Club Resource Guide

2012-2013

Club/Organization

Name:

Brought to you by:

Student Activities Office

Involvement Development & Engagement for Active Students
Dear Club Representative,

On behalf of the Student Activities Office, I would like to welcome you to the Club Resource Guide.

**About the Club Resource Guide:**
The Club Resource Guide was designed and written by the Student Activities Office so that students can better manage their student organizations. The office is committed to working with clubs and organizations in the areas of leadership development, personal development and administrative tasks.

Use the Resource Guide as a helpful tool for managing your group and planning a successful year. Though there is a lot of great information in the guide, it may not address every issue that arises. When that happens, we encourage you to visit our office. We are always ready and willing to help!

**About the Student Activities Office:**
The Student Activities Office coordinates programs to meet the cultural, academic, and recreational mission of the College. We focus on providing events both day and night to accommodate both our residential and commuter population. With that being said, we offer a range of supports and services to clubs and organizations:

- Providing financial support through the SGA allocation process
- Providing meeting space in the Student Activities Office
- Offering event planning support and advice
- Providing development workshops and support at bi-monthly club council meetings in conjunction with SGA
- Offering arts and crafts supplies available in the Club Resource Center

We look forward to working with your group this year to create a vibrant community of leaders who further enhance Chestnut Hill College!

Sincerely,

Emily Schademan
Director of Student Activities

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**Student Activities Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Schademan</td>
<td>Director of Student Activities</td>
<td>215-248-7083</td>
<td><a href="mailto:SchademanE@chc.edu">SchademanE@chc.edu</a></td>
</tr>
<tr>
<td>Megan Cranney</td>
<td>Assistant Director of Student Activities</td>
<td>215-753-3648</td>
<td><a href="mailto:CranneyM@chc.edu">CranneyM@chc.edu</a></td>
</tr>
</tbody>
</table>

The Student Activities Office is located on the 3rd Floor of St. Joseph Hall.
# Student Government Association 2012-2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Reif</td>
<td>President of SGA</td>
<td><a href="mailto:ReifS@chc.edu">ReifS@chc.edu</a></td>
</tr>
<tr>
<td>Jessica O’Neill</td>
<td>Executive SGA Vice-President</td>
<td><a href="mailto:OneillJ2@chc.edu">OneillJ2@chc.edu</a></td>
</tr>
<tr>
<td>Mary Katherine Ortale</td>
<td>Vice President of Academic Affairs</td>
<td><a href="mailto:OrtaleM@chc.edu">OrtaleM@chc.edu</a></td>
</tr>
<tr>
<td>Stephan Wolfert</td>
<td>Vice President of Student Life</td>
<td><a href="mailto:WolfertS@chc.edu">WolfertS@chc.edu</a></td>
</tr>
<tr>
<td>Marisa Mango</td>
<td>Vice President of Financial Affairs</td>
<td><a href="mailto:MangoM@chc.edu">MangoM@chc.edu</a></td>
</tr>
<tr>
<td>Kelly Dennis</td>
<td>Vice President of Community Service</td>
<td><a href="mailto:DennisK@chc.ed">DennisK@chc.ed</a></td>
</tr>
<tr>
<td>Aizaz Gill</td>
<td>Vice President of Communications</td>
<td><a href="mailto:GillA1@chc.edu">GillA1@chc.edu</a></td>
</tr>
<tr>
<td>Mary Frances Cavallaro</td>
<td>Senior Class President</td>
<td><a href="mailto:CavallaroM@chc.edu">CavallaroM@chc.edu</a></td>
</tr>
<tr>
<td>Nicole Ehrhardt</td>
<td>Senior Class Vice-President</td>
<td><a href="mailto:EhrhardtN@chc.edu">EhrhardtN@chc.edu</a></td>
</tr>
<tr>
<td>Taylor Eben</td>
<td>Junior Class President</td>
<td><a href="mailto:EbenT@chc.edu">EbenT@chc.edu</a></td>
</tr>
<tr>
<td>Allie Fusco</td>
<td>Junior Class Vice-President</td>
<td><a href="mailto:FuscoA@chc.edu">FuscoA@chc.edu</a></td>
</tr>
<tr>
<td>Alison Mann</td>
<td>Sophomore Class President</td>
<td><a href="mailto:MannA1@chc.edu">MannA1@chc.edu</a></td>
</tr>
<tr>
<td>Justin McMahon</td>
<td>Sophomore Class Vice-President</td>
<td><a href="mailto:McMahonJ@chc.edu">McMahonJ@chc.edu</a></td>
</tr>
<tr>
<td>Alexis Jansen</td>
<td>First-Year Class President</td>
<td><a href="mailto:JansenA@chc.edu">JansenA@chc.edu</a></td>
</tr>
<tr>
<td>Megan Welch</td>
<td>First-Year Class Vice-President</td>
<td><a href="mailto:WelchM@chc.edu">WelchM@chc.edu</a></td>
</tr>
</tbody>
</table>
Benefits of Being a Registered Student Organization

