

De Vry Student **Clubs**



DeVry University

Miramar Campus

Club Manual

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INTRODUCTION

The purposes of the DeVry sanctioned clubs/organizations are to provide an opportunity for leadership and professional development for active members and to provide an environment conducive to the advancement of academic, personal, and social growth.

This handbook is a resource of guidelines and policies established to assist the clubs and organizations to operate smoothly so that their goals can be accomplished. As new ideas are generated this handbook will change to further assist the clubs in the advancement of their goals. Please check the date on the front of this handbook and verify with the Student Activities Coordinator that it is the most current edition of the handbook.

If you have any recommendations to further improve the operation and administration of the club policies or this handbook, please see the Student Services Coordinator. Some of the best ideas for positive change at DeVry come from students. Get involved and see how you can become part of making positive changes for the future!

HOW TO START A CLUB

By picking up this handbook, you have already taken the first step toward starting a new club. Hopefully, you will find that this booklet will help answer many questions you might have. Your decision to start or to become involved in a club on campus will add many rewarding and memorable experiences to your education at DeVry. To start a club you must complete the following steps:

- Define the reason you are starting the club. Set up goals and a basic outline for your club. Talk about your idea to friends and find out if there is an interest among the student body for this club.
- Obtain a faculty or staff member who is willing to be an advisor for your club.
- Schedule a first meeting. The first meeting should have a simple agenda with the purpose of identifying students interested in your club. Even if only four or five students attend this first meeting, this will serve as your working nucleus, your officer core.
- Make an appointment with the Student Activities Coordinator to discuss club planning. The Coordinator will go over the Club Requirements and Policies, and get initial papers started for your club. A roster of at least **ten (10) members** and your club's constitution or bylaws will be needed at a subsequent meeting.
- Upon receiving approval of your club's constitution and by-laws by Student Services & submitting a roster with at least 10 members, your organization will be recognized on campus as an official club. New clubs will receive \$200 in seed money to be used towards fundraising activities or other administrative needs. Each semester a re-chartering process will take place, which will require all new paperwork to be submitted. This paperwork includes:
 1. Re-charter Form
 2. New Club Officer Sheet
 3. Advisor Agreement
 4. Planned Activities/Fundraisers
 5. Club Directory Sheet
 6. Club Membership Roster

CLUB REQUIREMENTS

The following requirements apply to active clubs. These are clubs that have already been approved, are in good standing, and have been offering events and activities to their members.

- All clubs must have a club advisor. The advisor must be kept informed of all meetings and business of the club.
- All members of the club must be current DeVry students.
- All clubs must have their charter, constitution, bylaws and a current list of officers and members on file with the Student Services Coordinator. Any time a change of officers is made, a “Change of Officer” form needs to be submitted.
- **Each semester a re-chartering process will take place, which will require a new Officer List.**
- Minutes, agendas and attendance rosters of all meetings **must be recorded**. These items must be submitted to your Advisor by the Friday following the meeting. All club information will be made available to the general student body at all times. **Dates of future meetings must be indicated on all meeting minutes.** Failure to turn in a copy of the club minutes, agendas and/or attendance rosters may result in a fine of not more than \$25 or the required completion of a community service project by the respective club.
- Delegated club officers must use the check request forms and acquire appropriate signatures when requesting monies from their club account. Check requests **will not be processed** until an original receipt is supplied or the appropriate forms are filled out. All forms can be acquired from the Student Services Coordinator.
- Clubs must follow the Posting Guidelines (Pages 15-16) and have all promotions/publicity approved by Student Services for promoting events which have been approved.

***Address any questions about the above requirements to the
Student Services Coordinator***

CLUB OFFICER REQUIREMENTS

Any actively enrolled student at DeVry who pays an activity fee can be involved in clubs at DeVry. Each club may have its' own qualifications for officers. However, DeVry requires that any student holding office in a club must maintain a 2.5 current GPA. Below is a list of Officer's responsibilities, clubs can add other responsibilities to these positions and/or add additional positions (i.e. Multiple Vice Presidents, Committee Chairperson Positions).

