

Stevenson University Club Moderator Handbook 2009-10

A Guide for Club Moderators



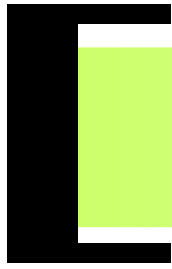
www.stevenson.edu/studentlife/



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WELCOME!!

Welcome to all club moderators! We're happy that you're a part of our family and want you to embrace this year's theme for students of Which Direction Will You Choose?! In an effort to give moderators some direction, this handbook has been developed. In it you will find all the tools you will need to point your Stevenson University club in the right direction. It contains vital information regarding budgets, events, meetings and more. The time and energy that you put into your role as moderator is critical to student success, and learning the basics of student activities will also aid in the effectiveness of your organization.

The Student Activities Office is excited about your involvement in students' lives and appreciates the work that you put into making their organizations successful. If you ever need to meet with a member of the Student Activities Office, please feel free to contact us with any questions. All of the information contained in this handbook and the Club Officers Handbook is also available online at www.stevenson.edu/studentlife/.

If you have any further questions, please feel free to contact the Student Activities Office located in the Rockland Center. We wish you nothing but the most success for this upcoming year!

Have a great year!

Dan Barnhart
Associate Dean & Director of Student Activities

Important Contact Information:

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Student Government Association at Greenspring	443-334-2656
SGA, MAP and Class Councils at Owings Mills	443-352-4309

Main email address for Student Activities—activities@stevenson.edu



Moderators are Important!

Stevenson University requires that all student organizations and clubs have a moderator to be considered as a recognized entity. Moderators are members of the professional staff and faculty who provide support and guidance to the organizations on campus. The role of the moderator is invaluable and often provides the stability and continuity necessary as the student leadership within the organization changes.

A moderator's role varies depending on the desired relationship between the members of the student organization and their moderator. Regardless of what role the moderator takes (mediator, developer, cheerleader, etc.), it is always vital. The roles and guidelines listed in this section are merely an aid to be used in giving direction, both to moderators and to students. It is up to each moderator to develop their role and the extent to which he or she participates in the group. It is important to note that the moderator's role is not to *dictate*, but to **ADVISE**. Ultimately, the responsibility for the organization lies with the students.

Organizations may expect their moderator to:

- Be informed of and adhere to the purpose of and activities of the organization
- Help officers in understanding and executing their duties
- Encourage organization members to assume responsibility for their actions and the effectiveness of their programs
- Should not assume the lone responsibility for the organization's activities
- Provide ideas in forming and revising the constitution, long-term goals, and in the planning and organizing of activities and programs
- Serve as a resource concerning College policies, regulations and procedures
- Attend organization events and programs
- Represent the group to the College community
- Be a sounding board and support for all members
- Maintain the ability to deal with the same issues each year and remain fresh
- Act as a facilitator between officers and members
- Consult on programs and activities
- Work to maintain an effective moderator/student leader relationship
- Offer evaluations of the group's progress, performance and projects

Moderators may expect their organizations to:

- Be responsible for their actions and programs
- Work to maintain an effective moderator/student leader relationship
- Keep them informed of all organizational meetings, activities and related matters
- Meet on a regular basis
- Respect fellow student leaders, general members, and the moderator
- Take advantage of the knowledge and experiences your moderator has in regards to the organization's area of interest and in the culture of Villa Julie College
- Take care of potential problems in an efficient manner
- Be timely and proactive when planning meetings or when in need of the moderator's time



Moderator's Functions

In simple terms, the moderator influences group members to structure experiences that contribute to their intellectual or personal growth or that contribute to the intellectual growth of others. They work with student leaders to set into motion a series of activities that result in learning on the part of a number of individuals.

It may be helpful to think of the moderator's role in terms of three major areas:

- 1) Maintenance Functions
- 2) Group Growth Functions
- 3) Program Content Functions

Within these three broad areas, the group moderator may perform certain duties that call for considerable activity on his/her part in some specific situations and instances, or none at all.

Maintenance Functions

The moderator's activities merely serve to maintain the existence of the group and to keep it out of difficulty.

- Heading off situations that might give rise to poor public relations for the student group or College
- Preventing the group from breaking the rules of the College
- Working with group disputes
- Providing advice when called upon.

In general, these are responsibilities that require little initiative on the part of the moderator until or unless the demands of the situation call for one to respond.

