Registered Student Organization

Survival

Guide

Office of the Student Government Council
Florida State University Panama City
Updated July 2013

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Introduction

The Florida State University Panama City acknowledges the importance of student organizations. Registered Student Organizations (RSOs) play an important role in developing student leadership and providing a quality campus environment. Because of their importance to the FSU Panama City image and student life, it is the responsibility of each RSO to adhere to the values, moral standards and the mission of the University. The RSO's goals, objectives and activities must not deviate from established policies and regulations.

This guide contains valuable information about policy and procedure as well as provides resources and helpful tips on how to run a Registered Student Organization successfully. The *Student Government Council (SGC)* hopes that this guide will help your organization open doors to exciting and effective activities and programs. Obviously, this guide does not provide answers to all of an organization's questions. Nonetheless, it will serve as a helpful reference. Please contact the *SGC/RSO Program Associate* with any questions pertaining to the information in this guide or for assistance regarding any aspect of creating and maintaining a Registered Student Organization (RSO) here at FSU Panama City.

We are here to HELP YOU!

FSU Division of Student Affairs

Student Government Council is a division of the Department of Student Affairs

❖ Mission

The *Division of Student Affairs* collaborates with students, faculty and staff to create welcoming, supportive and challenging environments that maximize opportunities for student learning and success. Through high quality programs, the Division:

- *facilitates student development*
- *celebrates differences*
- *promotes civic and global responsibility*

❖ Vision

The *Division of Student Affairs* envisions a Florida State University where students, faculty and staff embrace the learning community with respect, responsibility and acceptance for all cultures. Our graduates will have character, competence and integrity in contributing to a diverse and international world. They will be capable of making ethical decisions and be committed to a life of service and leadership.

❖ Values

Success: We promote student success and learning through the intellectual, physical, psychological, career, social and spiritual development to students.

Excellence: We strive to achieve excellence and professionalism in all programs and services and set high expectations.

Caring: We treat others as we want to be treated. We teach caring by example with consideration, sharing and kindness.

Integrity: We value high standards of ethical behavior. We demonstrate and expect responsibility and accountability in all community members.

Diversity: We honor the history, traditions and culture of all members of the university community and promote a nurturing environment. We celebrate diversity and the unique contributions of individuals.

Respect: We recognize the dignity, worth and individuality of all members of our community. We pursue an environment that is fair, open and just.

Registered Student Organizations

❖ Definition

A Registered student organization (RSO) of Florida State University Panama City is any group meeting the following criteria:

☞ Official membership comprised of Florida State University students only. Auxiliary members-such as Alumni and regional state and community college students- are allowed but DO NOT share the same benefits.* Primary membership (50%+1) students must be enrolled at Florida State University Panama City. **All officers must be registered FSU Panama City students in good standing.**

☞ Formed in order to contribute to the student's personal, academic and/or professional development.

☞ Properly registered with the Student Government Council.

❖ Benefits and Privileges of RSOs

Because of their role on campus, registered student organizations are afforded special privileges and benefits. An RSO may:

☞ Reserve campus facilities…RSO's can reserve rooms for meetings and event space on campus through the SGC/RSO Program Associate by completing a Facilities Use Request form (FUR)

☞ Request funds from the Student Government Council (SGC)

☞ Use office space & equipment in the SGC/RSO office

☞ Use of "community" office supplies-regardless of funding

☞ Seek SGC approval for conferences and other travel

☞ Publicize events on campus and in the community

☞ Obtain assistance in planning and implementing social, cultural and recreational activities from the *SGC*, and *Office of Advancement.*

☞ Participate in New Student Orientation, Homecoming & Warchant, Spring Fling, Summer Bash and other campus sponsored activities

For information on other privileges, contact the *SGC/RSO Program Associate.*
*RSOs auxiliary groups cannot act alone without the sponsorship of the governing organization.

❖ RSO Expectations

RSOs are afforded privileges and resources at Florida State University Panama City and in exchange are required to adhere to and fulfill the following expectations as conditions of registration. Each RSO must comply with all guidelines and rules set forth by The Florida State University, the Board of Trustees, local, state and federal laws, the Office of Student Affairs and the Student Government Council (SGC).

The liability of an organization for the behavior of its members and guests extends to responsibility for making certain that members do not violate Florida State University Panama City policy and procedure in their association with the organization. When an organization is charged with a violation of FSU Panama City policy & procedure, the organization shall be subject to disciplinary action to the extent commensurate with the offense in question.

Organizations may be:
- Placed on probation
- Required to perform some positive action for the good of the community
- Assessed monetary fines and/or have A&S fee funds rescinded
- Lose recognition as a Registered Student Organization.

Additional sanctions may be placed on the organization as a result of University judicial procedures.

Each RSO **must**:

☞ Complete the annual registration process by submitting all required information, actively participating in training opportunities, and making timely updates to registration information (officers, constitution, etc.) as changes occur.

☞ Remain in good standing with all aspects of Florida State University (*Office of Student Affairs, SGC*, campus departments, etc.).

☞ Meet all fiscal obligations incurred by the organization and abide by the SGC Finance Code.

☞ Maintain accurate records including minutes and financial reports.

☞ Submit financial reports upon due date as directed.

☞ Ensure proper planning and execution of organization events, and consult with the SGC staff for help with event policies and contract management when necessary.

☞ Provide proper education and communication throughout the officer transition process.

☞ Establish consistent communication with the organization advisor, and keep advisor informed of organization activities and decisions.

☞ Ensure proper use of campus resources, including meeting and event space, office space, and other afforded benefits to the organization.

☞ **Contribute to the enhancement of student life at FSU Panama City!**

Tools For Officers

❖ What it Means to Be a RSO Member

Being in a group can offer many advantages if you are willing to put something of yourself into the experience. You have an opportunity to make friends, to work with students from various backgrounds and in different fields of study, to gain experience in leadership and in community activity, and to serve your university. A group member's responsibility to the group can be best summed up in the **Member's Code of Conduct**:

As a member of a group I will:

- *Accept membership only when I feel I have the time and energy to do the job well*
- *Attend meetings regularly, and when impossible to do so, strive to learn what I have missed*
- *Seek to understand the job assignment of the group, interpret it to others, and work to complete it in the allocated time*
- *Participate in the deliberations with preparedness and objectivity*
- *Share the time of discussion with other members and stick with the topic at hand*
- *Assume responsibility for some work assignments of the group when I feel I have the ability*
- *Listen and seek to understand and utilize the ideas of other group members*
- *Evaluate my contribution to the group and encourage the group as a whole to evaluate its work.*

❖ Getting Your Act Together

As the leader of an organization you will need to provide direction for the group and, depending upon your personal capabilities, this could be a very natural role.

Most new leaders of organizations have some of these thoughts and fears:

- ✓ I'm the President and I should know all the answers.
- ✓ I must do everything right.
- ✓ Can I really do the job?
- ✓ Do I have the skills?
- ✓ What if I don't meet the group's expectations?
- ✓ What are they expecting of me?

