

**IVY TECH COMMUNITY COLLEGE,
BLOOMINGTON, INDIANA**

Region 14

Student Clubs and Organizations

Resource Manual



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Student Clubs and Organizations - Recruiting New Members

Whether your group is brand new or established, you are going to want new members to take the place of graduating students or those who have moved to other activities. There are several steps in developing and executing a recruitment plan. The following is a suggested model:

Know and understand your vision

The current members should understand the vision of the group so they can communicate its purpose to potential members and others.

Set recruitment goals

Recruitment goals should not only include how many members you want involved, but also the types of members. Quality of membership is just as important as quantity. Ask the group questions like:

How many members can you reasonably assimilate into your group?
When will you allow people to join?
What common interests should members have?
How can we broaden the diversity of the group and make others feel welcome?
Get everyone involved

Make sure that your current membership is active in the recruitment drive. Word-of-mouth is the best and least expensive type of publicity you can utilize. Brainstorm with members other creative recruitment methods and be certain that your organization has a table at Welcome Week, sponsored by the Office of Student Life and Leadership.

Utilize a visual element

In addition to word-of-mouth publicity, visual publicity pieces are vital to a recruitment campaign. Have members with artistic talents work on posters, flyers, and banners. Consider creative, eye-catching methods such as 3-D displays and posters, teasers, give-aways, etc.

Attend recruitment programs

Be sure to attend the Student Club and Organization signup days held during welcome week of each year. You can register by contacting the Office of Student Life & Leadership. Watch for announcements and deadlines in your Student Club or Organization mailbox. You might also want to hold open meetings (callout meetings) inviting people to attend a gathering to hear about your organization and meet its current membership.

Plan a special welcome meeting

Plan a special ceremony or meeting to welcome new members to the group. Group participation in some form of official welcome process is one way to make your members feel wanted, needed, and appreciated. It helps to form a memorable bond between old and new members and will help increase your retention rate.

Student Clubs and Organizations - Orienting New Members

Developing and conducting an organizational recruitment campaign is very important, yet retaining new members is an entirely different challenge. Often groups place their new members on committees without making clear the benefits as well as the responsibilities of membership. New members also need to know the purpose and goals of the group. Creating a more educated membership builds a more productive organization.

Successful Organization Orientation

A successful organization orientation program should acquaint your new members to each other and to the organization. It is important to structure time for members to get to know each other and to develop personal relationships and commitments. A successful organization orientation program should also inform students about the group. This part should include:

- The benefits and responsibilities of membership
- Organizational governance
- Operating policies and procedures
- Organization history, traditions, and programs
- Assimilation of new members into the organization
- Information about any support groups or affiliations the group may have

A successful orientation program should motivate new members. The primary goal is to make sure that new members understand your organization, know your membership, understand the expectations, and feel part of the group.

Student Clubs and Organizations - Setting Goals & Objectives

Once your student organization has received approval, recruited and oriented members, and developed or reworked the group's vision, your group will want to determine the organization's goals and objectives.

Goals

These are statements describing what your organization hopes to accomplish. These goals should serve you in helping to accomplish your vision. Goals are the ends towards which your efforts will be directed. Goals often change from term to term depending on the nature of current projects of your group.

Objectives

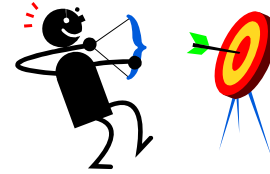
Objectives are descriptions of what exactly is to be done, derived from the goals. They are clear, specific statements of measurable tasks that will be accomplished as steps toward reaching your goals. These are short term and have deadlines. Objectives may also be thought of as strategies.

Developing Goals and Objectives

Setting goals and objectives as a group is critical. Planning generates many positive results, because people will support and be responsible for what they create. Setting goals together also helps to gather everyone's opinions. Your outcomes will represent a group consensus rather than one person's thoughts.

The following are suggested steps for setting goals and objectives:

1. Brainstorm a list of potential goals as a group.
2. Choose from that list the goals your group wants to tackle.
3. Prioritize the goals.
4. Determine objectives for each goal and plans of action for each objective.
5. Move into action and follow throughout leadership transition.



