



Doane University

Student Leader

Handbook

2023-2024

Tips and tricks for success!

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Getting Involved: What it Takes

Students get involved in a variety of ways around campus and for a variety of reasons. Once you find an activity that fits you well and is enjoyable for you, go for it! Getting involved provides a way for you to round out your academic experience with new skills and opportunities.

Being involved doesn't necessarily mean joining a student organization or an activity. Technically, living and working on campus, having significant interaction with those around you (including faculty and staff), and being involved with research all count as being involved!

You also stand to gain:

- Learning or practicing leadership skills
- Achievement
- Growth
- Making a difference on campus
- Interpersonal skills
- Working with groups
- Exploring career options
- Recognition
- Having fun!

Being a student leader offers a lot of opportunity for growth, but it can also be a difficult task if you've never done it before! This book will help you with some of the things that come along with assuming the student leader position.

Getting Started

How to Establish Your New Club or Org

First of all, every organization needs a constitution. This will simply outline the general purpose of your organization, the officer positions, committees, and procedures for things like finding an advisor. You can find a sample constitution in the Forms section of this handbook, page 33. That should make writing your own very simple. Organizations should revisit their constitution every year- so if there is already one for your organization, review it!

When first establishing your organization, you can become officially recognized by petitioning to the Student Congress. To lead a successful petition, you will need to submit the following to Student Congress:

- A Doane faculty or staff member to serve as an advisor
- A completed constitution with a list of proposed members (5 minimum)

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- An allocation of funding information form (if applicable)

Once your paperwork is submitted, Student Congress will invite the group to one of their meetings to petition in person about why the group should become an officially recognized club.

A letter communicating the outcome of the petition will be sent within one week.

Each year, active organizations must register their organization for the following academic year. This process will fall in line with Student Congress' allocations process. Each organization on campus, whether requesting allocations or not, must register their organization each spring. If this form is not submitted, then your organization will not be recognized as an active organization.

Benefits of Registering your Organization

- Invitation to the bi-annual Student Organization Leadership Summit
 - ◆ Each organization that receives allocations and attends can receive extra allocations from StuCo!
- Information on how to register for Club Craze-Student Org Fair
 - ◆ This is how you meet new students and recruit new members for your org!
- Ability to print posters and other marketing materials in the Student Affairs Office
- Ability to obtain an email address specific to your organization
- Opportunity to advertise your meetings and events in the #TigerLifeWeekly newsletter
- Up-to-date information on professional development opportunities and service opportunities for your organization

You & Your Advisor

After following the process outlined in your Constitution to find an advisor for your organization, it's important that your executive team sit down with your chosen advisor to define roles. This is when you should fill out an Advisor Agreement (available in the Forms section, beginning on page 33).

Each member of your executive team should consider your organization and what you will all need from your advisor in order to be successful.

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Mentor

Would you like your advisor to develop a lasting relationship with you and your organization? Perhaps you'd like to be able to come to your advisor for help developing professionally or personally. An advisor who acts as a mentor will challenge you while supporting you.

Team Builder

Perhaps your organization has new members coming in and you would like someone to help form you all into one cohesive organization with common goals and expectations. Sometimes it is beneficial to have an outside, trusted force to help conduct some workshop or activity to build the trust between you all, or provide an opportunity for the organization's leaders to develop some ways to build your team.

Conflict Mediator

When there is conflict in your organization, do you hope that your advisor will help to sort that out? Your advisor might be a good candidate to help you through these conflicts if they've grown to know each person and the organization's goals and purpose. Or perhaps you'd like to go to your advisor for advice on how to handle a conflict within your organization.

Reflective Agent

Your advisor could help you and your members reflect on your experience with your organization – if you're meeting your goals, strengths, weaknesses, overall performance or commitment. Their honest feedback might reveal something that you did not see on your own. It is valuable to be able to find the areas that you can improve on and have someone you trust help you in making the steps to do so.

Policy Interpreter

Sometimes the policies, procedures, and rules that your organization must operate under can be confusing or you may not be aware of them at all. Your advisor could act as the universal interpreter of those pieces that you don't quite understand completely. Or if your advisor doesn't know, they might be able to act as a resource to figure out who you could ask.

Overall, you should always keep in mind that your advisor is not meant to do the work required to have a successful organization. Don't forget that no matter how close you

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are with your advisor, this organization doesn't belong to them. Your successes and your failures should be all your own, but your advisor should always be there for support when you need it!

Roles and Responsibilities

Student Organizations serve as an integral part of the University community. Student Organizations are committed to improving the quality of student life for all participants involved while offering different opportunities to meet the needs of the Doane community. As such, student organizations, the leaders, and members have the following responsibilities:

1. Student organization members and leaders must not, in their identity as a member of an organization and/or day-to-day functions operate under any goals, ideologies, or initiatives that actively or passively promote the marginalization, discrimination, or abuse of any individual, group, or belief. This includes but is not limited to race, color, national and ethnic origin, sex, gender, sexual orientation, gender identity, religion, disability, age, veteran status, or genetic information. Student organization members and leaders are held to the standards of the University, which is committed to "providing an inclusive and welcoming education and working environment for all members of its campus community".
2. Student organization members and leaders must follow the policies laid out in this manual and in the Student Handbook. These policies supersede all individual student organization materials including constitutions, bylaws, and guidelines. Any violations may result in disciplinary action against the organization, officers, or individuals. In addition, members and officers agree to comply with all rules and regulations of the University and recognize that violation of any University policies or interference with University functions is grounds for disciplinary action against the organization and its members.

Responsibilities of Officers

The officers of all student organizations must be in good academic and disciplinary standing as well as spending the entire academic year at Doane (with the intention of not choosing to study abroad the duration of holding office) at the time of election or appointment and through their terms of service to the organization.

1. Student Organization President (or designee if needed) attends all Student President Advisory Council Meetings.
2. Student Organization Officers will attend any required trainings, meetings, or other related events/programs as stated by the Center for Student Leadership and Involvement and Division of Student Affairs.

Election Policies

The Office of Campus Engagement and Doane University believe in developing leaders that practice equitable, transparent, and ethical behavior. An essential aspect of a leader's development is to learn and practice decision-making that avoids conflicts of interest and is based on their organization's goals and best possible outcomes. As part of this belief, all student organizations are required to follow basic election guidelines set forth by Campus Engagement. Organizations can incorporate additional guidelines in their constitutions and processes but must still include this required framework. All policies outlined by Doane maintain precedence over, and supersede, all individual constitutions.

Building a Team

A team should be comprised of enthusiastic and diverse individuals who have common goals, enjoy working together, and want to produce quality results for the betterment of the group! A clearly defined purpose will benefit a team because all members will understand their responsibilities and what the group is working toward as a whole.

Establishing Quality Relationships

Team building starts with creating quality relationships among members. Some key elements and methods for establishing these kinds of relationships:

- Accepting differing opinions
- Celebrating individual differences
- Clarity on tasks and how decisions are made
- Discussion of strengths and challenges
- Establishing norms
- Icebreakers
- Individuals self-awareness
- Leadership or personality inventories
- Recognizing member contributions
- Trust

Good leaders will facilitate this kind of bonding purposefully. You can't force people to like each other or become a team, but providing the opportunities to start growing closer to become a team is important. If you are interested in having a professional staff member lead your team through a leadership activity or personality inventory, contact Jayma Ausdemore, Director of Campus Engagement, jayma.ausdemore@doane.edu.

One good place to start is to facilitate everyone getting to know each other. Below are some questions to find similarities and differences in your members!

- When did you become interested in this organization and why did you join?
- What do you hope to gain from this experience?
- What do you hope to see this organization do this year?
- What expectations do you have of this organization and its officers?
- What do you want this organization to be remembered for?
- What special skills or abilities do you bring to this organization?
- What do you need from each other?
- What do you expect of yourself?
- What is your greatest fear within the organization?

