

1996

Student Leadership Handbook 1995-96

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STUDENT LEADERSHIP HANDBOOK

1995 - 1996

STUDENT ACTIVITIES OFFICE
Lowry Center, Main Level

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LEADER'S CREED

- TO Share with others the enthusiasm I have for the group and make it a top priority so that others will be challenged to do the same.**
- TO Help each member realize his/her worth to the organization by involving each in some capacity.**
- TO Set an example for others to follow; to place respect above popularity and honor above all else.**
- TO Be able to deal with the unpleasant as well as the pleasant and to be unafraid to admit my mistakes as I work to correct them.**
- TO Learn when flexibility is an asset or a liability; to reject what's popular unless it works for good, and to be willing to stand alone when necessary in order not to sacrifice my integrity.**
- TO Support policies which strengthen the group; to rise above intimidation and be willing to accept the fact that leadership can at times be lonely.**
- TO Search constantly for new ideas which may or may not be better than the old ones and to take advantage of every opportunity to develop skills needed in my leadership position.**
- MAY I dare to be different, dare to be courageous, dare to be creative, dare to challenge others as I am challenged and dare to make time for this important task.**
- HOPEFULLY, I will fulfill my leadership role in such a way that when my term of service is over I can feel a sense of pride and satisfaction in knowing I have done my best.**

SUGGESTIONS FOR MORE EFFECTIVE LEADERSHIP

1. Let members know well in advance of meetings.
2. Keep your advisor informed.
3. Have a well thought out agenda for the meeting. Pre-planning is crucial.
4. Don't do all of the talking. Try to involve others. They must get some good feeling out of their participation or they won't come back. Apathy results from not being informed and involved.
5. Don't be afraid to disagree, but do it tactfully. Also encourage this of the other members.
6. Know what you want to accomplish before you begin a task or meeting.
7. There are appropriate times to brainstorm and dream and appropriate times to be practical and realistic. Don't confuse the two.
8. Be sure to keep all members well informed. Evaluate the communication pattern in your group and make sure that it's effective.
9. Be sure to get to know all members well and help them get to know each other.
10. You are part of the spark that makes the organization go; be sure that you are positive and enthusiastic. If you're not, others probably won't be.
11. When you delegate a task be very specific about what you want to be done and follow up to check on the progress that has been made toward getting it done.
12. Listen to and value other's opinions and thoughts.
13. Stop and evaluate everything your group does. From this you will learn how to do it better next time.
14. Compliment jobs that are well done. We all need a little recognition.
15. When possible, make decisions as a group.
16. Remember there will be times when you will have to help the discussion get back on track.
17. Look ahead and anticipate things coming up. It gives you more time to plan.
18. Set deadlines or target dates for yourself and others to have things completed, otherwise things can drift forever.
19. Make sure the group knows the goals or objectives, otherwise people will be confused about what direction they are supposed to be heading.
20. Learn what outside resources are available and don't hesitate to use them.
21. Being a leader is not always easy but it is usually worth it.

LEADERSHIP RESOURCES AT THE COLLEGE OF WOOSTER

For more information on issues related to student leadership feel free to contact any of the following.

The Student Activities Office: Bob Rodda, Director of Student Activities and Lowry Center, and Ann Greco and John Ginsburg, Assistant Directors of Student Activities are available to assist with program planning and/or with problems your group may be encountering. The Student Activities Office is located on the main level of Lowry Center. Office hours are from 8:30 a.m. - 5 p.m. Monday through Friday, and the extension is x2062.

Leadership Library: The library is located in the Lowry Center Director's Office. A leadership resource file is available for student use, as well as books and manuals on the topic of leadership. Some of the topics covered in the resource file include team building, goal setting, parliamentary procedure and time management. Materials may be checked out or photocopied.

Emerging Leaders Seminar: This seminar offers a series of leadership development programs coordinated by the Student Activities Office. The seminar is designed for first-year students who are interested in developing their leadership skills and exploring their potential. This seminar accepts applications in January with the seminar lasting 4 to 6 weeks through February and March.

Leadership Skills Classes: These classes focus on students who currently hold leadership positions or have just been elected to office on campus. The skill classes offer topics designed to help leaders facilitate group development and understand campus resources. Some of the topics which can be covered include: group dynamics, diversity, conflict management, programming, communication, and motivation.

Leadership Theory and Practice: Each spring semester the College offers a one credit course entitled Leadership: Theory and Practice. Admittance to the class is based on an application process which occurs in the Fall. The course studies significant theories of leadership and the applicability of those theories to accounts of leadership, past and present. Special emphasis is placed on diverse cultural contexts, global interdependence, and consequences of leadership. An acquaintanceship with a leader in the business or public sector is a required component of the course.

Student Leadership Gatherings: Approximately four or five times a year, the Student Activities Office will host these informal meetings. Student leaders will be invited to join together and share information about upcoming events, build co-sponsorship networks, and focus on topics of interest. Contact the Student Activities Office at x2062 for more information.



RECRUITING, ORIENTING AND RETAINING NEW MEMBERS

People join organizations for many reasons. They want to get involved, meet people and make new friends, explore new interests, develop skills, and have a good time. Groups need new members because they bring new ideas and talents to the group, in addition to keeping it alive by replacing old members.

There are over 70 existing groups on campus, so it is vital that an organization has a well conceived and executed recruitment and retention plan. This handout is designed to assist you in the development of such a plan.

First, it is important that both the leadership and the membership know and understand your organization. Have a meeting to review your organizational goals and objectives. Are they still accurate or is it time to update them? Discuss everyone's ideas and aspirations for the future. Where would you like the group to be in six months? A year? During this "organizational housekeeping" process, it should become clear that there is a certain theme or direction that repeatedly crops up. What type of person do we need to help us be successful as a group? Try to come up with a member profile. Who would we like to join? Who would complement our current membership?

Now that you know the type of people you are interested in, your next step is to set some recruitment goals. How many new members can your organization reasonably assimilate into the group? Will you allow people to join at any time or only during a predesignated recruitment period? Will you hold a mass meeting or is membership by invitation only? When designing your recruitment strategy keep in mind your member profile. What places do these prospective members most likely frequent? Do they have special interests? What kind of publicity would attract their attention? But most of all, try to think back to when you first became involved. What attracted you? How were you recruited? If you weren't, how did you hear about the group?

Get everyone involved. Have your current members identify people they know who might want to get involved and personally invite them to attend a meeting. Keep in mind that the old adage "a satisfied customer is the best form of advertising" holds true for organizational recruitment as well. Word-of-mouth is the best and least expensive type of publicity you can use. Talk about your group. Tell people what you have to offer them. Ask them about themselves (and really listen). Tell them how the organization will benefit from someone like them. Let them know how their talents, skills and interests would help the organization.

Recruitment campaigns need to have a visual element as well. Have those members with "artistic talents" work on your written materials, i.e., posters, flyers, and banners. Be creative. Your publicity can be effective only if it's noticed.

Many groups have found it beneficial to have a special welcoming meeting or ceremony for their new recruits. Group participation in some form of ceremony is one way to make your members feel wanted, needed and appreciated. It helps to form a unique and memorable bond between old and new members. This bonding is hard to break and will help increase your retention rate.

However you choose to welcome your new members it is important to include some form of group orientation program in the process. Many groups skip this and begin by getting new members immediately involved in group projects. Although new member involvement is essential, it is equally important to orient them to your group's goals and objectives, organizational structure, rules and norms. This demystifies the group and helps the members feel more comfortable with the group and understand its processes. Proper orientation leads to better understanding, more commitment and less frustration.

After you've successfully completed your recruitment and orientation, spend time getting to know your membership and let them get to know you, too. Don't forget your old members either, without them you wouldn't have had a group for your new members to join. Talk to all about their skills, interests and previous experiences. Once you have this information, it will be easy to get them involved in your group's projects. To be sure that their first organizational experience is a positive one, assign new members tasks that are well within their skill level and that they can successfully accomplish.

Finally, allow your new members time to get involved and comfortable with the group. After a semester, have them participate in a group evaluation process. Go over your organizational goals and objectives and look at your plans for the future. Ask for their feedback and input. It is a known fact that people are committed and motivated if they feel that they have a stake in what's going on. Have them help to shape the organization's future.

Above all have fun together. Make time to socialize and celebrate your achievements. If all you do as a group is work, work, work, it will become a burden to participate and your members will quickly lose interest and quit. After all, what is an organization without members? What good is a recruitment campaign if no one stays?



What I Can Do Personally and as a Leader in Response to Racism, Homophobia and Sexism

Confront racist, sexist, homophobic (homohatred) behavior of others.