President

- Leads the club's efforts to improve its services to its members, DeVry community, and to the community at large.
- Acts as primary contact with the Student Services Department
- Assumes fiscal responsibility for the club.
- Appoints all committee chairs and serves as an ex officio member of all committees.
- Carries primary responsibility for planning; creates an agenda for each club's meeting.
- Maintains contact with all members via e-mails, mailings, & meetings.

Vice President

- Assumes leadership role in absence of the President.
- Polls the membership on program ideas and preferences.
- Works with officers and directors to generate ideas and program strategy.
- Carries primary responsibility for advertising club events & fundraisers.
- Submits activity report each semester to Student Services

Treasurer

- Maintains and supervises club bank account by receiving monthly account statement from the Student Services Coordinator.
- Pays all club bills and records sources of income.
- Collects and records the receipt of annual dues and informs the Secretary accordingly.
- Prepares and submits financial statements to the Club President .
- Prepares a full financial report submitted each semester to the members and Student Services.

Secretary

- Maintains membership list with all contact information for members, and advises Student Services of all changes to membership roster.
- Supervises all club mailings & e-mail distributions.
- Reserves meetings & event space for club with the Student Services Department.
- Forwards payments to treasurer for processing.
- Documents minutes for all meetings, and submits an electronic copy to Student Services Coordinator, and a paper copy in the club's file.
- Notifies Student Services Coordinator of the results of club elections.

CLUB ADVISOR RESPONSIBILITIES

DeVry University requires that to be a recognized student club, the club must have a faculty or staff advisor. This is a valuable and unique opportunity for faculty/staff-student interaction as well as an opportunity to enrich campus life.

Advisors play a vital role in ensuring that student involvement within the club is meaningful and productive. They also help student club members learn from activities outside the classroom and develop useful organizational and human relations skills. The most successful clubs are those in which the advisor takes an active interest in the group. The role of the advisor is to support and help guide the club, **not to make decisions** for the club. The club advisor serves a dual role in serving both the interests of the club and the University. It is essential that the advisors are fully aware of their responsibilities.

The duties of the advisor are:

- To serve as the official representative of the college to the club.
- To work closely with the club to ensure a cooperative relationship between the advisor and the club members.
- To help the officers of the organization understand their duties.
- To see that the continuity of the organization is preserved through its constitution, minutes, and traditions, and that succeeding officers and members adequately understand its past activities.
- To give particular attention to the financial activities of the group. Specifically, to prevent the club from incurring debts that it is unable to pay.
- To help students understand and apply democratic principles within their own organizations and in working with others.
- To be present for all official club activities, both business and social, and to advise students of the policies and procedures that they must follow. In the event that an

advisor must be absent for a meeting or activity, another faculty or staff member may be appointed by him/her as a substitute. The advisor must notify club executive members of the switch so that students are aware of it as soon as possible.

- To insure that all reasonable steps are taken to protect the safety and welfare of club members.
- To insure that college policies are upheld.
- To sign all club payment forms, facilities requests, work orders, and fundraising requests as initiated by club members.
- Along with the club treasurer, to see that all expenditures are correct and permitted. This includes insuring that major events have an approved budget prior to their scheduled date.
- Suggest guest speakers and help clubs make professional contacts.
- Realize that by signing the Facilities/Activities Request Form you assume responsibility for the actions of the group during a sanctioned club event.

Note to Advisors:

- The Advisor may not use the club for their own personal or professional advantage.
- The Advisor must act within the guidelines of professional conduct established by DeVry and only promote ideas and activities in concert with the DeVry philosophy.

CLUB MEMBERS' RESPONSIBILITIES TO THE ADVISOR

Club members also have certain responsibilities to their advisor. These include:

- Discuss your expectations of the advisor's role with your advisor--from the beginning.
- Notify the advisor of all meetings. Do not hold meetings in the absence of an advisor.
- Send the advisor a copy of all minutes.
- Consult the advisor before any changes in the structure of policies of the club are made, and before major projects are undertaken.
- Understand that although the advisor has no vote, he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.

- When situations arise where there are disagreements with the advisor, meet with the advisor outside of club meetings to discuss your concerns and offer suggestions on how to resolve the situation.

CHANGING ADVISORS

In the event that club members wish to change advisors, they must first discuss the issues directly with the advisor. The next step is to involve the Student Services department to work out a process in which the concerns can be addressed.