Of course, these questions don't encompass the more personal questions about who your members are or their experiences, but getting to know all of your members on a more personal level is important too. If your members see you making that effort, they're more likely to make that effort among themselves.

Team Building Activities

One way to establish quality relationships is to utilize team building activities. Here are a few types of team building activities and helpful tips to get you started!

Icebreakers

A light activity is a good way to introduce new members to each other. Once everyone starts talking to each other, the fun begins! Icebreakers don't need to be extensive and could be as simple as a name game or taking turns asking and answering funny questions! There are tons of examples on the internet. Just remember that your icebreakers shouldn't be too 'comfortable' for people who may have just met.

P.S. If you, or any of your members, have been to summer camp, those kinds of games and activities make great icebreakers!

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Two Truths and a Lie

Taking turns, everyone says two things that are true about them and one thing that is not. The rest of the group guesses which is the lie before moving on to the next person.

Pterodactyl

The objective of this game is to keep your teeth covered with your lips and be the last person standing! One person starts by saying 'pterodactyl' with their teeth covered by their lips and then adding a noise that they believe sounds like a pterodactyl. Whoever they said pterodactyl to should do the same to someone else. The game can go in any direction and everyone can change their noise whenever they want. You could even start to add acting to the sounds to make it even funnier.

Helpful Tips

1. Sometimes it's good to host recreational events outside of meetings to allow people to get to know each other on a different level.
 - One way to do that is to plan a retreat – see the next section!
2. Encourage members to recognize each other for a job well done. Sometimes that recognition feels especially effective when it comes from your peers!
3. Allow members to share their personal triumphs and struggles. Doing this helps the organization and creates relationships
4. Encourage members to find opportunities to get together outside of official organization meetings or events. It is likely that members could have similar classes, so even a study group would be beneficial, or getting dinner together as a group!

Planning a Retreat

A retreat is a great way to build camaraderie within your organization, while also providing a way for members to work together to learn each other's strengths and weaknesses.

A retreat is usually at the beginning of the year or the semester, but can really be done whenever you think it's necessary. For example, if you plan a huge program and you see that your team is stressed out and starting to break apart, a mid-semester retreat

might be beneficial to refocus and refresh. You can also take your retreat off-campus, or simply have it in a reserved room on campus.

Steps to Planning a Retreat

Set goals

Work with your members to set goals for this retreat so that everyone is invested in it. There should be an established purpose: getting to know each other, increasing motivation, learning from informational workshops, evaluating long term goals, resolving group conflict, reviewing/revising your constitution etc. As long as everyone is on the same page going into it, you will be successful!

Budget

Keep in mind that a retreat can come with expenses, such as the retreat site rental, travel and transportation, workshop materials, cooking/food supplies, or fees for outside facilitators/speakers. All of that adds up, so keep your budget in mind.

Agenda

Think about the different sessions you'd like to have to reach your established goals, and don't forget to allow time for breaks, eating, and sleeping!

Evaluation

Be sure to prepare a way for the members to give thoughtful feedback. This will allow you to know what could be done differently or improved for the next one.

Checklist

- Choose a date
- Reserve a site
- Determine the format of the retreat and information to be shared
- If necessary, develop committees to handle different aspects of the retreat
- Delegate tasks to committee members
- Contact facilitators or speakers you'd like to come
- Make meal arrangements
- Create materials to handout or gather necessary equipment
- Inform members of cost, travel, sleeping/food arrangements
- Have committee meetings as needed to confirm agenda, responsibilities, and completing of tasks

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Running an Effective Meeting

One of your first tasks leading a student organization might be to have a meeting of some sort! Here are some guidelines to make sure the meeting is effective. (You can also find a sample meeting agenda in the Forms section of this handbook, beginning on page 33.)

Meeting Preparation

1. Every meeting should have a purpose, so identify that first. If there is no reason to meet, then don't do so. It will just waste time and members might leave feeling frustrated at that.
2. Is this meeting going to be formal or informal? Informal might be more appropriate for a shorter agenda, but if you have a lot of things to discuss or accomplish, it might be a good idea to have a more formal meeting.
3. Plan for the environment of the meeting and always plan for the unexpected. Make sure the room is arranged appropriately for your goals – if you're going to be discussing things as a group, try to arrange the chairs in a more circular shape to facilitate that.
4. Develop an agenda that includes the purpose, all items of business to be discussed, and time estimates of the meeting. When estimating the times for the meeting, make the length of the meeting appropriate based on what needs to be done.
5. Try to keep a consistent meeting time and place so that members are more accountable.

Meeting Basics

- Maintain focus in your meetings by keeping them under an hour, even if it means not getting to some of the agenda items.
- Never start a meeting without a goal in mind.
- Send out an agenda before the meeting so the members feel prepared.
- Begin meetings promptly.

Meeting Process

What exactly should *you* be doing during a meeting?

- Greet members as they arrive – especially new ones!
- Start on time, finish on time, and stick to the agenda.

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- Encourage discussion and feedback from everyone. Try not to rush through the agenda items to allow each member time to speak up if they feel they want to.
- Keep the conversation on topic.
- Designate someone to take detailed minutes, or notes, about what is being discussed/decided on. (If your org has a secretary position, this is a great job for them!)
- Listen and show interest in others' perspectives. You will be modeling the respect that you expect your members to have for each other.
- At the end, announce when the next meeting will be held as a reminder!

After the Meeting

- Type up and distribute the minutes as soon as possible. They're very useful as a reminder of the tasks that need to be completed.
- If you encountered any problems during the meeting, discuss them with the other officers or the members involved. Acknowledging those moments or incidents is always best.
- Follow-up on that tasks that were delegated out by checking with the members to make sure they know what is expected of them.
- If there is something you didn't get to, put it on the next meeting's agenda.
- Of course, give appreciation and recognition where it's due.

Setting Goals

Setting goals during a beginning-of-the-year retreat is a great way for your organization to get started. Setting aside time for your group to sit down and think about what is important, what people want to accomplish, and envisioning the future of the group is crucial to goal setting. If you know you need to set some goals, but know you don't need to plan a full retreat, set aside some time during a meeting to talk about goals!

Keep in mind that you're aiming for **SMART** goals!

S – Specific or Significant

M – Measureable or Meaningful

A – Attainable or Action-oriented

R – Relevant or Rewarding

T – Time-bound or Trackable

If you notice that you've set a goal that isn't SMART, simply go back in and add some more detail.

Long-Term Goals

Brainstorm

The goals don't need to be decided all at one time. Take time to think about everything and keep a running list of the things that come up. You can suggest a time when you can all go over everything and actually set some goals at a later time.

Write It Down

Put them somewhere that you can see them periodically so that they are always on your mind. If you are leading your organization, sometimes it comes down to you to remind your fellow members about the goals that you decided on.

Cover Everything

Include every aspect of your organization – future careers for members, educational benefits, social aspects, public or campus service, etc.

The Big Picture

Get a discussion going about what your group wants to achieve in the next few years in your organization. They can be small dreams or huge aspirations, but think about all of the possibilities and consider what direction you'd like to see the group go in.

Short-Term Goals

Use smaller, short-term goals to help you reach long-term goals. Without these stepping stones, those big goals can sometimes seem unattainable or intimidating. Breaking them into smaller goals will help keep you focused and on track.

Making Decisions

When it comes to making a difficult decision together, members of your organization likely just want to do the right thing. That process can then become difficult, too. Help get your group in the right direction with these suggestions.

- Establish a process and some guidelines for how decisions will be made and make sure all members are aware and agree so that there is full participation from all!
- Identify the problem clearly so that everyone is on the same page and consider framing the problem around what is needed. If there is more than one problem, tackle them in turn and clearly state which problem you are discussing in the moment.
- Brainstorm a list of options for solutions to consider. Remember to use the brainstorming tips in this booklet (pages 16-17).
- Determine which option best meets the needs of the problem or the group and check in with those who will be impacted by the decision to get their opinions and feedback.
- After you implement the agreed upon solution, always evaluate how effective it was.