Supporting Diversity in Your Student Organization

How will diversity among your members (sex, race, ethnicity, religion, sexual orientation, etc.) enhance your organization?

Some organizations (like governing groups) should be representative of the population they serve. Having a diversified membership helps to ensure all viewpoints are heard and actions of the group benefit the entire constituency.

An organization with a diverse membership can provide a unique learning experience. Students in these organizations have a setting in which to interact with and learn about people different from themselves. American society is becoming increasingly diverse, and students need to be able to interact with a variety of people. Involvement in student organizations with a diverse membership is a good place to gain experience in dealing with others.



Advantages of a diverse membership

A diverse membership will bring new and different ideas to a group. Many groups become stagnant and do the same activities year after year. People who are similar in background and experience tend to think alike.

Some groups wonder why certain people do not attend their activities and meetings. Usually it is because the organization does not reflect diverse interests. Having a diverse membership can help attract diverse interest and attendance because various ideas and needs are reflected in the activity or program.

Having a diverse membership has a "snowball" effect when trying to recruit new members from a variety of backgrounds. An organization will seem more supportive and friendly to someone if they can identify with current people in the group.

Motivating Your Student Organization Members & Leaders

Ten Commandments of Motivation

1. Share responsibility, remembering that as you take credit for the success, you must also share the failure.
2. Understand that as a leader you can give authority and allow others to contribute to their own and the group's success.
3. Constantly remind yourself that only through participation can others make their jobs meaningful.

4. Communicate the "why" as well as the "what" to ensure that understanding and cooperation become a habit.
5. Evaluate accomplishment on the basis of the results achieved rather than on the activities engaged in.
6. Be sincerely humble, knowing that most people would rather succeed than fail at their jobs.
7. Seek always to set a good example.
8. Force yourself to set goals and priorities.
9. Unceasingly seek to be objective, fair, and honest.
10. Light the way for change.



Major Motivational Patterns

You will quickly notice in your organization that what motivates one individual will not as effectively motivate another. Some seek recognition, compensation and benefits, and other outward sources of motivation. Others are more internally motivated and have a need to see their work successfully accomplished and are motivated by a feeling of competence or making a difference.

It is worth taking time to think about individual members to attempt to identify their sources of motivation—it may even be worth asking outright! You can then work with group members in a way that helps that particular individual to shine and feel worthwhile. Below is a sampling of general types of sources of motivation. Remember that many group members will fall into more than one category.

Achievement Motivation

A sense of accomplishment for its own sake; these people work for the challenge and accomplishment; their challenges will usually be defined internally and may often involve a sense of service to others.

Hero Motivation

The primary drive is to do well in the eyes of someone admired and sometimes emulated by the individual. The person's interest may be totally in the "hero" (such as group leader, adviser, professor), and failure to gain attention from the hero may result in dropping out.

Affiliation Motivation

The primary drive is to be in the company of and relate to people. These individuals will be best at interactive elements of their experience.

Competence Motivation

These people seek job mastery and professional growth. They are very interested in the technical aspects of the job and may approach several aspects of their position from an intensely analytical perspective. They see the job as a science to be perfected. They will write down much of their work, as it pleases them to see the fruits of their labor before their eyes.

Step Ladder Motivation

They participate primarily because they see it as a means to an end, with an ulterior motive in mind (for example, the student who gets involved in "X" Club during the spring term because it may help their resume).

Fight-For-A-Cause Motivation

These people fight for an issue that they see as reflective of their deep convictions. Often participation will be intense and at an emotional level.

Power Motivation

These people seek control. They like to have their individual opinions influence what the masses will do. In an unsophisticated individual, obnoxiousness and a general overbearing attitude may surface. In a more

sophisticated person, obnoxiousness may not appear, but a resistance to delegating responsibility may. The person feels that by keeping information to him/herself, his/her power base will be maintained.

Motivation may be one of the most difficult tasks a leader faces. Some days it seems hard enough to get yourself enthused and excited about the group's meeting or activity, so how are you going to motivate a group of people who have varying levels of commitment and rationales for joining?