Group Growth Functions

The moderator's activities influence the operation and effectiveness of the group and help it to progress toward its goals. They are facilitating functions that are useful without particular reference to the program content. The moderator does not introduce new objectives or goals to the group, but instead suggests ways in which the group can better attain its own established goals:

- Coaching the students in the principles of good organizational and administrative practice
- Developing self-discipline and responsibility among group members
- Helping develop procedures and plans for action
- Keeping the group focused on its goals
- Stimulating or even initiating activities and programs

Program Content Functions

It is in the area of program content that the moderator assumes a genuinely educational function (not necessarily academically oriented). The staff moderator works with students to plan activities that will contribute to the college learning experience. Moderator's activities related to program content might include:

- Introducing new program ideas with educational flavor
- Pointing out new perspectives and directions to the group
- Supplying knowledge and the insights of experience



In practice, the skilled and experienced moderator in all probability will be performing maintenance, growth, and content functions, as they seem appropriate to specific situations and not in any particular sequence.

Moderator Responsibilities

- Encourage student responsibility for their own planning and implementation of activities
- Help students find a balance between activities and their academic responsibilities
- Share creative suggestions
- Show enthusiasm and provide feedback for activities planned by students
- Assist in leadership development
- Become familiar with College policies which affect social functions

Material taken from:

Boland, Paul A., Student group advising in higher education, ACPA Student Personnel Series No. 8

Moderator Do's and Don'ts

DO...

- Develop a relationship of trust
- Support learning and leadership
- Allow the group to succeed *and* to fail
- Support creativity
- Challenge students to develop as leaders
- Advise in planning projects and events
- Help students understand how the club supports the mission of the College
- Know your limits
- Know the group's limits
- Be visible
- Be consistent with your actions
- Keep your sense of humor
- Provide continuity
- Learn when to speak and when to be silent
- Attend club sponsored events
- Understand club related policies and keep clubs working within those policies
- Expect students to be positive reflections of Stevenson

DON'T...

- Control the group
- Manipulate the group
- Miss group meetings or functions
- Take ownership of the group
- Close communications
- Be afraid to let your group test new ideas
- Know it all
- Take everything too seriously
- Say "I told you so..."
- Be the leader
- Believe you are insignificant

4 Club Foundations

Each club should meet the following categories each year: personal development, collaborative leadership, education, and civic engagement.

Personal Development

This category is one of the hallmarks of a student club—learning a new skill (advertising, fundraising, communication, holding effective meetings), making friends, having social time, and growing as an SU student.

Examples of meeting this goal: Holding a social event, fundraising for a cause or an event, attending a workshop or conference, determining the best way to market to students.



Collaborative Leadership

No matter where you go, you have to work with other people. This category encourages you to team up with other clubs, councils, community agencies, and students to work on a common goal.

Examples of meeting this goal: Holding an event with another organization, representing other students' concerns to administration, working with academic departments on a campuswide event.



Educational

These events are designed to provide the club, its members, and Stevenson community an opportunity to continue learning through the club or organization.

Examples of meeting this goal: Guest speakers, sponsoring a Wellness Wednesday, holding a debate, setting up an information table to let students know about the mission of your organization



Civic Engagement

This category is much more than providing community service, it's caring about our community, being engaged in political issues that affect us, maintaining environmental consciousness, and ensuring diversity on our campus.

Examples of meeting this goal: Volunteering at a soup kitchen, participating in Race for the Cure, holding an election drive, sponsoring a diversity speaker, creating more environmental awareness on campus



Levels of Recognition for Student Clubs

Special Interest Organization

Any club that is formed on campus that wishes to meet but does not want a budget, the ability to fundraise, or hold off-campus meetings, is a special interest organization. These groups are not required to fulfill the 4 Foundations of student clubs at Stevenson.

Clubs in this status can:

- Reserve rooms for interest meetings
- Advertise for the interest meetings through flyers and e-mails
- Use the Stevenson University name in official business

Clubs in this status cannot:

- Travel off campus as a group
- Make any monetary transactions as a registered club on campus

Inactive Status

Any group that is inactive or has not submitted a new student club proposal for recognition will not be allowed to do the following:

- Reserve rooms or equipment
- Use Stevenson University in the group's name
- Receive funding from the Student Activities Office
- Be covered by or affiliated with official University programs

Developing Status

Any club that is in the process of becoming officially recognized by the Student Government Association is in the developing status.

