

# Student Organization Manual



a cooperative effort between  
the Student Senate Student Organization Advisory and Review (SOARC)  
and Finance Committees,  
the Chief Information Officer of the Student Senate,  
the Student Programming Office (SPO),  
Student Organization Leadership Consultants (SOLC),  
and the Student Involvement Office.

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## **Introduction**

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### **Letter from the SOARC Chair**

The SOARC committee hopes this document helps with your future communication with senate. If you have any questions or problems, please come talk to the SOARC committee. We can assist you with recruiting ideas, programming advice, or any other problems. It's what we're here for. You are always welcome to see any member of the Finance Committee for advice on the finance system.

### **Purpose and Objectives**

The purpose of the manual is to:

- 1) provide a single, comprehensive document for the transmittal of basic student organization leadership information,
- 2) provide a user-friendly quick reference guide for organization leadership needs,
- 3) help recognized student organizations comply with Student Senate and University policies, and
- 4) facilitate the Student Organization Advisory and Review Committee's responsibility to advise its groups.

If this Manual falls short or fails to meet any of these objectives, please provide feedback to the Student Organization Advisory and Review Committee.

This document does not establish enforceable policy. Rather, enforceable policies from other documents, such as the Finance Handbook and the Student Senate Constitution, have simply been included in this document. The enclosed information on matters external to the Student Senate is provided in good faith, and policies and contacts may change without notice. Matters internal to the Senate, such as policy changes, generally have a minimum one week notice. The SOARC and Finance Handbooks are updated for each school year and are generally not changed during the academic year. Organizations should inquire to the appropriate individuals to ensure compliance with other internal, as well as external, policies, such as:

- URI Student Senate Constitution and Bylaws
- URI Student Senate SOARC Handbook
- URI Student Senate Finance Handbook
- URI policies, including the Student Handbook, University Manual, and MU policies,
- The laws of the United States and the state of Rhode Island and Providence Plantations.

To get specifics on Memorial Union or University policies, see Memorial Union Director Bruce Hamilton. If he does not have the answer he can point you to who does.

### **Thanks**

The Student Organization Advisory and Review Committee expresses its appreciation to the Center for Student Leadership Development, the Student Organization Leadership Consultants, the Student Programming Office, and the Student Involvement Office who all provided a significant portion of the content of this document.

## **Resources**

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### Available to Student Senate Recognized Organizations

#### **Student Senate**

The Student Senate Office, MU room 201, is the nerve center of the Student Senate. Operating Hours are posted on the door, during which the Senate Coordinator, is available to assist you. Forms are online ([www.uri.edu/student\\_organizations/senate/resources.html](http://www.uri.edu/student_organizations/senate/resources.html)) or in the Student Senate Office (MU 201). Chairpersons' office hours are posted online and over the filing cabinet to the left of the door as you walk in. Other services include:

#### **Use of the URI name and logos**

Only student organizations recognized by Student Senate or by a University department are allowed to use the URI name and logos. To use the Ram Head logo, you must get permission from URI Advancement. In general, using a logo from the image bank is acceptable (<http://advance.uri.edu/res/sites/ImageBank/>). Logos and marks may be modified as specified in the Standards Guide: <http://advance.uri.edu/visualstandardsguide/resources/StyleGuide-sm.pdf>.

#### **Mailboxes**

You have one! They are on the right-hand wall as you enter the office. Check often! Finance paperwork will *only* come to you through these mailboxes. Notices from Senate and other organizations will also be in your box.

#### **Webhosting**

Your organization has a webpage, hosted by the Student Programming Office. To edit the information on this page, visit <http://www.uri.edu/studentorg>. There is an "Update" link on the bottom of the page.

#### **Programming Space**

Recognized student groups can utilize many facilities around campus, free of charge. Such facilities include the Galanti Lounge or any of the athletic facilities. For use of space in the Memorial Union, such as meeting rooms, the Ballroom or an Atrium, fill out a space request form online at <http://www.mu.uri.edu/eventservices/reservations.html?mu=2>, or by stopping by the Scheduling Office (Room 217). Otherwise, refer to the Event Programming guide provided by SPO.

#### **Office Supplies**

Office Supplies are available through the Senate Office. Ask the Senate Coordinator. You must have money in your budget, Category 109 - Office Supplies, or Cat 900 – Fundraising.

#### **Fax**

The fax machine in the office is available for organizations to send business related documents. Ask the Senate Coordinator for permission and instructions.

**Computers**

The computers against the right wall of the office are available for student organization use. Printing from these computers is free. Personal use of the computers and excessive printing (e.g. printing 200 flyers) will not be tolerated. Print one flyer and copy it using the copy machine.

**Copy Machine**

The copy machine in the Senate Office is tied to your organization's Copying and Printing budget line, category 110. Ask the Senate Coordinator for a copier account number. Please refer to the Finance Guidebook or Handbook for details. Copies are 5 cents each.

**Notary Public**

Legal documents often need to be signed by a Notary Public. The Senate Coordinator, Kim Bolton, is a Notary Public. Be sure to have a form of photo ID (e.g. driver's license) and only sign the document under the supervision of the Notary.

**Funding**

All groups are allowed, and encouraged, to fundraise (for guidance, see page 22; for ideas, Appendix B), receive co-sponsorship funds from other organizations, or charge dues (with approval of the Finance Committee). Organizations are expected to raise a minimum of 15% of their annual budget. See the Financial Support section for more details.

Funding for one-time events, projects or purchases can be obtained by applying for a Contingency Grant, Alcohol-Free Event Grant, Diversity Fund Grant (administered through the Office of Student Life), and co-sponsorship. See the Financial Support section for more details.

Organizations whose mission meets certain requirements are eligible for funding by Financial Benefits Package (FBP) and/or by budget application, based upon the reach of the organization and its programming. If you do not feel that your organization is properly categorized, speak with the SOARC chair or attend the SOARC meeting. You may apply for a category change at any time in the semester by checking the appropriate box on the re-recognition form. Details are in the Finance Handbook.

## **Memorial Union Resources**

### **Space for Meetings, Events, and Screenings**

For meeting space in the Union, see Sheri Davis in the Scheduling Office, room 217. For event planning, see the Event Planning Guide published by SPO at [www.uri.edu/images/eventplanningguide.pdf](http://www.uri.edu/images/eventplanningguide.pdf) .

### **Flyers, Posters, Pamphlets, and SPO Event Calendar**

Permission must be requested from the following sources to place promotional papers in the following locations:

1. Flyers posted in mixed-use display boards: provide the Information Desk with two or three flyers.
2. Pamphlet placed in the wall-pockets in the main Memorial Union lounge: provide the Information Desk with 10-20 pamphlets.
3. Posters placed on the tripods in the main entranceway: request permission at the Student Involvement office, MU 210.
4. Banners placed on the MU Building: Request permission at the Student Involvement Office, MU 210.
5. Events on the monthly SPO Calendar: submit event name, date, time, and place to Sheri Davis, Scheduling Coordinator, in MU 217, approximately two weeks before the month.

