

Multicultural Affairs Center

2016 – 2017 Organizational Policies, Procedures, and Development

Alpha Phi Alpha Fraternity, Inc.

Association of Black Collegians

Hispanic American Leadership Organization

Illusions Danz Team

Minority Ambassadors Program

Muslim Student Association

National Association of Black Accountants

Phi Beta Sigma Fraternity, Inc.

Unique Ensemble Gospel Choir and Praise Dance

Greetings Student Organization Representative(s)!

This guide has been created for you in order to better understand your role as an organizational leader on Truman's campus. While this guide won't give you specifics on effective leadership, it provides you with the essential background data needed to effectively host programs, track event data, and comply with MAC and CSI organizational standards.

Keep in mind that this document may be modified from year to year, so it will be important that you always remain current into MAC and CSI policies regarding student organizations. Following this guide step-by-step will allow for you to take advantage of the abundant opportunities offered by the University and ensure that you receive any potential dollars the MAC may have to provide for you.

As a word of advice, we recommend that you keep a copy of any documents you use for programming or for your organization's development. You will be required to include most of this documentation in your organization's portfolio that will be due at the end of the spring semester, but having an extra copy can help clarify any inconsistencies.

Finally, our hope is that this guide resolves any ambiguity that may arise, so that expectations are very clear, uniform, and set into place. Should you have any questions, please don't hesitate to contact us in the Multicultural Affairs Center or the Center for Student Involvement staff.

Sincerely,

Jerad Green

Program Coordinator for Multicultural Affairs

Adair House – Office 303

660-785-4590

jegreen@truman.edu

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Section I: Executive Board Documents

Funding

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Funding

As a MAC affiliated organization, you are eligible to receive funds for programming throughout the academic year. Organizations (greek and non-greek) are allotted up to **\$250.00** per academic year. Any funds not spent during the academic year will be forfeited and returned to the MAC budget – unless prior approval is granted by the Assistant Dean of Multicultural Affairs. When an organization receives approval for a certain amount of funding, they must submit the **Event Planning Form** and **an email** that includes information regarding the allocation of monies. Essentially, the staff needs to know who, what, when, where, why, and how of your event/money requested.

If your organization is in need of additional funds, and have sought funding elsewhere (fundraising, CSI, student senate, or departments), you will need to submit the same documentation. Requests for additional funding, beyond the initial allotment, may be subject to a hearing with the MAC staff. **Additional funds are only eligible for organizations in good standing with the MAC.*

To obtain funding with the MAC, you must have completed the following:

- Gone through the date selection process
- Submitted your organization portfolio to the Program Coordinator by the due date
- Comply with all rules and polices set by the MAC, CSI and Truman State University
- Must have gone through the proper training/avenues to maintain organizational status with CSI and/or national headquarters and be in good standing

Failure to complete any one of these items may result in the reduction or complete loss of organizational funding from the MAC the academic year. Breaking university policies or laws may result in the loss of funding, and MAC affiliated status, indefinitely.

Good Standing v. Bad Standing

An organization's eligibility to receive funds for the academic year, from the MAC, will be contingent on their status with the MAC, CSI, the University, and their national headquarters (*if applicable*). Following the Academic year, organizations will be placed into "Good" or "Bad" standing status – with the exception of policies violations mid-semester. As mentioned above, status is evaluated on:

- Gone through the date selection process
- Submitted your organization portfolio to the Program Coordinator by the due date
- Comply with all rules and polices set by the MAC, CSI and Truman State University
- Must have gone through the proper training/avenues to maintain organizational status with CSI and/or national headquarters and be in good standing

Some requirements may carry more weight than others; however all are grounds for the reduction or loss of MAC funds for any given period.

Good Standing

Good Standing occurs when the organization successfully completes all, or most, of the required steps to maintain their status as an organization with all governing bodies by completing the necessary paperwork or tasks involved. For Greek organizations, your status with the MAC is often based on your status with CSI and NPHC. If you are in bad standing with CSI, then we cannot ethically support your organization financially. If for any reason your organization is unable to complete one of the aforementioned administrative tasks before the deadline, the President must send an email to the Program Coordinator and Assistant Dean (cc the advisor) and explain why they did not complete their paperwork on time.