If you are having these thoughts or fears, don't let them take over. President or Leader does not mean, "I have to know all the answers." Utilize the resources around you. Don't be afraid to ask questions—ignorance is NOT bliss. Find out explicitly what your job is then plot a course of action towards meeting your responsibilities. Have confidence in your skills and abilities. If you have areas that need some improvement, take advantage of the opportunities that will assist in enhancing/developing the necessary skills.

<u>Before plunging into an Officer position, take some time to think and get organized.</u> Here are some necessary questions to ask yourself:

- ✓ Have I thought of my responsibilities as an Officer of an RSO?
- ✓ What is the purpose of this organization?
- ✓ How do I set about plotting a course of action, (i.e. goals and strategies) to make sure we are fulfilling the organization's purpose?
- ✓ Have I read the organization's constitution and by-laws?
- ✓ Have I discussed my role as a RSO Officer with my advisor?
- ✓ Am I asking questions when necessary and am I utilizing campus resources?

❖ Characteristics of a Good Leader

The GOOD Leader:

- ✓ Has faith in people and wants to work with them
- ✓ Has poise and confidence. Speaks in a clear voice and enunciates words clearly.
- ✓ Carefully pre-plans meetings to make sure they run smoothly.
- ✓ Shows interest and alertness by his/her own attitude, mind, body, and expression.
- ✓ Is democratic in dealing with members.
- ✓ Is fair and impartial—doesn't take sides when he/she is presiding.
- ✓ Is patient, optimistic, and gives credit for work done.
- ✓ Is sensitive to the individual and recognizes individual differences.
- ✓ Acts as a helper, umpire, and moderator so that all members are encouraged to share in the work of the organization.
- ✓ Shows a sense of humor to relieve the tension of a serious meeting.
- ✓ Realizes that it is their responsibility to serve their organization as a leader and to let others share group responsibility.
- ✓ Believes in the organization and has a sincere desire to do the best of his/her abilities.
- ✓ Wants to be a team member.

❖ Delegation: Things to Consider

<u>You should ask yourself the following questions before you delegate any responsibility:</u>

- ✓ Who has the skills, interests, and/or abilities to successfully complete this assignment?
- ✓ Have I carefully defined the responsibilities associated with this assignment? Does the person have an adequate understanding of the job to be done?
- ✓ Does the assignment create a challenge for the individual and does it provide an opportunity for some decision making on his/her part?
- ✓ Is the responsibility delegated in at atmosphere of mutual trust and respect?
- ✓ Can the person be counted on for your support? Can you count on the person to carry out the task at hand?
- ✓ Has everyone in the group been delegated some degree of responsibility?
- ✓ Also, keep in mind this statement:

"Delegation increases involvement…   Involvement increases loyalty…
Loyalty increases Commitment."

❖ Running an Effective Meeting

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the Meeting

✓ Define the purpose of the meeting. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
✓ Develop an agenda.
✓ Choose an appropriate meeting time. Set a limit and stick to it.
✓ Distribute the agenda and any other materials before the meeting so that members can be prepared.
✓ Choose a location that is easy for members to find. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
✓ Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week. Publicize the meeting with student mass emails and flyers to attract new members.

During the Meeting

✓ Greet members to make them feel welcome and be sure to introduce any new members.
✓ If possible, serve light refreshments.
✓ Start on time. End on time.
✓ Follow the agenda.
✓ Encourage discussion so that you get different ideas and viewpoints. Remember that **the organization belongs to all of the members.** When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.
✓ Keep the discussion on topic and moving towards an eventual decision.
✓ Keep minutes of the meeting for future reference in case a question or problem arises and to satisfy reporting requirements, especially where expenditures are concerned.
✓ The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
✓ **Set a date and time for the next meeting.**

After the Meeting

✓ Compose and distribute the minutes within a reasonable time following the meeting. Quick action reinforces the importance of the meeting. **Send minutes to all members on the membership roster.**
✓ Discuss problems that surfaced during the meeting with officers so that improvements can be made.
✓ Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
✓ Put unfinished business on the agenda for the next meeting.
✓ Most importantly, give recognition and appreciation to the members for excellent and timely progress!

From the University of Texas Student Organization Manual (2004).
http://deanofstudents.utexas.edu/sald/downloads/stu_org_manual.pdf

❖ The Importance Of An Agenda

The agenda is an imperative feature of, and the basis for, any meeting. It structures both the content of the meeting papers and the progress of the meeting itself. Meetings without firm direction are unlikely to be constructive, leading to few tangible or effective results. In addition, meeting participants may become disengaged if a meeting strays from the relevant topics, setting a poor precedent for future meetings and possibly discouraging future attendance.

Creation and timely circulation of an agenda gives participants an opportunity to prepare for the meeting. It enables participants to give the Chairman feedback about the substance of the meeting and to make changes to the agenda as necessary, to include topics of special concern. Deviation from the agenda often results in poorly focused outcomes in terms of follow-up activity, agreed objectives and subsequent monitoring of the implementation of decisions.

The following items should appear on a typical board meeting agenda:

- The items for discussion and action to be taken to accomplish a named purpose;

- Meeting date, time and location;

- Preparation required for the meeting, to include the review of documentation, data, prior meeting minutes,

- **ORGANIZATION'S NAME ON AGENDA AND MINUTES!** (not in original article)

5 Fast Tips For Preparing An Agenda

1. **Determine the goals of the meeting.** Work in conjunction with attendees to determine the purpose of the meeting; for example, status reporting, problem solving, etc.

2. **Identify agenda items for the meeting.** Determine agenda items and related goals, the respective attendees responsible for leading each particular agenda item and the timings for discussions.

3. **Organize the agenda.** Identify high priority items, or those that require lengthy discussion and position them at the top of the agenda and inferior items at the bottom.

4. **Give advance direction.** Inform attendees if they are required to speak in relation to an agenda item or to bring anything with them to the meeting *in advance of dispatching the* agenda.

5. **Conform to the agenda.** Begin and end the meeting on time and observe time allocations. Consider including a 'round robin' discussion after all agenda items have been addressed, with 5 minutes allocated per person to moot other relevant issues and note issues which arise, to be discussed at subsequent meetings.

http://www.pearse-trust.ie/blog/bid/91183/Writing-The-Perfect-Meeting-Agenda-5-Simple-Rules

❖ Benefits of Keeping Minutes

<u>Meeting minutes are beneficial because they provide</u>:

✓ The official records of an organization, the processes utilized in democratic decision-making, and the results of an organization's effort.

✓ A valuable review of the activities of the past and aid in report writing and formulation of future activities and programs.

✓ Credibility and accountability.

✓ Members with information regarding the organization.

✓ Help with follow-up on organization actions and committee assignments.

✓ Help in formulating the agenda for the next meeting.

✓ Continuity between organization committees and organization activities.

✓ **Most importantly: They are required by Florida Sunshine Laws, the University, and SGC.**

Tips for Writing Meeting Minutes-

http://www.businesswritingblog.com/business_writing/2006/01/tips_for_writin.html

When our meeting minutes aren't effective, we waste the time we spent in meetings. Without good meeting notes or minutes, we may not remember or recognize:

- What we decided in the meeting
- What we accomplished in the meeting
- What we agreed to in terms of next steps (action items)

And when we can't remember the items above, we end up going in different directions and then meeting again for the same original purpose!