In the end, you want your team to have reached some sort of consensus that all of the members can invest in. That might mean making small compromises on the behalf of the group. This will lead to the solution being implemented well and none of the members feeling like they were unheard or their opinion didn't matter in the end.

Money Management

Organizations run on the goodwill of their members with financial support from Student Congress or fundraising efforts. Student Organizations that receive funding from Student Congress are based on the needs they outline during the allocation process in the spring. It then becomes the treasurer's responsibility to make sure all funds are used in an appropriate manner so that the organization can stay in good standing and conduct business effectively. Funds allocated by the Student Congress will be placed in a campus account maintained by the Doane Business Office in Padour-Walker.

Role of the Treasurer

Know your budget

You should maintain an accurate account of what your organization has to spend for the year and what is budgeted for different things.

Track expenditures

Find a system that works for you. A sample budget can be found on the Doane University website: [Student Organization Toolkit](#).

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Maintain records

Keep budgets and lists of expenses in a safe place for future treasurers to reference them for the allocation process. A sample budget can be found on the Doane University website: [Student Organization Toolkit](#).

Keep receipts

You must provide these to the Student Congress and Doane Business Office in order to receive reimbursement through a check request. You can find the appropriate check request forms in the Student Affairs Office in Perry Campus Center or in the Business Office located in Padour Walker.

Collect and track dues

If your organization requires members to pay dues to the organization, develop a system for collecting dues and ensuring that all members pay in a timely manner.

Have a system

Whether your organization allows members to make purchases for the group and be reimbursed, or only the treasurer is in charge of handling all expenses, always have a system! All members should be aware of how they can go about requesting funds for tasks that they may be responsible for completing.

Doane Tax Exempt Status

Doane University is a tax-exempt institution. As such, all student organization purchases must also be tax exempt. Prior to going shopping at retail stores, online, or making phone orders) make sure to pick up a tax-exempt form from the Doane Business Office or the Division of Student Affairs. Take the tax-exempt form with you and present it at the point of purchase (or email it to vendors you are dealing with over the phone or internet). It is the student organization's responsibility to present the tax-exempt form. If taxes are paid on a purchase the organization will not be reimbursed.

Fundraising

Many organizations have established successful fundraisers that work for them throughout the year. If you try something and it works, keep doing it!

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Add something extra

If your fundraiser is successful, try adding something to it. For example, if you sell one product, try selling a complementary product.

Think outside the box

Consider what your potential customers want and what they're willing to pay for.

Don't be afraid to try something new

If you tried a fundraiser and it didn't go so well, just know that people are always looking for something new and exciting anyway. Bake sale (maybe with a theme!), carnival, Best Seat in the House at an athletic event, student vs. faculty sport tournament, Cassel Theatre movie night, hot chocolate/apple cider sale, pie in the face, and candy grams are all fun options for fundraisers.

Consider the cost

Keep in mind the upfront costs of putting on the fundraiser. You may have to buy the things you want to sell ahead of time.

Double-check the policies

Make sure your fundraiser meets Doane requirements!

You can find specific fundraising policies and procedures beginning on page 24 of this handbook!

Allocations

During the Spring semester, the president and treasurer of your organization will receive a very important email from Student Congress with some information about the allocation process.

You will be asked to make a short presentation to Student Congress regarding your budget and they will decide from there what part(s) of your request will be allocated. This is a good time to revisit your budget and expenses from the last year and then determine what adjustments need to be made for the upcoming school year.

Additional Funding

There are some larger campus organizations and departments that may be able to assist your organization in the case that additional funds are necessary. Keep in mind that you will need to submit a well-thought-out proposal to present to any organization that you request funds from!

- Student Programming Board
- Multicultural Support Services
- Residence Hall Association
- The President's Office

Fundraising Policies and Procedures

Student Clubs and Organizations that are officially registered with Doane University are eligible to complete fundraisers to raise money for their organization or a specific cause (such as, Habitat for Humanity, American Cancer Society, Hope Crisis Center, etc.).

Fundraising Policy: It is the policy of the Doane University Office of Advancement that no general or group solicitation of funds for specific purposes may be undertaken by volunteers, students, faculty, or by any department or operating unit of Doane University without the approval of the Executive Director of Advancement. A fundraising activity in the name of Doane University is defined as any fundraising activity that employs the name or image of Doane University in an effort to secure financial contributions for the University or one of the University's affiliated programs.

Fundraising Procedure: If you are thinking of hosting a fundraiser to raise money for your student org, please read below!

1. Fill out the Student Org Fundraising Approval Form here: <https://goo.gl/forms/aQC1nd6VpvQ9TOmC3>
2. Once you have submitted the form, it will go through an approval process with the Student Affairs Office and the Office of Advancement.
3. Once it has been approved by those offices, you will receive an email on whether your fundraiser has been approved or denied.
4. Once you've received the approval email, and if your fundraiser is being hosted **ON CAMPUS**, you must fill out the Student Event Form to request any spaces you need on campus for your fundraiser. www.doane.edu/student-event-form
5. Once you've received the approval email, the posters for your event can now be approved in the Student Affairs Office.

Implementation of the fundraiser is the sole responsibility of the student organization who submitted the request. This procedure is in place to help prevent duplication of

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fundraising efforts and confusion among those raising funds. Any costs incurred to successfully put on your fundraiser will be charged to your student organization's account.

Non-University Fundraising Initiatives: Students may engage in fundraising activities on campus where Doane University (your student org) is not the intended beneficiary (such as Habitat for Humanity, American Cancer Society, Hope Crisis Center, etc.). These activities *do not* need administrative approval through the Office of Advancement. However, you must make sure to make clear the fundraising efforts are **NOT** in support of Doane University. Therefore, you must avoid the following when promoting a fundraising event that will **NOT** benefit Doane University:

1. No use of the University's taxpayer identification number
2. No use of any Doane University logo or name in promotions or solicitations
3. No use of Doane University stationery to write letters to solicit funds
4. Checks cannot be made payable to Doane University. They must be made payable to the organization for which you are fundraising
5. No use of solicitation language that references the person's/organization's affiliation with Doane University
6. Exceptions may be allowed if the University is sponsoring a non-university fundraising initiative (such as Relay For Life).

More Fundraising Ideas: Below are some ways you can raise funds for your organization, but you are **NOT** limited to this list! Be creative and figure out what works best for your organization.

- Best Seat in the House: Raffle off tickets for a student and a few friends to win best seat in the house for an athletics game. Tickets are sold the week prior to each game where the best seat in the house is an option. Find a gently used couch (or have one donated) for the cause!
- Some sort of sports tournament: Frisbee golf, regular golf, dodge ball, basketball, etc. Charge teams to participate, and purchase a small prize for the winners!
- A gaming tournament: chess, checkers, Scrabble, trivia, etc. Individuals pay a fee to participate, and they can peek at Google or a dictionary (if we are talking Scrabble or trivia) for an extra fee!
- Karaoke Night: charge a small admission to "enter" the event, have singing competitions, rent a local DJ with a huge song library, and see if you can get snacks and refreshments donated.
- Offer to do some face painting for an event that is already being hosted on campus. See if you can have supplies donated, and charge based on how intricate the design is (a target charge is around \$3).
- Food fundraisers! Sell doughnuts, apple pies, walking tacos, pancakes, cookies, chili, etc.
- A silent auction: have members of your group bring in neat items, set up a table (or a few!) featuring the items and a bidding sheet, and at the end of the day,

determine the final/highest bidder! Email them and find a way for them to collect their prize and you collect the money. It is wise to start a minimum bid for each item, such as \$1, \$5, \$10, etc. depending on what you are auctioning off.