Bad Standing

Bad Standing occurs when the organization does not successfully all required materials/paperwork through the MAC, CSI, and/or their national headquarters (*if applicable*). Organizations will not be eligible for funding until that paperwork is submitted and may receive a reduced amount from the MAC. Depending on the duration of not submitting paperwork, organizations may be put on probation. Status for organizations will be evaluated on a case-by-case basis and multiple factors will be considered. If your organization violates one or more CSI or University policies, the organization may be subject to automatic bad-standing status up to the removal of their affiliation with the MAC. To get back into good standing, at the end of the academic year, organizations must submit all required materials and write a letter touching on the organization's commitment to achieving and maintaining good standing.

Keeping Members Motivated

Begins with leaders

It is impossible for members to be motivated if the leaders who represent them do not show enthusiasm about things that are happening within the organization. When the leaders are motivated and willing to work, the members will be in turn.

Get all members involved in decisions making/event planning.

To assist in member motivation, it is important to get all members of the organization involved; to make them feel like they have stock in the organization. Let all members in on decision-making whenever possible. Also, spread out the planning of events to different members. This creates an environment where everyone is invested in the happenings of the organization.

Create a relaxed environment

Many organizations can easily become bogged down in the logistics of maintaining themselves, which can seem monotonous. Being in a student organization can also become stressful at times, especially when tensions rise among members. As a leader, it is important to know when you must be more serious or formal, and when it is acceptable to relax yourself and the rest of the organization. Identify when stressful times are for your members such as recruitment, campus-wide events, or long business meetings. That is when leaders must calm the tension that comes with those events by remaining calm themselves. Reassure your members that you can succeed, and that problems can be fixed.

Meetings

Run meetings the same every time (Time, order, and manner).

Try to schedule member meetings for the same time and place every time you have them. It is easier for members to remember, and less of a hassle that switching meetings around unnecessarily. Creating a consistent meeting style makes meetings more efficiently, as well as easier to manage. If the members know what to expect, as well as what is expected of them, there will be less confusion during meetings.

If you use Parliamentary Procedure, educate the members as well as the Eboard.

This relates to the last point. Not all organizations need to use parliamentary procedure for their meetings. If you are unsure whether your organization needs to use this more structured approach, here are some things to consider when making that decision:

Number of members: Larger groups are generally harder to manage without some form of predetermined structure.

lot of formal business (amendments, motions, etc.). Therefore, you may not need the structure of parliamentary procedure. However, if you find that your meetings are hard to run because of member conduct, you have a lot of disagreement within members, or need to conduct a lot of changes to documents; it may be helpful to consider using some form of parliamentary procedure.

Organizational Transitions

Keep records! Standardized forms. End of semester reports.

Officers could complete reports of their responsibilities over the past semester or year. This should include specific events or circumstances from the semester, as well as suggestions for improvement for the position.

Overlap Time in office

It can be helpful to hold elections at a time when the outgoing officers will still be members of the organization for a period of time. This will make them more available if new officers have questions about the position, or need advice on how to handle a situation they are facing.

Outgoing/Incoming officers meet at least twice

It is important that new officers understand what will be expected of them in their new roles. Outgoing officers should meet with the person before they run for the position to understand the aspects of the position. Then, right after the election, they could meet again to discuss nuances of the position, as well as further insight from the outgoing officer that would be more pertinent now that the new officer is elected.

New Executive Board/Old Executive Board meets at least once.

This type of meeting can be hugely helpful for a new executive board to understand how an executive board meeting should run, as well as the types of issues that should be addressed in these types meetings. The functions of this group are very important to the functions of the entire organization, and because of that, they need to know how to effectively work together.

Constitution should include very specific officer duties. This allows for less ambiguity during transition.

The more specificity in governing documents, the less confusion there will be about what the duties of the officers are. With less confusion about roles when coming into positions, the new officers can immediately begin fulfilling their duties rather than questioning what those duties may be.

