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STUDENT ACTIVITIES CONTACT INFORMATION 315-781-3513

**Kristen Tobey**  
Director of Student Activities  
tobey@hws.edu

**Kimberly Kochin**  
Associate Director of Student Activities/Fraternity Advisor  
kochin@hws.edu

**Christine Lucht**  
Assistant Director of Student Activities  
Lucht@hws.edu

**Denise Polanco ‘11**  
Program Coordinator  
dpolanco@hws.edu

**Theresa Greiner-Bourque**  
Office and Events Coordinator for Student Activities  
greiner-bourque@hws.edu
RESOURCES AND REFERRALS

Catering Requests – Conferences and Events
Tammy Vansickle, vansickle@hws.edu, 781-3103

Club & Advisor Issues – Office of Student Activities
Please contact your Student Activities advisor for this (see page. 6-7)

Club Recognition (more information on page 6) – Student Government and Congress
Hobart Student Only Clubs: Hobart Student Government, hsg@hws.edu
William Smith Student Only Clubs: William Smith Congress, wsc@hws.edu
Hobart and William Smith Student Clubs: Contact both organizations

Club Sports Questions – Office of Student Activities
Kimberly Kochin Kochin@hws.edu, 781-3513

Club Budget and Funding Questions – Budget Allocations Committee
HSG and WSC Treasurers, bac@hws.edu, 781-3513

Event Registration and Room Requests – Office of Student Activities
Theresa Greiner-Bourque, greiner-bourque@hws.edu, 781-3513

Event Set Up Requests – Buildings and Grounds Office
facilities@hws.edu, 781-3660

HWS CollegiateLink:
hws.collegiatelink.net/organizations/studentactivities

IT Support for Events – IT Services
helpdesk@hws.edu, 781-4357

Leadership Training – Centennial Center for Leadership
leadership@hws.edu, 781-4550

Van Rentals – Conferences and Events
Pamela Pietrusinski, pietrusinski@hws.edu, 781.3103
BECOMING A CLUB

**Club Status** is an official recognition given to HWS clubs who wish to function with the support of Hobart Student Government, William Smith Congress, and Student Activities. It grants certain privileges and responsibilities, and these privileges are granted with the assumption that the organization acts within and complements HWS’s mission, vision, and values.

Recognition requires that each group must agree to carry on their activities in a manner that complies with HWS’s Community Standards, HSG and WSC regulations and does not violate federal, state, or local laws.

Official Recognition can be refused or revoked at any time if the group (but not limited to):

- Contradicts the objectives and mission of HSG, WSC, Student Activities and/or HWS
- Engages in activities that interfere with normal activities of the Colleges or the rights of others within the Colleges and/or that present danger to property, personnel and/or functions of the Colleges
- Refuses to comply with federal or state laws, or College’s rules and regulations

An active club is one that completes required paperwork, communicates regularly with Student Activities, attends mandatory meetings and training, completes the HWS CollegiateLink registration process every year, and runs any financial transactions through their club account. A club that has been operating but not completing the terms listed is therefore not considered an active club. To become active they will have to reapply through their respective congress and/or student government organization.

**Club Sport Guidelines**
*Refer to 2016-2016 Club Sports Manual for club sports wishing to obtain club status and guidelines.

**Privileges Associated with Recognition**

**Recognition includes but is not limited to the following privileges:**

- Use of the HWS name as part of its organizational name
- Affiliation with HWS programs and activities
- Requesting of Student Activities Fee funds and opening of a Colleges financial account
- Use of HWS space, equipment, services and other resources as deemed appropriate
- Access to administrative services as provided by the Office of Student Activities
- Listing in HWS publications
- Access to leadership training materials and resources
- Sponsorship/promotion of activities on campus
- Distribution of literature, flyers or organizational print materials on campus
Limitations of Recognition

Recognition of a student organization by HWS does not:

- Authorize the organization to enter into contracts or otherwise act on behalf of HWS;
- Authorize the organization to use:
  - The Colleges’ logo or any copyrighted symbol of HWS without permission.
  - Allow for separate club budgets or accounts outside of the Budget Allocations and Fundraising accounts provided by Student Activities.

CLUB GUIDELINES

A. Criteria for Club Status

All groups applying for Club Status do so with the intent to pursue activities that will contribute significantly to the intellectual, cultural, and social development of the student body, encourage student participation and leadership, and enhance the general campus environment.

B. Membership

1. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation. Membership must be accessible to all students with a sincere interest in the group.

2. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.

3. The Office of Student Activities requires that all recognized student organizations and clubs provide a current membership roster each semester through Collegiatelink.

C. Advisors

1. Each group is required to maintain an advisor who is a full-time faculty or staff member of HWS. The advisor will be responsible for attending meetings and providing general assistance to the group. *Club Sports are not required to have additional advisors.*

2. Students are required to keep their advisors updated and aware of issues – students should be meeting with their advisors, asking for guidance and support, and utilizing them as a resource on HWS policies and procedures.

Student Activities Advisors

Each organization is assigned a Student Activities advisor. This advisor is meant to be a resource to the group with special knowledge of Student Activities policies and procedures. When a club or student organization requires assistance from the Office of Student Activities, this advisor is the main point of contact. It is the expectation that student clubs and organizations will maintain regular contact with this advisor and keep them abreast of club activities. Don’t be afraid to utilize this person!
Locate your Student Activities Advisor on the following page and be sure to let your executive board know!
**Student Activities Staff Advisors**

**Kristen Tobey**
- Budget Allocations Committee (BAC)
- Campus Greens
- Coalition for Educational Equity
- Colleges Against Cancer
- Debate Team
- Eye to Eye
- First Generation Initiative
- Habitat for Humanity
- Hillel
- Hobart Student Government
- HWS Chess Club
- HWS Lookbook
- HWS Rotaract
- HWS Sustainable Foods Club
- Koshare Dance Collective
- Martini Student Newspaper
- Operation Smile
- Perfect Third A Cappella
- Pianos for Patients
- Pre-Health Professions Club
- The Herald
- The Hobartones
- Thel: Literary Magazine
- Three Miles Lost
- UNICEF at HWS
- William Smith Congress

