



WAUBONSEE
COMMUNITY COLLEGE

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**Registered Student Organization
Officer Training**

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Student Life

Mission

Student Life enhances the educational experience by providing opportunities for students to connect, engage, and develop leadership skills through quality programs and services.

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What is an RSO?

The designation of a “Registered Student Organization” (RSO) means that the organization has been approved as a student-led organization in accordance with policies of the Student Life office at Waubensee Community College. This allows the organization to utilize certain specified college resources to support its approved purpose and mission.

Involvement on campus can be vital to your success at Waubensee. Students who get involved on campus feel more connected, are more likely to succeed in classes and remain at the institution through graduation. In addition, involved students learn life skills that complement the learning experience.

Benefits of Becoming a Registered Student Organization

- Opportunities to use available resources in Student Life including mailboxes, storage, craft supplies, decorations and conference room.
- Access to leadership development opportunities for individual and organizational development including: books, program guides and trainings for your organization upon request.
- Use of campus vehicles for organization activities and functions.
- The ability to reserve facilities for meetings and events for free, including the use of audio/visual equipment.
- Access to post announcements on college bulletin boards and appropriate campus structures.
- Specialized training to develop a better understanding of organizational processes, college policies and procedures.
- Authorization to request funds from the Student Senate in accordance with established procedures and guidelines.
- Access to volunteer opportunities, event planning resources, supplies for retreats and presentations.
- Access to printing in Student Life office.
- Access to regular email communication about upcoming opportunities.
- Assistance from the Student Life staff in starting and maintaining a student organization and consultations to help in organizational development.

Requirements for all Organizations

Student Organizations on Waubensee Community College campus must register annually with the Student Life office in order to have access to all of the benefits. The registration process has been developed to give the college community an accurate listing of active student groups on campus. In addition, the registration process ensures that Student Life has the most up to date information for all organizations. Registration does not mean the college supports or adheres to the views held or the positions taken by registered student organizations.

To be eligible for registration, student organizations must meet the following criteria:

1. Host meetings on a monthly basis to execute the business of the organization. (September-December and February-May). NO regular meetings are required during the summer.
2. Identify a faculty or staff member(s) to serve as the student organization advisor(s) who are employed by Waubensee Community College.
3. Executive members should keep their advisor(s) knowledgeable about all of the operations of the organization.
4. Any officer or advisor changes must be communicated to Student Life.
5. Register all events with Student Life.
6. Prepare and file with Student Life governing documents/constitutions for the organization. If the organization wishes to be affiliated with a national or other related organization, a copy of their constitution and bylaws must also be submitted.
7. Agree to abide by policies set forth in the Registered Student Organization Handbook, Student Handbook and Waubensee Community College administrative policies and regulations.
8. Agree to abide by local, state, and federal laws and ordinances and to avoid unlawful actions in connection with any of their activities.

Renewal Process

All RSOs are required to file renewal paperwork each fall. The Annual Registration Form is used to keep track of active organization, officer and advisor contact information. Forms are available year round on Student Life webpage under [Information and Recourses for New and Existing Groups](#) and are due at the end of September each fall (watch for the exact date each year). If a form is not filed, it will be assumed that the RSO is not active and will not be listed on our publications. In addition, inactive groups are not eligible for funding requests, event registrations, access to their RSO account and benefits of being an RSO.

Recruitment

The key to an outstanding organization is excellent members. Recruitment of new members should be an ongoing goal of an organization. All members of an organization should help with recruitment.

Know your Organization

Potential members know nothing about your organization. They are relying on current members to answer their questions. You need to clearly present who you are and what you do. A simple fact sheet with the following information may be helpful:

- Organization's purpose
- Past successes
- Types of activities
- Future plans
- Expectations of members
- Benefits to members

Develop a Recruitment Plan

You should attempt a variety of ways to attract members. Consider these questions:

- **WHO?** Are there any specific types of students you want to reach? Any set criteria to belong to your organization? Publicize to the population you want to join your organization.
- **WHAT?** What is your goal? How many students do you want in your organization? Make sure to set a reachable goal.
- **WHEN?** When are you going to recruit? Recruitment is a full-time commitment. All members of your organization should be involved. While recruitment is ongoing, fall is the best time to recruit new members.
- **WHERE?** Where is your target population located? Where you are going to recruit is determined by who you are going to be recruiting.
- **HOW?** Have your members discuss all the ways in which they were attracted to join. Everyone has a different reason why they joined.

Other things to keep in mind while recruiting:

- Know what sets your organization apart from the others. What makes it special?
- Escort people to their first meeting. (Remember how scary it was to walk into a room full of strangers, hoping to belong?)
- Make a good first impression. Help new members feel like they are a part of the organization.
- Get their attention! Use different marketing techniques to sell your organization. Be creative.

Engagement Fair

Engagement Fair is held in August/September and again in January/February on all campuses. RSOs are strongly encouraged to have a table at all locations.

Organizations should try to have representatives present when possible to speak with potential members. The Engagement Fair is an opportunity for organizations to promote and publicize an organization to the student body. Organizations will be responsible for contacting potential organization members after the fair.

Retention

A goal for any organization is to keep their members. Retention of members is an ongoing, daily process. Here are a few ideas to keep your members interested and excited:

Orientation

The faster they get to know what the organization does, the sooner they will become effective, contributing members. Have a special orientation for new members. Help them get to know the organization and what is expected of them as members. Fit jobs to people, not people to jobs. Individuals have different talents. Get them involved right away; give them responsibility.

Rewards

Positive reinforcement is very important to maintain motivation, both for individuals and the group. Have social gatherings as a reward for accomplishing your goals. Make the organization a fun, positive environment.