Risk Management

The Purpose of Risk Management

The purpose of the risk management in planning events is to identify the potential and perceived risks involved in events your organization is coordinating or in which you are participating and to develop a reasonable plan to eliminate, minimize or accept those risks. This website is designed to help you think through the risks involved in your event.

This process should be used as part of a larger event planning and risk management discussion. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or to take the place of a discussion with an advisor or legal counsel. Completion of this web tool does not imply approval or authorization of your event by Truman State University.

For more information about risk management, please contact the Center for Student Involvement, your national organization (if applicable), insurance vendors, legal counsel, and /or your advisor.

The Process

1. **Identify the Risks:** Brainstorm all the possible risks associated with your proposed event. There are several types of risks that should be considered when planning an event, some of which are detailed [here](#).
2. **Evaluate Risks:** Consider the possibility of each risk occurring, and the severity should it occur. This will aid in the mitigation process.
3. **The Risk Analysis Matrix:** Once you have researched the types of risks that can be present in your event, complete the Risk Analysis Matrix. It is designed to help you brainstorm ways to mitigate the risks that have been identified. You can log into the Matrix using your Truman ID and password [here](#).

risk (verb) –

1: to expose to hazard or danger

2: to incur the risk or danger of

Merriam-Webster Dictionary

A student organization must be able to identify, define, and communicate your risk management responsibilities. When planning for an event or activity, the organization has to consider every risk that could fall into any one of the five levels of risk. Well thought out planning can prevent innumerable foreseeable events from occurring. Thorough pre-event plans are essential to managing risk, as they allow for appropriate mitigation strategies to be set in place. Managing risks is an important part of being a successful student organization and is what makes many of the events held on campus possible. The best time to undertake a comprehensive risk management program is before an incident occurs at an event.

For more information on how on risk management and how you can mitigate potential problems, please watch the [Understanding Risk](#) video and assess your Event with the [Risk Management Assessment](#).

Five Levels of Risk:

Physical Risk: Physical risks include potential threats to the physical well-being of participants. Physical risks can include such things as food poisoning, injuries that may result from the activity or event or travel to and from the event, or physical harm that can result from the behavior of other participants.

Reputational Risk: Reputation risks are those things that may result in negative publicity for your organization, Truman, your advisor and/or the venue where you are holding the event.

Emotional Risk: Emotional risks involve the potential of your event to result in emotional distress for any participant in the activities. Examples of emotional risks might include harassment, emotional trauma, extreme fear or anxiety, offense or disgust, rejection or discrimination that occur as a result of the event.

Financial Risk: Financial risks are potential negative consequences of the event that can negatively impact the fiscal stability of your organization and/or other organizations supporting your event. Examples might include misuse of organization funds, few attendees than are needed to cover costs, poor accounting procedures, theft, and unanticipated expenses.

Facilities Risk: Facility risks are risks to the facility in which you are holding the event or risk inherent at the facility itself. Facility issues might include fire codes, maximum capacities, audio-visual issues, heating and cooling, damage to the facility during your event, and parking issues. Additional risks involved might be behavior of other users of the facility, facility structural concerns, and weather challenges.

Sample Funding Request Letter

Sigma Gamma Rho Sorority, Inc.
Delta Kappa Chapter
503 West Fillmore St. Apt. A
Kirksville, MO 63501

Ms. Kati Smith
Programming Coordinator of Multicultural Affairs
Truman State University
Kirksville, MO 63501

Dear Ms. Smith,

On behalf of the Delta Kappa Chapter of Sigma Gamma Rho at Truman State University, I am writing you concerning our 70th Central Regional Conference. This is an annual event held by the sorority where 13 states of sorors come together in bonds of sisterhood, scholarship, and service.

In the past, we have had extreme difficulties raising money to attend the conference and unfortunately all members have not been able to attend. This year the conference is from Thursday, March 11th-Sunday, March 14th, in Indianapolis, Indiana, and it is a blessing that all members of Delta Kappa will be able to attend. Attending this conference is extremely important, because this year it is hosted at the same university that Sigma Gamma Rho Sorority, Incorporated was founded, Butler University, in 1922. The Conference is not only an awards ceremony, but there are also workshops on inclusivity, risk management, leadership activities, and others on how to effectively serve the University and community.