- Used book sale: have you and your group bring in old, used books you no longer read, and ask for others to donate books to your cause. Put a price sticker on each book, and set up a table to sell them.
- Send a Crush to your crush: Have students purchase a can of Crush (the soda) to send to another student. You can charge \$1 per can of Crush and an extra \$0.50 if they want to keep their gift a secret. Email the recipients and have a day, time, and location where students can pick up their cans of Crush!
- Offer to wrap presents during the holiday season! Charge a fee to wrap gifts, add a bow, and a special tag.
- Pumpkin carving competition: Have students put together a team to carve pumpkins, and the team will pay a standard entry fee for the pumpkin and supplies. Host a night where they carve the pumpkins and find judges to help determine a winner.

Programming Basics

Programming can be hard right from the very first step of deciding that you actually want to put on a program! As a student organization, there is a very good chance that your group is going to want to put on some kind of program.

Misconceptions of Programming

The number of attendees is everything! Anything below 100 people isn't successful.

This might be important if you need a certain number of people to attend in order to break even financially, but otherwise, don't worry about that. The quality of the program and what the attendees get out of it should be your guidelines in measuring success.

Programming is easy!

If you've ever attended a program or event put on by an organization, you're seeing the finished product. But a program that is well thought out, organized, publicized well, and uses good resources takes time to plan and put together. It doesn't happen overnight!

Once you have a program type that works, stick with that.

People might get tired of going to the same kinds of events all the time, so be creative and just give it a try! You'll have to put in some extra work, but students will be excited to try something new.

All programs are expensive to plan because only the programs that you put a lot of money into are going to be successful.

Most programs cost very little, or nothing at all. Use your resources creatively and

intelligently – there are tons of students all over campus that might be able to help you with free entertainment or rare knowledge.

A good program will speak for itself, so you don't need to publicize it.

If no one hears about your awesome program, you'll limit your audience to just the ones who stumble upon it. Really put in the time to be creative and spread your publicity far and wide!

Don't plan too much because things will change anyway.

Part of being ready for that change is to have a primary plan *and* backup plans.

You can organize and plan events effectively with informal organization and delegation.

Assigning specific responsibilities is the only way to ensure that *someone* is 100% accountable for the many pieces that go into planning an event.

Program Concept

Determine goals

Do you want to bring a community together? Educate others on a topic? Expose people to different viewpoints? Support another program? Or simply entertain and allow for some socialization?

Brainstorm

Get together with your members and start thinking of as many ideas as possible that can match your goals.

Choose something within your budget

Discuss your options with your group and make a decision together about a program that will meet your goals while staying within budget.

Program Planning

Date & Time

Consult the academic calendar, facility availability, and student activities calendar! Find a time that is convenient for the members, as well as your target audience.

Location

Consider what your projected attendance might be and the kind of space you might need for a successful event.

Budget

Never forget your budget along the way! Project all expenses and leave a margin of error. Maybe even consider ways that you could get additional funding.

Food

Food attracts people, so determine the anticipated attendance and contact the appropriate vendors for catering or delivery.

Publicity

Consider optimal posting location, design strategies for the target audience, and coordinate everything with your theme!

Other

Make sure you have all aspects covered – travel arrangements decoration, cleanup, safety, volunteers, etc. Double-check with everyone involved (including the university) on the policies that are in play for your event.

All of these basics are a good general guidelines to event planning, but actually planning the event is much more extensive.

A Plan to Planning Your Event

If you'd like to book a space for an event that you're holding, you'll have to do some planning first to know what you'll need. Planning an event or project can take a lot of time and energy. The key to success is having a well-thought-out plan to accomplish every task that is necessary to have a smooth and successful event.

It has been proven effective to use a "backwards planning" method where you start by thinking of the day of the event and working back to present day. This will allow you to schedule dates for completing certain tasks more wisely and hopefully avoid procrastination and last-minute scrambles!

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Backwards Planning

1. What is your desired outcome?
 - a. How many people will attend?
 - b. What is your budget for the entire event?
 - c. How do you want people to feel after the event?
2. What needs to be done before the program?
 - a. Where are you going to have the event? Reserve the appropriate space.
 - b. Get the word out so that people attend!
 - c. Do you need to arrange any travel arrangements or accommodations?
3. Be aware that you may meet obstacles along the way.
 - a. Some parts might take longer than you expect so always leave extra time to allow for those speed bumps.
4. Use a calendar and start putting down tasks and timelines starting with the very last task and working backwards.
 - a. Consider other events or happenings that may influence your planning!
 - b. Lock the tasks that are time sensitive onto specific days.
5. After you have all the tasks and some timelines laid out, start delegating to team members.
6. Revisit your plan periodically to ensure that everything is still on track and that all team members are able to complete their tasks.

Brainstorming

Brainstorming can help you come up with lots of ideas in a short amount of time. You might generate ideas of projects and programs, recognize foreseeable problems, and suggest possible solutions. But brainstorming can also be frustrating or chaotic.

Relax

Get comfortable in your brainstorming space and with those that you're sharing with

Record

Select someone to write down all of the ideas presented, so that everyone can see them and expand on them.

Focus

Specify what you're going to brainstorm about and try to stay on task so that each stage is thought out properly. We don't want to miss any good ideas because we moved along too fast!

Blurt

Allow everyone in the group to just blurt out suggestions. There shouldn't be any real discussion about the ideas as you're brainstorming, so silly or off-the-wall ideas should always be welcome.

However, there are a few "rules" to put in place to make your brainstorming sessions amazing!

1. Leave out the evaluation and criticism. This is a time just for coming up with ideas; not deciding to go with any particular one, or shooting down others.
2. Encourage all contributions. Every idea counts equally and sometimes the ideas that seem impossible at first actually produce the best plans!
3. Quantity over quality. If you generate tons of ideas, you're more likely to get a higher volume of plausible ones.
4. Combine and build on the ideas presented. Some ideas might not work on their own, but someone could contribute another idea that could make it better!

Event Planning Checklist

As you embark on planning your event, you should first consider the following:

- Name, date, time, location(s) of the event
- Concrete goals for the event
- Point of contact of your organization
- List of any food needed at the event
- Supplies or equipment needed throughout the entire event
- Any overnight accommodation that might be needed
- Contract and performance rider
- Budget for the entire event
- Student travel information
- Are Doane vehicles needed?
- Liability waivers (for physical activity *and* for the transport of students to an off-campus location)
- Itinerary of event

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- Description of each activity for the duration of the event
- A crisis response plan for the event
- A marketing plan
- Your advisor's thoughts and contributions to the event

Check out the Risk Assessment Form in the Forms section of this handbook (page 33). That will walk you through a lot of the above items.

Decorations

All decorations must follow these guidelines:

- Decorations must be removable, cannot be hung from the ceiling, and can only be adhered using Blue Painters Tape.
- Decorations must be flame retardant according to their packaging, must adhere to current fire regulations, and must be taken down immediately following the event.
- Glitter and confetti are prohibited.
- Doane University is not responsible for injuries that may occur from installing or removing decorations.
- Damage done to any space including the walls, floors, or furnishings could result in a damage fee.
- Decorations must not cover any exit signs or doors.

Specific buildings may have more specific decoration policies, make sure to check with the specific building management to ensure the organization follows all decoration guidelines.

Suggested Timeline

This timeline is intended for a larger event, but a lot of these suggestions are applicable to any and all events on campus.