**Kimberly Kochin**
- Anime Central
- Caribbean Student Association
- Chi Phi Fraternity
- Delta Chi Fraternity
- Film Club
- Hip-Hop Step Team
- Interfraternity Council (IFC)
- Kappa Alpha Society
- Kappa Sigma Fraternity
- Phi Sigma Kappa Fraternity
- Pride Alliance
- Sankofa: Black Student Union
- Sigma Chi Epsilon Colony
- Theta Delta Chi Fraternity
- All Club Sports

**Denise Polanco**
- 1:1 Friendship
- Americans for Informed Democracy
- Arts and Design Collective
- Art History Society
- Campus Activities Board
- English Country Dancing
- First Year Class Presidents
- Health Promotions Club
- HWS French and Francophone Club
- Geoscience at HWS
- HWS Gospel
- HWS Lookbook
- HWS Votes!
- International Student Union (ISA)
- Junior Class Presidents
- Latin American Organization (LAO)
- Libertango
- Peace in Action
- Psychology Club
- Sophomore Class Presidents
- Studio Arts Collective

**Race and Racism Coalition**

**RENEW**

**Senior Class Presidents**

**William Smith Congress**

**Women's Collective**

**Christine Lucht**
- Asian Student Union
- Campus Peer Ministries
- Christian Fellowship
- College Experience Outreach
- Days of Service
- Drop the Mic
- Educational Second Chances Program
- Gluten Free Support Group/Club
- HEAR: Hobart for Equality and Respect
- HWS Electronic Music
- HWS Live
- Nerd Herd
- Newman Club
- Phoenix Players
- Pre-Health Professions Club
CLUB ADMINISTRATIVE REQUIREMENTS

Communicating with Student Activities Staff
From time to time throughout the year, there will be changes within your club. Your advisor might leave HWS or their position, officers’ transition, a problem goes wrong with your event – you name it! To avoid any issues arising from these changes or conflicts, please contact your Student Activities advisor to alert them to the issue or problem at hand, so they may work with you. The staff is very flexible and willing to account for circumstances; however, we need communication from the club first to keep aware of what is happening and to not have to assume the worst. We care about your success and are happy to help!

Maintaining an HWS CollegiateLink Profile
All clubs, student organizations, and club sports are provided with an HWS CollegiateLink profile page for their use upon registering their organization through the site. This site should be highly utilized in order to make your organization accessible to prospective members and the campus community. It is also a great organizational tool for your organization and its membership. Documents can be stored there, membership rosters can be updated, events can be registered, and co-curricular involvement can be tracked all in one place!

All-Club Mandatory Meetings
Each semester, you may be invited to an all-club meeting, retreat, or program such as the Fall Student Leader Summit. It is an expectation that the specified amount of club members will attend to represent your organization. Notification of absences should be made to your Student Activities Advisor prior to the meeting. These meetings provide an opportunity for important training and information sharing so that your club or organization can be successful here at HWS! Missing important, mandatory meetings may result in the freezing of BAC fund use.

Club Constitution and Club General Email
All clubs are required to have an updated Club Constitution and Bylaws on record with the Office of Student Activities (submitted with your annual Club Registration on CollegiateLink). If you need assistance with creating or editing a constitution, please contact your Student Activities advisor or visit the Student Activities CollegiateLink page for a sample constitution, located under the “Documents” tab.

Recognition Renewal
All Clubs and Student Organizations are required to register their group each year at the beginning of the Fall Semester. Typically, this occurs when you register for the Fall Involvement Expo. If a group fails to register with Student Activities, the office is unable to recognize the group as an official HWS club. Invitations to register go out in mid-August via HWS CollegiateLink.

Using the Colleges’ Logos
Permission is required before any official Colleges’ logos may be reproduced. For club t-shirts, giveaways, etc. all designs/logos need to be pre-approved by your Student Activities Advisor before ordering. The HWS Athletics mascots are also unable to be used by the students without prior approval from Student Activities. When in doubt, ask!
BENEFITS OF CLUB RECOGNITION

CollegiateLink Profile: hws.collegiatelink.net

Upon receiving club status, all organizations are asked to register their organization with the Student Activities Office through HWS CollegiateLink. Organization profiles on CollegiateLink are restricted to clubs that are recognized by HSG, WSC, and Student Activities. These profiles allow for easy online roster management, interactive and ample space for important organization information for not only for current members, but prospective members as well, and much more.

Access to Club Funding

All non-selective, recognized student organizations have access to Student Activities Fee monies distributed by the Budget Allocations Committee. These funds are proposed for each semester to a committee of trained student leaders and allocated via your club’s BAC account.

Hosting Events On and Off Campus

Being a recognized club means having the ability to register events through the Student Activities Office and host them both on and off campus while having the support from your Student Activities Advisor to be sure that it is fun, safe, and successful. Financial support through the Budget Allocations Committee for events is also a benefit of being a recognized club on campus.

Email Distribution Lists

The Office of Student Activities utilizes an email distribution list for efficient communication with all groups. This list is comprised of the names and email addresses of club leaders and members who wish to receive information and updates regarding clubs and student organizations. This list typically includes the club’s executive board; however, others are welcome! Please remember to provide updates as your club leaders or members change throughout the year. If you have questions about the distribution list or need to have your list updated, please contact your Student Activities Advisor.

Fall Involvement Expo

The Fall Involvement Expo is an annual event held on the first Friday of the fall semester from 5 to 7pm on the Quad (rain location: Scandling Center). All recognized clubs and organizations receive invitations to attend. Please be sure you register your organization for the expo in a timely manner when invitations go out (typically in mid-August).

Weekly Buzz and Weekend Highlights

The Weekly Buzz and Weekend Highlights are weekly email publications provided by the Office of Student Activities for use by Student Organizations and HWS Departments.

- The Weekly Buzz covers events from Monday to Friday and is sent to campus every Monday morning. To include your event in the Weekly Buzz, simply email thebuzz@hws.edu no later than Thursday at Noon.
- The Weekend Highlights cover events from Thursday to Sunday and is sent to campus every Thursday. To include your event in Weekend Highlights, simply email thebuzz@hws.edu no later than Wednesday at Noon.
**Community Service Referral**
Participating in community service is a great way for clubs to get to know the Geneva community, give back to HWS and Geneva, and advance the mission of your club or student organization. The Center for Civic Engagement and Service Learning is a great resource for connecting your group with opportunities!