Use inclusive language.

Advocate for the inclusion of differences in programs, membership, participation, etc.

Support individuals who are confronting racist, sexist, homophobic (homohatred) behavior.

Attend programs to expand your own knowledge and awareness about issues of race, sex, sexual orientation, and cultural differences.

Display signs of support in office (publications, buttons, posters, photographs, etc.).

Offer programs on life style and cultural differences to organizations.

Incorporate cultural, gender, and sexual orientation sensitivity into daily lives.

Review publications, recruitment flyers, memos, and other written materials for inclusiveness.

Actively recruit for organizational membership only individuals who support inclusiveness in word and behavior, including minority students.

Co-sponsor an activity with a minority, women's, gay, lesbian or bisexual focused organization.

Create an organizational award which recognizes outstanding contributions toward promoting cultural, racial, or sexual orientation awareness and sensitivity.

Support activities targeted for minority, gay, lesbian and women students.

Market organizational activities to reach diverse populations.

Purchase goods and services from minority businesses.

Consider the staff diversity and the minority support record of vendors with whom you do business.

Evaluate your group's organizational climate related to minority students.

MY PERSONAL BILL OF RIGHTS

I have the right to be treated with respect.

I have the right to have and express my own feelings and opinions.

I have the right to set my own priorities.

I have the right to be listened to and taken seriously.

I have the right to say no without feeling guilty.

I have the right to ask for what I want.

I have the right to get what I paid for.

I have the right to ask for help from professionals.

I have the right to make mistakes.

I have the right to choose not to assert myself.

I have the right to offer no excuses or reasons to justify my behavior.

I have the right to make mistakes, and be responsible.

I have the right to say, "I don't know."

I have the right to judge whether I am responsible for finding solutions
to other people's problems.

I have the right to judge my own behavior, thoughts and emotions, and to take
responsibility for their initiation and consequences.

I have the right to say, "I don't care."

ORGANIZATIONAL GOAL SETTING

Goals are statements describing what your organization wishes to accomplish. They are the ends toward which your efforts will be directed. Group goals are the beginning point of evaluating group effectiveness. Group goals change as your organization changes.

WHY ARE GOALS IMPORTANT?:

1. Goals are guidelines for actions. It is through group goals that the efforts of group members are planned and coordinated.
2. Conflicts among group members are resolved on the basis of what assists the group in achieving its goals.
3. Setting goals gives you an opportunity to review and evaluate what's been done and discuss problems.
4. Goals provide a measuring stick against which progress can be measured.
5. Goals provide targets toward which efforts can be directed.
6. Goals are the motivating force in the behavior of group members. Without motivation the group takes no action to achieve its goals.

CRITERIA FOR SETTING GOALS:

ACHIEVABLE: Achievable goals are perceived as realistic, plausible and possible. An achievable goal reveals a probability of accomplishment.

BELIEVABLE: Believable goals provide you with a subjective feeling of optimism and hope.

VALUED: A valued goal is desired, prized, cherished and esteemed by your members and thus perceived worthy of time, energy and resources to pursue.

SPECIFIC: You might have a broad, general goal in mind. Specific goals cause members to think in terms of "next steps" toward implementation.

OBSERVABLE: If you reach the goal, can others see the result?

TIPS FOR GOAL SETTING:

1. Write down your goals. Brainstorm! Review goals periodically at meetings and check them off when you have accomplished them.
2. Make your goals known to those you work with. Commit yourself publicly.
3. Set a timeline for attainment and feedback. It helps the evaluation process when your goals are timebound.
4. Be specific not only in the goal, but also in how you plan to achieve the goal. Strategies will translate the idea into action.
5. Evaluate your performance in attaining the goals. What was done well and what could be improved (both in content and form)?

WHEN LEADING A DISCUSSION...

1. Learn members' names as quickly as possible.
2. Use names when addressing members.
3. Suggest the use of some method whereby the members will get to know each other quickly.
4. Encourage the group to agree on a methodology of procedure before "jumping in" to the discussion itself.
5. Give any data you have to the group on relevant topics that the group discusses - do not keep any "special data" to yourself.
6. Attempt to attune yourself to "listen" for the feeling as well as the ideas of the members. Listen for what is behind the remark as well as the remark itself.
7. Look mainly at the overall group atmosphere -- do not be trapped into overreacting to the needs of specific individuals. Try to maintain a balance of sensitivity to the task, group, and individual needs.
8. Show a genuine interest in the member and what he/she has to say.
9. Encourage a broad view of the problem and wide participation by occasionally asking if there are alternate points of view.
10. Summarize and clarify occasionally. Always remain neutral on any issue. Remember that the chairperson can sometimes "take sides" by carefully choosing the time to summarize.
11. When disagreement occurs, turn discussion to the group for solution.
12. Avoid closed-ended questions (questions to which someone can answer yes or no). Instead, utilize open-ended questions, i.e., "What's your reaction to this situation?"
13. Keep your responses to a minimum. Self-disclosure can be useful when it is carefully chosen.
14. Rotate group leadership, asking group members to lead discussion.
15. Learn to tolerate some silences. People need time to think. Also, if you jump in too quickly, this cuts off the potential of one student responding to another.
16. Even if you have planned questions, be flexible; go where the energy is.



HINTS ON MOTIVATING PEOPLE

1. Make the members in your group WANT to do things.
2. Study members and determine what makes each tick.
3. Criticize constructively.
4. Criticize in private.
5. Be a good listener.
6. Praise in public.
7. Be considerate.
8. Delegate responsibility for details to members.
9. Give credit where it is due.
10. Avoid domination or forcefulness.
11. Show interest in and appreciation of the other person.
12. Make your wishes known by suggestions or requests.
13. When you make a request or suggestion, be sure to tell the reasons for it.
14. Let the members in on your plans and programs even when they are in an early stage.
15. Never forget that the leader sets the style for his/her members.
16. Play up the positive.
17. Be consistent.
18. Show your members that you have confidence in them and that you expect them to do their best.
19. Ask members for their counsel and help.
20. When you are wrong or make a mistake, admit it.
21. Listen carefully to ideas from members.
22. If an idea is not adopted, tell the originator why.
23. Give weight to the fact that people carry out their own ideas.
24. Be careful of what you say and how you say it.
25. Don't be upset by little hassles.
26. Use every opportunity to build up in members a sense of the importance of their work.
27. Work with your members to develop goals, a sense of direction and something to strive for and achieve.
28. Keep your members informed on matters affecting them.
29. Give members a chance to take part in decisions, particularly those affecting them.
30. Let your members know where they stand.

MAKING MEETINGS EFFICIENT AND EFFECTIVE

Do you dread attending meetings because they are dull, unproductive, disorganized and too long? If yes, don't worry, with proper planning and preparation, any meeting can be effective and fun.

Meetings have several functions. They primarily serve as a gathering function. They give members a chance to discuss goals to communicate and keep updated on current events. They provide a chance to communicate and keep the group cohesive. But most of all, meetings allow groups to pull resources together for decision making. Start with careful planning, finish with a thorough follow-up and the meeting will almost run itself. Here are some tips to make your next meeting successful and productive.

BEFORE THE MEETING

1. Define the purpose of the meeting. If you can't come up with a purpose, don't have a meeting.
2. Develop an agenda with the officers and advisors. An example agenda:

Call to order
Approval of agenda
Correction and approval of minutes
Announcements
Officers' Reports
Committee Reports
Unfinished Business
New Business
Special Issues
Adjournment

3. Distribute the agenda and circulate background material, such as lengthy documents or articles, prior to the meeting so members will be prepared and feel involved.
4. Choose a regular meeting time. Set a time limit and stick to it. Remember that members have other commitments.
5. If possible, arrange members so they face each other. For larger groups, try U-shaped rows. A leader has better control when s/he is centrally located.
6. Choose a location suitable to group size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
7. Use visual aides, such as posters, for interest.
8. Vary meeting places if possible, to accommodate different members.

DURING THE MEETING

1. Greet members and make them feel welcome, even the late ones.
2. Start on time. End on time.
3. Review the agenda and set priorities for the meeting.
4. Stick to the agenda.

5. Encourage group discussion to get all viewpoints and ideas. You will have better quality decisions as well as highly motivated members.
6. Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact in the decision making process.
7. Keep conversation on topic toward an eventual decision. Don't let debate get sidetracked.
8. Delegate responsibilities and establish due dates. Give members a voice in decision making.
9. Keep minutes of the meeting for future reference in case a question or problem arises.
10. Be a model by listening, showing interest, appreciation and confidence in members. Admit mistakes.
11. Summarize agreements reached and end the meeting on a unifying or positive note. For example, have members volunteer thoughts of things they feel are good or successful or recite the group's creed.
12. Set a date and time for the next meeting.
13. If possible serve refreshments. They are good ice breakers.

