



2010-2011
Area Government Officer
Manual and Resource
Guide

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Important Contact Information

SGA Officials
Area Directors and Leadership Education Specialist
Center for Student Development Staff
Area Government Officers
Residence Life Staff
Miscellaneous Helpful Numbers

SGA Officials

President: **Brandon Tower**
Sga.president@stuaf.umass.edu
413-545-1287

Senate Speaker: **Montero Modesto**
Sga.speaker@stuaf.umass.edu

Area Directors and LES

Leadership Education Specialist: **Dawn Rendell**
413-577-2329
104A Moore

SW First Year Assistant Director **Jean Ahlstrand MacKimmie**
Ahlstran@gw.housing.umass.edu
413-545-0702
Cance Area Office

SW Mixed Year Assistant Director
Fall: **Abed Jaradat**
Jaradat@gw.housing.umass.edu
413-545-7111
North Area Office

Spring: **Lisa Giddens**
giddens@gw.housing.umass.edu
413-545-0392
Thoreau Area Office

OH/C Assistant Director: **Diana Fordham**
Fordham@gw.housing.umass.edu
413-545-1333
Baker Area Office

NE/S Assistant Director: **Darius Burton**
Burton@gw.housing.umass.edu
413-545-0290
Johnson Area Office

North Area: **Abed Jaradat**
Jaradat@gw.housing.umass.edu
413-545-7111
North Area Office

Center for Student Development Staff

Phone 413-545-3600

416 Student Union

Associate Director Student Activities and Involvement Center- Advisor to Central

Lloyd Henley

Email: lhenley@stuaf.umass.edu

Assistant Director Student Activities and Involvement Center- SGA Advisor

Lydia Washington

lwash@stuaf.umass.edu

Associate Director Student Activities and Involvement Center- Advisor to SWAG and North

Erin Donnally Drake (on maternity leave Fall 2010)

Email: Donnally@stuaf.umass.edu

Scheduling Coordinator

Melinda Nielsen

mnielsen@stuaf.umass.edu

Assistant Director of Student Activities and Involvement Center- Advisor to NEAG

Vacant

Graduate Assistant Student Activities and Involvement Center- Advisor to Sylvan

TBD

Graduate Assistant Student Activities and Involvement Center- Advisor to OHAG

Bryce Cheney

bcheney@educ.umass.edu

Director for Finance & Business

Allen Brainerd

Email: al.brainard@stuaf.umass.edu

Accounting Manager

Krista Wilson

Email: krista@stuaf.umass.edu

Purchasing/Travel Coordinator

January Arkle

Email: jarkle@stuaf.umass.edu

Personnel/Administrative Coordinator

Colette Nadeau

Email: cnadeau@stuaf.umass.edu

Purchasing

Ophelia Sowers

Ophelia@acad.umass.edu

Purchasing / Procard Coordinator

Kamran Vahdat

Email: kvahdat@stuaf.umass.edu

Area Government Officers

First	Last	Position	Organization
Cody	LeGros	Governor	CAG
Michael	McKenzie	Lt. Governor	CAG
		Secretary	CAG
		Treasurer	CAG
Prateek	Katti	Lt. Governor	NAG
Alex	Cidado	Treasurer	NAG
Ben	Johnson	Governor	NAG
		Secretary	NAG
Jimmy	Cheung	Governor	NEAG
Kaela	Barta	Lt. Governor	NEAG
Helna	Taye	Secretary	NEAG
		Treasurer	NEAG
Kevin	Truong	Treasurer	OHAG
Jessica	He	Lt. Governor	OHAG
Garrett	Gowen	Governor	OHAG
Kawinithi	Fernando	Secretary	OHAG
Mitchell	Fleischman	Governor	SAG
Alexis	Harewood	Lt. Governor	SAG
Silvana	Melo	Secretary	SAG
Christine	Avery	Treasurer	SAG
Alexa	Booth	Governor	SWAG
Eric	DiGiovanni	Lt. Governor	SWAG
Joshua	Haney	Appointed position TBD	SWAG
Christopher	Thompson	Secretary	SWAG
David	MacIntyre	Treasurer	SWAG

Housing and Residence Life – Non-Confidential Phone Directory

Residence Life – Berkshire Fax 5-1517 5-1964

David Vaillancourt, Interim Assoc. Dir. for Residence Life	5-6931
Jodie Castanza, Assistant Director of Residence Life	5-6922
Chris McKenzie Willenbrock, Selection & Development Spec.	7-2107
Todd Porter, Selection, Training, and Development Spec.	5-3359
Lois Brown, Assistant to the Assistant Director of Residence Life	5-2821
Dawn Briggs, Business Manager	5-6923
Sarah Rastallis, Senior Office Manager	5-1965
Lois Brown, Assistant to the Assistant Director of Residence Life	5-2821
Adrienne Cremins, Multimedia Designer	5-1961

Orchard Hill/Central – Baker Fax 5-3965 5-1333

Diana E. Fordham, Asst. Dir. for Orchard Hill/Central	5-1490
Gary Campbell, Operations Manager	5-1161
Walter (Bud) Henry, Assistant Operations Manager	5-1163
Michael Lambert, Housing Operations Assistant	5-1160
Sharon Jandrow, Office Manager	5-1157
Hildy Marshall, Maintenance Clerk	5-0517
Holly Galvin, Area Assistant Director Clerical Assistant	5-1573

Dickinson/Webster COM/Adrienne Camarda (7-3705) 5-4208

Michael Dodge, RD	Webster	5-1619 (O)
Heather McGrath, ARD	Dickinson	7-3914 (O)
Shelvia English, ARD	Dickinson	7-4103 (O)

Grayson/Field COM/Jennifer Corriveau (7-3704) 5-4205

Noga Flory, RD	Field	5-1625 (O)
Carey Collins, ARD	Field	5-1131 (O)
Brandi Douglas, ARD	Grayson	5-1140 (O)

Baker/Chadbourne/Greenough COM/Matthew Burke (7-3706) 5-4215

VACANT, RD		5-1617 (O)
Lauren Selfridge, ARD	Chadbourne	7-3118 (O)
Andrew Armin	Baker	7-3118 (O)

Van Meter/Butterfield COM/Molly Fellows (5-3255) 5-4209

Wil Chen, RD	Van Meter	5-1621 (O)
Allison Gagne, ARD	Butterfield	5-2464 (O)
Brittany Haughton, ARD	Leach	5-0711 (O)

Gorman/Wheeler COM/Kathryn Corcoran (7-3708) 5-2745

Chris Hughbanks, RD	Gorman	5-1620 (O)
Chrissy Breed, ARD	Wheeler	7-3029 (O)

Brett/Brooks COM/Arisa Koziol (7-3707) 5-4218

Sam Tabari, RD	Brooks	5-1618 (O)
Dylan Larke, ARD	Brett	5-1167 (O)

Southwest MY – Thoreau Fax 5-3328 5-0392

Lisa Giddens, Asst. Dir. for Southwest MY (Multi-Class Year)	5-6994
Gaye Reinhold, Senior Operations Manager – SW/N	5-6993
Vacant, Assistant Operations Manager – SW/N	5-1595
Karen Gauthier, Housing Operations Assistant – SW/N	5-4863
Nancy Perwak, Office Manager	5-0520
Tiffany Gayle, Maintenance Clerk – SW/N	5-0522
Area Assistant Director Clerical Assistant	5-0392

Coolidge COM/Alice DeAndrade (7-3709) 5-0368

Honey Minkowitz, RD	Coolidge	5-4562 (O)
Leah Rapaport, ARD	Coolidge	5-1983 (O)
Shantel Palacio, ARD	Coolidge	5-1983 (O)

Prince/Crampton COM/Ninette Vanessa Ramirez(7-3713) 5-2299

Vacant	Prince	5-1628 (O)
Brad Wheeler, ARD	Crampton	7-3028 (O)

John Quincy Adams COM/Jacqui Joyner (7-3716) 5-3510

Kate Harrington, RD	JQA	5-1180 (O)
Jacob Clemen, ARD	JQA	5-1183 (O)
Cornelius Taabazuing, ARD	JQA	5-1183 (O)

MacKimmie/Patterson COM/Heather Murphy (7-3717) 5-3247

Pat Quinn, RD	Patterson	5-3251 (O)
Ryan Morin, ARD	(Lives In Lincoln)	7-3233 (O)
Jerome Rogich, ARD	MacKimmie	7-3233 (O)

Washington COM/Anna Lustberg (7-3719) 5-2616

Thondup Tsering, RD	Washington	5-4580 (O)
Dan Petrelli, ARD	Washington	5-2343 (O)
Keri DeJong, ARD	Washington	5-2343 (O)

RLPO/RLRC – Moore Fax 5-9566 5-0472

Anjali S. Cadena, Asst. Dir. for Learning Communities	7-2119
Seth Ascher, Residential Leadership Specialist	5-3361
Dawn Rendell, Leadership Education Specialist	7-2329
Patty McGill, Office Manager	5-0472
Joann Chauvin, Assistant to Asst. Dir. for Learning Communities	7-1105
Cherryl McLaughlin, Assistant to Student Dev. Specialist	7-1109
Vacant, Leadership Grad	7-1129
NRHH	(Fax 7-1333) 7-1297
RHA	(Fax 7-1333) 5-1716

Northeast/Sylvan – Johnson Fax 5-1899 5-029

Darius A. Burton, Asst. Dir. for Northeast/Sylvan/North	5-6960
Aida Claudio, Senior Operations Manager	5-1138
John Czabaj, Assistant Operations Manager	5-1146
Kathy Pietras, Housing Operations Assistant.	5-1144
Linda Thornton, Office Manager	5-1136
Alvin Holder, Maintenance Clerk	5-0403
Katelynn Cole, Area Assistant Director Clerical Assistant	5-1139

Crabtree/Mary Lyon/Knowlton COM/Melissa Urban (7-3701) 5-1506

Gerardo Blanco, RD	Mary Lyon	5-0310 (O)
Erin Mosher, ARD	Knowlton	7-3770 (O)

Leach/Hamlin/Dwight COM/Priscila Samuel (7-3702) 5-0888

Mukul Acharya, RD	Dwight	5-1623 (O)
Eboni Rafus, ARD	Hamlin	5-1682 (O)

Thatcher/Lewis/Johnson COM/Anita Chao (7-3703) 5-2034

Julia Mohlala, RD	Lewis	5-3877 (O)
Leso Munala, ARD	Thatcher	7-3771 (O)

Cashin COM/Kayla Blake (7-2417) 5-0621

Mohamed Good, RD	Cashin	5-1622 (O)
Aiah Mbayo, ARD	Cashin	7-3772 (O)

Brown COM/Michael Moise (7-2416) 5-0737

Dorwenda Bynum-Lewis, RD	Brown	5-1627 (O)
Dana Alhaffar, ARD	Brown	5-9787 (O)

McNamara COM/Kerianne Flavin (7-2418) 5-4255

Margaret Felis, RD	McNamara	5-1624 (O)
Elitsa Teneva, ARD	McNamara	7-3773 (O)

North 5-7115 5-7100

Abed Jaradat, ACC	Building D	5-7111 (O)
Carl Ericson, AM	Building D	5-7109 (O)
Beth Bogdahn, Office Manager	Building D	5-7102 (O)

Southwest RFYE– Cance Fax 5-2579 5-0702

Jean Ahlstrand MacKimmie, Asst. Dir. for Southwest RFYE	5-1137
Gaye Reinhold, Senior Operations Manager - SW/S	5-6962
Michael Geneureux, Assistant Operations Manager – SW/S	5-1154
Jessica Monti, Administrative Assistant – SW/S	5-7168
Stephen Hoye, Housing Operations Assistant – SW/S	5-4781
Jean Michaud, Office Manager	5-3451
Kim Waddell, Maintenance Clerk – SW/S	5-0439
Kathryn Core, Area Assistant Director Clerical Assistant	5-6961

Cance COM/Masiel A. Encarnacion (7-3714) 5-4708

Vacant	Cance	5-4561 (O)
Jillian Crocker, ARD	(Lives in Lincoln)	5-6961 (O)

James/Emerson COM/Madelein Baez (7-3710) 5-0917

Kara Richardson	James	5-4564 (O)
Victoria Verlezza, ARD	Emerson	7-2955 (O)

John Adams COM/Carolina Davila (7-3715) 5-1927

Jon Todd, RD	John Adams	5-4563 (O)
Stacy Pease, ARD	John Adams	5-2265 (O)
Patricia Cardoso, ARD	John Adams	5-2265 (O)

Kennedy COM/Jessica Gannarelli (7-3711) 5-2084

Ryan Young, RD	Kennedy	5-4518 (O)
Jannah Handy, ARD	Kennedy	5-4221 (O)
Jessica Austin, ARD	Kennedy	5-4221 (O)

Melville/Thoreau COM/Grace Kim (7-3712) 5-3264

Sarah Judy, RD	Melville	5-1181 (O)
Allegra Lanzara, ARD	Thoreau	7-4744 (O)

Pierpont/Moore COM/Andre Watson (7-3718) 5-0890

Clint-Michael Reneau, RD	Pierpont	5-1182 (O)
Dennis Scott, ARD	Moore	5-2486 (O)
Cortney Johnson, ARD	(Lives in Lincoln)	5-2486 (O)

First Year Experience

Alexa Mignano, FYE Specialist, SW -121 Pierpont	7-2328
Stacey Steinbach, FYE Specialist, SW - 10 Thoreau	5-0857
Colby Fisher, FYE Specialist, OH/C & NE - 113 Crabtree	5-0425
Alan Goff, Res. Learning Grad, SW - 212 Melville/ 119 Pierpont	7-2489
Maya Kumazawa, Res. Learning Grad, OH/C , 128 V/M/ 138 B	7-2336
Kasie Collins, Res. Learning Grad, OH/C NE/S, 103 Dic. / Crab. 113	7-2496
Faustina Cuevas, Res. Learning Grad, OH/C, Gorman 101/ Web. 429	
Alan Goff, Res. Learning Grad, SW – 117 Pierpont	7-2309
Brad Turner, Res. Learning Grad, James 222/ Kennedy 105	7-2334
Dominique Parris, Res. Learning Grad, Cance 228/John Adams 108	7-2309

Resources

Dig Safe
1-888-DIG-SAFE
www.digsafe.com

Environmental Health & Safety
545-2682
N414 Morrill Science Center
www.ehs.umass.edu

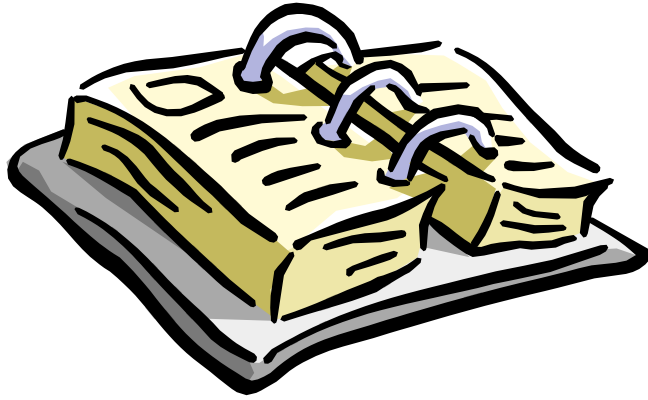
Physical Plant
545-0600
<http://facil6.facil.umass.edu/>

Print Services
545-2718
151 Whitmore
print@admin.umass.edu
http://www.umass.edu/campus_services/print/

Public Safety
545-2121 (UMPD non-emergency)

Student Legal Services Office
545-1995
922 Campus Center

Student Center for Education and Research Advocacy
432 Student Union
545-0355
scera@stuaf.umass.edu



CALENDAR

Important dates to know for Area Government Officers
and House Council Officers

House Council and Area Government Calendar Dates 10-11

Dates	Time and Location	Event, Deadline, Meeting	Notes
September 3	9:00 AM-12:00 PM in the Campus Center	Area Government Officer training	<ul style="list-style-type: none"> ▪ All Area Government Officers can arrive on Thursday with early arrivals and are expected to attend this training.
September 2		House Council nomination forms available	<ul style="list-style-type: none"> ▪ Nomination forms will be available online through the Residence Life and Elections Commission webpages.
September 20 at 4PM		House Council nomination forms due	<ul style="list-style-type: none"> ▪ These should be returned to any Area Office or to the SGA office (420 Student Union)
September 28-30		House Council Elections held online at umassamherst.collegiatelink.net	<ul style="list-style-type: none"> ▪ These elections are coordinated and run SGA Elections Commission
October 1		Dawn will be notified of winners and will send them to halls	<ul style="list-style-type: none"> ▪ The Elections Commissioner will pass them on
October 2		All House Council elections results posted	<ul style="list-style-type: none"> ▪ Hall staff should post results in their buildings
October 16-17	Berkshires overnight	RHA General Body retreat	<ul style="list-style-type: none"> ▪ All House Council Officers and Area Government Officers are expected to attend. ▪ All Advisors are invited to attend



OVERVIEW & INTRODUCTION

Introduction to the SGA
Introduction to Area Governments
Title V Basics
Title V

OVERVIEW & INTRODUCTION

Introduction to the SGA

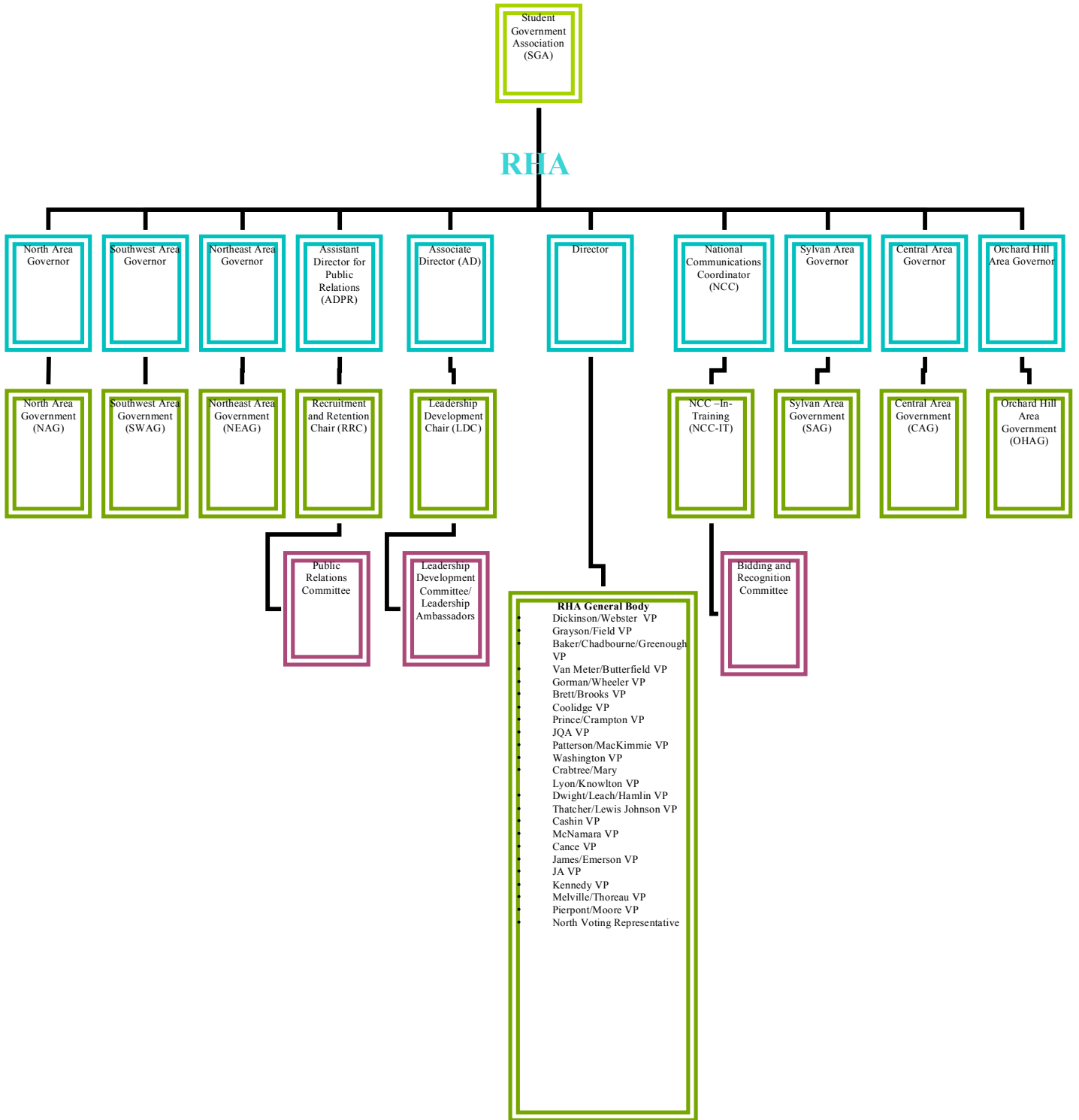
Welcome to the Student Government Association! The SGA is recognized by the Board of Trustees as the governance body for undergraduate students at the University of Massachusetts Amherst. Consisting of over 200 officers, the SGA is working for students all over campus. It is involved in helping to form University policy on topics such as alcohol and quiet hours, and it allocates \$1.7 million to Registered Student Organizations. Like the federal government of the United States, the SGA consists of three branches: Executive, Legislative, and Judicial. The Executive branch is headed up by the SGA President and his or her Executive Cabinet. The Executive branch is responsible for executing the legislation that is passed by the Senate, as well as for the administration of RSO's, Agencies, Area Governments, and House Councils. The Legislative branch consists of the Student Senate, led by the Speaker and the Associate Speaker. Each Senator represents approximately 250 students and are elected in the fall. The Senate passes motions that, if accepted by the SGA President and the Vice Chancellor of Student Affairs, become official University policy. The Judicial branch is charged with interpreting and ruling on the Constitution and By-Laws of the SGA. Consisting of five justices, a Chief Justice, and an Associate Chief Justice, the Student Judiciary hears cases that are brought before it and provides official rulings.

Introduction to Area Governments

Area Governments are a subsidiary programming body administered by the Executive Branch of the SGA. Their role is to develop the community in their living area and work with the Residence Hall Association (RHA) to advocate for students.

As an Area Government Officer, you have been chosen to serve as a leader in your community. Your hard work this year will truly make a difference in the lives of your constituents and in the future of your living area. You and your fellow officers are an invaluable part of the Student Government Association and Residence Hall Association, and your service is greatly appreciated.

Below is an organizational diagram of the structure of the Student Government Association. As you can see, the branches of the SGA are all interconnected and interdependent.



THE STUDENT GOVERNMENT ASSOCIATION

- The primary student governance body on campus
- Empowered by the Board of Trustees in the Wellman Document: ***“Students will have primary responsibility for services and activities which are designed primarily to serve students or those which are financed primarily by students, managing student political affairs and organizational matters, and setting standards for student behavior, conduct, and discipline.”***
- Three branches: Executive (President & Executive Cabinet), Legislative (Student Senate), and Judicial (Student Judiciary)
 - Administer subsidiary governance bodies – AG’s & HC’s (Sec. Of Administrative Affairs)

Like the Federal Government...