In the event that an advisor wishes to step down from his/her duties, it is the responsibility of club members to find another faculty or staff member willing to serve in this capacity.

CLUB BENEFITS

An active club, under the direction of the DeVry Student Services department, receives the following benefits:

- A monetary donation from Student Activities
- Assistance from the Student Services staff
- Club filing space in the Student Services Dept.
- Flier & banner service by DSA staff when requested 72 hours in advance
- Duplicating services
- Use of the telephone for club business

GUIDELINES AND POLICIES FOR DeVry FACILITIES

Fundraisers

Any recognized student club and organization has the opportunity to raise funds that will enable the group to pursue its' goals and objectives. Fundraising opportunities also allow students to develop communication and leadership skills by organizing, delegating and following through on an activity. The following guidelines have been established to help fundraisers provide a positive experience for everyone at DeVry.

- A Student Activity Event Form (see appendix pg. 31) must be filled out for all proposals for fundraising or other club activities. The Student Services

Coordinator must approve the Student Activity Event Form three weeks prior to the date of the event.

- All sales must benefit the club, or another non-profit organization (charity). Club members are not permitted to sell items in which he/she would personally benefit from the sale on the DeVry premises.
- Receipts will be required for all items purchased to re-sell or raffle.
- Ongoing sales throughout the term or year are not permitted, with the exception of items specifically designed to promote the club (i.e., T-shirts or hats).
- Any clubs wishing to purchase T-shirts or hats must have their design approved by the Student Services Coordinator in advance (before printing or paying for items).
- Items being sold must be items that are not sold in the Bookstore, unless prior approval has been obtained from the Student Services Coordinator.
- The use of the DeVry name on sale items is prohibited unless prior approval has been obtained from the Student Services Coordinator.
- Food sales will be allowed in the Commons or designated outside areas.
- No shocking or generally offensive graphics, video or audiotapes, or displays will be allowed at any fundraisers.
- Guest speakers are not allowed at fundraisers unless the speaker is the focus of the fundraiser, which then must also meet the guidelines established under "Cultural and Educational Events."

Food Sale Events

Only one food sale event will be allowed each week of the trimester (per/club). A Student Activity Event Form must be submitted at least three weeks prior to the date of the desired event.

Note: Holiday grams are not limited to one club. Several clubs are permitted to sell grams during the holidays.

Raffles

In order to hold a raffle, a club must present a proposal signed by their Advisor, to the Student Services Coordinator at least four weeks prior to the planned drawing. Upon approval, the club may proceed with the planning of the event. Tickets may be sold ONLY to students/faculty/administration at DeVry. Tickets may not be sold to anyone outside of DeVry. Before any tickets are sold, all arrangements for the prize(s) must

have been made and receipts obtained for all items. All proceeds from the raffle must be deposited into the club account or donated to a recognized charity.

Cultural And Educational Events

Clubs have the opportunity to offer DeVry students several events and activities to raise awareness about a variety of issues and interests. These activities are provided to the entire student body for the advancement of their academic, personal, and social growth. The following guidelines have been established to maintain a positive learning environment for all students.

- A Student Activity Event Form must be filled out for consideration for all cultural or educational events and submitted to the Student Services Coordinator for approval. If the event is approved, the location for the event will be determined based on the type of event and anticipated audience turnout.
- No activity will be approved that is discriminatory or incites violence.
- Guest speakers will be scheduled in the cafeteria or in closed rooms.
- Any event held in the lobby may be scheduled a maximum of one day only from 8 a.m. to 8 p.m.
- No offensive materials, visual or auditory, will be allowed.

DeVry Incorporated reserves the right to use its' facilities as it deems appropriate to promote events which DeVry Incorporated sponsors.

Club Social Activities

Clubs also have an opportunity to offer social activities to their members, friends and families. These activities help to promote fun and comradely among the group, and can also be used as effective fundraisers. Dances, casino nights, talent shows, and game shows are a few such events. To hold a club-sponsored event (**on-or-off campus**) requires a Student Activity Event Form to be filled out, turned into the Student Services Coordinator and approved at least four weeks prior to the event. Large events need an extreme amount of commitment from your members and detailed planning.

Please utilize the "Event Planning Guide" in the appendix of this handbook when planning for any of your events.