Hints on Motivating Others

- Study members and learn what makes each one tick.
- Be a good listener.
- Criticize in private.
- Praise in public.
- Be considerate.

- Delegate responsibility to others.
- Give credit where credit is due.
- Avoid domination or forcefulness (i.e., bossiness).
- Show interest in and appreciation for others.
- Make members want to do things through inspiration, incentives, and recognition.

- Let everyone know your plans, even at the early stages.
- Never forget that the leader is the role model.
- Play up the positive.
- Be consistent.
- Show members that you have confidence in them.

- When you make a mistake, admit it.
- If an idea is rejected, tell the originator why.
- Be careful of what you say and how you say it.
- Put yourself in your members' shoes.

- Remember that people carry out their own ideas best.
- Give members the opportunity to take part in making decisions—especially those that involve them.
- Let members know where they stand and why.



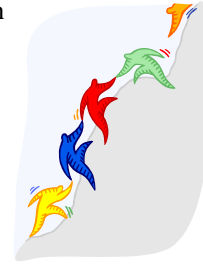
Motivation is not something you give to people. They give it to themselves. YOU give them the reason to motivate themselves!

Breaking the Ice/Teambuilding

Icebreakers are activities designed to foster interaction among members. They are particularly useful in the initial stages of group development, but can be effective in later stages to challenge assumptions, break up cliques, and deal with problems. In wrapping up a training week, a project, or an academic year, you will also want to revisit the needs of the group and allow members to reflect on the experience and their relationships through closure activities.

What do icebreakers accomplish?

- Introduce members
- Create a comfortable environment
- Explore thoughts and feelings
- Break up cliques
- Release tension
- Encourage interaction
- Kick things off
- Evoke laughter, fun
- Re-energize
- Share information



What issues should I consider in choosing icebreakers?

Adapted from guidelines presented by the Student Activities Center, University of New Mexico.

Stage 1: Getting to Know You

At this stage, group members know very little about each other. Focus on names and low-risk disclosure.

- M&Ms: Pass around a bag of M&M candies and have everyone take some. Each person must tell one thing about him or herself for each piece of candy taken (can also be done with a roll of toilet paper and the number of squares taken.)
- Name Game: State your name and some bit of information and repeat this information about each person preceding you.
- Grab Bag: Pull out an object from a bag and explain how you are similar to it.
- Make "Do-It-Yourself" Nametags or Inside/Outside: Use a paper bag and magazines; cut out things describing how others see you (outside) and how you really are (for inside of bag).
- Matched Pairs: Tape the name of one member of a famous pair to each person's back. Participants have to find their "mate" by asking other people "yes" or "no" questions.
- People Bingo: make Bingo cards with titled squares like "has lived in a foreign country," "owns a pair of cowboy boots," etc., and have group members find other people in the group who fit each description.

Stage 2: Getting to Really Know You

The group may experience hostility as relationships are formed and group roles are established. Focus on getting to know what each member is feeling.

- Continuum: State a value and have participants share where they fall on a scale of 1-10 where 1=disagree and 10=agree. (e.g., "Honesty is important" or "this group is my #1 priority"). Be careful to make sure group members don't judge each others' answers as good/bad, right/wrong.
- Gift Game: Have each member tell what gift he/she would give each member
- Group goals and expectations
- Social activities
- Group consensus activities

Stage 3: Beginning to Work

Group moves toward cooperation and better communication.

- Positive Bombardment: One member sits in the middle of a circle while other members say positive things about him or her.
- Personal Shields/Coats of Arms

- Pat on the Back: Members write positive things about other members on "Post-it® notes" and put them on each others' backs.
- Group consensus activities

Stage 4: Working Together...

The group focuses on problem solving, interdependence, and reaching goals using the following activities:

- Murder mystery exercises - The group works together to find the solution.
- Role-playing - Members take on roles other than their own (leader, follower, tension-breaker, etc.) and work together to reach a goal.
- Broken squares, puzzles, etc - The group takes part in nonverbal problem solving.
- "I Wish I Could..." - A member share skills he/she wishes to develop while others examine how to provide support.
- Self-diagnosis and evaluation - Members look at themselves critically to uncover strengths and weaknesses.