### **Movie Screenings**

Student organizations must speak with the Major Events Coordinator before doing any movie showings. It is unlawful to screen a movie for a "public performance" without first securing the proper license, regardless of whether admission is charged. The Major Events Coordinator will be happy to assist you with your plans to show a movie on campus by researching the availability and costs associated with any film you wish to screen. Rental costs vary widely from \$100 to \$1000 based on age and popularity of the film.

### **Organization Fairs**

There are three organization fairs per year. Normally, you get one regular folding table. However, if you need more space, speak with the organizers.

- First Night register at <http://mu.uri.edu> or Office of Student Involvement, room 210.
- Fall Organization Fair, see the Student Programming Office (MU 206).
- Spring Block Party, see the Memorial Union Board of Directors (MU 204).

## **Memorial Union Board of Directors**

### ***Offices, Storage Space, and Display Boards***

Student organization may apply during the spring semester to the Memorial Union Board of Directors, MU room 204, for space in the building. Applications will be placed in your mailbox. Your organization must be recognized for two semesters to receive an office. If your organization has equipment, such as a tents or speakers, which need to be kept secure, you need an office. Display boards are the glass-covered billboards in the hallways.

### **Student Programming Office**

The Student Programming Office (SPO), room 206 and at [www.mu.uri.edu/involvement/spo.html](http://www.mu.uri.edu/involvement/spo.html), offers all campus organizations assistance in event planning, program advising, and maintains a master student events calendar. Each organization is assigned to a SPO intern. The interns, as well as the Student Involvement Graduate Assistant, are there to help you in the following ways.

#### **Program Advising**

From concept to completion, SPO can help answer questions like, "What is the goal of the program?" "Who is the desired audience? (i.e. who would you like to reach?)" and "What would you like to accomplish by having this program?" Once the basics of your program have been ironed out, SPO can help you plan your event.

#### **Event Planning**

Once your organization has its program goal in mind, SPO can help you with the fine details of your event. SPO can help you plan and maintain a budget, decide on a location, select catering, and reserve audio-visual equipment. SPO will even help you with publicity for your event. Most importantly, the SPO staff will do their best to assist you with delegating tasks and planning for accountability. For complete details on the how to plan an event, see the Programming Handbook, at [www.mu.uri.edu/images/eventplanningguide.pdf](http://www.mu.uri.edu/images/eventplanningguide.pdf).

#### **Event Calendar**

The Student Programming Office is home to the calendar of campus events by student organizations, Student Alumni Association, Greek Life, Athletics, the Multicultural Center, and others. This calendar helps you to see what is happening on campus and to choose the best possible day for your event. All events are welcome to be listed on the calendar, but hurry because dates are filling quickly! Additionally, your event can be added to the monthly SPO calendar. Simply submit the event name, date, time, and location to Facility Usage Coordinator, in MU 217.

## **Student Organization Leadership Consultants**

S.O.L.C. is a group of student leaders who have received advanced training in leadership and group development from the Center for Student Leadership Development. As an affiliate of the Student Senate, SOLC receives Senate funding to provide leadership development opportunities, upon request, to URI's student organizations and student leaders. S.O.L.C. seeks to promote and use peer leadership by helping groups, organizations, and teams effectively and efficiently achieve their goals.

S.O.L.C. members are available to plan and facilitate team building workshops and retreats at no charge for Senate recognized organizations. S.O.L.C. can either assist you or completely plan and facilitate activities for your group ranging from a 2-hour workshop to an overnight retreat.

S.O.L.C. offers assistance on the following topics and can also customize a session if your group has additional needs: General team building activities (games & icebreakers), conflict management, mission development or revision, roles or values clarification, group development strategies, improving communication, transition, goal setting and/or strategic planning.

### ***Want to talk to an S.O.L.C. member?***

Visit our webpage at [www.mu.uri.edu/leadership/solc/html](http://www.mu.uri.edu/leadership/solc/html) or e-mail us at [uri.solc@gmail.com](mailto:uri.solc@gmail.com). Contact the Leadership Center in the MU #210 for more information as well ([mboyd@uri.edu](mailto:mboyd@uri.edu) or call 4-5282). Please allow a minimum of two weeks of planning time before scheduling an event. Please note that once contracted, student organizations are responsible for attending the scheduled SOLC retreat event with the minimum stated participants. Failure to do so, in the form of cancellations less than 3 weeks from the scheduled event, will result in a financial penalty from the Student Senate and a sanction from future SOLC events.

### ***The URI North Woods Challenge Course***

The URI North Woods Challenge Course is located just NE of URI's Kingston campus on Old North Road, approximately one half mile north of Plains Road. The course is available to all Senate recognized student organizations for use March-November at no charge, regardless of the size of your group.

The North Woods is currently home to 12 low challenge course elements, a 50' climbing tower, and three high cable elements. All elements must be facilitated by a URI trained staff member or student. Our Center for Student Leadership Development staff and the North Woods Adventure Team staff are fully trained through Project Adventure, Inc. to provide an exciting and safe experience for all participants addressing issues of team building, communication, goal setting and personal development.

Low courses are scheduled for 4-hour blocks and a tower session is typically 2 hours (limited to 20 people). Fill out an interest form at [www.mu.uri.edu/leadership/challengecourse.html](http://www.mu.uri.edu/leadership/challengecourse.html) to schedule a session.

## **Other Organizations**

Other organizations are a great resource for assistance with programming, funding, and fundraising. Consider doing a program with a Category S group so that your members can learn a fun new activity together, such as sailing or DJ-ing. Don't forget that other organizations, including Student Senate, can help you fund your event by using their co-sponsorship funds.

**Cigar Coverage:** Every group is entitled to one free classified ad per week. Simply fill out an ad form. You can request that the Good 5c Cigar send a reporter to your event. Simply fill out the form, available in the Good 5c Cigar office, MU 125.

**Public Relations Society:** PRS provides free public relations services to student groups. Simply stop by their office (MU 304) or email them at PRSSA06@gmail.com.

**Yearbook :** All student organizations can have a picture taken for the yearbook. You must set an appointment to be included in the Activities section of the Renaissance Yearbook. Visit Renaissance in MU 123 or call 874-5897.

## **Other Resources**

**Classroom Media Assistants:** Rent video cameras, use of media equipment in classrooms and auditoriums. Equipment rental requires pre-approval by a faculty member. They are located in the University Library computer lab on the basement level.