HWS CollegiateLink is a great place to track your community service hours. Located on the CollegiateLink home page of your club or student organization, you’ll find a tab along the top of your organization page titled “Service Hours.” Click “Add Service Hours” to upload service hours served on behalf of your organization. Each member of the organization can upload their service hours to your organization.

**Club Folders**
All registered student organizations and clubs are provided with a folder located in Student Activities to keep track of all financial transactions and documents pertaining to the group. You may check your club finances utilizing the financial tab on your club’s CollegiateLink page. Your Treasurer or club representative should check this folder regularly in order to keep track of your club finances!

**Free Marketing and Publicity**
As a service to our clubs and organizations, you can use your BAC funds to print posters for campus distribution in the poster route which covers 13 different locations across campus. The poster route goes out at 10am on Mondays and Thursdays so be sure to get your poster approved by the Student Activities Office and dropped off in time for them to be hung.

Refer to our posting policy on the next page for important posting guidelines and be sure to check with your Student Activities Advisor if you’d like to hang posters in locations other than the Student Activities poster route.
Guidelines for Successful Posting!

As always, it’s important to Student Activities that all of the great events on campus are well advertised. To help you make the most of your posting efforts, we’d like to share some helpful tips for smart posting as well as the Office of Student Activities posting policies.

Feel free to contact us with any questions, concerns, or advice: studentactivities@hws.edu!

What to Know:

- To effectively advertise your event, utilize the bulletin boards designated for your specific area— if you’re an office or department, feel free to post fliers on the bulletin board designated for what’s happening on campus! If you’re a club or a student organization, take advantage of the bulletin board designated for what’s happening in clubs!

- The posting policy in Scandling means that posters are only allowed on the bulletin boards located near Saga. Any posters found elsewhere will be taken down.

- Be sure to include the name of your club, student organization, or department on your posting along with the event date, time, and location.

- Are you a club or student organization? Stop by to have your posters approved before you post!

- After your event passes, take a second to remove any fliers that might still be up— this will free up space for others to advertise.

- Be green and limit poster printing— print one large version of your poster for the Scandling bulletin board instead of lots of small versions that get lost in a sea of posters.
CLUB FINANCES

Important Financial Policies and Guidelines

Request for Payment

Requests for payment or reimbursement can be made at the Student Activates Office located on the 2nd Floor of the Scandling Center, using the Request for Payment/Reimbursement Form. Reimbursements or payments require itemized receipts or contracts, a completed W-9 form for payee, and the club account number which can be provided by Student Activities staff members. Paperwork should be submitted, in full, to the Student Activities Office no later than Friday at Noon to be processed for delivery the following Friday.

Contracts

Contracts cannot be signed by anyone other than a professional Student Activities staff member. As soon as the vendor you are working with provides a contract for review, please send it directly to your Student Activities Advisor. From there, your SA Advisor will review the document with you to be sure that your organization can accommodate all the needs outlined in their contract. If your vendor does not have a contract agreement for their services, your Student Activities advisor can work with you to create one.

Paperwork should be submitted at least three weeks prior to your event to ensure contracts will be processed on time and that a check can be ready by the day of the performance. Be advised that vendors must be paid with a university check. No other forms of payment can be used.

Budget Allocations Committee Funding

All clubs are given a BAC and fundraising account through Student Activities; any BAC funds, student donations, alumni/outside donations, student dues, etc. are deposited into these accounts. All financial transactions of any nature are required to be run through your club accounts, unless funded through an individual department. Clubs are not allowed to have outside bank accounts. At any time a club may request to see the amount that is remaining in their club budget account or visit the Student Activities Office to check their folder of financial transactions.

Clubs wishing to find out information about the Budget Process or specifics about how to request monies can visit the Documents tab on the HWS Student Activities CollegiateLink website: http://www.hws.collegiatelink.net
Proposals will be heard by the Budget Allocation Committee if the club is open to both colleges.
- Clubs that are open to one college should propose to the government for that college.
- All clubs that propose for funding must have a structured executive board with elected positions.
- Events that conflict with other similar or major HWS events should be avoided where possible.
- The Budget Allocation Committee will not fund items or party favors that will become personal property (i.e., gifts, money, etc.) unless determined by the BAC to be integral to an event’s purpose.
- The Budget Allocation Committee will fund honorariums of up to $100.00 for honored guests.
- The Budget Allocation Committee will not reimburse club members for out-of-pocket expenses that were not approved by the previous board or round of allocations.
- The Budget Allocation Committee will not reimburse club members for punitive charges incurred on club or school time or during an event.
- If the DJ is not the main focus of the event, then the maximum amount available is $350. In special circumstances, there may be exceptions granted.
- The Budget Allocation Committee will fund security for events that are not covered by the Colleges Campus Safety Team up to $300.00 per event.
- The Budget Allocation Committee uses $15.00 per person as a benchmark for catered meals.
- Clubs that are sending representatives to a conference will be funded up to $3,000.00 for expected expenses.
  - Will fund up to $125/night for hotel rooms.
- Maximum amount from Budget Allocation Committee funds that can be spent on food at club meetings is $25.00/semester.
  - Food for club events that are not general meetings is not included in the $25 cap.
- The Budget Allocation Committee grants $100.00 per club per semester for printing and publicity.
  - This does not include printing of programs for approved events.
  - We need to know what you will be printing and how much will be spent per print service request.
- The Budget Allocation Committee will not consider funding events that do not have previous space reservations.
- The Budget Allocation Committee will not consider funding speakers that have not established a written and agreed-upon price that includes travel expenses, lodging, or food costs.
- The Budget Allocation Committee will reimburse clubs that choose to travel in personal vehicles with mileage ($0.56/per mile).
- Budget Allocation Committee van rental guidelines:
  - If the total round trip mileage is LESS than 100 miles
    - $20/half day (4 hours or less) or $40/full day (over 4 hours)
    - $0.57/mile for Gas to refill the tank.
  - If the total round trip mileage is MORE than 100 miles: A rate of $.57 per mile will be charged
    - No half-day or full day charge.