THREE MONTHS PRIOR

- Meet with officers and advisor to:
 - Discuss goals of the event and how it relates to the mission of the organization
 - Create an event budget that covers all expenses for the event, including but not limited to: Doane security, facilities and services, parking, food, advertising, entertainment, stage/lighting/sound, etc.
- Time, location, and rain site reserved
 - www.doane.edu/student-event-form

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- Carefully consider that if the facility/venue fits *all* of your needs
- Determine performing acts or speakers. Confirm!!
 - If you're bringing a vendor on campus to supply novelty entertainment (climbing walls, mechanical bulls, inflatable equipment, etc.) then the contract vendor needs to supply an on-site certificate of insurance. If you have more questions about that, you can contact the Vice President for Financial Affairs in the Business Office at 402-826-8200.
- Create a detailed timeline and delegate tasks
- Request vehicles online at:
 - <https://web.doane.edu/offices-services/facilities-operations/reserve-a-vehicle>
 - If necessary, arrange van driver training
- Review the rules and guidelines outline by the university (i.e. alcohol policies, new member events, travel, contracts, etc.)

SIX WEEKS PRIOR

- Contact performers or speakers about promotional materials
- Check in on the progress of delegated tasks
- Create a Crisis Response Plan for the entire event
- Create flyers and advertising materials
 - Confirm proper usage of Doane University logos and trademarks
 - Submit flyers and advertising materials to the Student Affairs Office for approval prior to printing and posting.

THREE WEEKS PRIOR

- Confirm advisor approval of the Event Planning Checklist you created above
- Identify if working funds are needed for day of event
 - Save *all* receipts for reimbursement from Student Congress if your organization receives allocations
 - Request a check for performers/speakers from the Business Office, according to the contract with the vendor
- Send confirmation email to performers/speakers
 - Include parking passes, maps, itinerary, and contact information for on-site personnel from your organization
 - Also confirm what was agreed upon regarding speaking point, performance expectations, and arrival time
- Submit an order for any food necessary.
 - You may want to consider Fresh Ideas, Doane's hospitality provider. You must request Food Service on the event registration form!! All menu arrangements must be made at least 5 business days in advance of the event, but the earlier you get that finalized, the better! Contact the Jaime Perez, the Fresh Ideas Catering Manager at jperez@freshideasfood.com

- Specify the roles of your members for the day of the event so everyone know what they'll be doing
- If your event is intended for over 50 people, you must submit a Risk Assessment Form to Spencer Munson, Assistant Director of Student Engagement, at spencer.munson@doane.edu. You can find a sample of that form in the Forms section of this handbook (page 33).

ONE WEEK PRIOR

- Finalize the day-of schedule and member staffing/placement for the event
 - Include details about set up, break down, and clean up of the event!
 - Confirm all reservations with the Director of Event Services
- Complete student travel information for the Business Office
 - List all passengers and send to Facilities
- Plan the introduction of the performer/guest (who will do it and what they will say)
- Determine transportation needed for the performer/guest
- If your event includes any kind of physical activity for your participants (volleyball, dunk tank, inflatable devices), you must draw up a waiver form for them to complete to participate. An example of this is available in the Forms section (page 33), or you can get one from the Office of Campus Engagement.
- Establish a deadline for the latest point for cancellation, reschedule, or rain plans
 - At what time will you decide whether you will move or cancel the event in case of inclement weather? Who will make that decision? How will you notify participants?
 - Monitor for weather during outdoor event

DAY OF EVENT

- Follow the day-of schedule previously established
 - Allow time for setup and break down!
- Ensure payment of performer or guest by picking up checks from the Business Office
- Communicate with everyone staffing the event
- Ensure there is someone to escort performers or guests to the location if necessary
- Mitigate potential or occurring risks
- Keep up with trash as it accumulates
- Ensure the cleanliness of facility after the event

FOLLOWING THE EVENT

- Send out thank you notes to those who assisted or were special guests at the event
- Complete an Event Assessment (example is in the Forms section, page 33)
- Pay all bills and outstanding invoices
- Develop a transition binder to keep record of your timeline, estimated/actual budgets, some publicity, program, receipts, and all correspondence for your successor
- Document all incidents and accidents as they occur with Doane Safety Office
- If you utilized a waiver, make sure to keep those on file for at least one full year

Meetings & Event Management

You may be considering booking a space to hold meetings in, or you need a space to hold an event. You can find all of the information you need about the spaces available, other events going on around campus, and the technology available to you online!

Requesting a Room

1. To get space on campus, all you have to do is fill out a Student Event Form at <https://web.doane.edu/offices-services/event-planning/student-event-request> no later than 14 days before the date you are requesting.
2. Fill in the event title, description, and sponsor.
 - a. Hint: your 'sponsor' should be the Student Organization!
3. You'll receive a confirmation email that you *requested* the space. Once the reservation is set, you will receive *another* email that you have been officially approved for the space.
4. If you make a mistake, just submit another form! Please email Spencer Munson, Assistant Director of Student Engagement, at spencer.munson@doane.edu and be explicit about which form should be honored so there is no confusion.

Ordering Equipment

A lot of classrooms or meeting rooms already have technology like projectors, screens, laptops, or even additional AV equipment for you to use. If there is some kind of technology that you require, first try to book a space that already has that technology available.

If you are unable to find a location with the AV equipment that you want, you can request those items in your Student Event Request Form in the AV section. You should also follow up with an email request to Spencer Munson, Assistant Director of Student Engagement, at spencer.munson@doane.edu, to ensure you get the necessary AV equipment.

These requests require a 30-day advance notice. Larger events will require a 90-day advance notice. Last minute requests, especially critical or busy times of year, may be difficult to honor.

Requesting Room Setup

If you want to make significant changes to the room, or you need extra items like tables, chairs, a podium, or a stage, you should make that request in your Student Event Request Form in the "Equipment" section. Please keep in mind that some rooms cannot be rearranged easily or at all. Email Spencer Munson, spencer.munson@doane.edu for any specific equipment questions.

Learn to Delegate

The prior sections outlined the many things that should be done and considered to create a successful event. The bright side is that you don't have to do it alone! Delegation suggests that you trust your members and are invested in them. An avid leader should keep in mind that delegating is a way to show that you see your fellow members as responsible and accountable.

You will eventually figure out which members can handle specific tasks considering their flexibility, personality, experience, and styles of accomplishing projects. You could either ask them or learn from experience.

It might feel like it is easier to just do the task yourself or to always delegate to the same person because you know they can get it done. However:

- Delegation is an investment in your team that will make them feel good.
- That investment will develop the members personally, but the team will grow stronger as a result.
- The workload for the team being evenly distributed will decrease stress for everyone!
- You want to make sure that all of your members are getting the chance to be actively involved.

You might consider different ways to delegate, as well:

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Design a task and simply ask a member to complete it.

Hey, this vendor needs to be called by Thursday. Tish, could you do that because you're a great communicator over the phone?

Find a task that needs a few members and get a small group to commit to participating to do it together.

We're going to need a team to pick up some supplies this weekend, probably about three people. How about Jan, Kacey, and Todd since Kacey has a car?

Develop a project and asking for volunteers to complete the different tasks by selling it to them.

We're going to need an awesome poster to promote our big event this semester. Maybe people who are really creative? Once you design it, it's easy to get it printed. Any volunteers?

Take on a project and once members become completely involved in it, leave them to it.

There are a lot of moving parts for this event, so I'll call on Jan, Kacey, and Todd to work together to manage our performers and guest speakers. You will be their point of contact on the day-of and help make sure everything is set up for them from now on.

You'll know that it's time to delegate:

- When there is a lot of work to be done.
- When you know a member who has a specific skill set that would enable them to complete the task very well.
- When someone expresses interest in the task.
- When a member might benefit from the responsibility given to them.

Remember that although there is some risk in delegation, if you are clear on your expectations and the member seems interested or willing to complete the task, you've got a win-win situation on your hands!

- Only hand over the tasks that are appropriate to hand over. You shouldn't be delegating things that are your responsibility that you just want to avoid.
- Try to give tasks to people who are genuinely willing to do them.
- Have a conversation about exactly what the task entails and allow the member to contribute in defining the expectations.
- Hold your members accountable by setting a fair deadline together.
- Explicitly discuss when and how they are comfortable with you checking in with them to follow-up.
- If your member is doing something they've never done before, take the time to help them learn how to do it!
- Give feedback on the completion of the task, but also how well they communicated. Ask for their feedback for you to ensure you're supporting them.
- Always recognize those who have done well or completed their task in an efficient manner! This will keep them excited to keep doing well!