AFTER THE MEETING

1. Distribute minutes within 24 hours. Quick action reinforces importance of meeting and reduces error of memory.
2. Discuss problems from the meeting with officers so improvements can be made.
3. Follow-up on delegation decisions. See that all members understand and carry out their responsibilities.
4. Give recognition and appreciation to excellent and timely progress.
5. Put unfinished business on the agenda for the next meeting.
6. Conduct a periodic evaluation of the meeting. Weak areas can be analyzed and improved for more productive meetings.



DELEGATING RESPONSIBILITY

As you probably have discovered, you can't do everything. So how does it get done? Delegation is the key to a successful organization. Sharing responsibilities keeps members interested and enthusiastic about the group. You might be reluctant to delegate because you want to make sure the job is done right (your way). However, that may make members feel unimportant and become apathetic. Here are several good reasons to delegate:

1. The group benefits by having
 - members become more involved and committed
 - more projects and activities undertaken
 - a greater chance that projects will be completed
 - increased opportunities for members to develop leadership skills
 - more opportunities to fill leadership roles with qualified, experienced people.
2. The leader benefits by
 - not being spread too thin and, therefore, being less likely to burn out
 - gaining satisfaction seeing members grow and develop
 - acquiring more experience in executive and administrative functions.

The time to delegate is when:

- there is a lot of work
- a member has particular qualifications for or interest in a task
- someone can benefit from the responsibility
- routine matters need attention
- details take up too much time and have to be divided.

An inappropriate time to delegate is when:

- the task is something you yourself would not want to do (menial work)
- someone is unqualified for the task
- the work is your own specified responsibility
- the area is big or is an unsolved problem, issue or matter dealing with the personal feelings of another or with confidentiality.

There are many ways to delegate:

- ask for volunteers by show of hands or passing a sign-up sheet. (Interest is a great motivator!) However, this method can be impersonal and you could be "stuck" if no one signs up.
- appoint someone. Sometimes members lack self-confidence and won't volunteer; appointing them demonstrates your confidence in them.
- assign through a committee. This takes the pressure off an individual and reinforces organization structure.
- plead, threaten, intimidate, flatter, guilt-trip. Not generally recommended.
- best fit of the person with the task is most effective. Try to spread the enjoyable and responsible tasks around, giving more members status and value.

Once you've delegated, how do you know the work is being done effectively?

1. First of all, remember the "M.W.H.W." (my way or the highway) is not effective delegation. Accomplishment of the objective is what matters. You must be willing to sacrifice your way of doing it in order to effectively delegate.

2. Secondly, you need to periodically follow-up to ensure that your members are succeeding, to answer any questions, to offer some helpful advice, and to discuss and deal with any problems before the task is completed. Be sure that members don't consider your meetings as a lack of confidence in their performance or a way for you to take over.

What if they do fail:

Times do occur when members fail at fulfilling responsibilities. Some possible reasons include:

- they weren't interested in the task in the first place
- unqualified or overqualified
- overloaded with responsibilities
- didn't understand the task; responsibility wasn't communicated clearly
- other people or circumstances prevented their success
- not provided sufficient resources to succeed
- did not like the way responsibilities were delegated.

When a member fails, find out the cause; hold a member accountable only if s/he was responsible. You might prefer not to deal with it at all, because the situation is uncomfortable. The consequences of not dealing with failures can break down a group.

The group:

- gets the message that it's okay to fail; fulfilling responsibilities is not that important
- loses respect for the leader who failed to deal with failure.

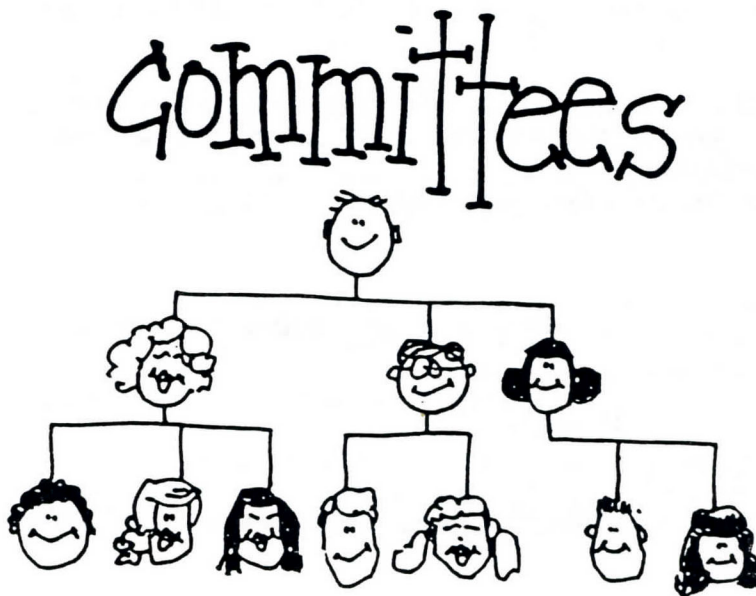
The individual:

- gets the message that it's okay to fail; that failing is no big deal
- may develop the habit of failing
- loses the opportunity to learn some important lessons from failure.

The leader:

- loses the respect of the group and maybe even the member who failed.

Remember, a failure should be a learning experience. One of your most important roles as a leader is to help your members to learn and grow through both their successes and their failures!



ADVISOR CONTRACT
for
College of Wooster organizations
chartered by or in transitional status with **Campus Council**

In order to maintain any funding from WVN, SGA, and/or Campus Council and the use of all College facilities, Campus Council requires that every campus organization resubmit the Advisor Contract and the names of the group's officers and advisor no less than two weeks after receiving the new form from Campus Council. Campus Council will solicit this information during the first week of each semester.

The following are **required components** of the contract between the advisor and the organization. **The advisor must:**

1. Call meetings of the executive board when he/she believes it is necessary.
2. Explain College policy when relevant to the discussion.
3. Explain and review College policy to the entire membership at a general meeting once a semester.
4. Schedule appointments with a designated officer at least twice a month.
5. Speak up during discussion when he/she has relevant information.
6. Receive a copy of all official College correspondence (including, but not limited to, communication with Campus Council, the Lowry Center Director's Office, and the Office of the Deans), and all organization meeting agendas and minutes.
7. Veto a decision when it violates College policy.
8. Represent the group in any conflicts with members of the College staff.

The following are **negotiable expectations** that should be discussed between the advisor and the organization. **The advisor is encouraged to:**

1. Attend all general meetings.
2. Attend all executive committee meetings.
3. Help the president prepare the agenda before each meeting.
4. Attend group activities.
5. When necessary, inform the group of infractions of their bylaws, codes, and standing rules.
6. Anticipate problems and mediate interpersonal conflicts that arise.
7. Be responsible for planning and coordinating workshops that meet the needs of the group.
8. Take an active part in the orderly transition of responsibilities between old and new officers.
9. Participate in the activities of Spring Leadership Day.

We the undersigned affirm that we understand and are willing to adhere to the required components of the advisor-organization relationship as directed by Campus Council and that we have met with the general membership of _____ to discuss the negotiable expectations of the advisor with respect to our organization.

Signed,

President

Advisor (and his/her Supervisor, if necessary)

Vice President

Treasurer

Secretary

Contact Person (if different from other officers)

Registering a Student Organization

The purpose of registering an organization with Campus Council is to identify student organizations on campus and to ensure that the purposes and programs of those organizations are consistent with College policies.

Student organizations that wish to be officially acknowledged by the College, use College facilities and services, use the College's name, set up a Treasurer's account, acquire an e-mail account, or receive funding from any of the three funding organizations (Campus Council, Student Government Association, and Wooster Volunteer Network), must register with Campus Council through the Campus Council Charter Committee.

An organization that is not registered and has not submitted a list of its officers and advisor to Campus Council will not receive funding or have access to College facilities.

An organization may be registered under one of three categories:

Chartered: Chartered organizations belong to one of two distinctions: some fall under umbrella organizations (either the Wooster Volunteer Network or the Greek Life Committee) while the rest are autonomous organizations.

Umbrella organizations: These are organizations that fall under the purview of either the Wooster Volunteer Network (WVN) or the Greek Life Committee (GLC). WVN and GLC are responsible for reviewing these organizations' charters every three years according to Campus Council guidelines; the charters must be submitted to the Charter committee for review and to Campus Council for final approval. Campus Council, based on the recommendations of the Charter committee and WVN or GLC, will recognize these organizations as chartered. Although Campus Council has ultimate jurisdiction over all these organizations, WVN and GLC will serve in their capacity to monitor their respective organizations' activities to ensure that College policies are observed. If an organization wishes to apply for funding, it must have an accepted charter on record with Campus Council by the end of the semester preceding the semester in which they wish to apply for the funding.