Residence Hall Association

- Make general recommendations about the well-being of campus residents (social, political, & educational)
 - Develop leadership skills in residents
- Provide assistance to House Councils and Area Governments
- Represent the needs of students to Housing and Residence Life and SGA

Like State Government...



AREA GOVERNMENTS

- Administration of programming & advocacy for area
 - Develop community in the living areas
 - Administer House Council Elections



HOUSE COUNCILS

- Administration of programming, advocacy, & community development for their building(s)
- Make general recommendations about the general well-being of their residents (social, political, & educational)
- Receive assistance from the RHA & the SGA in way of program development, leadership training, & organizational development

Like Local/Town Government...

Title V Basics

Title V is the section of the SGA By-Laws that governs RHA, Area Governments and House Councils. It is an excellent source of information and a point of reference for many issues that may arise during your time in office. You should familiarize yourself with the entire SGA Constitution and By-Laws, especially Title V. To assist you in this task, outlined below are some basic information and highlights from Title V to which you should pay particular attention.

Title V defines Area Governments as “An Area Government shall be defined as a student representative body, recognized as a subsidiary governmental arm of the SGA, charged with the administration of programming for a residential area.” (Ch. 3, Sec. 1)

Area Governments shall not allocate funding to “organizations or programs whose primary functions are not directly beneficial to their respective residential area” or “organizations or programs, which are not primarily initiated, organized, funded, or managed by SGA members.” (Ch. 7, Sec. 3)

“Area Governments shall have the following responsibilities:

1. To forward bi-monthly, all minutes and documents otherwise deemed as public records to the SGA, to facilitate actions described in Title II, Chapter 11, Section 1, Line 1.
2. To administer programs and expenditures in accordance to guidelines set forth by the Campus Activities Office, except in cases where Residence Life is affected by programs. In this case, the Area Government shall notify Campus Activities of appropriate planning being conducted through Residence Life.
3. To administer House Council elections in accordance with guidelines set forth in Title V.
4. To have the Governor attend bimonthly RHA meetings.
5. To facilitate, in collaboration with the RHA and necessary Housing Officials, the training of House Council Officers.

These are just a few of the important points contained in Title V. You must take the time to read the entire document very carefully because it contains extremely important information, including information about your role as an officer. If you are found to be in violation of Title V, you may be investigated for these violations.

TITLE V

Area Governments and House Councils

Chapter 1

Definition – Residence Hall Association

Section 1 The Residence Hall Association (RHA) is a student representative of the University of Massachusetts Undergraduate Student Government Association.

Section 2 The RHA and its elected officials will operate within the boundaries and values enumerated within the SGA Constitution and bylaws and the RHA Constitution and bylaws.

Chapter 2

Structure and Procedure of RHA

Section 1 The structure of RHA, including that of its executive board and general body, as well as its rules, functions, and procedures, is delineated within the RHA Constitution and bylaws.

Section 2 All amendments to the RHA Constitution and bylaws must be approved by the Administrative Affairs Committee of the SGA Senate, as well as by the SGA Senate, following approval according to amendment procedures within the RHA Constitution and bylaws.

Chapter 3

Definition – Area Governments

Section 1 An Area Government shall be defined as a student representative body, recognized as a subsidiary governmental arm of the SGA, charged with the administration of programming for a residential area.

Section 2 Each of the following five on-campus residential areas, as defined by the University, also herein denoted as Living Area, shall have an Area Government

1. Southwest Residential Living Area
2. Orchard Hill Residential Living Area
3. Central Residential Living Area
4. Northeast Residential Living Area
5. Sylvan Residential Living Area
6. North Residential Apartments
7. Commuters, here defined as the living area exclusive of those above

Section 3 There shall be a “Commuter Area Government” which shall encompass all Undergraduate Students not living in areas provided in Section 2.

Chapter 4

Recognition

Section 1 To be recognized as an Area Government, a residential area shall submit to the Associate Speaker of the Senate a time-stamped proposed Charter that shall provide for at least the following:

1. Four Officers defined herein:

a. Governor – Here defined as the chief presiding officer of the Area Government. The Governor shall have Signature Authority.

b. Lieutenant Governor – Here defined as the deputy chief presiding the Area Government, and as the liaison to House Councils.

c. Secretary – Here defined as the chief clerk and maintainer of permanent records of the Area Government.

d. Treasurer – Here defined as the chief financial officer of the Area Government. The Treasurer shall have Signature Authority.

2. Succession of Officers
3. Impeachment and recall of Officers
4. Appointment of Elections Commissioners

5. A Charter amendment process
6. Appointment of Area Government representation to the Residential Committee
 - a. This applies to on-campus Area Governments only.
7. Appointment of Area Government representation to the Area Government Council
8. Appointment to the Residential Appeals Board
 - a. This applies to on-campus Area Governments only.
9. Appointments to any other applicable boards and/or committees necessary.

Section 2 The Senate, upon a two-thirds vote of its membership in attendance at a scheduled meeting, shall grant recognition to an Area Government Charter.

Section 3 Upon recognition, Area Governments shall enjoy the rights and privileges granted to an Area Government by the Constitution of the SGA, the By-Laws of the SGA, or Acts of the SGA.

Section 4 If the Senate shall not have acted to recognize or not recognize the proposed Charter of an Area Government within three (3) consecutive Senate meetings upon receipt of the said Charter, the Senate shall surrender its recognition right and the Area Government Charter shall be recognized.

Section 5 The Senate, upon a two-thirds vote of its membership in attendance at a scheduled meeting, shall review and determine any changes necessary to all Area Government Charters every two (2) years. The charter is to be returned to the said Area Government, which will have two (2) consecutive Senate meetings upon return of said Charter to the Associate Speaker of the Senate. The Senate shall be empowered to renew or not renew the proposed charter of said Area Government.

Chapter 5

Officers

Section 1 The authority of the Area Government shall be vested in the officers.

Section 2 Officers shall be elected by the constituents of their respective Area Government in a manner prescribed by Title VIII of the By-Laws of the SGA, and shall be full-time undergraduate students enrolled at the University of Massachusetts.

Section 3 Officers shall be residents of the Living Area in which they shall have been elected.

Section 4 If an Officer shall have been dislocated from his/her Living Area s/he shall surrender his/her Office.

Section 5 Area Governors, or their designees, shall be ex-officio members of the Senate.

Section 6 Area Governors serve on the executive board of the Residence Hall Association.

Section 7 Area Government Officers may hold other elected or appointed positions, provided same office is below the rank of Executive Cabinet, Senator, or Student Judiciary member except House Council Officer, which an Area Government Officer is prohibited from holding.

Section 8 Residential Assistants (RA) may hold the position of Area Government Officer at the discretion of the specific Area Government Charter. Residence Life may deny these positions as per the RA Position Description.

Section 9 Officer shall, upon taking office, be administered the following affirmation by the SGA Chief Justice:

“I do affirm to faithfully execute the office of Area Government Officer and support the Constitution and By-Laws of the Student Government Association.”

Chapter 6

Powers

Section 1 The Area Governments shall be empowered to make general recommendations regarding matters relevant to the educational, political, and social well being of the SGA membership residing in their respective Living Area to the Residence Hall Association (RHA). Said recommendations shall be in accordance with Trustee Document T73-098, as amended.

Section 2 The Area Government shall be empowered to withdraw their support for any University Policy, official, or board, which, in the judgment of the Area Government, shall be detrimental to the educational, political, or social well being of the SGA members residing in the Area.

Chapter 7

Prohibitions

Section 1 No Area Government shall violate the integrity of the residence halls, or the integrity of the student residence hall rooms, as defined by the University.

Section 2 Area Governments shall not fund organizations or programs, or perform activities, which are properly the responsibility of the University.

Section 3 Area Governments shall not allocate funding to any of the following:

1. Organizations or programs whose primary functions are not directly beneficial to their respective residential area.
2. Organizations or programs, which are not primarily initiated, organized, funded, or managed by SGA members.

Chapter 8

Rights and Privileges

Section 1 Area Governments shall have the following rights and privileges:

1. Recognition by the University as a subsidiary arm of the SGA.
2. Access to the use of campus facilities.
3. Ability to receive space and equipment.
4. Financial accounts from the Student Activities Center.
5. Assistance from the Student Activities Center in the way of mail service, program development, financial accounts, and budgeting support. It shall be understood that due to the nature of the Area Governments and their residential locations, that Residence Life shall also be a forum of program development and mail service for on-campus Area Governments.
6. On-campus Area Governments have the privilege of initiating programming ideas and planning with their Residence Life Advisor before contacting The Student Activities Center, again due to the residential nature of on-campus Area Governments.
7. Access to Resource Center computers, equipment, and advising service.

Chapter 9

Responsibilities

Section 1 Area Governments shall have the following responsibilities:

1. Appointment of Elections Commissioners in accordance with Title VIII.
2. To forward bi-monthly, all minutes and documents otherwise deemed as public records to the Chief of Staff and the Assistant Director of RHA, to facilitate actions described in Title II, Chapter 11, Section 1, Line 1.
3. To administer programs and expenditures in accordance to guidelines set forth by the Student Activities Center, except in cases where Residence Life is affected by programs. In this case, the Area Government shall notify Student Activities Center of appropriate planning being conducted through Residence Life.
4. To appoint necessary members to the Residential Committee and Residential Appeals Board.
5. To administer House Council elections in accordance with guidelines set forth in Title V.
6. To provide an officer report before the RHA General Body twice a month.
7. To attend bi-weekly RHA meetings.
8. To facilitate, in collaboration with the Residence Hall Association and necessary Housing Officials, the training of House Council Officers.
9. To provide adequate representation at all Coordinating Council meetings in accordance with Title I, Chapter 8, Section 3.
10. In addition to the Residence Hall Association, to provide support service to House Councils in the way of advocacy, including but not limited to, the use of copiers, liaison to Student Activities Center and the Student Government Association.

Chapter 10

House Councils

Section 1 A House Council shall be defined as a student representative body, charged with the administration of programming, advocacy, and community development for a residence hall or cluster.

Chapter 11

Recognition

Section 1 A House Council shall not be eligible for recognition until the Area Government has completed elections for the House Council for the upcoming term, and the elections shall have been approved and validated through the provisions in Title V, Chapter 16, of the SGA By-Laws.

Section 2 To be recognized, a House Council must provide a time-stamped House Council Agreement Form, as provided in Title V, Chapter 13 of the SGA By-Laws, to the Chief of Staff.

Section 3 An approval by the Chief of Staff of the House Council Agreement Form, as prescribed in Title V, Chapter 13 shall grant recognition to a House Council.

Section 4 The Chief of Staff shall not deny a House Council their recognition if all provisions for recognition have been met. If the Chief of Staff shall have rejected recognition of a House Council, just cause must be presented and explain the criteria for achieving recognition.

Section 5 Upon recognition, House Councils shall enjoy the rights and privileges granted to House Councils by the Constitution of the SGA, the By-Laws of the SGA, or Acts of the SGA.

Chapter 12

Powers and Prohibitions

Section 1 The House Council shall derive its power from the regulations and guidelines set forth from the Constitution and By-Laws of the Student Government Association.

Section 2 The House Council shall be empowered to make general recommendations regarding matters relevant to the educational, political, and social well being of the SGA membership residing in their respective residential building(s) to the Residence Hall Association. Said recommendations shall be in accordance with Trustee Document T073-098, as amended.

Section 3 The House Council shall be empowered to withdraw their support for any University Policy, official, or board, which, in the judgment of the House Council, shall be detrimental to the educational, political, or social well being of the SGA membership in their residential building(s).

Section 4 All powers in the House Council shall be vested in the officers.

Section 5 Resident Assistants may not hold position of House Council Officer.

Section 6 House Councils shall adhere to the University policies concerning health and safety in the residence halls.

Section 7 House Councils shall not provide fund organizations or programs, or perform activities, which are properly the responsibility of the University.

Section 8 House Councils shall not allocate funding to organizations or programs that are not directly beneficial to their respective residence hall(s) or to organizations or programs that are not primarily initiated, organized, funded, or managed by SGA members.

Section 9 House Councils in violation of Title V or deemed to be in “bad standing” as outlined by the RHA Constitution shall be subject to having their status frozen by the Residence Hall Association, whom shall be the sole entity able to freeze House Councils. In each case, the Residence Hall Association shall follow guidelines set forth the Constitution of the RHA.

Section 10 The following shall be direct House Council violations subject to 24-hour notice account freezing as stated in Title V Chapter 17 Section 2:

1. If a House Council fails to properly fill vacant positions according to the House Council Charter.
2. If a House Council allocates funding without quorum at a scheduled meeting.
3. If a House Council fails to attend three unexcused meetings of their respective Area Government. In such a case, the Area Government shall forward notice of missed meetings to the Residence Hall Association along with minutes of all missed meetings showing everyone who attended the respective meetings.

Section 11 A House Council may have their accounts frozen by petition from the Area Government to the Residence Hall Association. In such case, an Area Government must forward a request to the Residence Hall Association stating the nature of their request, violations of the House Council meriting accounts being frozen, and a procedure for the re-activation of the respective House Council. The Residence Hall Association shall retain the right to render the final decision.

Chapter 13

Rights and Privileges

Section 1 House Councils shall have the following rights and privileges:

1. Access to the use of all residence hall facilities in which their House Council resides.
2. Ability to reserve space and equipment in residence halls in which their House Council resides.
3. Assistance from Residence Life by means of mail service, financial accounting, and community development.

4. Access to the RSO Resource Room computers, equipment, and advising services.
5. Assistance from the Residence Hall Association in the way of program development, leadership training, and organizational development.

Chapter 14

House Council Agreement Forms

Section 1 House Councils shall commit to the provisions in Title V, Chapter 14, as their official Charter. Title V, Chapter 14 shall serve as the strict rules and guidelines for all House Councils to abide by.

Section 2 Upon the start of a new House Council term, the Officers of the House Council shall sign a form provided from the Chief of Staff that affirms the following:

“We, the undersigned officers of the (House Council) do hereby commit to the provisions set forth in Title V, Chapters 9 through 15 and Chapter 17, of the SGA By-Laws of the Constitution of the Student Government Association and the RHA Constitution. We affirm to faithfully execute the position of House Council Officer and support the Constitution and By-Laws of the Student Government Association, the Charter and By-Laws of our respective Area Government, and the Constitution of the RHA..”

Section 3 The Chief of Staff shall provide this document on the SGA Web Site or other means of Internet access within ten days of the approval of a House Council election.

Section 4 House Councils shall not be active until Agreement Forms have been submitted to the Chief of Staff and approved.

Chapter 15

House Council Elections

Section 1 Area Governments shall have complete responsibility and jurisdiction in the administration of House Council Elections. They shall abide by the provisions set forth in this Chapter. Area Governments shall conduct the election during the fall, on or before the third Tuesday after classes have started in the fall semester. This shall supersede any elections rule outlined in an Area Government Charter.

Section 2 If there is no Area Government established when it is necessary to hold House Council elections, the Chief of Staff may contact the SGA Chancellor of Elections to hold a Special Election. At such a point, the Area Government has lost its right to hold House Council elections for that term.

Section 3 An Area Government shall hold elections for a House Council that shall represent the residence hall or cluster that it resides in, based on what portion of the cluster the House Council represented the previous year. If an Area Government wishes to have a House Council represent a different proportion of the cluster than it used to for the following year, it shall seek the approval or disapproval of the affected House Councils and the Residence Life Advisor and forward it to the Chief of Staff, whom shall have the final decision in the merging or separating of a House Council. Merging or splitting House Councils cannot be done while House Councils are not in session. Individual House Councils may represent at most one entire cluster.

Section 4 An Area Government shall only hold elections for the positions of House Council Officers outlined in Article VI of the House Council Charter. If a House Council wishes to have additional officers for election, it must present the request to the Area Government prior to the release of House Council nomination forms, as established in Article VI of the House Council Charter. The Area Government must abide by the request of the House Council in this matter.

Section 5 Area Governments shall have the following responsibilities in the administration of House Council elections:

1. The production, dissemination, and collection of nomination forms.
2. Proper advertisement of elections, including the distribution of flyers to Cluster Offices at least 2 weeks prior to the date of the election.
3. Nomination forms shall provide the following:
 - A. The printed name, address, student identification number, phone number, and signature of the nominee attesting that s/he shall have accepted the nomination.
 - B. SGA members may take out nomination papers for the office of house council and obtain twenty-five (25) signatures from the residents of their respective residential buildings.
 - C. The date and time nominations shall be closed.

4. The Area Government shall review all nomination forms and determine the validity thereof.
5. The production of ballots for the election.
6. The operation of voting tables.
7. The counting of ballots.
8. Access to Residence Life involvement in the elections in the following manners:
 - A. Assistance in setting up locations for elections
 - B. Assistance from Residence Assistants or Community Leaders in manning election tables.
 - C. Advertising of elections
 - D. Obtaining alpha rosters.
9. Submission to the Chief of Staff an elections report that shall include, but not be limited to the following:
 - A. The date(s) and time(s) of the nomination process and the election.
 - B. All alpha rosters used in the election cross checked with a highlighter.
 - C. A tabulation of the results of all elections.
 - D. Any discrepancies regarding false ballots, discrepancies between the number of ballots and alpha rosters, and any irregularities in elections results or administration.

Section 6 The Area Government shall be empowered and required to create an elections committee, which shall aid the Area Government in the facilitation of house council elections. The Area Government shall include the names of any appointments to the Chief of Staff two (2) days prior to the election. These individuals shall be appointed by the Area Governor, and shall assist the Area Government in all aspects of the house council elections. Said appointments must be undergraduate students enrolled at the University and may not be a candidate in either the race or a campaign worker of any candidate. Each voting station must be manned by at least one elections committee worker.

Section 7 Area Governors may initiate any referenda on the election ballots.

Section 8 The Area Government shall deliver an elections report to the Chief of Staff in no more than three (3) calendar days after said election.

Section 9 The Chief of Staff shall have seven (7) calendar days to review and determine the validity of said house council elections. The Chief of Staff shall deliver his/her decision to said Area Government, who shall be empowered to post elections results in each residence building in his/her residential area. The Chief of Staff shall present just cause for denying House Council elections.

Section 10 Upon recognition, the Area Government shall post, within two (2) days, the results of the election in each representative residence building in said residential area.

Section 11 If the Chief of Staff shall have acted to deny said House council elections, the Area Government shall be required to facilitate a second house council election. The Area Government shall retain the right to determine the time and place of said elections, with the exception of the date that elections must be conducted by, which shall be an automatic extension to September 30.

Section 12 The Chief of Staff shall provide the Senate or Coordinating Council with an elections report no less than one (1) week after said house council elections. The Chief of Staff shall also provide, upon request, a written election report to any SGA member or Housing Official.

Section 13 A person may appeal the decision(s) of the Chief of Staff or said Area Government by filing a petition for a ruling with the Associate Chief Justice of the Student Judiciary. In such case, the Area Government is not required to host new elections until the ruling has been determined by the Judiciary.

Chapter 16

Constituent Communication

Section 1 For the purposes of this Chapter, “primary officer” shall mean Governor, Lt. Governor, Treasurer, and Secretary when referring to Area Governments, and shall mean President, Vice President, Treasurer and Secretary when referring to House Councils.

Section 2 Each Area Governor shall set a date for a “Back to the People” meeting in coordination with the Residence Hall Association Executive Board and General Body at a desired location within their residence area. For the Commuter Area Government, this shall include the Campus Center, the Student Union, or other designated areas.

Section 3 Each Area Governor shall arrange, consistent with the Charter of their respective Area Government, to have at least two (2) primary officers of the Area Government and at least one (1) primary officer of the Residence Hall Association attend each “Back to the People” meeting..

Section 4

Chapter 17

Violations of Title V

Section 1 If any House Council shall have failed to meet requirements outlined in Chapter 12 section 9, it shall result in action taken by the Residence Hall Association. If the House Council which has been frozen feels the actions taken against them are unjust or unwarranted, they may then submit a formal appeal to the Chief of Staff. The Chief of Staff will then review the appeal and make a recommendation to the RHA on further action. The Chief of Staff will retain final authority to override the decision of the RHA.

Section 2 If a House Council is frozen due to bad standing, they can regain good standing by following the procedure outlined in the RHA Constitution. Their account will then be unfrozen.

Section 3 If a House Council is frozen due to Title V violations, the RHA Executive Board will meet with the President of the House Council to discuss the violation and further action to be taken. Their account status will be unfrozen at the discretion of the RHA Executive Board. In the case that a House Council feels it was treated unfairly, the appeal process in Section 1 may be followed.

Section 4 If an Area Government or House Council, or any officer of the SGA shall have failed to meet the provisions set forth in Title V, any SGA member may issue a complaint with the Residence Hall Association.

Section 5 The Student Judiciary shall retain the right to investigate, veto, or overturn any decision by the Residence Hall Association in a manner prescribed in Title IV, Chapter 2, Sections 1 and 2, and Chapter 11.



ADMINISTRATIVE FUNCTIONS

Office Space and Keys
Telephone, Ethernet, & Mail Services,
Access to Residence Halls, Record Keeping

Office Space and Keys

Each Area Government is allocated an office space in their living area. Your keys are distributed through your Area Office or through Physical Plant if your office is not located in a residence hall. You are responsible for the general upkeep of your office space and for returning your keys at the end of the year. If you do not return your keys at the end of the year, you will be charged for a recore of your office door.

Telephone, Ethernet, and Mail Services

Each Area Government should have a phone in its office. You are charged for the use of the phone line; these charges should be reflected in your account statements. Review your statements to make sure that you are not being overcharged. With your phone number comes a voice mail box; be sure to check your voicemail often to be sure that you are keeping in touch with your constituents.

You may also apply for a Long Distance Authorization Code from the RSO Resource Room in the Student Union. You can use the code to make business-related long distance call and your Area Government will be responsible for all charges incurred to that code.

Area Governments may be assigned an email account and a web address. Be sure to check your email frequently. You may use your website to post a page as you wish. This can be a useful technique for disseminating information to the public.

Each Area Government has at least one mailbox:

- 1 – Resource Room in the Student Union

You may also have a mailbox in the area office or the residence hall where your office is located, either in the cluster office or on the wall with the mailboxes of the building's residents. Ask your Advisors for these specifics.

Area Government Officer Access to Residence Halls Guidelines:

- Elected or Appointed Area Government Officers (up to eight per area) shall receive full access (24/7) to the residence hall in which their office exists. Work with your Area Director to make these accommodations.
- Elected or Appointed Area Government Officers (up to eight per area) shall receive access from 4-10pm 7 days/week in other buildings within their constituency. This access is for the purpose of hanging advertisements, attending HC meetings, running elections and connecting with their constituents. Work with your Area Director to make these accommodations.
- The security desk in each building should have a list of Area Government Officers for access purposes. Work with your Area Director to get that list updated with any officer changes.
- Elected or Appointed Area Government Officers access policy and related expectations shall be communicated via AGO advisors during AGO training.
- The Area Director (Advisor) will have the authority to deny/revoke access privilege as related to AGO responsibilities, i.e., judicial charges, abuse of access privilege, or dereliction of officer

responsibilities. However, such restrictions or revocations will not affect normal access to building of residential assignment unless otherwise specified as a result of a judicial sanction.