Minutes need headings so that readers can skim for the information they need. Your template may include these:

Topics
Decisions
Actions Agreed Upon
    Person responsible
    Deadline
Next Meeting
    Date and Time
    Location
    Agenda items

When our meetings aren't effective, we waste valuable time figuring out what we are trying to accomplish in them.

To avoid wasting your time spent in meetings, be sure your minutes answer these 10 questions:

1. When was the meeting?

2. Who attended?

3. Who did not attend? (Include this information if it matters.)

4. What topics were discussed?

5. What was decided?

6. What actions were agreed upon?

7. Who is to complete the actions, by when?

8. Were materials distributed at the meeting? If so, are copies or a link available?

9. Is there anything special the reader of the minutes should know or do?

10. Is a follow-up meeting scheduled? If so, when? where? why?

❖ Florida Sunshine Law Overview

SCOPE OF THE SUNSHINE LAW

Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. *The law is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.*

There are three basic requirements:
1) Meetings of public boards or commissions must be open to the public
2) Reasonable notice of such meetings must be given
3) Minutes of the meetings must be taken, promptly recorded and open to public inspection

Advisory boards created pursuant to law or ordinance or otherwise established by public agencies are subject to the Sunshine Law, even though their recommendations are not binding upon the agencies that create them.

Neither Legislature nor the courts are subject to the Sunshine Law. There is a constitutional provision that provides access to legislative meetings but it is not as strict as the Sunshine Law. However, if legislators are appointed to serve on a board subject to the Sunshine Law, the legislator members are subject to the same Sunshine Law requirements as the other board members.

Meeting of staff are not ordinarily subject to the Sunshine Law. However, when a staff member ceases to function in a staff capacity and is appointed to a committee which is delegated authority normally within the public board or commission, the staff member loses his or her identity as staff while working on the committee and the Sunshine Law is applicable to the committee. It is the nature of the act performed, not the makeup of the committee or the proximity of the act to the final decision, which determines whether a committee composed of staff is subject to the Sunshine Law.

Only the Legislature can create an exemption to the Sunshine Law (by a 2/3 vote) and allow a board to close a meeting. Exemptions are narrowly construed.

Board members may not use e-mail or the telephone to conduct a private discussion about board business. Board members may send a "one-way" communication to each other as long as the communication is kept as a public record and there is no response to the communication except at an open public meeting. Accordingly, any "one-way" communications (for example one board member wants to forward an article to the board members for information) should be distributed by the board office so that they can be preserved as public records and ensure that any response to the communication is made only at a public meeting.

While a board member is not prohibited from discussing board business with staff or a nonboard member, these individuals cannot be used as a liaison to communicate information between board members.
- For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue

BOARD MEETINGS

Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted and his or her selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act.

While boards may adopt reasonable rules and policies to ensure orderly conduct of meetings, the Sunshine Law does not allow boards to ban non-disruptive videotaping, tape recording, or photography at public meetings.

Board meetings should be held in buildings that are open to the public. This means that meetings should not be held in private homes.

The phrase "open to the public" means open to all who choose to attend. Boards are not authorized to exclude some members of the public (i.e. employees or vendors) from public meetings.

PENALTIES

Any member of a board or commission or of any state agency or authority of a county, municipal corporation, or political subdivision **who knowingly violates the Sunshine Law is guilty of a misdemeanor of the second degree. An unintentional violation may be prosecuted as a noncriminal infraction resulting in a civil penalty up to $500.**

The Sunshine Law provides that no resolution, rule, regulation or formal action shall be considered binding except as taken or made at an open meeting.

Recognizing that the Sunshine Law should be construed so as to frustrate all evasive devices, the courts have held that action taken in violation of the law was void ab initio.

Where, however, a public board or commission does not merely perfunctorily ratify or ceremoniously accept at a later open meeting those decisions which were made at an earlier secret meeting but rather takes "independent final action in the sunshine," the board's decision may stand.

ADDITIONAL RESOURCES
1. Office of Attorney General Pam Bondi website: http://www.myfloridalegal.com
2. Office of Governor Rick Scott website: http://www.flgov.com
3. First Amendment Foundation website: http://www.floridafaf.org

http://myfloridalegal.com/webfiles.nsf/WF/RMAS-93UQ7E/$file/2013SunshineLawOverview.pdf

Recruitment Ideas

People are the most important ingredient of any organization. Recruiting is an on-going responsibility that should be done throughout the year and not restricted to a designated time period. The continued existence of your organization depends on the recruitment of quality people.

Convincing potential members that your organization will fulfill their needs and wants requires that all members of the group understand thoroughly the group's goals and objectives. It requires that each member take the time to become acquainted with recruits and try to befriend them.

Why People Join Organizations

- For affiliation, achievement, and power
- For growth and experience
- To have FUN
- To make friends
- For guidance, leadership, and scholarship
- For practical experience
- For a sense of belonging
- To fulfill their needs

Why People Decline to Join Organizations

- Do not present advancement, development, or achievement opportunities
- Do not fulfill time needs
- Unaware of the organization's existence
- Not asked to join
- Organization has a bad image
- Think they are too busy
- Fear of failure
- Leadership of organization is unorganized
- The organization is not productive

Suggestions to aid organization-recruiting efforts

- Publicize open meetings

- Plan events -- People will want to join a group that is *active.*

- Invite potential members to see the organization at work—meetings, social functions, etc. Let them see the real you!

- Send letters to individuals –a personal invitation to a meeting or social function can help make someone feel important. Besides, everyone loves to receive mail!

- Know your organization inside and out so that you may be able to answer questions a potential member may ask.

- Maintain a good image. If your present image is bad, work hard to clean it up.

❖ Methods of Retaining Members

Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. To remember why students join organizations and what helps retain them, just think of GRAPE.

The GRAPE Principle

G is for *Growth*

Does your organization provide growth opportunities for all interested members? Are there opportunities for interested members to move into positions of leadership or is leadership opportunities usually "saved" for the senior members?

R is for *Recognition*

Do you recognize members when great things occur in your organization? Don't wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

A is for *Achievement*

A sense of "team" achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment, from a member who may have done a simple task to the president of the organization.

P is for *Participation*

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization.

E is for *Enjoyment*

Volunteering and working hard in an organization has to be fun! If being part of a group is not fun, why be a member? A student's time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization!

From the University of Texas Student Organization Manuel (2004).
http://deanofstudents.utexas.edu/sald/downloads/stu_org_manual.pdf

❖ Officer Training and Transition

"Leadership transition between old and new officers is like the passing of a baton between two members of a relay team at a track meet. Just as a smooth transfer of the baton reduces time and creates the potential for placing, leadership transition makes the critical difference between a successful year and one in which officers feel as if they are always running behind trying to catch up."