Autonomous organizations: These organizations operate independently of any other organization. Charters of these groups are reviewed directly by Campus Council; they can apply for funding from any of the three funding organizations pursuant to the respective funding guidelines. Campus Council will maintain exclusive responsibility for ensuring that the organizations' programs and goals are consistent with College policies. Proposed charters of new organizations must be submitted to Campus Council in the fall semester if the organization wishes to apply for Campus Council funding in the spring semester for the following school year. All Charters must be reviewed by Campus Council every three years.

All chartered organizations must have a faculty or administrative staff advisor whose role is stated in the charter. New organizations must find an advisor within eight weeks of submitting their letter of intent; organizations whose advisor resigns must find a new advisor within eight weeks of their advisor's resignation.

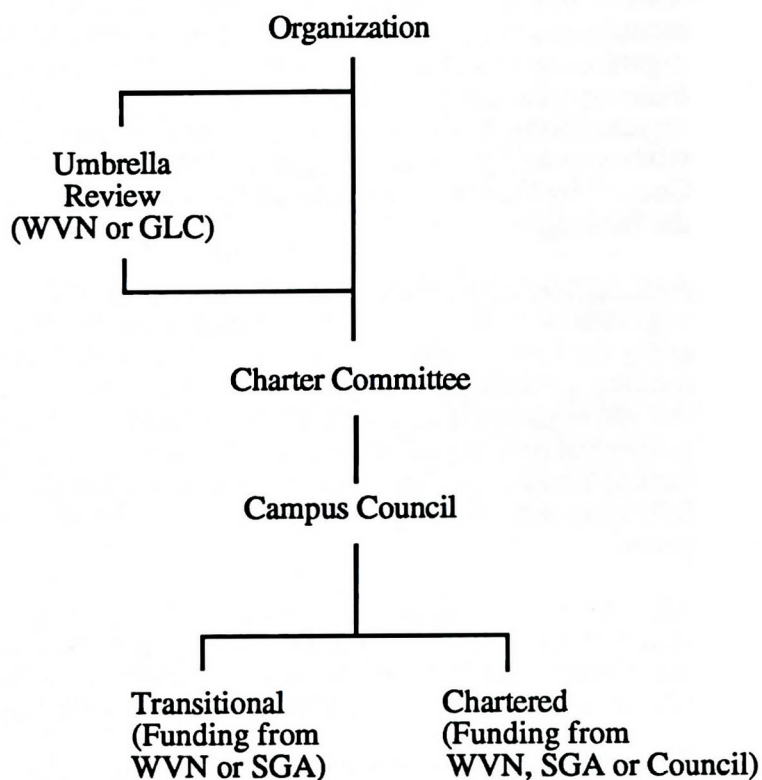
Transitional: These are new organizations that wish to apply for funding and use College facilities but are not fully established or developed. Transitional organizations may apply for funding from the Student Government Association (SGA) and/or the Wooster

Volunteer Network* pursuant to the respective funding guidelines. Transitional status is obtained by submitting a letter of intent at any time throughout the year to the Chair of Campus Council who will then forward it to the Charter Committee. An organization can maintain this status for a maximum of two years during which time the organization is expected to incorporate itself and create a charter. If a Transitional organization has not submitted a charter by the fall semester of its second year of existence, it will not qualify for funding or use of College facilities for the following school year.

An organization must submit a Charter proposal or letter of intent to the Chairperson of Campus Council.

| Type of Organization | Use of facilities | Funding Sources | Status of Organization | Application Deadlines |
|----------------------|-------------------|--------------------|--------------------------|-----------------------|
| Chartered | YES | Council, SGA, WVN* | Review every three years | Fall semester |
| Transitional | YES | SGA, WVN* | 2-year maximum | Anytime |

Timeline for registering an organization:



* Applies only to volunteer organizations and other organizations that wish to do a volunteer project.

Sample Charter:

Note: Italicized portions are required.

**Proposed Charter of
The Wooster Club**

Name: The name of our organization shall be the Wooster Club.

Purpose: The purpose of our organization is to increase awareness of the Wooster community. *In our efforts to accomplish our goals, we shall abide by the Code of Social Responsibility as stated in the Scot's Key.*

Membership: *Membership shall be open to any member of the College community regardless of age, sex, race, creed, national origin, handicap, sexual orientation, or political affiliation, providing the individual expresses a genuine interest. [If a membership fee exists, it must be declared here.]*

Induction: Members of our organization are required to participate in an education process approved by the Greek Life Committee. *[If an organization has an induction process, the process must be approved by the GLC; upon review of the induction process, GLC may require members of the organization to participate in a new member education program sponsored by GLC.]*

Officers: All officers shall be degree-seeking students at the College of Wooster. The officers shall consist of a chair, secretary, and treasurer. Their duties shall be as follows:
Chair: responsible for directing meetings and organizing subcommittees.
Secretary: responsible for taking attendance and minutes at meetings.
Treasurer: responsible for creating and maintaining the budget.

Advisor: *Our advisor will be a member of the College faculty or administrative staff.* His or her responsibilities will include those agreed upon by the advisor and our organization according to the expectations listed in the "Advisor Contract" section of the Student Leadership Handbook.

Affiliation: We will work closely with the Wooster Chamber of Commerce. However, *we do realize that any policies of our affiliate affecting our organization must be consistent with College policies.*

Amendments: Amendments to this charter shall be approved by a two-thirds vote of our organization and then *approved by Campus Council.*

Date submitted: _____

Date approved: _____

To be reviewed: _____

Submitted by,
President, Wooster Club *Advisor, Wooster Club*

Sample letter of intent (for Transitional status):

September 12, 1999

Pat Smith, Chair
Campus Council
C-9999

Dear Pat,

We are representing a group of students who would like to form an organization called the Wooster Club, an organization dedicated to increasing awareness on campus. Since our organization is still in the formative stage, we are seeking Transitional status from Campus Council with the understanding that we must propose a charter within two years. Furthermore, we understand that once Transitional status is granted, we may use College facilities and apply for funding from the Student Government Association and/or the Wooster Volunteer Network.

If you have any questions, please contact me at extension 5555 or box 7777. Thank you for your consideration.

Sincerely,

Contact Person

Advisor

How to Receive Funding

Once your organization has been chartered, you are now eligible to receive funding. Two main sources of funding exist on campus. They are Campus Council and the Student Government Association.

Campus Council Budget Guidelines

Campus Council is responsible for the distribution each year of the funds allocated to it by the College. Any chartered organization, except for athletic or academic organizations (which includes pre-professional clubs), is eligible to apply for funding unless stipulated otherwise in the organization's charter. Organizations may apply for Campus Council funding in the Spring Semester if they are chartered by the end of the tenth full week of Fall Semester. Campus Council's funding process, which occurs in the late spring for the following academic year, consists of a submitted written proposal as well as an oral presentation. Campus Council generally funds major organizations responsible for campus-wide programs and services. Submitting a request for funding does not guarantee funding. Allocated funds are not released until the officers of the group attend a leadership workshop on diversity.

To obtain a copy of the Campus Council Budget Guidelines or for more information concerning the funding process, contact **John Plummer (x2018)** in the Treasurer's Office.

Student Government Association (SGA) Fund Request Guidelines

The Student Government Association provides funding for chartered, as well as non-chartered, student organizations. The SGA allocates funds to each organization according to its assessment of the relative merits of the organizations. Submitting a request for SGA funding does not guarantee that your organization will receive funding.

The funding process consists of the following steps: 1) filling out a funding request form, 2) sending a representative(s) to an interview with the Funding Allocation Committee of the SGA and 3) attending a leadership workshop on diversity co-sponsored by SGA and Campus Council. These three stipulations must be met for your group to be considered for funding.

The SGA will not support any activity which discriminates in any manner on the basis of gender, religious affiliation, citizenship, race, sexual orientation or political affiliation. If you have any questions regarding the SGA funding process or would like a copy of the SGA Funding Guidelines, contact **Susie Kuschnir**, SGA Treasurer (x2773).



How To Raise Funds

While Campus Council and the SGA are two vital sources of funding, it is important to note that their funding may not cover all the costs of your organization. Therefore, it may be necessary to raise funds by other means (i.e., car washes, holiday sales, etc.). The following are the guidelines that pertain to such activities.

