Office of Student Life
Student Organization Leadership Training
Fall 2015

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The Office of Student Life

Functions:
- Advises SA and GSA
- Community Weekends (Welcome Weekend, Meliora Weekend, Freeze Fest, Spring Fling)
- New Student Orientation & EOC
- Student Events & Programs (Off the Block, Senior Week)
- Student Conduct
- WISE
THE OFFICE OF STUDENT LIFE

Services:
- Academic Disability Accommodations
- Student Event Ticket Sales
- Student Leadership Development
- Title IX
- Upbeat! E-newsletter
- Student Support
THE OFFICE OF STUDENT LIFE

Our role is to:

- Assist and support students and student organizations.
- Enhance the quality of co-curricular life and student learning on campus and off campus to contribute to student success.
- Develop student leaders and leadership opportunities.
- Create community on campus.
- Provide intentional opportunities for students to become engaged, get involved, and connect to others and to the Eastman community.
THE ROLE OF YOUR STUDENT LIFE ADVISOR

- Primary resource and advocate.
- Role model and mentor.
- Help students navigate systems and understand policies.
- Assist with program planning, management, and financials.
- Meet with officers and give advice.
- Provide continuity and perspective.
- Help groups reach goals and carry out mission.
- Assist with transitions.
- Link to administration.
- Manage and assess risk.
The Role of Your Student Life Advisor

- All SA organizations advised primarily through the Office of Student Life.
- Some organizations are encouraged to have secondary advisors and it is strongly recommended these advisors be University faculty or staff members.
- Student Life advisors sign forms, contracts, and enter into agreements on behalf of groups.
- Advisors are aware of activities and initiatives through regular meetings and ongoing and open communication.
ADVISOR ASSIGNMENTS

Alyssa and Melissia Co-Advise:
- SA Exec, GSA, EPIC

Alyssa Advises:
- Catholic Newman Community at Eastman
- Chinese Cultural Association
- Eastmanites Anonymous
- Eastman Americana
- Eastman for Earth
- Mu Phi Epsilon
- NAfME
- InterVarsity Christian Fellowship
- Soccer Club
- Sigma Alpha Iota
- Spectrum
- New Groups
The Role of Student Organizations

- Play a strategic role in the intellectual development and civic consciousness of students.
- Allow students to come together under a common cause, goal, belief, or purpose.
- Allow students to actively pursue common interests outside of academics.
- Create a forum for networking, bonding, and relationship building.
**Top 10 Reasons for Joining a Student Organization**

1. Students who are involved are more successful academically.
2. Students can gain real-life work experience.
3. It’s a great way to meet new people.
4. It facilitates networking.
5. It allows students to develop useful skills.
6. Students are able to broaden their cultural horizons.
7. Students can try something new.
8. Students will learn more about themselves.
9. Students have access to scholarship opportunities.
10. It’s fun!
WHAT DOES IT MEAN TO BE A LEADER?

- To be passionate about something and have a purpose for your leadership.
- To affect change.
- To motivate and guide those around you.
- To be a role model.
- To be able to bring people together for a common goal.
LEADERSHIP & PERSONALITY INVENTORY INSTRUCTIONS

Fill out the True Colors Personality & Leadership inventory.

Responses should be based on how YOU see YOURSELF, & not how you think others see you.

It’s OK for you to feel a bit uncomfortable in assessing yourself in an honest way.

There are no wrong answers.
TRUE COLORS LEADERSHIP & PERSONALITY INVENTORY

Discover your true color personality

Sensitive
Sincere Appreciative
Artistic Inspirational Spiritual
Inclusive Mediator Peacemaker
Idealistic Intuitive
Romantic Loyal Caretaker
Cooperative Collaborative Creative
Caring Team-builder
People Person

Obedient Alligant Faithful
Dependable Efficient
Practical Systematic Orderly
Thorough Sensible Conventional
Proper Stable Organized
Punctual Helpful

Action-oriented Quick-witted
Charming Spontaneous Playful
Risk-taker Creative Multi-tasker
Cheerful Energetic Bold Quick
Acting Performer Problem-solver
Negotiator Resilient

Inventive Self-sufficient
Persistent Intellectual
Inquisitive Impartial Accurate
Careful Systematic Logical
Theoretical
True Colors: Leadership & Personality Inventory

- Each person is a unique blend of four colors or styles – a spectrum, but one is usually predominant.
- There are no good or bad colors.
- There are wide individual variations within each color spectrum.
- Knowing your strengths and traits will increase deeper communication and understanding with others and decrease the possibility of conflict.
- Knowing your color and that of your peers will allow for a better understanding of why they behave the way they do.
LEADERSHIP TIPS

- Lead by example.
- Delegate and empower others.
- Hold people accountable.
- Keep your advisor involved and aware.
- Understand different styles and motivations.
- Communicate.
- Give and accept feedback.
- Set goals.
- Show your passion and enthusiasm.
Students’ Association

Mission: SA is a diverse and committed group of students elected to be the voice of the Eastman undergraduate student body with the purpose of enriching co-curricular. SA’s devoted team of student leaders strives to provide a positive campus environment that encourages personal growth among their peers SA also serves as the collective voice of all undergraduate students, ensuring students’ needs and concerns are being heard and met.

