

THINGS THAT SHOULD BE INCLUDED IN A STUDENT ORGANIZATION MEMBER NOTEBOOK

Based on

"Achieving Group-Defined Success and Positive Personal Experiences in Student Organizations"

- " " things in quotes indicate the more fun names
() things in parentheses indicate the theoretical names)

"Getting Along" (Building/Maintaining Relationships while Attending to Cycles of Group Development) "Making Sure that We're all in this Together" (Ensuring Commitment)

a. "In the Beginning" (Forming)

-constitution (the following areas are usually part of the constitution; if not, the group should develop these areas)

-(mission) "What are we?"

-(group values) "Why are we?"

-(group goals and objectives) "What are we doing?"-overall goals and projects

-schedule of teambuilding activities

-teambuilding activities when completed (if materials are fileable; if not, notes)

-fun stuff

-"What's gonna get in our way?" ("distraction and challenge management" notes)

-"What am I doing?" (role/task clarification notes; may be part of constitution)

-role/job/task or other training materials

-("Rights and Responsibilities")

-"What happens if?" (accountability measures; may be part of constitution)

b. What the *&^%\$#\$\$%^ is going on? (Storming)

-schedule of group maintenance activities

-group maintenance activities when completed (if materials are fileable; if not, notes)

c. We're all on the same page (Norming)

-further training and development

d. We're in the zone... (Performing)

-task, project, etc. assessments and evaluations

e. Saying Goodbye (Adjourning)

-overall assessment and evaluation

-transition activities and notes

-closure activities

-recognition materials