Group Relations

Get to know new members, not just as members, but as friends. A big reason people join organizations is to meet others. Listen to everyone's ideas and opinions; treat each member equally and equitably.

Teambuilding

Social events, retreats, group activities, icebreakers and team builders are a great way to make an organization stronger.

Feedback

Getting feedback from members makes them feel valued and recognized for their ideas and suggestions. By consistently encouraging members to provide feedback, they will become more loyal and committed to the club or organization.

Funding

Student Senate Requests

To promote varied campus life, the Student Senate will help fund RSO initiatives. There are three processes that assist in funding student organizations.

1. Funding Allocation Process

Every organization has the opportunity to submit a funding request in April for the following academic year. The process and all forms will be sent out each spring. Any organization that wishes to request money must present to Student Senate on a set date. Senate hears all presentations in one day and then debates on the best way to allocate the funds that they have for their use. Funding is limited and will be divided accordingly.

This structure provides many benefits to the student organization including: 1) the ability to plan events and activities more efficiently; 2) experience with preparing a budget; 3) experience with forward planning for the next academic year; and 4) ability to enter the new academic year with funds in the account and a general plan for the year.

In addition, funds that have been allocated will not be accessible until the Annual Registration Form is completed. Funds may also be withheld if the organization fails to produce a membership list with contact information within one month of submitting the Annual Registration Form and again in the spring semester.

Any monies requested and granted that were not used by the end of the fiscal year will roll back to Student Senate. Student organizations will not be able to stockpile funds.

Funds will be available around August 1 and all expenses for allocated funds must be completed by the end of the spring semester.

2. Event Specific Request

Each organization can request up to \$500 each semester to assist with event planning. This request must be made each semester and cannot be compounded to receive \$1000 in one semester.

To request the funds, an Event Form must be submitted to Student Life, checking the appropriate box indicating the organization is also requesting funds. This form will be reviewed during the event review process. **Forms are due a minimum of three weeks in advance** of the event. Some other general guidelines:

- Every Registered Student Organization is eligible to receive this funding each semester.
- Funds are available until they are gone. Organizations are not guaranteed \$500 per semester. (Once the pot is empty, money will not be available until the next academic year.)
- The activity cannot be a fundraiser.
- Money is not to be donated.

- The \$500 cannot be for the purchase of food.
- If multiple groups work together on an event, the \$500 can be multiplied to produce a larger event.
- Any event funded by Student Senate **must** be open to the entire student body.
- If your RSO receives funding through the Student Senate annual allocation process, your request may be denied if there are unused allocation funds in the RSO account.

3. Student Senate Requests - Travel

Student Senate provides some funding for student organization travel. Funding is not automatic and is on a case by case basis. Registered Student Organizations must make proposals directly to Student Senate. A proposal should be written and submitted to Student Life to be reviewed and allow for any questions to be answered. The proposal is then presented at a full meeting of Student Senate for approval. Student Senate meetings happen once a month. Check with the Student Life office or the Campus Wide Calendar for dates. Conferring with Student Senate Advisor (Student Life Manager- Ext. 2317) is helpful when preparing a proposal. General guidelines for travel requests include:

- All conferences, workshops or field trips attended should be compatible with the student organization's purpose and the mission of the college.
- Maximum allocation is \$2,500 per year, per group.

Allocation Guidelines

Student allocation guidelines:

- Students must room two in a hotel of the same gender
 - Only regular registration fees will be covered; no late fees
 - Transportation:
 - If within a reasonable driving distance, airfare will not be considered
 - Organization should always check into WCC van availability before renting a vehicle or deciding to use personal vehicles
 - Parking will only be covered if using a WCC van
 - Mileage may be reimbursed if students drive themselves
- *Senate may vote to approve or deny all or any portion of this request*

Advisor allocation guidelines:

- One advisor per 10 students will be covered
- Same gender advisors are requested to share a hotel room
- Advisor meals are only covered if the conference does not provide a meal. The suggested breakdown per meal is:
 - Breakfast \$5 Lunch \$10 Dinner \$20

(These numbers can be manipulated but you cannot use all \$35 for dinner if breakfast and lunch are paid for by the conference. There must be an even distribution.)

- Transportation
 - Parking and mileage
 - Airfare and shuttle/taxi to location
 - No transportation for extra activities will be covered

All travelers should follow College travel guidelines found on *mywcc* including the encumbrance process and coordinate through Student Life staff.

It is the responsibility of the student organization to have paperwork submitted in sufficient time for approval and leaving sufficient time for Business Office to process payments by due dates. No special meetings will be called to accommodate late paperwork.

Making hotel reservations and obtaining invoices and required hotel W9 is the responsibility of Student Life. Student Life staff will assist RSO's through the process.

Any member not attending after making a commitment may be required to reimburse the college for costs incurred under student's name unless they are able to find a replacement. Any cost associated with changing the attendee information will be the responsibility of the student. Please note that once flights have been secured they cannot be transferred to another student. The amount of the unused airline ticket must be returned to Student Senate.

Fundraising

RSOs are encouraged to conduct fundraisers in order to raise monies for events, conferences, trips, philanthropies, etc. All fundraising efforts should be following all Student Life and college policies. Some general guidelines for fundraising include:

- Direct person-to-person solicitation is not permitted.
- Each project must have some identifiable benefit to the instructional, student or community service objective of the college.
- Fundraising for an individual's personal gain is not permitted.
- All funds must be deposited in the organization's account in the Student Accounts and Cashier Office immediately after the event.
- Requests for solicitation off campus, in the name of the organization, must be reviewed for estimated impact on the image of the college. A proposal should be submitted with the Event Request Form. Off campus fundraising is approved on a case by case basis.

Fundraising requests by student organizations must be submitted in advance to Student Life via the Event Request Form. No fundraising should begin until the Event Request Form has been approved and the organization has been notified. Fundraising without prior approval is grounds for revoking an organization's registered status.