Also, keep in mind that absolutely no hazing for club initiation will be tolerated. The term "hazing" refers to any method of initiation into a club or any club activity that causes or is likely to cause bodily danger, physical or emotional harm to any member of the club or campus community. The Student Code of Conduct defined in the DeVry

Student Handbook applies to club conduct and disciplinary sanctions may be administered for charges and misconduct such as hazing.

Display Cases

In the event that a Club wants to use the DeVry display cases or glass cases, the Student Services department must approve all displays. All displays and posters must maintain a professional and clean appearance. No displays or posters that discriminate or incite violence will be approved. The glass wall cases may be reserved through the Student Services Department.

FINANCIAL POLICIES

Clubs are allowed to charge dues to members. The amount is voted on by the club membership. A club may also sponsor fundraisers. Any funds generated by the clubs must be kept in their club account, which is monitored by the Student Activities Coordinator.

Check Requests

- Checks will only be processed once a week (Wednesdays).
- Receipts must be turned into Student Services in the manila envelope within two days of receiving the checks, unless prior arrangements have been made with the Student Services Coordinator. **If receipts are not turned in by the due date your club will lose all financial privileges for the remainder of the semester.**
- All Check Requests must be received by Tuesday at 10:00 a.m. in Student Activities **with all the appropriate signatures** to obtain a check by Thursday at 3:00 p.m.
- Checks will be ready at 3:00 p.m. on Thursdays.

Club Balance

Your club Treasurer will receive transaction reports bi-monthly in your club's file cabinet located in the Student Services Department, which will show all transactions for the month. If a club is inactive for two semesters, its funds will be transferred to the DSA account.

Deposits

All club revenue must be submitted to the Student Services Coordinator within two business days of collection. All checks collected by your club should be made payable to "DeVry Student Activities of South Florida". The deposits will be recorded on the bi-monthly Transaction Report.

POSTING GUIDELINES FOR CLUBS

All items must be stamped the "Removal Date" prior to posting. You must have your posters, flyers, and announcements approved in the office of Student Services. Keep in mind that the quality and appearance of your item will be taken into consideration prior to approval. Student Services will post announcements within 24 hours of receipt. Clubs may have posters approved for events if the event has been already approved on a Student Activity Event Form.

- Upon prior approval, personal advertising is allowed for singular items (i.e., car for sale, stereo for sale, room for rent) and can be advertised in the areas shown in the appendix pages
- Information for student activities and events can be posted on all designated hallway bulletin boards. See appendix pages
- Student Services has the right to deny posters that do not meet the size requirement indicated in these guidelines.
- All other items must meet the following requirements:
- Bulletin boards in the hallways (Size Req.: No larger than 22" x 14").
- Only one poster per event is allowed on bulletin boards.

Posting is not permitted on walls, doors, windows, or banisters.

- Do not remove previously hung posters/flyers to better accommodate your poster or hang your poster over another.
- Posters and flyers MUST be removed no later than 24 hours after the advertised event has passed.
- Event posters must have the following information: time, date, place of event and cost (if any); i.e., 2:00 p.m., Thursday, December 7, Room 122, FREE; and the name of the group sponsoring the event.
- No commercial advertising is allowed for services, suppliers, or retail goods.

- Violations of any of the above posting guidelines will result in loss of posting privileges.

Thank you for your cooperation in posting information. These guidelines and requirements are necessary to ensure that everyone has the proper information, and that the school is kept clean and looking professional. Student Services reserves the right to utilize the bulletin boards in the best interest of the general student body which includes the right to deny posters that do not meet the size requirements indicated in these guidelines. Any questions regarding posting policies should be directed to Student Services.

DEVELOPING A CONSTITUTION AND BYLAWS

A constitution is a document of a system stating basic laws and principles of a government or society. The bylaws are the rules adopted by the organization for its' own meeting or affairs.

These two documents seem very similar; however, there are slight differences that are noticeable if you study them. The constitution has more to do with the general operations of the club. Whereas the bylaws have to do more with the specific details of operating each individual club such as, how long the term of office will be for the officers and what the policies would be to impeach or replace an officer. In contrast, the section regarding OFFICERS in the constitution would be more about the titles and the general duties of each officer.