As a registered student organization, your group will be entitled to a range of benefits. Registered groups may use the club resource center, post flyers/posters, advertise on campus televisions, receive financial support, use meeting and event space and hold special events on campus.

Responsibilities of Registered Student Organization

Along with the many benefits of being a registered student organization, come defined responsibilities. Organizations must comply with all policies and procedures outlined in the Student Handbook as well as all policies found in the guide. As a leader, it is your role and responsibility to familiarize yourself with all policies and procedures. It is also the responsibility of the club or organization to contact Student Activities with any major changes in terms of leadership, mission or advisor. Each semester, clubs and organizations must reapply in order to receive all of the benefits the Student Activities Office has to offer.

Services Available to Registered Student Organizations:

✦ Events Calendar- Clubs and Organizations may advertise events on the Student Life section of the Website calendar. When Clubs/Organizations submit Event Approval Forms, the Student Activities Office will automatically add approved events to the calendar. To see the calendar visit www.chc.edu/calendar.

✦ Planga- All clubs/organizations are eligible to create a group on Planga. If your group is new, you may develop a group and submit it for approval. If your group is returning, you may request to become an administrator.

✦ Flyer/Post Approval- All paper advertisements must first be approved by the Student Activities Office before they are hung. Flyers may also be emailed to the Director or Assistant Director for an electronic stamp. Flyers may only be hung with masking tape (duct tape, scotch tape etc. may be damaging to many of the surfaces on campus) and in designated areas. Clubs/organizations are also responsible for removing flyers/posters within 24 hours after an event.

Approved Posting Areas:

- Propped doors outside of the Caf
- Martino Hall Elevator
- Door jam at end of the Fournier Corridor by the courtyard
- Doors of the library
- Commuter Lounge Bulletin Board
- Bulletin board in the Griffin's Den
- On the tables in the Caf

✦ Advertising on Campus Televisions- All clubs/organizations may advertise upcoming events on campus televisions. All advertisements must be in PowerPoint format and mailed to the Assistant Director by the Thursday of each week.

✦ Button Maker- All clubs are eligible to use the Student Activities button maker. A club may use up to 50 free buttons per semester. Please note that clubs/organizations should check in advance to make sure there are enough supplies available.

✦ Club Resource Center- All clubs/organizations have access to the resource center which provides a range of items for advertising or other projects. Please keep the CRC neat and organized by cleaning up when done.

<table>
<thead>
<tr>
<th>Club Resource Center:</th>
<th>Paint and Paintbrushes</th>
<th>Stickers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster &amp; Construction Paper</td>
<td>Letter cut-outs</td>
<td>Markers, pens, pencils</td>
</tr>
<tr>
<td>Tape, glue, scissors</td>
<td>Glitter</td>
<td>Glue Gun</td>
</tr>
</tbody>
</table>

✦ Student Activities Meeting Space- all clubs/organizations are able to use the Student Activities Office as a meeting or work space. The space must be reserved at least 24 hours in advance with either the Director or Assistant Director.
Obtaining Financial Resources
In order to obtain a budget for club activities, events and other fees, a Registered Student Organization must complete the Budget portion of the Club Registration Packet. Clubs must then give a budget presentation to the Allocation Committee.

Allocation Committee Presentation
The Allocation Committee consists of SGA members, the SGA advisor, and representatives from Student Activities. The presentation is an opportunity for clubs and organizations to explain their mission and purpose as well as the rationale behind the budget request. Here are some basic tips for a successful presentation:

1. Read through the guidelines below to make sure that the items you are requesting are fundable through SGA.
2. When writing the budget request, be as specific as possible. The club does not need to have the entire semester planned in advance, but a working idea of events and activities will make your presentation more effective.
3. Be prepared. If a club is planning a specific event, associated costs should be estimated. For example, if the photography club wants to hold an outing to an arboretum, the club should research transportation costs, admission costs and any other associated fees.
4. Be on time!
5. Go the extra mile. Additional materials (powerpoint presentation etc) and research will show that the budget is well thought-out and planned in advance. Business casual attire is not required, but suggested. Impress the committee!