Closure Activities

Adapted from Pfeiffer & Jones "Structured Experiences for Closure," 1998

Symbolic Toast:

1. Give each member an empty paper cup. Explain that everyone will symbolically fill their cup with some essence of other group members. Look around the room and decide what you would like to take from other group members. For example, "John, I wish to capture some of your sensitivity for others."
2. Encourage group members to maintain eye contact while describing what they hope to take from other members.
3. Invite all group members to toast one another with their cups and "drink" the essence of each member of the group!

Payday:



1. Explain to all group members that they will have an opportunity to evaluate their contributions to the organization and award themselves with a paycheck. Group members are asked to write a check to themselves and the "pay scale" ranges from \$0 to \$100. If the member believes they have gained a great deal from the organization they will get a large amount, and if they haven't gained and contributed much, they will receive a small amount.
2. Ask each participant to put their check in an envelope, seal it, and write their name on the outside, and then collect all the envelopes.
3. Select an envelope at random, and ask that group member to sit in the middle of a circle and explain their amount to the rest of the members and why they wrote that amount to themselves. What did they do to earn that pay?
4. Allow other group members to give them feedback about their pay and why it was deserved.

Golden Awards:

1. Divide members into subgroups of four to six participants and distribute index cards, markers, and tape to each group.

2. Allow each group member to reflect on the award he would give himself and the award he thinks other group members would give him and why. The other members of that group then present that person with a Golden Award and share the reasons why they gave that award.

Feedback Letters:

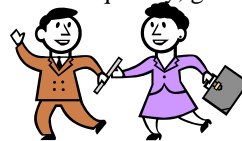
1. Ask group members to write honest feedback in a letter for other members of the organization, be creative and include any and all comments.
2. Distribute the letters to others to read.
3. Allow them to make notes and discuss with each other the feedback they received.
4. Ask questions such as "How will you apply what you have learned about yourself in future group experiences?"

Student Organization Leadership Transition

Whether you are a founding member of an organization or an emerging student leader assuming the reigns of leadership, you will want a place to begin—a blue print for your leadership role and your organization. Before you prepare to pass the mantle of leadership to another set of members, you can provide them with these blueprints.

Planned leadership transition:

- provides for a transfer of significant organizational knowledge. Your group will not have to re-invent the wheel each year.
- minimizes the confusion that occurs with the “changing of the guard.” While new officers try to figure out what is going on, precious time can be lost to the organization. This time lag affects the whole membership, who may not understand what all the confusion is about. It definitely lessens the group's ability to accomplish their tasks or goals.
- gives the outgoing leaders a sense of having completed their jobs or a sense of closure. It can help them let go—often a difficult thing for committed leaders to do.
- ensures that the valuable contributions of the experienced leaders will be utilized. They are often the most neglected members in your group.
- results in the new leadership having more knowledge, and consequently, greater confidence in their abilities.



When do you start? EARLY!!

The best transition begins much sooner than in the spring when new officers are selected. The following ideas will aid the transition process.

- Begin early in the year to identify emerging leaders in your organization.
- Encourage these potential leaders through:
 - developing personal contact
 - helping develop skill
 - delegating responsibilities to them
 - sharing with them the benefit of leadership
 - clarifying job responsibilities
 - modeling an effective leadership style
- When new officers have been elected, orient them as a group with all of the outgoing officers. This allows the new officers an opportunity to understand each other's roles and to start building

their team. In some cases, individual officers may also need to meet with their predecessor for more detailed information.

What should be transferred? A partial list...

- constitution and by-laws
- organizational goals and objectives from previous years
- job descriptions/role clarification
- evaluations of previous projects and programs
- previous minutes and reports
- resources/contact lists
- manuals
- Financial records, budgets, previous programming.

The transition should not be limited to just written materials. Outgoing leadership should take time to:

- write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out;
- organize the group's files;
- acquaint new officers with the physical environment, supplies, equipment and relevant college staff/faculty (including your adviser);
- share anything else that is important to know.