Finances

General Budgeting

All student organizations are expected to operate within their budgets.

Student organizations should prepare a budget at the beginning of the year. This will allow the group to plan events and do fundraising to cover costs. Student organizations should not count solely on the financial support of the Student Senate to provide the necessary funds for an event. Organization members should be ready to make a financial contribution to their event if the Student Senate and their fundraising efforts do not cover costs – especially conferences and travel.

Student Organizations can find a sample budget in Student Life.

Organization Accounts

Each student organization has an account number in the Waubensee Business Office. All money must be deposited to the Student Accounts and Cashier Office. All checks should be made to Waubensee Community College with student organization in memo line. NO off-campus accounts are allowed. Off-campus accounts place groups at risk because the accounts are taxable in the opinion of the IRS.

Funds may be withdrawn in accordance with the procedures established by the student organization constitution and college policies. Please allow 2-3 weeks for most checks. **The college reimburses expenses only once monthly toward the end of the month.** Use the RSO Reimbursement form and attach original receipts. Students will not be reimbursed taxes for anything purchased. Please request a tax-exempt form or ask Student Life to purchase on your behalf. Reimbursement must be submitted within 30 business days of the event. If a student organization remains inactive for two semesters, there is no access to any funds left in the RSO account and its funds revert back to the general Student Senate account after three (3) years of inactivity.

Money in the Bank

Organizations are not allowed to stockpile money. Any organization with more than \$4000 in their account must have a plan on file with Student Life for utilization of said funds. In the event that an RSO does not have a plan on file, the excess amount will be redistributed for all student organizations benefit.

Cash Box Procedures

Organizations frequently request a cash box for fundraising events. You can request a cash box using the RSO Event Form. Student Life will assist in the coordination of requesting a cash box for the RSO. Important steps to know:

1. Advisor/Student will need to pick up the cash box at the Student Accounts and Cashier Office.
2. Advisor/Student will sign the log sheet upon pick-up.
3. Advisor/Student will return the cash box back to the **Student Accounts and Cashier Office** with the starting cash and any money that needs to be deposited daily.

4. The Log sheet will need to be re-signed when returning the cash box.
5. In the event that an RSO event requires a cash box after hours and/or weekends, arrangements for pick up and drop off will be arranged with Campus Police in consultation with Student Life staff.

Expenditure Guidelines

1. All potential expenditures must be compatible with the purpose of the student organization (as stated in the constitution and the mission of the college).
2. Students should work with Student Life to make purchases, including Amazon. Note any special ordering instructions when communicating with staff.
3. Students that pre-pay for organization supplies may be reimbursed by obtaining and submitting a RSO Reimbursement Form. Original receipts must be attached. Advisors use the reimbursement form located in the File Cabinet.
4. Student organization funds can be used for:
 - Approved event admission fees.
 - Conference/workshop registration fees and advisor expenses.
 - Hosting on campus events.
 - Supplies for meetings and other items as needed.

Event Planning

General

All Registered Student Organizations have access to reservable space at Waubensee Community College for hosting programs, events and meetings. RSOs may request a space using the RSO Event Form.

Planning quality events is an important aspect of any student organization. Below are some requirements and tips to help you in the planning process.

Student organization activities typically fall into one of four categories:

1. Meetings
2. Events for members
3. Events for the benefit of the Waubensee community
4. Fundraising

ALL proposed group events must be registered and approved by Student Life using the appropriate form at least three weeks prior to the proposed activity. The event will be approved or denied usually within five business days. If denied, a written explanation will be prepared. A meeting with the Student Life Manager is available at the option of the group.

Some reasons for denial:

- Another Registered Student Organization has a campus event at same time
- Activity is not within organization's mission as stated in constitution or by-laws
- Activity has an established history/yearly cycle by another group

- Another group has filed paperwork for similar activity near same time period (example: Food Drive)
- Activity is not within the mission, guidelines or regulations of Waubonsee Community College
- Activity has great risk for liability to group and college and does not promote safety and health of members or advisor
- Paperwork was not submitted within the established timeframe

It is highly encouraged to have an advisor at all events. However, advisor attendance is REQUIRED at events or meetings happening after 6pm and anything happening off campus.

Event Logistics

At the time the application is approved, Student Life will make the event room reservation including any media/technical assistance needed. No room reservations will be accepted prior to approval from group members or advisor. No event advertising should be posted prior to approval.

Promoting Your Event

Many factors affect the outcome of your event. The quality and quantity of your publicity determines who will be there to see the finished product of your RSOs planning. When publicizing an event consider your audience, the time it takes to produce the materials and the locations in which your publicity will be placed. Below outlines typical event publicity and guidelines associated with them:

Posters and Handbills

Student Life Posting Policies

As leaders of your respective organizations, please make sure your membership is aware of the following:

1. Event must be approved by Student Life before fliers may be posted on any campus.
2. Posters and fliers are approved and stamped by the Student Life Office.
3. Fliers are not to exceed 11" x 17" size.
4. Fliers should include date, time, place, sponsoring club/organization's name and contact information (FMI). Fliers should be designed as neatly and professionally as possible.
5. Fliers must include: Waubonsee Community College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs or activities. Inquiries regarding this policy may be directed to: Title IX/Section 504 Coordinator, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554, mneedham@waubonsee.edu. If you need an accommodation for this event, please contact the event sponsor. A minimum of 2 weeks' notice is requested.
6. Display only one flier per bulletin board.
7. Fliers shall only be displayed for four weeks.
8. Student Life reviews and stamps only material relevant to the department and student events. The Marketing and Communications Department reviews and stamps posters from other areas within the college or outside the college.
9. Do not use bulletin boards that are designated for special programs or faculty use.