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Publicity & Promotion

One thing that you may want to delegate is marketing your event. This can be a big task for just one person, but it's a very important task. A big consideration will be *how* and *where* you advertise your event.

Posters - Make them visually appealing and themed around your event. Figure out the best posting locations and make sure they're approved by the University! (See how to get your posters printed below!)

The Owl - Ask someone on the newspaper staff if they will do a short piece on your upcoming event, or even just run an ad to describe your event.

KDNE - You can run a Public Service Announcement (PSA) or an ad on the radio station. If it's enthusiastic, it will get people excited for your event.

Word-of-Mouth - The cheapest way to get the word out about your event is to have your members talk it up to all of their friends and classmates. Best part is, it takes little to no effort, every single member can help, and if your members seem excited about it, then their friends will be, too!

Teaser Events - You could consider having small events or activities leading up to your program to get people interested and talking about it. If you pursue these, do them well. If they don't go well, then people might think that the main event won't be as stellar as you know it will be!

The Little Things - Don't forget about all the smaller things you could do to get the word out: email, mailbox stuffers, table tents, social networking, getting in the weekly #TigerLifeWeekly email from SPB, etc.

#TigerLifeWeekly

You can have your event included in this weekly email by contacting Deb Sherard at deb.sherard@doane.edu with all of your important details and a graphic/image. The email goes out on Sundays, please make sure to have all the information in by NOON on Friday.

Posters and Flyers

You can email the Student Affairs Office, deb.sherard@doane.edu, a PDF, JPEG, or PowerPoint slide of your poster or flier for printing. You can choose between a few sizes of posters: 24"x36", 18"x24", 11"x17", or 8.5" x11". Posters can be printed in full color or black and white.

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Please specify how many copies and the size of poster(s) you need. All flyers hung around campus must be stamped and approved by the Student Affairs Office. See the Office Manager for questions or concerns. Your organization's student account will be charged for the production of these items.

Overall, just be creative and try to have fun with it! If you're having fun, it will be a lot easier to accomplish, and others will naturally be more excited for the event. If you really have no idea where to start, or your strategies aren't working out as you'd like, try asking someone that you see succeeding at this. It could be another organization that somehow gets a big turnout or you seem to notice their promos a lot – they could have some trade secrets to share.

Posters

A lot of organizations choose to go for posters as their first attempt at promotion. Please see above for how to get your posters approved and printed, and use the provided sticky tack to hang your *approved* posters in *approved* locations! Below are a few key things to keep in mind regarding hanging posters on campus:

- References to and/or regarding, pictures of alcoholic beverages, alcohol-related events, suggestive gestures, suggestive sexual content or discrimination of any kind may *not* be used.
- Flyers and posters should only be placed on existing bulletin boards, kiosks, and other designated posting areas. They may *not* be placed on doors, windows, bathroom stalls, or painted surfaces.
- After your event has occurred, it is your responsibility to go around and remove all posters and flyers you posted to promote it. Failure to do so may result in non-approval of your next posters or flyers.
- Residence Hall Community Directors will determine the posting areas for their individual residence halls and building supervisors will be responsible for posting placements in their respective buildings.
- What can I use to hang your flyer/poster? Push Pins/tacks on cork bulletin boards/strips and sticky tack for designated areas are acceptable.
- There are roughly 36 posting spaces across campus:

Building	# of Posters
Perry	8
Smith	6
Conservatory	2
Art/Ed	4
Communications	4
Lied	4

Haddix	0
Hansen	6
Sheldon	6
Frees	6
Gaylord	2
Total	48

Design Tips

- Make sure the basic information about your event is easy to find: time, date, location!
- Limit the number of different fonts and font sizes you use. Using more than two or three of each can make it hard to read.
- Leave some white space around the margins and between items on the page to make it easier to read.
- *Always* spell-check! Have someone else double-check your final before posting it. Your poster will be taken more seriously if it looks more professional and doesn't contain errors.
- Don't forget: you always want to brand your organization by including its name and logo. That way people will know who to credit for such an awesome event.
- Avoid having to redo everything, if you decide to put on the event again in the future, by saving your work!
- And, of course, have your poster design approved *before* getting the posters printed!

Overcome Procrastination

Procrastination is going to affect everyone at some point. Whether you're putting off school work, working within your organization, or accomplishing personal tasks, procrastination usually does more harm than good. It will add more stress to your life and can ultimately minimize the quality of your work, especially when it comes to your organization functioning smoothly. If your expectation is that your fellow members won't procrastinate, perhaps that is a good expectation to set early on.

Just Start

Eventually there comes a time when you just cannot put it off any longer. Do not let fear hold you back! Sometimes getting started is the hardest part, but once you get going, completing the tasks seems much more manageable.

Divide and conquer! Take time to divide up your tasks and tackle them separately. Completing one big project all at once can become overwhelming.

Start with a part that is believable. Beginning with something that is easier can help you start gaining momentum and confidence that you *can* complete everything on your plate.

Give yourself BIG rewards. If you complete a task that you were having a hard time sticking to, reward yourself big time!

Avoiding Distractions

- Don't use work as an excuse to avoid strong emotions you're experiencing. If something is bothering you in your organization, academics, work, or your personal life, take the time to work through it. If you try to set them aside, they may influence how well you complete a task.
- If you're the type to think of random thoughts or ideas while you're trying to focus, just write them down and come back to them when you have time later.
- Don't be afraid of, or intimidated by, your deadlines. Build in some extra time and always have a back-up plan. This will make your task easier to grasp.

Stress Awareness

Delegating tasks is a good way to avoid burnout for you and your team. While stress is not avoidable, you can end up stressed out due to false perceptions (thinking a deadline is earlier than it is, or thinking you are the only one who has to complete a huge task).

Analyze Your Stress & Deal with It

Share these strategies with your members in preparation for high-stress times for your organization! You can really help them out just by giving some tips.

- Take the time to recognize the aspects that are causing you stress so that you can work on turning that negative stress into positive motivation.
- Manage your time by prioritizing tasks. Make time for relaxing, socializing, and doing things that you really enjoy. Reward yourself when you've earned it!

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- Keeping organized will make it easier to find important information and eliminate unneeded, frantic stress.
- Map out your week by days and hours. Put all of your classes and meetings in a planner, then block out times for meals, studying, relaxing, and/or exercising.
- Remember to sleep!! Try not to compromise sleep when you realize that you need more time in the day to complete your tasks. Sleep deprivation can make you irritable and it might even slow you down throughout the day, making your life even more stressful.
- Learn to say “no” when you know that you just don’t have time to take on new tasks or projects. Taking them on when you really shouldn’t isn’t going to help anyone.
- There is no shame in needing to talk about your stress. Develop a support system of people that you can go to when you need to get things off your chest. Doane’s Counseling Center has two counselors, Myron Parsley and Kristal Flaming, who you can make appointments with to talk about your stress! You can make an appointment with Nurse Kelly or email them directly. You can check out the Counseling Center website here:
<https://web.doane.edu/offices-services/student-services/student-health/counseling>

Time Management

Do you ever look around you and wonder how people can fit so many activities into their schedule, while others struggle just to complete coursework? It is not necessarily that some people are smarter or more organized. It might be that they are successfully managing their time.

Time management = self management. Only you can determine how much work you can achieve in the hours available to you! Throughout your day, ask yourself, “What is the best use of my time right now?”

Get Organized

You’ll be able to manage your day more effectively if you stay organized. Start by making a list of what needs to be done in the day without thinking about what is most important – just get it all down.

Make Priorities

Take the items on your list and consider what is most important. Perhaps “A” items are the ones that need to get done today; “B” are the ones that you *should* get done; “C” are the ones that you can defer to the next day.