For new officers (and members!), an effective transition also includes teambuilding, organizational goal-setting and learning each others' work styles, among other organizational topics pertinent to your organization. The Office of Student Life & Leadership can assist you in formulating a productive transition plan (e.g., a transition notebook) as well as share how other organizations conduct their transitions.

Funding Student Clubs and Organizations



Initial Student Government Association Funding

Recognized student clubs and organizations may be granted a one time initial funding of \$250 by SGA.

Using Student Government Association-budgeted Money

Student organizations can petition for funding for events and other activities during SGA meetings. A club representative can present their proposal at an SGA meeting and members can vote on either partial or total funding. Limitations may and can be set on how the funds can be used by the organization.

Organizations can only use monies for events that are listed within the Clubs and Organizations Guidelines. In order for an event to receive approval, all College policies must be followed and an Event Approval Form must be turned in to the Office of Student Life and Leadership for acceptance **two weeks prior to the event**.

Accounts

All advisors should become familiar with their student organization's fiscal account code and current balance. The club or organizations' treasurer must maintain an account summary with funds in and out with detailed information on where and how the money was spent. Receipts and other paperwork should be filed

in date order and be available for presentation when requested by the Office of Student Life and Leadership.

Purchase Orders must be submitted to the Business Office in a timely manner, and a copy must be retained by the treasurer for the clubs or organizations records.

Sound Financial Practices

- Thou shall not steal (or manipulate the system in any way).
- The treasurer shall keep a record of all monies. It may be a good idea to maintain both a paper and hard drive/disk back-up copy of the books at all times.

Cash

Petty cash funds or slush funds are not permitted. Cash should not be kept, but deposited into appropriate accounts.

Purchasing and Purchase orders

Prior to making a purchase you MUST:

1. Fill out a Purchase Order Request and obtain signatures of the President and Advisor to the club or organization
2. Attach a copy of the signed copy of the meeting minutes (signed by the President of the Club or Organization) showing the approval and voting on the purchase.
3. IF you are purchasing food for an approved vendor, a Food Approval Form must be attached to the Purchase Order
4. If a contract has been signed for the event, the original must be attached to the Purchase Order

All the above must be submitted to the Business Office 7 business days prior to the event. Payments will be sent out ONLY after the event has taken place.

After the event has taken place

1. Make a copy of all receipts or invoices. Attach copies to your copy of the Purchase Order and keep them for your records
2. Submit all original receipts and/or invoices to the Business Office the day after the event to ensure that payment is made in a timely manner to the vendor
3. If the vendor is going to mail the invoice, it should be sent to the Attention of Accounts Payable at Ivy Tech Community College-Bloomington
4. Payment processing can take up to two weeks – please be aware of this!

Tickets

Tickets to events such as Holiday World, or a sporting event or any other event that requires a ticket for entrance, must be treated like money and be accounted for as such. A sheet that notes the names of the students the tickets given, and the quantity should be kept. Tickets should be locked away in the safe in the Business Office.

Receipts

- Keep copies of your receipts for every expenditure!
- Keep all receipts to account for audits on operating funds.
- Keep organized copies of all records a minimum of three years and pass along to future officers to maintain.

Use of College Facilities and Resources

College Website

Recognized clubs may have a presence on the Ivy Tech Community College – Bloomington campus website (<http://www.ivytech.edu/bloomington>) under the tab entitled, “Student Life.” Under “Student Activities” a recognized club may have a link to their website. The content of the website must be created with consideration of College policy and cannot reside on the campus server. Student Organizations (Student Government Association, Student Leadership Academy and Phi Theta Kappa) may host websites on the campus server with approval by the Assistant Director of Student Life & Leadership.

Public Websites

Pages on sites such as MYSPACE and FACEBOOK and other community sites must meet the guidelines outlined herein and in the Student Handbook. Student clubs and organizations must adhere to the policies set forth by the community site.

College Vehicles

College sanctioned student travel shall offer experiences normally not available in the classroom or laboratory setting on the campus. The travel shall be designed to meet or reinforce specific objectives.

