Dear Club Representative,

Thank you for becoming an active club on campus!

In this Club Resource Guide, you will find the following information:

- Important Information about Student Activities and YOU!
- How to write a constitution
- How to run a successful meeting
- How to publicize your event
- Publicity ideas
- Programming guidelines
- Community Service guidelines
- Creative programming ideas
- Important contact information
- Forms
  - Event Approval Form, Program Evaluation, Community Service/Fundraising Form, Club Reimbursement Form, Transportation Waiver, and Club Inventory Form

Please be mindful that this binder should be used to make copies or as a manual during your meetings. It should be returned at the end of the semester in great condition!

Please note I will be on maternity leave until sometime in November. Any club related questions, issues, or approvals should be addressed to:

Emily Schademam, Assistant Director of Student Activities  
Phone: (215) 248-7083  
Fax: (215) 753-3640  
E-mail: Schademane@chc.edu

Good Luck this semester!

Sincerely,

Kimberly Cooney  
Director of Student Activities
Important Information about Student Activities and YOU!

The items listed below must go through the Student Activities Office. When in doubt, just ask us!

**T-shirts**
- All t-shirt designs must receive approval from the Student Activities Office before placing the order.
- Please provide a suitable timeframe for the approval process.

**Vendors**
- All contracts must come through the Student Activities Office.
- This includes but is not limited to:
  - DJs
  - Inflatables, rentals, etc.
  - Speakers
  - Entertainers, Singers, Performers
  - Transportation
  - Other
- Students are not permitted to sign any contracts to reserve a vendor!

**Press**
- We must be aware if you plan to have your event open to the public.
- Any press releases must first go through our office, then the appropriate office on campus.

**Advertisements**
- All flyers, posters, etc. must be approved/stamped by the Student Activities Office.
- If they are hung without approval, they will be taken down immediately.
- Please be aware of the posting guidelines found in the student handbook.

**Events in General**
- If your event has been approved (see event approval form), and details change, you must notify our office!
How to Write a Constitution

Feel free to use this as an outline for your own club or organization. It is only a guideline so yours can be simpler or more complex as you see fit.

Article I: Introduction
   Section I: Name of Organization
   Section II: General purpose/goal of the organization

Article II: Membership
   Section I: Who is eligible to be a member of your organization?
   Section II: How are members selected? (open to all, application, ballot)
   Section III: Qualifications and responsibilities of the members

Article III: Executive Board/Officers
   Section I: What are the different positions?
   Section II: Who is eligible for each position?
   Section III: Qualifications and responsibilities of each position?
   Section IV: What is the process for selecting officers? (election, application, appointment)
   Section V: How are the officers removed from office if necessary?
   Section VI: How are vacant positions filled if necessary?

Article IV: Advisor
   Section I: What is an advisor?
   Section II: How is the advisor chosen?
   Section III: Qualifications and responsibilities of the advisor

Article V: Meetings
   Section I: How often does the organization meet?
   Section II: Who presides over the meeting/what happens?
   Section III: Who must attend?

Article VI: Amendments to the Constitution
   Section I: What is the process for offering an amendment?
   Section II: How is the amendment ratified? (2/3 majority)
HOW TO RUN A SUCCESSFUL MEETING

Before the Meeting:
- Make sure your meeting room is reserved properly
- Prepare an agenda
- Invite your club members to come (via e-mail)
- Prepare any other documents to share during the meeting

During the Meeting
- Start on time
- Follow the agenda
- Manage your time
- Be open-minded
- Be sure to take down meeting minutes

After the Meeting
- Prepare the meeting minutes and send them to members
- Send the minutes to everyone in the club, even those who didn’t attend the meeting
- Evaluate the meeting and begin planning the next one

Sample Agenda
I. Call the meeting to order
II. Roll Call
III. Reading of the Minutes: The Secretary reads a record of the last meeting
IV. Officers’ Report: Officers give reports to the group when called on
V. Committee Reports: List them in order
VI. Special Reports: Important business previously designated for the consideration at this meeting
VII. Unfinished Business: Introduction of new topics
VIII. New Business: Informing the organization of other subjects and events
IX. Announcements
X. Adjournment
HOW TO PUBLICIZE YOUR EVENT

1. Make your message as short as possible: You can only absorb a few words at a time.

2. Make your headlines STICK: It has to draw the reader in by giving them a good idea what the event is about.

   How often do you read the small print of a poster or flyer?