What questions are typically asked by the committee?
- What does your group do?
- How many members do you have?
- Can you explain any events/activities that you have planned?
- How did you create your budget?
- Who is responsible for the group’s finances?

Information about the Allocation Process timeline will be available at the beginning of each semester. Visit the Student Activities for information or email Emily at SchademanE@chc.edu

Allocation Guidelines
- Chestnut Hill College works on a reimbursement only policy.
- Any reusable goods purchased must be stored at CHC and available for use for future club members. A club inventory form (found on page 18) should be completed for all club items to be stored.
- Transportation may be reimbursed on a mileage basis. (40.5 cents per mile)
- Hotel costs may be reimbursed up to $100/night including tax. No additional fees or services will be reimbursed. Hotel reimbursements will only be given for the days of the competition/event. Extended stays will not be reimbursed
- The Fall in Love with Philly Ticketing Program cannot be used for club expenses. If you club chooses to purchase individual tickets, they cannot be reimbursed
- Any profits from fundraisers/events may be used to purchase club supplies etc. Please note that the items purchased (with the profits) cannot then be reimbursed through SGA.
Money

Items that Will Not Be Funded:

- Appropriations in furtherance of a political campaign or activity by any candidate or candidate’s staff for political office.
- Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation.
- Grants-in-aid, scholarships, salaries, or stipends.
- Donations or charitable contributions of money or products.
- Direct funding of philanthropic activities.
- Retroactive events (events held prior to submitting the request for funding or events where funding has been committed before being notified of approval).
- National association memberships on an individual basis. Individual memberships are not permitted; however, group memberships to a national organization are allowed.
- Purchase of or reimbursement for the purchase of alcoholic beverages.
- Personal Meals of any kind
- Any items for personal use
- Any tickets from CHC’s Fall in Love with Philly Ticketing Program

Reimbursement Process

Once the group has been notified of the budget, the group may begin spending it. Here are some helpful steps to ensure an easy reimbursement process:

1. Save all receipts from items purchased (items without receipts cannot be reimbursed).
2. Fill out the Club Reimbursement Form (found on page 19) completely and clearly and attach receipts.
3. Make a copy of the form for you records and note the date of submission.
4. Submit the form to the designated folder in the Student Activities Office (3rd floor of St. Joseph Hall).
5. Be sure to submit the form within two weeks of the receipt date. Receipts older than two weeks may not be reimbursed so be sure to follow this timeline closely!
6. Please allow 2-6 weeks for a reimbursement to go through. Reimbursements are not immediate so please be sure to plan ahead.
7. Once your reimbursement is ready it will be available for pick up in the SAO and an email will be sent to notify you.
Student Activities Safe Guidelines
All clubs are eligible to use the Student Activities safe for petty cash and cash from sales of tickets etc. Clubs are required to deposit any money raised within 24 hours of an event. New clubs may open an account with Student Activities during regular operating hours. Balances are available from the Student Activities office as well. Here are some simple guidelines regarding the safe:

1. Appoint one or two members of your group to handle all deposit/withdrawal operations.

2. Deposit any money raised from an event/fundraiser within 24 hours of the event. This is for security purposes.

3. Please record all deposits/withdrawals in the Safe Binder.

4. If money is withdrawn from the safe, a receipt indicating how the money was used, must be returned within 24 hours of the withdrawal. Please note that funds are only accessible during normal operating hours.

5. Please note that the safe is not a permanent holding space for a large amount of funds. Please meet with representatives from Student Activities if this issue arises.

6. Please visit a local bank to cash out all change, before depositing money. A large amount of coins will not be accepted.

7. Please note that clubs who are inactive for two consecutive semesters, will lose all money. The money will be donated to a Student Activities Leadership Scholarship fund.

