



CARL  
SANDBURG  
COLLEGE™

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Office of Student Life

# Student Organization Handbook

# **Student Organization Handbook**

## **Table of Contents**

Missions, Student Code of Conduct.....	3
How to Start a Student Organization.....	4
Constitution Checklist.....	5
Important Campus Contacts.....	6
Annual Student Organization Renewal Process.....	7
SGA Funding.....	7
Campus Procedures.....	8-9
Publicity and Marketing.....	10
Copy and Print Services.....	11
Risk Management.....	12
Fundraising.....	13
Setting Goals.....	14
Evaluations.....	15-16
Delegating Tasks.....	17
Motivating and Rewarding Members.....	18
Sample Meeting Agenda.....	19
Meeting Checklist.....	20
References.....	21

**Carl Sandburg College Mission Statement:**

The mission of Carl Sandburg College is to provide all students with opportunities for Success.

**Vision:**

Where dreams come to life, and lives come to change.

**Office of Student Life Mission Statement:**

The Office of Student Life offers meaningful co-curricular experiences that complement the academic curriculum at Carl Sandburg College and in turn, provides an active and engaging campus environment.

**Student Code of Conduct**

The College expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain integrity and a high standard of honor in academic work, and to observe a standard of conduct appropriate for the College. The College expects all students to conduct themselves under all circumstances in a responsible manner. This implies thoughtful consideration of College property and members of the College community. Any student or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the College, or acting in a manner not in the best interest of other students of the College, shall be subject to disciplinary action. Copies of the Student Code of Conduct are available in the Student Services Office.

## How to Start a Student Organization at Carl Sandburg College

1. Request a meeting time with Coordinator of Student Life to discuss your ideas for a new student organization at Carl Sandburg College. Stop by Building B, Room 56 or contact by phone at 309.341.5332 or by email at [gstevens@sandburg.edu](mailto:gstevens@sandburg.edu) to schedule a time.
2. Find at least five students committed to serving the new organization.
3. Find a current faculty or staff member to serve as your advisor.
4. Fill out the “Registered Student Organization” form and submit to the Student Life Office.
5. Create a Constitution with assistance from your other members and your advisor. Turn in the proposed constitution to the Office of Student Life. *The Office of Student Life can provide you a constitution checklist to make this process easier (see next page of this packet)!*
6. Student Government Executive Board will give final approval for your organization and notify you. You will then be able to submit proposals to SGA for funding! SGA meets regularly each month during the academic semester. Contact the President or the Coordinator of Student Life to learn when meeting are scheduled each semester.

## Student Organization Constitution Checklist

- \_\_\_ Official organization name, include any acronyms organization will use (e.g. SIFE—Students in Free Enterprise).
- \_\_\_ General description which would include a mission statement and statement of purpose and practice.
- \_\_\_ List of officer positions; include officer duties and expectations of advisor.
- \_\_\_ Definition/qualifications of membership
  - Who can be a member? *(All members or any organization must be current Sandburg students enrolled in credit courses, as outlined in the SGA Bylaws)*
  - Who has voting privileges and decision making power?
- \_\_\_ Committees within the organization
  - Process of appointment, responsibilities and reporting.
- \_\_\_ Elections
  - Method: voting and selection.
  - Frequency: by semester, annually, other.
- \_\_\_ **Non-Discrimination clause (Required)**
  - No organization shall deny consideration for membership to any student because of gender, race, religion, creed, national origin, handicap, marital status, or sexual orientation.*
- \_\_\_ **Removal & Expulsion Clause (Required)**
  - “Just cause for removal of office or expulsion from this organization may occur when a member is not in good academic or disciplinary standing, fails to fulfill the duties and responsibilities of his/her membership, or undermines the goals and purposes of this organization in accordance with procedures outlined in the bylaws.”*
  - With the members of your organization, create the following for this clause:
    - Procedure for finding just cause, calling an expulsion meeting, and conducting an expulsion vote.
    - Procedure for removal from office and filling of vacancies.
    - Eligibility and procedure for later readmission to the student organization.
- \_\_\_ Member dues/fundraising decisions
  - Collection process and purpose.
- \_\_\_ Meetings
  - How often are meetings held?
  - Procedure for calling special meetings.
  - How will meetings be run, quorum, orders of business, distribution of minutes.
- \_\_\_ Method of Constitutional Amendment
  - Procedures for amendments: advance notifications, number of readings, required vote for adoption.