Record Keeping

Keeping thorough records will not only help you throughout the coming year, but it will also be of great assistance to next year's officers. Keeping meeting minutes is just the start of good record keeping (refer to the "Officers & Meetings" section of this manual for more information on keeping minutes). Keeping records regarding all of your events and projects is equally as important as keeping meeting minutes. You should devise a filing system that works for you early in the year. One suggestion is to set up a file folder for every event and project your Area Government does. In the folder, keep all information pertaining to that event, such as:

- Contact information for vendors, volunteers, etc.
- Brochures or other information about products/services you purchased
- Any financial information, including quotes, invoices, PO's, etc.
- Advertisements you designed for the event
- Event budget
- Fundraising information
- Event planning worksheet
- Event evaluations
- Any other information that you gathered in the process of planning the event

You should have folders for every social, community service, educational, and fund raising event. The more detail you include, the better! Once you have set up a folder for the event, you can just drop in any information you accumulate on the event.



OFFICERS & MEETINGS

Officers
Getting Started
Running Effective Meetings
Working as a Team to Achieve Your Goals
Housing Boards Requiring Representation
SGA Boards Requiring Representation

OFFICERS AND MEETINGS

Roles of Area Government Officers

Each Area Government has its own Charter that was written by former Area Government Officials (AGOs). The Charter outlines the role of each AGO. The SGA By-laws outline a more general role:

- a. "Governor- Here defined as the chief presiding officer of the Area Government. The Governor shall have signature authority and serve on the executive board of the RHA.
- b. Lieutenant Governor- Here defined as the deputy chief presiding over the Area Government, and as the liaison to the House Councils.
- c. Secretary- Here defined as the chief clerk and maintainer of permanent records of the Area Government.
- d. Treasurer- Here defined as the chief financial officer of the Area Government. The Treasurer shall have signature authority (ch.2 Sec.1).

Title V also in Chapter 3 states that the power of the Area Government shall be vested in its officers, and provides information regarding the roles of officers. In addition, AGO's must be residents of the living area in which they've been elected; if they should move out of their living area, they will vacate their office. AGOs are considered to be ex-officio members of the SGA Senate.

Officers also have a very important role in their community. As Area Government officers, you should be accessible to your residents and the House Councils you work with! This means **having weekly office hours** and posting them throughout the area. During your first few meetings, consider the different ways you can reach out to people living in your area.

Voting

During meetings of your Area Government, voting may need to be done. There may be a procedure for voting in your Area Government Charter. There is a more formal process outlined in SGA By-Laws Title II, Chapter 27 as well. The Area Government should agree upon a method of voting during one of the first meetings. Voting can be formal or informal.

Succession of Officers

Should a position in your Area Government become vacant, it is important for the position to be filled right away. Procedure for filling vacant seats should be in your Area Government Charter.

Area Government Executive Board Position Descriptions

(These are general roles for each position.)

Governor:

- Oversees the operations of your Area Government
- Develops meeting agendas and conducts/facilitates Area Government meetings
- Meets weekly with advisor and other Area Government officers
- Serves on the executive board of RHA and attends bimonthly meetings
- Encourages interaction and discussion among group members
- Acts as a spokesperson for your organization to other campus organizations
- Follows up with committee chairs or other officers
- Leads goal setting and group building among your team
- Has signature responsibility and attends SR Training

Lt. Governor:

- Shares many responsibilities negotiated with President
- Focuses on “in area” leaders such as House Council Officers and Floor Representatives
- Takes place of President in case of President’s absence
- Serves as the liaison to House Councils
- Meets weekly with advisor and other Area Government officers

Secretary:

- Records meeting minutes and distributes them
- Provides minutes SGA, RHA and Advisors
- Coordinates and edits newsletters
- Maintains Area Government bulletin board or posting area
- Meets weekly with advisor and other Area Government officers

Treasurer:

- Responsible for all money management of the Area Government including proper depositing and record keeping
- Monitors ethical money allocation
- Oversees all fundraising efforts of Area Government
- Works closely with the Director of Finance and Business Services in the Center for Student Development and reviews budget with Advisors
- Submits semesterly budget report to SGA
- Meets weekly with advisor and other Area Government officers
- Has signature responsibility and attends SR Training

Getting Started

Here are some ideas of tasks and events that should be done in the first month (September):

- Meet with your advisors! Set up regular meeting times for the semester.
- Attend RHA leadership retreat in October.
- Complete payroll paperwork with Campus Activities.
- Apply for a Long Distance Authorization Code from Campus Activities.
- Clean up office and set up in a way that works for your team.
- Fill any vacant officer positions in accordance with the procedure in your AG charter.
- Make sure the Treasurer and Governor have Signature Responsibility.
- Record a voicemail message on your office telephone.
- Check your mailboxes to make sure you don't have any mail waiting from the summer.
- Review financial information & account statements. Work out a budget for the year.
- Have a "Meet & Greet" Event with House Council Officers (once they have been elected in the end of September).
- Hold a retreat for your officers to do team building exercises and goal setting for the year.
- Set expectations for the year with other officers (i.e. what is expected of each person?).
- Plan a welcome back event during the first few weeks.
- Produce a newsletter or other type of constituent communiqué to introduce yourselves and your AG to your residents.
- Post your office hours in each building in your area.
- Set up your Executive Board Meeting time for the semester.



Running Effective Meetings

An Area Government's meetings are the primary mode of conducting business and can sometimes be the only contact the organization has with its advisors, its House Councils, and its constituents. It is vital that your Area Government conducts its meetings effectively and efficiently.

How to Make Your Meetings Productive

Before the Meeting:

- Schedule meetings regularly, preferably the same day and time each week.
- Determine a specific objective(s) for the meeting
- Prepare and distribute the agenda in advance. Have a copy of the agenda and handouts for each member at the meeting, as well.
- Set time limits for the agenda.
- Decide in advance who needs to be at the meeting. Inform or remind participants if they are expected to make a report or presentation of any kind and indicate time limits they should observe.
- Let all participants know how long the meeting will last.
- Select a meeting time and place that is both convenient and strategic in terms of work, availability of information, resource people, etc.
- Arrange for any audio/visual support you may need.
- Be organized, gather important facts of decision making, and know what you are going to be talking about.

During the Meeting:

- Greet members and make them feel welcome, even late members.
- Always begin the meeting on time, regardless of whether everyone is there. When latecomers arrive, do not stop to catch them up (although you should welcome them); instead, make sure they have easy access to an agenda when they arrive.
- Review the agenda and set priorities for the meeting. If you have a guest, let him/her speak first.
- Distribute or post minutes of previous meetings in advance to avoid wasting time.
- Announce time limits for potentially lengthy topics of discussion.
- State with and stick to the agenda. This will help prevent interruptions, private conversations, and other distractions.
- Summarize progress and remind participants of time limits if necessary.
- Listen to opinions and encourage individuals to speak up. Ensure that everyone gets a voice at the meeting. Don't monopolize the discussion and diffuse arguments quickly.
- Clarify assignments, giving specific information about expectations and deadlines.
- Be confident. Your attitude is communicated to the group through your actions.
- Finish on time and on a positive note.

After the Meeting:

- Evaluate the meeting looking for areas of improvement. Discuss areas of concern with officers.
- Minutes should consist of clear statements of conclusions reached, actions taken, and assignments made.
- Keep track of unfinished business to include on next agenda.
- Distribute copies of the minutes as soon as possible.
- Follow up with individuals responsible for specific tasks at a reasonable time in advance of the established deadline.

- Give recognition and appreciation of excellent and timely progress.
- Be assertive in asking members who are consistently late to meetings, waste the group's time, or fail to follow through on assigned tasks to change their pattern of behavior.

Adapted from The Center for Student Involvement, University of Missouri



Four Stages of Discussion at a Meeting

An effective discussion of meeting agenda items is broken down into four stages: facts, opinions, proposals, and decisions.

- 1 – Giving all *necessary information & facts*
- 2 – *Evaluating* the information & giving *opinions*
- 3 – Formulating concrete *proposals*
- 4 – *Making decisions* based on the facts, opinions, and proposals.

Following these steps will ensure that your Area Government's decisions are based on solid information and are well thought out.

Adapted from WWW.WUJS.ORG.IL.

Sample Meeting Agenda

- 1) Call to Order
- 2) Approval of the Minutes
- 3) Officer Reports
 - i) Governor
 - ii) Lt. Governor
 - iii) Treasurer
 - iv) Secretary
 - v) Additional Officers
- 4) House Council Reports
- 5) Senate Reports
- 6) Old Business
- 7) New Business
- 8) Other Business
- 9) Announcements
 - i) RA's
 - ii) Residents
 - iii) Other
- 10) Adjournment



Evaluating Your Meeting

Compare your meeting to the following characteristics of an effective meeting.

- An agenda is prepared prior to the meeting.
- Meeting participants have an opportunity to contribute to the agenda.
- Advance notice of the meeting time and place is provided to those invited.
- Meeting facilities are comfortable and adequate for the number of participants.
- The meeting begins on time.
- The meeting has a scheduled ending time.
- The use of time is monitored throughout the meeting.
- Everyone has an opportunity to present his/her point of view.
- The meeting typically ends with a summary of accomplishments.
- Participants periodically evaluate the meeting.
- People can be depended upon to carry out any action agreed to during the meeting.
- A memorandum of discussion or minutes of the meeting is provided to each participant following the meeting.
- The meeting leader follows up with participants on action agreed to during the meeting.
- The appropriate and necessary people can be counted on to attend each meeting.
- The decision process used is appropriate for the size of the group.
- When used, audiovisual equipment is in good working condition and does not distract from the meeting.

Working as a Team to Achieve Your Goals

The Tuckman Model of Group Development

The Tuckman model was developed by Bruce Tuckman in the 1965, with changes added in the 1970's. It has become an important tool in understanding group development, dynamics, and behavior. As an Area Government Officer, you can use this model to help you understand our team's progress and development. Tuckman broke group development down into five stages: forming, storming, norming, performing, and adjourning.

Forming

High dependence on leader for guidance and direction. Little shared vision or agreement on goals, except as directed by leader. Individual roles and responsibilities are unclear. Leader must be prepared to answer lots of questions about the team's purpose, objectives, and external relationships. Processes are often ignored. Members test tolerance of system and leader. Leader *directs*.

Storming

Decisions don't come easily within the group. Members vie for position as they attempt to establish themselves in relation to other team members and the leader, who might receive challenges from members. Clarity of purpose increases, but there are still many uncertainties. Cliques and factions form and there may be power struggles. The team needs to be focused on its goals to avoid becoming distracted by relationships and emotional issues. Compromises may be required to enable progress. Leader *coaches*.

Norming

Agreement and consensus is largely formed among team members, who respond well to facilitation by the leader. Roles and responsibilities are clear and accepted. Big decisions are made by group agreement, while smaller decisions may be delegated to individuals or small teams within the group. Commitment and unity are strong. The team may engage in fun and social activities. The team discusses and develops its processes and working style. There is general respect for the leader and some leadership is shared by the team. Leader *facilitates and enables*.

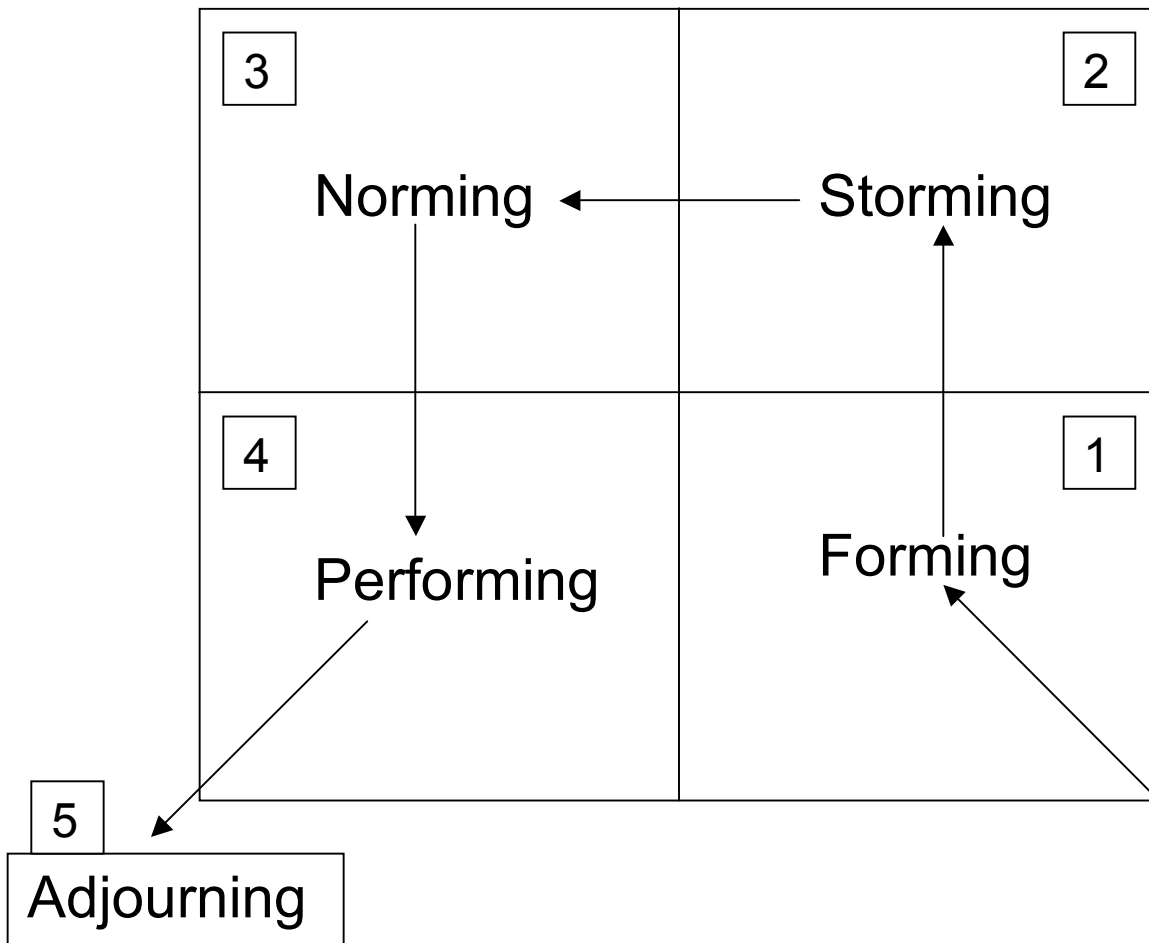
Performing

The team is more strategically aware; the team knows clearly what it is doing and why. The team has a shared vision and is able to stand on its own with no interference or participation from the leader. There is a focus on over-achieving goals, and the team makes most decisions against criteria agreed with the leader. The team has a high degree of autonomy. Disagreements may occur, but now they are resolved within the team positively, and necessary changes to structure and processes are made by the team. The team is able to work toward achieving the goal, and also attend to relationship, style, and process issues along the way. Team members look after one another. The team requires delegated tasks and projects from the leader. The team does not need to be instructed or assisted. Team members might ask for assistance from the leader with personal and interpersonal development. Leader *delegates and oversees*.

Adjourning

Adjourning signifies the break up of the group, hopefully when their task is completed successfully and their purpose has been fulfilled. Everyone can move on to new things, feeling good about what's been achieved. From an organizational perspective, recognition of and sensitivity to people's vulnerabilities

in Tuckman's fifth stage is helpful, particularly if members of the group have been closely bonded and feel a sense of insecurity or threat from this change. The Adjourning phase was added to the model in the 1970's. It is certainly very relevant to the people in the group and their well being, but not to the main task of managing and developing a team, which is clearly central to the original four phases.



All information about the Tuckman Model has been adapted from www.businessballs.com.

Teamwork Questionnaire

Objective: To identify in which of Tuckman's stages your group is currently functioning.

Directions: This questionnaire contains statements about teamwork. Next to each question indicate how often your team displays each behavior by using the following scoring system:

- Almost Never – 1
- Seldom – 2
- Occasionally – 3
- Frequently – 4
- Almost Always – 5

1. _____ We try to have set procedures or protocols to ensure that things are orderly and run smoothly (i.e. minimize interruptions, everyone gets the opportunity to have their say).
2. _____ We are quick to get on with the task at hand and do not spend too much time in the planning stage.
3. _____ Our team feels that we are all in it together and shares responsibility for the team's success or failure.
4. _____ We have thorough procedures for agreeing on our objectives and planning the way we will perform our tasks.
5. _____ Team members are afraid to ask others for help.
6. _____ We take our team's goals and objectives literally, and assume a shared understanding.
7. _____ The team leader tries to keep order and contributes to the task at hand.
8. _____ We do not have fixed procedures; we make them up as the task or project progresses.
9. _____ We generate lots of ideas, but we do not use many because we fail to listen to them and reject them without fully understanding them.
10. _____ Team members do not fully trust the other members and closely monitor others who are working on a specific task.
11. _____ The team leader ensures that we follow the procedures, do not argue, do not interrupt, and keep to the point.
12. _____ We enjoy working together; we have a fun and productive time.
13. _____ We have accepted each other as members of the team.
14. _____ The team leader is democratic and collaborative.
15. _____ We are trying to define the goal and what tasks need to be accomplished.

16. _____ Many of the team members have their own ideas about the process and personal agendas are rampant.
17. _____ We fully accept each other's strengths and weaknesses.
18. _____ We assign specific roles to team members (team leader, facilitator, time keeper, note taker, etc.)
19. _____ We try to achieve harmony by avoiding conflict.
20. _____ The tasks are very different from what we imagined and seem very difficult to accomplish.
21. _____ There are many abstract discussions of the concepts and issues. Some members are impatient with these discussions.
22. _____ We are able to work through group problems.
23. _____ We argue a lot even though we agree on the real issues.
24. _____ The team is often tempted to go above the original scope of the project.
25. _____ We express criticism of others constructively.
26. _____ There is a close attachment to the team.
27. _____ It seems like little is being accomplished with the project's goals.
28. _____ The goals we have established seem unrealistic.
29. _____ Although we are not fully sure of the project's goals and issues, we are excited and proud to be on the team.
30. _____ We often share personal problems with each other.
31. _____ There is a lot of resistance toward the tasks at hand and attempts at quality improvement.
32. _____ We get a lot of work done.

Scoring

In the section below, mark the score of each item on the questionnaire. For example, if you scored item one with a 3 (occasionally), and then enter a 3 next to item one. When you have entered all the scores for each question, total each of the four columns. NOTE: The items are not listed chronologically in this section!

<i>Item Score</i>	<i>Item Score</i>	<i>Item Score</i>	<i>Item Score</i>
1. _____	2. _____	4. _____	3. _____
5. _____	7. _____	6. _____	8. _____
10. _____	9. _____	11. _____	12. _____
15. _____	16. _____	13. _____	14. _____
18. _____	20. _____	19. _____	17. _____
21. _____	23. _____	24. _____	22. _____
27. _____	28. _____	25. _____	26. _____
29. _____	31. _____	30. _____	32. _____
<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>
_____	_____	_____	_____
Forming Stage	Storming Stage	Norming Stage	Performing Stage

This questionnaire is designed to help you assess in what stage your team normally operates. The lowest possible score for a stage is 8 while the highest possible score for a stage is 40.

The highest of the four scores indicates which stage you perceive your team to normally operate in. If your highest score is 32 or more, it is a strong indicator of stage your team is in.

The lowest of the three scores is an indicator of the stage your team is least like. If your lowest score is 16 or less, it is a strong indicator that your team does not operate in this way.

If two of the scores are close to the same, you are probably going through a transition phase, except:

- If you score high in both the Forming and Storming stages, then you are in the Storming phase.
- If you score high in both the Norming and Performing phases, then you are in the Performing stage.

If there is only a small difference between three or four scores, then this indicates that you have no clear perception of the way your team operates, or the team's performance is highly variable. It could also mean that you are in the Storming phase (this phase can be extremely volatile with high and low points).

This questionnaire was adapted from www.nwlink.com/~donclark/leader/teamsuv.html. It has not been analyzed for scientific reliability or validity. It is intended to serve as a diagnostic tool for you to determine your team's development level.

Setting SMART Goals for Your Team

Using the SMART method will help you set attainable goals for your Area Government.

S – Specific

It is important to remember that a goal should not be too general in nature. Setting a vague goal, such as, “our Area Government wants our Spring Event to be more successful this year,” may not be attainable because the aim is too broad. Instead, set SPECIFIC goals. A more specific goal could be “our Area Government wants to have more activities at our Spring Event” or “our Area Government will have greater attendance than last year’s event.”

M – Measurable

Any successful goal or objective must be MEASURABLE. It is not enough to say you want to have more activities at your Spring Event. A measurable version of that goal would be “our Spring Event will have at least 3 different activities” or “our Spring Event will have an estimated attendance of 500 more people than last year’s estimated attendance.”

A – Attainable

If you hope to achieve your objective, your goal must be ATTAINABLE. It is important to know your capabilities and to set goals for yourselves that are reachable. If you know that your Area Government is low on funding for your Spring Event, it may not be attainable for you to hope to hold three activities during your Event. Similarly, if you do not have enough money or volunteers to increase your advertising efforts, hoping to significantly increase attendance may not be an attainable goal.

R – Realistic

The measurable parts of your goal must never be too easy or too difficult to achieve. Your goal must have REALISTIC objectives, or else you are setting your team up to fail. Setting a goal such as “our Spring Event will have an estimated attendance of 1000 more people than last year’s estimated attendance” may be unrealistic for your group. That larger goal can be the ultimate objective, but breaking it down into smaller, more realistic goals is far more likely to result in success. For instance, setting the goal of increasing attendance by 500 people for the next two years is a far more realistic goal.

T – Time bound

Once you have set a specific, measurable, attainable, and realistic goal, it is important to make your goal TIME BOUND. By setting a time limit on your goal, you are motivating your team to take action on the goal in order to achieve it by the deadline. For instance, to make the goal of having three activities at your Spring Event time bound, we could limit it by saying that we want to have all three of the activities completely planned with all PO’s and contracts submitted at least four weeks before the Event.





Diversity Awareness

Guidelines for Achieving Communication Free of Racial or Ethnic Bias

BE AWARE OF WORKS, IMAGES, AND SITUATIONS THAT SUGGEST THAT ALL OR MOST MEMBERS OF A RACIAL OR ETHNIC GROUP ARE THE SAME. Stereotypes may lead to assumptions that are insupportable and offensive. They cloud the fact that all attributes may be found in all groups and individuals.

AVOID QUALIFIERS THAT REINFORCE RACIAL AND ETHNIC STEREOTYPES. A qualifier is added information that suggests an exception to the rule. Example: “The intelligent Black MBA associates were our guests as part of an orientation program.” Under what circumstances would you write, “The intelligent white MBA associates...”

IDENTIFY BY RACE OR ETHNIC ORIGIN ONLY WHEN RELEVANT. Few situations require such identification. Example: If this identification is inappropriate: “Ann Richards, noted white former Texas Governor...,” is this inappropriate: “Barbara Jordan, celebrated Black Senator...”?