Having said this, I am inquiring as to whether the Multicultural Affairs Center may be able to assist financially in meeting hotel requirements priced at \$168.05, any travel, such as car rental and gas, as well as any other financial assistance that could be used towards financial costs.

Any Assistance you can offer would be greatly appreciated.

Yours sincerely,

Neosha Hayes
Chapter Grammateus
Tel: (314) 276-2810
Email: nsh986@truman.edu

The Planning Map

Sample Activities

Below are listed long-term goals and some shorter term activities to help achieve the goals in each quadrant area. These are just examples. Your goals and activities may vary greatly. The object of the Out-of-class Planning Map is not to establish the perfect goals but to get you to think about and plan your out-of-class activities.



Cultural Exploration and Community Engagement

Long-term Goal: A Philosophy and Religion major wants to become a youth minister. He recognizes a need to improve his communication skills and his understanding of others.

Sample Out-of-class Activities:

- He attends an active listening presentation in his Residential College.
- He works on being more open to the spiritual beliefs of others by attending the activities of a variety of religious groups on campus.
- He joins the Residential Living mediation group and gains experience mediating disputes between roommates.
- He participates in weekly study sessions with his denomination's student organization.
- He accepts an internship working as a camp counselor with an organization that sponsors summer camps for Christian youth groups.



Intellectual Competence and Reflective and Judgment

Long-term Goal: A Biology major hopes to go to graduate school in environmental science.

Sample Out-of-class Activities:

- She joins the campus chapter of Green Peace to learn more about environmental issues.
- She addresses her math anxiety issues by attending sessions at University Counseling Services.
- She completes her scholarship work hours assisting a professor who is engaged in environmental science research.
- To develop habits consistent with her values, she becomes familiar with the campus recycling program and recycles whenever possible.
- She becomes a McNair Scholar and conducts original research on an Environmental topic under the guidance of a faculty member.



Healthy Habits and Balanced Living

Long-term Goal: A first year student wants to become a more outgoing and socially competent person before graduation.

Sample Out-of-Class Activities:

- He attends an athletic event and a cultural event each month to meet new people and to generate topics for interpersonal conversation.
- He volunteers as a math tutor.
- He joins a social Greek organization to practice his social skills.
- He participates in Study Abroad to challenge himself socially.
- He runs for a Student Senate Office.



Effective Leadership and Responsible Citizenship

Long-term Goals: A political science major whose vision is to become a prosecuting attorney wants to learn more about citizenship.

Sample Out-of-class Activities:

- She volunteers to participate on the Residential Living Judicial Board.
- She joins the College Democrat organization.
- She chairs a committee to register students to vote.
- She completes an internship with the Department of Corrections.
- She participates in the Model United Nations program.

Section II: Administrative Protocols

[Date Selection Procedure](#)

[Locker Lottery Procedure](#)

[MAC Event Procedure](#)

[Organization Portfolio](#)

Date Selection Procedure

Date selection is an important process for avoiding scheduling conflicts with the multicultural organizations in the MAC. By having specific days/weeks for programming, it is the hope that it'll encourage unity among these groups. Through this system, organizations will have the chance to sign up for important dates throughout the academic year. Once a specific date has been chosen, organizations may no longer request that date unless prior approval is granted by the date holding organization and MAC Program Coordinator. Organizations are eligible to request up to 9 days during the calendar year, with the exception of multicultural Greeks and newly chartered (*within the first two semesters*) student organizations who are allotted **up to four (4) days on the calendar**.

Active historically Black Greek Letter Organizations (BGLO) are eligible to sign up for qualifying weeks (*excludes founders day/week*). Weeks begin on Sunday and end on Saturday. While a week consists of 7 days, BGLO must be specific about which days they are reserving as shown in the "Greek Week" example below. Dates may be subject to change based on conflicting University-wide events or large events hosted by the MAC. Please look through the calendar below to see which dates are available prior to filling out your request for rooms.