Income Guidelines:
At times throughout the semester a club may choose to host a fundraiser or event that involves some kind of income. Income includes any money raised from fundraisers, ad revenue, ticket sales, trip sales, dances, donations etc. It is important that this income is carefully tracked and deposited. Here are a few simple reminders and guidelines about income:

1. All income ideas must be submitted on an Income Approval Form (page 20).

2. Before the income activity may begin, the Club/Organization must receive approval from the Director of Student Activities.

3. Once the income activity begins, funds must be deposited in the Student Activities Office Safe by the next business day. If the fundraiser runs for multiple days, deposits must be made on a daily basis.

4. Money may not be held aside for future use. All funds should be deposited into the safe and then withdrawn as needed. A student may not self-reimburse him or herself for items purchased.

5. Money from fundraisers or any income activity may not be used to fund items that are listed on Page 6 that will not be funded by SGA.

6. At no time may funds may be held or used for personal use.

7. Failure to follow guidelines may result in consequences for the club/organization and/or the club representative(s) responsible for the income activity.
Event/Meeting Guidelines

Hosting an on-campus event, meeting or activity? Please read the information below carefully to make your event a true success.

1. Select a Location for your Event
Once you've decided where you would like to host an event you must contact the appropriate person for each space. Please note that spaces are available on a first-come, first-served basis and may not be available. Please have an alternate space in mind. Be sure to reserve the space as early as possible (at least two weeks in advance is suggested).

<table>
<thead>
<tr>
<th>Room</th>
<th>Best For...</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redmond Room East Parlor</td>
<td>Lectures, Banquets, Performances</td>
<td>Ursula Lavin* <a href="mailto:LavinU@chc.edu">LavinU@chc.edu</a></td>
</tr>
<tr>
<td>Sorgenti Arena</td>
<td>Large events etc.</td>
<td>Ursula Lavin* <a href="mailto:LavinU@chc.edu">LavinU@chc.edu</a></td>
</tr>
<tr>
<td>Rotunda</td>
<td>Formals, Receptions</td>
<td>Ursula Lavin* <a href="mailto:LavinU@chc.edu">LavinU@chc.edu</a></td>
</tr>
<tr>
<td>Gruber Theater</td>
<td>Lectures, Performers, Movie Screenings</td>
<td>Ursula Lavin* <a href="mailto:LavinU@chc.edu">LavinU@chc.edu</a></td>
</tr>
<tr>
<td>Summer House &amp; Lawn</td>
<td>Outdoor games &amp; activities</td>
<td>Ursula Lavin* <a href="mailto:LavinU@chc.edu">LavinU@chc.edu</a></td>
</tr>
<tr>
<td>Griffin's Den</td>
<td>Dances, Meetings, Small events</td>
<td>Megan Cranney <a href="mailto:CranneyM@chc.edu">CranneyM@chc.edu</a></td>
</tr>
<tr>
<td>Fitzsimmons Hall Lounge</td>
<td>Movie Screenings, Meetings, Activities</td>
<td>Kerry Rusak <a href="mailto:RusakK@chc.edu">RusakK@chc.edu</a></td>
</tr>
<tr>
<td>Fitzsimmons Hall Game Room</td>
<td>Events and Game Nights</td>
<td>Kerry Rusak <a href="mailto:RusakK@chc.edu">RusakK@chc.edu</a></td>
</tr>
<tr>
<td>Tables Outside of Cafeteria</td>
<td>Sign-ups, Fundraisers</td>
<td>Emily Schademan <a href="mailto:SchademanE@chc.edu">SchademanE@chc.edu</a></td>
</tr>
<tr>
<td>Classrooms</td>
<td>Meetings, Lectures</td>
<td>Visit Registrar page on website and complete SurveyMonkey Form</td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>Meetings, Small Events</td>
<td>Emily Schademan <a href="mailto:SchademanE@chc.edu">SchademanE@chc.edu</a></td>
</tr>
<tr>
<td>Fournier Hall Dining Room</td>
<td>Special Events</td>
<td>Pat Flanagan <a href="mailto:patrick.flanagan@compass-usa.net">patrick.flanagan@compass-usa.net</a></td>
</tr>
</tbody>
</table>

*Please note that there is an event reservation form that must be completed when reserving the indicated spaces. Please contact Ursula Lavin for the form. When emailing the form, please CC the Director of Student Activities.
2. Event Approval Form
The next step of the event process is to complete an Event Approval Form (found on the Student Activities webpage or on Page 17 of this guide) and submit it to the Director of Student Activities at least two weeks before the event. Please provide as many details as possible prior to submission. The Director of Student Activities will email the group with notification of approval. Please do not proceed with major planning until notification of approval has been given. Please note that if any details of the event change, those changes must be emailed to the Director of Student Activities.