BE AWARE OF LANGUAGE THAT, TO SOME PEOPLE, HAS QUESTIONABLE RACIAL OR ETHNIC CONNOTATIONS. While a word or phrase may not be personally offensive to you, it may be to others. Examples: “culturally deprived” or “culturally disadvantaged” – these terms imply superiority of one culture over another. “non-white” – This word implies that white is that standard. In North American language, similar words such as “non-Black” do not exist. “minority” – This word is accurate in North America. However, its use ignores the fact that people of color comprise the majority of the world’s population (and may comprise the majority of your immediate locale.)

BE AWARE OF THE POSSIBLE NEGATIVE IMPLICATIONS OF COLOR SYMBOLIC WORDS. Choose language and usage that do not offend people or reinforce bias. IN some instances “black” and “yellow” have become with the undesirable or negative. Example: “black reputation” or “yellow coward.”

Glossary

Culture – The total of elements unique to a people that are not biologically received.

Ethnocentric – The natural/normal tendency of all humans to view their group as their best, smartest, most beautiful, etc.

Stereotype – A set of fixed ideas about a person based on that person's membership in a certain group supported by false statements about the group's: morals, honesty, sex drive, body odor, speech, beauty, hair quality, lip size, ambition, eye shape, intellect, history, etc.

Overgeneralization – The tendency to view all members of other groups as the same and not notice that each human is an individual with certain individual elements and qualities.

Prejudice – A preconceived and unfavorable mindset toward an entire ethnic group who have never been objectively observed by the ones having the mindset.

Devaluation – The tendency to regard some people as inferior or worthless.

Scapegoat – A safe target on whom to vent one's aggressions.

Hate/Bigotry – A very strong unfavorable feeling toward another person/group.

Racism – The systematic/institutional perpetuation of the myth that whites are inherently superior and people of color are inherently inferior, combined with the power to use structures, policies, and practice that exclude people of color from the sources of real power, goods, education, jobs, and services in order to maintain control by a few super rich/super powerful whites.

Adapted from excerpts of Without Bias: A Guidebook for Nondiscriminatory Communication (2nd Edition).



SGA BOARDS REQUIRING REPRESENTATION

Residence Hall Association

RHA requires at least the Governor from each Area Government attend every other meeting and serve on the executive board. The charge of the RHA is to increase cooperation and communication between Area Governments, House Councils, Residence Life, and the SGA, and to provide a forum to address and issues that are of concerns to residents.

General Leadership Boards

Besides the boards designated in the SGA constitution, a variety of other leadership boards and positions need representation in both the SGA and the large community. As a student leader, you may be looking for other opportunities to get more involved, or other students may turn to you to find such opportunities. Students can consider running for SGA senator, working at one of the SGA agencies, serving on one of the SGA advisory boards or working with the ALANA caucus community. There are also several boards outside of the SGA. For example, several Faculty Senate committees have positions for students.



FUNDING

SATF Accounts
Revenue Accounts
Budgeting and Financial Planning
Programming and Emergency Funding
Transferring Funds and Appropriate Usage

FUNDING

SATF Accounts

Each AG receives an allocation from the SGA from the Student Activities Trust Fund (SATF). This fund is collected from the Student Activities Fee that is collected from every student on their University tuition bill, totaling \$1.7 million. The funds received from the SATF are allocated for RSO's, Agencies, Area Governments, and other purposes, and put into a special account for each group. This "fee" account can only be spent on certain things.

Revenue Accounts

Besides the "fee" account, every student group also has a revenue account. Any money that is taken in or earned through fundraising are deposited into this account. There are no limitations on how this revenue can be spent.

Budgeting & Financial Planning

Assessing Your Financial State for the Year

When taking office in your Area Government, it is important that you and your fellow officers have a clear picture of your finances for the year. This will dictate your spending and guide your fundraising efforts in the coming months.

Review your account statements. These are your source of information regarding your account balances.

Compare these statements with your SGA budget allocation for the year. Do they match up? Are the line item amounts the same? If not, there could have been an error. Contact the SGA Secretary of Finance to discuss any discrepancies.

Think about setting your budget for the year. This has probably been done already in some way by the previous officers when they applied for a budget from the SGA the year before. Review your budget allocation to see what the Ways and Means Committee predicted your budget would be for the year. You will notice that your funding is broken down into line item categories such as "Honorarium" and "Student Payroll." You are not required to use the money for the item that it is designated for; they are meant to be a guideline for your spending. Keep in mind, however, that the Ways and Means Committee deemed that amount appropriate for the specified purpose. If you do not use it for that purpose, your AG is likely to not receive those funds again next year.

Another thing to note is that some funds, such as Student Payroll will be "encumbered" at the beginning of the year. This means that they cannot be spent other than to pay the officers of your AG. Similarly, if you write a PO for something and the PO has not yet been paid out, the funds for that PO will become "encumbered" so that you will not be able to spend them on anything else. This process is in place to ensure that you will not be "double spending" the same funds on two different things.

Based on your review of all this information, develop a budget for the year. What will you need to spend on throughout the year? Office supplies? Pizza for an open meeting? Your Spring Event? Compare this with the funds that are available in your accounts. What do you need to earn through fundraising?

Making a Budget for an Event

Any well-planned event is based on a solid budget. In planning your event, make a “wish list” of all the activities, items, decorations, performers, etc., you would want to have if you had an unlimited budget for your event. Also list the cost of each item. Now categorize the items by priority into three separate lists: items you must have at your event in order for it to be successful; items that are not absolutely necessary, but would really add to your event; and items that are not necessary at all, but would be nice or fun to have. Add up the cost for all items in the first, most important category. This amount is the basic budget that you must meet in order to hold your event successfully. Don’t forget to include a “cushion” amount for unexpected expenses or calculation errors. Now add up the total cost of all three columns. This is your goal for fundraising. If you can meet this goal, you will be able to have everything you want at your event. You might break this goal down into more realistic, attainable goals, but in the end, this number is the figure that you should be aiming for.

Sample Event Budget

Absolutely Necessary:

Room Rental	\$300
DJ	\$500
Security	<u>\$300</u>
Total:	\$1100

Not Absolutely Necessary:

Food	\$1000
Decorations	<u>\$150</u>
Total:	\$1150

Not Necessary, But Would Be Nice:

Additional Food	\$500
Door Prizes	<u>\$150</u>
Total:	\$650

GRAND TOTAL: \$2900

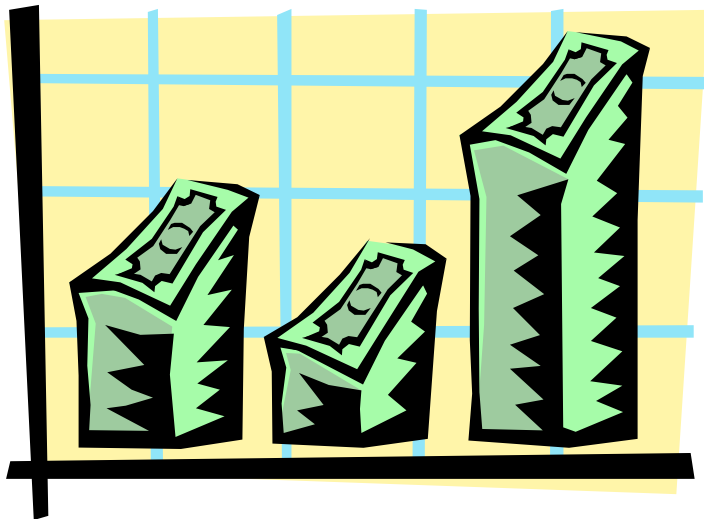
So, the bare minimum you need to run the event is \$1100. If you can raise an additional \$1150, your event will be much better. If you can raise an additional \$650, for a grand total of \$2900, you will be able to have everything you want at your event.

Fundraising

There are two aspects to fundraising: fund donations and product donations. Fund donations are, of course, the most desirable donations because those funds are deposited into your revenue account and can be used for any purchase. Product donations, however, should not be overlooked. Donated products can be used as prizes for contests or raffles, or the donation can be in the form of food for a meeting or an event. Donations can also make fun give-aways at your event. For example, coupons for a free pizza or a week of free tanning are incentive to get people to come to your event. Fundraisers (both monetary and product) also reflect favorably on your group when it is time to apply for funding from the SGA.

Soliciting donations

The key to successfully soliciting donations is to offer the donor something in return. When making your phone call or composing your letter, make sure to include your anticipated attendance (at some Spring Events this can be thousands of students). Point out that all of the attendees will be made aware of their generous donation and it will be great exposure for their business. It is also a great chance for local businesses to offer samples of their product. This is an especially alluring prospect for new businesses who are struggling to build a customer base. Offer space your sponsors space on your flyers, programs, T-shirts, banners, etc., for their logo as a way to acknowledge their contribution. Remember to always send a thank you letter showing your appreciation.



Fundraising ideas

Here are some ideas for fundraising programs. Be sure to read the regulations regarding raffles and other projects on campus. Be mindful of all University and Town of Amherst regulations.

- ✓ Student/faculty talent show
- ✓ Condom-gram sale
- ✓ Haunted house
- ✓ Ask for co-sponsorship: RA's, RSO's, House Councils, other AG's, etc.
- ✓ Garage sale
- ✓ Auctions
- ✓ Raffles
- ✓ Flower sales
- ✓ Carnivals/circus
- ✓ Campus activity calendar sale
- ✓ Banquets/roasts
- ✓ Singing messages
- ✓ Sell buttons/t-shirts/bumper stickers
- ✓ Finals care packages
- ✓ Holiday bazaar
- ✓ Car washes
- ✓ Donuts & cider sale
- ✓ Celebrity auctions (local celebs)
- ✓ Work day at alumni/faculty/staff homes
- ✓ Service auction
- ✓ Holiday plant sales (e.g. shamrocks at St. Patrick's Day)
- ✓ Balloon sales/balloon bouquet delivery
- ✓ Plays/concerts
- ✓ Art/poster sale
- ✓ Fashion show
- ✓ Roving dinner party
- ✓ Tournaments
- ✓ Student/faculty art show
- ✓ Stationary bike-a-thon
- ✓ Bagel/pretzel sale
- ✓ Marathons: run, walk, jog, rock, eat, seesaw, dance, play cards, study, Monopoly, swing, etc.
- ✓ Bake sale
- ✓ Catering
- ✓ Can/bottle drive
- ✓ 5K/10K race
- ✓ Sell candy
- ✓ Sell unusual items w/ UMass logo
- ✓ Alumni donations
- ✓ Merchant donors
- ✓ Benefit dances
- ✓ Sell novelty items at athletic events
- ✓ Pledges
- ✓ Penny wars
- ✓ Pie in the face contest
- ✓ Dunk tank
- ✓ Valentine deliveries
- ✓ Lip sync contest
- ✓ Used book sale
- ✓ Guess beans in jar (or variations)

NOTE: Raffles officially need a permit from the city in order to happen. Please look into this prior to doing a raffle.

Keeping Good Financial Records

In general, it is the Treasurer's duty to keep thorough financial records. It is a good idea to have a file folder or a binder just for your account statements. This will ensure that they are all kept in one place and it will allow you to easily compare from month to month. It is also a good idea to set up a folder for each event. You may already have a general folder for an event; if so, you can just include your financial records in that file. If you do not use a system that involves having a file for each event, you might want to set up a folder just for the financial information for each event. Things to include in the file for each event:

- Quotations obtained for goods or services
- Copies of all purchase orders for the event
- The final budget for the event
- Any fundraising information or solicitations
- Copies of invoices or other correspondence from vendors
- Any other information about the financial aspects of the event

You may also need to set up files for other financial items throughout the year. Some things that may come up:

- Grant applications
- Fundraisers
- Applications for funding from committees (Finance, W&M/Spring Event Fund)
- Equipment lease information (copier, printer, etc.)
- Office supplies (paper, folders)/Administrative Charges (phone lines, internet)
- Payroll
- SATF budget request to Ways & Means

These files should remain in your office files for reference throughout the year and in the future. Keep records of all conversations that may be relevant in the future and keep copies of any order forms, contracts, invoices, order confirmations, purchase orders, and correspondence from vendors. Leaving behind a "paper trail" will be extremely helpful to your successor when he or she steps into the role of Treasurer.



SATF Budget Writing

The S-1 Budget Act is formulated each Spring by the Senate Ways & Means Committee. The S-1 Budget contains the budget allocations for every RSO, Area Government, and Agency that applied for a budget that year. The Act is then brought before the Senate as Special Order on the agenda and must be passed by a simple majority vote.

Each Area Government is guaranteed by Title VI of the SGA By-Laws a minimum allocation of \$3.00 per resident, based on the average number of residents in the Living Area as determined by the University in the previous academic year. The Ways & Means Committee determines the total allocation each Area Government will receive. Note: You will not receive any budget allocation at all, including the minimum allocation, if your AG does not submit a budget request!

To be considered for a budget, at least one officer with Signature Responsibility must attend a Budget Workshop. These workshops are usually held in February and are administered by the Chair of Ways & Means and the CAO Director of Finance & Business. At the workshop, you will learn how to complete the budget spreadsheet and about the budget process. After you attend, you will receive your budget worksheet via email for you to complete and submit. The only way to receive your budget worksheet is to attend a workshop! If you do not attend, you may not apply for a budget!

Your budget application is usually due in March. Allow yourself plenty of time to complete the budget worksheet. It may take longer than you think. It is also a good idea to discuss your application with the other officers. Review your expenditures for the year. Where did you overspend? Where did you wish you had more funds available for better events? Did you have enough to maintain your office supplies for the year?

Your budget application should represent a “wish list” for what you would want to spend the next year. You should be realistic in your numbers (don’t inflate every number to the point that it is obvious you have lied). However, don’t be afraid to ask for more than you got this year. If you truly feel that your constituents would benefit by having another performer, or that your office cannot function without more money for paper and supplies, you should include those increases in your budget. The committee is likely to give you less than you asked for, but they are not likely to give you more than you asked for. Always ask for as much as you think is realistically needed, and maybe a little bit more!

You will be notified by the Ways & Means Committee of your allocation before it is passed by the Senate. If you are dissatisfied with your allocation, you may appeal to the Committee. Contact the Chair of Ways & Means for information on the appeal process.

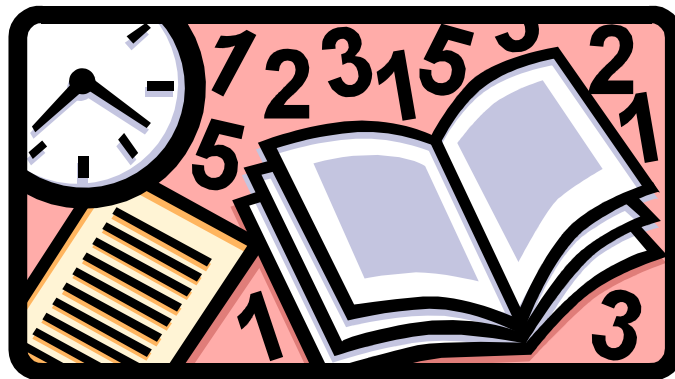
Emergency Funding & Additional Ways to Raise Funds

SGA Finance Committee

The Finance Committee of the Student Senate has the power to allocate funding from the Finance Reserves to any group with RSO status (including Area Governments). The amount contained in the Finance Reserves varies from year to year, but it usually ranges from \$25,000 to \$40,000. The Committee sometimes limits their funding to emergencies only, and will only consider groups who have depleted all their other sources of funding. However, it is still a good source of funding if additional money is needed for a large event, such as Spring Events, that cannot be found anywhere else. It should be noted that any allocations from the Finance Committee are transferred into the group's SATF fee account, not their revenue account. Applications for funding should be submitted as early as possible because it can take some time to be placed on the agenda for a committee meeting and for the money to be transferred once it has been allocated. Application forms can be picked up in the SGA office.

SGA Spring Event Fund

The Spring Event Fund is administered by the Ways & Means Committee of the Student Senate. It is specifically designed to be given to groups putting on large-scale Spring Events. Title VI of the SGA By-Laws specifically calls for a guaranteed allocation to each Area Government of a certain percentage of the total Fund, but the Committee will consider a larger allocation based on the group's application. Like the Finance Reserves, any money allocated from the Spring Event Fund is transferred into your fee account, not revenue. Contact the Chair of the Ways & Means Committee for information on submitting an application.



Grants

There are several different grants available for programming on campus. Keep in mind that grant applications for events in April and May are often due in February or early March. Funding from these grants is deposited into your revenue account.

Arts Council – This grant is administered by the Arts Council for the purpose of funding events that support the arts on campus. The Arts Council office is located in Hasbrouck Hall. The application can be picked up in the Resource Room or can be downloaded from the Arts Council website at <http://www.umass.edu/fac/artscouncil/>

Student Affairs Cultural Enrichment Fund (SACEF) – This grant is administered through the Campus Activities Office and is designed to support events that enrich the student culture on campus. Applications can be picked up in the RSO Resource Room or on the Campus Activities website at www.umass.edu/campact.

Alumni Association – This grant is administered by the Alumni Association for the purpose of supporting student life on campus, especially when it involved alumni. The application can be picked up in the Alumni Association office in Memorial Hall or can be downloaded from the Alumni Association website at www.umassalumni.com/about/grants/index.htm.

House Councils and other RSO's

House Councils in your living area may be willing to donate money to your events or co-sponsor an event with you. Any money they allocate to you will be transferred into your revenue account. Other RSO's may be willing to donate, co-sponsor, or provide their services for free at your event. For instance, an a capella group may be willing to perform for free or the Craft Center may be willing to set up a craft table. Although their own funding is limited, many RSO's and agencies are eager to get their name out and provide their services at events. Contact the Resource Room to get in touch with any RSO.

Transferring Funds and Appropriate Usage

According to Title V, "Area Governments shall not allocate funding to any of the following:

1. Organizations or programs whose primary functions are not directly beneficial to their respective residential area.
2. Organizations or programs, which are not primarily initiated, organized, funded, or managed by SGA members."

These restrictions are in place to ensure that Area Governments are not abusing student money or giving their money to causes that do not benefit their residents. If you do need transfer funds to another group, you must fill out a budget transfer worksheet.

In spending your funds in any way, you should keep in mind the question: "Is this expenditure going to benefit my constituents in any way?" If your answer is no, you need to rethink that expenditure. Keep in mind that payroll, office supplies, and other administrative spending that helps your Area Government to function do benefit your constituents. Food for executive board meetings every week, however, does not really benefit your constituents.



PROGRAMMING

General Programming
Spring Events

General Programming

Initiating Programming

The first step to initiating programming is to discuss the event with your fellow officers and at an open meeting. Planning an event for an entire living area requires significant logistical planning and may take more time than you expect. Proper planning and allowance of plenty of time will ensure that your event is well organized.

Event Planning 101

1. Generating ideas – Assessing the needs of your residents

Finding out what your residents' interests, needs, and talents are is integral to planning a successful event. Here are some techniques for generating ideas:

- a.) Interest Inventories or surveys – consider distributing a survey that asks to residents to list interests, skills, talents, hobbies, etc.
- b.) Personal contact – Ask residents what they enjoy and invite them to assist in planning an event.
- c.) Observation – Keep your eyes and ears open to see what residents are doing and capitalize on those activities. For example, if there are always large numbers of students playing Frisbee outside, plan a Frisbee tournament; if many students gather in the lounge to watch a certain show each week, have a party w/ snacks and a TV set up to watch the show together.
- d.) Residence Life Staff & Advisors – Ask RD's, ARD's, RA's, and your advisors for programming ideas.
- e.) Brainstorm – Have a brainstorming session with RA's, residents, and other officers. Write down the ideas and prioritize the list.

2. Planning the program

Planning your event far in advance is more likely to result in a successful event.

- a.) Set a date
 - Make sure House Council events, RA programs, or other campus events do not conflict with your date.
 - Check TV listings to prevent conflicts with popular shows or major events (Academy Awards, State of the Union Address, etc.)
 - Find out from residents which nights are most desirable for students.
 - Have alternate dates in mind in case logistics do not work out (i.e. desired space is not available, inclement weather, funding does not come through in time, etc.)
- b.) Program Checklist & Timeline
 - Formulate ideas and set goals. (HINT - A formal event planning worksheet can be a helpful tool in being sure to cover all bases.)
 - Gain assistance and feedback from students, RA's, etc.
 - Form committees to plan event, secure funding, etc. (if necessary)
 - Delegate tasks to residents and other officers
 - Book space at the desired location through CAO
 - Organize budget and confirm funding sources
 - Investigate what is needed for food, lodging, hospitality for guests
 - Make arrangements for necessary equipment
 - Plan publicity schedule.

- Write all PO's and meet with advisors to formalize plans
- Organize security (if necessary)
- Contact resource people who may need to be involved (e.g. Residence Life Staff, Housing Services, Physical Plant, UMPD, etc.)
- Publicize event
- Confirm ALL arrangements in the week before the event
- Hold your event!!
- Be sure to evaluate your event at your meeting the following week.

3. Publicizing Your Program – **“If no one knows, no one goes!”**

Even the most well planned event can be a disaster without good publicity.

a.) What to include in all publicity

- WHO – who is sponsoring the event? Give your AG credit for your work!! (you may also want to include contact info or website for more info)
- WHAT – name of event (should be short & catchy, but detailed enough to describe the event)
- WHEN – day, date, time of event
- WHERE – location of the event (give brief directions or reference points, if necessary, such as “in lounge, next to laundry room”, or “at Clarion Hotel, located off of Route 91”).

b.) When to publicize

- Start with teasers far in advance of event
- Hit hard about one week before the event
- Additional flyering day before event

c.) Types of publicity

- Posters and table tents
- Radio announcements
- Newspaper ads & announcements
- Newsletters in bathrooms
- Banners, balloons, buttons
- Personal invitations (small flyer on each door)
- Public Area Decorations
- Bulletin Boards
- Mailbox stuffers
- Door hangers
- Sidewalk chalk
- Posters on ceiling
- T-Shirts
- Word of Mouth
- Quarter sheets (“chop chops”) at dining halls and lobbies

d.) Guidelines for publicity

- Keep publicity clear with catchy titles or phrases

- Keep it relatively clean. People who find flyers offensive have been known to rip them down. Also, if people are offended, they are not going to be excited about your event.
- Make sure all info on flyers is accurate.
- Consult with your advisors for postering guidelines in your living area.
- Take down old signs after your program.

e.) Some helpful hints & tips for publicity

- Table tents should be approved by Dining Services (if you're putting them in DC) or Auxiliary Services (if you're putting them in the Blue Wall, Hatch, etc.)
- WMUA and UVC-TV 19 will run your announcement for free. Just provide them with the announcement (& background graphic for UVC, if you'd like).
- Ads in the Daily Collegian and other newspapers are expensive. You might consider trying to get the paper to run a story on your event. This can be far more effective than an ad and offer you the opportunity to provide more details and convey your enthusiasm about the event. Consider submitting a press release and offering an interview and photos/graphics (such as photos from last year's event or the design for the event T-shirt or theme/logo).
- The CDD has a button making machine for you to use.
- If you get Coca-Cola to sponsor your event, they often provide a large banner for you to use.
- Use bulletin board backing paper from the CDD or your cluster offices to make large signs for the lobbies of your buildings. These can be very effective advertising the day before of the day of the event.
- See your Housing advisor or the RD's in your area to get permission to use bulletin boards. They might even give you a board to use for your announcements all year.
- Some Area Offices or the CDD have a template for cutting out door hangers.
- When chalking, be sure not to chalk on buildings (it's considered graffiti and you'll be asked to wash it off.) Sidewalks and roads are OK.