In order to reserve days for organizations, the **Event Request Form** must be completed. Requests will be filled in as they are received. If a group has selected a date that is already being occupied, they will have up to 24 hours to select another date of before losing their precedence. After requests by all groups have been submitted, a final calendar will go out with each organization's chosen dates. If organizations are collaborating with one another, both groups must submit a request for that date/event. Groups will have up to 1 week following the due date to resolve any issues or discrepancies. This form must be returned to the Program Coordinator by the given due date.

Name: Jerad Green
Organization: Multicultural Affairs Center
Email Address: jegreen@truman.edu

Date Requested: 3.15.16
Position Held: Program Coordinator

Event Types: Academic, Inclusive, Social, and Service

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:
Multicultural Potluck	9/15/2016	Social/Inclusive	Student Organization or Campus Department
Greek Week	9.11.16 – 9.17.16	Social/Inclusive/Academic	NPHC

Locker Lottery Procedure

The MAC has 7 lockers to allocate to student organizations on an annual basis. Locker allocation will be done by random selection. Those that are interested in obtaining a locker in the MAC will need to complete the **Locker Lottery Entry Form** by the **first friday** in the month of April to be eligible. If the organization currently has a locker, that does not secure their chances of having one for next academic year.

To be eligible for a locker in the MAC, the organization must:

- Be in good standing with the MAC, CSI, and headquarters
- Must be an active and registered student organization through CSI
- Must complete the **Locker Lottery Entry Form** by the due date

Names of all interested organizations will be entered into a drawing. The first seven (7) selected will be awarded and have access to a locker a full calendar year (May 6, 2016 – April 29, 2017). Due to the continuous loss of locker keys, MAC organizations will only have access to their lockers via the MAC's master key held by the Program Coordinator. If you use the Master Key for your locker, you must return the key immediately after you remove or store any materials in the locker. The Master Key should **NOT** leave the MAC at any point in time.

The MAC does not assume responsibility for lost or stolen property, so it is the responsibility of the organization to properly secure its belongings. Organizations will have until the end of their year cycle to remove all belongings and vacate their locker, unless they are eligible to keep their current locker, otherwise your items will be removed and boxed up by the MAC staff for you to pick up.

** The MAC staff reserves the right to enter your locker at any time, if necessary.*

You must complete and return the form below to the MAC Program Coordinator by the **first Friday in April** to be put in the lottery. Failure to complete this form by this time automatically disqualifies you from obtaining a locker, unless one is or becomes vacant.

Locker Lottery Entry Form

Organization Name:

Contact Person:

Phone Number:

Email Address:

My organization is willing to share it locker with another organization: Yes No

Please specify which organization you would be willing to share with:

****Please note, both organizations will need to list they would be willing to share with each other.***

MAC Event Procedure

In order to reserve the MAC for an event, organizations must submit the following paperwork:

- Event Planning Form
- MAC Reservation Form (located between Office 303 and Office 304)
- Submit an email for funding

As a MAC organization, the MAC is providing you with exclusive rights to the space that not every organization has access to. To continue receiving these privileges, organizations must take care of and respect the space. While the MAC is situated in a house off the south end of campus, it is an administrative building owned by the university.

As you are hosting an event in the MAC, please follow the guidelines below:

How to open the MAC

- Call DPS (660-785-4176) at least 30 minutes prior to your meeting time/event.

Before meeting time/event

- Make sure to check the MAC thoroughly when arriving. Report any serious issues.
- Move furniture around if you need to accommodate for your program meeting/event.
- If your event is being catered by Sodexo please have them set the food on the table in the Conference Room (Computer Room).
- Turn AC's to cool down the MAC if needed.
- Turn lights on.

While your group is in the MAC

- Please make sure to keep noise to a manageable level.
- Don't spill drinks on the carpet.
- Throw your trash away and recycle what you can.
- Use the front door only for exit and entry.
- Leave the back door in the kitchen close at all times.

Before leaving the MAC

- Clean-up and put back the furniture where it was.
- Take the trash out if necessary.
- Make sure the back door is close completely shut.
- Check the basement for trash, students, and turn off all lights and ACs.
- Turn off all ACs from all rooms AND all lights in all rooms
- Make sure the front door closes completely shut when the last person leaves.