10. Posters and fliers shall not be put up over or overlap other posters.
11. Removal of outdated posters and fliers is the responsibility of the club/organization that posted. All fliers are to be removed within seven days after the event.
12. Windows, walls, wooded areas, above drinking fountains, doors, bathrooms, cement poles, trees, cars, stairwells or cubicles are not acceptable posting sites.
13. Fliers are not to be left on tables, chairs, benches, etc.
14. Postings should not contain profanity or lewd pictures (photo or illustrations).

Posting Process

Email your flyer at least two weeks prior to the event to Student Life at studentlife@waubonsee.edu. The posting will be reviewed for approval. If approved, it will be stamped by Student Life and placed in the student organization's mailbox.

Allow one-two business days for printing.

Anything over 35 copies will be processed through the Copy Center after it is emailed to the Student Life office. Allow for three-four business days for printing and delivery.

Student organizations that do not comply with these policies may have posting rights suspended.

Social Media & Online Methods

- Create an event on Facebook.
- Post messages on social media sites (Facebook and Twitter) and link to Waubonsee Life or @WaubonseeLife
- Be sure tweet or post pictures during your event.

In-Person Methods

- Have information tables in the days/week leading up to your event.
- Visit other RSOs to speak about your upcoming event.
- Make announcements in your classes.

Student Life Resources

- Digital screens/TV's on campus: Send a power point slide to studentlife@waubonsee.edu to have your event advertised on the large screen in the Student Center Lobby & other areas. Information is needed 10 days in advance of when you would like it posted.
- Large Black Sandwich Boards: 6 boards will go out on campus every Monday. If space is available, Student Life will include your event poster. All materials (6 copies) must be submitted by the Thursday prior. No recruitment/meeting time posters allowed.
- RSOs submit their own Campus Wide Calendar and must use student email. See handout for training materials. Fundraisers and info tables will not be accepted.

Other

- Leave messages on classroom chalkboards.

- Announce your event in other RSO meetings.
- Talk to people!

Food

- All catering orders must be coordinated with Student Life at least 3 weeks in advance.
- Include the date, time (start and end time), location and the expected number of attendees.
- Organizations are responsible for cleaning up after each catered event. If organizations are found to continually leave catering garbage behind, they may be denied future catering requests.

Risk Management and Assessment

From the Student Life perspective, risk management is the process of looking at an activity/event and identifying potential problems and developing initiatives to reduce/eliminate the risk. All organization events **MUST** consider any and all risks when filling out the event form. Any checked boxes or other assumed risks based on the form will prompt a meeting with a Student Life staff member about risk management. This conversation is not an automatic “no” to an event or a portion of an event but rather, an opportunity to discuss how the risk will be managed and potential steps that need to be taken. While rare, there are times when an event’s risks outweigh the potential gains in which case the event may be declined.

When assessing the risk of your event, even if there are not checkboxes on the event form, your organization should consider the following five types of risk:

Physical- Physical risks involve harm or injuries to the physical body. Examples for student organization events might include: injuries from a physical activity, inclement weather, equipment or materials, food-related illnesses, alcohol consumption, dangerous travel conditions, medical emergencies, etc. When offering physical activities for program participants, it is strongly encouraged to have all participants complete a liability waiver.

Reputational- Reputation risks apply to the reputation of the individual officers and members present, the reputation of the student organization, and the reputation of the College as a whole. Examples of reputation risks might include: poor conduct or behavior at an event, a negative representation of the group, or hazing of members.

Emotional- Emotional risks pertain to the thoughts and feelings of the organization's members, participants or attendees, and any other constituents of the event or activity. Examples might include: hazing of members, lack of accessibility to the event, discrimination against constituents, controversy or disruption of the campus, adverse reactions of participants, sensitive subject matter, and the strain of planning the event.

Financial- Financial risks involve both the budget for the specific event and the overall financial health of the student organization. Examples might include: a lack of cost reduction where possible, poor budgeting, failing to meet fundraising goals, etc.

Facilities- Facility risks include both the safety of the facilities and the maintenance of the facilities used for your event. Examples might include: a lack of proper setup or cleanup for the event, safety and security issues at your location, a lack of familiarity with the facilities and location, or the disruption of college facilities.

Resources

Planning events is often far more involved than organizations expect. There are several items to consider when planning an event:

- Materials
- Publicity
- Contracts
- Funds
- Set-Up/Tear-Down
- Volunteers
- Food
- Forms

Below is a list of tips and a checklist of things to consider when event planning. This list is not comprehensive and should serve as a guide.

The 4 Keys to Plan a Successful Event

Key #1: Enlist the *RIGHT* People

Depending on the size of your event, it may require a team of people to produce. This is the time to enlist every volunteer you can find. Your organization leadership should be committed to the success of the event and the event planning team should be enthusiastic about their work. However, you will encounter some volunteers who fail to come through for you, so have plenty of folks on hand who can fill in the gaps.

Key #2: Choose the *RIGHT* Event

- **Determine Your Event Objectives** – If the event is successful, what will you have accomplished when it's over?
- **Identify Your Target Audience** – Who do you want to attend your event and what is their role?

- **Align Your Event to Your Capabilities** – It is better to have a successful event for 50 people than to have a disastrous event for 100 people. Make sure the event is consistent with the budget as well as volunteer and staff time and abilities.
- **Select the Best Date** – Ensure that your event does not conflict with other major events on campus or with holidays where people may be away or wanting to spend time with family.
- **Book the Best Location** – Make sure the location is consistent with the type of event or that you can create the atmosphere that you want at the location of choice.

Key #3: Run Your Event like a Business

Whether you are planning your event with the assistance of Waubensee staff or a combination of staff and students, your event should be planned and implemented like a business.