4. During the program

- Arrive early to set up, finalize details, & trouble shoot
- Greet presenters, special guests, or performers
- Make sure presenters and performers are introduced
- Make sure the room is well lit and ventilated
- Make certain the participants feel welcomed and comfortable
- Don't forget to introduce yourselves and let participants know who planned and sponsored the event.

5. After the program

- Clean up after yourselves! Remove all trash and decorations. If you rearranged the room, return furniture to original arrangement. Leave the room exactly as you found it. You may not be welcome to use the space in the future if you do not!
- Return any equipment rentals
- Return items borrowed from cluster offices, CAO, House Councils, etc.
- Remove publicity from walls

- Consider a follow-up program
- Send out Thank You letters to any outside speakers, campus groups that helped the event sponsors, and volunteers!

6. Evaluation

- Why do evaluations? They are helpful in order to:
 - Identify your group's strengths and weaknesses
 - Figure out what went wrong & right
 - Determine how to address problems
 - Decide whether event should be repeated in the future
- Both formal and informal evaluations can be helpful.
 - Informal – Ask participants if program met their needs and expectations. Did they learn anything? Was it worthwhile? What would they change or keep the same?
 - Formal – Written evaluations by participants in the program and officers. Written evaluations are helpful to reference in planning a similar event in the future.

Spring Events

Planning your Spring Event will probably be the most fun and rewarding project you will do all year, but it can also be very challenging. This section is designed to assist you and your fellow officers in planning and executing an extremely successful Spring Event.

The First Steps...

- Review your AG's files on previous Spring Events to find out:
 - What worked? What didn't?
 - What is the traditional date of your AG's Event?
 - What are the traditional activities?
 - Were there major problems in the past with the date, activities, etc.?
 - Did your predecessors leave any suggestions for you?
 - What was the budget for last year's Event (predicted and final)?
 - Where did the funding come from?
 - What vendors were used?
- Have preliminary meetings with your advisors to get any feedback and suggestions from them based on previous years' Events.
- Set a tentative date. This should be done before you leave for winter break, if at all possible! Have a second choice date in mind. There is a good chance that your first choice will not work out for various reasons.
 - Some guidelines when setting your event date:
 - Be sure to find out the date of Spring Concert when setting your date. It is traditionally held on the first Sunday in May, but there are no guarantees. Contact University Productions and Concerts (UPC) to find out. Sometimes Spring Concert will complement your schedule of

events nicely. You just want to be sure that you are not planning any events at the exact same time. There is no sense in trying to compete with another large student event.

- Keep in mind that Mother's Day is usually the second Sunday in May. Although many successful Spring Events have been held that weekend, if you are planning to have events actually on Mother's Day, your attendance could be lower than expected as many students go home for the day.
- Be sure to confer with the other Area Governments, particularly those in geographic proximity to you, to make sure that your dates do not conflict!! Again, it does not make sense for two large events to compete. There is plenty of time in April and May for each Area Government to have its own spectacular event. Area Government Council is an excellent way to meet with all AG's at once. Make sure that you determine a tentative date with your fellow officers early on so that your AGC representative can pass on this information to the Council.
- Be flexible! Sometimes it will be necessary to compromise your first choice for the sake of your event being successful. Area Governments have been able to work out their dates every year and some events have been going on for 40 years! Keep in mind that each AG has the same ultimate goal in mind – to have a great event for the residents of their living area and the University as a whole.

Investigating the possibilities...

Now that you have settled on a date, you are ready to investigate the many possibilities that are available for your event.

- Brainstorm a list of possible activities.
 - Which of the traditional activities would you like to repeat this year?
 - What new things would you like to add? Think big!! Pretend that your budget is unlimited. What would you do if you had unlimited funding? These ideas may seem unrealistic, but there might just be a way for you to pull it off if you look into it enough.
- Assign each officer and member to investigate several of the suggestions (preferably the ones they contributed, if possible).
 - They should find out:
 - Where the goods or services can be obtained
 - Quotes from several different vendors to make sure you're getting the best price possible
 - The deadline for ordering/booking
 - Any requirements (voltage, water, tables & chairs, the vendor needs their payment given to them at the time of the event rather than mailed to them)
 - Is the vendor available on the date of your event?
 - Contact information (including name of person they talked to)
 - Any other information that is available

- Make sure that no one person has too heavy a load. Spread the work out evenly.
- Remember – You should remind all officers and members who will be investigating potential purchases: Don't use cash and don't commit yourself or the University to a purchase without a purchase order. Only CAO advisors are authorized to commit to a purchase. You as an individual could be held responsible for the contract if you violate this rule!!
- Set a deadline for the research to be completed.
- Set a date to meet again to discuss what has been found.

Making concrete plans...

After reviewing all the options, it is time to begin making concrete plans for your event.

- Decide what options you would like to pursue for your event. List all activities and events that will go on and the general schedule/timeframe for the event.
- Categorize your desired activities by priority: Activities that are extremely important, even vital, to the success of your event; activities that are somewhat important, although not vital, but would add to the quality of your event, and events that are less important not necessary, but would still be nice to have if possible.
- Determine your budget & fund raising needs for the event.
 - Review account statements with your CAO advisor or the CAO business staff and determine what you have available for funds.
 - Using your list of events categorized by priority, determine the minimum amount of funding necessary to support the list of events that are in the "extremely important" category. Consider this to be the absolute minimum for your budget. Don't forget to include t-shirts, hospitality, and a "cushion" for unexpected expenses in this number.
 - Now consider the total amount that would be necessary to accomplish every activity on your whole list, including the least important ones. This number is your goal. If you can reach this number (or more), you can accomplish everything you hope for.
 - The difference between the amount that is available in your accounts and the amount that is your goal for all your activities is the deficit that must be reached through fund raising. (If there is no deficit, you're not thinking big enough in your event planning!)
 - Determine ways to raise funds and begin working on fund raising proposals. (Refer to the fundraising section in this manual for more information on this topic.)
 - Meet with your advisors regularly to review your progress and discuss questions that might arise along the way.
- Begin writing Purchase Orders. Working with your CAO advisor, you should determine which PO's need the most time to be processed and which are most vital to the success of your event. These PO's should be written first with any funds that are available in your account. Other PO's that are less important or will take less time to be processed may be able to wait until additional funding is procured from different

sources. Some PO's may have to wait until you are sure you will be able to raise enough funds to cover that particular purchase.

- Meet frequently with other officers and volunteers to review their progress in finalizing plans.
- Submit your grant applications and funding requests to any SGA bodies as early as possible. (See the fundraising section in this manual for more information.)
- Seek funding from other sources, such as corporations or local businesses.

Start Seeing the Big Picture...

- Finalize your budget for the event as soon as possible.
- Write all PO's and review your budget & event schedule with your CAO advisor.
- Assign each officer or planning volunteer to be the "point person" for different activities. For instance, your Lieutenant Governor might be in charge of all performers, while the Secretary might be in charge of overseeing food and the Treasurer might coordinate volunteers. Each aspect of your event should have someone in charge of it. This will ensure that nothing falls through the cracks in the chaos before and during the event.
- Meet with your Housing advisor to determine any other plans that need to be made with him or her.
- Determine your security plan for the event. How many student security volunteers will you need? Where will they be stationed and what will be their duties? Do they need to be trained by UMPD to do "pat downs" or other things? Do you anticipate having problems getting people back into their buildings at the end of the night? Where do you expect crowds to gather?
- Decide how many volunteers you will need during your event and what you will need them to do. Make a sign up sheet with all shifts. Schedule and publicize a volunteer meeting where volunteers will sign up for shifts.
- Determine the layout of your event. Where will you serve food? Where will you set up your stage? Will you have snow fencing? If so, where will you have it and how much do you need? Make sure you have a plan for EVERY activity that will be going on. Don't leave anything to do be determined on the day of your event, if possible. You will have enough to deal with that day.
- Meet with public safety (UMPD) and University administrators to discuss security and safety at your event. You may want to prepare an outline of your event and your security plans to present to any administrators you meet with. Show them that you are organized and prepared to deal with the crowds your event will attract.
- Determine any applicable town or University regulations that are applicable to your event, such as rules about playing amplified sound at night, etc. You may have to adjust your plans accordingly.
- Schedule an appointment with Dig Safe. This is absolutely necessary if you plan to have snow fencing or any equipment that will require stakes or digging of any kind.
- Contact Environmental Health and Safety. If you are planning on preparing any food yourselves, you MUST attend a short class on food safety. If you fail to do so, EH&S could show up at your event and shut it down! The class is fairly quick, so make sure you attend.
- Meet with Residence Life staff members in your area (RD's, ARD's, and RA's). Discuss with them your plans for your event, particularly events at night. What do you expect of them? What can they expect of you? How many RA's will be on duty that

evening? What will the guest policy be for the evening(s)? How many guests will residents be allowed to sign in?) Will you need to provide volunteers to help control the crowds of people re-entering the buildings? Do any lounges need to be closed to prevent things from being thrown from balconies? Your mutual goal is the enjoyment and safety of the residents of your area, so discuss what can be done to achieve this goal. Don't be afraid to include your Housing Advisor(s) in this discussion.

- Make your publicity plan for the event. How, when, and where will you advertise? Will you include your list of sponsors? (Many sources of funding, including grant sponsors and the SGA, request that you give them sponsorship credit on all advertising and any material associated with the event, such as programs and T-shirts.) Refer to the programming publicity section of this manual for more information on this topic.
- Follow up on all PO's to make sure they are being processed appropriately.

Finalizing Your Plans...

- Meet with your CAO advisor to follow up on all funding transfers and PO's.
- Contact all vendors, performers, and special guests to confirm. Do this 2 weeks before and then again a few days before the event. You can never be too sure!
- Advertise your event! Be sure to announce your event at a Senate meeting so that Senators can pass the word on to their constituents. Try to get the *Collegian* to write a feature story about your event a day or two before the event.
- Make sure you have enough volunteers. If you do not have enough, go to RA staff meetings, House Council meetings, and Senate meetings with your sign up sheet and recruit volunteers there. Student leaders and residents who are involved are more likely to want to volunteer for your event than the average student.
- Meet with your advisors often to make sure that all plans are finalized and ensure smooth operations on the day of your event.
- Work out a timeline for the hours leading up to your event. For example, two officers will be going to Costco the day before the event to pick up refreshments for your performers. Another officer might be greeting the equipment vendor at 8 am the morning of the event. Three officers might be setting up the snow fencing the afternoon before the event.
- Pick up any equipment rentals that you can in the days before your event (2-way radios, pole pounders for snow fencing, etc.)
- Meet with Residence Life staff in your area to review your final plans for the event.
- Publicize the security policy for the events (i.e. no backpacks/bottles/containers allowed, only off-campus guests will permitted to be signed into the buildings during the event). Publicizing these policies ahead of time will help prevent conflict during the event itself.

Executing the Event...

- The day before your event, have an emergency meeting of all your officers. Go over your timeline for the day (i.e. what time does the equipment vendor have to be greeted? Who is picking up the food from the DC at 3?) Review all plans for the event. How are things going? What needs to be done that might not have been thought of before?
- The day of the event, things will probably be somewhat chaotic, no matter how well you have planned. Stay in contact with other officers to see where help is needed. Things should fall into place smoothly, but you will inevitably have to do some trouble shooting. Don't panic! This is to be expected.
- Greet all vendors and ensure that they know where they are supposed to set up/drop off equipment or goods.
- Greet all performers and make sure that they have everything they need.
- Check in often with volunteers. It is a good idea to have one officer assigned to be the "volunteer coordinator" who will meet volunteers before their shifts to give them a T-shirt and direct them to their assignment.
- Check in with the police a few times. They will appreciate your interest and it's a good way to make sure you know exactly what's going on during the event.
- Check in with Residence Life Staff and University administrators that are present at the event. They might need your help with crowd control.
- Stay calm and try to enjoy yourself! Look around and see what all your hard work has produced! You have planned an event for thousands of people. You should be proud of your accomplishments!
- Don't forget to eat something and drink water throughout your event. Take a rest if you need it.
- Take part in a few of the activities. What's the sense in doing all that work planning your event if you can't even enjoy it?
- Be sure to clean up after your event. This may seem unpleasant after all the work you've put in, but the Maintenance and Housing Staff will really appreciate your effort and you will be proud to have left your community as clean as when you started.



After Your Event...

Although the event is over, there is still work to be done.

- Clean up as much as possible. You don't want residents cutting themselves on broken glass while playing Frisbee in the Quad, the Bowl, or the Horseshoe the next day!
- Take down snow fencing or other equipment if necessary.
- Return any equipment rentals.
- Send thank you letters to any donors, sponsors, or volunteers.
- Complete follow-up sheets for grants and SGA committees, if applicable.
- Complete event evaluations for your own files. (See the programming section of this manual for more information on evaluations).
- Follow up with CAO to be sure that all PO's have been processed and paid.
- Wrap-up your AG's affairs for the year. It can be easy to forget about everything else once your Spring Event is done. Make sure you follow up on anything that needs attention!
- Meet with your advisors one last time to do an end of the year wrap up and make sure things are in order.
- Don't neglect your House Councils. Meet with them to make sure they are finishing up their work, too.
- Clean your office and dispose of any perishable items. Remove personal items and leave the office in a relatively tidy state.
- Leave neat and complete files for next year's officers (even if you are returning, you will appreciate this in the fall!)
- Leave detailed financial records for the year. This will be very helpful for next year's officers.

Visual Identity Guidelines

The University of Massachusetts Amherst Graphic Identity Program is designed to clearly distinguish all campus print, online, presentation, products and merchandise, as belonging to the University of Massachusetts Amherst. It is composed of a system of coordinated graphic elements, including the UMass Amherst [Wordmarks](#), which spell out the name of the campus, either in print or on the Web, the [Campus Seal](#), which is the official mark of the University of Massachusetts Amherst, and the [Spirit and Athletic Marks](#), which are used to convey school spirit, particularly in conjunction with UMass Athletics. When consistently applied, the graphic identity elements convey the unique qualities of the University of Massachusetts Amherst and create a coherent image and message.

Please refer to <http://umass.edu/umhome/identity> for examples of seals, logos, colors, fonts, and other marks that are available to be used.

Some general guidelines are:

- ◆ Always refer to our campus as UMass Amherst or the University of Massachusetts Amherst.
- ◆ All print material should say University of Massachusetts Amherst or UMass Amherst and include the seal or wordmark. This includes posters in residence halls advertising programs, hall cluster newsletters, and table tents. The correct fonts and colors must also be used. Please refer to the visual identity website provided above for specifics.
- ◆ On all clothing apparel (T-shirts, sweatshirts, etc.) under the front right should be UMass Amherst or University of Massachusetts Amherst and the campus seal or wordmark. If you use a sponsor, the sponsor name/logo should not be more prominent than the University of Massachusetts Amherst name and seal or wordmark.
- ◆ All novelty items (e.g. key chains, mugs, candy bar wrappers made for students) must have either UMass Amherst or University of Massachusetts Amherst and the seal or wordmark displayed prominently.
- ◆ Any documents or posters for campus use (i.e. not cluster or area) must be approved by Amy Glynn. Please send these to your RD who will then forward them to the Associate Director for Residence Life for approval.
- ◆ The old U logo is no longer considered an acceptable option and should not be used in any circumstance.

If you have additional questions regarding this policy, please work with your advisor and visit <http://umass.edu/umhome/identity>



ADVISING & RESOURCES

Your Advisors

Guide to the Center for Student Development

Guide to Housing and Residence Life Services

Housing and Residence Life Jargon

Other Available Resources

ADVISING AND RESOURCES

Your Advisors

Each AG has at least three advisors to assist in different aspects of your functions. You should be meeting with all of your advisors regularly!

SGA Advisors

The Secretary of Administrative Affairs is your primary contact within the SGA leadership, but you should feel free to contact any SGA official if the need arises. The Secretary of Administrative Affairs (SAA) is responsible for administering Title V of the SGA By-Laws, which, as outlined in the Title V segment of this manual, is the section of the By-Laws that describes the structure and function of Area Governments and House Councils. Part of the SAA's job is to ensure that each Area Government is receiving proper guidance and support from the SGA. The SAA is there to advise you in any issues you may have, especially those related to your charter, your daily functions, your advocacy role, your role within the SGA, and your relationship with House Councils and other SGA bodies. He or she is also your liaison to the SGA President and can act as an intermediary between you and Center for Student Development or any other department as necessary. Do not hesitate to contact her or him with any problems your Area Government or living area may have. The SAA may be able to provide some background history on issues or some campus wide perspective on things that have arisen in your constituency. Other SGA officials may be able to advise you in different areas, as well. In such a case, the SAA can direct you to the best person to talk to for the specific issue.

Housing and Residence Life Advisors

The Area Director or Apartment Complex Coordinator of your living area is your Residence Life Advisor. SWAG is advised by both the SW/North and SW/South Area Directors and North is advised by the ACC. Your Housing Advisors are there to assist you in issues related to the residence halls and residence life. They can also be of great help in planning the logistics of your large events, especially if you require the assistance of Maintenance & Operations. They can be your liaison to the Residence Life staff in your area, as well as upper level Housing/Residence Life administrators. They may also be of assistance in addressing issues you are advocating for on behalf of your constituencies. For example, your Residence Life Advisor may be able to explain why your common spaces are locked or might share your concern of the lack of lighting in a certain area and work to get it fixed.

Center for Student Development Advisors

Your Center for Student Development Advisor is your contact for planning all events. He or she is the only person who can negotiate purchases for you and can assist you in budgeting. You must see your CSD Advisor to plan any event at which you will be spending any money or negotiating contracts, including capital purchases such as photocopiers, computers, or other equipment. The following section on the Center for Student Development provides more information on the role of your CSD Advisor.

Guide to the Center for Student Development

Purchasing

Signature Responsibility & Treasurer Workshops

In order to be allowed to sign a purchase order, sign off on payroll, or book space for an event, you must have signature responsibility (SR). In order to obtain SR, you must attend an SR workshop, which are held several times at the beginning of each semester and also at the end of the year in May for the following year's officers. When you attend the workshop, you fill out a card proving that you have attended and the card is put in CSDs files. Two officers in each Area Government can have SR at one time, generally the Governor and the Treasurer. However, it is a good idea to have other officers attend an SR workshop as well for several reasons. First, it is good to make sure that everyone understands the financial responsibilities of the organization. Second, if the other officers attend, they also fill out a card for CSD's files proving that they attended. This means that if the Governor or Treasurer position should become vacant in the course of the year and another officer steps into the position, he or she will have already attended the workshop and will have less trouble quickly obtaining SR. If possible, have all officers attend the SR workshop at the "Step Up to September" training session in the spring before your term begins. This way, you will be ready to hit the ground running in the fall.

CSD has also instituted a new Treasurer Workshop program that all Treasurers must attend. This program is designed to provide Treasurers with skills in financial planning, wise spending, and good record keeping. These workshops are facilitated by the business manager for CSD, with assistance from the SGA Secretary of Finance.

Filling Out a Purchase Order

Before meeting with your advisor, you should at least partially complete as many PO's as possible. Pay a visit to the Resource Room and utilize the resources provided there. (see the section in this manual on the Resource Room for more detailed information). There are several tables for you to sit at while you fill out your PO and they have detailed instructions on how to fill out each section of the form. They also have other useful resources such as catalogs from frequently used vendors, such as WB Mason, and many forms you might need. Consult your Campus Activities Manual for more information on the specifics of Purchase Orders. Officers with SR should receive a copy of this at their training workshop, or you can pick up a copy in the Resource Room.

Monthly Account Statements

Each month your account statements will be printed and placed in your file in the Resource Room for you. To pick them up, identify yourself at the desk and let the clerk know you would like your statements. You will have to sign them out in the log book signifying that you have received them. Account statements are an absolutely essential tool in your financial record keeping. Your Treasurer should pick up the statements every month and review them carefully to make sure that you are being correctly charged for your purchases and payroll, and to be sure that any revenues have been credited to your account. Make sure to keep your statements in your files in your office, so that you can easily reference them and so that next year's officers can review them.

Completed Purchase Orders

When your PO's have been processed, they will be delivered to the Resource Room for you to pick up. You should pick up your completed PO's periodically to make sure things are being processed correctly. Similar to account statements, you should identify yourself and ask the clerk at the desk for your PO's. You will have to sign them out in the log book, as well, to signify that you have received them.

Vendor Lists

Certain companies in the Pioneer Valley area are approved vendors and are used frequently by student groups on campus. It is a good idea to use these approved vendors as much as possible for many reasons. It is quicker and easier to process the PO if the vendor is already approved, they will be familiar with the University's purchasing system and will more readily accept your business, they may provide discounts to student groups because the University provides them with so much business, and you can be fairly certain that their business practices are professional and efficient, or else the University would not continue to use them. A list of approved vendors can be obtained in the Resource Room or from your CSD advisor. If you decide to use a new vendor, you must see your CSD advisor as soon as possible so that they can set them up as an approved vendor. Once the necessary paperwork is completed, you can proceed with your purchasing, but the paperwork can take some time, so get started early.

Object Codes

Every type of item or service that is purchased falls into a list of categories designated by CSD. These categories are called object codes and each has a corresponding number. On your purchase orders, there is a place to designate an object code for the purchase. The category you specify will determine where the account coordinator will deduct the amount in your budget. For instance, if you are purchasing some paper for your office, you would use the object code for office supplies. In turn, the account coordinator who is processing your PO would then see that you had indicated that the purchase was for office supplies, and he or she would deduct the amount from the office supplies line item in your budget. As explained in the budget section of this manual, you are not bound by your line item allocations. That is, you can spend the money in your office supplies line item on T-shirts if you need to, but the line items are there to help you keep track of your spending. Thus, it is important to put the appropriate object code so that when you review your account statements, you can easily track your spending. A list of object codes is available in the Resource Room or from your CSD advisor, and should also be included in the CSD Manual.

The Resource Room

The Resource Room is the Customer Service center for the Center for Student Development, located on the left when you enter the main doors of the Student Union. It is staffed each day by a professional staff person and by student staff. The Resource Room is home to mailboxes for all student groups, computers for student group use, tables, catalogues, etc., to help you in planning your activities. The Resource Room should be your first stop for basic questions and appointment making. The staff is trained in customer service and will probably be able to answer your questions. Think of the

Resource Room as the reception desk for CSD. You would not just walk past the receptionist in an office to see a staff member, so treat the CSD the same way.