SA Executive Board:
- President: Andrew Winslow
- VP: Anna Dunlap
- Treasurer: Carley Campbell
- Secretary: Evan Pengra Sult
STUDENTS’ ASSOCIATION

Functions:
- Oversees the formation and recognition of student organizations.
- Allocates funding to recognized undergraduate student organizations.
- Helps ensure that student organizations are vibrant and successful.
- Takes on initiatives that will enhance the undergraduate experience.
- Serves on task forces and committees as student representatives.
- Advocates for our students and for change on campus and in the community.
- Works collaboratively with the Office of Student Life on all of this and more!
STUDENTS’ ASSOCIATION

- YOUR individual role as a student leader
  - Promote ideals and mission of the Students’ Association
  - Be a voice and role model for your peers

- Your student organization’s role
  - *Students’ Association Council*
    - The President and a SECOND elected leader from your organization must attend all SA meetings called by the President.
      - The two representatives from your group need to be established by Thursday, September 3rd.
    - First SA Meeting: Thursday, September 3rd, 9:30pm – Director’s Dining Room.
    - Meetings will continue the 1st and 3rd Thursday monthly.
9 Principles of Student Organizations

- Clear and Focused Mission
- Community Focused Spending
- Membership
- Inclusion
- Uniqueness
- Programming, Activities, and Collaboration
- Future Leadership Development
- Evaluation and Assessment
- Fiscal Responsibility
CONSTITUTION

- Each organization is required to create an SA constitution, which should be on file with the Office of Student Life.
- Organizational constitutions are based on the SA Constitution:
  - Guides how your organization operates.
  - Describes officer positions, responsibilities, and mission statement.
  - Standard template based on the SA Constitution will be emailed to you due September 11.
MANAGING YOUR ORGANIZATION

- Each organization must have a President *(and Treasurer if funded)*. Other positions are strongly encouraged based on needs.
- As members of SA, **only** full-time ESM undergrads may hold elected officer positions and vote.
  - All other members (including RC students and ESM grad students) are “associate members.”
- In order to remain SA recognized, all organizations must have a minimum of 8 general members (not including elected leadership positions).
- All organizations must hold at least one general interest meeting per semester to recruit members.
RECRUITING AND RETAINING MEMBERS

- Awareness – spread the word.
  - Create a plan – calendar, goals, officer positions.
- Demonstrate organization’s value and benefit.
- Never discount a prospective member.
- Recognize and appreciate members.
- Have a plan for each person to get involved.
- Keep it fun with social events and icebreakers.
- Have consistent meeting times and lengths.
- Create a welcoming and inclusive environment.
MANAGING YOUR MEMBERSHIP

- Gmail Accounts
  - Spectrum & CCA already have Gmail accounts.
  - NEW POLICY:
    - Groups may set up a Gmail account, but must alert your advisor, provide username and password, and use 585-274-1106 as your recovery phone number.
    - Format for Gmail username:
      - esmGROUPNAME@gmail.com
  - Important to send minutes, reminders, updates, etc. via email.
  - Use functionalities of Google for your group (forms, spreadsheets, folders for storing documents etc.).
PLANNING AND COMMUNICATION

- If you have an idea for a program, talk to your Student Life advisor as far in advance as possible.
- Three week rule: All details in place PRIOR to your event.
- Review Student Life programming calendar
  - [http://www.esm.rochester.edu/studentlife/programming-calendar/](http://www.esm.rochester.edu/studentlife/programming-calendar/)
- Consider potential conflicts (ex. concerts, opera, other student org events).
- Collaborate!
- Successful events take time to plan and promote.
NEW THIS YEAR: PROGRAM REGISTRATION FORM

- General rule: this form must be submitted AT LEAST THREE WEEKS PRIOR to the proposed date of your event. Some exceptions may be considered based on the nature of the event.
- This form should be used for ALL events, including info tables, meetings, and basic room reservations.
- Any event requiring a contract, check requests, complex logistical details should be made as far in advance as possible.
- Program registrations will NOT be accepted after December 1 for the fall semester.
- Program registrations will NOT be accepted after April 1 for the spring semester.
Program Registration Form - When to Use it:

You do NOT need to use this form when:

- Your group is planning an internal exec meeting (simply email your advisor in advance if you need a room reservation).
  - For example MPE wants to hold an internal chapter planning meeting (this is not open to others)

http://goo.gl/forms/izzMHoJJbY

Let’s try one together as an example!

