation Policies/Procedures
- Blue Form located on Kilcawley Center's website: [www.kc.ysu.edu](http://www.kc.ysu.edu) or Online Form for Student Organization Space Requests
- Do not assume that the space is reserved until you have received written confirmation or have been contacted by the Room Reservations Office. For further information, contact Ashleigh Young, Kilcawley Center, YSU, 330-941-3577.

- Virtual EMS
  - Kilcawley Website Reserve a Room On-line
  - [http://emsserverkc.kc.ysu.edu/VirtualEms/](http://emsserverkc.kc.ysu.edu/VirtualEms/)

Reserving Spaces in Other Campus Buildings

<table>
<thead>
<tr>
<th>Building</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williamson College of Business</td>
<td>Chris Shelton, Coordinator of External Relations</td>
<td>(330) 941-3068</td>
</tr>
<tr>
<td>DeBartolo Hall (including the lecture hall)</td>
<td>Christina Texter, Office of Alumni and Events Management</td>
<td>(330) 941-2962</td>
</tr>
<tr>
<td>Cushwa Hall</td>
<td>Christina Texter, Office of Alumni and Events Management</td>
<td>(330) 941-2962</td>
</tr>
<tr>
<td>Moser Hall</td>
<td>Christina Texter, Office of Alumni and Events Management</td>
<td>(330) 941-2962</td>
</tr>
<tr>
<td>Ward-Beecher Hall</td>
<td>Christina Texter, Office of Alumni and Events Management</td>
<td>(330) 941-2962</td>
</tr>
<tr>
<td>Maag Library</td>
<td>Christina Texter, Office of Alumni and Events Management</td>
<td>(330) 941-2962</td>
</tr>
<tr>
<td>Stambaugh Stadium</td>
<td>Steve Pinciaro</td>
<td>(330) 941-2385</td>
</tr>
<tr>
<td>DeBartolo Stadium Club</td>
<td>Steve Pinciaro</td>
<td>(330) 941-2385</td>
</tr>
<tr>
<td>Beeghly Center</td>
<td>Steve Pinciaro</td>
<td>(330) 941-2385</td>
</tr>
<tr>
<td>Beeghly College of Education - McKay Auditorium</td>
<td>Jean Grabaskas, Executive Secretary to the Dean</td>
<td>(330) 941-5334</td>
</tr>
<tr>
<td>Cafaro Hall Multi-Purpose Room</td>
<td>Kilcawley Center Staff Offices</td>
<td>(330) 941-3577</td>
</tr>
</tbody>
</table>
Off-Campus Events

• Events that are communicated, publicized or advertised as associated with a registered student organization (including descriptions on social media such as Facebook or Twitter) are considered to be sponsored by the organization and are subject to the following requirements.

• These include parties hosted or affiliated with fraternities or sororities. Any registered organization hosting a social event or party must provide the following information to the Office of Student Activities and to the University Police at least two (2) weeks prior to the proposed function.

• Failure to meet the requirements on Pg. 15 of the Youngstown State University Student Organizations Guide will result in charges under the Student Code of Conduct.

• Students who wish to hold an event off-campus are required to fill out an Off-Campus Party Detail Sheet, found at the Student Activities Office, and online at www.ysu.edu/studentactivities > Policies and Handouts > Off Campus Party Detail Sheet

• You may also be required to provide a guest list. Information required on this sheet includes the name of the hosting organization, the time and location of the event, and important contacts, among other items.

Other Important Campus Contacts

<table>
<thead>
<tr>
<th>Description</th>
<th>Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating press releases</td>
<td>Ron Cole, Director of University Communications</td>
<td>(330) 941-3285</td>
</tr>
<tr>
<td>Using the YSU logo</td>
<td>Marketing and Communications</td>
<td>(330) 941-3291</td>
</tr>
<tr>
<td>Using the Pete the Penguin logo</td>
<td>Robb Schmidt</td>
<td>(330) 941-7226</td>
</tr>
<tr>
<td>Messages on the Marquees</td>
<td>Cindy Vinarsky, Marketing and Communications</td>
<td>(330) 941-1703</td>
</tr>
<tr>
<td>Teambuilding Activities and Low Ropes Course</td>
<td>Michael Bowman, Adventure Recreation, Aquatics, and Red Cross Programs</td>
<td>(330) 941-1964</td>
</tr>
<tr>
<td>Chartwells Dining Services</td>
<td>Debbie DePaul</td>
<td>(330) 941-1979</td>
</tr>
<tr>
<td>Parking</td>
<td>Parking Services</td>
<td>(330) 941-3546</td>
</tr>
<tr>
<td>Security for off-campus parties</td>
<td>YSU Police Department</td>
<td>(330) 941-3527</td>
</tr>
<tr>
<td>Student Conduct Information</td>
<td>Office of Student Life</td>
<td>(330) 941-4703</td>
</tr>
<tr>
<td>Organization Bank Accounts</td>
<td>Home Savings &amp; Loan Bank – Kilcawley Center</td>
<td>(330) 747-1333</td>
</tr>
<tr>
<td></td>
<td>YSU Associated School Employees Credit Union</td>
<td>(330) 941-3204</td>
</tr>
</tbody>
</table>
Funding Sources / Fundraising

- Student Government Association (SGA)
  - [http://www.ysu.edu/sga/applications/appropriations/](http://www.ysu.edu/sga/applications/appropriations/)
- Campus Policies on Fundraising
  - [www.ysu.edu/studentactivities](http://www.ysu.edu/studentactivities) > Student Organizations > Fundraising
- Development Office – Phone-a-thon

Campus Banks

Federal Guidelines have changed. Please check with your Bank to see policy changes effect your student organization

ASECU (Associated School Educators Credit Union)
- 12-month inactivity fee

Homesavings & Loan
- 3-month inactivity fee

You should have your Advisor as a co-signature on your account.
Opening a New Account

- Organization
  - Name
  - Address
  - EIN (Employer Identification Number)
    - Can call IRS at 1-800-829-4933 M-F 7am-10pm to obtain EIN
  - Contact Phone Number(s)
  - Most recent Meeting Minutes or Roster
    - Roster available at Student Activities Office
  - How long has organization been in existence?