Closing the MAC

- Call DPS (660-785-4176) at least 30 minutes prior to the end of your meeting time/event.

Organization Portfolio

To receive funding and representation from the Multicultural Affairs Center during the 2016-2017 academic year, organizations must submit their organization's portfolio. The information in your portfolio should reflect their programming and events from the current academic year and have updated organizational information for the next academic year. Failure to complete satisfactory portfolios on time may result in the reduction or loss of MAC supported funding. Portfolios must include:

Organizational Information:

Organizational Information should include the official name and website of the organization; information of the executive board and advisor; mission statement, values, and purpose; a brief historical overview of the organization; and the membership of the organization.

Programs/Events:

Programs and events hosted by the organization must be descriptive, tracked, and fall within the standards of that organizations constitution, the MAC, CSI, and national organizations. Events should be tracked using the **Event Planning Form** and include a name, description, pictures, posters/flyers, special projects or national programs, and clearly identify the type of program and any collaborations. Organizations are also encouraged to include information about their most successful events and any recognition they may have gotten locally, regionally, or nationally.

Format:

Front of Binder/Folder: Organizational Name/Year (i.e. Multicultural Affairs Center (2016-2017))

Part 1: Table of Contents

Part 2: Organizational Contact Information (Executive Board, positions, advisor, website, and Truman email)

Part 3: Organizational History (Chapter and National Organization)

Part 4: Mission, Values, Goals, and Purpose

Part 5: Constitution

Part 6: Programs & Events – with Evaluations

Part 7: Organizational Goals for 2016-2017 Academic Year

Part 8: Additional Items for support

If there are other items you would like to include in your portfolio, including pageants, community service involvement, etc., feel free! This is the time to show how proud you are of your organization and all of your great accomplishments this past year.

Portfolios documents must be neatly placed in a folder or binder, following the above format, and must be submitted by the due date for full funding eligibility.

Section III: Emergency Protocols

Who You Gonna Call?

Who You Gonna Call?

The MAC staff is always willing to assist you with program planning, issues and concerns. Developing a comprehensive event planning guide will assist your organization in implementing on or off campus programs. We know and understand that things do not always go as planned; however, when there is a problem/issue, your first response should not be to call MAC staff. Each member should be familiar with Truman's [Emergency Response Guide](#). Instead we suggest the following:

Contact other event planning member to see if they know what is going on.

We encourage you not to jump to the worst conclusion immediately. Consider calling someone else who helped plan and implement the event (perhaps they know more about the situation). This is why it is critical for all those involved in the event planning process are on "the same page."

Contact the President or VP of the organization.

These are individuals that your members selected to lead the organization. They are also individuals listed as main contacts with the MAC and CSI. So if there is a problem, that is who the school would contact first. It is important to utilize their leadership to its fullest advantage.

Contact your Advisor.

This is why it is critical to use the valuable relationship between your organization and the advisor it has selected. It should be someone that the organization feels comfortable seeking assistance from.

You should call MAC staff when:

Police are called to the scene.

We trust your organization to use proper event planning techniques that make this situation highly unlikely. However if this situation occurs, MAC staff should be called **IMMEDIATELY!** It is imperative that University officials be notified of legal issues that might result after a program/event.

A major disaster occurs (i.e. fire, major property destruction).

Please use proper behavior in regards to vacating buildings/venues appropriately. First, secure your personal safety and then **IMMEDIATELY** contact a MAC staff member. We are always happy to hear about your program when it over. We are eager to assist you in the evaluation and assessment process after any event you sponsor.

We do ask that you use discretion when contacting MAC staff after hours on their personal time. If you are not in need of immediate assistance (i.e. someone's physical health is in jeopardy or someone is being arrested), we ask you please email or schedule an appointment during regular business hours.