3. A/V, Housekeeping and Dining Services
For all events requiring A/V, Housekeeping or Dining Services, those offices should be contacted to make arrangements.

Housekeeping

<table>
<thead>
<tr>
<th>Services Offered</th>
<th>Information to include in request:</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables, chairs, trash cans, podiums, tarp in Sorgenti</td>
<td>Date and time needed, location of event, description of the set-up and items needed, and contact person for the event</td>
<td><a href="mailto:housekeeping@chc.edu">housekeeping@chc.edu</a></td>
</tr>
</tbody>
</table>

A/V

<table>
<thead>
<tr>
<th>Services Offered</th>
<th>Information to include in request:</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video, Overhead Projector, PowerPoint, Camcorder/Tripod, Microphone</td>
<td>Date and time needed, location of event, description of the set-up and items needed, contact person for event. Be sure to include a subject in the email</td>
<td><a href="mailto:helpdesk@chc.edu">helpdesk@chc.edu</a></td>
</tr>
</tbody>
</table>

Dining Services

<table>
<thead>
<tr>
<th>Services Offered</th>
<th>Information to include in request:</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refreshments and snacks for events, meals, and bagged meals for off-campus events</td>
<td>Date and time needed, location of event, food items needed, a count of those attending, and contact person for event</td>
<td><a href="mailto:catering@chc.edu">catering@chc.edu</a></td>
</tr>
</tbody>
</table>

4. Advertising
Think outside the box! Advertising is more than just flyers. Try social media, Planga, creative giveaways, a flash performance (when appropriate), chalking (with approval), an eye-catching powerpoint slide for campus televisions, an ad in the Griffin, or get the CHC Insider to cover your event. If you must use flyers, please read the flyer/poster guidelines on Page 3.
5. Program Evaluation
Evaluation of events is an important tool for clubs and organizations. The evaluations help groups keep track of what is successful and what isn’t, find ways to improve, and keep a record of club events. Please complete an evaluation (on SAO’s webpage or on Page 18) of the program and submit it within one week to the Director of Student Activities. All program evaluations are kept in the Student Activities Office and may be accessed during regular office hours.

6. Vendors
Any group wishing to bring a non-CHC vendor to campus must send the contract through the Student Activities Office. Students may not, under any circumstances, sign a contract on behalf of the College. Vendors may include (but not limited to): DJs, inflatables, speakers, entertainers, singers, performers, transportation etc.

7. T-shirts
All t-shirt designs must receive approval from the Student Activities Office before any orders are placed. Please allow a suitable timeframe for the approval and ordering process. The Student Activities Office has a number of contacts for t-shirt companies who can also do graphic design work.

8. Press/Media
Please alert Student Activities if your event is open to the public. Any press releases must first go through our office and the Media Relations department.

9. Advisors
The club advisor should attend all large club events or outings. Be sure to check with your advisor before planning too far in advance to make sure that he/she is available for your event.

10. Trips
If you are planning an off-campus trip and need transportation, please complete the form on Page 22 and submit it to either Krista Murphy at MurphyK@chc.edu or Frank Dealy at DealyF@chc.edu. Please note that Griffin Transportation may not always be available so plan ahead and consider SEPTA as an alternative. For all trips, participants must complete the Travel Participant Agreement on Page 23. Completed Travel Participant Agreements should be submitted with the program evaluation to the Director of Student Activities.

Need assistance from start to finish or somewhere in between? The Student Activities Office is here to help every step of the way. Don’t hesitate to email or stop in if you have questions or concerns. We want your event to be a successful, low stress endeavor!
Community Engagement

What is Community Engagement?

Keeping in line with the mission of Chestnut Hill College, the staff and administration within the department of Student Life have worked together to increase student involvement in direct service. Student clubs and organizations, as a collective, should be engaging in service in the surrounding communities. Through the work of the Community Engagement Advisory Board, students clubs and organizations will be able to find community partners, learn about new service opportunities, and apply for funding for service projects. Here is some helpful information to get you started:

MYTH: There are no service projects that relate to my club.
FACT: The Community Engagement board can help pair a club with dozens of community partners- there is something to match any interest.