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<tr>
<th>- AT A GLANCE -</th>
<th>NO</th>
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<tbody>
<tr>
<td>Honorarium (≤ $100.00)</td>
<td>Personal property (gifts, party favors, gift cards, etc.)</td>
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<tr>
<td>Transportation (Mileage)</td>
<td>Reimbursement for unapproved expenditures</td>
</tr>
<tr>
<td>Publicity/ Advertising (≤ $100.00)</td>
<td>Events without room reservations</td>
</tr>
<tr>
<td>DJ’s (≤ $350.00)</td>
<td>Unknown or unexplained expenditures</td>
</tr>
<tr>
<td>Security (≤ $100.00)</td>
<td>Unregistered clubs</td>
</tr>
</tbody>
</table>

DISCLAIMER: By submitting a funding request to the Budget Allocation Committee, groups agree to use funding allocated to them for only those items and events laid out in their proposals and also agree to abide by the rules established for funding by the Budget Allocation Committee.
The Budget Allocation Committee will follow the Club Sport Funding Guidelines written in the HWS Club Sport Guidelines, and exceptions will be determined at the discretion of the Committee.

- Club Sport dues may not exceed $150.00/person per academic year
- Club Sport funding requests may not exceed $12,500.00 per year
  - If the Club Sport acquires post-season play, up to an additional $3500.00 may be requested.
- New Club Sports may not request funding that exceeds $2000.00 during their first funding proposal.

The Budget Allocation Committee will not fund items or party favors that will become personal property (i.e. gifts, money, etc.) unless determined by the BAC to be integral to an event’s purpose.

The Budget Allocation Committee will not reimburse club members for out-of-pocket expenses that were not approved by the previous board or round of allocations.

The Budget Allocation Committee will not reimburse club members for punitive charges incurred on club or school time or during an event.

The Budget Allocation Committee grants $100.00 per club per semester for printing and publicity.

- This does not include printing of programs for approved events.
- We need to know what you will be printing and how much will be spent per print service request.

The Budget Allocation Committee may consider funding for:

- Lodging: if an overnight stay is required for a game or tournament; at lowest market value
- Meals:
  - If an overnight stay is required for a game or tournament: $15.00/meal (total of $45.00/day)
  - If an overnight stay is not required for a game or tournament: total of $15.00
- Referees: maximum of $150.00/referee/game unless expressly contracted at a higher rate
- Registration/League Fees: at lowest quoted cost
- Equipment: outdated/damaged equipment that acts as a hindrance to practice or play
- Uniforms: outdated/damaged uniforms that do not professionally represent the Colleges
- Coaching Staff: for “Tier One” Teams as defined by the HWS Community Standards up to $1,000.00/year. Clubs must indicate how the funding will be used to reimburse the coaches.

All uniforms and equipment purchased using allocated BAC funds are property of the Colleges and must be stored with Student Activities when not in use for the term or break.

The Budget Allocation Committee will reimburse clubs that choose to travel in personal vehicles with mileage ($0.575/mile).

Budget Allocation Committee van rental guidelines:

- If the total round trip mileage is LESS than 100 miles:
  - $20/half day (4 hours or less) or $40/full day (over 4 hours) + funding to refill tank
- If the total round trip mileage is MORE than 100 miles:
  - A rate of $.40 per mile will be charged with no half or full day fee +funding to refill tank

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Lodging (if overnight is required)</td>
<td>Personal property (gifts, party favors, gift cards, etc.)</td>
</tr>
<tr>
<td>Transportation (Gas OR Mileage)</td>
<td>Reimbursement for unapproved expenditures</td>
</tr>
<tr>
<td>Publicity/ Advertising (≤ $100.00)</td>
<td>Registration/League Fees past first deadline</td>
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<td>Meals (≤ $15.00/meal OR $45.00/day - overnight)</td>
<td>Unknown or unexplained expenditures</td>
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<tr>
<td>Referees (≤ $25.00/referee/game)</td>
<td>Unregistered club sports</td>
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</table>

**Disclaimer:** By submitting a funding request to the Budget Allocation Committee, groups agree to use funding allocated to them for only those items and events laid out in their proposals and also agree to abide by the rules established for funding by the Budget Allocation Committee.
HSG and WSC Excess Fund for Additional Support
Clubs are able to request additional funding through the Excess Fund managed jointly by Hobart Student Government and William Smith Congress. Any questions should be directed to your respective government or congress. To apply for excess funds, you will need to email a request to hsg@hws.edu and wsc@hws.edu that includes the following information:
- Name of organization requesting funds
- Purpose of request/reason why you are requesting
- Itemized budget needs with any relevant supporting documentation
- Ways in which the use of funds will benefit the HWS community
- Timeline for the use of funds
- Any other relevant information

Purchasing Supplies
Clubs wishing to purchase supplies with their BAC or fundraising funds should visit their Student Activities Advisor to request a Purchase Order for payment. We highly discourage students from using their own money to purchase club supplies in order to avoid issues with reimbursements.

Cash Handling
All fundraising should be deposited during normal daytime work hours in the Club’s account at the Student Activities Office. Please complete a deposit form used for reference by the Business Office. Funds will post to your fundraising account within 5 business days. You can pick up a cash box for safe handling of monies upon request at Student Activities.

Cash Box Security Tips
Internal Controls:
Strong internal controls and documented procedures should be in place to ensure cash proceeds are adequately safeguarded, deposited timely and accurately reflected in the general ledger. The following are a few suggestions that you should consider when evaluating and implementing your cash handling procedures at special events on campus.

Safeguard Cash:
Remove temptation for would be thieves by only counting cash and checks in a locked room. All cash should be kept in a secure location. The Office of Student Activities can store funds in a protected safe if needed. Cash that will be secured in the building overnight could be an attractive target for thieves. Whenever possible, cash should be counted and deposited on the day it’s received. Remember, it is never appropriate to use cash proceeds to make loans, for advances, or to pay for expenditures.

Cash Box Security:
It is very important to secure the cash box by a lock. Limit access to the cash box to only one individual. If there are duplicate keys, make sure that you are only allowing people whom you trust and who understand cash handling protocol to hold them in their possession. At all costs, avoid keeping the money in transparent containers and never leave the cash box unattended. Since it’s not possible for you to safeguard the cash box while supervising other facets of the event; ensure that there’s a trusted club member to assist you.
HOSTING CLUB EVENTS

What is Event Registration?
Event Registration is a process that helps students plan safe and organized activities and takes place on the HWS CollegiateLink site. Only those with event permissions can register events on behalf of their organization through CollegiateLink. These individuals are the President of an organization and the designated Event Coordinator. Organizations will be asked to designate an Event Coordinator through CollegiateLink that can be trained properly to register all club events through the site.