All student travel shall meet the following criteria:

- College resources can be used only for a College-authorized activity, including travel to and from workshops, professional meetings, etc.
- The travel must provide opportunities not available on campus.
- The travel must be organized by participating students and/or staff.
- The travel must be approved through the Assistant Director of Student Life & Leadership.

Mode of Transportation

For travel beyond the local area, student groups should use College-owned vehicles whenever possible or public transportation and rented vehicles if necessary.

When traveling in College-owned or rented vehicles, only the accompanying full-time employee may drive the vehicle. Drivers must have current and appropriate licensure. For local travel, the activity begins upon arrival at the site and ends upon departure from the site. Students may arrange their own transportation for travel in the local area.

Proposed variances from this policy must be requested in advance of the travel and be approved by the Dean of Enrollment Services and Student Development through the Assistant Director of Student Life & Leadership for the area in question.

Student Clubs and Organizations Office (Room C110)

Room C110 is the Student Clubs and Organizations office. This room is available for group meetings, banner and project making, storing supplies, and serves as the location for information.

Students may obtain the office key at the reception desk in the Office of Student Development. Members of approved student clubs and organizations may utilize the Student Clubs and Organizations Office (C110) for club-related work/activities.

Because of space limitations, approved clubs and organizations are each provided with one filing cabinet drawer for storage of their belongings. It is the responsibility of the club or organization to secure storage as needed beyond the filing cabinet.

Members of approved clubs will have a specific amount of “general” office supplies available to them in the Student Clubs and Organizations Office (C110). Such supplies will include paper, tape, paperclips, staples and other consumables. These supplies are provided by the Office of Student Life & Leadership to supplement the administrative costs associated with governance of a club or organization and should be used in a limited fashion. Additional materials must be purchased through the funding made available to the club.

Since this is a common space for all student clubs, please refrain from conducting closed door club meetings in this space. It is EVERYONE’S responsibility to keep this space NEAT AND CLEAN.

Room Reservations and Assemblies

Recognized Student Clubs and Organizations must reserve rooms through the club’s advisor(s) or their designee. The members of the club must return rooms used to meet/assemble to their original state at the conclusion of the meeting/assembly.

Reserving/using Lamkin Hall, Student Commons, Rotundas, Lobby or A118 – Approval must be sought from the Assistant Director of Student Life & Leadership who will seek final approval from the Dean of Enrollment Services and Student Development, Executive Director of Administration and Chancellor as needed before reservation rights are granted.

Reserving/using all other rooms on campus (classrooms, etc) – Reservations for classrooms can be made by contacting the Office of Academic Affairs.

At no time can displays and set ups be left unmanned. An organization or club must be responsible for all activities and items used by them and must thereby have a member present at all times.

Campus Phones

Members of recognized clubs and organizations may use the phones located in the Student Life Office (C110) for official club business. Long distance calls are prohibited. Generic voicemail boxes are available on each of the phones and may not be changed.

Phone #1 – (812) 330-6155 (Password: 1234)

Phone #2 – (812) 330-6071 (Password: 1234)

Campus Fax Machines

Members of recognized clubs and organizations may use the fax machine located in the Office of Student Development (C113) for official club business only. Long distance faxes are prohibited.

Fax #1 – (812) 330-6142



Computers, Copiers and Printers

Members of approved clubs and organizations have two computers and a printer available for their club-related work or activities located in the Student Club and Organization Office. The only copier available for use by approved clubs and organizations is located in the Office of Student Development (C113). Computers, Copiers and Printers must be used in accordance with College policy.

Department of Facilities Maintenance

The Student Government Association, Phi Theta Kappa and Student Leadership Academy may request resource assistance from the Facilities department by submitting requests through their formal advisors to the Assistant Director of Student Life & Leadership. Such approved requests will be communicated and coordinated by the advisors only. All other clubs must use club resources and equipment to promote, equip, staff, and set up/tear down for their activities.