- **Give Yourself Enough Time** - Create a schedule and timetable for everything that needs to be done. Some events may need separate timetables for specific aspects, such as printing or public relations. Allow time for goal setting, team building, logistics, and marketing.
- **Develop and Manage Your Event Budget** - Every event should have a budget, even if you are expecting many items including the venue to be donated. This will allow you to determine where to trim.
- **Promote Your Event Like Crazy** – Everyone is attracted to a different type of publicity and students often only visit certain areas of campus. Be sure to advertise in several ways in several locations.
- **Avoid Pitfalls** - You must plan for the unexpected. If you have an outdoor activity, make sure you have a backup date in case of rain or snow. Even indoors, significant snow can ruin an event.

Key #4: Recognize, Reward and Review

Say Thank You...

- Be gracious and generous with your appreciation. Thank absolutely everyone involved with your event and do it the right away. Spotlight members or write thank you cards.

Measure your success...

Measuring your success begins the moment the first person arrives for the event. Are your attendees smiling? Absorbed in the activities? How about your volunteers - asking if you plan to do it again next year? Planners and organizers should write down all of the comments they hear—positive and negative—to be included in an evaluation of the event.

Refer back to the expectations you established when planning your event and see how you did:

- Was your event well-organized, well-attended, and well-regarded?
- Did you get new members?

Event Planning Checklist

Task	Date to be Completed	Person Responsible	Date Completed
Prior to Event			
Budget Breakdown			
Set Goals			
Target Audience			
Event Form Submission			
Have Advisor Request Contract			
6 Weeks Prior			
Deadlines on Tasks			
Brainstorm Publicity Ideas			
1 Month Prior			
Have Advisor Process Contract (via Student Life)			
Process Payment			
Confirm Equipment/ Technical			
Reread Contracts and Contract Riders			
3 Weeks Prior			
Begin Ticket Sales			
Arrange Food Service			
Increase Advertising			
Arrange Committees			
Poster Campus			
Arrange Hospitality			
2 Weeks Prior			
Information Tables			

Continue Advertising			
1 Week Prior			
Reread Contract			
Confirm Payment Readiness			
Create Packing List			
Confirm Volunteers			
Day Before			
Welcome Performer			
Check on Hospitality			
Check Set-Up(s)			
After Event			
Clean Up			
Thank You's			
Evaluation			

Meetings

Meetings are a time to connect with all members and get business accomplished. Running a meeting can take more preparation than anticipated. It is important to have an agenda so that you know what needs to be addressed, members can follow along and attendees can take notes and walk away with reminders. Below is a sample agenda to serve as a guide for creating your meetings agendas:

NAME OF ORGANIZATION

Date, Time, Location

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES
 - I. Be sure the last meeting's minutes were sent out
- IV. APPROVAL OF THE AGENDA
- V. OPEN FORUM
 - I. A time for announcements or presentations from other organizations, etc.
- VI. REPORTS
 - I. Officers
 - II. Committees
 - III. Advisors
- VII. OLD BUSINESS
 - I. Events/activities that have happened since the last meeting
 - II. Others?
- VIII. NEW BUSINESS
 - I. Business to discuss
 - II. Events to plan
- IX. ANNOUNCEMENTS
 - I. Other things happening on campus
 - II. Community involvements
- X. ADJOURNMENT

Policies

Alcohol, Illegal Drugs and Other Substances

No alcoholic beverages or illegal drugs/substances of any type are permitted on campus. Student organization events are expected to abide by all college regulations as well as local, state and federal laws. Check the ***Student Handbook***, pages for entire **Student Code of Conduct**. Come to the Student Life Office with questions.

If it is deemed a student organization leadership knowingly hosted an event/activity involving alcohol and/or illegal substances by members or attendees at an event, the group may face college sanctions such as revocation of recognized status. Individual sanctions may include being brought before the college's Student Conduct Board as well as legal ramifications.

Hazing

Hazing is defined as any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

Any student organization practicing hazing will face disciplinary action and could lose its registered status. Individuals may be brought before the Student Conduct Board.

This includes, but is not limited to any situation which:

- Creates a risk of injury to any individual or group
- Causes discomfort to any individual or group
- Causes embarrassment to any individual or group
- Involves harassment of any individual or group
- Involves degradation of any individual or group
- Involves humiliation of an individual or group
- Involves ridicule of an individual or group
- Involves or includes the willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in an organization

It includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting "over the edge"), degradation, humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment, and impairment of physical liberties which include curfews or other interference with academic endeavors.

Film Screening Guidelines

All film events scheduled by RSOs must comply with federal copyright law, which regulates the public exhibition of films. Screenings for public display on campus do not qualify as “educational fair use” exemptions granted by the federal code. To ensure that the college complies with federal law, permission or license from the copyright owner must be obtained for any film that will be displayed to the public. To obtain a license or permission, sponsors of screening events must follow procedures described by the criteria below. Only one of the two criteria must be met to authorize a screening event. Student Life staff can assist with securing the public performance rights. Please plan ahead.

It is the sole responsibility of the RSO to ensure that one of these criteria has been met prior to their screening event. The failure of an RSO to fulfill these obligations will result in the cancellation of their screening event. A cancellation for this reason will not absolve the RSO of its financial obligation for the event.

Criteria for permissible screenings:

1. The RSO will assume responsibility for obtaining the licensing from the film’s non-theatrical distributor. Most films can be found through Swank or Criterion. A copy of the distributor’s invoice and a record of payment for the license are required to be submitted to Student Life prior to the screening. All text on these copies must be legible, including the distributor’s contact information.
2. Permission to publicly display the film is obtained from the copyright holder or their agent. A letter providing clearance is required for Student Life files. Each letter should be under a letterhead, indicating the discoverable titleholder for the film's copyright. Letters should describe the specific circumstances of the screening, including place, date, time, number of screenings allowed, and whether or not an admission charge is permissible. Letters should clearly state that Waubonsee Community College and sponsoring organization, are granted permission to screen the film under the specific circumstances described.