MYTH: Fundraising is the only form of service club can participate in.
FACT: While fundraising is important in its own way, direct service is very beneficial to the community. It is allowed, even encouraged!

MYTH: I don’t have the budget to plan a service project.
FACT: Mini grants are available to clubs to help defray costs of a service project. See forms on pages 19, 20 and 21.

MYTH: I wouldn’t have a way to get to the service project.
FACT: Free transportation is available to clubs through the Office of the Dean for Student Life.

MYTH: There is no support to help me plan a service project.
FACT: The Community Engagement board, as well as the Department of Service-Learning and Campus Ministry are all great resources to help you begin planning!
Resources
Resources

Need help getting started? Here are some general programming and publicity ideas that you make your own!

Publicity Ideas
• Buttons
• Skits with costumes
• Logos
• Curiosity teasers
• Sneak previews
• Bumper Stickers
• T-shirts
• Balloons
• Sandwich Boards
• Table Tents
• Doorknob Signs

• Chalking (special approval needed)
• Door to door
• Academic program competition
• Half-time presentation
• Free ticket giveaways
• Popcorn
• Facebook Events
• Twitter/Facebook Status Updates

Programming Ideas
• Theme Dinners
• Nutrition Program
• Women’s Health Issues
• Alcohol Awareness
• Roommate Games
• Friendship Games
• Creative Gift Making
• Scavenger Hunt
• Trip to the beach
• Talent Show
• Music Festival
• Dance off
• Camping
• Hiking/Hiking
• Frisbee
• Dance Lessons
• Community Service (see additional resources)
• Cultural Festivals
• Skating Parties
• Lawn Games/Relays
• Fashion Shows
• Theme Parties (90’s, Costume)
• Chess/Checkers contests
• Ropes Course
• Card Night
• Self-Defense Course
• Speaker/Lecture
• Pool party
• Pep Rally/Athletic Team Support Section
• Holiday Theme party

“Greening” Your Event

1. Publicity
   • Reduce and recycle as much as possible
   • Use advertising strategies that don’t use paper
   • Print on regular paper rather than glossy or card stock
   • Print only what you need. Flyers in a few strategic locations are more effective than 100 in poor locations

2. Food and Utensils
   • Save extra plates, cups etc for reuse at future events
   • Encourage attendees to bring their own water bottles/ coffee mugs for more informal events

3. Cleanup
   • Be sure to only throw away unusable goods
   • Recycle when possible
   • Find a home for leftover food. Think about your roommates, suite mates, and floor mates.
Facilitating an Effective Meeting

Pre-Meeting Planning
- Gather your own agenda items as well as those from the group
- For an effective agenda be sure to:
  - Begin with the most important or complicated topic first
  - Allot time for each of the agenda items
  - Note who is responsible for each item and make sure that the description of those items are clear
- Choose a meeting space with enough seats, where all members can see and hear each other, with appropriate equipment, and be sure to prepare all materials needed
- Determine who should be invited to the meeting
- Brainstorm possible issues/conflicts and how to respond to them
- Determine how to involve all people in the discussions
- Determine what actions of decisions should come out of the meeting

During the Meeting
- Make introductions and do brief check-ins
- Make announcements and give updates
- Agree on the objectives of the meeting (expectations and concerns)
- Agree on the agenda and how much time will be spent on each item
- Establish ground rules for the discussion process
- Build consensus and commitment for the outcomes
- At the end of the meeting, review decisions and plans of action and schedule the next meeting

After the Meeting
- Prepare meeting minutes and send them to the group
- Evaluate the meeting
- Complete any tasks or assignments before the next meeting
- Do a self-critique

Conducting a Community Service Project

**S**  Set realistic goals and expectations both in terms of involvement of the campus community, meeting an identified need, and the size of the project itself.

**E**  Engagement as a group and engagement with the individuals met through the project is key to the learning experience. Build teams before beginning the service project.

**R**  Reflection is vital to linking the community service experience to educational goals such as helping students to make sense of larger social problems.

**V**  Vary the tasks that are available or required of volunteers. Break up the projects or the workday so those students can try their hands at a number of different skills.

**I**  Include everyone.

**C**  Communication. Volunteers have a right to know what they’ll be doing, whom they’ll be with, what to expect, what to bring along, and what to leave behind.