Section IV: Forms and Resources

CSI Resources

CSI Related Forms and Resources

Event Management Resources

Event Planning Form

Event Request Form

ITS Forms

MAC Reservation Form

Meeting Agenda Sample

Other Helpful Forms

Physical Plant Forms

Programming Goals Form

CSI Resources

Sno-Cone Machine* (\$50)	Work Lights	Sandwich Boards
Karaoke Machine*(\$50)	Dodge Balls	Opaque Projector^
Video Projector*(\$50)	Hula Hoops	Button Machine*
Camcorder*(\$50)	Canopies*(\$50)	Lockers+
TV/VCR/DVD*(\$50)	Wii and games* (\$100)	Teams Kits
Megaphone	Buzzers	Casino Equipment
Ballot Box	Metal Stakes	Spike Costume
Electrical Cords	Wood Stakes	

^Requires you to schedule an appointment for use

*Requires a deposit

+Fee due each semester

To reserve any of the above equipment, visit the CSI and complete the **Equipment Rental Form**. If items are lost, broken or not returned, there is a replacement fee.

Available for Purchase

Button Making Materials	Posters	Banner Sheets
Rope	Copies	Faxes

CSI Related Forms and Resources

Organization Information Form– All active organizations are required to turn this form in at the beginning of each academic year. This form provides the CSI with important organization information such as officer and advisor contacts. This form ensures that each organization’s information on our website is up-to-date.

Change of Information – This form helps ensure CSI has the most current information for student organizations. We ask that this form be submitted anytime there is a major change in organizational leadership or information. Examples include: President/Primary Contact change, Advisor Changes, Website Address change, or Organization Name changes.

Student Organization Recognition Agreement – Each year, Organization Officers are required to sign this document. This form acts as our agreement with student organizations for University recognition. It provides leaders with a comprehensive list of all policies and regulations in regards to student organizations.

Guide to Creating a Constitution – This guide helps student groups create, update or modify an organization’s constitution. It covers all the required information we must have in student organization constitutions.

Outdoor Banner Approval Form – Want to hang a banner up on campus? Please complete this form, and bring it along with your finished banner to the CSI for signature. The form must be signed by CSI staff before the banner will be hang by Physical Plant.

Advisor Agreement – This form provides an agreement between an organization and their faculty/staff advisor. Organization officers and advisors are to discuss what the advisor’s responsibilities and involvement will be within the organization.

New Student Organization Proposal – This form is the first step in **Starting a New Student Organization** on campus.

Event Management Resources

Effective Publicity

Ever wonder how information gets posted around campus? This information helps leaders understand the importance of effectively publicizing campus events, and how to advertise appropriately.

Fundraising for Student Organizations

This presentation helps the campus community understand the ways to hold successful fundraisers without breaking Missouri gambling laws. The CSI staff is happy to help individuals and organizations plan successful fundraisers while keeping the laws in mind.

Showing a Movie on Campus

This brochure helps the campus community understand the steps on how to legally show a film/movie on campus. Movies may be shown when it is part of a traditional classroom experience; however, this “face-to-face” clause do not adequately cover a student organization’s use of a film even if there is a discussion. Consult this brochure to learn more about obtaining appropriate copyright permission.

Event Planning Form

Date Submitted: _____

Organization Name: _____

Event Planning Guide and Evaluation

ONE KEY TO A SUCCESSFUL EVENT IS GOOD PLANNING. THIS PRE-EVENT PLANNING FORM PROVIDES YOUR ORGANIZATION WITH A SERIES OF QUESTIONS TO CONSIDER PRIOR TO ENGAGING IN AN ACTIVITY. YOUR ADVISOR SHOULD BE PART OF THE PLANNING PROCESS FOR ANY EVENT HOSTED BY YOUR ORGANIZATION.

EVENT INFORMATION

Date of Event:

Event Name: _____

Individual(s) Responsible for Coordinating Event: _____

Name(s) and Position(s) in Organization

Location: _____

Length of Event: _____

Type of Event:

- Concert Conference/Seminar Social Activity Speaker
 Sports/Competitions Other Explain _____

How does this event/activity promote the mission of the organization/department and Truman?

RISK MANAGEMENT

What resources have you consulted prior to determining that you can successfully manage this event?