**University Club:** Located on Upper College Road, this facility can be used for social or dining engagements. Visit their website at [www.uclub-uri.org](http://www.uclub-uri.org) for more information.

**URI Film Collaborative:** This is a new student organization which is interested and willing to help make promotional videos for your organization. Talk to them about other opportunities, such as filming an event.

## **Responsibilities**

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### **of Student Senate Recognized Organizations**

#### **Policies**

All Senate recognized organizations are required to follow the Student Senate Constitution, Bylaws, and SOARC and Finance Handbooks. These documents are available in the Senate Office. Also, feel free to ask the members of the SOARC or Finance Committee.

#### **Programming**

Social events with more than 50 people in attendance must be registered with SPO. Events over 100 may require security. Should more people arrive at your event than planned for contact a building manager or the URI Police immediately. For help planning an event, see SPO and their Programming Handbook (available on the SPO and Student Senate websites).

#### **Re-Recognition**

Each fall every organization must apply for re-recognition. Along with the re-recognition form, you must present copies of your minutes, membership list or attendance sheets, and flyers for recent and upcoming events. This packet of information is typically due at the beginning of October. If there is some reason why you cannot complete the re-recognition paperwork by the deadline, speak with the SOARC Chair about an extension. Failure to complete re-recognition on time without an extension will result in loss of your budget and possibly derecognition.

#### **Monthly Presidents Meetings**

Presidents meetings are the first Monday of the month, September through April, excluding December and January, at 7pm in the Union. Repeated failure to attend these meetings will result in a frozen budget and, eventually, derecognition.

#### **Membership**

Organizations must have at least 10 members. If membership drops below 20 for Category M, 15 for Category S, or 10 for Categories R and A, they will have to explain the situation to SOARC. If membership drops below the minimum requirement, the organization has a probationary period of one month to recruit new members. During this time the organizations budget may be frozen. Failure to raise participation will result in derecognition.

#### **Maintenance of Information**

You are expected to keep your organizations information up to date, including your organization page at [www.uri.edu/studentorg](http://www.uri.edu/studentorg), organization's website, bulletin board, et al.

#### **Elections**

Per the Student Senate Model Constitution, elections must be held by secret ballot, and new officers should be installed by April 1<sup>st</sup>. This is so that the Senate is aware that there is leadership for the fall. If you would like to hold your elections at another time of year, you must seek approval of the SOARC chair. Inform Senate of the new leadership by having them come in and sign signature cards.

### **Financial Accountability**

Organizations are expected to use their budget and grant money in accordance with their mission and purpose, subject to the rules in the Finance Handbook. Real assets must be included in the annual asset audit. Strict penalties exist for organizations which fail to follow these rules. The Student Senate finance system exists to protect organizations from misuse and abuse of Student Activity Tax money by individuals.

### **Consistency**

Each organization is expected to operate in accordance with its mission statement and consistently with the description of their recognition category.

### **Advisors**

While recognized student organizations are not required to have an advisor, it can be very beneficial to have one. Advisors can help smooth transitions, help organizations plan and execute plans more effectively, and serve as a reference. If you do not have an advisor, seek out someone with whom you and your organization's leadership can get along with, who has relevant resources at their disposal, and who can positively impact your organization. If relations with your advisor become strained, sit down with your advisor and discuss the issues. If your advisor can no longer make time for your organization, or you and your advisor cannot come to terms over the issues, consider thanking them for their service and finding a new advisor. If your advisor tries to have too much influence in your organization, contact the SOARC chair either formally or informally. We can help resolve the issue, or recommend that you find a new advisor. If your advisor tries to run the group by themselves, talk to SOARC immediately. A list of roles for an advisor can be found in Appendix F.

## **Operational Information**

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to help organizations function to their maximum potential

### **Effective Management**

#### ***Running Productive Meetings***

A successful organization must be able to run an effective, productive meeting. Degrees of formality and activities at the meetings will vary, depending on the nature of your organization, but there are some common practices that help to ensure success.

- Preparation
  - Spend some time the day before the meeting planning the agenda.
  - Arrange for an appropriate meeting site.
  - Make sure all members know the time and location of the meeting.
  
- During the Meeting
  - Have the president or chairperson arrive early to collect their thoughts, get organized and greet new members.
  - Start the meeting on time.
  - Keep it fun. New members will be more inclined to return.
  - Keep it light. Getting too serious with new members can scare them off.
  - Encourage participation of everyone present rather than having one or two members dominate the meeting.
  - As tasks arise during the meeting that require action ask for a volunteer or delegate the responsibility during the meeting. Make sure that that person understands exactly what is expected.
  - Encourage new members to volunteer.
  
- After the Meeting
  - Prepare and distribute minutes.
  - Review the meeting with the officers and your advisor to discuss any highlights or problems encountered during the meeting.
  - Follow up on delegated tasks.
  - Thank any special guests, either orally or in writing.

## ***Group Success Model***

Based on Achieving Group-Defined Success and Positive Personal Experiences in Student Organizations' (C.M. Wilson), Getting Along and Getting Ahead (C.M. Wilson), Summary of Sequential Group Development (Tuckman), and Principle-Based Leadership (Covey)

Labels in quotes indicate the more fun names. Labels in parentheses indicate the theoretical names

### ***"Getting Along"***

#### ***(Building/Maintaining Relationships while Attending to Cycles of Group Development)***

- a. In the Beginning - *Forming*
  - Constitution (the following areas are usually part of the constitution; if not, the group should develop these areas)
    - "What are we?" - *mission*
    - "Why are we?" - *group values*
    - "What are we doing?" - *group goals and objectives*
  - "What's going to get in our way?" - *distraction and challenge management*
  - Teambuilding activities
  
- b. What the \$#@& is going on? - *Storming*
  - Characterized by internal frustration, challenge of leadership
  - Address roles and goals, rights and responsibilities, challenges
  - Reactive solutions to internal issues (consultant, retreat, elections, et c)
  - Schedule of group maintenance activities
  
- c. We're all on the same page - *Norming*
  - Characterized by increased cooperation and cohesion, longer term planning
  - Prevent groupthink.
  - Further training and skill development
  - Be proactive to potential issues
  
- d. We're in the Zone! - *Performing*
  - Maintain best practices (task/project assessments)
  
- e. Saying Goodbye – *Adjourning*
  - Goal assessment and evaluation
  - Transition activities and notes
  - Recognition materials

#### ***Making Sure that We're all in this Together - Ensuring Commitment***

- "What am I doing?" - *role / task clarification*
- Role / job / task or other training
- Strategic Planning and Goal Setting

## ***8 Step Process for Change***

### *Define the Problem*

In this first step, it is important that team members clearly identify the problems that they want to resolve. Working on an ill-defined problem can be a waste of time and resources. Some questions that will help define the problems are as follows:

What are the real problems?