Advising

CSD advisors are there to assist student groups in event planning. They are a resource for financial planning, contacting vendors, writing PO's, planning your activities, and problem solving. They are the *ONLY* people who are authorized to negotiate purchases and contracts for student groups. DO NOT attempt to negotiate with any vendors (on or off campus), sign anything, or contract or commit yourself or the University in any way. Instead, pass any information you may have gathered on to your advisor and he or she will negotiate and finalize the purchase or contract. He or she can offer advice on the best vendor to use and what exactly you need to purchase, and can act as a liaison to on- and off-campus vendors. If you run into problems in planning an event, your advisor can help sort it out. They also help to closely monitor your budget, especially during Spring Event planning. Note: You should always make an appointment ahead of time in the Resource Room to see your advisor. Do not expect them to make time for you if you do not have an appointment, especially as Spring Events approach.

Programming

When you decide to have a program, make the basic plans and set a date & location with your officers and members. Now you are ready to visit the Resource Room. In the Resource Room, make an appointment at the desk with Barbara Paparazzo to book the location (if necessary) and to assign a number to your event. You MUST have SR to meet with Barbara, and you should meet with her before meeting with your advisor about a specific event. She will help you make sure you have chosen an appropriate space for your event (i.e. will the space actually hold your projected attendance? Is it available on your proposed date?). She will also give your event a number. Now you are ready to meet with your advisor. Your advisor will review your plans with you and help you work out a budget. You may meet with your advisor several times before even writing all of your PO's. Once you have finalized your plans, write all of your PO's with the help of your advisor. Once the PO has been filled out, it will be reviewed to make sure you have sufficient funds in your account. It will be processed and the amount will be deducted or encumbered from the appropriate line item in your budget before the PO is sent to the vendor or the Procurement Office. Once the PO has been completely processed, your copy of the PO will be delivered to the Resource Room for pick up, as previously detailed. Continue to meet with your advisor, both before and after your event to finalize details, make necessary changes to PO's, and to tie up loose ends.

Payroll

All Area Government Officers are now paid on a student contract rather than hourly reporting on a time sheet. You have been allocated a certain amount in student payroll in your budget. This will determine how many hours each officer will be paid per week. When your term begins, visit the Resource Room for assistance in completing your contract paperwork. If you have any problems with payroll, you can meet with the SGA Secretary of Finance, or he or she may direct you to the student payroll clerk in the Dean

of Students Office. Although you are no longer reporting your hours each week on a time sheet that must be signed by the Governor and Treasurer, you are still responsible for making sure that you and your fellow officers are earning their stipend (that is, that each officer is completing their duties as necessary.)

For a contact list of CSD staff, see the directory in the beginning of this manual.

Guide to Housing and Residence Life Services

Housing Administrative Structure

The department oversees all aspects of residential life on campus, including Residence Life, Maintenance and Operations, Housing Services Cable Network, and many other departments.

Within Housing and Residence Life, the department you will interact with most is Residence Life, followed by Maintenance and Operations. Dawn Thompson is the Executive Director of Housing and Residence Life. Within Residence Life, there is a Residence Life Leadership team which consists of the Associate Director for Residence Life, Assistant Director for Residence Life, all four Area Directors, the Student Development Director, and the Community Development Director. RLL oversees all Residence Directors (RD's), who oversee Assistant Residence Directors (ARD's). RD's and ARD's, in turn, oversee the RAs and COMs on their staff.

You will interact most with the Area Directors/Apartment Complex Coordinator and the Leadership Education Specialist. Each AD/ACC works in his or her Area Office, and works closely with the Operations Manager for the area. The Leadership Education Specialist works in the Residence Life Programs Office. The LES oversees many of the student development activities, including working with the committee that plans Area Government & House Council training sessions and recognition events. You will probably interact with her several times during your term in office.

The Residence Life Resource Center (RLRC)

The RLRC is located in 107 Moore House in Southwest, right next to the Horseshoe. It is a resource center for student leaders on campus, including Area Government and House Council Officers and RA's. It is home to the Student Development Director, the Community Development Director, the Leadership Education Specialist, and the First Year Experience Specialist. It also houses a resource library, a letter press for cutting out letters and shapes for bulletin boards, a button maker, a color printer, a photocopier, and various other office/craft supplies. Feel free to make use of the RLRC's resources for any of your programs, meetings, bulletin boards, etc.

Housing and Residence Life Jargon

Listed below are acronyms, abbreviations and lingo that are used frequently within our organizations.

ACC	Apartment Complex Coordinator
AD	Assistant Director
AG	Area Government
ALA	Apartment Living Advisor
AM	Apartment Manager
ARD	Assistant Residence Director
CDD	Community Development Director
FY	First Year (Students)
FYES	First Year Experience Specialist
GA	Graduate Assistant
GW	GroupWise
HC	House Council
HCO	House Council Officer
LES	Leadership Education Specialist
LLCs	Living Learning Communities
M&O	(sounds like MNO) Maintenance and Operations
MM	MinuteMover
NACURH	National Association of College and University Residence Halls
NCC	National Communications Coordinator (RHA)
NEACURH	North East Assoc. of College and University Residence Halls (chapter of NACURH)
NRHH	National Residence Hall Honorary
OTM	Of The Month awards presented by NRHH
PM	Peer Mentor
PO	Purchase Order
RA	Resident Assistant
RAC	Resident Assistant Council
RAPs	Residential Academic Programs
RFI	Resource File Index (NACURH website)
RFYE	Residential First Year Experience
RD	Resident Director
RHA	Residence Hall Association
RLPO	Residence Life Programs Office
RLRC	Residence Life Resource Center
SLD	Student Leadership Development Course

OTHER AVAILABLE RESOURCES

There are many other resources available to Area Governments. The SGA Constitution and By-Laws are an excellent source of information about the SGA, Area Governments, House Councils, funding, and many other topics. In particular, Title V is completely dedicated to House Councils and Area Governments and can provide a lot of information you may be seeking. Your Area Government charter also contains a wealth of information about your procedures and guidelines. Refer to these documents for information before searching elsewhere. You may be surprised at what you find.

Looking for a resource? Check out the Resource File Index on the NACURH website at <http://www.nacurh.org/rfi/>. At this site you can search for everything from what other schools across the nation have done about hall damages to many programming categories. If you find something and you would like to see the whole file, send specific information to the Judy Kopf, Leadership Development Specialist and she will be able to get you the complete file.

There are also many websites devoted to programming. The Fine Arts Center hosts a website dedicated to sharing the resources of the FAC with students on campus. Run by the Educational Access department, it is found at <http://www.umass.edu/fac/education>. ResidentAssistant.com is a website designed for RA's, but it has information and resources for programming in the residence halls.

The Residential Leadership Association (RLA) is a relatively new organization on campus. It is dedicated to building leadership and community among the student leaders in the residence halls. You may contact this organization by emailing rla@gw.housing.umass.edu or at 413-545-1716.

The National Residence Hall Honorary (NRHH) is a student group on campus devoted to rewarding leadership in the residence halls. They offer "Of The Month" awards to Area Governments, House Councils, RA's, and other groups and students for outstanding programs and leadership in their halls or living areas. You may contact this organization by emailing nrhh@gw.housing.umass.edu or at 413-577-1297.



HOUSE COUNCILS

Structure
Title V Governance
The House Council Charter
Active Status & the SGA
The House Council Forum
Advising House Councils
House Council Advisors
Facilitating House Council Elections
Elections Timeline

HOUSE COUNCILS

Structure

House Councils consist of four primary officers: President, Vice President, Secretary, and Treasurer. Some House Councils also choose to have additional officers, such as Publicity Representatives, Area Government Liaisons, or Community Service Coordinators. Refer to the House Council Charter that is included in Title V for more information on officers and structures.

Title V Governance

House Councils, like Area Governments, are governed by Title V of the SGA By-Laws. Title V provides for the structure and procedures of House Councils and contains the House Council Charter. House Councils, as a subsidiary branch of the SGA, must follow the Title V, as well as the rest of the SGA Constitution.

Under Title V and the RHA bylaws, House Council VPs comprise the general body of RHA.

The House Council Charter

The House Council Charter is the document that governs each House Council. In the past, each House Council had written its own charter and re-submitted it to the SGA every year. That process has since been eliminated and replaced with a much more efficient system. Now there is one standard charter for all House Councils contained in Title V of the SGA By-Laws, instead of each House Council creating their own charter. The standard charter contains operating procedures, officer succession, and virtually all other necessary information for daily functioning. It also includes a procedure for amending the charter, if the House Council so chooses.

Active Status and the SGA

Each year, elected House Council officers must apply for active status from the SGA. A paper application process will be implemented. Each House Council must fill a House Council Activation Form (HCAF) and must submit the form to the Secretary of Administrative Affairs in accordance to Title V, Chapter 13 of the SGA Constitution and By-Laws. Upon approval of the House Council, the Secretary of Administrative Affairs will forward the activation information to the Housing Department so that the House Council can begin to spend its funds freely.

House Council Advisors

Residence Life assigns each House Council an advisor, usually an RD or ARD in their cluster. This advisor typically works very closely with the HC and assists them in almost every aspect of their daily functioning. They should have a good understanding of the House Council purchasing system and assist in their accounting and financial planning.

They usually help in planning all events and in their day-to-day activities, such as team dynamics and meetings.



APPENDICES I

Campus Student Organizations List
Residence Hall Decoration Fire Safety Program
Decorative Display Permit Application
Seasonal Decoration Fire Safety

List of Campus Student Organizations

Org Name	Category	Parent Org Name
Bilingual Collegiate Program	Center for Student Development	Office of Programs & Services for ALANA Students
CEPA	Center for Student Development	CSD Departments & Offices
Center for Student Businesses	Center for Student Development	CSD Departments & Offices
Committee for the Collegiate Education of Black & other Minority Students	Center for Student Development	Office of Programs & Services for ALANA Students
Craft Center	Center for Student Development	CSD Departments & Offices
CSD Business Center	Center for Student Development	CSD Departments & Offices
CSD Departments & Offices	Center for Student Development	Center for Student Development
Military Community Resource Center	Center for Student Development	CSD Departments & Offices
Native American Student Services	Center for Student Development	Office of Programs & Services for ALANA Students
Office of Fraternities and Sororities	Center for Student Development	CSD Departments & Offices
Office of Jewish Affairs	Center for Student Development	CSD Departments & Offices
Office of Programs & Services for ALANA Students	Center for Student Development	CSD Departments & Offices
Stonewall Center	Center for Student Development	CSD Departments & Offices
Student Activities & Involvement Center	Center for Student Development	CSD Departments & Offices
Student Bridges	Center for Student Development	CSD Departments & Offices
Student Legal Services Office	Center for Student Development	CSD Departments & Offices
Student Union Art Gallery	Center for Student Development	CSD Departments & Offices
United Asia Learning Resource Center	Center for Student Development	Office of Programs & Services for ALANA Students
UVC-TV 19	Center for Student Development	CSD Departments & Offices
WMUA Radio Station	Center for Student Development	CSD Departments & Offices
Women of Color Leadership Network	Center for Student Development	Office of Programs & Services for ALANA Students
Advancing Democracy	Registered Student Organizations	Political
Adventist Christians	Registered Student Organizations	Religious
African Student Association	Registered Student Organizations	Cultural
Alana Caucus	Registered Student Organizations	Governmental
Alana Honor Society	Registered Student Organizations	Honor Society
Albanian Student Association	Registered Student Organizations	Cultural
Alive With Dance	Registered Student Organizations	Arts & Media
Alliance for Community Transformation	Registered Student Organizations	Political
Alpha Chi Omega	Registered Student Organizations	Sororities
Alpha Delta Phi	Registered Student Organizations	Fraternities
Alpha Epsilon Phi	Registered Student Organizations	Sororities
Alpha Epsilon Pi	Registered Student Organizations	Fraternities
Alpha Kappa Alpha	Registered Student Organizations	Sororities
Alpha Phi Alpha	Registered Student Organizations	Fraternities
Alpha Phi Omega	Registered Student Organizations	Service
Alpha Tau Gamma	Registered Student Organizations	Fraternities
Alpine Ski Team	Registered Student Organizations	Sports and Recreation
American Institute of Architecture Students	Registered Student Organizations	Academic
American Jujitsu	Registered Student Organizations	Sports and Recreation

American Red Cross Club of UMass Amherst	Registered Student Organizations	Service
American Society of Civil Engineers	Registered Student Organizations	Academic
American Society of Landscape Architects	Registered Student Organizations	Academic
Amherst Koinonia Church	Registered Student Organizations	Religious
Amnesty International	Registered Student Organizations	Political
Anime & Manga Club	Registered Student Organizations	Sports and Recreation
Anthropology Club	Registered Student Organizations	Academic
Arab Students Association	Registered Student Organizations	Cultural
Archery Club	Registered Student Organizations	Sports and Recreation
Armenian Students Organization	Registered Student Organizations	Cultural
Arts & Media	Registered Student Organizations	Registered Student Organizations
Asian American Student Association	Registered Student Organizations	Cultural
Asian Americans for Political Awareness	Registered Student Organizations	Cultural
Association for Diversity in Sport	Registered Student Organizations	Academic
Association of Sport Management Professionals of Color	Registered Student Organizations	Academic
BASIC	Registered Student Organizations	Religious
Baha'i Club	Registered Student Organizations	Religious
Ballroom Dance	Registered Student Organizations	Sports and Recreation
Baroque Orchestra	Registered Student Organizations	Arts & Media
Baseball Club (M)	Registered Student Organizations	Sports and Recreation
Baseball League	Registered Student Organizations	Sports and Recreation
Best Buddies	Registered Student Organizations	Service
Bicycle Racing Club	Registered Student Organizations	Sports and Recreation
Big Brother/Big Sister	Registered Student Organizations	Service
Bike Co-Op	Registered Student Organizations	Student Businesses
Black Mass Communication Project	Registered Student Organizations	Arts & Media
Black Student Union	Registered Student Organizations	Cultural
Board of Student Businesses	Registered Student Organizations	Student Businesses
Body Responsible for Advancement of Interest in Neuroscience	Registered Student Organizations	Academic
Boltwood Project	Registered Student Organizations	Academic
Boricuas Unidos	Registered Student Organizations	Cultural
Boxing Club	Registered Student Organizations	Sports and Recreation
Buddhist Philosophy Association	Registered Student Organizations	Religious
Cambodian Students Association	Registered Student Organizations	Cultural
Campus Anti-War Network	Registered Student Organizations	Political
Campus Crusade for Christ	Registered Student Organizations	Religious
Campus Design and Copy	Registered Student Organizations	Student Businesses
Campus Emergency Response and Medical Reserve Corps	Registered Student Organizations	Service
Cannabis Reform Coalition	Registered Student Organizations	Political
Cape Verdean Student Alliance	Registered Student Organizations	Cultural
Casa Dominica	Registered Student Organizations	Cultural
Central Area Government	Registered Student Organizations	Governmental
Chemistry Club	Registered Student Organizations	Academic
Chess Club	Registered Student Organizations	Sports and Recreation
Chi Alpha Christian Fellowship	Registered Student Organizations	Religious

Chi Omega	Registered Student Organizations	Sororities
Choral Association	Registered Student Organizations	Academic
Comic Art Society	Registered Student Organizations	Arts & Media
Community Health Outreach Coalition	Registered Student Organizations	Service
Commuter Area Government	Registered Student Organizations	Governmental
Cooking Club	Registered Student Organizations	Sports and Recreation
Crew Club (M)	Registered Student Organizations	Sports and Recreation
Cricket Club	Registered Student Organizations	Sports and Recreation
Cultural	Registered Student Organizations	Registered Student Organizations
Dance Team	Registered Student Organizations	Arts & Media
Debate Team	Registered Student Organizations	Academic
Delta Chi	Registered Student Organizations	Fraternities
Delta Sigma Theta	Registered Student Organizations	Sororities
Delta Xi Phi	Registered Student Organizations	Fraternities
Designated Driver's Club of Amherst	Registered Student Organizations	Service
DIY UMass	Registered Student Organizations	Arts & Media
Divine Diversity	Registered Student Organizations	Arts & Media
Ducks Unlimited	Registered Student Organizations	Political
Dynamics	Registered Student Organizations	Arts & Media
Earthfoods Cafe	Registered Student Organizations	Student Businesses
Emergency Medical Services	Registered Student Organizations	Service
Engineers Without Borders	Registered Student Organizations	Service
Epic Movement at UMass	Registered Student Organizations	Religious
ErOs Dance Team	Registered Student Organizations	Arts & Media
Face AIDS UMass	Registered Student Organizations	Political
Fencing Club	Registered Student Organizations	Sports and Recreation
Field Hockey Club (W)	Registered Student Organizations	Sports and Recreation
Figure Skating Club	Registered Student Organizations	Sports and Recreation
Fishing Club	Registered Student Organizations	Sports and Recreation
Flag Football Club	Registered Student Organizations	Sports and Recreation
Food and Beverage Management Association	Registered Student Organizations	Academic
Football Club (M)	Registered Student Organizations	Sports and Recreation
Fraternities	Registered Student Organizations	Registered Student Organizations
Freshmen Achieving More for Undergraduate Success	Registered Student Organizations	Service
Game Hobbyists League	Registered Student Organizations	Sports and Recreation
Gardenshare	Registered Student Organizations	Service
Golden Key Honor Society	Registered Student Organizations	Honor Society
Golf Club	Registered Student Organizations	Sports and Recreation
Gospel Choir	Registered Student Organizations	Arts & Media
Governmental	Registered Student Organizations	Registered Student Organizations
Greenough SnackBar	Registered Student Organizations	Student Businesses
Habitat for Humanity	Registered Student Organizations	Service
Haitian American Student Association	Registered Student Organizations	Cultural
Hellenic Club	Registered Student Organizations	Cultural
Hip-Hop Culture Organization	Registered Student Organizations	Arts & Media
History Club	Registered Student Organizations	Academic
Honor Society	Registered Student Organizations	Registered Student Organizations
Hospitality Sales & Marketing Association International	Registered Student Organizations	Academic

Hotel Managers Association	Registered Student Organizations	Academic
Ice Hockey Club (M)	Registered Student Organizations	Sports and Recreation
Ice Hockey Club (W)	Registered Student Organizations	Sports and Recreation
Independent Film	Registered Student Organizations	Arts & Media
Insanely Prestigious Step Team	Registered Student Organizations	Arts & Media
Institute of Industrial Engineers	Registered Student Organizations	Academic
Interfraternity Council	Registered Student Organizations	Governmental
International Relations Club	Registered Student Organizations	Academic
International Socialist Organization	Registered Student Organizations	Political
Intervarsity Christian Fellowship	Registered Student Organizations	Religious
Investment Club	Registered Student Organizations	Academic
Iota Gamma Upsilon	Registered Student Organizations	Sororities
Iota Phi Theta	Registered Student Organizations	Fraternities
Irish Dancing	Registered Student Organizations	Arts & Media
Irish Student Union	Registered Student Organizations	Cultural
Italian Club	Registered Student Organizations	Cultural
Jewish Student Union	Registered Student Organizations	Cultural
Juggling Club	Registered Student Organizations	Sports and Recreation
Kappa Alpha Psi	Registered Student Organizations	Fraternities
Kappa Kappa Gamma	Registered Student Organizations	Sororities
Kappa Kappa Psi/Tau Beta Sigma	Registered Student Organizations	Fraternities
Kappa Phi Lambda	Registered Student Organizations	Sororities
Kendo Club	Registered Student Organizations	Sports and Recreation
Kinesiology Club	Registered Student Organizations	Academic
Korean Students Association	Registered Student Organizations	Cultural
Lacrosse Club (M)	Registered Student Organizations	Sports and Recreation
Lacrosse Club (W)	Registered Student Organizations	Sports and Recreation
Lambda Phi Epsilon	Registered Student Organizations	Fraternities
Lambda Theta Alpha Latin Sorority Inc.	Registered Student Organizations	Sororities
Libertarians	Registered Student Organizations	Political
Live Strong	Registered Student Organizations	Sports and Recreation
Logos	Registered Student Organizations	Arts & Media
Longboarding Club	Registered Student Organizations	Sports and Recreation
Macintosh Users Group	Registered Student Organizations	Academic
Mass Games	Registered Student Organizations	Sports and Recreation
Mass PIRG	Registered Student Organizations	Political
MERCYHouse Nights	Registered Student Organizations	Religious
Meditation Club	Registered Student Organizations	Sports and Recreation
Mock Trial Organization & Teams of UMass	Registered Student Organizations	Academic
Motorsports Club	Registered Student Organizations	Sports and Recreation
Multicultural Greek Council Members	Registered Student Organizations	Governmental
Muslim Public Affairs Council	Registered Student Organizations	Political
Muslim Students Association	Registered Student Organizations	Cultural
National Panhellenic Council	Registered Student Organizations	Governmental
National Society of Black Engineers	Registered Student Organizations	Academic
National Society of Leadership and Success	Registered Student Organizations	Honor Society
National Society of Minorities in Hospitality	Registered Student Organizations	Academic
National Society of Speech,	Registered Student Organizations	Academic

Language, and Hearing		
Native American Student Association	Registered Student Organizations	Cultural
Navigators	Registered Student Organizations	Religious
Newman Students Association	Registered Student Organizations	Religious
North Area Government	Registered Student Organizations	Governmental
Northeast Area Government	Registered Student Organizations	Governmental
Nutrition Organization	Registered Student Organizations	Academic
Omega Psi Delta	Registered Student Organizations	Sororities
Omega Psi Phi	Registered Student Organizations	Fraternities
Orchard Hill Area Government	Registered Student Organizations	Governmental
Order of Omega	Registered Student Organizations	Honor Society
Outing Club	Registered Student Organizations	Sports and Recreation
Paintball Club	Registered Student Organizations	Sports and Recreation
Panhellenic Council	Registered Student Organizations	Governmental
Parkour	Registered Student Organizations	Sports and Recreation
Peoples Market	Registered Student Organizations	Student Businesses
Persian Student Organization	Registered Student Organizations	Cultural
Phi Beta Sigma	Registered Student Organizations	Fraternities
Phi Iota Alpha	Registered Student Organizations	Fraternities
Phi Sigma Kappa	Registered Student Organizations	Fraternities
Phi Sigma Pi	Registered Student Organizations	Honor Society
Photography Society	Registered Student Organizations	Arts & Media
Pi Delta Psi	Registered Student Organizations	Fraternities
Pi Kappa Alpha	Registered Student Organizations	Fraternities
Pi Kappa Phi	Registered Student Organizations	Fraternities
Pi Sigma Alpha	Registered Student Organizations	Honor Society
Pioneer Valley Artist's Collective	Registered Student Organizations	Arts & Media
Political	Registered Student Organizations	Registered Student Organizations
Polo Club (W)	Registered Student Organizations	Sports and Recreation
Pre Vet & Animal Science	Registered Student Organizations	Academic
Pre-Dental Society	Registered Student Organizations	Academic
Pre-Medical Society	Registered Student Organizations	Academic
Premedical Society	Registered Student Organizations	Academic
Pride Alliance	Registered Student Organizations	Political
Public Health Sciences Club	Registered Student Organizations	Academic
Push America Club	Registered Student Organizations	Service
Quidditch Club	Registered Student Organizations	Sports and Recreation
Radical Student Union	Registered Student Organizations	Political
Religious	Registered Student Organizations	Registered Student Organizations
Republican Club	Registered Student Organizations	Political
Resource Economics Club	Registered Student Organizations	Academic
Roller Hockey Club (M)	Registered Student Organizations	Sports and Recreation
Rotaract Club of UMass Amherst	Registered Student Organizations	Service
Rugby Club (M)	Registered Student Organizations	Sports and Recreation
Rugby Club (W)	Registered Student Organizations	Sports and Recreation
Running Club	Registered Student Organizations	Sports and Recreation
SAMBA	Registered Student Organizations	Cultural
SCUBA Diving Club	Registered Student Organizations	Sports and Recreation
Science Fiction Society	Registered Student Organizations	Arts & Media
Science Outreach Club	Registered Student Organizations	Academic
Service	Registered Student Organizations	Registered Student Organizations
SHARE	Registered Student Organizations	Service
Shortcuts	Registered Student Organizations	Arts & Media