The key to a successful transition is new officer orientation. Outgoing officers and advisors should plan either several orientation workshops or an organizational training retreat. New officers should request one.

Topics to Discuss at Transition Meetings

- Historical perspectives of the organization
- Constitution and by-laws
- Policies and procedures
- Officers job descriptions' / background information
- Meeting minutes, historical records
- Previous years' goals, projects, and activities

- Preview years' budget
- Financial records
- Suggested changes
- Roles and responsibilities
- Resources of contact lists of important people
- Roles and expectations of officers and advisor for the coming year

- Leadership and skill-building sessions (these can be facilitated by advisors, outgoing officers, or outside resources. Topics may include delegation, recruitment ideas, communication, etc).
- Closure- Always ask for feedback and questions

❖ Evaluation is Key

Following are some general questions you should consider in helping you evaluate the progress of your organization.

1) Did your organization establish goals for the year or semester?
2) Did you accomplish any of them? If not, why? Evaluate. Did you accomplish something other than what was established? If the goals were accomplished, what were they and were they worthwhile? Are you satisfied with the accomplishments? Why or why not?
3) Should you reset some of your goals or should you find different methods to accomplish your original goals?
4) What are the group's strengths and weaknesses?
5) How are you utilizing its strengths and what are you doing to improve weak areas?
6) What are some of the group's problems?
7) How do the officers work together?
8) Evaluate the strengths and weaknesses of the officers.
9) What roles have the officers accepted in the past and what roles shall they accept in the future?

10) As President of the organization, are you leading the organization in the direction you want it to go?
11) Is the existing structure of your organization effective? If yes, why? If not, why not?
12) Are tasks delegated and followed through appropriately?
13) Are different responsibilities being completed? If so, how? If not, why?
14) Are members helpful in assisting each other in completing tasks?
15) Are group members offering constructive criticism, giving praise and offering appropriate suggestions?

Quick Review

1. Review goals periodically.
2. Adjust goals or approaches as needed.
3. Use membership surveys (written and oral) to assess concerns and needs.
4. Set-up an evaluation task force as an on-going evaluation of group's effectiveness.
5. Use the group advisor as a feedback source.

❖ Choosing an Advisor

All registered student organizations are required to have an advisor. Your advisor MUST be a *full-time employee at Florida State University Panama City.* When choosing an advisor, you may want to find someone who can easily take a personal interest in your group and whom you feel can work well with the organization. If your organization has alumni who are full-time FSU employees, consider asking one of them to serve as your advisor. If your group is focused around a particular interest or discipline, try asking a faculty member in that department. If your group has a problem locating an advisor, contact the *SGC/RSO Program Associate*.

Tools for Advisors

❖ Attributes of a Good Advisor

The Meaning of the word "Advisor"

Aware: Knows what is happening with the group at all times—problems, dates of functions, etc.

Dedicated: Always willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.

Visible: Attends meetings, social functions, and other special activities of the group.

Informed: Familiar with the rules, policies, and regulations of the university, the by-laws and constitution of the organization and is prepared to render assistance with their interpretation.

Supportive: Provides encouragement and praise to group members.

Open-Minded: Willing to consider new ideas although you may not totally agree with them.

Respected: Earned through being trustworthy and honest and demonstrating a genuine interest in the welfare of the group.

❖ Roles of the Advisor

Your advisor's main function is that of an educator. An educator provides information, presents alternatives, encourages responsibility, supports creativity and challenges students to think and grow. An advisor walks a fine line between leading the organization and giving the organization the strength to lead itself. Under ordinary circumstances, the advisor should not assume a role as a leader, officer, or voting member within the student organization. The various hats of an advisor can be placed into three basic categories:

Program Oriented: The advisor will advise students in planning projects, events, or programs for the organization. This may include planning a meeting or social, fundraising, or community service events. Your advisor may provide advice regarding the timing of the event, the order of events, or even ways to get others involved.

Group Development Oriented: The focus here is with enhancing the development of individual skills (assertiveness, budgeting, time management) and group skills (problem-solving, decision making, cohesiveness). Your advisor may work directly with officers in developing individual skills like public speaking and letter writing, or you may ask him or her to assist ways to increase motivation.

Liaison Oriented: Advisors serve as liaisons between the university and the organization by providing information regarding university procedures and guidelines and making appropriate contacts. Advisors also link past members and traditions with new members by providing continuity. Providing continuity involves encouraging productive officer transition as well as accurate record keeping.

❖ Expectations of Advisors

The following is a list of expectations of advisors for student organizations. An advisor's actual commitment will vary depending on his/her style of leadership and the needs of the organization. However, this list is extremely helpful in facilitating a discussion between the advisor and the leaders of the group about the role the advisor will take. The advisor should be very clear about the things he or she will do, the things he or she will not do, and his or her expectations from the group as well.

List of Reasonable Group Expectations of an Advisor

- Attend all general meetings
- Attend all executive meetings (brainstorming and workshop
- Remind officers/members of deadlines and calendar events
- Call meetings of the executive committee when he/she believes it is necessary
- Explain university policies when relevant to the discussion
- Meet or confer with the President before each meeting
- Speak up during discussion when he/she has relevant information
- Speak up during discussion when he/she believes the group is likely to make a poor decision
- Initiate ideas for discussion when he/she believes they will help the group
- Attend group activities
- Request to see the treasurer's books at the end of each semester
- Maintain a copy of all official correspondence
- Keep all group paraphernalia, records, etc, during the summer and during the changeover of officers
- Keep the official files in his/her office when office space for the organization is unavailable
- Inform the group of infractions of their bylaws, codes, and standing rules
- Keep the group aware of its stated objectives when planning events
- Inform the group when a decision violates a stated objective, bylaws, codes, standing rules, or university policy
- Mediate interpersonal conflicts that arise
- Inform the group of leadership opportunities (skills building) in which members can participate
- State what his/her advisor responsibilities are, or as he/she sees them, at the first of the year
- Let the group work out its problems, including making mistakes and "doing it the hard way"
- Let the group thrive or decline on its merits; DO NOT interfere unless requested

List of Reasonable Advisor Expectations of a Group

- Attendance at programs and meetings
- Advance notification of meetings or cancellations
- Written group goals and objectives
- Written calendar of events for the semester
- Consultation regarding planned events or programs
- Accurate record keeping
- Commitment to a smooth officer transition
- Awareness of University policies
- Sensitivity to the academic nature of university life (i.e., no meetings during Finals Week) and support of the University's mission
- Willingness to provide feedback to each other
- **An appreciation for the commitment and patience required to advise an RSO!**

In summary, to be the **BEST** advisor, you can be is to…

Believe   Believe in your students. Help them to realize their potential. If you believe in them and what they can accomplish, maybe then they'll learn to believe in themselves.

Evaluate   Evaluate your students. Give them positive feedback and give them constructive feedback. Always let them know where you stand and where they stand.

Support   Provide your students with a supportive environment. Back them 110%. If you support them, they will support you. It makes your job easier, and promotes a more positive attitude overall.