What is the impact of the problem on your organization/community?

Why weren't the previous attempts successful? What did work?

### *Identify the desired future state.*

In the second step, it is important that the group members describe the outcome or the situation as they would like to see it. If the groups' statement of desired future state can be identified by both quantitative and qualitative information, it will be easier to reach the goal.

### *Identify forces driving toward change and forces restraining change.*

Once the desired future state has been defined, the forces that are working for change (driving forces) and those working against change (restraining forces) must be identified. One method is to list all forces that might influence the targeted change.

### *Analyze forces that can be changed.*

Once the targeted change and the driving and restraining forces have been identified, consider which forces are more easily changeable. Change occurs in two ways: (1) increase the strength of the current driving forces or add new ones or (2) reduce the strength of the restraining forces or eliminate them all together.

### *Plan a strategy for change.*

In this step, the group must work on developing strategies to solve the problem. There may be movement slightly between finding the right variables to exert force.

### *Develop an action plan.*

In step six, the group must design an action plan that will affect the forces working either for or against the problem resolution. The plan should include identifying members who will be accountable for following through with the problem-solving solutions.

### *Implement the Plan.*

Put your plan into action. Reward small wins.

### *Evaluate Progress*

In this final step, group members must evaluate the effectiveness of their plan. The objective of this step is to determine if the plan has achieved the desired outcome. If the team's action did not produce the desired results, they should be reevaluated so that other actions can be considered.

## *How to Have Effective Transitions*

The annual leadership transition is possibly the most difficult thing you, as a leader of your organization, must do. However, it is also the most mission-critical.

Take time to seek out candidates for positions which will become vacant. Urge them to shadow the person currently in the position so that they may be informed and can become familiar with the responsibilities of the position.

Encourage or require your executive members and chairs to maintain executive position binders using the format outlined in Appendix E. This format is designed to capture all aspects of a position, and create a manual for the incoming executive officer. This could include instructions on how to fill out paperwork, using the Senate accounting system, file for re-recognition, host a dance party, or recruit members. Don't forget a Lessons Learned for events, telling the successor about how things can be done better for next time. SOARC, SOLC, and/or SPO can help you build and maintain these binders.

Hold a transition meeting between the new and old executive members, both as a group and individually. Discuss challenges such as coordination, teamwork, job responsibilities, and availability. SOLC and/or your advisor can also help with this. Finally, maintain contact information for your outgoing executive members and chairs so that the new leaders may contact the outgoing ones for advice.

## *Charting Your Year*

Planning you year out in advance, and keeping past calendars, will help your organization run very smoothly. By planning fall events in the spring, you can have all of your ducks in a row so that you can hit the ground running as soon as the new school year starts, just as you plan your spring events in the fall. Additionally, by planning your year ahead, you can better use your budget and **purchase what you need for First Night before the spring semester ends**. Remember that major events take almost two months from concept to completion, so having an annual plan will help keep your group on schedule.

## *Strategic Planning*

Strategic Planning is a tool for improving your organization over the long term. Since most student organizations experience relatively frequent turnover in leadership and membership, strategic planning is best done in two-year windows. During a regular or special meeting, brainstorm specific, realistic, attainable, and measurable goals for the organization, such as improving recruitment or participation. Create a plan (see 8 Steps for Change model, previous page) and implement it over 3-4 semesters. When you are approaching the end of your implementation period, review your progress. If the plan works well, make it part of your organizations standard operating procedures. If not, go back to the drawing board.

## ***Coordinating Your Membership***

Keep meetings at the same time, in the same place, every week. This way it becomes part of your members' weekly ritual and they don't have to look in multiple places for the information they need.

Here are some free, non-Senate services to help you manage your group:

- URI ListServ – request that a ListServ be set up by filling out this document: <http://www.uri.edu/its/pdf/handout.no.45.pdf> . If you need assistance, contact Information Technology Services, Help Desk Division, located on the lower level of the Kingston Library.
- Google Groups – share a calendar, documents, link it to your email, even set up an external webpage.
- Wiggio ([www.wiggio.com](http://www.wiggio.com)) –much like Google Groups, plus a coordinated listserver that will email, call, or text members, host conference calls, and do polls of group members.
- Doodle ([doodle.com](http://doodle.com)) – an easy-to-use survey site perfect for asking determining meeting times or simple polls like “Do we want to have a club snow tubing trip?”.
- SurveyMonkey ([www.surveymonkey.com](http://www.surveymonkey.com) ) – set up surveys, a great way to get feedback on programming.
- TxtBlaster.com – a free, instant, and mobile-accessible mass-text messaging service.

## ***Growing and Maintaining Your Membership***

Growing and maintaining your membership can be one of the most difficult things to do as an organization leader. Here are some tips:

- Ensure a strong presence at First Night and the fall Organization Fair – have an attention-grabbing display, candy, and giveaways or contests for prizes
- Appoint or elect a Recruitment Chair
- Focus advertising to freshman dorms
- Request permission from the mail room to leaflet the mailboxes

## ***Organizational Leadership***

### **Motivation**

- Stay positive.
- Even when giving criticism or taking disciplinary measures, stray from using negative words and use a friendly tone.
- Rather than point out weaknesses, encourage members to use their unique talents and abilities to help the group.
- Be a good listener.
- Be fair.

### **Delegation**

- Ask for volunteers. If there are none, ask someone specifically.
- Divide work evenly among members.
- Set an example. When members see the leaders busy and involved, they will be more willing to work without resentment.
- Seeing the results of your efforts is a huge motivator. Divide tasks into small manageable parts so members can see their work come to fruition quickly.
- Publicly thank members for jobs completed.
- Give positive feedback.

### **Communication**

- Be congruent. Your body language and tone should be as positive and friendly as your words.
- When dealing with a conflict, focus on the problem, not the person.
- Recognize that you cannot always change the opinions of others, as they cannot change yours.
- Challenge ideas, not the people: people should be free to express their ideas and opinions.
- Separate business and personal life: don't allow disagreements on issues to carry over as anger into friendships within the group.

### **Goal Setting**

- Consider your resources, such as budget, talents of members, cooperation between clubs, etc.
- Stay true to the purpose of your organization.
- Put goals in writing and distribute to every member.
- Include all members in the establishment of goals.
- Create a timetable and stick to it!