Once your Event Coordinator registers an event, a notification is sent to your Student Activities Advisor. They will reach out to you to discuss the event and possibly set up a meeting. Depending on the scale of your event, you may also be invited to attend an events meeting that occurs every Wednesday at 1:30pm in which Buildings and Grounds, Catering, and IT Services attends. Events are required to be registered with our office in order to occur.

Reservations
Scandling Windows
Reserve a table in the Scandling Center by visiting the Student Activities page on the HWS Collegiate Link website and completing the Scandling Window Request Form!

Campus Event Spaces and Classrooms
Campus Event Spaces and Classrooms are available for reservation by clubs. All reservations are first come, first serve and must be done through the Office of Student Activities. To reserve space for club meetings and events, visit the Student Activities page on the HWS CollegiateLink website and complete the “Meeting Space Request Form.”

Scandling Center and Library Atrium Tabling
Reserve a table in the Scandling Center by visiting the Student Activities page on the HWS Collegiate Link website and completing the Scandling Table Request Form! Reserve a table for the Library Atrium by submitting the reservation as an event on CollegiateLink and confirming the use of the space through your Student Activities Advisor. See important Library Atrium tabling information below!

What should be on your table?
• Signage indicating who you are (table cover or paper banner) & what you’re promoting or advertising (posters, tri-fold, easel)
• Handouts with important organization or event information
• Promotional materials (pens, pins, candy, giveaways)
• Pictures of your organization or past events
• Multi-media (laptop, iPad, video)

Who should be at your table?
• Members of your organization
• No more than 2-3 people at a time
**Other helpful tips:**
- Wear clothing that is related to your organization or event.
  - Be cautious when using music. If using it, keep it at a reasonable volume.
  - Make eye-contact with passersby in your tabling area. SMILE!
  - Don’t force your information on people. Only reach out to those who seem interested.
  - Make your table interactive...try a game or trivia.
  - Be cautious of friends who stop by to chat – they are blocking your table from others.
  - Try standing at your table instead of sitting. It makes you feel seem more engaged in the tabling experience.
  - Know when the busiest times are in the locations in which you’re tabling. Early morning and late afternoons tend to not get much traffic.

**Event Planning 101**
1. Preliminary work:
   a. Start early!
   b. Be well researched on the type of event that you want to hold.
   c. Know what you need for your event and what you need to do to obtain it.
   d. Talk to a faculty or staff member to determine some achievable goals for your event.
   e. Select a theme/title for your event.
   f. Find possible sponsors for the event.
   g. State how this event can contribute to campus or community life.

2. Event Proposal:
   a. Request an appropriate amount of funding from the BAC.
   b. Reserve the facilities and/or space for the event to be held at by following the Event Registration protocol.
   c. Will any school vehicles need to be rented?
   d. Will the event require security?
      i. Provided by the school?
      ii. Provided by an outside company?
   e. Pick an appropriate date for the event to be held on and decide when the start of the event will be and what time the event will end (don’t forget to include clean-up time).
   f. How many people will be expected?
   g. Will EMS need to be present for this event?
   h. Who will the event be open to?
      i. Students
      ii. Public
      iii. Ticket holders
         1. How many tickets will be available?
         2. What will each one cost?
3. Tickets sold through the College Store will require an additional form that can be obtained through Student Activities and must be submitted before tickets are dropped off to be sold.
   i. Will there be food and/or drinks (alcoholic or non-alcoholic)
      i. Will there be an outside caterer?
      ii. Should the needs of students with dietary restrictions/allergies be taken into account?
   j. Will there be a guest speaker/DJ/preforming artist?
   k. Is there a contract that needs to be signed by a Student Activities Advisor?
   l. What equipment will they require? Do they have a technical or hospitality rider?
      ii. Are there safety waivers that need to be filled out?

3. Getting the word out:
   a. Flyers and posters for advertising the event must be submitted and approved ahead of time to ensure that they are not posted too late.
   b. Will the event be advertised off campus?
      i. If so, How? (web, newspaper, posters)

4. Setting up for the event:
   a. Draw a basic floor plan for the event space.
      i. Make sure all tables/kiosks/tents have adequate access to the resources they need (i.e. electricity or running water)
   b. Put up any decorations for the event
      i. Make sure decorations are within fire safety regulations.
   c. If the event is to be held outdoors, be sure to have back-up event space in case of rain.
   d. Be sure that all safety regulations have been met and all forms have been filled out.

5. The day of the event:
   a. Is there enough staff running the event?
      i. Do the staff have the contact information of event coordinators in case any questions still need to be answered?
   b. Is there anything that the event still needs?
   c. Are all tables/equipment/kiosks in their proper place?
      i. Are exits clear in case of need for emergency evacuation?
   d. Has the event managed to stay within its budget?
   e. At the end of the event:
      i. Has all the trash been thrown away/recycled?
      ii. Has all equipment been put back in their proper place/returned to the rightful owners?

6. The Aftermath:
   a. Would you consider the event a success?
      i. What things would you do the same or different?
   b. Will this event be repeated next year?
   c. Was there enough funding for the event? Too much?
Warren Hunting Smith Library & Melly Academic Center Atrium Use and Guidelines

The Warren Hunting Smith Library and Melly Academic Center are at the heart of the scholarly endeavors of the Colleges. These spaces are intended to enhance the academic and intellectual life of the Colleges; as such, use of the Library Atrium is primarily an area set aside for students to gather and study. Events planned for this space should be focused upon activities that enhance or showcase scholarship, instruction and collaboration. Events/meetings planned for Atrium must respect that the Library is a place in active use by the community, and use of the Atrium should in no way disrupt the general activity of the Library. Regular classes cannot be scheduled in the Library Atrium.

Events

Use of the Library Atrium is limited to College events directly involving members of the HWS community, and can accommodate gatherings up to thirty. Modest food or beverage service (not meals) can be arranged; and up to two folding tables can be made available. We are unable to entertain requests for any further furniture to be removed or added. Selection of food items and the overall reception arrangement must preserve an ambience appropriate to the public setting. Event planners are responsible for arranging refreshments for events including coordinating delivery and payment. For continuity of use, we also ask that the room be returned to the configuration in which it was found. Events and associated activities in the Atrium must be confined to the space unless prior arrangements have been made to use adjoining spaces.