It is acceptable for your club to combine all the pertinent information for your club in one document however, as your club grows it may be beneficial and perhaps, necessary, for your club to have more detailed documents from which to run your meetings.

CONSTITUTION

ARTICLE I NAME OF ORGANIZATION

The name of the organization shall be...

ARTICLE II PURPOSE OF ORGANIZATION

A general statement of the purpose and scope of the organization.

ARTICLE III MEMBERSHIP

In order to be eligible for DeVry recognition and funding this article must contain a statement of non-discrimination. Membership may not be restricted in anyway as long as the member subscribes to the stated aims of the organization.

ARTICLE IV OFFICERS

List officers, titles, and general duties. Also, method of selection and terms of office.

ARTICLE V MEETINGS

How often will the club meet?

ARTICLE VI FINANCES

Are there dues?

ARTICLE VII PARLIAMENTARY AUTHORITY

ARTICLE VIII AMENDMENTS

This constitution may be amended by a _____ (State what majority) vote of membership.

BYLAWS

ARTICLE I MEMBERSHIP

- Section 1 How does a student become a member?
- Section 2 Types of membership?
- Section 3 Termination of membership?

ARTICLE II OFFICERS

- Section 1 Specific duties of each office.
- Section 2 Length of term.
- Section 3 How to impeach and replace.

ARTICLE III ELECTIONS

- Section 1 Requirements to seek elected position.
- Section 2 When are elections?
- Section 3 Method of nominating, voting and number of votes required to elect.

ARTICLE IV MEETINGS

- Section 1 Who presides?
- Section 2 How many are needed to pass business/finance matters.
- Section 3 Are minutes taken?

ARTICLE V FINANCES

- Section 1 Who is responsible for finances?
- Section 2 Number of votes required to approve budget.

ARTICLE VI AMENDMENTS

- Section 1 Number of majority votes required to make amendments, additions, and deletions to the bylaws.

GUIDELINES FOR TAKING MINUTES

- I. At the beginning of each club meeting the attendance should be taken. In addition to the attendance the club should list the club's name, date, room and time which they conducted their meeting.

EXAMPLE: A meeting of the DeVry- South Florida SWE was held on Wednesday, November 11, 1992 in Room 100 at 12:00 PM. Club members who attended were: PLEASE LIST THEIR NAME & TITLE, (PRESIDENT-P, VICE PRESIDENT-VP, MEMBER-M, ETC.).

1. Maria Garcia, P,
2. John Smith, M,
3. ETC....

- II. **President's Report** - At this point, record information given by the president regarding reports from meetings such as advisor or board meetings.

- III. **New Business** - In this section list any new events, fundraisers, seminars, educational speakers, and/or regional events. **THE SECRETARY MUST LIST THE DAY OF THE EVENT, THE TIME, AND THE COST. IT IS ALSO EXTREMELY IMPORTANT TO RECORD THE OUTCOME OF VOTING ON ANY MATTER SO THAT WHEN A CLUB WISHES TO FINANCE AN ACTIVITY, THE DECISION OF THE CLUB CAN BE VERIFIED THROUGH THE MINUTES.**

- III. **Club Reports** - Document any discussion that arises regarding an event that has taken place, noting any changes that need to be made or documenting the success of your event by recording the attendance and/or profits received. This will help upcoming officers. Also, if an event is about to take place and the club needs additional help from members this is where it might be brought up and the secretary should note this in his/her minutes.

- IV. **Upcoming Events** - **Recap all the upcoming events.**

- V. **Open Discussion** - Record anything that is brought up during this time.

- VI. **Close Discussion**

NOTE: Accurate club minutes with date and attendance must be turned into the DSA Secretary after every meeting. Please verify with the DSA Office regarding the deadline for the minutes so your club will not incur any penalties.

MEETING MINUTES FORM

Type of Meeting:

Date & Location:

Start Time:

Present Officers:

I. President's Report:

A.

B.

C.

II. Club Reports:

A. Pending Questions from last meeting.

A.

B.

C.