## Event Hosting

### *Quick Tips on How to Host a Successful Event*

- Use the SPO Event Planning Guide: [www.mu.uri.edu/images/eventplanningguide.pdf](http://www.mu.uri.edu/images/eventplanningguide.pdf)
- Use the event planning timeline/checklist, in Appendix C, page 24.
- Plan Ahead – minimum 4 weeks for a small event, 7 for travel, 8 for major events.
- Advertise – Try and reach out to as many students as you can – Greeks, commuters....
- Use SPO – They will help make sure you don't forget anything
- Consider timing – Having your event mid afternoon increases the likelihood that they will just walk into the event after classes. Also, be careful not to make your event at the same time as another major event.
- Book space early
- Have food, drink, decorations, or give-aways donated by local or national sponsors.

### *Rules about Hosting Events*

- Events with more than 50 people must be registered with the SPO. Events with more than 100 people generally require Security coverage, which is arranged by the Scheduling Office.
- If your event exceeds the number of expected number of attendees, call the URI PD.
- Food over \$100 must be catered through URI Catering, unless they deny the request.
- Your organization is responsible for the behavior of guests.
- Advertising for all social dance events must state: “Open to all currently enrolled college students with TWO valid PHOTO IDs: College ID and State or Federal issued ID. No ID(s), No Entry.” and “Doors Close at 12:00 AM.”.
- All advertising must be targeted to URI students and approved through the SPO Office prior to publishing.
- You must use a cash box. Fill out a Cash Box Request a day or two prior to the event. Cash boxes must be returned to the Senate Accounts Office at the conclusion of your event. If the event ends after business hours, the building manager put the cash box in the Senate Accounts Office immediately after the event. Cash box contents shall be verified by both the organization and the Student Senate Accounts Office.
- You cannot use the money from the cash box to pay for any part of the event; only to provide change.

### ***Things that can Attract Attendees to your Event***

- Hold a door-prize drawing.
- Have food, drink, decorations, and/or give-aways.
- Attractive, well-targeted advertising.

### ***Post-Event Evaluation***

1. What were our goals / objectives / expectations for this event?
2. Did we meet those goals / objectives / expectations with this event?
3. Did we meet our budgetary goals?
4. What could we have done differently to make the event better/more productive (Number of volunteers, Preparation, Management, Advertising, Professionalism, flow of the event)?
5. Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?
6. Would we bring this vendor/performer in again? Was it worth it (financially or otherwise)?
7. Would we execute a similar program in the future? What changes would we make?
8. How does this program allow us to grow as a group, officers, and leaders? Was it a good program?

## Financial Support

This section is to provide some general guidance regarding the generation of income for your organization. For specifics on how to use the Senate Accounts system, how funds can be spent, how to apply for funds, et cetera, see the Finance Handbook.

Student Activities Tax dollars are collected for the purpose of creating activities for students. As such, the Student Senate offers that money, in a variety of ways, to its organizations to create student activities. It is expected, and required, that Student Activities Tax dollars will be spent in accordance with the mission of the organization, the categorization of your group,

All organizations which receive monies from Student Senate are required to use the Senate Accounts Office, MU 210, for their banking needs, which allow us to ensure responsible spending of Student Activities Tax dollars. Details on this can be found in the Finance Guidebook and Handbook, and the “Student Organizations” section of the Student Senate Constitution and Bylaws, available online and in the Senate Office.

***Co-Sponsorship:*** Ask any other Category R, M, or S organization, including Student Senate, to co-sponsor your event or project. This is money they are free to give to you, at your request and their approval. Simply complete the co-sponsorship form, found online or in the office. Ask for assistance in setting up or participation, in exchange for their ability to advertise, and/or your organization helping them in the future.

***Fundraising:*** Organizations are expected to fundraise at least 15% of their annual budget. Talk to your SPO intern for assistance in planning a successful fundraiser. Check out the fundraising ideas list on page 22. If you fundraise, be sure to request Cash Box (two days in advance) from the Senate Accounts Office. Never take money out of a cash box to pay for anything. Money shall only be removed to provide change to a customer/attendee. Drop off the cash box with the Senate Accounts Office (or building manager, if after hours) to deposit the funds.

Here are a couple limits (with explanations) on fundraising:

- 1) Bake sales are a health code issue. Exceptions may exist; speak with Sheri Davis.
- 2) Raffles, where an individual pays for an opportunity to win a prize, is considered gambling in the state of Rhode Island. In order to have a raffle, a state permit is required. However, your organization may have Door Prizes and Drawings, where an individual does *not* pay extra for the opportunity to win a prize. You may request, but not require, a donation (otherwise it is considered gambling).

***Donations:*** Donations, monetary or of goods, are tax deductible for the donor. In order for the donation to be tax deductible, you may need to provide a receipt. Before receiving the donation, ask if the donor would like a receipt. If they say yes, inform the Finance Chair and (s)he will tell you what steps to take.

**Grants:** Any Category R, M, and S organization can request extra funds from Senate to put on programming, travel, purchase new equipment, or do other one-time projects. Any organization, regardless of recognition, may apply for Alcohol-Free Event Grants by filling out the AFEG form and attending a Finance Committee meeting. See the Finance Handbook or Manual for instructions on how to file for a grant.

**Senate Accounting System:** The Senate accounting system exists to ensure your Student Activities Tax dollars are spent properly. The system of purchase requisitions, purchase orders, payment orders, et al, is the same as most other businesses. For examples of how to fill out finance forms, what forms are needed, and how to file them, refer to the Finance Handbook, or feel free to ask Student Senate Accounts clerk (MU rm. 211) or the Finance Chair.

## **Advertising**

### ***Resources and Policies***

There are many ways to advertise your organization and its events. Please remember:

1. Be green: minimize the number of paper flyers you post.
2. Request permission before posting flyers. Otherwise your flyers will be discarded.
3. SPO can help you determine the best places and methods to advertise.

A couple of rules:

1. Advertising must include: organization name, event name, place, time, date, description, and admission price, if applicable
2. SPO must approve of your advertisement first, regardless of the medium (paper, Facebook event, posters, et al)
3. It must state “is a Senate Recognized Organization” or “This is a Student Senate funded event”, as appropriate.
4. You may not do door-to-door solicitation in dorms.
5. You may not put flyers/posters on cars or “blue lights,” trees, or utility poles.
6. Advertising for all social dance events must state: “Open to all currently enrolled college students with TWO valid PHOTO IDs: College ID and State or Federal issued ID. No ID(s), No Entry.” and “Doors Close at 12:00 AM.”