Fund-raising Activities by the College, Individuals, Groups and Organizations

1. Except for the formal community relations efforts conducted by the Development Offices, solicitation and sales of goods and services within the city of Wooster and Wayne County by College individuals, groups or organizations for funds to benefit the College or any aspect of its program is not permitted;
2. College individuals, groups, or organizations may solicit for funds in the City of Wooster if the solicitation is under the auspices of non-College service groups or charitable organizations (United Way, Heart Fund, etc.) and if the funds raised do not benefit the College or any aspect of its program;
3. Students may sell advertisements for College publications, such as The Voice.
4. On-campus solicitation and sale of goods and services by College individuals, groups or organizations for funds which will benefit the College and its programs is permitted.
 - a. There shall be no solicitation of any kind in residence halls;
 - b. In accordance with the laws of the State of Ohio, there shall be no lotteries, raffles, or games of chance;
 - c. The sale of food products is limited by public health laws and College Policy as outlined in the document entitled, "Sales and Consumption of Food and Non-Alcoholic Beverages on the College of Wooster Campus". This document can be found in the policies and guidelines of the College of Wooster Dining Service Department. No home-baked goods may be sold. All food sold on campus must have been commercially prepared.
 - d. All on-campus solicitation or sale of goods and services must be approved by the Secretary of the College or the Dean of Students.
5. Non-College related individuals, groups or organizations may not solicit for funds or sell goods and services in residence halls. Sales on other portions of the campus may not take place without prior approval of **Deb Hilty**, the Secretary of the College, or **Kenneth Plusquellec**, the Dean of Students.
6. College facilities can not be used to sell tickets to events that are held off-campus, or that are not open to the entire campus community.

Some Sensible/Sensitive Fund-raising Ideas

- marathons - run/walk/jog/rock/dance/bowl
- finals care packages
- t-shirts, bumper stickers, etc.
- balloon sale
- provide services such as a car wash, raking leaves, delivery service, etc.
- secret valentine, leprechaun, etc.



How to Set Up a Treasurer's Office Account

Your organization may deposit money and open an account in the Treasurer's Office. Your organization will then be assigned an account number which can be used to charge goods and services at any location on campus. You may also request that checks be written from your account for organizational purposes. It is important for your organization to limit the number of people who have access to your account number and it is equally important to keep sufficient funds in your account to pay for all the costs of your organization. For more information on setting up a Treasurer's Account, contact **John Plummer** in the Treasurer's Office (x2018).

Budget Tips

Your organization will operate more efficiently if you establish a budget. Here are some steps to help you prepare a financial plan.

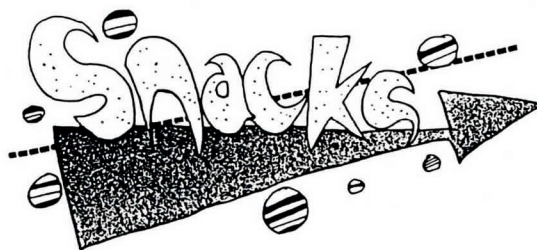
1. Read previous budgets as a whole group.
2. Brainstorm ideas for activities your group would like to sponsor.
3. Prioritize activities as to which would be the wisest expenditure of funds.
4. Investigate the cost of each program.
5. Determine your organization's available funds: cash on hand, funds in the bank, dues, fund-raisers, donations, possible income from programs.
6. Define needed expenses: advertising, office costs, transportation, rentals, performers' fees, etc.
7. Determine which activities are financially possible, set your budget and stick to it!
8. Monitor expenditures relative to the budget. Explicitly discuss and approve deviations from the budget.
9. A budget is a guideline. It can be changed to reflect changes in plans. However, it must stay balanced in income and expenditures.



How to Plan Your Event

When planning an event or program, keep the following questions in mind from the beginning.

- What are the goals of the event?
- Will your group sponsor the program alone or will you co-sponsor the program with another group or an academic department?
- How much will the program cost and how will it be funded?
- Where will the program be held? How many people do you expect? Does the program fit the facility? Is the location convenient for the audience?
- Who is the intended audience for your program? How can you reach this audience?
- Will the timing of your program conflict with the observance of a particular religious/culturally specific holiday (i.e., Yom Kippur, Good Friday)? Will the timing of your program conflict with other important campus activities?
- Does the extent of your program implicitly or explicitly exclude particular segments of the campus population (i.e., serving pork products at food-related events)?
- Have you really thought about how your event might appeal to different segments of the campus population? Choices of music, cost, day of week, etc., should take into account the variety of backgrounds of your intended audience.
- What College services will be needed to produce the program? Will you need catered food, maintenance, security, a sound system, printing, transportation?
- What type of publicity will be needed for this program? When should the publicity be distributed, and who will distribute it?
- Is a party contract or an outdoor event form needed? Be sure to allow ample time to have the proper forms signed and approved.
- Will you have a performer who requires a contract at your program? If so, you should probably have the contract reviewed by **Bob Rodda**, Director of Lowry Center (x2062), who is knowledgeable in providing advice on contract negotiation and riders.
- When is the program to occur? What day of the week? What week of the semester? What time of day? How long will the program be? What other events are happening on that day, or during that week?



The following services on campus are available to help you plan and implement your event or program.

Audio-Visual Services

Audio-Visual Services is located on level two of the Andrews Library. As an organization or individual planning a program on campus, you may utilize the various production services and equipment available from Audio-Visual Services. The following are just a few of the services that Audio-Visual provides:

- Videotape events for organizations
- Film and audio equipment and services
- Graphics Room - laminating and material production
- Photography - makes slides for standard work
- Lends video equipment, with 24hr. notice and approval

For more information about these services contact Audio-Visual Services (x2385).



IF YOUR ORGANIZATION IS SHOWING A FILM, YOU MUST READ THIS!

If your organization plans to show a video/film, you need to be aware of federal laws regarding public performance. Neither rental nor purchase of videotape carries with it the right to show the tape outside your home or dorm room. Therefore, if your organization is planning to advertise a film showing to all of campus, you **MUST** obtain a public performance license. These restrictions also apply to the showing of videos in residence halls. You **CANNOT** show a video in a residence hall lounge without first obtaining legal permission to do so. In other words, it is illegal to go to the video store and rent a video for any group other than family or for any location other than your home or dorm room.

If you have questions regarding how to obtain public performance permission, contact the Lowry Center Director's Office or Audio-Visual Services in Andrews Library. Both places have catalogs of the various films distributed by motion picture companies, as well as phone numbers and ordering information.

Lawrence O. Wilson Bookstore

The bookstore provides many services for student organizations. These include but are not limited to:

- Group Purchase - Recognized campus groups may receive special discounts on large quantity purchases.
- Western Union Telegraph Services, Xerox Copying, and FAX Service.
The FAX number is (216) 263-2427.

Dining Service

Dining Service is available to assist you with your event by offering special dining facilities and catering services. Groups may reserve private dining rooms or the Faculty Lounge and carry in their trays from the main dining hall. A Faculty or Staff member must be in attendance for use of the Faculty Lounge. When a private room is not necessary, groups may reserve a table in the Kittredge Dining Room. Reservations of dining spaces are made through the Scheduling Office (x2570). Groups may also schedule a private dining room at The Wooster Inn (x2237).

The Dining Service Department attempts to provide the catering services requested, but some requests will be denied based on the work load that is currently scheduled for the Department. Events are catered on a first-come/first-served basis. Because of the tremendous amount of attention required by the student dining operation, others are encouraged to utilize local retail establishments. All requests must be made at least seven days in advance, and any exceptions must be approved by **Chuck Wagers**, Director of Catering (x2156), located on the lower level of Lowry Center.

The following is a list of the items that are usually available with seven days notice:

1. Rental of tablecloths or napkins.
2. Purchase of paper goods.
3. Purchase of bakery items that are on the production schedule.
4. Carryout dairy items (ice cream, etc.).
5. Carryout trays of prepared cold items: snack/dip trays, cold meat and cheese trays, relish trays, etc.



Food or refreshments in designated College food service areas (Kittredge, Lowry Center Dining Rooms and Tausch Faculty Lounge) must be catered by the College. Off-campus caterers or College Dining Service may be used for other areas on campus where refreshments are permitted. Off-campus catering is not coordinated by the Dining Service Department.

Specific guidelines and ordering procedures are available in the Dining Office for the following:

1. Ordering sack meals.
2. Ordering refreshments, coffee breaks, bulk-packed or raw foods.
3. Ordering continental breakfasts for residential units.
4. Borrowing College Dining Service equipment.
5. Special meal requests for athletic teams.
6. Delivery of special orders.
7. Arranging to eat in the Snack Bar because of class/work conflict.