❖ **Motion:**

❖ **Decision:**

❖ **Who will take responsibility?**

❖ **When will it be done:**

III. Upcoming Events:

1. Agenda item:

❖ **Motion:**

❖ **Decision:**

❖ **Who will take responsibility?**

❖ **When will it be done:**

2. Agenda item:

❖ **Motion:**

❖ **Decision:**

❖ **Who will take responsibility?**

❖ **When will it be done:**

3. Agenda item:

- ❖ **Motion:**
- ❖ **Decision:**
- ❖ **Who will take responsibility?**
- ❖ **When will it be done:**

End Time:

Minutes taken by:

Discussion Notes:

STUDENT LEADER GUIDES

Methods for Effective Leadership

Maximizing Motivation

I. OBSTACLES

- A. ***The goal seems unimportant.*** Tradition and goals should be re-examined at intervals because needs change and new members enter the group. When members ask, "What does it mean?" "What is it worth?" or "Is this all we have to do?" they may be thinking the activity is unimportant.
- B. ***There is fear in working or fear of the solution.*** Unnecessary delays in completing a project or reluctance to discuss a problem can be clues of existing fears. We may fear to ask because we are insecure or have been punished or ridiculed because of former mistakes. Psychological blocks such as aggression, regression and rationalization can also appear where fear is present.
- C. ***The group lacks skill in solving problems.*** Confusion reigns when members don't know how to approach a task or problem. When the group has trouble focusing and fails to evaluate steps to take, or forward movement is curtailed in controversial discussions and private conversations on the side, then the group lacks the ability or resources to solve problems.
- D. ***The members feel their work will be useless.*** Members become apathetic when they feel powerless in the final decision. The quickest way to produce apathy is to ask for a suggestion then to ignore it. When doubts are expressed about "wasting our time" and there is more talk about power, prestige and influence than getting the job done, then your group maybe feeling unneeded.
- E. ***The group is involved in conflict.*** Three kinds of conflict can hamper group effectiveness: **frustration, status seeking behavior and outside loyalties.** Groups are easily frustrated when instructions are inadequate or when the job is not suited to the group's abilities. Struggles for power and prestige can also throw a group into conflict. Members will often form cliques and attack leadership when struggling for power. Finally, the manner in which a group is organized will either assist or hinder conflict due to outside loyalties. An unhealthy dependence on outside resources is indicative of this kind of conflict.

II. IDEAS TO MAXIMIZE MOTIVATION

- A.* Be courteous and respectful.
- B.* Give individual attention and demonstrate that you understand members and accept their strengths and weaknesses.
- C.* Keep members informed - what they're not up on, they're likely to be down on.
- D.* Listen to others.
- E.* Be fair, honest and consistent - show no favoritism.
- F.* Provide honest feedback - praise their successes publicly, and privately give constructive criticism to help them learn from their mistakes.
- G.* Involve members in goal setting, decision-making, and indicating their expectations of you.
- H.* Occasionally serve food or have some kind of treat at your meetings.
- I.* Have a contest and give a small prize to the person who designs the best program, etc.
- J.* Use team-building activities to re-energize the group and strengthen loyalty and commitment. (People will work harder for other people than for an impersonal entity called an organization.)

Delegate

I. DELEGATION TECHNIQUES

The art of sharing the work is an indispensable concept that must be grasped by any leader who expects to be successful. Your members are your greatest resource to get the job done right.

A. Why Delegate?

1. Allows for more people to be actively involved.
2. Distributes the workload.
3. Motivates members by giving them value and importance.
4. Helps the organization run more smoothly.

B. When to Delegate:

1. Frequent tasks that repeat themselves.

2. Details that take up large chunks of time.
3. When you feel someone has particular qualifications or talents that would suit the task.
4. When someone expresses interest in the task.

C. When not to Delegate:

1. Situations where you have to change someone's behavior.
2. A decision that involves changing a group rule or policy.
3. A controversial issue.
4. Something you yourself would not be willing to do (the menial work).

D. How to Delegate:

1. Ask for volunteers - interest and belief in something is one of the greatest motivators for success.
2. Suggest someone you think would be good for the task. Silence in response to a request for volunteers does not necessarily mean lack of interest. Often, a person won't volunteer because she/he lacks self - confidence.
3. Assign the task to someone. The person can always decline.
4. Spread the "fun" tasks around - some jobs give people status and value. Distribute these tasks evenly.