### ***Places and Ways to Advertise***

1. Ask SPO to put it on the monthly student calendar (must submit before the 14<sup>th</sup>)
2. Add it to the university master calendar, at [www.uri.edu/news/calendar](http://www.uri.edu/news/calendar)
3. Put it on your organization webpage
4. MU Mixed use boards: provide the Information Desk with two or three flyers,
5. MU Lounge Pamphlet wall-pockets: provide the Information Desk with 10-20 pamphlets,
6. MU entranceway easels: Student Involvement Office, MU 210,
7. WRIU radio: stop by with the event name, time, date, location, and a short description
8. Good 5c Cigar: each organization gets one free classified ad per week
9. Dorms: Ask RA to place a flyer in lobby displays or permission to post in hallways
10. Residence Hall TV's: HRL office, Adams Hall basement
11. Hope or Butterfield Dining Halls
12. Ask the Public Relations Society to help you write a press release
13. Posters, Banners, or sidewalk chalking placed on, in, or around buildings:
  - a. Memorial Union: Student Involvement Office, MU 210.
  - b. Academic Buildings: deans office secretary in the each building
  - c. Residence Halls: RA, Hall Director, or HRL office in Roger Williams
  - d. Library: UL Deans Office, second floor, R.L.Carothers Library
  - e. Multicultural Center: MCC director's office

## **Appendix A: 63 Innovated ways to Advertise:**

- \* Placemats
- \* Campus TV, Radio, Newspaper
- \* Table Tents – folded cards, in dining halls
- \* Community TV, Radio, Newspaper
- \* Posters/Fliers
- \* Sidewalk chalk
- \* Footprints
- \* Stickers
- \* Free Give Away
- \* Teasers
- \* Clothing
- \* Co-Sponsorships
- \* Write on Blackboards
- \* Post Cards
- \* Balloons
- \* Email with Catchy Subject Line
- \* Screensavers
- \* Website
- \* Universal Voice Mail
- \* Food Drive
- \* Ticket Give Away
- \* Banners
- \* Sheets Out a Window
- \* Door knob Hangers
- \* Monthly Calendar
- \* Public Address System
- \* Free Food at Event
- \* Sell Cups as Tickets, then Give
- \* Refill at event
- \* Make a Snowman with Sign
- \* Body Paint
- \* Put Information on Ping Pong Balls
- \* Place a Toothpick in Sign in Café Food
- \* Give RA's a Free Ticket to Promote
- \* 3D Ads (Beach balls etc.)
- \* Loud Speaker
- \* Raffle
- \* Shave Head with Ad Information
- \* Write on Mirror with Dry Erase Marker
- \* Laminate Signs to Hang in Showers
- \* Mail Ads in Odd Shapes/Bright Colors
- \* Guess Amount in the Jar
- \* Personal Appearances
- \* Candy with Message Attached
- \* Fortune Cookies with Message Inside
- \* Logo Contest
- \* Bulletin Boards
- \* Flyers Attached to Pizza Boxes
- \* Logo'd Matchbooks, Pencils, Bookmarks, Buttons, Cups, Frisbees
- \* Hats
- \* Bumper Stickers
- \* Video
- \* Costumes
- \* Little Paper Umbrellas
- \* Hand Stamps
- \* Old Holiday Decorations
- \* Make a Comic Strip
- \* Paper Bags
- \* Write the Sign Backwards
- \* Mobiles
- \* Fake Dollar Bills with Information on the Back
- \* Series of Posters, Different One Each Day
- \* Newsletters

## Appendix B: 59 Fundraising Ideas

1. Letter writing to corporations (contact URI Foundation beforehand)
2. Grants (often through national organizations)
3. Exam survival kits
4. Holiday-themed gifts
5. Corporate fundraising program (Chocolates/Candy, donuts)
6. Game Face face-painting and tattoos (Special order URI temporary tattoos and sell them)
7. Community Bingo nights (See if a local community center would allow you to sponsor a bingo night)
8. College Care Packages (Sell care packages for students. Mail out order forms to the parents of those in your organization and friends of those in your organization.) – Get approval through the Student Activities Office first.
9. Picnic Basket Auctions (just the baskets and its contents) ( Have individuals in your organization make theme baskets with food in them and then auction off ONLY the baskets)
10. Sports Clinics (Hold a clinic for youths in baseball, basketball, etc...)
11. Benefit Concerts (Have concerts and raise money through ticket sales.)
12. Book Fairs (Collect books and then hold a book sale.)
13. Car washes (Hold car washes at local gas stations.)
14. Haunted House (Have a haunted house during Halloween.)
15. Cookbook sales (recipes given by organization members)
16. Entertainment Books (Sell entertainment books.)
17. Flag Football Competitions (Have a flag football tournament and have an entrance fee.)
18. Jail-n-Bail (Charge students to have their friends "captured" by your organization members and put in a fake jail and then have those captured raise money to bail out. Please get university permission.)
19. Ultimate Frisbee Tournament (Have an ultimate Frisbee tournament and charge a participation fee.)
20. Double Dip Day (attendees pay for all they can eat ice-cream sundaes.)
21. T-shirt Sales (Sell T-shirts for events.)
22. Bumper sticker sales (Sell URI spirit bumper stickers.)
23. Student/Faculty Talent Show (Host a student/faculty talent show and charge an admission fee.)
24. Birthday cake delivery program (Take orders for birthday cakes and deliver them.)
25. Singing Telegrams (Take orders for singing telegrams.)
26. Empty Soup Bowl Dinners (Go to a pottery painting store and paint a bunch of bowls and then sell them. After selling them you offer a dinner in which they can eat out of those bowls. Place a plastic bowl inside the pottery one so not to ruin it.)
27. Recycling Drive (Hold a recycling drive.)
28. Work at Alumni/faculty/staff homes (Offer to rake leaves, wash cars, etc... for alumni of your organization or faculty and staff.)
29. Ad Books (Sell ad blocks to local businesses and then compile a book of them all.)
30. Guessing Games (how much jelly beans in the jar?)
31. Car magnets (Sell URI car magnets. These can be ordered online.)
32. Face Painting before events (Charge for face painting at booths before a sporting event.)
33. Asking businesses to match fundraising totals (Ask local businesses if they will match the amount of money raised in a fundraising event. Example: You earn \$200.00. Ask is that business will donate \$200.00 to match what you earned.)
34. Candle Light Evening out (Sell tickets to a night of romance with a candle light dinner and dance.)
35. Fundraising dinners at local restaurants