As you are filling out your forms, let us know if you have suggestions for improved functionality.
BUDGETS

- Groups are not permitted to plan and sponsor programs and events during orientation or before leadership training.
  - Group budgets and supplemental requests are not active until ALL elected leaders attend fall leadership training AND have submitted a 2015-2016 academic year budget proposal to Carley no later than Sept. 10
  - Leaders that are not present at fall leadership training must meet with an SA Executive Board member to be trained before funding will be released.

- Next year we are moving toward a spring budgeting cycle!
REQUESTING FUNDS

- Your group’s Treasurer is primarily responsible for requesting funds and managing your group’s finances.
- Use the Fund Request Form to request:
  - Wegmans Card
  - Checks
  - Blue Requisitions (when paying other departments internally)
- No last minute requests!
- SA Treasurer (Carley Campbell) will email groups monthly statements.
GUIDELINES FOR EVENTS WITH FOOD

If there will be food at the event, you need to communicate and meet with us EARLY!

- Review Sanitarian’s website http://www.safety.rochester.edu/sanit for food safety tips
- Approved Caterer List: http://www.safety.rochester.edu/sanit/cateringsuppliers.html
- Food must always be prepared and purchased from commercial businesses (such as Wegmans).
- Ordering and serving pizza is the general exception to most rules.

Not Negotiable:

- NEVER permitted to hold potlucks, cook/grill on site, or bring food from home.
- NEVER permitted to bring in and serve alcohol on any UR owned property without working with an approved caterer and filling NYS permits.
  - This applies to faculty, staff, students, and any member of the UR community!
SA FUNDS AND EVENTS WITH FOOD

- The SA will not fund food for exclusive consumption of group members.
- Food should be an integral component to the overall success of the event (i.e., the food during a campus wide etiquette dinner).
- Food giveaways where there is no other meaningful event component may not be funded without prior permission, except for annual and traditional events.
- Events with catered meals (a breakfast, lunch, or dinner) will be ticketed and charge a fee.
- *General Interest and Class meetings* – Every group allotted $60 per semester for light snack food for interest meetings.
ORDERING PIZZA FOR A MEETING

- When requesting pizza to be delivered, we need the following info from in advance:
  1. Exactly what you need us to order;
  2. Time and location of delivery;
  3. Name and cell of person meeting delivery;
  4. Upon delivery you may add on tip of $3.

- The next business day, you must bring us the receipt.

- Groups who consistently forget to bring receipt or lose receipt will lose this privilege.
MARKETING AND PUBLICITY

- Logos and Graphic Standards at http://www.rochester.edu/creativeservices/graphicstandards/
- Only recognized student organizations may use “ESM” or “Eastman School of Music” in their official organization name
- If your group is SA funded, all forms of publicity must say, “XXX is SA Funded.”
- Graphic Artist – Jennell Hart
  - jhart13@sao.rochester.edu
  - Consider contacting her if you’d like a unique logo for your group (costs $60-$80)
PROGRAMMING RESOURCES

- [http://www.esm.rochester.edu/studentlife/resources/](http://www.esm.rochester.edu/studentlife/resources/)
  - Program Registration Form
    - [http://goo.gl/forms/izzMHoJJbY](http://goo.gl/forms/izzMHoJJbY)
  - Programming Calendar
    - [http://www.esm.rochester.edu/studentlife/programming-calendar/](http://www.esm.rochester.edu/studentlife/programming-calendar/)
  - Program Evaluation Form (P.E.F.)
    - Due 3 business after your event has occurred
      - [http://www.esm.rochester.edu/studentlife/files/Program-Evaluation-Form-PEF.pdf](http://www.esm.rochester.edu/studentlife/files/Program-Evaluation-Form-PEF.pdf)
  - 2015-2016 Spending Guidelines
Marketing and Publicity

- Use multiple means of to reach the widest possible audience.
- Vary your media to make a bigger impact.
- Never assume your event will sell itself.
- Word of mouth is one of the most effective tools to publicize.
- Create a buzz and get people excited.
- Always send advisors info for Upbeat by Wednesday at Noon.
- For the most effective poster campaigns around the SLC, tap into built-in resources like the RA’s:
  - 30 posters for the RA mailboxes
  - 30-40 additional for campus posting (estimate 60-70 total)
RESOURCES

http://www.esm.rochester.edu/studentlife/resources/

Check the website regularly!

Are there other resources that you think you need from us to help you be successful?
SAVE THE DATE!

Meliora Weekend
Eastman Student Leader Reception
Friday, October 9
4pm-5pm in Ranlet Lounge

Eastman’s student leaders from SA, Registered Student Organizations at Eastman, Resident Advisors, and Eastman Orientation Crew are invited to a reception to recognize the outstanding work they do in creating a vibrant, engaging student life, and fostering an inclusive campus community. This event is free and by invitation only. Sponsored by the Eastman Office of Student Life and Eastman Office of Residential Life.
Questions and Group Planning Time!