## Important Campus Contacts

Office of Student Life, B56	309.341.5332
Student Organizations Office, B60 <i>(Staffed by SGA Officers during their weekly office hours or by Student Life student workers)</i>	309.341.5295
Mail and Printing Services, E121	309.341.5240/5482
Marketing and Public Relations, Office A09	309.341.5392
Business Office, E100	309.341.5210
Boxcar Express, Food Service, E123	309.341.5284
IT Help Desk, Library	309.341.5446
Maintenance/Shipping and Receiving, E140	309.341.5293
Campus Security Dispatch, D201	309.341.5304
Emergencies, D201	309.341.5499/911
Reserving a Room, Student Life	309.341.5332
Room Set Up/Reserving a Table, Student Life	309.341.5332

## **Student Organization Annual Renewal Process**

The Office of Student Life requires all student organizations to renew their recognition on an annual basis. The Office of Student Life will send all student organization leaders and advisors a form to complete outlining new officers and contacts as well as changes to the organization description. The information collected will be used as a reference guide, included on the student organization webpage and in future marketing materials.

## **Student Organization Funding**

Student organizations are funded by the Student Government Association annually. Recognized Student Organizations may complete a funding request form seeking funds for their organization. Funds cannot be received by any organization that does not have a constitution on file and/or their annual renewal information submitted.

Monies allocated through the Student Government Association reside in accounts maintained by the college's Business and Student Life Offices. Student organization funds roll over from year to year in their respective accounts. Additional organization deposits can be made through the Business Office clerk located in the lower level of the E Building.

To access student organization funds for payment or purchases, advisors must complete the necessary paperwork (i.e. request for payment) and send it along with any receipts/invoices to the Office of Student Life. The Coordinator of Student Life must approve and sign all payment transactions along with the advisor and will then forward the paperwork on to the Business Office for processing.

Carl Sandburg College is a tax exempt organization; therefore all purchases made by Sandburg student organization funds are tax exempt. A copy of the tax exempt letter can be found in the Office of Student Life. Any purchases made including tax will only be reimbursed the pre-tax total of the receipt or invoice.

## **Procedures**

### ***Reserving a Room***

All events, meetings or activities that require a campus space must be reserved through the Ad Astra Scheduler. All three Sandburg campuses operate on the Ad Astra facilities management software where faculty, staff and administrators can easily access room reservation information. Your advisor or the Coordinator of Student Life may complete this reservation for your organization. If you have questions about or problems with room scheduling, contact the Office of Student Life at 341-5332.

### ***Room Set Up***

Room set up (i.e. chairs, tables, podium) can be requested through the “Work Order” link in Web Advisor. Your advisor or the Coordinator of Student Life will have access to this program and can help you complete this. If you have questions about or problems with a room setup, contact the Office of Student Life at 341.5332.

### ***Audio-Visual Equipment***

Audio-Visual equipment is available for registered student organizations use. To reserve equipment you must complete an Audiovisual Request Form at least one week prior to the date needed. For questions on this process, contact Greg Jones at 309.341.5203 or [gjones@sandburg.edu](mailto:gjones@sandburg.edu).

### ***Technology Help Desk***

The Sandburg Help Desk provides professional, quick, and courteous technical and hardware support for students, faculty, and staff. Visit in person in the Library, via email at [helpdesk@sandburg.edu](mailto:helpdesk@sandburg.edu) or by phone at 309-341-5446.

### ***Food Service Order***

Boxcar Express is the food service for campus. The Food Service Manager should be contacted first to discuss your ideas for your food for your event. A catering guide is available from the Food Service Manager or the Coordinator of Student Life. To contact the Food Service Manager for Boxcar Express, call 309.341.5284 or [jlieber@sandburg.edu](mailto:jlieber@sandburg.edu).