3. Choose easy to read words: People rarely slow down to figure out difficult words.

4. Know your audience: Who are you trying to reach? What do they want?

5. Use Upper and lower case lettering: Science has proven that it's easier to read when both are used…

   CAN YOU IMAGINE TRYING TO READ A WHOLE PAGE OF THIS?

6. Use lettering that is readable: Use fonts that are simple and “clean.” Funky fonts have a place but don’t get carried away. Any one piece of publicity should have 2 (never more than 3) styles of font.

7. Color is a valuable tool: Choose a set of colors like you do a theme for your program. Try to be consistent with using those colors in your advertising. Don’t over do it though!

8. Be creative with shape: Unusual shapes will stick out more. Try to branch out from the traditional 8 ½ x 11 page!

9. Consider and evaluate your advertising carefully: Advertising is crucial and can make or break a program. Evaluate each portion of your advertising separately then as a whole.

10. Make sure to follow policy: Creative advertising is fun, but make sure you abide by the College’s policies on content and posting. All advertisements must be stamped by the Student Activities Office!
PUBLICITY IDEAS

Buttons
Skits, stunts with costumes
Logos
Curiosity teasers - sneak previews, clues to an event
Bumper stickers
T-Shirts (worn in advance of event)
Balloons
Sandwich boards (for people and pets!)
Table tents
Doorknob signs
Paper footprints/arrows leading people to the event (special approval only)
Paper hats
Leaflets passed out
Chalk signs on sidewalks (special approval only)
Door to door
Academic Program competition
Half-time presentation
Phone-a-thon (call people from directory)
Announcements in cafeteria and classrooms
Pass out free tickets on campus
Placemats - given to Dining Services (special approval only)
Announcements sent to faculty and relevant groups
Popcorn with flyers or balloons
Proper Planning Prevents Poor Programs

- By planning ahead, completing the Event Approval Form, and handing it in to the Director of Student Activities, all confusion will be alleviated.

Set the date:

- Plan in advance (at least 3 weeks)
- Avoid scheduling programs at the same time as other campus events so that scheduling conflicts will be few and far between.
- Use theme days/weeks/months to program in fun ways

Set the location:

- Decide who will be invited to determine how many people may attend.
- If you have a speaker or an activity, determine how much space will be needed.
- Does the room chosen meet the needs of your event?

Inviting speakers or guests

- Never ask or book a speaker or guest to come without proper notification and approval from the Director of Student Activities and advisor.
- Always make sure the speaker chosen meets the needs of the event.
- Always confirm any and all information with the Director of Student Activities.
Conducting a Community Service Project

S Set realistic goals and expectations both in terms of involvement of the campus community, meeting an identifiable 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 project 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 except, 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.
## Creative Programming Ideas

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<thead>
<tr>
<th>Creative Programming Ideas</th>
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<td>Theme dinners</td>
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<td>Nutrition program</td>
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<td>Women's health issues</td>
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<td>Alcohol Awareness</td>
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<td>Roommate games</td>
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<td>Friendship games</td>
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<td>Creative gift making</td>
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<td>Scavenger hunt</td>
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<td>Trip to the beach</td>
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<td>Talent show</td>
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<td>Music festival</td>
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<td>Dance off</td>
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<td>Jazz festival</td>
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<td>Rock climbing</td>
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<td>Dance lessons (salsa lessons)</td>
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<td>Community service</td>
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<td>Cultural festivals</td>
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<td>Skating parties</td>
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<td>Lawn games/ relays</td>
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<td>Step shows</td>
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<tr>
<td>Fashion show</td>
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<tr>
<td>Parties</td>
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<tr>
<td>Chess/checkers contest</td>
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<tr>
<td>Rope course</td>
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<tr>
<td>Card night</td>
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<tr>
<td>Self- defense course</td>
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<tr>
<td>Plant flowers</td>
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</tbody>
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Important Contact Information

Need to reserve a room on campus?
- Ursula at lavinu@chc.edu
  - Specify what you need in the e-mail
  - Date
  - Time
  - Purpose
  - Room wanted