Time   This time enables you to get to know them as individuals, not just as students you advise. Share your own experiences and ideas with them. Find out what their thoughts are, what their likes and dislikes are. Expose them to as many alternatives and experiences as possible. Be available.

❖ Semantics of Liability

Liability, legally defined, is the failure to perform a responsibility in a certain situation that a "prudent and reasonable person" would do in a similar circumstance. Liability can occur as a result of omission, wherein the individual fails to carry out a legal duty, or from an act of commission, wherein the individual commits an act that is not legally his or hers to perform.

<u>There are two types of liability for discussion</u>:
1. *Product Liability*: occurs as a result of negligence of product design that causes injury.
2. *Tort Liability*: a wrong against an individual that causes injury to an individual.

Negligence is defined as the omission to do something that a "prudent and reasonable person," guided by considerations which ordinarily regulate human affairs, would do; or, the doing of something which a prudent and responsible person would not do.

<u>In dealing with legal negligence, there are three things to keep in mind</u>:
1. *<u>Forseeability</u>*: the ability to predict what is going to happen before it happens. Liability may be found if the person knew or reasonably could have known that the action taken by the person in charge within their official responsibility would violate the rights of the individual and cause an injury.
2. *<u>Duty</u>*: denotes legal responsibility and a relationship to provide a safe environment for participants.
3. *<u>Standard of Care</u>*: this concept supports that the participants in your program have the right to expect that they will not be subjected to unreasonable risk or injury while participating in your program. There are usually three areas of care that are applicable,
          a. Adequate supervision   b. Appropriate conduct of the activity   c. Safe environment
These are not the only kinds of things that can be observed in a group. What is important to observe will vary with what the group is doing, the needs of the observer and his/her purposes and many other factors. The main point, however, is that improving one's skill in observing what is going on in the group will provide advisors with important data for understanding groups and increasing their effectiveness.

❖   What to Observe in a Group

Content vs. Process
When observing what the group is talking about, the focus is on the content. When trying to observe how the group is handling its communication (i.e. who talks to whom), the focus is on group process.

Communication
One of the easiest aspects of group process to observe is the pattern of communication. Look at features, such as:

- Who talks? For how long? How often?
- Whom do people look at when they talk?
- Who talks after whom, or who interrupts whom?
- What style of communication is used (assertions, questions, tone of voice, gestures, etc)?

The kinds of observations made give clues to other important things which may be going on in the group, such as who leads whom or who influences whom.

Task, Maintenance and Self-Oriented Behavior
Behavior in the group can be viewed from the point of view of what its purpose or function seems to be. When a member says something, is he/she primarily trying to get the group's task accomplished (task), is he/she trying to improve or patch up some relationship among members (maintenance), or is he/she primarily meeting some personal need or goal without regard to the group's problems (self-oriented)?

As the group grows and members become integrated with group goals, there will be less self-oriented behavior and more task or maintenance behavior. There are several categories that have been identified. **Types of behavior relevant to the group's fulfillment of its task include:**

<u>Initiating</u>:

Proposing tasks or goals defining a group problem; suggesting a procedure or ideas for solving a problem.

<u>Seeking information or opinions:</u>

Requesting facts or seeking relevant information about group concern; asking for expressions of feeling; requesting a statement or estimate; soliciting expressions of value; seeking suggestions and ideas.

<u>Giving information or opinions:</u>

Offering facts, providing relevant information about group concerns.

<u>Clarifying and elaborating</u>:	Interpreting ideas or suggestions; clearing up of confusions; defining terms; indicating alternatives and issues before the group.
<u>Summarizing</u>:	Pulling together related ideas; restating suggestions after the group has discussed them; offering a decision or conclusion for the group to accept or reject.
<u>Consensus testing</u>:	Asking to see if the group is nearing a decision; sending up a trial balloon to test possible conclusions.

There are also several types of behavior relevant to the group remaining in good working order, having a good climate for task work, and maintaining good relationships, which permit maximum use of member resources.
These behaviors include:

<u>Harmonizing</u>:	Attempting to reconcile disagreements, reducing tension; getting people to explore differences.
<u>Gate keeping</u>:	Helping to keep communication channels open; facilitating the participation of others; suggesting procedures that permit sharing remarks.
<u>Encouraging</u>:	Being friendly, warm and responsive to others; indicating by facial expression or remark the acceptance of others' contributions.
<u>Comprising</u>:	When someone's own idea or status is involved in a conflict, offering a compromise that yields status; admitting error; modifying an interest of group cohesion or growth.
<u>Standard setting and testing</u>:	Testing whether the group is satisfied with its procedures or suggesting procedures; pointing out explicit or implicit norms which have been set to make them available for testing.

Every group needs ALL of these types of behaviors and needs to work out an adequate balance of task and maintenance activities.

Registration

❖ Types of Registration

There are two types of registration for student organizations, New Registration, and Re-Registration.

<u>New Registration</u>: Student organizations new to FSU or groups that are re-forming a past organization must apply for new registration. This process includes completing all required paperwork (application, member roster, etc.) and setting an appointment for application review. After reviewing the registration packet, the SGC/RSO Program Associate will meet with officers of the organization to review submitted materials and answer any questions about the registration process. During this interview, the SGC/RSO Program Associate gathers more detailed information about the interested group and instructs the group concerning the policies and procedures governing the FSU Panama City Student Organizations. Registration will be complete when the organization receives an email notification from the SGC/RSO Program Associate stating that the registration process was successful, usually within 10 business days.

New Registration can take place at any time during the year, including the summer semester.

<u>Re-instatement</u> allows any inactive organization to become active again. If the organization has been inactive for more than two years, they must participate in the **new registration process listed above. If a group has been inactive for less than two years, they must complete the same process as the **re-registration** process below.

<u>Re-Registration</u>: **Each organization's registration expires on August 31st of each year** and must submit appropriate forms (see Appendices) by September 15th to retain benefits and services for the organization.

Re-Registration is for current registered student organizations and *occurs at the beginning of each Fall semester*. **Student organizations must re-register each year during the first month of school to update officer contact information and.** Student organizations completing the re-registration process must submit all required paperwork (application, member roster, and constitution). The SGC/RSO Program Associate will review the application and submit it for processing. Officers will be notified if changes or additional information is required to submit their application.

Re-Registration will be complete when the organization receives an email from the SGC/RSO Program Associate stating that the re-registration process was successful.

❖ Registration Process & Criteria

In order to be eligible for the privileges and services available to RSOs, an interested group must register with the *Student Government Council (SGC)*.

Prior to submitting a registration packet, any new or reactivating group may hold an interest meeting and conduct publicity exclusively for that meeting (must be approved by the SGC Advisor).

*Please note: All documents concerning the SGC, RSOs, and use of A&S fees
are public record and will be made accessible to the public upon request.*

Registration includes submitting the following registration forms to the *SGC/RSO Program Associate:*

1. A completed copy of the organization **(a) Registration Form**.

2. One typed copy of the organization's current Constitution and Bylaws as well as any regional or national Constitution and Bylaws. All organizations must draft and submit a current local constitution and submit it with an annual registration application. **Each constitution must include the following nondiscrimination statement:** *"No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues."*

3. **(b) Semester Officer Update Form**- A list of the organization's officers, date of their terms of office and their local addresses/phone numbers. All officers must be registered students of FSU Panama City and must be in good academic standing. Four officers (president, vice president, treasurer, and secretary) are required for every organization.