Transportation

The College of Wooster has cars and 7 and 15 passenger vans available for rental by chartered student organizations for use on official College business or in College-sponsored activities. For insurance reasons, *personal use of College vehicles is not permitted*. Only those students who are 21 years old, have a valid driver's license (licenses are considered invalid one day after the expiration date) and have participated in the Van Safety course offered through the Transportation Office will be permitted to drive vans. Contact **Jody Smith**, Transportation/Trucking Supervisor (x2143) regarding the Van Safety Course.

Rental fees for College vehicles are as follows:

| | | | |
|--------------------------|----------------|----|----------------------|
| sedans | \$.35 per mile | OR | \$10 per day minimum |
| mini vans/station wagons | \$.40 per mile | OR | \$15 per day minimum |
| 15 passenger vans | \$.45 per mile | OR | \$15 per day minimum |

The College bus is available on a limited basis and costs \$.65 per mile plus driver fees and expenses (\$35 per day minimum).

If you do not use the vehicle and do not cancel 48 hours in advance, the \$10 or \$15 daily minimum will be charged to your organization. The interior of all vehicles should be cleaned before return or your organization will incur the cleaning costs. There is to be no alcohol consumed or transported in College vehicles.

If there are no College vehicles available on the day(s) of your event, the Transportation Department can rent vehicles from an outside rental company. The fees charged to your organization are those set by the rental company.

The first step in scheduling a vehicle is to contact **Suzanne Lanchester (x2570)**, or stop by the Facilities Scheduling Office in Lowry Center to receive a vehicle reservation form. Please complete and return this form to the Facilities Scheduling Office. *Due to the fact that a vehicle will not be served for your group until your request has been approved by the Transportation Department, it is important to make reservations at least one week in advance of your event.* The following information is needed to reserve a College vehicle:

1. The type of event
2. Location of event
3. Number of persons being transported
4. Date and time of departure and return
5. Name(s) of the driver(s)
6. An organization account number for billing purposes
7. Approval signature of the organization's advisor



Once your reservation has been scheduled, you will receive a confirmation slip in the mail. On the date of vehicle pick-up, the driver should go to the Service Building between 8:00 a.m. and 3:00 p.m. to pick up the keys. Drivers must have their license with them to pick up keys. Vehicles and keys should be returned to the Service Building immediately upon return to campus.

Party Contracts

If your organization is planning to serve beer at a function on campus, trained party assistants must be hired. It is recommended that you inform **Brad Shaw**, Assistant Director of Residential Life (x2498), of your plans to sponsor a party no less than seven working days prior to the planned event. This should provide adequate time to schedule the appropriate Party Assistant(s). You may not advertise the event until it is approved.

Requests for party contracts are reviewed on a first-come, first-served basis. Party contracts are not issued for the first weekend of classes in the Fall, Parents' Weekend, Little Sibs' Weekend, and other possible dates. **Brad Shaw** in the Residence Life Office (x2498) knows the approved dates for issuance of party contracts. Generally, there are not a set number of party contracts allowed on a particular weekend. Criteria for review of party contracts include the number of kegs requested, the location of parties, the number of other requests, the past experience of a group to manage a party, and the availability of party assistants.

A Party Contract is required for an event in a residence hall or College house where

1. More than forty people participate and/or at least a keg (=1/2 barrel or 15.5 gallons) or equivalent of beer is being served; OR
2. The event is held outside the sponsoring group's own assigned section or house and alcohol is served.

Party Contracts must be signed by three members of your organization who are of legal drinking age and who have attended one of the mandatory alcohol workshops sponsored in the fall. It is important to note that completed party applications are due in the Residential Life Office by 12:00 noon on the Monday before the planned party. Payment for Party Assistants must accompany all applications. Contracts received after the deadline may be denied. Also, please remember that submitting a party contract does not guarantee that it will be approved.

A copy of the Party Contract and the guidelines concerning social functions may be secured at the Office of Residential Life on the first floor of Babcock Hall. Questions concerning social functions may also be directed to this office (x2498).

TIPS FOR A SUCCESSFUL PARTY

1. Always serve food and non-alcoholic refreshments.
2. Make sure that the facility you schedule is large enough for your expected attendance.
3. Remember that a successful party lasts longer than the refreshments.
4. Be creative; design the party around a theme or event.
5. Check the Calendar of Events; make sure there are no conflicting events.
6. Schedule activities, such as games, music, or dances to make the party more entertaining.
7. Have a purpose for the party beyond the refreshments offered.



How to Schedule Your Event

As soon as your program idea is set, reserve the location in which you would like your event to be held. Due to the number of activities on campus, getting the exact room, auditorium or facility you need sometimes becomes difficult. One way to avoid this problem is to **PLAN EARLY** and **RESERVE THE SPACE** as soon as possible. In some cases, you may have to find out what date a facility is available before you can confirm your program plans.

Facilities and Scheduling Office

Requests for reservations are to be made through **Suzanne Lanchester** in the Facilities Scheduling Office in Lowry Center (x2570). A reservation is confirmed by the Scheduling Office through a room reservation form which specifies the date and time of the event, special setup requirements and other necessary information. The Facilities Scheduling Coordinator may deny a request even if a facility is available when other scheduled activities occupy available parking facilities, pre-empt available staff or when there is a safety problem.

During the academic year, scheduling of classrooms before 4 p.m. on weekdays must be arranged through the Registrar's Office. At other times, classrooms will be scheduled through the Scheduling Office. Activities planned for classrooms must be compatible with the academic purpose of the building. Activities should not disturb students or faculty in the building. No social or noisy activities are to be scheduled for classrooms.

Residence Hall Space

Reservations for space in residence halls is administered by the director of the building. Because some spaces fill quickly, it is best to contact the director as early as possible.

Custodial Services

Building custodians are not expected to provide special services to the sponsoring group unless prior arrangements have been made with the Facilities Scheduling Coordinator.

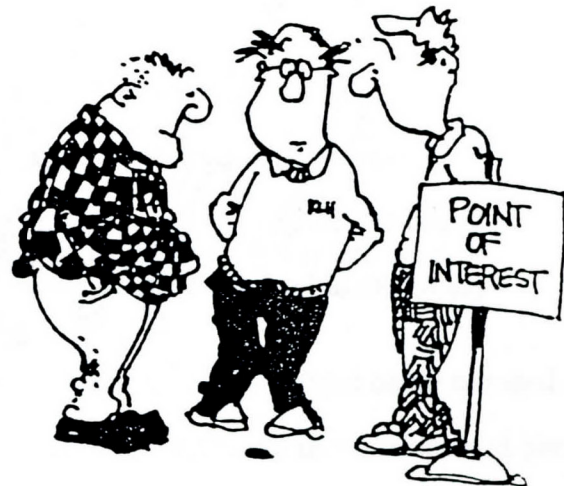
Loss and Damage

The group using or renting the facilities will be liable for any loss or damage incurred as a result of negligence.

Special Set-up and Services

If special set-up or services are necessary, they should be requested on the Room Reservation Form when the reservation is made, or no later than one week prior to the event.

If an event requires the services of an electrician, projectionist, sound-technician, set-up crew, or other personnel, such personnel will be arranged by the Facilities Scheduling Coordinator. Staff wages necessary for College-sponsored events in Freedlander Theater, Gault Recital Hall, The College Underground, McGaw Chapel, Mateer Auditorium, and in academic buildings are billed to the academic/administrative department or student organization sponsoring the event.



Outdoor Events

Galpin Park and the Quad are two commonly used areas. Outdoor spaces may be reserved by completing an Outdoor Event Form available in the Facilities Scheduling Office. Because the College must comply with the city's noise ordinance, only a certain number of outdoor events involving music will be permitted each year. Outdoor Events forms must be approved by **Bob Rodda**, Director of Student Activities (x2062). The Athletic Director, **Bill McHenry** (x2500), must also approve requests that utilize athletic or intramural fields.

The College Underground

Private parties or events may be scheduled in The College Underground. Contact **Matt Miles**, Student Manager, at The College Underground (x2776) or **John Ginsburg**, Assistant Director of Student Activities (x2062), for details.

Scot Lanes

Private parties and special events may be scheduled in Scot Lanes. Contact **Ben Falcone**, Student Manager (x2007), at Scot Lanes, or **John Ginsburg**, Assistant Director of Student Activities, in Lowry Center (x2062).

Timken Gymnasium

All requests for Timken Gymnasium should be submitted to **Bill McHenry**, Athletic Director (x2500).