### ***Campus Security***

*Galesburg Campus Emergency dial 309.341.5499, non-emergency dial 0 from campus phone or 309.341.5304, all other campuses contact main office at location.*

Carl Sandburg College Campus Public Safety provides the safety and security needs of faculty, staff, students and visitors through the Campus Public Safety office with security guards and physical plant personnel which are on site 24 hours a day, 365 days per year. Any person who witnesses a crime or becomes a victim of a crime should report it as soon as possible to Public Safety. When multiple incidents occur during the same time frame, reports and subsequent action by Campus Security Guards are handled in order of priority: 1) personal safety; 2) property crime; 3) services.



### ***Contracts***

Students may not enter into contractual agreements on behalf of Carl Sandburg College or their organization. The Office of Student Life must approve all contracts before an event can be held or payment can be made. All contracts should be approved by the organization's advisor and turned in to the Office of Student Life at least three weeks prior to the program or event to allow time for approval.

### ***Movies***

Student clubs/organizations must purchase a license to show movies to their organization members or campus community in order to avoid copyright infringements. The price for the license will vary depending on how the movie is going to be used, how many people plan to attend, and whether admission is charged. Please contact the Office of Student Life to get license prices. If movies are shown for educational purposes, there is an organized discussion following the movie, and there is NO CHARGE for admission to watch the movie, then a club/organization has options to show movies. Please contact the Coordinator of Student Life for more information.

### ***Off-Campus Events (Workshops, Conferences, etc.)***

If your group is attending a workshop, conference, etc. that is off-campus, advisors and club members must fill out a Travel Waiver Form. Advisors may find this form as well as medical information forms in the Office of Student Life in B56. All forms must be completed prior to a trip even if individuals are not being transported in college vehicles.

### ***Posting Policy Guidelines***

The Office of Student Life and the Marketing Department must approve all forms of advertisement that are posted on campus. It is strongly recommended that when using photocopied flyers the original copy be stamped before additional copies are made. Also, no postings may be placed on glass, painted surfaces, elevators, brick walls, etc. Any student organization that does not comply may face repair costs for damages done to these surfaces.

### ***Supplies and Equipment***

The Office of Student Life stocks butcher paper, markers, paints, as well as other craft supplies that are available for student organizations. Leadership and team building activity guides are also available for use. You may also use the computers available in the office to work on student organization related materials. Consult the Coordinator of Student Life before using or removing any materials.

## **Publicity and Marketing**

Postings are permitted on bulletin boards throughout Sandburg campuses. However, the materials must first be approved by the Office of Student Life and the Marketing Department. Postings are prohibited on glass surfaces, doors, painted surfaces, window and door frames, floors, building signs, light poles, automobiles, sidewalks, and exterior surfaces of the College buildings.

### *Procedure 3.20.0.2 for Posting on Bulletin Boards:*

1. The request is approved, not approved, or modified by the Director of Marketing and Public Relations or Center Directors respectively.
2. The word APPROVED with a date to be posted and a removal date is stamped on the front of an approved posting.
3. Marketing and Public Relations Office or Center Directors respectively are responsible for displaying and removing postings and flyers on the bulletin boards.

### ***Other Bulletin Boards***

Various committees, clubs and departments post pertinent information on bulletin boards assigned to the department or club. These bulletin boards are managed by the specific academic program faculty or club members. All student organization sponsored publicity materials (posters, flyers, table tents, brochures, etc.) must be approved and stamped by the Office of Student Life before posting.

### ***Other Publicity***

Chalking is allowed but must be pre-approved by the Office of Student Life. Chalking is to be done only on sidewalks that are open to being washed off by rainfall. Chalking should not be done in shelter areas, under or on tables, on walls, light posts, trees, benches, campus signage, etc.

Table tents or other materials for tables must also be approved by the Office of Student Life and Food Service Manager (only if being placed in the Loft cafeteria area). Upon approval, locations for distribution will be provided.