4. Student identification information is required of all officers for verification of status. This information may be verified by the Office of Student Affairs or by SGC as part of the funds allocation process.

5. A signed **(c) Statement of Compliance and Advisor Signature Form**. Each organization must have an advisor who serves as a full time faculty or staff member of Florida State University. Graduate or undergraduate students (including Graduate Assistants and Teaching Assistants) may not serve as advisors to RSOs.

6. A completed **(d) Insurance Clarification Statement.**

7. A completed **(e) Release from Liability and Statement of Voluntary Consent Form** (signed by each member). All officers and the advisor must read the liability information listed on the registration packet. The president and advisor must attest to their understanding of the information by signing and initialing the application for registration.

8. A signed **(f) Hazing Policy Statement of Compliance Form.**

9. **(g) Membership roster** of active members indicating those who are not FSU Panama City students. **A minimum of ten (10) students is required to** *form and continue* **an organization** (a smaller group may be approved by the SGC Advisor). All organizations must submit a current membership roster at the time of registration, and must submit an updated version upon request throughout the year.

Once Registered:

☞ Each organization is required to participate in one training session with the SGC/RSO Program Associate each semester. This training session is sometimes offered on a Saturday in conjunction with SGC. **All officers are required to attend. New RSOs training will occur soon after organizing.**

☞ All RSOs must uphold the "RSO Expectations" listed in this handbook (page 6) as a condition of registration.

☞ **Officer Updates:** All RSO's are required to submit a completed RSO Semester Officer Update form to the SGC/RSO Program Associate no later than January 15th and May 15th respectively. These forms are to be completed even if no changes have been made in the organization.

> **Changes in membership, officers or the Constitution and/or Bylaws throughout the academic year must be submitted to the *SGC/RSO Program Associate* immediately!**

Funding This is only an overview. Please read the RSO Money Matters for more information.

❖ Budget Requirements & Requests

Registered Student Organizations are eligible to receive funds through Activity & Service (A&S) fees managed by the FSU Panama City Student Government Council (SGC). If interested in receiving A & S fee funding from SGC, an RSO officer should contact the SGC Finance Chair or the SGC/RSO Program Associate to request a motion to be placed on a SGC regular business meeting agenda. New RSOs will have a budget number assigned to them. **The RSOs meeting minutes should reflect the proposed amount and use of funds as decided and voted on by the RSO membership-not only the officers**. During the SGC meeting, a RSO representative should present their organization's purpose and proposed budget request for approval. If the request is approved, a memo will be submitted to the Finance department to transfer the approved amount into the assigned account. As a stipulation for receiving funding through SGC, RSOs are required to raise funds equal to or greater than 10% of the amount funded by SGC. (For example: if an RSO receives $1000.00 from SGC, the RSO must raise a minimum of $100.00 in self-generated funds.) *****SEE PANAMA CITY SGC BYLAWS*****

❖ Off Campus Accounts

All RSO's may maintain all self-generated funds in an off campus account. Checking accounts are a good method of accounting for student organization funds because they create records of all transactions. It is recommended that organizations obtain an independent checking account for all monies collected for the organization outside of Student Government funding. All accounts must be placed in the organizations name, which can be done with a tax identification number and should require at least two signatures (officer & advisor) on each check. Instructions on how to apply for a tax ID number is found at: https://irs-tax-id.com/?gclid=CO7OmJGQ2LgCFepZ7Aod5DIAkg. If your organization needs assistance, contact the SGC/RSO Program Associate for guidance.

RSOs are NOT advised to have an ATM or credit card!

❖ Financial Reports

Every RSO MUST submit a monthly A & S Fee budget report to the SGC Finance Chair and the SGC/RSO Program Associate on or before the 15th of the following month using the format designated by SGC.

RSOs MUST submit an annual "Off Campus" account report to the SGC Finance Chair and the SGC/RSO Program Associate on or before May 15th to be used to help determine if the organization met the 10% revenue requirement for the fiscal year. ***SEE PANAMA CITY SGC BYLAWS***

Organizations that fail to submit the required financial reports are barred from requesting funds for the new year until such matters are handled accordingly.

❖ Fundraising

This section helps those groups with great plans and no money. In order to have a successful fundraising campaign, the organization needs to know where it is going, why it wants to go there and what it wants to do when it gets there. Before you begin any fundraising efforts it is important to spend some time thinking about these issues that will help you determine how much money you will need and where you might find it. For some groups may need to create a more elaborate plan of sponsorship to reach its goals. Whatever your group's needs are, the following resources should help. Remember—be **creative**.

To begin—**ALL** fundraising activities need prior approval from the *SGC Advisor* as well as the *Office of Advancement*. Some activities are restricted or prohibited under University policy or state and federal laws. You should be familiar with both the approval process and limitations before you undertake a fundraising activity. This information is available at the *SGC Office and* the *Office of Advancement.*

<div align="center">

Special Note About SPECIAL EVENTS

</div>

The FSU Panama City Office of Advancement encompasses campus communications, alumni affairs and development or fundraising. In addition to branding and producing all campus publications and marketing materials, the office coordinates a number of campus and community events each year for alumni, donors and the community. One of their primary goals is to develop sources for scholarships for FSU Panama City students. They generate these funds through community private sector gifts, donations and event sponsorships.

The gifts, donations and sponsorships obtained by the Office of Advancement benefit FSU Panama City in its entirety in many different ways. Many campus supporters are major sponsors of special events such as the Annual Golf Tournament and the Annual Dinner. As such, we would like to avoid soliciting them for multiple FSU Panama City events or projects. The office will gladly assist you in developing a list of businesses and individuals that may be solicited to support your event or project. This will help to ensure that our valued campus supporters are not "burned out" by solicitation from many different FSU Panama City initiatives. **Please call, visit or email the Office of Advancement first before soliciting gifts or support from the community.**

Fundraising Ideas!

1. Dinner Date Auctions
2. Battle of the Bands
3. Work (there are agencies who would pay your group to assist with events)
4. Car Washes
5. Cookbooks
6. Grant Proposals
7. Yard Sales
8. Tourneys (Spades, Bowling, Volleyball, etc.)
9. Sponsorships (past members/friends)
10. Candy/Singing Telegrams (Great for Holidays!)

REMEMBER ☞

☞ **SGC and the SGC Advisor MUST approve ALL fundraisers and (in addition) the Office of Advancement MUST clear ALL Off-campus fundraisers.**

☞ Use all fundraisers as an opportunity to spread your message by having information/handouts available.

☞ Consider holding small fundraisers as a part of a larger event such as 'Nole Fest/Warchant.

☞ Keep your costs as low as possible. This will increase your profit.

☞ Regardless of how large or small ALWAYS plan thoroughly.

☞ Never take money until you are sure you can deliver your product.