36. Putt-Putt golf tournaments (Have a putt-putt tournament and charge an entrance fee for participants.)
37. Bowling tournaments (Have a bowling tournament and charge a fee for entering.)
38. 5-K races (Hold a 5-K and have an entrance fee as well as donations.)
39. Sponsor a midnight bowling night (Have a midnight bowling event and charge to participate.)
40. Track and Field events (Have a track and field vent and charge teams to participate.)
41. Beach Volleyball tournaments (Have a beach volleyball tournament and charge for each participating team.)
42. Kickball tournaments (Have a kickball tournament and charge an entrance fee for the teams.)
43. Capture the Flag Tournaments (Have a capture the flag tournament and charge an entrance fee.)
44. Watermelon Fest (Have a whole bunch of fun events using watermelons such as a watermelon eating contest and getting the greased watermelon out of the pool. Charge an entrance fee for participating teams.)
45. Spaghetti Dinners (Charge people for eating spaghetti.)
46. Human Chess Tournaments (Have participating organizations pay an entrance fee and then have a chess game using people of that organization as the various chess pieces.)
47. Root Beer Floats (Sell root beer floats)
48. Candle Sales – for gifts only. Not allowed in Residence Halls for fire safety reasons. Get approval through the Student Activities Office first.
49. Chili Cook off (Have participants pay an entrance fee to enter the event.)
50. A quarter-mile quarter exchange (Have participants place quarters on a piece of tape that they estimate to be a quarter mile long.)
51. Jump Rope-a-thon (Have participants pay an entrance fee and raise money to participate in a jump-rope contest.)
52. Caramel Apple Sales (Sell candy apples)
53. Stadium Clean-ups (Call local stadiums and offer to clean up after games. Often times the stadium offers a donation to your organization for doing so.)
54. Hole-in-One Contest (Participants pay to take a shot for a hole-in-one.)
55. Ice-cream social (Decorate like an old-fashion ice cream parlor and sell make-your-own ice cream sundaes and splits.)
56. Brown Bag Challenge (Ask people to donate the money they would spend on lunch to your organization and bring a brown bag lunch instead for one day.)
57. Yard Clean-ups (Charge a fee to rake leaves and clean up peoples' yards.)
58. Birthday Baskets (Sell baskets for people's birthdays and then deliver them.)
59. Birthday Grams (Sell singing telegrams for people's birthdays.)

## Appendix C: Event Planning Calendar

The following timeline is not absolute, or complete, but is meant to provide a general understanding of the timeline of . Doing things later than this schedule could risk the success of your event. Please refer to the Event Planning Guide

### 8 Weeks before

- Brainstorm theme, date, time, place
- Decide on Fundraising methods
- Draft a budget
- Create an event committee

### 7 Weeks Before

- Firm up budget, date, location, artist
- Request Co-Sponsorship – in assistance and attendance, as well as \$\$
- Inquire about police/security and fire/EMS detail

### 6 Weeks Before

- Get quotes, contracts
- Fundraise
- Finalize budget, fill out grant applications
- Submit advertising to SPO for approval

### 5 Weeks Before

- Present budget applications to Finance Committee
- Contact Dining services

REMEMBER to thoroughly document how you made the event happen so that it is easier for the next person. Don't forget a Lessons Learned section about what went poorly and how it can be done better next time.

### 4 Weeks Before

- Attend Senate Meeting (Wednesday, 6:30, MU rm. 300) for grant approval
- File Purchasing paperwork (Thursday)
- Have advertising approved by SPO

### 3 Weeks Before

- Confirm purchasing paperwork is OK
- Order Advertising materials

### 2 Weeks Before

- Confirm event details (artist arrival arrangements, ticket sales, ushering)
- Give tickets to box office (if applicable)
- Reserve cash box
- Begin advertising
- File Payment Orders

### Week Before

- Advertising Blitz, booths
- Pick up artist check
- Reserve Cash box

### Event Day

- Pre-event meeting to ensure all group members know their role
- Set-up for event
- Pick up cashbox, tickets

### After

- Remove publicity
- Submit reimbursements
- Send Thank You notes
- Review program

Documents to bring with you to Finance Committee:

- Budget
- Grant Application
- Advertising
- Event description

## **Appendix D: Student Senate Meeting Conduct**

Student organizations attend the Senate meetings for a variety of reasons, including

- Finance bills - budgets and grant requests
- recognition and re-recognition
- appealing SOARC or Finance Committee decisions,
- to inform Senate about the organizations plans and upcoming events, or
- to petition or appeal to the Senate to take action on a matter.

### **Public Forum**

Students are invited to speak to the Senate at the beginning of the meeting on any appropriate issue that they wish to address. To speak during Public Forum, sign up in the Senate office with the Senate Coordinator, by noon on the Wednesday of the meeting that you wish to speak at. You will be given 10 minutes to speak.

### **Announcements**

Announcements are made at the beginning of the meeting, shortly after Public Forum. Ask a senator to yield you time to make an announcement.

### **Finance Bills**

If you are coming to the Senate for money, you will be asked some questions about how you intent to use the money, your familiarity with the finance rules, how many people you expect to attend, the date, time and location, purpose, objective, and admission price if applicable. If a question is asked directly of you, you may answer. If you would like to speak and have not been asked a direct question, quietly ask a senator to yield you time. After the bill has been voted on, see the Finance Chair to pick up any necessary paperwork.

### **Recognition**

If you are speaking on behalf of an organization, be prepared to describe what your organization does, the activities you organize, how many members it has, your position/office, the organization's budget, and the recognition category (R, A, M, or S). If a question is asked directly of you, you may answer. If you would like to speak and have not been asked a direct question, quietly ask a senator to yield you time. You may leave after the bill has been voted on.

### **The Cigar**

Any time you speak at a Senate meeting, the Good 5¢ Cigar may quote you or include a description of the issue that you spoke on in a newspaper article. It is your responsibility to meet with the reporter or go the Cigar office after the meeting and make sure that you were quoted correctly and make yourself available to answer any questions.

## Appendix E: Executive Position Binder Guide

This expanded outline is a suggested way to maintain a leadership binder for any executive position. The goal of following this guide is to keep the work of the individual organized to facilitate their own productivity, as well as simplify the transition process by having all work of the outgoing officer well organized for the incoming officer. For improved functionality over the long term, the binder contents may be split into a current binder and an archival binder. The archival leadership binder may contain completed one-time projects, accomplished goals, resolved one-time issues, and transition letters more than two years old.

Daily notes sheet

Executive Committee Minutes

Reverse chronological order suggested

General Meeting Minutes

Projects

Project 1

Description of project

Goal of and reason for project

Timeline of project

Instruction on execution of project

Assessment, Evaluation, and Lessons Learned

Project 2

....

Brainstorming

Idea 1

Description of Idea

Discussion of idea

Reasons why idea was not undertaken

Idea 2

...

Goal Setting, Progress and Evaluation

Goal 1

Issue that this goal is addressing

Methodology for completing this goal

Progress on this goal

Changes to timeline, methodology

Evaluation of goal accomplishment. timeline, methodology

Lessons Learned

Goal 2

....

## Issues (Perennial and One-Time)

### Issue 1

- Description of Issue
- How issue was addressed
- Solution, rationale and alternatives
- How it can be prevented in the future

### Issue 2

....