To discuss scheduling events in the Atrium please contact the Colleges’ Conference and Events Office: (315) 781-3103 or pillsbury@hws.edu or econnor@hws.edu.

Tabling

Campus groups seeking to table for a limited period can be accommodated with up to two tables in a fixed location (see below). The availability of a table and/or chairs should be discussed at the time a reservation is made; the lounge furniture is not available for tabling.

Recognized clubs and organizations should reserve tables in the Library Atrium through CollegiateLink in consultation with the Office of Student Activities; all other campus groups should contact the Colleges’ Conference and Events Office: (315) 781-3103 or pillsbury@hws.edu or econnor@hws.edu.

Tabling planned for Atrium must respect that the Library is a place in active use by the community, and use of the Atrium should in no way disrupt the general activity of the Library.
General Guidelines

- All aisles must be kept clear at all times, and the main entrance to the Library and the Melly Center classrooms cannot be blocked.
- Events cannot include the playing of music, the use of an amplification system, or activities that would disrupt people in the surrounding spaces.
- The lounge area is intended for use by the general community and should not be considered as event space unless this has been discussed and approved when the reservation is made.
- Lounge furniture is not to be used to support events or tabling.
- Event planners are responsible for the general cleanup and policing of the area during and after an event.
- The Library does not allow animals, and events should not be planned that involve pets, etc.
- Events must be scheduled via the appropriate office, Library staff will ask any group without the appropriate reservation to vacate the space.
- Library staff may ask any event to modify their location/activity if it is deemed to be in conflict with normal operation.
IMPORTANT EVENT INFORMATION

Event Needs

Requesting Event Set-Up from Buildings and Grounds

Contact Information: facilities@hws.edu, 781.3660

Buildings and Grounds Event Set-Up Request Policy:

- Event set up includes tables, chairs, stages, electrical set-ups for bands, etc.
- Student events must be approved through Student Activities prior to requesting set-up assistance from Buildings and Grounds
- Requests must have a minimum of 5 working days prior to a scheduled event
- There may be a cost involved depending on the request, due to staffing hours, possible equipment rental fees, etc.
- When making your request, please include the following:
  1. Date, time, and exact location of set up
  2. Quantity of items needed (i.e. specific count of tables, chairs, stage pieces, etc.)
  3. Direct contact information to an informed club member
  4. Date and time items can be picked up
  5. Student Activities approval

*Send your request in an email to facilities@hws.edu OR utilize their online form here: https://www.hws.edu/offices/facilities/workorder.aspx

Requesting Event Set-Up IT Services

Contact Information: helpdesk@hws.edu, 781.4357

IT Services provides a variety of services for your events including media reservations, audio and video recording, Vandervort technology set-up, equipment rentals, and more. Consult with your Student Activities Advisor or call the Help Desk to clarify if IT can support your event needs early on in your event planning process to minimize any issues.

When you are ready to make an event set-up request, you can email helpdesk@hws.edu OR utilize their online form here: http://www.hws.edu/itservices/service_form.aspx

Safety Measures for your Event

For large events, events that are considered high-risk, or events ending after 1:00am, you will need to consider the safety measures you have in place. All events ending after 1:00am require security personnel. This can be requested through your Student Activities Advisor. For events with 500+ attendees, you will need to request EMS services (ems@hws.edu) as well as coordinate with Campus Safety to arrange for appropriate staffing and security measures. Your Student Activities Advisor should be consulted first to determine the appropriate course of action and connect you to the right offices on campus.

Club Waivers

Any club or club event that could potentially cause risk or harm to its members or to others is required to fill out a waiver before participating. This includes, but is not limited to: club sports (both competitive
and non-competitive), potentially risky events or programs, and certain use of vehicles. These waivers can be found with your Student Activities Advisor and must be completed by members participating and returned to your Student Activities Advisor.

Serving Food at Your Event

_Catering Services at HWS_

Sodexo is the main dining service provider for HWS and can be used by any HWS Club or Student Organization for on-campus events. The Office of Conferences and Events manages all catering requests. _If you have a request for catering for an upcoming event, contact Tammy Vansickle (Pillsbury) at vansickle@hws.edu_ 3-4 weeks (if not more) in advance of your event to ensure that Sodexo can provide catering for your special event. It is often helpful to meet with your Student Activities Advisor before placing a catering request, they can provide important details that will save you time! _All clubs that request catering should have already completed an Event Registration Request._

_When placing a catering request, be sure to include the following information:_

- Specific menu with recipes for any requests that may be unusual
- Number of guests estimated to attend
- Your budget per person (based on your BAC funding)
- Date, time, and location of the event
- Décor for the tables. Will you need linens (they are an extra charge), will you be setting up centerpieces
- Any special needs that your event might require
- A main point of contact for your club- this is important! It should be someone who is aware of the requests and details of the event. Information is not always shared amongst club members and results in poor communication between Sodexo and clubs which hinders their ability to support your event to its fullest.

_Important Catering Considerations:_

- What is your budget? Think in terms of per-person cost and be sure to request that number in your catering request
- What location are you hosting your event in? Any space in and outside the Scandling Center must use Sodexo services. Consult with your Student Activities Advisor if you have any questions about this policy.
- What are the dietary restrictions of your guests? If you are planning a plated or buffet menu, you should ask your guests for dietary restrictions (i.e. food allergies, gluten intolerance, vegetarian/vegan needs, etc.)
- Are you choosing an outside caterer? Approval from your Student Activities Advisor is important before choosing an outside caterer. They will walk you through the steps of choosing an approved caterer.
Transportation

Trips planned for 100 miles or more from campus must include an HWS advisor or faculty/staff chaperone.

Requesting HWS Vans

Contact Person: Pamela Pietrusinski, 781.3103, pietrusinski@hws.edu

Request a Vehicle Here: http://www.hws.edu/offices/conferences/van_form.aspx

Van Certification is required to drive an HWS van. To begin the process, complete the Driver Authorization Form: http://www.hws.edu/offices/conferences/pdf/driver_auth.pdf and return to the Office of Conferences and Events (Harris House) with a photocopy of your current driver’s license at least two weeks in advance of any scheduled HWS vehicle use. Drivers must be 21 years or older with a clean driving record.