☞ When selling, always arrange for safe storage and transport of products. All bake sale items must be wrapped individually.

☞ Always keep exact count of all products sold and all money received, as well as who assisted with the sale.

☞ These are a few suggestions. As always-Plan, Plan, PLAN, PLAN!!!

THOSE WHO FAIL TO PLAN, PLAN TO FAIL

Gambling (State of Florida Law)

All Recognized Student Organizations are expected to uphold all State of Florida laws. Specifically, gambling as a form of fundraiser, or as a fun activity, **is not acceptable** for any Recognized Student Organization. This includes, but is not limited to, raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s); games or tournaments that have an entry fee; betting on, wagering on, or selling pools on any University athletic event. If a RSO is planning an event, such as Casino Night, or Poker Tournament, or raffle drawing, must meet with SAC Assistant Director of Event Planning and permitting by contacting the Student Activities Center Office.

Types of Gambling are as follows:

- **Gaming** – Where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
- **Betting or wagering** – On the outcome of a future event. Examples include horse racing, Sports betting, and internet betting.
- **Speculation** – such as gambling on the stock market.

Drawings

Section 849.0935, Florida Statutes, authorizes qualified nonprofit corporations and their offices, employees and agents to conduct drawings by chance, provided certain conditions are met.

All brochures, advertisements, notices, tickets, or entry blanks used for such drawings must conspicuously disclose:

a) The rules governing the conduct and operation of the drawing.

b) The full name of the organization and its principal place of business.

c) The source of the funds used to award cash prizes or to purchase prizes.

d) The date, hour, and place where the winner will be chosen and the prizes will be awarded, unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than 3 days prior to the drawing.

e) That no purchase or contribution is necessary.

It is unlawful for any organization that is authorized to conduct a drawing by chance to require an entry fee, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of either entering the drawing or being selected to win a prize. Therefore, the organization distributing the raffle tickets **may not require** a contribution or donation in order to participate in the raffle; nor may it arbitrarily disqualify or reject any entry or discriminate in any manner between entrants who contribute to the organization and those who do not.

*See insert from the Florida Statutes

Programing

Event Planning is a multi-step process: The best time to start planning is EARLY (the semester before the event would be best).

The following "20 Questions" will assist with developing a project.

1. What is the title of the project, program or event?

2. What do you want to do? (Specifically describe the project)

3. What will you have accomplished if the project is successful? (Project outcome)

4. To what organizational purpose is the project related? (Why are you doing it)

5. What is the project timetable? When is it to be completed? What is the projected date, time and location?

6. Who are the key people necessary for completing the project?

7. What are the specific responsibilities of each person?

8. What materials and equipment are necessary?

9. Are other special resources required? (security, clean-up, etc.)

10. What will the project cost?

11. How is money to be generated for the project? Are you anticipating any income from the project?

12. What key decisions must be made? By whom? When?

13. What research is necessary to develop the project?

14. What blocks or problems can be anticipated?

15. Are there any special College rules or regulations involved?

16. Are any special liability issues or contracts involved?

17. How will the project be advertised and promoted?

18. What contingencies (rain, cancellation, too few/many people) should be anticipated and how should they be handled?

19. What permits or special permission are required?

20. How will the project be evaluated? By whom? Who will write the report?

❖ Keys to a Great Program

The Purpose of Programming

Student organizations are usually formed to meet a perceived need or desire within the campus community, and they identify goals and objectives that are related to that need and desire. Much of what organizations do in pursuit of these goals and objectives falls under the umbrella of programming. For purposes of these guidelines and procedures, programming can be defined as the process of planning, implementing and evaluating projects and events that serve members of the group and the larger community, and fulfill the purpose of the organization.

- To satisfy needs
- To influence conditions
- To inspire one to action

- To encourage involvement
- To explore and experiment with ideas

- To gain knowledge
- To improve conditions
- To bring people together

And how do student groups go about participating in programming? This is a question that has nearly as many answers as there are student organizations at Florida State. Some groups sponsor lectures, guest speakers, films, or theater productions. Others organize art exhibits, recreational activities, live music, or other entertainment. Social events, community service projects, personal development seminars, travel programs, and countless other activities are a part of the repertoire of programs sponsored by student organizations. Some of these programs require extensive time and effort to plan and attract large audiences from the campus community, while others require much less effort and may be meant only for members of the particular student group.

Event Registration Form

To begin, the *SGC Advisor* must approve your event. This is done to further ensure the quality of programs offered by our campus organizations. Facilities reservations will not be considered confirmed until the event has been approved. (This DOES NOT include general membership, executive board or committee meetings. RSOs are NOT required to complete an Event Registration form for such activities.)

Scheduling Facilities

Available facilities can determine audience size, date & time. It can set the mood for formal, informal, workshop, or auditorium style. Rooms on campus fill up quickly. For an event you must reserve them early by completing a **Facilities Use Request (FUR)** form at as soon as possible, but no less than one week before your scheduled event. It is best if you submit the FUR at the same time as the Event Registration Form to allow plenty of time to make changes if the venue you are requesting is already reserved by someone else. Print out the FUR and draw a set-up diagram on the back to indicate how you would like facilities to arrange the space for your event.
RSO meetings also require a FUR to be submitted at least one week in advance but NEVER less than three days prior.

Establishing a Budget

Questions to be asked: How much money do you have? What kind of resources do you have at your disposal to raise money and/or cover costs? If you plan to charge admission, it is important to review the A & S Fee guidelines, what this fee will cover as well as how much participants will pay.

Timeline

Establish a timeline that include dates to be accomplished and person responsible (see appendices).

Contracts

Speakers and entertainers may require a contract. Read all contracts thoroughly, then have your RSO advisor and the SGC Advisor review it as well. The FSU Panama City Dean is the only person on this campus that can sign contracts. If you have questions concerning contract terms, ask for clarification. Contact the SGC/RSO Program Associate if you have any questions or concerns.

Publicity

There are many different ways to publicize an event-posters, flyers, banners, etc. Contact the *Office of Advancement* for more information. They want to help your RSO be successful.

Program Details, Follow-up and Clean-up

Be sure to make a list of what needs to be done **before, during and after** the event and who will do them. What are you equipment needs? Do you need registration tables? Do you need special power hook-ups for speakers, computer or telephones? Be sure to ask your guest speakers or performers what materials or equipment they need in order to provide a quality program. **All needs should be reflected in the set up instructions and diagrammed on the FUR.** After the event a Post Event Report is to be submitted promptly to the SGC/RSO Program Associate to be shared with the SGC.

Little Extras

As event planners, we usually get caught up in the major elements of the program; publicity, bills to be paid, room reservations and presenter information. Adding some finishing touches to your event can turn a great event into a fantastic event. How wonderful would it be if the people who attend your event left feeling excited and looking forward to your next program? It truly is the little things that count!

☺ People support what they help create, so involve as many people as possible in the planning process.

☺ Usually something goes wrong but if you are properly prepared and avoid panicking, almost any problem can be solved.

☺ Have someone greet participants.