Proof of Licensing or Copyright Clearance Required:

The necessary paperwork required should be provided to Student Life with the organization’s event registration form. Should the RSO fail to provide a record of licensing or similar clearance for a screening with their event registration, Student Life has the right to cancel the booking and the event. Any public notice of a screening that has not yet met one of the preceding criteria shall likewise make the event subject to cancellation.

For more information about copyright, please visit the Todd Library website at:

<https://library.waubonsee.edu/copyright>

Image Copyright

Just because it’s on Google does not mean it’s not copyrighted. Use the Google Advanced Search function and select free to use and share criteria.

Advisors

An advisor is key to an organization's success. Their guidance and support allow members of organizations to develop skills to successfully carry out the mission of the organization. However, advisors should keep in mind that student organizations are just that – “student” run organizations- and should be operating from that perspective. The key role of the advisor is to serve as a resource for the organization.

Requirements

- An advisor must be an employee of Waubonsee Community College.
- The advisor must sign the Waubonsee Community College *Advisor Consent Form* and have approval from their department Administrator.
- Advisors should be fully acquainted with the manual and understand all policies and procedures used by Student Life.
- Advisors are required to attend any meetings happening off-campus and all RSO events after 6 p.m. and on weekends.

Responsibilities

- Abide by all college policies and procedures and federal, state, and local laws. Report immediately to Student Life staff any activities that may or will violate college policies.
- Serve as the liaison between the college and the organization.
- Serve as a resource to the organization.
- Assist with the transition of officers and all information that accompanies the transition of students from year to year.
- Attend organization meetings and activities.
- Meet with officers and assist with their training.
- Encourage accurate minutes and financial book keeping.
- Ensure the updated lists of officers and members are submitted to Student Life during the first few weeks of the semester.
- Ensure that updated contact information is submitted to Student Life anytime there is a change in officers.
- Sign off on all paperwork concerning organization activities.
- Attend Student Life Advisor training once every other year to ensure you are up to date on any changes or new additions to the RSO handbook.

Roles

The advisor of an organization may take on several different roles during their tenure as advisor. Here are a few of those roles with some general tips for success:

Mentor

Many students will come to see their advisor as a mentor. The success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals and a willingness to connect students to a network of professionals. You may be approached to review resumes, connect students with community resources or be a sounding board for their ideas for what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives and a desire to challenge students intellectually and emotionally. Students may want to talk to you about family or relationship issues, conflicts they are having with other students or about their ideas and thoughts on different topics.

Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and work through conflicts and difficult times.

As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students will have clashing ideas about how things should function and the direction they should be taking. When working with students who have a conflict, it may be necessary to have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission and ask how their conduct is helping the group achieve its goals.

Sometimes, one student may be causing problems with other students. In many cases, this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Discuss how his/her attitude is impacting other people and how those

attitudes or actions can be changed to help the organization. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning “out of classroom” is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then, have an honest conversation about your observations as well. Any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their areas of improvement, ask how they can take steps to improve. Remember to have students reflect on their successes and failures.

Educator

The role of educator will often come in the form of modeling behavior, guiding students in reflection and being there to answer questions. Doing nothing is often the most difficult task you will have as an advisor, but sometimes this can be the most important lesson that you can teach. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. We must let our students learn from their failures in a safe environment. After, you need to return to your role as Reflective Agent and process the failure with the student.

Motivator

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty, they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change and to connect their experiences at the college to the experiences they will have in the community.

Policy Interpreter

Student organizations operate under policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advice you can give to the students.

As an advisor you will assume numerous roles, not all of which are mentioned here. A key point to remember is that you are an advisor not the leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student organization. The students

make the decisions and they are accountable for those decisions and for the successes and failures of their group.

Tips for Exceptional Advising

- **Discuss advisor expectations** with organization officers.
- **Be open to feedback** from the organization officers and members. Be willing to compromise.
- **Be available and accessible** to organization officers and members. Respond in a timely manner to questions and concerns.
- **Encourage and support** goal setting and pre-planning.
- **Build a good rapport with students** in the organization they advise. Only through building good relationships with group members can advisors be effective and influential. Advisors begin building rapport simply by knowing everyone in the organization and attending group functions.
- **Find a good balance** between being overly involved and under-involved. Advisors set principles and offer guidance and do not directly do the work which is the responsibility of the students.
- **Strive for the group to be self-sufficient** where the members resolve their own conflicts and solve their own problems. Students grow more from their own choices than following orders.
- **Allow the group to fail.** Although this is often a difficult thing to watch, it is a very powerful tool in developing student leaders. Failure can be the best learning experience. It is also important that the advisor not take responsibility for an organization's failures. The choice of whether or not to act is the students' decision.
- **Model the behavior they would like to see repeated.** When a good rapport has been developed, students will model themselves after their advisor.
- **Provide members with constant support** but also challenge leaders to continue developing themselves and the organization.
- **Develop a presence** at organization's meetings and functions.

Sample RSO Constitution

Every organization MUST have a constitution on file. You can find a SAMPLE constitution on the Student Life website. Use the sample as a guide to create or update your own constitution. We recommend that you review your constitution each year, whether or not you make changes.

Student Organization Information
Academic Year 2019-2020

Student Organization Name:

DEADLINE: This form **must be submitted and on file by September 30, 2019** for Student Life to process any paperwork (e.g. event, funding, travel requests, etc.).

This form should be filled out any time officers or advisors change.