- Advisor
- Other Student Organizations that have hosted similar events/activities
- Other _____

List Potential Risks with this event:

List Specific Strategies you will use to Minimize or Eliminate Risks:

Physical	
Reputational	
Emotional	
Financial	
Facilities	

AFTER THE EVENT - ASSESSMENT

Number in Attendance: _____

Total Cost of Event: _____

Type of Publicity: (Check all that apply)

- Posters
- Facebook
- MAC Email
- Pluggers
- Other, Explain _____

1. Was your event a success? What programming goal did you address with this event?

2. Did you encounter any unforeseen problems? Yes No

3. Will you host the event again? Yes No

4. What Out of Classroom Planning Map Quadrant did you address? (There can be more than 1)

- Quadrant 1 – Cultural Exploration and Community Engagement
- Quadrant 2 – Intellectual Competence and Reflective Judgment
- Quadrant 3 – Healthy Habits and Balanced Living
- Quadrant 4 – Effective Leadership and Responsible Citizenship

5. What grade would you give this program?

- A. Excellent! We might make minor adjustments. We were pleased with the outcome.
 - B. Good. We were happy with the results, but we will make adjustments.
 - C. Average. We will make major adjustments on how it is organized in the future.
 - D. Bad. Things did not go according to plan. We will consider not doing this in the future.
 - F. Don't even ask. This program was plagued with problems. We will never do it again!
-

Completed on this date: _____ By: _____

Event Request Form

Event Request Form

Requester Name: _____ Date Requested: _____

Organization: _____ Position Held: _____

Email Address: _____

Event Types: Academic, Inclusive, Social, and Service

September 2016

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

October 2016

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

November 2016

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

December 2016

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

January 2017

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

February 2017

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

March 2017

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

April 2017

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

May 2017

Event Name:	Date(s) Requested:	Type of Event:	Collaborations:

Please complete and return this form to the Program Coordinator by the last Friday in April or the specified date.

ITS Forms

Organization Web Account Update/Request – Have or need a website from Truman or a Truman group email account? Use this form to request or update Web Account information with ITS. **This form will need to be verified by CSI prior to submit it to ITS.**

Tru View Announcement Request – If you are interested in sending out an announcement via Tru View, please complete and submit this form to the Public Relations Office in MC 202. **This form requires an advisor's signature.**

MAC Reservation Form



Reservation Form

Contact Person/Group	Date/Time Requesting	Reason for Reservation	Email & Phone Number

Signature of Requester _____

Date _____

Approval Signature _____

Date _____

Meeting Agenda Sample

Header: Title, Date, Time, Location

Called to Order at:

Approval of Minutes:

Officers Report

- Secretary:
- Historian:
- Webmaster:
- Parliamentarian:
- Treasurer:
- Vice President:
- President:

Committee Reports

Additional Reports

- Special Reports
- Advisor

Old business:

New Business:

Comments for the Good of the Order:

Other Helpful Forms

Publications Work Order Request Form – Need a poster designed? Visit with our talent University Publication staff. This form should be completed and returned to the Publications Office in Kirk Building 210 in order to have work processed.

Printing Work Order Request Form – Need copies? The University Printing staff can help you with all your needs. This form should be completed and returned to the Printing Office in Barnett 1214 in order to have the order processed. Organizations that do not have a University Budget are required to pay upon pick up.

Travel Registration Form – This form should be used by all students traveling to and from an event/activity that are receiving financial support from Truman State University. This is especially important when that activity or event requires travel outside a 20 mile radius of campus.

Physical Plant Forms

Tables and Chairs Request Form – This form is used to request tables, chairs and trashcans from the Physical Plant. This form should be submitted to the Physical Plant main Office in Kirk Building 106.

Tent Request Form – This form is used to request the Truman State University Tent. This form should be submitted to the Physical Plant main Office in Kirk Building 106. Please contact the Physical Plant to learn more about the specific policies regarding usage of the Tent.

Stage Request Form – This form is used to request a stage for an outdoor event. This form should be submitted to the Physical Plant main Office in Kirk Building 106. Please contact the Physical Plant to learn more about the specific policies regarding usage of the Stage.

Programming Goals Form

	Programming Goal	How it will be accomplish
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		