Clubs in this status can:

- Reserve rooms for interest meetings
- Advertise for the interest meetings through flyers and e-mails

Clubs in this status cannot:

- Use the Stevenson University name in official business
- Travel off campus as a group
- Hold activities as an organization

Levels of Recognition for Student Clubs

Provisional Status

All clubs are in provisional status during their first officially recognized year.

Clubs in this status can:

- Function as a group (attend competitions, hold meetings, hold events, etc.)
- Reserve Rooms and other necessary equipment through the Student Activities Office
- Use Stevenson University in conjunction with the name of the group
- Be listed on official Stevenson University documents as a group
- Receive funding from the Student Activities Office

If a newly approved club has not met their requirements within the first year, they will be asked to meet with the Student Activities Office to discuss the future of the club.

Emerging Status

All clubs are in the emerging status after their first officially recognized year, providing that they have completed the 4 Foundations of student clubs at Stevenson and have kept up-to-date with trainings and paperwork.

Clubs in this status can:

- Function as a group (attend competitions, hold meetings, hold events, etc.)
- Reserve Rooms and other necessary equipment through the Student Activities Office
- Use Stevenson University in conjunction with the name of the group
- Be listed on official Stevenson University documents as a group
- Receive funding from the Student Activities Office

Engaged Status

Clubs in the engaged status have been recognized at SU for at least 2 years, have consistently completed the 4 Foundations of student clubs at Stevenson each year, are up-to-date with trainings and paperwork, and have exhibited a high level of proficiency in navigating the student club environment. Clubs wishing to attain this status must submit to the Student Activities Office a proposal that includes what they have done to enhance the Stevenson community and go beyond the 4 Foundations of student clubs at SU. Student Government students and Activities staff will meet to decide on this status.

Clubs in this status can:

- Receive all of the privileges of the Emerging Status
- Apply for additional funding through the Student Government Association once per semester
- Attend regional and national conferences

Club Basics at Stevenson University

One role that an moderator may need to take on is that of facilitator. You could find your self facilitating a conversation about goal setting, the event planning process, posting policies, and more. The following information is to provide information you may need for these conversations and teachable moments. Student Leaders are given detailed information about all of the policies and procedures we expect them to follow in the *Class and Club Officers Handbook*. If you would like to review this handbook, you can find it on-line at www.stevenson.edu/studentlife/.

Goal Setting

All of our clubs and organizations at Stevenson University have a purpose. It is important for clubs to understand that purpose and to allow it to give them focus when setting goals. By participating in goal-setting exercises, club members are able to help pave the path for the year, feel ownership of the tasks and programs they are responsible for, and can see their achievements more concretely. Setting SMART goals can help a group be more successful at accomplishing what they have set out to do. SMART goals are ones that are:

- Specific
- Measurable
- Attainable
- Realistic
- Timely

Event Planning

Many students have creative and exciting ideas for events and programs. Encourage your club leaders and members to contribute their own ideas for consideration. The best events come from new, innovative, and creative ideas that are responsibly executed. Questions to ponder when evaluating the possible success of an idea include:

- Does the event support our club purpose and current goals?
- Will the SU community respond positively to this activity?
- Who will attend the event (target audience)?
- Who may want to co-sponsor the event?
- How can we motivate students to become event planning team members?
- What outcomes should be achieved as a result of this event?
- Do we have the resources we need to make it happen (facilities, finances, people, etc.)?

When your group members have decided to commit to an idea, they should begin the planning process by filling out a **Club Event Proposal Form**, This form can be found on-line at www.stevenson.edu/studentlife/ under Student Activities and Club Resources. Procedures related to event planning are outlined for our student leaders in the *Class and Club Officers Handbook*.