Officer / Advisor Information

President:		X Number:	
Email:		Phone Number:	
Title of Officer 1:			
Student Name:		X Number:	
Email:		Phone Number:	
Title of Officer 2:			
Student Name:		X Number:	
Email:		Phone Number:	
Title of Officer 3:			
Student Name:		X Number:	
Email:		Phone Number:	
Title of Officer 4:			
Student Name:		X Number:	
Email:		Phone Number:	
Advisor:		Email:	
Advisor:		Email:	
Advisor:		Email:	

Registered Student Organizations are required to meet at least once a month during the fall and spring semesters on any Waubonsee campus and must have at least 10 members.

Please contact the Student Life Office to schedule meeting rooms.

Meetings			
Date	Time	Campus	Room

Student Completing Form:

Name _____ Signature: _____ Date: _____

Registered Student Organization

RSO Name: _____

Advisor Information

Advisor Name

Department

I have read and understand the roles and responsibilities of a RSO Advisor as outlined in the Registered Student Organization Handbook. If for any reason, I am unable to fulfill my responsibilities and commitment to the student organization, I will immediately notify the Registered Student Organization's officers and the Student Life Office.

Signature

Date

Administrative Consent

Approved:

☐ Yes ☐ No

Administrative
Supervisor Signature:

Date:

Title:

Office Use Only: _____
Date Received:



Registered Student Organization (RSO) Information

RSO Name		Event Contact Name	
X Number	Email	Cell	

Event Details

Event Name:		Anticipated Attendance:	
Date(s):		Start / End Times:	
Rain Date:			
Description: Please include purpose, agenda, entrance fees, ticket prices, etc.			
Type: W9 and New Vendor Forms are needed, if vendor information is not on file. All promotional filers must be approved by Student Life.	<input type="checkbox"/> Event		
	<input type="checkbox"/> Speaker		
	<input type="checkbox"/> Community Service / Volunteering		
	<input type="checkbox"/> Movie/Film Showing (Viewing rights are required in order to hold the event.)		
	<input type="checkbox"/> Fundraiser – Please list Beneficiary of Proceeds:		
	<input type="checkbox"/> Other (Please list)		
Are you collaborating with another RSO or department? Please list:			
Contract needed to pay for services (e.g. speakers, entertainment):		<input type="checkbox"/> Yes	<input type="checkbox"/> No
We discourage you from purchasing items using your personal funds. Reimbursement checks can take up to four (4) weeks. Please provide a description of how funds will be used (e.g. tickets, supplies, prizes, decorations, etc.)	Items needed to be purchased by Student Life for the event:		
	Additional Fund Request from Student Senate: Student Senate fund requests are not to exceed \$500 per semester and cannot be used for food, fundraisers, or to be donated. <u>Please do not commit funds before approval.</u>	\$	

☐ On-Campus Event – Please fill out Section A

☐ Off-Campus Event – Please fill out Section B

Please email completed form to StudentLife@waubonsee.edu or
print and turn into the Student Life Office (STC-126 / 630.466.2369)

SECTION A

On-Campus Event							
Campus:				Preferred Room:			
Room Set Up:	# of Tables		# of Chairs		<input type="checkbox"/> Stage Required		
Describe Set Up:							
Media/Technical Needs: e.g. podium, microphones, including type of microphones, laptop, projector/screen, etc.							
Refreshments:	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Student Life will assist you to place the order. NOTE: Refreshment are only allowed in the following rooms: Sugar Grove: APC-110, Auditorium, STC-106, STC-120 and BDE-150 Aurora Downtown: Rooms 160 and 162 Aurora Fox Valley: Any Room Plano: Any Room						
Potential Risks: Please check all that apply.	<input type="checkbox"/> Highly Controversial Topic		<input type="checkbox"/> Admission Fees / Money Present				
	<input type="checkbox"/> Open to the Public		<input type="checkbox"/> Food Allergies/Health Issues				
	<input type="checkbox"/> Minors Present		<input type="checkbox"/> Higher Probability of Injury (requires liability waiver)				
	<input type="checkbox"/> Other (Please List)						
Campus Police Needed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount of Starting Cash Needed:		\$		
Starting Cash Breakdown:	\$1 Bills	\$5 Bills	\$10 Bills	Quarters	Dimes	Nickels	
Other Needs:							
Supervising RSO Advisor:				Cell:			

Signatures

Event Contact Signature

Date

RSO Advisor Signature

Date

SECTION B

Off-Campus Event (Requires Student/Participant Travel Waiver Forms)			
Location:	Name:		
	Street Address:		
	City, State ZIP:		
Departure Time:		Return Time:	
Transportation: <small>Seven (7) day advance noticed required for all vehicle rentals with a 72-hour cancellation policy.</small>	<input type="checkbox"/> WCC Van <input type="checkbox"/> Rental Vehicle <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Public Transportation <input type="checkbox"/> Air Transportation <input type="checkbox"/> Other Special Accommodations:		
Accommodations:	<input type="checkbox"/> Hotel: <input type="checkbox"/> Other:		
Conference Registration: <small>Please list any applicable deadlines (i.e. early bird pricing discounts).</small>			
Traveling Advisor Name	Advisor Cell	Traveling Advisor Name	Advisor Cell
1.		2.	
Student Name	Student Cell	Student Name	Student Cell
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

Please note: Student/Participant Travel Waivers are due to Student Life two (2) Business Days prior to the event.

If more than 14 students will be traveling on a WCC van, a second advisor must be present and a second van should be requested.