Get a Specific Schedule

Look at your schedule for the day and try to fit in where you can work on you ABC list. Keep your schedule as flexible as you can, but also maintain some level of specificity to hold yourself accountable.

Be Intentional

Remember to schedule in when you can sleep, get a meal or snack, take a break, or hang out with friends. Those times where you aren’t working are important to ensure that you’ll be able to maintain focus and productivity during the times when you *are* working.

Recruiting New Members

There are a few important things to consider before you begin recruiting new members. First you should ask, “Why do students want to join our organization?”

Take the time to ask your current members what got them interested and involved with your organization. Does your organization offer a sense of belonging? Are there opportunities to get involved in event planning? Does your organization provide a sense of purpose for your members or does it make a difference in the community? Think about all of the things that make your organization attractive to new members. Once you figure out what type of member you want to recruit, you can then determine the best ways to reach that audience.

Personal contact or word-of-mouth

Get your current members excited about gaining new members, and get them out there talking to people about it!

Announcements or advertisements

Don't forget about all the advertising resources available to you that you may use to promote events.

Use your next event

Have a signup sheet for people who are interested in joining and have someone there to answer questions. If they're having a good time at their event, they may be interested in joining!

Social media

If your organization is already on Snapchat, Instagram, Facebook, and/or Twitter, utilize it.

Work with others

Partnering to co-sponsor an event with another organization may expose your organization to a new demographic of students and therefore gain more new interest.

Club Craze - Organization Fair

At the beginning of the fall semester, participate in the Organization Fair. It gives any organization the opportunity to recruit new students.

Retaining Members

It is common for membership numbers to dwindle throughout the year for any number of reasons. Here are some ways to keep your members coming back:

New Member Orientation

It doesn't have to be extensive, but make the effort to educate new members on all the details of the organization. This will keep them interested, invested, and attending meetings and events!

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Incorporation

Allowing members to be a part of making decisions can make them feel vital to your group. This is often preferable to letting the leadership team make all of the decisions.

Enjoyment

The easiest way to keep members coming back is to make sure that they're having fun. Don't just have meetings all the time – remember the importance of retreats and other activities or outings just for members!

Recognition

The easiest and most important way to retain members is to simply recognize them for their efforts! Remember that your members are volunteering their time and energy to be a member of a student organization, just like you. Recognizing their dedication is an awesome way to say thank you. Being recognized regularly is also going to boost the commitment of your members and keep them working productively toward the group's mission!

Keep an eye out for their big and small accomplishments individually and as a team:

- Working on a successful program
- Remaining positive and supportive during a heated discussion or a trying time for the group
- Being open to new ideas
- Volunteering for a task that nobody else wants to do
- Suggesting ways to improve the organization
- Taking on a challenge that is outside of their comfort zone
- Consistently attending meetings
- Being generally positive or enthusiastic about the organization

You don't have to go all out to make your members feel good about being recognized for their efforts. Below are some ways to give a little appreciation for your members, but you can be creative with how you do so. You could even ask your members how they prefer to be recognized!

Just tell them. Be specific about what you appreciate when you do so.

Write a simple thank you note.

Recognize them briefly in front of the group. You can even put a little note in your meeting agenda.

Celebrate members. Have a membership banquet or social event to celebrate the accomplishments of members

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Nominate members for the Omicron Delta Kappa Leadership Awards.
Give a simple certificate of appreciation.
Give out incentives.
Have a traveling award that is passed around from member to member.
Place recognition plaques in public areas.

You should also be sure to recognize the entire group when they pull off something well together. Think about a program or promotion that the whole group did together. In those cases, here are some ideas:

- Cancel your scheduled business meeting and go bowling together instead
- Have a more informal meeting somewhere new, like outside
- End your meeting early
- Do something to celebrate recent/upcoming birthdays
- Give everyone a little gift bag of goodies – candy and personalized notes for each member

Succession & Sustainability

If you are thinking, “What will happen to my group when I’m gone?????” then this section is for you. Making sure your organization is successful and has the ability to sustain itself after you leave are important aspects to good leadership. No one wants to see their group crumble after they’ve left! Below are some key processes to help you create a succession plan and ensure your group is sustainable.

Identify key members of your group

Create a document (that can be shared!) that lists the key positions of your organization, their job descriptions, and how they contribute to the success of the group. Why are these positions important to the org?

Create a list of events

Does your organization do some of the same events each year that are well-known, traditional, or important to your organization? If so, write them down! And, write down key points for how to plan them. Include past challenges, successes, and important information for each event. A new person should be able to read your document, step in, and plan the event successfully.

Important documents

Past budgets, your constitution, your student organization's mission, goals of your student org, contact list of members and advisors, and the list of how to plan events and job descriptions of key members should all be included in important documents. Put them on a shared Google Drive folder or in a binder that won't get lost, and pass this down each year!

Leadership transition

There will be people transitioning in and out of your organization at some point throughout the year. For many groups, this happens in the spring semester. You should think critically how the old club president will transition the new club president into his or her role, in addition to how your other officers will be transitioned. It may be helpful to host a "Transition Retreat" of sorts to onboard your new executive team.

Leadership Succession Plan

Developing a leadership succession plan each year is a simple way to ensure your group remains successful. There are some key things to keep in mind when developing this plan:

- Establishing eligibility requirements (if any) for the specific leadership roles in your organization
- Determining when in the year you will select new leadership
- What does the process of selecting new leaders look like? How will you accomplish this?
- Determining the method your organization will use to pass information from the current leadership team to the new one

Once you've determined these things, and created and organized important documents suggested above, your student group should be in a great position to move forward successfully.

FORMS

Student Organization Constitution Sample

Constitution of _____
(Organization Name)

Article I

The name of this organization shall be the _____
_____ of Doane University.

Article II

The purpose of this organization shall be:

Article III

Section 1. Membership shall consist of members of Doane University who (are undergraduate, graduate, a specific major, etc.)

Section 2. Members will (or will not) be expected to pay a (monthly / yearly) dues in the amount of \$_____.

Article IV

Section 1. The officers of this organization shall be:

Section 2. Qualifications for each officer are as follows:

- 1) (Officer Title): _____
- 2) (Officer Title): _____

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3) (continue until all officer position qualifications are explained)

Section 3. The duties of each officer are as follows:

4) (Officer Title): _____

5) (Officer Title): _____

6) (continue until all officer position duties are explained)

Article V

Section 1. The organization shall have (#) standing, or permanent, Committees. Their duties are as follows:

1) (Committee Name): _____

2) (Committee Name): _____

3) (continue until all permanent committees have been explained)

Article VI

Section 1. Elections will be held (specify when).

Section 2. Elections will follow these procedures:

Article VII

Section 1. The advisor of this organization shall be a full time member of the faculty or staff of Doane University.

Section 2. The advisor will be chosen (explain procedure) and shall be subject to change when (state removal procedure).

Article VIII

Officers shall be removed from office when (state procedure).

Article IX

Proposals for amendments to the Constitution shall be (state procedure for ratification).

Article X

The Constitution shall be ratified by its members (state procedure).

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Advisor Agreement Sample

The members of _____, by the selection process outlined in our constitution hereby announce that _____ will serve as our organization advisor for the 20____/20____ academic year.

Doane University has the following basic expectations of all student organization advisors:

- Meet with the executive board as often as necessary and requested
- Ensure club adherence to the University's policies and procedures
- Offer financial management advice and comply with University policies and guidelines
- Provide continuity for the organization year-to-year
- Act as a resource to the group
- Attend programs sponsored by the organization to ensure compliance to deadlines and procedures related to campus programs and events
- Intervene when knowledge of activities occur that are contrary to University policies or values

The following expectations are to be negotiated between the advisor and the organization. If there is a small change to any of those listed below, simply record that on the agreement. Check off all expectations that the advisor is willing to commit to. Make one copy for the advisor and one copy for the organization's records. The original signed document should be returned to the Office of Student Involvement.