***\*\*Failure to follow any of the above guidelines for posting materials may result in your publicity materials being taken down.***

### ***Copy and Print Services***

A variety of paper sizes and colors are available through Sandburg Printing and Mail Services located in Building E by the cafeteria. Student organizations that are not grant funded may use the campus printing services at no cost. All materials for publication must go through Marketing and the Office of Student Life for approval before they can be printed.

## **Risk Management**

College activities often times involve risk. It is each member of the campus community's responsibility to reduce risk as much as possible. When managing an activity or an event, assess any potential risks and either address the issue or warn participants of possible risk. Our goal is to keep everyone safe! A listing of required forms are provided below.

**All forms can be obtained from and turned into the Office of Student Life in B56:**

***Waiver for Carl Sandburg College sponsored event:*** students sign this every time they go on a school sponsored trip, participate in an active event (inflatables, athletic activity, rock climbing, hiking, etc.) and when they ride in a Sandburg vehicle.

***Transportation Consent Form:*** students sign this every time they go on a college sponsored trip that requires riding in transportation, either a Sandburg vehicle or another group member or advisor's vehicle.

***Travel Log:*** travel logs must be filled out upon departure of individuals or groups participating in a college sponsored trip.

## **Fundraising**

External fundraising must be pre-approved through our Foundation office to ensure that as a school we are not duplicating requests to the same business. It is imperative that clubs adhere to this policy as many local businesses give to Carl Sandburg College through monetary donations and sponsorship of scholarships that benefit our students greatly. As a college, we do not wish to seem ungrateful for donations a business already gives to our campus. The Foundation welcomes your requests for external fundraising and is happy to advise your club on which local businesses may be willing to assist your club. Contact the Foundation Office at 309.341.5327.

### ***Fundraising Ideas***

Car wash

Bake sale

Cook off contest

Game tournaments

Silent auctions and live auctions

Garage sale

Holiday card sale

Stuck in jail event (people pay to have others “bailed out” of “jail”)

Gift wrapping around the holidays

Handmade crafts sale

Trivia Night (group entry fee)

## Setting Goals

Setting goals for your organization as a whole and then separately for each member/officer can lead to a stronger, more focused organization and a more fruitful academic year as a whole!

### ***Creating S.M.A.R.T. Goals***

*Specific—Measurable—Attainable—Realistic—Timely*

#### ***SPECIFIC***

A specific goal has a greater chance of being accomplished than a general goal.

Answer the six “W’s”:

Who: who is involved?

What: what do I want to accomplish?

Where: identify a location

When: establish a time frame

Which: identify any possible constraints and requirements

Why: specific purpose, benefits of attaining the goal

#### ***MEASURABLE***

Measure your progress in reaching your goal(s). Could you set target dates or certain criteria?

The exhilaration of achievement will motivate you onto completing your other goals!

#### ***ATTAINABLE***

Once you identify goals that are important to you, you will begin to figure out the best ways to achieve them. You will develop the skills, attitude, ability and capacity to reach them! Most any goal is attainable with the proper plan and sufficient time frame.

#### ***REALISTIC***

In order for a goal to be realistic, you must be both able and willing to work towards it! You are the only one that can determine how high your goal should be. A realistic goal is one that you truly believe you can accomplish it. Other ways to know if it is realistic is to consider if you have completed a similar goal in the past and consider what conditions are necessary to achieve the goal at hand.

#### ***TIMELY***

Goals must be set in a time frame since a goal with no time frame does not tie in any sense of urgency. “Someday” can quickly turn into weeks and months—set a specific date for yourself if at all possible. You will set your unconscious mind in motion by working towards that set time!

## Evaluation

### *Individual Evaluations*

List your three favorite things about being a member of this student organization:

List your three *least* favorite things about being a member of this student organization:

Would you recommend this organization to other students? Why or why not?

What advice would you give to the advisor for the future of this student organization?