Need to reserve AV equipment?
- Helpdesk@chc.edu
  - Specify what you need in the e-mail
  - Date
  - Location of event
  - Time of Setup and Cleanup
  - Equipment needed
  - You must have a Subject Title or it will get lost

Need tables, chairs, trash cans, etc setup at an event?
- Housekeeping@chc.edu
  - Specify what you need in the e-mail
  - Date
  - Location of event
  - Time
  - Items needed and description of setup

Need Dining Services?
- To use the cafeteria for an event~ Pat unit10935@compass-usa.com
- For food at events~ Kyle the Catering Manager catering@chc.edu
  - Specify what you need in the e-mail
  - Date
  - Location of event
  - Time

Need to reserve the Griffin’s Den?
- Reservation forms are outside the Student Activities Office
  or contact Emily Schademan at SchademanE@chc.edu

Need to reserve the Fitzsimmons Hall Lounge?
- Contact Kerry Rusak at RusakK@chc.edu
  - Specify date and times needed

Need to reserve a table for outside of the Cafeteria?
- Contact Chris Hopely at HopelyC@chc.edu
  - Specify date and times needed

Would you like your event on the Student Activities' PowerPoint Slides, MySpace, Twitter, or Facebook Page?
- Contact Emily Schademan at SchademanE@chc.edu
EVENT APPROVAL FORM
Chestnut Hill College
Student Activities Office

This form is required for all events sponsored by students or student organizations. To complete the necessary steps, please begin this process at least 2 weeks prior to major events. Approval of events is based upon the information provided on this form. Any changes or omissions to what is stated here will be subject to further approval.

Contact Information:
Name of Contact Person: _______________________________ Date Given: __________
Phone: ____________________ Email: _________________________
Name of Sponsoring Group: _____________________________________

Event Information:
Name of Event: _______________________________________
Date of Event: __________________________________
Start Time: ___________     End Time: ___________      Expected Attendance: _______
Purpose of Event: ________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Event Location:
Room(s) or Space Requested: _______________________
Room(s) or Space Assigned: ________________________

The Director must approve each event. Please submit this form to the Student Activities Office, 3rd Floor St. Joseph’s Hall.

Director of Student Activities Approval:
Approved ___Yes ___No
If not, why? ___________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Program Evaluation Form

Program title: ___________________________  Date/time: _____________

Program planners/sponsors: _______________    Number of students attended: ________

Description of program:

1. What was the program’s objective?

2. Did the program meet this objective?       Yes          No

3. What aspects of the program were successful?

4. What aspects of the program could be improved upon?

5. Who were the program’s target students? (Ex: undergraduate students; history majors; knitters)

6. How did your publicity reach those students?

7. How was the program publicized?

8. How much did the program cost? How was the budget spent?

9. How could the budget have been spent more efficiently?

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

Final comments:

Please return this form to the Student Activities Office no later than one week after your program.
CAMPUS FUNDRAISING REGISTRATION FORM

Organization Name: ___________________________________

Name of fundraiser: ___________________________________

Description/Reason/Purpose of fundraiser:
____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Contact person responsible for Fundraiser and information:
Name__________________  Phone number______________________________

Preferred Email_________________________

College Representative responsible for collection/allocation of funds:
Name_________________________  Phone number_________________

Requirements to be followed for approval of campus fundraiser:
Proposed fundraiser time frame_______________
Start Date__________________
End Date__________________
Club Reimbursement Form

Name: ____________________________       Date: __________

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

E-mail: _____________________________________
(One you check often)

Phone Number: ______________________________

Club Name: _________________________________

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

Reason for reimbursement (Please be very specific about the reason including the date of the
event/meeting where materials were used):

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Total Amount Due: ____________

To receive a reimbursement check, you must complete the form entirely, attach the receipt/s (cannot be more than two weeks old), and you must turn them in to the Student Government Association Office (3rd Floor St Joseph’s Hall). Failure to adhere to the items mentioned above will result in no reimbursement!
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:

__________________________  ____________________________
Parent or Guardian Signature    Date
CLUB INVENTORY FORM

Organization Name: ________________________  Semester/Year: __________________

Reusable Items purchased this semester (i.e. uniforms, movies, games, etc.):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Contact person responsible for items:

Name______________________  Phone Number_____________________
Preffered Email_____________________

All items purchased with the clubs budget must be recorded on this form. Please return the completed form with the club resource binder at the end of each semester!