Event Planning Checklist

It is important to note that all organization sponsored events, trips, etc. must follow Stevenson regulations, regardless of whether they are held on or off campus. Here are some details to keep in mind when planning different types of events:

General

_____ Register your event with Student Activities with the Event Approval form at least 4 weeks prior to the program (this includes reserving the room, advertising via School-wide Email, and deciding whether you need a cash box for the event)

Committees Established for:

_____ Setup
_____ Cleanup
_____ Logistics
_____ Publicity
_____ T-shirt/Ticket sales

Entertainment

_____ Contract executed through Student Activities. Date returned: _____
_____ Hotel reservations made at _____
_____ Arrival time of performer/artist confirmed

Food and Beverage

_____ Ordered through Sodexo (email Lisa Labreque at lisalabreque@stevenson.edu)
_____ If not through the campus, identify possible off-campus vendors

Money

_____ Check request submitted. Date submitted: _____
_____ Check picked up for payment (if not sent via USPS)
_____ Decide if a cash box is needed and select this on the Event Approval Form

Publicity

_____ Posters/flyers designed and distributed
_____ Information submitted to Student Activities for the Plasma Screens via Event Approval Form

Trips

_____ Transportation
_____ Hotel Accommodations
_____ Registration
_____ Goals, guidelines, expectations, etc.

Community Service

_____ Research possibilities with the Learning Beyond Center
_____ Have club members sign up to prepare and participate

After the event

_____ Finalize any fiscal issues
_____ Event Assessment Form completed on-line
_____ Return all equipment
_____ Publicity removed from around campus
_____ Evaluate the event with the group

Requesting Space

Space is a hot commodity on campus. Your assistance in urging students plan events and meetings in a time manner is greatly appreciated. Space is reserved by Student Activities once the event has been approved.

Publicity

Publicity and advertising may be the one component of programming that can make or break an event. Without punctual and properly distributed advertising, the work preparing for an event or meeting could be for nothing. Keep in mind the following when advising your club members:

- Publicity should be well-planned, creative, easy to read, and intentional
- All advertising must be approved by the Student Activities Office
- Posters may be hung on bulletin boards or placed on easels (not on Official Bulletin Boards)
- Flyers may be hung on classroom bulletin boards
- Posting flyers on doors and walls is prohibited
- Remember to place the name of the sponsoring organization(s) on all printed materials
- Table tents/toppers are permitted in the Student Union and in the Rockland Marketplace (a stamp is required for Rockland table tents. Come to Student Activities to get this)
- Request to send campus wide e mails for events must be sent to the Assistant Director of Student Activities at least 48 hours in advance
- Be sure to include all of the pertinent information - the Who, What, When, Where, and Why

Budget Guidelines

It is crucial that we help our student leaders learn to be fiscally responsible. Below are important procedures that clubs and organizations are required to follow. Familiarizing yourself with this information will help you to keep students on-track and accountable for their monies.

Check Request:

Forms must be filled out and submitted to the Student Activities Office Assistant in Rockland Center 203

- 24 hours must be given for a check request.
- A request can be for a reimbursement with a receipt or a check to be cash to purchase items. If you cash the check yourself, a receipt must be submitted within 2 days of receiving the check.
- If the check is over \$250, 3 days notice must be given.
- If a check is over \$50, a signature of the Club Moderator must be obtained on the request form.
- We ask that Club Moderators keep in close contact with students when financial transactions are made so that there is some accountability for funding.

Balance Sheets:

A balance sheet can be requested at any time from Student Activities Office Assistant. If there is a discrepancy on the sheet you are asked to write it down and submit it to the Student Activities Office Assistant. You will be notified of an outcome within 2 days.

Fundraising:

- Approval forms must be submitted and then approved by the Assistant Director of Student Activities prior to the start of the fundraiser. Once the form is approved, a copy of the form will be put in the mailbox of the student who submitted the form.
 - In addition to the above requirement, all athletic team fundraisers must have the approval of the Athletic Director and the Assistant Director of Student Activities.
- If you need a cash box request in advance on the fundraiser approval form.
- All money must be brought into the Office of Student Activities within 48 hours of the end of the fundraiser.
- All coins must be wrapped. Wrappers are available in the Office of Student Activities.
- All checks are to be made payable to Stevenson University.

End of the Year:

Due to the College's accounting procedures, all accounts will be closed out on June 30th. Clubs should budget for the use of funds in the year they are allocated/raised. If your club is planning for a specific event for the following year, such as a conference, you may submit a request to the Assistant Director of Student Activities detailing the event and amount you wish to carry over. Requests will be granted on a case by case basis and the Club President will be notified of the decision by July 1st.

Evaluation

Evaluation is a valuable learning tool and taking the time to reflect on and think critically about an event is fundamental to our students learning. Unfortunately, it is a practice that many avoid. As an moderator, you may need to initiate and help guide this process. Some questions to get the discussion started include:

- What went well?
- What went poorly?
- What can we do better?
- Did everyone fulfill their duties? Was it a team effort?
- Did the participants benefit from the event? Did they enjoy it?
- Was the location and set up appropriate?
- Was the event publicized effectively?
- What suggestions should we record for future planning?