Vans can be rented for a daily fee of $40 plus the cost of gasoline. Tank must be filled upon return using the on-campus fuel tanks (if possible) or you will be subject to a re-fueling fee. It is important to leave the vans locked, clean, and with all windows securely closed or you may be subject to fines. Most vans hold 9-12 passengers, verify the size of your van with the Office of Conference and Events when you make your reservation.

The day of your van trip, the certified driver will need to report to the Campus Safety Office to pick up the key to the van. Each van is numbered and can be found in its respective numbered parking spot. All vans must be backed into its designated spot when returned.

Additional questions about van use should be directed to the Office of Conferences and Events.

Other Modes of Transportation

Contact Person: Your Student Activities Advisor, 781.3513

School and large coach buses are also options for club events. These requests should be facilitated through your Student Activities Advisor as there are multiple vendors that offer these services. Set up a meeting to talk about your options well before the date of the event in order to avoid issues with availability or funding.

Showing Movies

DVD/Video Copyright Law

Federal copyright law restricts the use of DVDs/videocassettes for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure and purchase a license from a booking agency. Videos or DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency.
Federal Copyrights Laws:
The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Sat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or nonprofit or whether a federal, state or local agency is involved.

The movie studios, who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

Face to Face Teaching Exemption:
Under the “education exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

• An integral part of a class session and is of material assistance to the teaching content.
• Supervised by a teacher in a classroom.
• Attended ONLY by students enrolled in a REGISTERED class of an accredited nonprofit educational institution.
• Presented using a lawfully made movie that has been legally produced and obtained through rental or purchase.

Any student event involving the showing of a movie must be registered with Event Registration through the Office of Student Activities.

Frequently Asked Questions:
Q: What is considered public space on our campus?
A: Anything outside of the personal residence hall room or apartment is considered public space (i.e.: classrooms, auditoriums, meeting/conference rooms, libraries, museums, recreational facilities, common areas of apartments/ and other residential communities, outdoor space, cafeterias, etc.). A public space is one that is accessible to ALL members of the general public. It does not have to be accessible to them 24 hours/7 days a week, but needs to be accessible during the time that the movie is being shown. If only certain people are allowed access, then it is not a public space.

Q: If I’m not charging admission to watch the movie, do I still need to purchase the licensing rights?
A: Yes. A license is required for all public performances regardless of whether admission is charged.
Q: If I buy a movie at Target, rent it from the library, or already own the film, does that count as “purchasing the rights”?

A: No. Stores and libraries sell and rent movies for “home use only” and cannot provide legal permission for use outside of the home. You can only obtain licensing directly from a licensor, not from a third party.

Q: What if I want to show an old movie from the ‘30s or ‘40s? Do I still need a license?

A: Yes. Copyright pertains to all movies regardless of the year it was produced, unless it falls in the “public domain” and is free for viewing. To see a list of movies in this category, visit: www.openflix.com.

Q: What if I’m only showing the film to a small group of friend or classmates? Do I still need a license?

A: If the movie is being shown outside your home, a license needs to be obtained regardless of the number of people attending the screening.

Q: My organization is showing the film for educational purposes. Do I still need a license?

A: You will need to purchase the license unless your movie is being shown as part of a class and is relevant to teaching content, the movie is supervised by the course instructor, and the movie is attended ONLY by students enrolled in a REGISTERED class at HWS. Showing a movie outside of a classroom and holding an education discussion following the film is not part of the face-to-face teaching exemption.

Q: What am I paying for when I purchase the rights to a movie?

A: The license fees compensate the copyright owners and the men and women who work on the film’s production. These royalties are the way publishers, authors, composers, musicians, inventors, computer programmers and movie produces are paid for their work.

Q: Do documentaries and independent films fall under the same rules?

A: These types of movies are usually explored on a case by case basis. Sometimes permission can be obtained from the film maker to show the film without purchasing the rights. Please contact the Student Activities Office with any questions.
Resource Section:
Managing your Club or Student Organization
MANAGING YOUR CLUB

Keeping Records

Having reference materials for your club e-board and members is vital to the success of your club. Below is a listing of information and documents that are recommended to include while building a club binder, electronic folder, or organization profile on HWS CollegiateLink. Depending on your club or organization you will need to adapt the following outline to fit your needs!

1. Student Activities and Resources Contact Information
   a. Student Activities Contact Information
   b. Quick Resources and Referrals
2. Club History
   a. Mission Statement
   b. When was the club/organization founded?
   c. Important Alumni Information
3. Club Contact Information
   a. General club contact information
      - Facebook account information & password
      - Twitter account information & password
      - General club email address & password
   b. Current executive board’s contact information
      - Member & officer contact list
      - Signed executive board contracts
   d. Previous executive board’s contact information
      - Member & officer contact list
   e. Advisor information
      - Department, office location, & contact
      - Role on campus
      - Officer job descriptions
   f. Other organizations / Community Liaisons:
      - List of agencies and contact info
      - Funders (List of companies + contact info.)
4. Club Constitution
   a. Note of any recent changes
   b. Bylaws if applicable
5. Calendar of Events/Annual Events/Signature Events
   a. How to Plan an Event
   b. Notes on annual/signature events with:
      i. Timeline of event
      ii. Methods of publicity used
      iii. Important contacts (partnerships and/or sponsorships)
      iv. Location information and contacts
      v. Media coverage and contact information
      vi. Budget for event
      vii. Improvements to be made
6. Public Relations
   a. Newsletters
   b. Promotional/recruitment flyers
      - Copies (hard and/or electronic of past fliers)
   c. Additional public relations materials
      - Alternative methods of recruitment used
      - Recent Press
      - Pictures

7. Financial Overview
   a. Current Budget (BAC and Fundraising)
   b. Past allocations and proposal materials
   c. Information on grants and other funding

8. Important Club Documents
   a. Deadlines for Student Activities and BAC documents
   b. Club Recognition Applications
   c. End of the Year Reports

9. CollegiateLink Updates
   a. Update President, Vice President, and all other board members to have the appropriate access
   b. Update constitution, documents, and other roster information necessary

10. Additional Information
    a. Awards & Recognition
    b. Forms
    c. Templates

Plan your Transitions
Every year, your executive board members will change. Managing a successful club means planning for that transition period in order to minimize as many issues as possible while the new leadership takes charge. You will find helpful tips below for a successful transition process.