Additional comments:

## **Assessment Instrument**

1. I have attended the majority of the meetings and activities held by this student organization:

Strongly Agree	Agree	Neutral Disagree		Strongly Disagree
1	2	3	4	5

2. I have been absent from more than two meetings/activities:

Strongly Agree	Agree	Neutral Disagree		Strongly Disagree
1	2	3	4	5

3. I have kept ideas to myself that might have benefited the group:

Strongly Agree	Agree	Neutral Disagree		Strongly Disagree
1	2	3	4	5

4. I have volunteered to take a leadership role for a task, activity or event:

Strongly Agree	Agree	Neutral Disagree		Strongly Disagree
1	2	3	4	5

5. I have met my obligations for any responsibilities I was assigned to or volunteered for:

Strongly Agree	Agree	Neutral Disagree		Strongly Disagree
1	2	3	4	5

6. I feel comfortable sharing my ideas with the advisor of this student organization:

Strongly Agree	Agree	Neutral Disagree		Strongly Disagree
1	2	3	4	5

7. The group has met my expectations:

Strongly Agree	Agree	Neutral Disagree		Strongly Disagree
1	2	3	4	5

8. I would rate my contributions and performance to this student organization as valuable to the group as a whole:

Strongly Agree	Agree	Neutral Disagree		Strongly Disagree
1	2	3	4	5

Additional comments:

## Delegating Tasks

Student organizations are meant to teach valuable skills to student leaders through tasks and experiences. Members are the greatest source for getting things done in a student organization!

Why delegate?

- Allows active involvement among members.
- Distributes the workload amongst members so no one is overwhelmed!
- Gives members a sense of ownership and significance.
- Helps the overall organization run smoother.

What to delegate?

- Frequent tasks that tend to repeat.
- Details that take up large chunks of time.
- Specialized tasks that could be assigned to a member with that particular skill or interest.
- Tasks that usually generate a high volume of volunteers.

How to delegate?

- Ask for volunteers.
- Suggest someone that you think would be good for the task at hand.
- Ask someone one-on-one for a more personal approach.
- Assign the task, select carefully! The individual can always decline.

Don't delegate...

- Something you yourself would not do!
- A controversial issue.
- Something that goes against group policies, goals, vision, etc.



## Special Ways to Motivate Members

Motivating and rewarding your members will help you down the road in retaining members. Have fun and use your creative side!

- Develop team building exercises to be used with the group. (Office of Student Life has many resources to help you pick out team builders)
- Promote socializing among members outside of meetings and events.
- Celebrate birthdays among group members.
- Give “thank you”, “congratulations”, and “job well done” cards.
- Bring food to meetings!
- Give credit and praise to those that deserve it and give it often.
- Provide positive and constructive feedback on a regular basis.
- Give out silly awards to your members.
- Build prestige by giving position titles or some type of role to each of your members.
- Be fair, honest and consistent.

## **Conducting Meetings**

### Sample Agenda

- I. Call to Order
- II. Attendance/Roll Call
- III. Approval of Minutes of Last Meeting
- IV. Committee Reports
  - a. ...
  - b. ...
  - c. ...
- V. President's Report
- VI. Other Officer's Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

## Effective Meeting Checklist

- Members were notified of the meeting and meeting location with reasonable amount of time
- Agenda was prepared and distributed to members
- Meeting room was pre-arranged and reserved
- The meeting started on time
- Members were given the opportunity to add to the agenda
- The purpose of the meeting was clear
- Committees and officers were prepared with reports
- Agenda was followed
- All discussions were relevant
- Everyone's ideas and opinions were heard
- Facilitator summarized main points after discussions and when decisions were made
- Follow up items or actions were assigned with clear details and expectations
- All that was planned for the meeting was discussed
- Plans for the next meeting were initiated or completed
- Minutes of the meeting were distributed within a reasonable amount of time after the meeting

## References

*Augustana College, Office of Student Activities, Student Organizations Handbook, 2011*

*University of South Florida, Center for Student Involvement, Student Organization Advisor Handbook, 2011*

*Westminster College, Office of Student Involvement Student Organization Handbook, 2012*