Shotokan Karate Club	Registered Student Organizations	Sports and Recreation
Sigma Delta Tau	Registered Student Organizations	Sororities
Sigma Gamma Rho Sorority Inc.	Registered Student Organizations	Sororities
Sigma Kappa	Registered Student Organizations	Sororities
Sigma Lambda Beta International Fraternity, Inc.	Registered Student Organizations	Fraternities
Sigma Lambda Gamma National Sorority Inc.	Registered Student Organizations	Sororities
Sigma Lambda Upsilon	Registered Student Organizations	Sororities
Sigma Phi Epsilon	Registered Student Organizations	Fraternities
Sigma Psi Zeta	Registered Student Organizations	Sororities
Silent Majority	Registered Student Organizations	Arts & Media
Ski & Board Club	Registered Student Organizations	Sports and Recreation
Skydiving Club	Registered Student Organizations	Sports and Recreation
SoCA	Registered Student Organizations	Cultural
Soccer Club (W)	Registered Student Organizations	Sports and Recreation
Society of Hispanic Professional Engineers	Registered Student Organizations	Academic
Society of Women Engineers	Registered Student Organizations	Academic
Softball Club (W)	Registered Student Organizations	Sports and Recreation
Sororities	Registered Student Organizations	Registered Student Organizations
Soul TV	Registered Student Organizations	Arts & Media
South Asian Students Association	Registered Student Organizations	Cultural
Southwest Area Government	Registered Student Organizations	Governmental
Spirals	Registered Student Organizations	Religious
Sports and Recreation	Registered Student Organizations	Registered Student Organizations
Sports Officials Association	Registered Student Organizations	Sports and Recreation
Spring Recess: City As Text	Registered Student Organizations	Service
STAND: Student Anti-Genocide Coalition	Registered Student Organizations	Political
Stockbridge Senate	Registered Student Organizations	Governmental
Student Against Lack of Education	Registered Student Organizations	Political
Student Alliance for Israel	Registered Student Organizations	Political
Student Alumni Association	Registered Student Organizations	Service
Student Art Alliance	Registered Student Organizations	Arts & Media
Student Government Association	Registered Student Organizations	Center for Student Development
Student Nurses	Registered Student Organizations	Academic
Student Sports Managers	Registered Student Organizations	Academic
Student Valley Productions	Registered Student Organizations	Arts & Media
Students for a Free Tibet	Registered Student Organizations	Political
Students for Life	Registered Student Organizations	Political
Sweets and More	Registered Student Organizations	Student Businesses
Swim Club	Registered Student Organizations	Sports and Recreation
Sylvan Area Government	Registered Student Organizations	Governmental
Sylvan Snackbar	Registered Student Organizations	Student Businesses
Table Tennis Club	Registered Student Organizations	Sports and Recreation
Tae Kwon Do	Registered Student Organizations	Sports and Recreation
Taiwanese Students	Registered Student Organizations	Cultural
Tennis Club	Registered Student Organizations	Sports and Recreation
The Massachusetts Daily Collegian	Registered Student Organizations	Arts & Media
Theater Guild	Registered Student Organizations	Arts & Media
Theta Chi	Registered Student Organizations	Fraternities
Tickets Unlimited	Registered Student Organizations	Student Businesses
Triathlon Club	Registered Student Organizations	Sports and Recreation

Turf Club	Registered Student Organizations	Academic
UMass for Fair Trade	Registered Student Organizations	Political
UNICEF	Registered Student Organizations	Service
University Democrats	Registered Student Organizations	Political
University Programming Council	Registered Student Organizations	Arts & Media
Veterans and Service Members Association	Registered Student Organizations	Service
Vietnamese Students Association	Registered Student Organizations	Cultural
Vocal Suspects	Registered Student Organizations	Arts & Media
Volleyball Club (M)	Registered Student Organizations	Sports and Recreation
Volleyball Club (W)	Registered Student Organizations	Sports and Recreation
Vox: Students for Choice	Registered Student Organizations	Political
Water Polo Club (M)	Registered Student Organizations	Sports and Recreation
Western Riding Team	Registered Student Organizations	Sports and Recreation
Wicked Pitch A Cappella	Registered Student Organizations	Arts & Media
Wildlife Society	Registered Student Organizations	Academic
Wrestling Club	Registered Student Organizations	Sports and Recreation
Zeta Beta Tau	Registered Student Organizations	Fraternities
Zeta Phi Beta Sorority Inc.	Registered Student Organizations	Sororities
Zeta Psi	Registered Student Organizations	Fraternities
Zoo Disc Ultimate Frisbee Team	Registered Student Organizations	Sports and Recreation
Baker/Chadbourne/Greenough House Council	Residence Life	Residence Life
Brett/Brooks House Council	Residence Life	Residence Life
Brown House Council	Residence Life	Residence Life
Cance House Council	Residence Life	Residence Life
Cashin House Council	Residence Life	Residence Life
Coolidge House Council	Residence Life	Residence Life
Crabtree/Mary Lyon/Knowlton House Council	Residence Life	Residence Life
Gorman/Wheeler House Council	Residence Life	Residence Life
Grayson/Field House Council	Residence Life	Residence Life
James/Emerson House Council	Residence Life	Residence Life
John Adams Community Leaders	Residence Life	Residence Life
John Adams House Council	Residence Life	Residence Life
John Quincy Adams House Council	Residence Life	Residence Life
Kennedy House Council	Residence Life	Residence Life
Leach/Hamlin/Dwight House Council	Residence Life	Residence Life
MacKimmie/Patterson House Council	Residence Life	Residence Life
McNamara House Council	Residence Life	Residence Life
Melville/Thoreau House Council	Residence Life	Residence Life
National Residence Hall Honorary (NRHH)	Residence Life	Residence Life
Pierpont/Moore House Council	Residence Life	Residence Life
Prince/Crampton House Council	Residence Life	Residence Life
Residence Hall Association (RHA)	Residence Life	Residence Life
Thatcher/Lewis/Johnson House Council	Residence Life	Residence Life
Van Meter/Butterfield House Council	Residence Life	Residence Life
Washington House Council	Residence Life	Residence Life
Webster/Dickinson House Council	Residence Life	Residence Life

Fire Safety

University of Massachusetts Amherst Residence Hall Seasonal Decoration Fire Safety

In order to assure the safety of all residents and visitors to our residence halls and comply with State Fire Prevention Regulations, anyone wishing to place seasonal decorations in public spaces must follow our Seasonal Decoration Fire Safety Program.

Apply for a permit

Permits are now required before any decorative material is placed within corridors, lobbies or lounges of residence halls. Permits applications are available from Residence Life staff. The permit will identify what and where decorative material is to be installed. Permit applications should be submitted to Environmental Health and Safety one week prior to installation.

Materials to Avoid

- Because of their combustible nature, the following material may not be used for decorating within residence halls. Corn stalks, leaves, hay, and trees. Other natural materials such as pumpkins, squash and gourds are permitted.
- Do not use plastic bags or plastic sheeting as plastic is combustible and produces toxic smoke when burned.
- Keep electrical cords and lights out of corridors

Materials To Use

Noncombustible Material

or :

- **Material that is certified flame retardant by its Manufacturer** (meeting NFPA 701 test requirements)

Paper, Crape paper and streamers used for decorations are ok if labeled as "fire-proof", "flame-proof, or non-flammable."

Be sure to read the label before you buy the material.

Preplan – Decorations must not :

- Block or cover emergency equipment, any part of the fire alarm system, sprinkler system, fire extinguishers, emergency lights, or exit lights.
- Completely cover regular corridor lighting.
- Block, hide, or impede exits
- Be placed in stairwells
- Be placed in elevators
- Create tripping or fall hazards

Remember - Lighted Candles Within The Residence Halls are Not Permitted

A pre-installation review will be conducted with the installer(s) at the location(s) of the intended display. Permits will be issued for compliant decorative display plans. EH&S will also inspect decorations or decorative display(s) after their installation.

For more information on fire safety, call Environmental Health & Safety at 545-2682

**University of Massachusetts Amherst
Residence Hall
Decoration Fire Safety Program**

Purpose

In our continual effort to assure the safety of all residents and visitors to our residence halls, the following fire safety guidelines and policies regarding the decorating of public spaces shall be utilized. These guidelines will also assist the University in meeting applicable State Fire Prevention Regulations.

Flammable Decorative Materials

In order to minimize fire potential and protect means of egress for all residence hall occupants, no flammable decorative material is permitted in any exit-way or public space. No decorations are permitted in stairwells or elevators. Only noncombustible or manufacturer certified flame retardant decorations (meeting NFPA 701 test requirements) are permitted in corridors, lobbies and lounges.

Examples of prohibited flammable decorative materials include but are not limited to: plastic, cotton batting, straw, vines, leaves, trees, and hay. Approved manufacturer flame retardant material includes: streamers, cloth, and paper used for decorative effect.

Permit To Place Decorative Material

Any residence hall intending to place or hang special seasonal decorations in a public space shall apply for a permit from the Department of Environmental Health and Safety. This permit will identify the sponsor and installer, provide exact placement locations within the building, along with the type, extent, and duration of the decorative material. The permit will also provide certification that any special seasonal decorations are either noncombustible or have been treated and certified as flame retardant by the manufacturer. Under no circumstances will the blocking of exits, stairways, doorways, exit signs, lighting, fire sprinkler systems, smoke detectors, fire alarm pull stations, or fire extinguishers be permitted. No decorations are permitted within stairwells or elevators. Electrical cords and electrical decorative lighting should not be placed in corridors or stairwells.

Residence Life

Permit applications will be available from Residence Life staff. Staff will be able to provide guidance on installation requirements, approved material, product information, and available distributors of flame retardant products

Environmental Health and Safety (EH&S)

EH&S shall be mailed, faxed, or emailed completed permit applications at least one week prior to installation. EH&S Fire Prevention staff will review all permit applications. A pre-installation review will be conducted with the installer(s) at the location(s) of the intended display. Permits will be issued for compliant decorative display plans. EH&S will also inspect decorations or decorative display(s) after their installation. If decorative material is found to be non-compliant the permit will be revoked, the deficiencies will be reviewed with the Residence Director, and will subsequently require modification or removal by the sponsor/installer. EH&S conducts periodic safety inspections of all residence halls. Fire safety violations including those involving decorations are forwarded to the appropriate Residence Director, Residence Life staff member, or Housing Maintenance for corrective action.



UNIVERSITY of
MASSACHUSETTS
AMHERST

Environmental Health & Safety
N414 Morrill Science Center
Campus Safety and Fire Prevention Services
Voice: 413-545-5114 Fax: 413-545-2600

University of Massachusetts Amherst
Residence Hall Decorative Display
Permit Application

Residence Hall _____ Date of Application _____

Name of Applicant _____ Applicant Phone Number _____

Applicant Address _____ Date of Display Placement _____

Location(s) of Decorative Displays

Description of Display

Material Types

Noncombustible

Manufacturer Certified Fire Retardant Material (Tested to NFPA 701)

Decoration Guidelines Distributed

Residence Director Signature _____ Applicant Signature _____

Permit Approval

Date of Approval _____

Environmental Health and Safety Review Signature _____

Special Restrictions

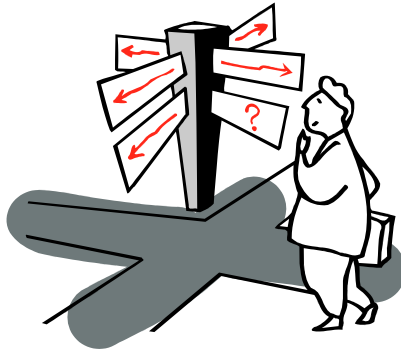
EH&S Pre-installation Review Date _____ EH&S Final Inspection Date _____

Decorations / Display in Compliance

Decoration / Display Noncompliant Permit Withheld

Reason(s) for withholding

Inspector Signature _____



APPENDICES II - Recognition

Of The Month (OTM) Awards
URIT Award
100 Ways to Recognize

WHAT ARE OTM'S?

Of The Months, otherwise known as OTMS, are one means of NRHH to recognize outstanding students, advisors, and programs on the campuses of Colleges and Universities across the United States. OTM's are the primary source of recognition throughout NRHH. OTMs are written at individual schools, graded on their local level, and then graded on regional and national levels.

OTMs are separated into eleven (11) different categories that are graded on the regional and national levels. These categories are:

- Advisor
- Community
- Community Service Program
- Diversity Program
- Educational Program
- Executive Board Member (only RLA or NRHH eligible)
- Organization
- Resident Assistant
- Social Program
- Spotlight
- Student

Determining a good nominee

So...we have a bunch of categories, but what makes a good nominee for an OTM. Well, that's an easy answer...anyone and everyone...anything and everything. The purpose of an OTM is not to win an award, it is to recognize someone for their great contributions to on campus living during a certain month. It can be something as simple as a student doing great on their academics or a program that was presented by a student to as complex as a week of programs or a resident assistant who did a program every day of the month. The possibilities are endless. When looking at writing an OTMs, take into consideration some of these questions when looking for a nominee in a category.

- Has someone had a positive influence on your campus?
- Has a student helped to better the on campus living environment they live in?
- Did the nominee do something that had never been done before on your campus?
- Was a new and creative program presented on your campus?
- Did someone continually go out of their way to do things to present a program or help out a fellow student?
- Did the nominee create a new found excitement on your campus?
- Did the nominee go above and beyond what is normally expected as a student, staff member, or advisor?
- Is there someone outside of your on campus environment that has had a positive impact on the students?

Of The Month Guide

One of the many services of NACURH, Inc. is the 'Of the Month' Award, which is administered through the National Residence Hall Honorary. The 'Of the Month' process recognizes outstanding contributions to College and University Residence Halls in the following categories: Advisor, Community, Executive Board Member, Organization, Social Program, Educational Program, Community Service Program, Diversity Program, Residential Assistant, Spotlight, and Student. Any school affiliated with NACURH is eligible to make or receive an 'Of the Month' award and/or nomination. The OTM must be month specific, meaning the nomination should only focus on the month for which it is written. The information outlined below is designed to assist you in writing a quality nomination.

ADVISOR

- ◆ How did the individual recognize the students s/he advises in the month of nomination?
- ◆ How did the individual impact student s/he advises during the month of nomination?
- ◆ Through the course of his/her work, in what ways is this person contributing to the student affairs profession?
- ◆ What outstanding accomplishments merit recognition of the individual this month?

Advisors need to create a supportive environment for the student leaders they advise. The focus of the Advisor OTM should be based on the impact s/he makes in the lives of students. Personal examples are often best way to express the intangible contributions of an advisor. The nomination should display how the advisor was instrumental in helping the leaders they work with grow, learn and develop.

COMMUNITY

- ◆ What brings the group of people together?
- ◆ What specific positive contributions did this community make this month to enhance the lives of the group members or those around it?
- ◆ How does the community interact with other communities?
- ◆ What makes this community different from other communities? (Examples include participation and enthusiasm as a group.)

This award is designed to recognize the contributions of residential and working communities and the impact they have on their students and the rest of campus. The mission of residence halls is to provide a home away from home for students. The community OTM is designed to reward communities to show that their efforts and dedication have not gone unnoticed. It will also help promote pride and unity within on-campus communities. Since a community is difficult to define, a residential life is eligible for this award. For example: wings, halls, floors, complexes, hall councils, exec boards, committees, etc.

EXECUTIVE BOARD MEMBER

- ◆ Is the individual from the campus-wide residence hall governing body (i.e. Residence Hall Association) or NRHH Chapter, not specific hall government?
- ◆ Has nominee used the services and resources of NACURH as well as other campus resources?

- ◆ What outstanding accomplishments merit recognition of this individual this month?
- ◆ How did the Exec Board Member exceed the responsibilities of his/her position during the month of nomination?
- ◆ How has the individual grown as a result of the challenges s/he has faced?

Be sure the person you are nominating for this ward is eligible to receive it. The nominee needs to be from a campus wide residence hall governing body, not a hall government. Bring out the nominee's special efforts, not just fulfilling the job requirements of the position.

ORGANIZATION

- ◆ What is the focus of the organization? (i.e. is the organization strictly honorary or activity based?)
- ◆ What sets this month apart from other months?
- ◆ How did the organization recognize and empower students?
- ◆ How did the organization contribute or improve residence life?

This category is to recognize an outstanding campus organization, not an outstanding member or exec board. Nominations should be organization specific and not concentrate on the efforts of a few individuals. Review the purpose and goals of the organization and before writing the nomination.

PROGRAMS

Educational:

- ◆ How did the program educate students?
- ◆ How were the educational needs of the community addressed?
- ◆ What were the goals of the program and how were they accomplished?
- ◆ What makes the program unique?

Social:

- ◆ What was the purpose of the program?
- ◆ How did it encourage residents to interact with one another?
- ◆ What makes the program unique?
- ◆ How can the program be adapted to other campuses?

Community Service:

- ◆ What was the service project?
- ◆ Who did it benefit?
- ◆ How did the project impact the residential community?
- ◆ What makes this program unique?
- ◆ How did students take an active part in the program?

Diversity:

- ◆ What were the goals of the program and how were they accomplished?
- ◆ How did the program serve to promote diversity and understanding?
- ◆ What makes this program unique?
- ◆ Did the programs have a lasting effect on residents?

RESIDENTIAL ASSISTANT

- ◆ How well does the nominee work with the residents and what impact has s/he had during the month of nomination?

- ◆ How has the nominee fulfilled and gone above his/her job responsibility during the month of nomination?
- ◆ Are there any specific projects in support of hall government or committees in which she/he participates?
- ◆ What outstanding contributions has the individual made for the hall s/he works in during the month of nomination?

A residential assistant should be an undergraduate/graduate student who lives with the residents in order to build and facilitate community. A residential assistant can include, but is not limited to, titles such as resident assistant, community assistant, house manager, area advisor, and complex advisor. Residential assistants typically do not supervise a staff. Include the job requirements and show how the nominee has gone above and beyond those requirements.

SPOTLIGHT

- ◆ What outstanding contributions did the individual/group make to the students living in the residence halls during the month of nomination?
- ◆ How has the person or group exceeded what would normally be expected of them in their position?

This category is to recognize the efforts of people who do not fall under any other categories; therefore, the nominee cannot be an advisor, exec board member, residential assistant, or student. Possible nominees could be food service personnel, night security staff. Please include how this person/ group has helped an individual or contributed to the well being of the community.

STUDENT

- ◆ What outstanding contributions did the individual make during the month of nomination?
- ◆ Has this person impacted the residence halls on campus?
- ◆ What interaction did the nominee have with his/her residence hall government or individual hall during the month of nomination?
- ◆ What organizations and activities was the individual involved in during the month of nomination?
- ◆ How does the student recognize and motivate others?

This category is intended for a student leader who puts forth special effort during the month of nomination. Possible things to include in the nomination could be leadership development, contribution to the people in her/his community, and his/her activities. Please note that this is a campus wide recognition for students and that executive board members, advisors, and residential assistants are not eligible for this award.

Ten Quick Tips for Writing Winning OTMs

10. Always consider how the person or program went above and beyond what's normally expected and convey this in the OTM.

9. Make sure the person you're writing about isn't on the Regional Board of Directors for your region as they are not eligible for National OTMs
8. If you're enthusiastic and passionate about what you are writing about, it will show through in the OTM!
7. The Of the Month Guide gives specific criteria that we do use in judging; all of these include how the person or program has been impacting student, and most include students in the residence halls, so keep that in mind when writing.
6. Think about how it will look in its final form while writing it – often separating ideas into paragraphs will help points stand out better as well as making them easier to read.
5. Be *creative* in your writing style – that's what will truly make your OTM stand out!
4. Define acronyms; they are not always universal! The only you should use are NRHH, NACURM, RHA, and region name.
3. Make sure you are using correct category for your nominee. This is a common error people make. To avoid mistakes look at the criteria on the previous pages.
2. Presentation is the key! Proofread the OTM to make sure you are clearly saying what you want to say. Look out for bad grammar and spelling errors.
1. Make sure your nomination month is month specific! It is very important to highlight the outstanding things that the nominee did and how they did it in the month of nomination. Use phrases like "in the month of _____ they did..." Keep this in mind throughout the whole OTM nomination.

How to submit OTM Nominations

Nominations are only accepted through the online database.

Setting up an account:

Create an account at least one week prior to submitting a nomination as the account will need to be activated.

1. Go to the website <http://otms.nrhh.org>
2. On the left side of the screen below the log in boxes, click on “**Create an Account**”
3. University: Select “University of Massachusetts Amherst”
4. Your Default Submitting Organization:
 - for hall staff and students, select building or cluster name
 - for RLM, there is an RLM group name
 - for Area Governments – select your Area Government
5. Complete the remaining blocks with your contact information.
6. USERNAME: PLEASE USE YOUR UMASS EMAIL NAME. IE: jsmith@student.umass.edu would use jsmith as the username.
7. Navbar Location: select where you would like the tabs in the navigation bar.
8. Click Submit
9. You will be told you have an account.

To Submit an OTM:

Please remember to allow one week after setting up your account!

1. Go to the website <http://otms.nrhh.org>
2. On the left side of the screen log in with your username and password.
3. If you want to change your user information at any point in time, click the “User Info” tab.
4. To submit a program nomination, click the “Submit Program” tab.
 - This tab would be the following programs:
 - Community Service
 - Diversity
 - Educational
 - Social
5. To submit a general nomination, click the “Submit General” tab.
 - This tab would be the following programs:
 - Advisor
 - Community
 - Executive Board Member (relates to RLA and NRHH only)
 - NCC
 - RA
 - Organization
 - Spot Light
 - Student

Questions? Contact the OTM Chair at otm@gw.housing.umass.edu.

UR IT AWARD...



- Anyone on campus can nominate anyone else on campus for the award.
- This award is meant to recognize the little things that students, faculty and staff do every day that make our campus and our residence halls a better place.
- All recipients will receive a UR IT Award for their room/office door and a letter explaining why they have received the award.

How to nominate someone for the URIT?

**The very simple nomination form can be found on the NRHH webpage at:
<http://www.housing.umass.edu/nrhh>**

**Nominations should be returned to the NRHH Recognition Chair, 109 RLRC,
Moore Hall.**

Thank you for your nomination submission!

What is 100 Ways to Recognize?