Phase 1: Pre-Transition
The following should have already been accomplished:

- Elect your new Executive Board- make sure to hold elections early enough to leave yourself enough time for a successful transition!
- Finish all necessary correspondence (paperwork, letters, emails, phone calls)
- Submit your budget request to Student Activities/BAC (early April)
- Coordinate an End of Year Report with outgoing executive board
- Develop action plan and time-line for new officer transition
Phase 2: Preparing for the Transition
Complete the following:

- Executive Board Contact information for new academic year
- Introduce all new e-board members to advisors

Preparing information for the incoming e-board:

- Invite the incoming executive board members to attend a meeting led by the exiting executive members - this will help new e-board members to understand the roles and responsibilities of their respective leadership positions
- Organize files (paper & electronic) to ensure proper documentation
- Create transition binders
  - Each incoming officer should be provided with an organized binder
  - Give your predecessor a tour of the binder - don’t just pass it off!
  - All officers should have a copy of the following:
    - Executive board contact list
    - Constitution/ by laws
    - General “job” description
    - Key Administration Contacts
    - Exit Interview
  - End of the year report & evaluation

Phase 3: Passing the Torch
Schedule Transition Meetings:

- Outgoing President will need to update CollegiateLink to include all the new members with their appropriate level of access.
- Ideally, the outgoing President/Vice President should meet one-on-one with the incoming President/Vice President and include the advisor during the Spring semester.
  - Topics of discussion:
    - Calendar
    - Goals for next year
    - Past, current, and future issues
    - Financial status of club/organization
    - Expectations of roles
- Hold a joint meeting for the outgoing and incoming executive board. Think of this as an adjustment period.
Suggestions for agenda:

- Introductions
- Review of constitution
- Review the goals and accomplishments of current year
- Handle unfinished or pressing business
- Break into one-on-one meetings for each position

If time permits, hold a transitions retreat with the incoming executive board. As part of your retreat include team builders to foster good working relationships. Team Builders will allow you to learn a great amount about your organization and is a stepping stone to building a strong team.

Outcomes of holding a retreat:

- Increase and foster open and honest communications
- Builds positive social relationships
- Develop trust and mutual support
- Builds respect...appreciation of differences
- Builds pride for your group
- Use the uniqueness of members to accomplish goals

Phase 4: Thinking Ahead for Fall

Fall can be a busy time of the year! Plan ahead and think of the following items over the summer so that you are fully prepared for your new leadership position!

- Introduce e-board members to advisors and other key administrators
- Prepare for the Fall Involvement Expo (Registration goes out in mid-August)
- Update constitution and job descriptions to make sure that they accurately reflect the organization
- Informal meetings to encourage group bonding and support
- Re-register your organization with the Student Activities Office (Registration goes out in mid-August through HWS CollegiateLink)
- Update calendar
- Create timelines
- Become familiar with Student Activities and your resources!
Outgoing Executive Board Transition Discussion Topics

Goals

What were the goals, and how well did we do on each goal?
Which goals should be continued?
Which goals should be altered?
Which goals should not continue?

Programs and Activities

What activities and programs did we sponsor?
How effective was each program?
Did we do any community service activities? If so, did our members record their service hours on the organization’s HWS CollegiatLink page?
Which activities should be continued and which should not continue?
Were the programs and activities consistent with the organization’s goals?

Membership

Do we currently have just enough, too few, or too many members (in light of the group’s goals)?
How effective were our membership recruitment efforts, if any?
Are the members actively involved in the operation of the club (including decision making, planning, implementing, and evaluating)?
Are members enthusiastic about the activities and motivated to work towards the group goals?

Officers and Organizational Structure

Do officers understand their responsibilities and roles within the organizational structure?
Did the officers operate as a team or could cooperation between officers be improved?
Is the amount of time and effort required of each officer equal, or are some expected to work harder than others?
How would the general membership evaluate the effectiveness of the officers?
How would the officers evaluate the effectiveness of the officers? What could be improved?

Organizational Operation

Was the budget managed properly?
Were meetings run effectively?
Was the frequency of meetings appropriate?
Incoming E-Board Questionnaire

List 3 things that made you want to run for this office and why

List 3 new ideas that you would like to implement for your position this year

List 3 important foreseeable challenges in your position

List possible solutions to the above 3 problems

Think through and respond to the following questions regarding your responsibilities. Think of this information as a to-do list- it will be very helpful to your successor!

1. Things specific to the position I want to know about (forms, duties, etc.)
2. Things I should do before the semester begins...
3. People (positions) that I should get to know...
4. Services that I need to know about...
5. Things I need to know about working with my advisor...
6. Other questions I wanted answered...

Sample Executive Board Contract

I, _______________________________________________ accept the position as
_________________________________________ on the ________________ (term years)
_________________________________________ (Organization) Executive Board. I fully accept all responsibilities
of the position as listed in the position description and as delegated to me by the President, Vice President,
and Advisors. I will adhere to the regulations set forth by Student Activities, Hobart Student Government,
and William Smith Congress. I understand that all organization meetings and events are mandatory, unless
otherwise stated. I will do my best to represent ____________________________ (Organization) on
campus and in the community and be an active, engaged member of the executive board. If I fail to
perform my responsibilities or to meet the expectations presented to me, I understand that action will be
taken and I can be removed from the _____________________ (Organization) general assembly.

__________________________________________
Signature

___________________________________________
Date

_________________________________________
Advisor

_________________________________________
Date
HELPFUL HWS WEBSITES

Clubs and Organizations:
www.hws.collegiatelink.net/organizations

Clubs and Organizations Resources:
www.hws.collegiatelink.net/organization/StudentActivities

Communications Photography Request:

Conferences and Events:
www.hws.edu/offices/conferences/index.aspx

HWS CollegiateLink:
www.hws.collegiatelink.net

HWS Homepage:
www.hws.edu

Office of Student Activities:
www.hws.edu/studentlife/activities/
https://hws.collegiate-link.net/organization/StudentActivities

Print Services Pricing and Information:
http://www.hws.edu/itservices/catalog/print_services.aspx