Drug and Alcohol Policy

The College does not permit any alcoholic beverages on campus. The College also does not permit alcoholic beverages at any College sponsored/student organization sponsored student functions held on or off campus.

Additionally, the illegal manufacture, distribution, dispensing, possession or use of a controlled substance at any College sponsored/student organization sponsored student functions held on or off campus is prohibited.

The College will abide by the alcohol and controlled beverage laws of Indiana and violations on or off campus by students or student organizations will be dealt with severely.

In the case of student organizations, the responsibility to comply with this policy lies with the officers and advisor of the student club or organization. Violators are subject to the College disciplinary procedures. Clubs and organizations violating this policy will be subject to the loss of recognition and the loss of the privilege of using College facilities or other appropriate actions as determined by the Dean of Enrollment of Services and Student Development.

Free Speech Policy

General Policy:

Ivy Tech Community College - Bloomington acknowledges the right of students and others to assemble in groups for peaceful purposes. These methods of expressing individual or group opinion are an important part of the American heritage and a legitimate means of exchanging thought and opinion. It is the right of the College to expect that such assemblies will be conducted in an orderly manner, with due respect to the rights of others. It is the policy of the College to permit such expression of opinion for lawful purposes in a manner that prevents the disruption of regular College business, including classes, study, and the operation of the institution. Further, the College has the responsibility to preserve the safety of the students, faculty, staff, visitors, and property on our campus, over and above any concerns or endeavors.

Location:

Ivy Tech Community College – Bloomington has a designated area for free speech. It is essential that those wishing to participate in a public forum or demonstration coordinate with the Assistant Director of Student Life & Leadership at least 48 hours before the event in order to avoid disruption of normal class and College activities.

Security:

Reasonable precautions for the safety of individuals and their audience are paramount. The Assistant Director of Student Life & Leadership will review the security needs of each group and determine if there is need for additional security during the course of the event.

Sound/Signage/Advertising:

When planning an event with the Assistant Director of Student Life & Leadership, the group or individual will be referred to the Communications and Sign Posting Policy below. This policy allows for posting of signs and graphics in visible locations on the campus. Sound/noise must be kept at a low-enough level as to not be heard in any classroom in the building.

Reminder:

The students are held to the tenets of the Student rules of conduct. While responsible for compliance to the entire code, please note the sections on harassment, disruptive behavior and assembly.

A college is a place in which dissenting and controversial views can be aired and discussed. These exchanges of views are not merely tolerated, but are a source of diversity and strength for our society. The mere fact that some may find the content of a demonstration or expression of free speech distasteful is no reason to ban that activity from campus. Accordingly, the right of expression is not a license to violate the law or interfere with the rights or safety of others to conduct business or express themselves. When a demonstration becomes violent or represses the rights of others, it has no place on campus.

Communications and Sign Posting

Communications are an important part of developing and maintaining a healthy student club or organization. For that reason, the College provides a few resources available to officially recognized student clubs and organizations.

Campus Connect

Campus Connect emails are available on a very limited basis to recognized student clubs and organizations for communication of approved announcements. The message must be sent to the Assistant Director of Student Life & Leadership at least one week prior to the desired delivery date for approval. If approved, the message will be delivered. If the message is disapproved, the Assistant Director of Student Life & Leadership will notify the club/organization of the disposition of the request.

Announcements about club meetings and activities can always be posted on Campus Connect, however the posting will not generate an email to all students.

Posting of Signs and Posters – “Free Speech Posting Area”

Ivy Tech Community College – Bloomington provides two areas for anyone to post signs and posters free of hate speech, which include:

- 3 rotary posting columns – Student Commons
- Bulletin boards – Vending Area

Posting of Signs and Posters by Recognized Clubs and Organizations

Posting of signs and posters is available for recognized student clubs and organizations. The finished sign or poster must be presented to the Assistant Director of Student Life & Leadership at least **one week** prior to the desired posting date for approval.

If the sign and/or poster is disapproved, the Assistant Director of Student Life & Leadership will notify the club/organization of the disposition of the request.