Accommodations for Guests

If you are inviting a guest to campus, do not forget that you have a responsibility to extend hospitality courtesies. Transportation, food and lodging should be planned prior to the guest's arrival, with your organization assuming the financial obligations according to your agreed upon arrangements. The College has two on-campus guest rooms which can be reserved for campus visitors. Contact **Suzanne Lanchester**, the Facilities Scheduling Coordinator (x2570), to reserve accommodations. You may make arrangements for your guest to stay in The Wooster Inn by phoning the Inn (x2237), or call one of the area hotels in Wooster.



How to Publicize Your Event

The following information includes the services available on campus to help implement your publicity strategy and the procedures for posting or distributing publicity for your event.

Office Services

Located in the basement of Galpin Hall, Office Services handles most of the in-house printing needs of The College of Wooster. Office Services provides a variety of services including, but not limited to, the following:

- Xerox copies of quantities less than 7200 (allow 24 hours)
- Folding, collating and stapling
- Colored paper
- Postcards
- Bulk Mailings
- Posters

Office Services is happy to work with students with special requests but please allow ample time to plan and implement a project. For more information concerning the services offered, contact **Tom Perret (x2432)**.

Mail Service

Correspondence to other students on campus, faculty or administrative departments is processed via the INNER CAMPUS mail slot in the post office wall. All mail addressed to students must have the full name and box number of the addressee. Campus mailings of 25 or more pieces must be in alphabetical order. There is a minimum size requirement of 3 1/2 by 5 inches for all mail, and no food or flowers may be put in student mail boxes. If regular paper is to be sent through campus mail, the minimum size is 1/3 of a sheet of 8 1/2 inch by 11 inch paper.

The College is limiting all-campus stuffings. However, "essential" information can be stuffed. If your organization wants to do an all-campus mailing, contact the campus Post Office to learn the procedures to get approval for a stuffing. If a stuffing is approved, you must schedule a time for the mailing to be completed with **Mike Gorrell**, Post Office Operations Manager (x2394). Specialized mailings may be sent to faculty and administration, all employees, by department, or to all students by individual year, male, or female students. Requests must be made at least four working days in advance. All-campus mailings are not permitted on Mondays or Fridays. It is helpful to schedule as far in advance as possible.

Lowry Center

1. Posters may be hung inside the building on either of the main stairwells but must be approved and stamped in the Lowry Center Director's Office. They may be hung for a period of three days and can be stamped again after those three days.
2. Posters and banners may be hung on the board in front of Lowry but the board must be reserved through the Facilities Scheduling Office. Posters and banners that will be hung on the board must also be approved and stamped in the Lowry Center Director's Office.
3. Posters may be hung on the bulletin boards by the mail boxes without being stamped.
4. Publicity/posters displayed anywhere in the building besides the above mentioned places are prohibited and will be removed.
5. References to alcoholic beverages (written or pictorial) are not permitted.

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4. Publicity/posters displayed anywhere in the building besides the above mentioned places are prohibited and will be removed.
5. References to alcoholic beverages (written or pictorial) are not permitted.

If you have any questions related to the policy or publicity in general, please contact **Bob Rodda (x2062)** or stop by the Lowry Center Director's Office.

Outdoor Publicity

Generally, publicity cannot be posted outdoors. Trees, light posts, benches, buildings, and doors are not approved posting locations. Paint or chalk on the sidewalks are prohibited.

Residence Halls

Publicity may be posted in College residence halls on bulletin boards designated for this purpose. It is asked that publicity in these buildings be restricted to unpainted surfaces and do not cover current posters. Also be sure to check with any specific Hall policies with individual Directors.

Academic Buildings

Publicity may be posted in academic buildings, provided that the posters do not interfere with the information that is posted by the faculty. The publicity should again be limited to unpainted surfaces or bulletin boards, and should not cover current posters.

The Calendar of Events

If your organization plans an event or program far in advance, it may be listed on the Calendar of Events. In April, organizations are asked to submit items for the Fall Calendar. In November, organizations are asked to submit items for the Spring Calendar. Artwork, logos or photos may be submitted to accompany your text. For more information about the Calendar of Events, contact **Suzanne Lanchester** in the Facilities Scheduling Office (x2570).

Submissions to the *Potpourri*

All submissions should be turned in by 5:30 p.m. every Wednesday and Sunday. Each submission should be to size and ready to print. Submissions should be typed or artfully composed with black ink on white paper. Submissions should include the name and phone number of the person making the submission at the bottom. The *Potpourri* submission box is located directly across from the Post Office mail slots in Lowry Center. Any questions, comments or suggestions should be directed to **Lisa Foote** or **Gordon McCreight (x4389)**.

Submissions to the *Voice*

Submissions must be received by 5 p.m. on the Tuesday before the Friday issue in which the announcement is to appear. Extensions to the deadline must be discussed with the editor before 5 p.m. Tuesday. The name and extension of a person whom the editors may contact for more information must also be included. If possible, submissions which are not from staff members should be on a Macintosh disc on a MacWrite or Microsoft Word document. However, material which is typed and double spaced will be accepted. Please be brief and succinct.

If you have something that warrants more complete coverage, please contact the editor at least two weeks prior to publication. While the *Voice* staff would rather cover the story, if you have someone interested in writing it, please have that person see the editor. For more information regarding submissions to the *Voice*, please contact **Todd Lewis**, the *Voice* Editor (x2598).

WCWS

WCWS is the public service radio station of The College of Wooster. WCWS is available to make public service announcements of your event or your cause. Contact the station (x2240) for more information.

Some Important People to Know

| <u>Name</u> | <u>Position</u> | <u>Office Location</u> |
|---------------------|--|---------------------------------------|
| Stanton Hales | Acting President of the College | Galpin Hall, 2nd floor |
| Hayden Schilling | Acting Vice-President for Academic Affairs | Galpin Hall, 2nd floor |
| William Snoddy | Vice President for Finance and Business | Galpin Hall, 3rd floor |
| Sara Patton | Vice-President for Development | Galpin Hall, 3rd floor |
| Deb Hilty | Secretary of the College and the Board of Trustees; Executive Assistant to the President | Galpin Hall, 2nd floor |
| Carol Wheatley | Acting Director of Admissions | Galpin Hall, 1st floor |
| Susan Figge | Dean of Faculty | Galpin Hall, 2nd floor |
| Kenneth Plusquellec | Dean of Students | Galpin Hall, 2nd floor |
| Carolyn Buxton | Associate Dean of Students | Galpin Hall, 2nd floor |
| Kim Rodger-Ferguson | Assistant Dean of Students for Black Student Affairs | Galpin Hall, 2nd floor |
| Karen Klopp | Assistant Dean of Students for International Student Affairs | Babcock, 1st floor |
| Dwayne Davis | Director of Residential Life | Babcock, 1st floor |
| Brad Shaw | Assistant Director of Residential Life | Babcock, 1st floor |
| Elizabeth Rea | Director of Housing | Babcock, 1st floor |
| Cindie Masters | Coordinator - Keys and I.D. | Babcock, 1st floor |
| Bob Rodda | Director of Lowry Center and Student Activities | Lowry Director's Office |
| John Ginsburg | Assistant Director of Student Activities | Lowry Director's Office |
| Annamaria Greco | Assistant Director of Student Activities | Lowry Director's Office |
| Suzanne Lanchester | Coordinator - Facilities and Scheduling | Lowry Director's Office |
| Michael Gorrell | Operations Manager - Post Office and Lowry Information Desk | Lowry Information Desk |
| Joyce Parkinson | Lowry Information Desk | Lowry Information Desk |
| Hoyte Wilhelm | Director of Career Services | Rubbermaid Student Development Center |
| Michelle Parker | Assistant Director of Career Services | Rubbermaid Student Development Center |
| David Miller | Director of Financial Aid | Severance Art |
| Nancy Wright | Assistant Director of Financial Aid | Severance Art |
| Keith James | Director, Security | Hygeia |
| Nancy Anderson | R.N., Administrative Coordinator of Hygeia | Hygeia |
| Michael Malmon-Berg | Psychologist/Counselor | Hygeia |
| Beverly Ogletree | Counselor | Hygeia |
| Jan Hamill | Social Worker, LISW | Hygeia |
| Clint Hofstetter | Director of Physical Plant | Service Building |
| Jeffrey Hanna | College Relations Officer | Galpin Hall, 3rd floor |
| Glenn Davis | Registrar | Severance Art |
| John Plummer | Accounting Supervisor | Treasurer's Office |
| Tom Perret | Office Services | Galpin Hall, basement |
| Howard Raber | Director, Dining Service | Lowry, lower level |
| Chuck Wagers | Director of Catering | Lowry, lower level |
| Gary Thompson | Director of Human Resources | Ackerman House |
| Julia Wertz | Director of Custodial Services | Service Building |
| Damon Hickey | Director of Library Services | Library, 3rd floor |
| Jeff Todd | Director of Alumni Relations | Gault Alumni Cener |
| Wes Tree | Director of News Services | Scovel Hall, basement |
| John Finn | Director of Sports Information | Scovel Hall, basement |