**E**  Energy and enthusiasm are often prevalent, but so are the emotional realities of working with people who are in some way disadvantaged.
Forms
Club/Organization Event Approval Form
Chestnut Hill College

Organization: _______________________________________________________________
Contact Name: ___________________________________       Today’s Date: ______________
E-mail: _____________________________________
Phone Number: ______________________________
Advisor:___________________________
Is your advisor aware of the event? Yes/No

Event Information
Name of Event:__________________________________________________________________________
Date of Event:__________________________________
Start Time:______________ End Time:____________________
Reserved Location:____________________________________
Estimated number of attendees: _____________
Purpose of Event:
Estimated Costs (include items and pricing):

Vendor Information (if applicable)
Vendor Name:_____________________________________________
Vendor Address:________________________________________________________________________
Vendor Phone:_________________________________
Is a contract required? Yes/ No. If yes, has the contract been submitted to Student Activities? Yes/No

Please submit this form to the Student Activities Office. The Director of Student Activities must approve all events. You will be emailed a confirmation of receipt of this form and approval/non-approval. All changes must be sent to the Director for further approval.

*Form must be submitted at least two weeks prior to event*
Club/Organization Program Evaluation Form

Organization:_____________________________________________________________
Program Title:_____________________________________________________________
Date/Time:__________________
Number of students attended:__________
Total Cost of Event:_______________

1. What were the objectives of the program? Were they met? Explain.

2. How was the mission of your organization incorporated into the event/program?

3. How did you advertise for this event/program?
   - Email
   - Flyers
   - Facebook/Twitter
   - PowerPoint
   - Other-please specify:__________________________________________

4. What was successful? What could be improved upon?

5. Please circle (if any) the Learning Outcomes that your event/program/trip/addressed:
   - Critical and Creative Inquiry
   - Information Literacy
   - Communication
   - Knowledge of Self and Others
   - Ethical Responsibility
   - Leadership and Collaboration
   - Intentional Learning
   - Spiritual Growth
   - Integrative Learning
   - Civic Responsibility and Practice

Final Comments:

*Please submit form to the Student Activities Office no later than one week after the program.*
Club/Organization Reimbursement Form
Chestnut Hill College

Organization: _______________________________________________________________

Name: _________________________________________       Date:  ________________

Address: ___________________________________________________________________
(If you live on campus, write your mailbox number)

E-mail: _____________________________________
(One you check often)

Phone Number: ______________________________

Name/Date of Event : __________________________________________________________

Number of Receipts (Attach receipts to this form): _________

<table>
<thead>
<tr>
<th>Description of Receipts</th>
<th>Amount</th>
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TOTAL

Please submit request to the Student Government Association Office (Student Activities Office) on the 3rd Floor of St. Joseph Hall. Please note that request must be submitted within two weeks of the receipt date. If it is after two weeks, please know that no reimbursement may be given. All questions should be directed to Marisa Mango at MangoM@chc.edu.
Organization:____________________________________________________________________________________________

Club Member(s) responsible for Fundraiser:  _________________________________________________________________

Income Activity/Event (title and full description):

Anticipated Total Income:_____________________

If you are selling items or tickets, please list prices:

Ticket cost per person:___________________  Admission cost per person:___________________

Price per item:___________________  Other:____________________

How will money be collected? (check all that apply)
☐ Cash
☐ Check
☐ Online Service (Paypal, Eventbrite)
☐ Other (please describe):____________________________

How will be money be used (after income activity is complete)? Please be as specific as possible.

I/We have read and understand the Income Guidelines outlined in the Club Resource Guide:

Signature:_______________________________  Date:________________________

Signature:_______________________________  Date:________________________

Signature:_______________________________  Date:________________________

Advisor Signature:_______________________________  Date:________________________
Reusable items purchased with club budget money must be recorded on this form and submitted to the Student Activities Office located on the 3rd Floor of St. Joseph Hall.