Signatures

Event Contact Signature

Date

RSO Advisor Signature

Date

FOR STUDENT LIFE OFFICE USE ONLY

Date Received: _____

Student Life Manager

Date

☐
Approved

☐
Denied

Dean for Students

Date

☐
Approved

☐
Denied

Assistant Vice President of Finance *(Needed for fundraisers only)*

Date

☐
Approved

☐
Denied

CHECK LIST		DATE SUBMITTED / CONFIRMATION #	INITIALS
On-Campus Events:	<input type="checkbox"/> Room Request (Ad Astra)		
	<input type="checkbox"/> Service Desk Order <i>(Room Setup/AV Needs)</i>		
	<input type="checkbox"/> Flier Approval		
	<input type="checkbox"/> Food Order		
	<input type="checkbox"/> Contract/W9		
	<input type="checkbox"/> Campus Police		
	<input type="checkbox"/> Extended Hours		
	<input type="checkbox"/> New Vendor		

Off-Campus Events:			
	<input type="checkbox"/> Travel Encumbrance		
	<input type="checkbox"/> Student/Participant Travel Waiver		
	<input type="checkbox"/> Vehicle Request		
	<input type="checkbox"/> Local Transportation		



STUDENT/PARTICIPANT TRAVEL WAIVER

(Please print/type all information clearly)

Student/Participant Name _____ X# _____

Home Phone _____ Cell Phone _____

Trip Purpose

☐ Field Trip ☐ Student Organization Trip ☐ Athletic ☐ Departmental ☐ Other _____

Title/Group affiliated with this Trip/Event

Start and End Dates/Times of Event (dd/mm/yy, hh:mm)

From _____ To _____

Destination/Location _____

Name of WCC Employee going on this trip _____

Please share any need for accommodations _____

Emergency Contact Information

Name _____ Relationship _____

Home Phone _____ Cell Phone _____

Assumption of Risk and Release of Liability

I have read and understand all six sections of the terms incorporated on the reverse side of this page; I agree to all terms and provisions; and I knowingly, voluntarily and unconditionally execute this Assumption of Risk and Release of Liability.

Signature (if under 18 parent/guardian must sign too)

Participant _____ Date _____

Parent/Guardian Signature (if needed)

Date

STUDENT/PARTICIPANT TRAVEL WAIVER

Please read carefully before signing

Acknowledgment of WCC Disclaimer of Responsibility for Third Party Services:

1. I understand that Waubensee Community College (herein WCC) is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Trip/Event identified on the attached WCC Travel Form. I understand that WCC is coordinating travel services only as a convenience to participants and that, accordingly, WCC accepts no responsibility, in whole or in part, for delays, loss, damage, or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that WCC is not responsible for any matters related to the delivery of goods and services by third parties, which are matters that are beyond its control. I acknowledge that WCC reserves the right to cancel the trip/event without penalty or to make any modifications to the itinerary and/or program as deemed necessary by WCC.

Acknowledgment of WCC Disclaimer Related to Loss & Damages Incurred in Independent Travel:

2. In addition to acknowledgment of WCC's disclaimers of liability set forth in paragraph 1 above, I understand that WCC is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any WCC activity. I understand that any travel that I do independently on my own before or after the WCC sponsored program is entirely at my own expense and risk.

Acknowledgment of WCC Disclaimer of Medical Liability:

3. I acknowledge that WCC has advised me to consult with a medical doctor with regard to my personal medical needs. I state that there are no health related reasons or problems that preclude or restrict my participation in this program. I have obtained the required immunizations, if any. I recognize that WCC is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this program, if I am incapable of providing personal consent, I authorize in advance the representative of WCC to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. WCC may, but is not obligated to, take any actions it considers to be warranted under the circumstances regarding my health and safety. I understand that securing medical treatment is not WCC's duty and if such actions are undertaken do not create a special relationship between WCC and me. I release WCC from any and all liability for loss or damage, including any bodily injury, I may sustain as a result of any medical care that I receive related in any way to my participation in this program, and/or related in any way to any medical treatment decision or recommendation made by an employee or agent of WCC. I agree to assume responsibility for payment of all medical expenses and release WCC from any liability for payment of any and all medical expenses that I may incur.

Student Responsibility Regarding Separation from Group:

4. If I become separated from the program group, fail to meet a departure airplane, train, bus, or other vehicle, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the program group at its next available destination.

Student Responsibility to Adhere to Federal, State, and Local Laws:

5. I agree to observe all federal, state and local laws. This includes use of and/or association with illegal drugs or controlled substances used in an illegal manner. Alcohol use is prohibited during active trip/event time or in vehicle or hotel rented in name of WCC. Reminder: Purchase of or sharing of alcohol with minors is illegal. Participant should report any observed illegal activity to WCC Staff on trip/event.

Student Responsibility to Adhere to Code of Conduct in Off Campus Event Participation:

6. Students are held to the same Student Code of Conduct as though they were on campus. Refer to the Student Handbook. I further release and forever hold harmless, WCC, its Board of Trustees, individually or collectively, its officers, representatives, agents, attorneys, employees, assignees, and successors from any and all claims, demands, actions or causes of action whether developed or undeveloped, known or unknown, past, present or future, including any or all costs, expenses and attorneys' fees, arising out of or in any way connected with my participation in the trip or event.
7. _____ **participant/parent initials** indicating you have read all six sections.



Must be submitted within 30 days of the purchase/receipt date.

Reimbursement Information			
Student:		X Number:	
Street Address:			
City, State ZIP			
Registered Student Organization:			
Amount to be reimbursed:	\$	<input type="checkbox"/> All Itemized Receipts Attached <input type="checkbox"/> W9 Submitted / Already on File	

Expense(s) Description
Please list the items purchased with an explanation on how they were used.

Signatures	
I hereby authorize this reimbursement on behalf of: _____ (Name of Organization)	
_____ President or Treasurer Signature	_____ Date
_____ RSO Advisor Signature	_____ Date
_____ Student Life Manager Signature	_____ Date

Office Use Only: _____ Date Received: _____ Requisition Number _____