“100 Ways to Recognize” contains a creative list of ideas you can use to recognize people at your schools. These ideas can be used in your RHA, NRHH, or hall council meetings for goal setting and encouragement, to recognize the efforts of groups and individuals throughout the residence hall system, and to increase group morale. Below there is a list of seven categories in which difference purposes of recognition can fall. They are Goal Setting, Group Morale, Encouragement, Simple Individual Recognition, More Involved Individual Recognition, External Recognition, and Miscellaneous.

We hope that the recognition plans outlined in this booklet will be used to recognize, celebrate, and encourage students for all of the work they do. We hope that it will celebrate student leaders for the special gifts that they all bring to our residence hall communities, and encourage them to continue to find ways to be involved in residence hall life. Have fun recognizing!

How do I use the 100 Ways to Recognize?

The beginning of list has recognition ideas that were chosen each year from 1964-2006 as the best new idea for that year. Following those are many other ways to recognize. Read the descriptions of each idea on the list. Choose a few for your group to work on and try. Since there are so many ideas, you can try different ideas on the list at different times. Remember to have fun!

Some of the ideas are one-time recognition ideas, and others involve continuous involvement. Maybe try a few of each to keep the recognition going and keep group morale up.

Category Descriptions

Goal Setting: These ideas will help you set goals for your group that are fun and motivational.

Group Morale: These ideas will help you to lift morale and group productivity through recognition.

Encouragement: These ideas will help your group when things are tough. They can help motivate your members to continue to work hard.

Simple Individual Recognition: These ideas will help you to recognize outstanding individuals. These ideas are simple in nature, as they require small amounts of preparation.

More Involved Individual Recognition: These ideas will help you to recognize outstanding individuals.

These recognition ideas are not difficult to complete, however they can take more preparation work than the ideas listed in the “Simple Individual Recognition” category.

External Recognition: These ideas will help you to recognize individuals outside of your organization.

These ideas tend to be more externally oriented than those in the “Individual Recognition” categories.

Miscellaneous: These ideas do not fit in any of the above categories.

1. Chancellor's Lunch (1964)

Arrange for the Chancellor to take an outstanding student leader to lunch once a month. This may also be implemented with the Dean or Director. This will be a good motivator for students and will provide top administrators with the exposure to your best students.

2. Carpeting Award (1965)

Give a small carpet sample to those students who are wearing out the carpet by visiting other students in an effort to encourage them.

3. Brushing Up Award (1966)

Give an award of a paintbrush to those members who are making efforts to improve their leadership skills and abilities by attending workshops, programs, and conferences. It's important to encourage this kind of activity.

4. Plaques and Trophies (1967)

Plaques and trophies make outstanding mementos of involvement and achievement. If you cannot afford new trophies scavenge old ones that could be revamped by adding new inscription plates, by adding a more appropriate decoration at the top, etc. Work with a local dealer who is willing to assist you.

5. Friend of the Halls (1968)

Make an award to administrators, faculty, and staff members who make an outstanding contribution to the residence halls. This may be in the form of a small award, a certificate, a newspaper ad, or simply recognition at a banquet. Don't forget that one of the efforts of NRHH should be to recognize all of those who assist the halls - not just the students.

6. Link Award (1969)

Provide those individuals, offices, and organizations that have assisted you in your efforts with a piece of chain. This is an inexpensive and catchy way to carry your message.

7. Murals (1970)

Recognize the creative talents of your group or organization by allowing them to create a mural that pictorially or graphically represents the goals of the organization. Allow all members involved to sign the mural.

8. Videos (1971)

Create a video that talks about group goals, group projects, or allows senior members to give advice to those who will be future members. This is an excellent way for people to feel involved and by giving copies of the video to each member; you share a lasting souvenir of the year.

9. Balloon Prizes (1972)

Solicit prizes from local merchants and at the end of the year give members an opportunity to break a balloon that corresponds to a prize.

10. Jar of Candy (1973)

Keep a jar of candy on your desk and only let individuals take a piece of candy from the jar if they can share an outstanding personal success or accomplishment with you.

11. Paper Clip Award (1974)

Give awards of a giant paper clip to those who are working to keep your organization organized or working together - sometimes we forget how much of an impact those simple tasks can be.

12. Banners (1975)

Create banners that share items of praise to be displayed at your meetings or in the hallways near your office. You may also choose to display a banner at the office or room of the person you are recognizing.

13. Balloon Surprise (1976)

Share a Mylar balloon as a surprise; or for a better surprise, arrange to fill an office or room with balloons. This will take some coordination for entry and a lot of hot air, but it is sure to surprise the recipient.

14. Incident Reports (1977)

Most campuses use some type of incident form or documentation for the student conduct system. Why not take these forms and document positive behaviors? Have students meet with hearing panels or administrators for focus on their positive contributions! Encourage good behavior to repeat itself!

15. Wanted Posters (1978)

Use photos to create "Wanted for Good Behavior" posters to be placed throughout the office or the hall!

16. Jail (1979)

Arrest these "do-gooders" and place them in jail - a main lobby area of the student union would be a good place! Treat them with a lot of TLC in preparation for #84. This may also be adopted as a fundraisers, see if friends or colleagues will post bail money!

17. Trial (1980)

Have a trial to see if they are guilty of the good deeds they have been charged with. This can be played to the hilt as a melodrama. (You may want to consider videotaping for later showing.) The close of the Trial is a perfect opportunity for a going free party!

18. Meeting Themes (1981)

Boost the morale of your organization or staff by sponsoring meeting themes (i.e.: Beachwear, movie stars, etc.)

19. Report Cards (1982)

Give everyone report cards at the end of a project or a term. This can be a very positive way to evaluate and recognize accomplishments! You may even choose to send them home to family members.

20. Flowers (1983)

Everyone enjoys flowers for special occasions. Why not share a bloom with those who are deserving of your thanks? It's a small deed that is sure to brighten their day!

21. Cinema Announcements (1984)

Usually it is common for a member of your campus cinema organization to make some announcements before the screening of the movie. Why not encourage the organization to recognize those that you work with?

22. Chalk the Walls (1985)

If it does not violate campus policy, why not share positive exclamations of praise by chalking them on the sidewalk? This is sure to draw attention to your "honoree" and to your organization for its recognition efforts!

23. Day off (1986)

Share recognition by trying to give an outstanding student leader a "day off." Try to find some volunteers that will assist them in making their day as effortless and enjoyable as can be (ideas might include doing laundry, cleaning dishes, typing memos, etc.)

24. Phone Calls (1987)

Have an administrator make a telephone call to family members of an outstanding student to share their appreciation for the efforts of the students!

25. Dedications (1988)

Dedicate programs, activities, and events to the outstanding individuals on your campus. This really will cost nothing - just make a mention of it on the advertisement or mention it in the introduction.

26. Bookmarks (1989)

Create bookmarks that highlight the outstanding accomplishments of individuals and have these bookmarks placed at the main desk of your campus learning/resource center.

27. Letter to the President (1990)

Why not send a letter praising the contributions of your group or an individual to your state's Senator, Representative, or Governor, or perhaps the President of the United States? Politicians usually get letters of complaint or dissatisfaction. Many politicians will return positive letters, but even if they don't you can send a copy of the letter to who you are praising and they'll always have a letter that was sent to the President about their efforts.

28. Show them their Efforts (1991)

If your school nominates inductees into NRHH, rather than an application process, you send the nominee a copy of what great thing someone else has to say about them. This goes for all of the "Of the Month" award nominations as well. It always feels good to be nominated to win an award, or be inducted into an honorary organization, but it feels even better when you know why others value your dedication!

29. R.O.S.E. Award (1992)

"Recognition of Superior Effort" is given with a certificate and a rose. Choose a rose color that best matches the personality of your honoree.

30. Thank You! (1993)

Need I say more?

31. Twinkle, Twinkle (1994)

Constellations are wonderful, aren't they? So, to put things on a smaller, more individualized level, name a star after the best among your group.

32. E-Mail Baby! (1995)

Send a groovy message to those of a deserving nature. The Internet is a popular way of sending out some great vibes. Let the people who are worthy receive some great recognition. Everybody loves to get email!!!

33. Induction to the Association of Alumni and Friends of NACURH (AAFN) (1996)
The AAFN was formed to recognize outstanding individuals who have significantly contributed to improving the quality of life in the residence halls. The AAFN has been referred to as the "Hall of Fame" for NRHH Chapters and RHAs across the continent. Inductees are recognized at the NACURH Conference each May. A paragraph briefly detailing the individual's contribution is included in an annual booklet published and distributed among NACURH member schools. Inductees also receive an engraved paperweight. The deadline for inductees for each academic year is March 31st. Induction requires a \$100 contribution to the AAFN Fund and the submission of a brief (approximately 50-60 words) informational paragraph describing their contributions and accomplishments. The funds are used to support student leadership development and scholarships within NACURH. To induct an individual on your campus contact the National Advisor.
34. NRHH Pin and Apparel in honor of... (1997)
At your NRHH meeting, recognize someone who has exceeded the expectations of the group and wear your NRHH Apparel and Pins in honor of that person the next day.
35. "Liter" of the Week (1998)
At the beginning of the year the chapter decides who deserves the Leader/Liter of the Week Award. The winner is awarded with a bottle of soda and is allowed to keep it. The next week the previous winner chooses someone they believe is deserving of the honor and it continues that way for the rest of the year. Not only do the leaders get recognized for their leadership but they also get a frosty beverage!
36. Go Back In Time (1999)
Ever wished you were a kid again? By simply giving the gift of a children's book with a significant message, you can assist somebody to regress into his/her childhood and relive the "good ole' days." Might I suggest calling the Doctor (Seuss that is!)? Did I Ever Tell You How Lucky You Are? or Oh, The Places You'll Go! And what about, "The Little Engine That Could"? There is no better way to tell someone, "I think you can, I think you can, I think you can..."
37. RC (2000)
Recognition Cola! Give a can of RC, along with a note to anyone that you would like to recognition. Whether they reached their goals, completed a task, passed a test, or were a great friend everyone deserved to be recognized
38. Build a Website (2001)
Build a website telling about the person/people and what a great job they have done or continue to do. This can be done at some place like geocities.com or on your own organization's web space.
39. Traveling Trophies (2002)
A chapter mascot, trophy, or any other item that has meaning to your group can be passed around each week to someone that has had the most successes, needs the biggest pick-me-up, or did the silliest thing can be the recipient of this award.
40. New Cars (2003)
Give everyone in the group a new car! Make award contingent upon some accomplishment or a record of participation. Attach the slogan "Way to Speed through the project". Unless you are quite wealthy we suggest you purchase Matchbox cars vs. the real thing!

41. Slide Shows (2004)

Take a number of pictures throughout the year to create a slide show for presentation at the end of the year. Paired with music, a slide show can be a powerful way to focus attention on the accomplishments of the year.

42. Prize Patrol (2005)

Have you ever seen Ed McMahon and the Publisher's Clearing House sweepstakes van? Take that idea and create life size congratulatory checks to deliver to rooms of students who have won an OTM. Take balloons, some food, and the large check right to their door and surprise them! Don't forget to bring a camera. When you get done, post all the photos on a Prize Patrol bulletin board so everyone can see!

43. Adjourn in Honor of... (2006)

As a simple recognition, adjourn your meeting in honor of an individual or organization that has excelled. This should appear in the minutes.

44. Appreciation Marbles (2007)

Give each member of your group a small jar. Each time they do something that you appreciate, give them a marble to place in the jar! This is made even more powerful if you attach a note, or share with them why you are rewarding them.

45. Appreciation Weeks

Celebrate your custodial staff, hall directors or central staff by dedicating an entire week to them. Small gifts and notes can go a long way in thanking these individuals for all their hard work.

46. Bright Ideas

Give out light bulbs to those members of your organization who had a bright idea!

47. Bubbles

Let members of your organization know that they "Blow you away" with all their hard work and dedication. Bubbles can be a great way to take a break and relieve stress as well!

48. Burning the Candle

Burn a candle at both ends and award it to someone who is pushing himself or herself to the limit! This might also work as a nice memento of a burnout of a program or workshop.

49. Buttons

Buttons can advertise a number of things. They can indicate membership, or they can indicate special recognition within your group. Use buttons as an inexpensive way to recognize the efforts of others!

50. Campus TV/Radio

Use your campus TV or radio station to promote outstanding achievements of organizations or individuals! This is an excellent way for students to be aware of the excellent pursuits of their peers.

51. C.A.R.P. Award

This award also utilizes goldfish in recognition of the fact that they are nothing but fancy carp! C.A.R.P. is an acronym for "Caring and Responsible Person," and a C.A.R.P. Award should be made anytime one of your members has done something that is sensitive and supportive of others.

52. CDs

Have every member or you organization, committee or staff bring a CD or tape of his or her favorite song that reflects on the memories of this group or that reminds them on each other. Burn these songs into a master copy and then share a duplicate with all the members of the group. This can make a good closure gift!

53. Coloring Book

Create a coloring book based upon the individuals and projects that are representative of your group. Try selling it as a fund-raiser or hand it out at meetings for those who like to doodle.

54. Corn

Cans of corn are inexpensive and although really "corny" can make someone laugh. Give a can of corn to the "Cream of the Crop" in your organization!

55. Create-A-Song

Rewrite the words to a favorite song or TV theme song to recognize a special event or the accomplishments of an individual. Make a tape of this song to play at a meeting and award a copy to the deserving party.

56. Door Decorations

Give each member a laminated door decoration that includes his or her name, position and organization logo.

57. E-cards

If you need a quick way to send any variety of messages or possibly lack the creativity to make or write a catchy slogan and card there are a number companies that provide free cards. Send to a few or many people as deserve recognition each day!

58. Energizer Award

Give an award of a battery to the individual who is doing the most during the week to energize the group or organization. You may use one battery mounted on a plaque or you may present each honoree with an individual battery.

59. Fan

You are doing a "fan"tastic job in your position. Give a fan to anyone that deserves to be recognized. Write a note on the back so they don't forget why they were given this fan!

60. Flower Seeds

Give packets of seeds to individuals at the beginning of a term project. Tell them that the seeds are like opportunities-if treated with care, and given the right amount of nurture, they will flourish into something beautiful. Organizational tasks and individuals are the same...at the end of the term or project, ask what the members did with their seeds.

61. Friendship Plants

There are varieties of plants that can be propagated very easily by simply rooting a cutter in water. Have a big plant like this in your office or room, and give a cut out to people who have helped you or are deserving of recognition.

62. F.R.O.G.s

F.R.O.G.s (an acronym "For Recognition of Growth") may be awarded to those who are maturing and developing in their leadership positions. You may choose to give plastic frogs or perhaps you will even decide to give tadpoles to these outstanding members.

63. GOALdfish

Few people enjoy creating goals - but everyone likes goldfish. When you set goals at the beginning of a term or project, consider awarding a GOALdfish to all of those who achieve all of their goals. This is an inexpensive and creative way to encourage students to reach for their goals and for you to recognize them for their accomplishments!

64. Good Egg Award

Blow out an egg, decorate it, and award it to a member of your organization who has been a "Good Egg."

65. Hall of the Year

Form a committee to nominate, deliberate, and select a residence hall on your campus that is deserving of the award for being the "Hall of the Year". Selection criteria should be established early and should be communicated with all the halls wishing to participate in the program. Halls can submit bids or the selection committee can solicit bids from deserving halls. Suggested categories for consideration could include creativity, programming, involvement, support of RHA, and growth or improvement that has occurred throughout the year. Involve administrators in presenting the award to make it even more special.

66. Hangers

Give a plastic hanger to members or a group or organization that needs encouragement to "hang in there" after a difficult meeting or week.

67. Hats off to...

Cut top hats out of paper and award them to those who deserve a tip of the hat. This is a very inexpensive and creative way to share recognition.

68. High-Five!

Trace your hand on a sheet of paper and write High-Five at the top! Below the hand write the word HAND vertically with the acronym Have A Nice Day! Include a personal note to make the persons day extra special!

69. Honor Chords

Honor your graduating members with Honor Chords to where during commencement. Chords can be given for being a member of the organization or for specific requirements that were met throughout their membership. They can be purchased through the NACUH Services & Recognition Office.

70. Hot Ticket Award

Create an award that looks like a ticket burn it around the edges, put it in a plastic sleeve and you have the Hot Ticket Award. A perfect way to recognize those individuals or ideas that have burned bright!

71. Hugs and Back-Pats

Never underestimate the importance of being touched by someone. Talk is cheap, but by reaching out to another, you can indicate your approval, your understanding, your appreciation, and your support! Don't let anyone suffer from skin hunger!

72. Need a Hug?

Trace two of your hands then connect them with string. You can then put on the hands on the string and write a note on the hands telling them why they are appreciated!

73. Lapel Pins

Many people like to collect lapel pins. Have your organization make an award in which each recipient receives a lapel pin for their accomplishments. Pins can be designed specifically for your group or organization through a number of companies. Search out the best deal for you!

74. Letter to Families

A powerful recognition tool is to take time to write a letter to students' parents, guardians and relatives. All enjoy hearing about the special talents of the students you work with! This is a powerful public relations tool as it enhances the status of your organization by promoting that you care, and it shows students that their involvement has had a great impact! Many of us recognize that families have difficult time understanding the various leadership roles and student activities that take place in many residence halls. This may help provide a bridge to greater understanding.

75. Light Bulbs

Spotlighting a member of your organization each week can be a great way to recognize individuals and also get to know more about them. Read off facts about each member and have the rest of the group guess who you are talking about. The secret individual gets a light bulb or flashlight for being the "Spotlight" of the week!

76. Limerick/Poem

Write a limerick or poem to celebrate an individual or the accomplishments of a group! Pass it out at meeting or include it in your minutes.

77. Magnificent Marbles

Every member of your group should receive a marble. You then explain that this is a magnificent marble and that it should be given to someone who is deserving because they have done something magnificent! Each member is encouraged to visit with another member of the group who is deserving of receiving this marble and share why they are making this "award." This is a positive, non-threatening way to share positive strokes.

78. Notes

There are so many times that a simple note can have a great impact. Many people enjoy receiving praise in person, but there is something about having a note to refer back to that makes it very special. You can put a note on almost anything - it's just the time you take to write it and send it that makes it special.

79. Origami Metaphor

This recognition idea is made specifically for leaders in housing and or residence life. You take a couple square pieces of paper, and instructions on how to make an origami piece. You also attach the following verse: The actual residence hall with its staff is plain, like this piece of paper. But when a staff and a little bit of work is added, both can be turned into something beautiful. Thanks for all the hard work you do!

80. OTM Blurbs

Each month, compile a short summary of each OTM that was submitted to your campus level. Take all those summaries and create a document with all OTMs submitted to your campus level. Finally, distribute it to all your halls, staff members, and housing personnel to post and read about. This way, EVERY OTM nominee can be recognized for the great work that they did in the past month. It's simple and the database can do it for you!

81. Outlet Award

Give the award of a small outlet cover or plate to someone who has been an outlet for creative ideas or energy within your group or organization.

82. Paper Plate Awards

Recognition for the most random acts can be very enjoyable! Give each member of your organization a paper plate and some markers. Have them design an award for anyone in the room. The awards can be serious or silly. Have everyone present their awards to the others members!

83. Personal Ads

Take out a personal ad in you campus newspaper to praise the accomplishments of individuals or groups that you work with. This is an inexpensive way to praise efforts and to share recognition in front of their peers.

84. Publicity Releases

Utilize your University relation's experts on your campus to complete publicity releases about efforts of the individuals that you work with. Students like to see their names in local newspapers and usually it does not cost anything.

85. Raisins

Give everyone in your organization or on a committee a box of raisins for "Raisin' the Standard". Be sure to personalize the box of raisins with a note letting them know that their effort recently has set a new standard that others will have to strive for in the future.

86. Resident of the _____

Appoint a committee in your residence hall organization to select a resident of the (day, week, month, etc). Resident of the _____ can receive a letter of congratulation from the Director of Housing, the Chancellor, and the Hall Association President. You can also announce the selection in the newspaper, on the campus radio, etc. Post the winner's picture too!

87. Snap cup

Take a huge cup and decorate it so that is represents your group. When you feel like your group has some tension just needs a boost have everyone write down something nice about the group or a person in that group. After everyone has put it in the snap cup, you then pick them out and read them. After each one everyone snaps!

88. S'mores

Everything is "s'more" fun with you!! Everyone loves s'mores and they love being told they are good company. If you can not make s'mores, grab a s'mores candy bar.

89. Starfish Award

There's a story about a gentleman who questions why a person is going to extraordinary measures to throw starfish back into the sea. When asked the question, the rescuer responds "because it makes a difference to this one." Giving a dried starfish to those who are outstanding in reaching out to others makes for an appropriate and touching award.

90. Stirring Things Up Award

For those who have stirred things up in a positive way you may choose to recognize them by awarding them with a large mixing spoon. Attach a note or certificate to explain how they have mixed things up!

91. Success Jars

Have everyone share a recent academic success on a card. Throughout the meeting, take time to draw out and read the cards.

92. Sunglasses

Sunglasses come in all shapes, sizes, and colors. Let someone know that “You shined so brightly, I had to put on my shades!” Everyone can look ridiculous together wearing hot pink children’s sunglasses!

93. Superballs

Give everyone in your organization a superball as a reminder that they are super! You might even want to take a break in your meeting to play some games with the superballs-free the child that’s hidden inside you and the members of your organization!

94. Thumbs Up!

Have your executive board decide on someone that did something great since your last meeting. Make them a big “Thumbs Up” and write a note explaining why you chose them. Have each member of the executive board sign it and present it at your next General Assembly Meeting.

95. To Do Jar

Have people in your organization write the things that they like to do on a sheet of paper. After a particularly long day, meeting, or personal/organizational success, draw one of the cards and do what is written on the card. Your job as a leader is to assist in making sure that the activity takes place.

96. Truck

Everyone has a bad week. Pass around a truck in your group each week to the person that could use the encouragement to “Keep on Truckin’” until things get better. Let them know that you are behind them and that if they need any help you are always there for them!

97. Twizzlers (Pull ‘n Peel)

Did an individual or group within your organization just complete a large event or program? Give them a bag of Twizzlers Pull ‘n Peel for “Pulling the Program Together”. Also, a wagon is appropriate for “Pulling the Program Together” as well..

98. Wishing Well

Give every member of your group a penny, place a plastic wading pool in the middle of the room (or any wishing well facsimile) and request that members of the group throw their penny into the well while making a verbal wish. You may even adapt this by giving out more than one penny and having people make wishes in certain areas. This may be a good warm-up exercise for a goal setting program. Another variation of this activity is to attach a penny to a piece of paper. Give each person enough pennies and paper to write one wish for everyone else in the room. Present these wishes to each at the end of the meeting.

99. Words of Wisdom

Have each member give you a quotation that is a personal favorite. Compile these into a small quotation booklet and use the quotes to decorate bulletin boards, etc.

100. 100 Grand

100 Grand candy bars are a great way to let someone know that they are “Grand” at what they do or that they make the organization “grand”. Plus who couldn’t use a chocolate fix in the middle of the meeting or when they check their mailbox?