E. A Delegating Checklist:

1. Choose the appropriate people by interviewing and placing your members carefully. Consider their time, interest and capabilities. Specific responsibilities to be delegated to a particular person must be appropriate for the growth or development needs of that person at that time.
2. Explain why the person(s) was (were) selected for this task.
3. Delegate logical segments of a task. Use deadlines, the type of task and the kinds of resources to be used to establish these divisions. (Use the program/task chart as a tool).
4. Define clearly the responsibilities being delegated to each person. Explain what is expected of the person(s) and what the bounds of authority are. Be sure to agree on areas where the member(s) can function freely.

5. Give accurate and honest feedback. People want to know how they're doing and they deserve to know. This is both an opportunity for giving satisfaction and encouraging growth. Allow for risk taking and mistakes.
6. Support your officers and chairpersons by sharing information, knowledge and plans with them. Many errors are made simply because of lack of information. Share their failures as well as their successes.
7. Really delegate. Most responsible people do not appreciate someone looking over their shoulder or taking back parts of their assignment before they have a chance to do it. As the leader, it's hard for you to let go. Let them do the job! As you delegate appropriately, a multiplier effect occurs; the time spent doing a job can be spent enabling several people to do numerous jobs.
8. Stress the importance of evaluation: you must not overlook the need to evaluate and measure the extent to which your actions conformed to your plans, if the plans went well, or if the original plans were appropriate and worthwhile.

EVENT PLANNING GUIDE

When your club plans an event it is very important to answer the following questions to determine your purpose or goals:

- What is the purpose of the event? i.e., educational; professional developmental; social; fundraising?
- How many students are likely to attend? Will they bring friends or family members?
- What is the budget for the event? Does your club have enough money to cover the costs or does there need to be a fundraiser?

After determining the goals or purpose, a date, time and location need to be selected. Be sure to discuss the planning of the event with your advisor. The advisor may add valuable insight to the event planning and also must attend the event and therefore can help determine the date and time.

Possible on-campus locations include:

- Cafeteria/ Lounge
- Class Rooms (Arrange through Student Services)

Scheduling the Event

After determining the best time and place for your event, fill out a Student Activity Event Form and turn it into the Student Activities Coordinator. Fill the form out completely and if possible, list alternative dates or times in case your first choice is unavailable. The form will be reviewed and available for pick up within 2 business days.

Publicity Suggestions

Get as many people involved in publicity as possible. The success of your event may depend on publicity. Utilize the following avenues for publicity:

- Posters on bulletin boards.
- Activity Calendar (monthly) - submit information to the Student Services Office.
- Flyers - hand out and post on bulletin boards.
- Miscellaneous - Be creative, check with the Student Services Coordinator for new ideas to be approved.

FINANCIAL PLANNING FOR AN EVENT

Clubs wishing to hold an event must have enough funds to cover all the costs for the event. Funding may be requested from the DeVry Student Activities Association through a formal proposal. A proposal must be submitted at least 8 weeks in advance but the request does not insure funding.

Developing A Budget For The Activity:

A. Anticipated Expenses:

Performer(s)/DJ Fee (An agreement for services should be arranged)	\$ _____
Food	\$ _____
Publicity	\$ _____
Rental Fee	\$ _____
Tickets	\$ _____
Awards/Recognition	\$ _____
Security	\$ _____
Set-up & Clean-up	\$ _____
TOTAL ANTICIPATED EXPENSES:	\$ _____

B. Anticipated Income:

Ticket Sales/Pre-Sales	_____ @ _____	\$ _____
At door sales	_____ @ _____	\$ _____
Refreshment Sales		\$ _____
Organizational Sales		\$ _____
Additional (Outside Funding)		\$ _____
TOTAL ANTICIPATED FUNDING:		\$ _____

STUDENT ACTIVITY/EVENT FORM

All Clubs/DSA event forms must be brought to and approved by the Student Activities Coordinator at least three (3) weeks prior to the date of the event. The form will be reviewed and the original copy will be returned to the originator within three (3) working days. **Turning in this form does not guarantee availability of the desired space or time. It is the responsibility of the originator to verify the event's approval.**

Name of Originator: _____ **Organization:** _____

Name of Event: _____ **Date of Event:** _____

Requirement for the event/activity (check all that apply):