- ☐ Attend all meetings
- ☐ Attend all executive board meetings
- ☐ Meet with the president/chairperson before/after meetings
- ☐ Attend a specified number of organization events, including off-campus events
- ☐ Help prepare the agenda for meetings
- ☐ Speak up during meetings with relevant information
- ☐ Challenge group members to think creatively
- ☐ Take an active part in formulating the development of group goals
- ☐ Promote group activities to other faculty and staff
- ☐ Other(s): _____

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties.

Signatures:

Advisor Signature

Date

Organization Chairperson Signature

Date

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Meeting Agenda Sample

I. Call to order

The Chairperson says, "The meeting will please come to order."

II. Roll Call

Members say "present" as their name is called by the secretary.

III. Minutes

The secretary reads a record of the last meeting.

IV. Officer's Reports

Officers give a report to the group when called on, usually limited to a time if necessary.

V. Committee Reports (if necessary)

First come reports from permanent committees, followed by special committees.

VI. Special Reports

Important business previously designated for consideration at this meeting.

VII. Old Business

Items left over from previous meetings.

VIII. New Business

Introduction of new topics.

IX. Announcements

Informing the assembly of other subjects and events.

X. Adjournment

The meeting ends by a vote or general consent.

Risk Assessment Form

General Organization Information

Name of Organization:

Your Name:

Your Position in Organization:

Your Phone Number:

Your E-mail Address:

On-site Contact DURING Event:

On-Site Contact's Phone Number:

Will the organization's advisor be present during the event?

Advisor's Name:

Advisor's Phone:

Event-Specific Information

Name of Event:

Event Start Date and Time:

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Event End Date and Time:

Location of Event:

Target Audience of Event:

What are the established goals for the event?

How will this event assist in achieving the mission of your organization?

Is this a recurring event? YES NO

If yes, what are the additional locations and dates?

Inclement Weather Plan

Does this event take place outdoors? YES NO

If so, what is your indoor back-up location?

What parking accommodations will need to be made considering the back-up location?

In case of inclement weather, will this event be cancelled? YES NO

What time will you decide to move or cancel the event in case of inclement weather?

Who will make that decision?

How will you notify participants?

Production Elements

What supplies or equipment is needed for this event?

Will this event require assistance for parking or traffic control? YES NO

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How will your organization maintain an effective presence during the event?

What staffing will the organization provide during the event?

Where will staffing be located during the event (be specific)?

What is the estimated number of attendees for the event?

Food & Other Services

Are you providing/catering food at this event? YES NO

How will your organization ensure the safety of the facilities you are using for this event? How will you properly maintain the facilities during and after the events?

Does this event involve a contract or agreement with an outside vendor involving the exchange of money? YES NO

If yes, what entities are you in contract negotiations with?

Contracts must be approved by the VP of Finance. Without proper contract approval, the event cannot take place.

Financial

Have you prepared a budget for this event? YES NO

Will you need to release funds from your account prior to this event (i.e. preparing check for service, etc.)? YES NO

All check requests and reimbursement requests on behalf of the student organization must be filled out and submitted to the Student Congress treasurer. Forms are available in the Student Affairs Office.

How will the financial health of your organization be affected by this event?

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Physical

Does this event involve any type of physical activity? Check all that apply:

- ☐ Sports activities (basketball, volleyball, softball, golf, Quidditch, paintball, laser tag, broom ball, capture the flag, etc.)
- ☐ Running (5K, fun run, marathon, etc.)
- ☐ Dancing (competitive, non-competitive, dances, etc.)
- ☐ Water or snow sports (swimming, water aerobics, snowboarding, sledding, etc.)
- ☐ Other: _____

If you selected any of the activities above:

All participants should sign a liability waiver. There is a standard waiver available in this handbook, and also in the Office of Student Affairs in the Perry Pod. Consider contacting the Doane Safety Office to ensure medical personnel at the event.

Describe the activities, locations, equipment and supervision involved:

How are you preventing physical harm to your participants and organization members?

Travel

Does this event involve traveling 25 miles or more outside of the Crete, NE area?

YES NO

If YES, the organization must submit travel information to Spencer Munson in the Office of Student Affairs. All traveling participants must sign a waiver form. Campus Engagement has a standard waiver.

Please select your mode(s) of transportation:

- ☐ Doane Vehicle
- ☐ Rental Vehicle
- ☐ Personal Vehicle
- ☐ Charter Bus

*Doane vehicles must be reserved at least 3 weeks in advance. Use the online form at <https://web.doane.edu/offices-services/facilities-operations/reserve-a-vehicle>. A

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complete list of passengers for each vehicle is required by the Office of Student Affairs prior to departure.

Emotional Impact

What emotional risks are involved with the event and how are you mitigating those risks?

What activities would be available if participants did not choose to participate in any of the scheduled primary events?

Does this event pertain specifically to new members of your organization (orientation, training, rite of passage, ceremony, etc.)? YES NO

**If YES, familiarize yourself with the Hazing Rules at Doane University listed in the Student Handbook. IF you witness or have knowledge of possible hazing, please report to the Doane Safety Office at once.*

What is your crisis response plan for the event?

**Include roles of: Doane Safety, Health & Wellness, Media Response, etc.*

Reputational Impact and Planning

Please list any other student organizations, affiliated organizations (local, national, international), and/or departments involved in this event:

How are you marketing this event?

How are you utilizing the student organization's name, the University's name, logo, and/or trademarks (tees, flyers, etc.)?

**All designs including the Doane University logo must be approved by the Office of Strategic Communications.*

Could this event be perceived as controversial (demonstrations, protests, political issues, sensitive topics, etc.)?

How could this event affect the reputation of your organization and how are you planning accordingly?

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Event Waiver

Assumption of Risk, Release and Indemnification

I, _____, in full recognition and appreciation of the risks, hazards, and exposure involved do hereby voluntarily agree to assume all of the risks, hazards and responsibilities involving my volunteer participation in the _____ program/event at Doane University, and further, I do for myself, my heirs, and personal representative(s) hereby defend, hold harmless, indemnify and release and forever discharge Doane University and any affiliated entity of Doane University, and all its Board of Trustees, officers agents, employees, and volunteers (collectively "Released Persons") from and against any and all claims, demands, and actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from my participation, whether arising from the negligence of the Released Persons or otherwise. This shall include all activities related to all offerings of the _____ program/event. I willingly agree to comply with the customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence of participation, I will remove myself from participation and bring such to the attention of the nearest official immediately.

I confirm that I have health and accident insurance in effect for the inclusive dates of my participation and no such coverage is provided for me by Doane University. I have read and executed this document with full knowledge of its significance. In witness hereof, I have caused this release and indemnification agreement to be executed this _____ day of _____, 20____.

Signature of Participant

Date

If participant is under 19 years of age, a parent or guardian must sign. This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above, of all the Released Persons, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Released Persons from any and all liabilities incident to the minor child's involvement or participation in the programs as provided above, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASED PERSONS, to the fullest extent permitted by law.

Signature of Parent/Guardian

Date

Emergency Contact:

Parent/Guardian Name: _____ Phone: _____

Additional Contact Name: _____ Phone: _____

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Post Event Assessment

The Office of Campus Engagement would appreciate feedback about your event and photos to post on social media and the Doane website. You may submit this information to spb@doane.edu.

Name of Organization:

Contact Person:

Activity/Event Name:

Activity Event Date:

Activity/Event Description:

Activity/Event Assessment:

What about this activity/event made it successful?

What about this activity/Event could be improved?

Advice for those who may host this activity/event again:

Will you do this activity/event again? YES NO
If not, what are your reasons?

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Student Leader Handbook

2023-2024



DOANE
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STUDENT AFFAIRS OFFICE