Organization: _______________________________________________________________

Contact Person responsible for items:
Name: __________________________________________

E-mail: _________________________________________

Phone Number: ________________________________

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<th>Description of Items</th>
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# Van/Shuttle Reservation Form

## Part 1: Event Summary

<table>
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<tr>
<th>Date Submitted:</th>
<th>Requested by:</th>
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<tbody>
<tr>
<td>Faculty/Staff Responsible:</td>
<td>Contact phone:</td>
</tr>
<tr>
<td>Date of Event:</td>
<td>Name of Department:</td>
</tr>
<tr>
<td>Destination:</td>
<td>Start time:</td>
</tr>
<tr>
<td>Expected # of passengers:</td>
<td>End time:</td>
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<tr>
<td>Purpose of event:</td>
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</tbody>
</table>

## Part 2: Logistics/Needs

<table>
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<tr>
<th>VAN ONLY</th>
<th>DRIVER AND VAN</th>
<th>SHUTTLE BUS ONLY**</th>
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</thead>
<tbody>
<tr>
<td>DRIVER AND SHUTTLE BUS**</td>
<td>DRIVER AND LARGE BUS</td>
<td></td>
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</tbody>
</table>

**Please note that the shuttles are not available Monday-Friday from 7am-11pm because they are used to run the College's shuttle service; availability varies on weekends and when school is not in session.**

**Additional Information:** The College's vans have different capacities (ranging from 8-12); a shuttle bus seats 16 and the large bus (aka Big Griff) seats 33. Please take luggage and/or supplies into consideration when selecting a vehicle.

If you chose VAN ONLY or BUS ONLY, please indicate the name and contact information for your driver:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
<th>E-mail Address:</th>
</tr>
</thead>
</table>

For first time drivers of campus vans, please submit a copy of your driver's license with the form.

Please explain any special accommodations or requests in the space below:

---

*Please submit this form at least ten business days before the date of the event. We will try and accommodate any late requests, but please note that all requests are on a first-come, first serve basis.*
Travel Participant Agreement
Chestnut Hill College

Trip: __________________________

Date of Trip: __________________________ to: __________________________

I, (please print)__________________________, agree to that by signing this Waiver, I will be bound by all of the following conditions and I will obey the rules and regulations set forth.

❑ As a condition of participating in a Chestnut Hill College trip, I agree to abide by the local, state and federal laws of the city, state or country visited during the trip. Consequently, I understand I may be subjected to sanctions unique to that particular jurisdiction. It is my sole responsibility to acquire appropriate legal counsel, if such should become necessary.

❑ I understand that as a Chestnut Hill College student on a College sponsored trip I remain under the jurisdiction of the Student Code of Conduct and must abide by the policies and procedures set forth in the Code and in this document. If I do not abide by these terms, I may face disciplinary action from the College.

❑ I agree not to use or possess alcohol or drugs regardless of my age.

❑ I understand that there are no refunds permitted once fees have been paid. If I choose not to go on the trip, or for some reason miss the arranged transportation, I understand that I will not receive a refund. Should Chestnut Hill College use any of its funds on my behalf, I agree to promptly reimburse the College.

❑ I herby request permission to participate in this trip and associated activities sponsored by Chestnut Hill College, including transportation and overnight accommodations (when applicable). I am aware that my participation in this trip involves potentially hazardous activities and that I could suffer property damage or personal loss or personal injury as a result of my participation in this trip. I acknowledge that Chestnut Hill College has no obligation to protect my safety and that the College cannot guarantee the comfort or safety of our transportation or living accommodations. I understand that I am under no obligation to participate in this trip, however I voluntarily chose to do so at my own risk.

❑ In consideration of the College’s permission for me to participate in this trip, I, acting for myself and my heirs, executors, administrators and assigns, hereby release Chestnut Hill College and its Board of Directors, officers, employees, agents, students, program and entities (collectively, “Chestnut Hill College”) from any and all liability for losses, damages, injuries or costs of any kind that may arise out of, or that in any way be related to, my participation in this trip, including but not limited to those based on negligence. I understand that this means that, among other things, I am giving up the right to sue Chestnut Hill College for any such losses, damages, injuries or costs that may incur.

❑ I, acting for myself and my heirs, executors, administrators and assigns, also herby agree to save, hold harmless and indemnify Chestnut Hill College against any and all claims, including claims of negligence that might be brought against it as a result of my participation in this trip, including costs and legal fees.

❑ I certify that I am at least 18 years old. I have read this Travel Participant Agreement. I understand it and agree to be bound by all of its terms.

I acknowledge that I (or my Parent or Guardian) have had an opportunity to review this Waiver and that, intending to be legally bound, I have signed below:

_________________________________________  __________________________
Signature       Date

If student if under the age of 18 as of date of signature:

_________________________________________  __________________________
Signature       Date