| | | |
|--------------------|--|------------------------|
| Bill McHenry | Director, Physical Education and PEC | PEC, Upper level |
| Bettye Jo Mastrine | Secretary, President | Galpin Hall, 2nd floor |
| Lucy Schmidt | Secretary, Secretary of the College | Galpin Hall, 2nd floor |
| Karolyn King | Secretary, Vice President for Academic Affairs | Galpin Hall, 2nd floor |
| Sheila Wilson | Assistant to the Dean of Faculty | Galpin Hall, 2nd floor |
| Connie Pattin | Administrative Assistant, Dean of Faculty | Galpin Hall, 2nd floor |
| Gloria Litteral | Administrative Assistant, Dean of Students | Galpin Hall 2nd floor |
| James Hightower | Administrative Intern, Office of Black Student Affairs | Galpin Hall, 3rd floor |
| Farheen Saeed | Administrative Intern, Office of International Student Affairs | Babcock, 1st floor |
| Augusta Ferguson | Manager of Student Employment | Ackerman House |
| Jamie Christensen | WCWS General Manager | Wishart Hall |
| Todd Lewis | Voice Editor | Lowry, lower level |
| Lisa Foote | <i>Potpourri</i> Editors | Lowry |
| Gordon McCreight | Student Manager, Underground | The College |
| Matt Miles | | Underground |
| Ben Falcone | Student Manager, Scot Lanes | Scot Lanes |

Residence Directors

| | |
|------------------------|--|
| Victor Fubler | Director, Andrews Hall |
| Doug Haas | Director, Armington Hall |
| Karen Klopp | Director, Babcock Hall |
| Todd Andrews | Director, Bissman Hall |
| Michelle Parker | Director, Compton Hall |
| Farheen Saeed | Director, Culbertson House |
| Annamaria Greco | Director, Douglass Hall |
| Brad Shaw | Director, Holden Hall |
| Lisa Hendon | Director, Kate House |
| Jen Coffman | Director, Kenarden Lodge |
| James Hightower | Director, Lewis House |
| Kim Rodger-Ferguson | Director, Luce Hall |
| Farah Sainsot | Language Assistant, French House in Luce Hall |
| Ulrike Zimmerman | Language Assistant, German House in Luce Hall |
| Tanya Alishevich | Language Assistant, Russian House in Luce Hall |
| Susana Lorenzo Sanchez | Language Assistant, Spanish House in Luce Hall |
| Lucia Ramirez | Director, Miller Manor |
| Pam Weinberg | Director, Stevenson Hall |
| John Ginsburg | Director, Wagner Hall |
| Ruth Berry | Director, Westminster House |

STUDENT LEADERS 1995-1996

| <u>Name of Organization</u> | <u>Name of Student Leader(s)</u> | <u>Campus box</u> |
|---|----------------------------------|-------------------|
| Alpha Gamma Phi | Dora Loflin | 2130 |
| Amnesty International..... | Ali Inayetullah | 1906 |
| Badminton/Table Tennis Club..... | Lasaly Changkachith | 1311 |
| Beta Kappa Phi..... | Jason Rundorff | 2622 |
| Biology Club..... | Holly Troche | 2894 |
| Black Student's Association..... | Donna-Marie Granderson | 1698 |
| Black Women's Organization..... | Elana Cowan | 1367 |
| Campus Council | Renee Snyder | 2769 |
| Canterbury Club | Rev. Hollinger | |
| Cheerleaders..... | Jane Dearwester | 1448 |
| Chemistry Club | Laura McBride | 2211 |
| Circle K International..... | Amanda Smith | 2731 |
| Dance Company | Kim Tritt | Theatre Dept. |
| Delta Phi Alpha..... | Detruna Howse | 1885 |
| Delta Theta Psi | Heather Young | 3085 |
| EMPOWER: Peer Education Program | Lavonne Urban | 2919 |
| Environmental Concerns of Students . | Lisa Foote, Christy Ann Watts | 1597, 2980 |
| Epsilon Kappa Omicron..... | Jen Wyatt | 3053 |
| Forensics Team | Heather Wilson | 3038 |
| Geology Club | Gordon McCreight | 2216 |
| <i>The Goliard</i> | Zach Veilleux | 2936 |
| Habitat for Humanity..... | Joe Zimmerman | 3103 |
| Hans H. Jenny Student Aid Fund | Michael Marston | 2188 |
| Harambee | Andre Parker | 2434 |
| Hillel at the College of Wooster..... | Brian Friedman | 1613 |
| Index | Stephen Oakleaf, Melissa Sculac | 2392, 2673 |
| Inter-Greek Council..... | Josh Miner, Regan Turner | 2275, 2909 |
| International Relations Colloquim | Emily Durham, Matt Queen | 1508, 2531 |
| International Student's Association | Shannon Erby, Amer Malik | 1532, 2171 |
| Intramurals..... | Regan Turner | 2909 |
| Judicial Board | Andi Reinhart | 2558 |
| Kappa Chi | Joe Grubestic | 1720 |
| Kappa Phi Sigma | Pearson Cummings, Kate Stewart | 1395, 2780 |
| Kiononia..... | Heidi Haverkamp | 1787 |
| ?* Leader Education And Development..... | Renee Snyder, Matt Queen | 2769, 2531 |
| Medic Aide..... | Jayson Andras, Heather Rowell | 1059, 2604 |
| Men's Volleyball Team | Matt May | 2206 |
| Muslim Student's Association..... | Nauman Saeed | 2643 |
| Newman Catholic Student Association..... | Joe Allen | 1018 |
| Out of Bounds Dance Team | Fall, Kendra Sims & Elana Cowan | 2773, 1367 |
| Outdoor Club..... | Frits Haverkamp, Scott Doty | 1794, 1498 |
| Phi Delta Sigma..... | Andy Vellenga | 2938 |
| Phi Omega Sigma..... | Brian Gorman | 1690 |
| Phi Sigma Alpha | Tim Gargas | 1648 |
| Pi Kappa | Brooke Johnson | 1940 |
| <i>Potpourri</i> | Lisa Foote, Gordon McCreight | 1597, 2216 |
| Psychology Club..... | April Elsea | 1534 |
| Rising Generations | Tiana Lee | 2076 |
| Scot Band..... | Contact Nancy Ditmer | Music Dept. |
| Scot Lanes | Ben Falcone | 1554 |
| Society for Physics Students..... | Cyrus Screwvala | 2696 |

| | | |
|---|-------------------------------------|------------|
| South Asia Committee..... | Rashanna Morgenstern, Tasneem Islam | 2301, 1904 |
| Student Activities Board | Renee Snyder | 2769 |
| Student Alumni Association..... | Kim Reid | 2557 |
| Student Employment | Augusta Ferguson | 1565 |
| Student Government Association | Emily Durham | 1508 |
| Student Math Association of America Chapter | Mindy Jenkins | 1925 |
| Student Music Association | Doug Dawson | 1438 |
| The Gay Lesbian Bisexual Alliance..... | Jessica Nelson | 2355 |
| The Underground..... | Matt Miles | 2267 |
| VIEW..... | Johanna Hebblethwaite | 1801 |
| <i>The Voice</i> | Todd Lewis | 2096 |
| WCWS..... | Jamie Christensen | 1319 |
| Women in Science | Carie Toth | 2878 |
| Women's Athletic Association | Suzanne Whitaker, Katie Doyle | 3007, 1491 |
| Women's Resource Center | Carrie Young | 3083 |
| Wooster Christian Fellowship | Sue Fletcher | 2026 |
| Wooster Fencing Club | Ben Wachs | 2956 |
| Wooster Game Players Association | Ben Wachs | 2956 |
| Wooster Medieval Society | Ben Wachs | 2956 |
| Wooster Volunteer Network | Joanna Bohl, Heidi Georgi | 1188, 1664 |
| Xi Chi Psi..... | Gary Vick | 2940 |
| Young College Republicans | Emily Durham, Andrew Weaver | 1508, 2988 |
| Zeta Phi Gamma | Laura McBride | 2211 |

The boldfaced groups have received chartering from Campus Council.



YOUR
ATTENTION,
PLEASE.