☺ Print name tags if the event involves people meeting and interacting for the first time.

☺ Provide event volunteers with the location of the closest phone to call Public Safety in case of emergency.

☺ Purchase an FSU Panama City item as a gift for your guest performer(s) or speaker(s).

☺ Provide the audience with programs or event schedules.

☺ If handouts are to be used, make sure they are high quality and there are enough for everyone.

☺ Choose someone who enjoys public speaking to read some prepared announcements and introduce the program

☺ Evaluate the program and make suggestions for improvements next time (use the Event Evaluation Handout).

☺ If appropriate, write thank you notes or have a social with food to show your appreciation for helpers.

☺ Create a folder/binder to pass on to the person who will work with the program in the future.

❖ Leadership Development

There are a number of leadership opportunities for students at FSU Panama City - even more so for students who involve themselves with campus activities and student organizations. As members of RSOs students learn what it takes to lead and work within diverse groups of people. Taking on leadership roles in the various organizations prepare students for leadership roles in their careers.

In addition to intra-organization leadership opportunities, students are encouraged to participate… on campus as well as community committees and boards, in state and national organizations, and in leadership seminars and workshops.

❖ Semester Activity Reports

In an attempt to bring more recognition to RSOs and to track the progress of student organizations at FSU Panama City, all RSOs are required to submit a Semester Activity Report to the SGC/RSO Program Associate each semester. This information is used to determine which organizations are the most active and make the greatest impact on the University as a whole. Failure to complete the reports on a consistent basis could have a negative effect on future funding.

❖ Activities/Programming Ideas!

1. Retro Dance (60's/70's/80's)
2. Multi-Cultural Extravaganza
3. Public Debates (on & off campus issues)
4. Jazz Social
5. Local Business Expo
6. Poetry Slam
7. Bowling Tournament
8. Speaker/Comedian/Entertainer
9. Leadership Seminar/Workshop
10. Health Fair (mental & physical)

❖ Outcomes of Programming

No matter the size or scope of a particular student organization program, advisors can play a crucial role in assuring that students gain the full benefits available from planning and implementing programs. Some potential outcomes of programming include:

- Finding opportunities for one's creativity
- Feeling challenged
- Discovering one's confidence in his/her own abilities
- Establishing new and positive relationships
- Discovering one's capabilities and potential
- Being able to make a unique statement

Publicity

Choosing the right kind of publicity is one of the most important steps to a successful event. If you plan an awesome event and no one attends it will not be a success. The publicity opportunities are limited by the organizations creativity. The *Office of Advancement* is available to assist all student organizations in planning publicity for University events on and off campus. The SGC Publicity Chair as well as the SGC/RSO Program Associate are available to assist RSOs with their on campus organizational promotion.

❖ Posting Policy

FSU Panama City
Campus Pride

Where and How to Post

- Posting is limited to Student Government Council, Student Election Candidates and Registered Student Organizations. Any off campus entity must seek approval from the Dean's Office.

- Posting is limited to designated open bulletin boards/kiosks, student group boards, posting strips, and inside elevators. Posting on any other object is prohibited.

- Items posted on open strips inside classrooms must not interfere with class activities or emergency information.

- Postings must be clear and legible and must bear the name of the sponsoring Registered Student Organization. The posting must provide current contact information.

- Posting of materials or fliers that advertise the use, sale, consumption or distribution of alcohol or illegal drugs is prohibited.

- Only tacks are to be used for posting. The use of adhesiveness, glues, stickers or tape is prohibited except in elevators where blue tape is required.

Where and How to Chalk

- Chalking is limited to Student Government Council, Student Election Candidates and Registered Student Organizations

- Chalking must be done in open areas that can be directly washed by rain or hose. There is NO chalking underneath the awning connecting the two buildings. The substance used for chalking must be water soluble and easily washed by water or rain.

- Chalking must be clear and legible and must bear the sponsoring organizations' name.

- Chalking making reference to the use, sale consumption or distribution of alcohol or illegal drugs is prohibited.

❖ Posting Policy (continued)

Passing Out Flyers/Handbills

All handbills by off campus entities must be approved through the Dean's Office. Placing fliers/brochures, etc. on cars is strictly prohibited.

Materials must be clear and legible, must bear the organization's name, and must provide current contact information.

Materials making reference to the use, sale, consumption or distribution of alcohol or illegal drugs is prohibited.

Freestanding Signs

Freestanding signs include Sandwich Boards, A-signs, Tee-Pee signs, stake signs, easels and pole signs.

To obtain approval to place freestanding signs, your organization must complete a Facilities Use Request form (via RSO staff). The organization must receive approval/confirmation prior to the placement of freestanding signs on campus.

> **If you have any questions about posting or locations to post,**
> **Please contact the *SGC/RSO Program Associate* at 850-770-2190.**

Resources

❖ On Campus

Student Government Office Space
All RSO's have access to the office space, office supplies, computers, color printer/copier, local and long distance telephone services in the SGC office. All phone calls must be business related and recorded in the appropriate telephone log. Abuse of any of the services will result in revocation of privileges.

❖ Mail Services

All RSOs have access to a mailbox in the SGC office. Letters addressed to student organizations should be addressed as follows:

<div align="center">

Organization Name
c/o Student Government
The Florida State University Panama City
4750 Collegiate Drive
Panama City, FL 32405-1099

</div>

All RSOs must route their outgoing mail through the SGC office. This includes on and off campus mail-outs. Those organizations that choose to use self-generated funds for mailings are allowed to by-pass the SGC staff and do their own mailouts.

❖ Website/Email Services

All RSOs are able to have general organization information posted to the FSU Panama City website located at www.pc.fsu.edu. All RSOs have access to all FSU Panama City students through their my.fsu.edu account. For more information on how to access this email services, contact the SGC/RSO Program Associate.

❖ On-Line

All students and organizations are responsible for the codes and policies published annually in the FSU Student Handbook. These include but are not limited to, the statement on Values and Moral Standards at FSU, the Student Conduct Code and Sexual Harassment Policy. This information is located on line at http://deanofstudents.fsu.edu/Student-Handbook.

Other on-line policies include:

        Hazing Policy (http://hazing.fsu.edu/)
        Alcohol Policy (http://alcohol.fsu.edu/)
        Computer Usage Policy (http://policies.vpfa.fsu.edu/bmanual/itpolicy.html)

Contact Info

Student Government Council/Student Organizations

Melanie Kelley, SGC Advisor & Coordinator	850-770-2193
Sarah Schreck, SGC/RSO Program Associate	850-770-2190
SGC President	850-770-2191

Office of Student Affairs — 850-770-2170

Missy Jones, Director	850-770-2171
Trina Jackson, Assoc. Dir.	850-770-2172

Office of Advancement

Becky Kelly, Development Coordinator	850-770-2151
Shannon Sheibe, Alumni Affairs	850-770-2152
Erica Howard, Marketing Coordinator	850-770-2154

Finance & Administration/Facilities

Weekend Facilities	850-832-5649

Campus Police

Lt. Steve Sellers	850-770-2220
Officer on Duty	850-774-2705