## Resources

- Contact List

- Annual Calendar

- Organizational Documents

  - Constitution

  - Finance Handbook

  - Student Organization Manual

  - Student Organization Manual

  - Strategic Plan, list of overarching group goals and objectives,

  - Roles of officers & committees (may exist in Constitution)

## Responsibilities

- Constitutional Responsibilities

  - Why these roles are important?

  - How to do them

  - Expansion on job duties

- Non-constitutional Responsibilities

  - Why these roles are important

  - How to do them

- Traditional Rights and Limits of Power and Influence

- Relations to/with external bodies

  - Reason for relationship

  - Status of relationship (past, present, and how to change in future)

## Transition Information

- How to Use this Binder (and keep it updated)

- Transition Letters

  - What to do during office hours

  - What you do outside of office

  - What business is conducted in meetings, rather than “behind the scenes”

  - State of the organization

  - Vision for next future

....

## Appendix F: How to Utilize an Advisor

Determining what your advisor can do for your group can be a challenging thing for both the organizations leadership and the advisor, and put the organization at a disadvantage. How much assistance is too much? Too little? Below are some possible roles for your advisor.

- Serve as a resource, generally
- Be a conflict mediator
- Be a motivator, for both the leadership and general members
- Help interpret university policy
- Help the president and treasurer stay up to date on finances
- Maintain organizational memory
- Help identify problem and with problem solving
- Help ensure an equitable group dynamic
- Ensure leadership is aware of limitations and institutional policies
- Assist in goal-setting and goal evaluation
- Help students keep the larger picture and deadlines in mind
- Help members find their balance between academics and extra-curricular responsibilities
- Publicly support the leadership in their decisions
- Encourage members to make themselves heard
- Help develop leadership skills
- Participate in brainstorming sessions
- Help the organization connect with faculty, staff, and administrators
- Act as a liaison to faculty, staff, and/or administrators
- Assist with annual calendar creation
- Assist in grant writing and fundraising efforts
- Help organization leaders prepare for conferences

There are some things that an advisor should not do, such as:

- Micromanage
- Run meetings
- Lead the organization
- Use veto power over the organizations decisions
- Be unavailable
- Be unreliable

## Appendix G: Who's Who

### STUDENT SENATE

[www.uristudentsenate.org](http://www.uristudentsenate.org)

**David Coates**, President 874-2261  
874-5432  
**Steve Boiteau**, Finance Chair 874-2439  
**Ryann Rossi**, SOARC Chair 874-2540  
**Kim Bolton**, Coordinator 874-2261

Room 201  
[rhodysenate@gmail.com](mailto:rhodysenate@gmail.com)  
[student.senate@hotmail.com](mailto:student.senate@hotmail.com)  
[urifinance@gmail.com](mailto:urifinance@gmail.com)  
[uri.soarc@gmail.com](mailto:uri.soarc@gmail.com)  
[kim\\_bolton@mail.uri.edu](mailto:kim_bolton@mail.uri.edu)

### STUDENT INVOLVEMENT

[www.mu.uri.edu/involvement](http://www.mu.uri.edu/involvement)

874-2726

**Bruce Hamilton** [hamilton@uri.edu](mailto:hamilton@uri.edu)  
Director, Memorial Union and the Student Involvement & Center for Student Leadership  
**Maureen McDermott** [mmcdermott@uri.edu](mailto:mmcdermott@uri.edu)  
Assistant Director, Student Involvement  
**Brad Irish** [birish@uri.edu](mailto:birish@uri.edu)  
Assistant Director, Memorial Union Operations  
**Michael Nolf** [mnolf@uri.edu](mailto:mnolf@uri.edu)  
Special Events Coordinator, Student Involvement  
**Sheri Davis** 874-2214 [sdavis@uri.edu](mailto:sdavis@uri.edu)  
Marketing and Facility Usage Coordinator, Student Involvement  
**Joe Berardi** Rm. 215 874-5290 [jberardi@uri.edu](mailto:jberardi@uri.edu)  
Building Services Coordinator, Memorial Union Operations

Room 210

### SPO - STUDENT PROGRAMMING OFFICE

[www.mu.uri.edu/involvement/spo.html](http://www.mu.uri.edu/involvement/spo.html)

874-5280

**Teri Ireland**, Graduate Assistant  
SPO interns [TeriIreland@uri.edu](mailto:TeriIreland@uri.edu)  
[spo@etal.uri.edu](mailto:spo@etal.uri.edu)

Room 206

### CSLD - CENTER FOR STUDENT LEADERSHIP DEVELOPMENT

[www.mu.uri.edu/leadership](http://www.mu.uri.edu/leadership)

874-2726

**Melissa Boyd**, Assistant Director [mboyd@uri.edu](mailto:mboyd@uri.edu)  
**Robert Vincent**, Coordinator [rvincent@uri.edu](mailto:rvincent@uri.edu)  
**Melissa Camba**, Coordinator [mjcamba@uri.edu](mailto:mjcamba@uri.edu)  
**Megan Kielty**, Graduate Assistant [megan.kielty@mail.uri.edu](mailto:megan.kielty@mail.uri.edu)

Room 210

### QUICK REFERENCE INDEX

Want to improve your organizational leadership?.....Pages 12 – 15, or contact SOLC

Need help coordinating your members?.....Page 16

Need help planning an event?.....Pages 7, 17, 24, or the Event guide.  
[www.mu.uri.edu/images/eventplanningguide.pdf](http://www.mu.uri.edu/images/eventplanningguide.pdf)

Need to get in touch with someone?.....Who's Who, on page 29

Need fundraising ideas?.....Pages 22 - 23, or visit SPO

Need funding for an event or program?.....Page 18-19, or see Finance committee

Need advertising ideas?.....Page 21, or visit SPO

Need to purchase something? .....Page 24, or see the Finance Handbook.

Have a Dispute?.....Inform the SOARC chair.

**IMPORTANT DATES**

Presidents Meetings: First Monday that school is in session at 7pm, except May and January.

Fall Org Fair sign-up:     September \_\_\_\_\_

Re-recognition Deadline: September \_\_\_\_\_

Re-recognition meeting:     October \_\_\_\_\_

Spring room bookings open:     Nov. \_\_\_\_\_

Budget Request Deadline: February: \_\_\_\_\_

Budget Appeal:                 February: \_\_\_\_\_

New Officers Elected by April 1<sup>st</sup>, unless  
excepted by SOARC

Spring Fest sign-up:             March \_\_\_\_\_

First Night sign-up:             April \_\_\_\_\_

Fall room bookings open: April \_\_\_\_\_

First Night purchasing – by end of classes:

  May \_\_\_\_\_