1. Classroom/ Commons _____ 2. Meals _____ 3. Transportation (bus/car) _____
4. Food Order _____ 5. Stage/Tables/ Chairs _____ 6. Special Audio/Visual Equipment _____
7. Liability Waivers _____ 8. Tickets _____ 9. Special Entertainment/Promotions _____

Company/Contact Information (for off- campus events):

Company: _____ Contact Name: _____

Phone Number: _____ Address: _____

Meeting arrangement (for guest speakers, entertainers/caterer, etc, if any):

Name, Arrival time, and Location:

Please describe the event, the need for above items, and how it qualifies as a club activity:

Please list all expected costs for this activity/ event:

<u>Item</u>	<u>Cost</u>	<u>Item</u>	<u>Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____

Total cost of the event: _____ **Total amount furnished by the club:** _____

Total requested from DSA (if any): _____ **(attach a copy of all contracts & invoices when requesting funds)**

During any fundraiser or activity involving food, it is the responsibility of the organization sponsoring the event to supply all paper supplies such as napkins, spoons, etc. as needed. Also, the tables and surrounding areas must be cleaned and tables and chairs returned to their proper place.

I have Read and understand the above requirements.

Club Advisor/ Date: _____ **Club President/ Date:** _____

FOR OFFICE USE

THIS EVENT HAS BEEN APPROVED (YES/NO): _____

Student Services Coordinator: _____ Date: _____

Dean of Student Affairs: _____ Date: _____

CLUB CHECK REQUEST FORM

Request Date: _____ Request Amount: \$ _____

Club or Organization: _____

Account to be charged: _____

To facilitate payment:

1. Original invoice and/or receipt must be attached.
2. Check request must be properly approved prior to payment.

Payable to:

Name:

Address:

City: _____ State: _____ Zip: _____

Explanation:

Originator:

Print Name

Signature / Date

OFFICE USE ONLY

Club Advisor Approval: _____ Club Officer Approval: _____

Student Services Coordinator Approval: _____

CLUB DEPOSIT FORM

Date: _____

Club or Organization: _____

Submitted By: _____ Bus. Mgr. Signature: _____

Circle one:

Fundraiser Membership dues Other: _____

Please be sure that all items are properly endorsed. List each check separately.

Check #	Dollars	Student paying dues
Total Amt.:		

Rolled Coin	Loose Coin	Currency Count
_____X Pennies =	_____X Pennies =	_____X1
_____X Nickels =	_____X Nickels =	_____X2
_____X Dimes =	_____X Dimes =	_____X5
_____X Quarters =	_____X Quarters =	_____X10
		_____X20
		_____X50
		_____X100

TOTAL DEPOSIT: _____

COOKIE SALE FORM

CLUB NAME: _____ DATE: _____

√	TYPE OF COOKIE	# OF COOKIES	X .12	TOTAL COST
	CHOCOLATE CHIP	# _____	\$ _____ .12	\$ _____ .
	OTHER _____	# _____	\$ _____ .12	\$ _____ .
	OTHER _____	# _____	\$ _____ .12	\$ _____ .

**GRAND
TOTAL**

\$ _____ .

It is the responsibility of the Club Officer to return the oven in the same condition that it was given in. The oven is expected to be returned in working order and cleaned, ready to be used again.

CLUB OFFICER NAME: _____

CLUB OFFICER SIGNATURE: _____

DEPARTMENT OF STUDENT SERVICES: _____

SIGNATURE: _____

BAKING COOKIES

Baking Cookies

1. Remove the backing trays from the ovens.
2. Turn on oven and preheat for 5 minutes
3. Place cookie liner sheets on each tray
4. Place frozen cookies using paper sheets on the tray so they are about 2-3 inches apart. There should be enough space to place 12 cookies per tray.
5. Place the cookies in the oven
6. Bake for 22 minutes

Packaging Cookies

1. Remove cookies with oven mitts- trays are EXTREMELY hot!
2. Turn off oven
3. Place hot trays on table and gently slide liner sheets with cookies onto the table- let cookies cool for 5 minutes
4. Use spatula to gently remove cookies and place one at a time in a “Otis Spunkmeyer” bag (usually two to a bag)

Cleaning Up

1. When finished baking, wash and dry oven trays, spatula and any other items in the bathroom
2. Clean the oven and table area with wet paper towels and return trays to oven
3. Return all cookie materials to the Student Services department