- It is the clubs' responsibility to post signs according to the guidelines
- Clubs and Organizations are permitted to have no more than 15 signs or posters hanging at one time and should be posted no longer than 3 weeks.
- Approved signs and posters should be no larger than 11 inches by 17 inches.
- Approved signs and posters will be posted at the following locations only:
 - 3 rotary posting columns – Student Commons
 - Bulletin boards – Vending Area
 - Glass-encased bulletin boards – Various Locations
 - Office “gripper strips” (with permission of office holder)
 - Classroom “gripper strips”

No one shall remove any college or club posters they are not part of the referenced club in the poster. Such removal is considered vandalism and will be dealt with through application of the Student Code of Conduct.

Student Clubs and Organizations - Event Planning

So you are going to plan a big event, but you don't know where to start. Learn how to plan and prepare for a successful event. A program can be planned in five steps:

1. Identify needs.
2. Develop program goals and objectives.
3. Organize program plans.
4. Implement plans.
5. Evaluate the event.



Identify needs

- Who is your audience?
- What does the audience want to see or experience with this kind of program?
- What are the needs of the audience?
- What methods of assessment (e.g., word of mouth, surveys, suggestion box) will you use to determine this?
- How big do you want this program to be?
- Does the type of event you're planning limit the audience size? If so, how will you determine who can attend?

Develop program goals and objectives

- What are your desired program outcomes (goals)?
- What do you specifically need to do to accomplish those outcomes?
- What's the purpose of your event/program/project?
- How does the purpose impact when, where, and how it should take place?

- Define specifically what you want the participants to learn or experience from your event, program, or project—this will be its goal.

Organize Program Plans

What do you specifically need to accomplish your objectives? When do you want to hold the event? Consider whether or not you have enough time to make all the necessary arrangements and whether your members can complete all of the tasks. Determine a timeline working in reverse: start at the day of the event and fill in publicity deadlines, facility agreements, etc. This can help you see if you are realistic in your objectives. The following are areas you will want to focus on in organizing plans:

- **Scheduling facilities is vital** to the success of your program. Facilities can determine audience size, date, and time. Facilities can also set the mood for formal, informal, or auditorium style programs.
- **Establishing a budget is necessary** because it helps shape your program. Budgets help to establish guidelines for spending, admission fees, and the amount of fundraising or resource-finding work you will need to accomplish.
- **Contracts are often required** for facilities, catering, or entertainers. Read them carefully and submit them to the Office of Student Life and Leadership to be reviewed. The Executive Director of Finance must sign all contracts, agreements, and memoranda of understanding, grant applications, and similar documents obligating the College or a club to a specific relationship with an outside party.
- **Publicity is vital** to the success of your program. If you plan a good program but nobody knows about it, you are setting yourself up for disappointment. Publicity can include posters, flyers, banners, newspaper display ads, direct mailings, public service announcements on the radio, etc.
- **Determine the program's details.** Make a list of what needs to be done before, during, and after the event. Sample details are equipment needs, registration tables, special power hookups, etc. Even the smallest details should be written on a checklist.

Implement Plans

Once you have thoroughly prepared yourself for the event, determine who will implement it. In the beginning of the process, be clear as to who will perform what tasks and what roles and expectations everyone has of each other. Give people enough time for the responsibilities and make sure that they are within their abilities. People support what they help to create—so involve as many people as is meaningfully possible.

Evaluate the Event

The evaluation process looks at three areas:

- Audience feedback
- Presenter/entertainer's reflections on experience
- Planner's thoughts and recommendations

Each of these groups should be asked whether they felt the program's goals and objectives were accomplished. What went well? What could have gone better? There are several different methods of obtaining this information, but the most frequently utilized method is a written evaluation distributed following the program.

Evaluations should be kept on historical file with the organization so future programmers may learn from past experiences.

Additional Tips and Suggestions

- In the ideal program, everything runs so smoothly that the participants may see little evidence of pre-planning or behind the scenes work.
- Don't compromise on details and don't "wing it."
- Don't assume anything or allow situations to continue that make you uncertain or nervous.
- Meet all problems head-on.
- Things rarely go as planned—if you are prepared and avoid panic, any problem can be solved.