Clubs are also required to complete an **Event Assessment Form** for each activity that is sponsored, including meetings and fundraisers. This paperwork is due the Friday following the event and should be completed and submitted on-line. Please note that we keep these forms on file! We invite new student leaders to utilize past evaluation forms when planning future events.



Club Moderator Communication

In an effort to disseminate club-related information, address issues common to advising, and create a network among club moderators, Club Moderators are encouraged to communicate regularly with the Student Activities Office. The Director of Student Activities will be available on the Greenspring Campus every Tuesday for individual consultations with Moderators.

Important Dates for Clubs To Remember

Campus Events

Each club is expected to participate in every event listed below. Please mark your calendars now!

Welcome Picnic	Wednesday, August 26, 2009
VillaFest	October 16-17, 2009
Leadership Retreat	January 16-17, 2010
Spring Back to Life	January 19-21, 2010
President's Reception	Saturday, April 10, 2009
May Day	Wednesday, April 28, 2009

SGA Meetings

Each club is required to have at least one member in attendance at SGA's regularly scheduled Town Hall meetings. SGA communicates directly with your club officers regarding dates and times of meetings. Fall 2009 Town Hall meeting dates are below.

Tuesday, September 15 at 5:30pm
Tuesday, October 6 at 5:30pm
Tuesday, November 10 at 5:30pm

Paperwork Requirements

Constitution: A club's constitution serves as a guide to how a club will organize itself and more fundamentally, defines the club's purpose/mission. This constitution is intended to be a fluid document, amended as the club develops and as membership changes. Feel free to be as creative and innovate as you like! Any club who amends their constitution is asked to submit a new copy to the Student Activities Office—we need an electronic copy on file at all times.

Registration Form: A club's registration form must be submitted to the Student Activities Office with an updated list of club officers each year no later than the end of September. Those organizations that elect new leaders at the end of the Fall semester must complete a new form and submit it no later than the end of January each year. Organizations submitting late forms will have their accounts frozen for a period of 30 days from the date of receipt of the form.

All forms and information can be found online at
www.stevenson.edu/studentlife/

Club Registration Form

**Stevenson University
Student Activities Office
Club Registration Form**

A club's registration form must be submitted to the Student Activities Office with an updated list of club officers each year no later than the end of September. Those organizations that elect/select new leaders at the end of the Fall semester must complete a new form and submit it no later than the end of January each year. Organizations submitting late forms will have their accounts frozen for a period of 30 days from the date of receipt of the form.

NAME OF ORGANIZATION:

Name of Person Completing Form:

Position in Organization:

Please list the officers in your organization in the spaces below:

<u>Name and Year (Fr, So, Jr, Sr)</u>	<u>Position</u>	<u>Campus Ext./ Phone No.</u>

Officers are selected/elected each: (circle one): Fall Spring

President's Signature: _____ Date: _____

ADVISOR INFORMATION

Name of Advisor: _____ Circle One: Faculty Staff

Department/Office: _____ Campus Extension: _____

Complete the following section only if applicable:

Name of Second Advisor: _____ Circle One: Faculty Staff

Department/Office: _____ Campus Extension: _____

Club Registration Form Continued...

**Stevenson University
Student Activities Office
Executive Officer Signature Form**

**EXECUTIVE OFFICER SIGNATURE FORM
For**

In signing this form, I certify the following;

1. This organization will comply with all University policies and regulations of Stevenson University.
2. I have a GPA of 2.0 or above and I understand that I must maintain a 2.0 during my term.
3. I am currently enrolled in at least 12 credits at Stevenson University.
4. I, as an officer of this organization, am jointly responsible for club activities and will be liable for debts and obligations to the University and its auxiliary units incurred by the organization. This includes use of campus facilities.
5. Only the individuals listed on this form may reserve facilities in the name of this organization.

President Signature _____ Date _____
Printed Name _____
Contact # _____

Vice President Signature _____ Date _____
Printed Name _____
Contact # _____

Secretary Signature _____ Date _____
Printed Name _____
Contact # _____

Treasurer Signature _____ Date _____
Printed Name _____
Contact # _____

For Office Use:

Date Received: _____

Student Activities Staff Signature: _____