- Individual Signors
  - Name
  - Government issued photo ID
  - Address
  - Social Security Number
  - Date of Birth

NOTE: Advisor MUST BE a signor on account

Change Existing Account

- Organization
  - Most recent Meeting Minutes or Roster
    - Roster available at Student Activities Office
  - Contact Phone Number(s)
- Individual Signors
  - Name
    - Government issued photo ID
  - Address
  - Social Security Number
  - Date of Birth

NOTE: Advisor MUST BE a signor on account
Running An Effective Meeting

1. Have concrete goals for each meeting
2. Make sure all members are aware in advance of the meeting day, time, and place
3. Always start meetings on time!
4. Prepare an agenda
   - Attendance
   - Review of last week’s minutes
   - Executive Board/Committee Reports
   - Advisor’s Report
   - Old Business
   - New Business
   - Responsibility Sign-Up
   - Announcements

Running An Effective Meeting (cont.)

4. Have a process for group decision-making that is consistently used (*Voting procedures outlined in your by-laws*)
5. Keep track of the discussion and decisions made at meetings. Have a secretary or individual be responsible for taking notes at the meetings so minutes can be sent out to members. (*Use Portal Groups to post minutes*)
6. Don’t be afraid to add spice to your meetings! Have a guest speaker and/or refreshments once in a while. Conduct fun, new icebreakers at the beginning of meetings (*Night Out or Special Topic Programs*)
Recruiting New Members

What are you doing now?

Recruiting New Members

What can you do?

- Student Organization Fair (2 times this semester)
- Campus Rec Dance Party/BBQ
- Set up informational meetings
- Create a brochure about your organization
- Develop slide show of your organization
  - Digital picture frame
- Target large groups of students
  - Athletics, Peer Mentors, RA, Campus Rec, Honors, Greek Life
- Article in Jambar
- Bring a friend incentive program
- Set up a table at campus events
- Business cards – Include organization name, a contact and meeting information
Advisor Roles

Some advisors are more involved than others

The University expects an advisory as opposed to directive capacity

1. Providing the officers with the elements of good organization and administrative practice, including records of the past three years of the organization’s minutes and financial accounts;
2. Assisting in the development of procedures and plans for action
3. Keeping the group focused on its goal
4. Fostering self-discipline and responsibility in the group
5. Stimulating programming (e.g., speakers, workshops, etc.).

Advisor Roles (cont.)

- Advisors should be available to the officers and members in order to share ideas about the organization affairs
- Meet with the officers as a group monthly to discuss the progress and direction of the group
- Attend meetings and functions of the group
- Advisors should advise and consult with the organization and its officers in its financial affairs
- Co-signatures on all organization checking and savings transactions is recommended. Appropriate forms for all financial institution accounts should be updated whenever a new president/treasurer is elected or appointed.
- Advisors should sign or co-sign appropriate University forms such as the student organization registration forms
Marketing

- Banners and posters (bulletin board rules SGA)
- Graphic Services—Kathy Leeper
- Info tables reserved through Kilcawley Arcades
- Flyers and Quarter Sheets
- Table Tents
- Jambar—story or blurb on side or buy an ad
- Facebook and Twitter
- Word of Mouth
- Large lecture classes before and after class to hand out flyers
- Chalking sidewalks (Not under overhangs—rain must reach them)
- Painting the Rock
- Contact large student groups (Athletics, Campus Rec, Housing)
- Target Marketing (fundraiser or social event)
Record Keeping & Training

- Outgoing officers and advisor should plan either several orientation workshops or an organizational training retreat
- Records of the past three years of the organization’s minutes and financial accounts
- Transferring information through binders is helpful during training

Officer Training

- **Historical perspective of the organization**
  (Constitution and By-laws, Policies and Procedures, Officer job descriptions, Officer background information, Meeting minutes, historical records)

- **Previous year’s goals, projects and activities**
  (Status report on current and continuing projects, Evaluation of previous projects)

- **Financial Information**
  (Previous year’s budget, Financial records, Suggested changes)

- **Roles and Relationship**
  (Resource or contact list, Roles and expectations of officers and advisor in coming year)
**Hints on Motivating Others**
- Study members and learn what makes each one tick.
- Be a good listener.
- Criticize in private.
- Praise in public.
- Be considerate.
- Delegate responsibility to others.
- Give credit where credit is due.
- Avoid domination or forcefulness (i.e., bossiness).
- Show interest in and appreciation for others.
- Make members want to do things through inspiration, incentives, and recognition.
- Let everyone know your plans, even at the early stages.
- Never forget that the leader is the role model.

**Motivation/Retaining Members**
- Play up the positive.
- Be consistent.
- Show members that you have confidence in them.
- When you make a mistake, admit it.
- If an idea is rejected, tell the originator why.
- Be careful of what you say and how you say it.
- Put yourself in your members’ shoes.
- Remember that people carry out their own ideas best.
- Give members the opportunity to take part in making decisions—especially those that involve them.
- Let members know where they stand and why.
Volunteer Opportunities

Is your organization looking for Volunteer Opportunities?

- Go to the Student Activities website > Get Involved > Volunteer Opportunities
- Throughout the semester we will be posting various contacts and groups that are looking for volunteers
- Make sure you keep track of your volunteer and fundraising efforts for the End of the Year Report

Questions