

MILLS COLLEGE

STUDENT ORGANIZATION HANDBOOK 2009-2010

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Dear Student Organization,

Congratulations on your leadership position and desire to participate in the Mills College Community! Student organizations are a key element in connecting students and creating positive interactions on campus. To help your organization accomplish your goals, continue to network, and remain a central feature of student life, we have created this handbook of essential information to reference in addition to consulting with us, your Co-Organizational Coordinators, as well as Student Activities and other ASMC Executive Board members. We hope that this information will help to clarify questions that arise as well as any policy ambiguities and information that you may be unaware of.

The Associated Students of Mills College and Student Activities are your two greatest sources of support, encouragement, coaching and information. The ASMC provides semesterly funding to all undergraduate student organizations in addition to special funding upon request. The ASMC also holds weekly meetings to discuss various campus issues and these meetings are typically open to all students to observe. The Office of Student Activities, located in Rothwell Center, facilitates new student orientation, hosts campus events as well as awards ceremonies, advises the ASMC, and assists student leaders as necessary. Remember that the ASMC and Student Activities are a resource for your organization and are prepared to assist you in achieving your goals. For contact information for ASMC members and Student Activities staff, please refer to the Excel Resource List document.

Mills is dedicated, as a small liberal arts college, to providing an environment in which all women can grow, change and thrive. The undergraduate population is a diverse and exciting one and we encourage you to respect the interests, beliefs and opinions of your fellow Mills women. Student organizations are an excellent vehicle for expressing shared interests and we feel that Mills is lucky to have more than forty organizations catering to a wide range of student interests. Each club is a valuable part of this community and we are proud of the leadership, professionalism and participation of each of them.

We would also like to acknowledge all of the work done by the professional staff in Student Activities, in compiling this handbook. Their support has been invaluable.

Thank you for making the commitment to be an active part of the Mills Community. If you have any questions, please feel free to email me rwilliam@mills.edu.

Sincerely,

Rebecca Williams Office of Student Activities, Organizations Assistant

REGISTRATION

2009-10 STUDENT ORGANIZATION REGISTRATION AND REQUIREMENT INFORMATION

In order to receive funding from the ASMC and reserve rooms with Student Activities, organizations must complete read this document in its entirety and fulfill the following requirements. *If an organization does not comply with these expectations their funding may be reduced or their registration revoked.*

- Have a current constitution on file with Student Activities.
- Elect a minimum of three officers: President, Treasurer, and Publicity Chair.
- Submit a summary report of all income and expenses (ledger) by 4:00 pm on the last Friday of classes each semester.
- The President or her proxy will attend Board of Presidents (BOP) Meetings called by the Office of Student Activities, Organizations Assistant.
- At least two officers shall attend fall/spring leadership retreats, (tbd).
- The Treasurer must attend all Board of Treasurer meetings as well as a budget workshop, and follow all budgetary guidelines to receive funding.
- Secure a faculty or staff advisor for your organization and turn in the Advisor Agreement Form by the registration deadline
- Complete the registration form once per year and submit it to the Cowell Building Registration opens and closes for the 2009-20010 academic year during April, the dates are to be announced.
- Update information as it changes with Student Activities.
- Comply with all college and campus regulations including, but not limited to, the Honor Code.

SAMPLE CONSTITUTION

SAMPLE

Written by [insert name] on [insert date]
Approved by Legislative Congress on [insert approval date]

Name of Organization

Preamble (optional)

Article I: Name

The name of the organization for which this Constitution is binding is [insert name from above and include any acronyms].

Article II: Purpose

The purpose of the organization [insert name] is [insert description of the organization's purpose].

Article III: Membership

[This section may be tailored to fit the preferences of the organization as long as membership and activities are open to all Mills undergraduate students. You may want to include the definition of an *active* member and/or the definition of a *voting* member.]

Article IV: Legislative Body

- A. The legislative and policy making body of this organization shall be the [the membership in general, active membership, or voting members]
- B. The purpose of this body shall be to decide upon the policies of the organization.

Article V: Executive Body

- A. The executive body of this organization shall be the [insert name] Executive Board.
- B. The purpose of this body shall be to ensure the efficient and successful execution of the organization's goals.
- C. The members of this body shall be the President, Vice-President, Secretary, Accountant [and any other additional members. If you have additional members, outline their job descriptions in Article V E 5, 6, etc.]
- D. All officers shall be undergraduate Mills students with a 2.0 minimum GPA
- E. The duties of the officers shall be as follows:

1) President/Chairperson

- a. To preside over all the meetings of the organization
- b. To serve as the official representative and contact person of [organization's name].
- c. To Keep faculty/staff advisors informed of activities and meetings
- d. To attend Board of Presidents meetings or send a substitute from the Executive Board.
- e. To serve as a member of the Legislative Congress [for hall and lounge presidents only].

2) Vice-president

- a. To assume the duties of the President in her absence.
- b. To assist the President in the organization of events and activities.

- c. To act as a liaison between the general membership, the organization's officers, and the President.
 - d. To conduct elections.
 - e. To serve as a member of the Legislative Congress [for hall, lounge and class vice-presidents only] delete all if you are not a hall, lounge or class.
- 3) Secretary
- a. To record all minutes and attendance and keep an official record.
 - b. To make copies of the minutes available to the members.
 - c. To prepare and maintain an official membership roster.
- 4) Accountant
- a. To keep an accurate and current financial ledger.
 - b. To prepare the annual budget.
 - c. To meet with the ASMC Accountant should any discrepancies occur.
 - d. To handle all financial transactions of [the organization's name].
 - e. To attend all workshops pertaining to fiscal management.
- F. The standing committees of this body shall be [for example: Publicity, Budget]
- G. The officers shall meet [how often? once a month, once a week, what time?]

Article VI: Election of Officers

- A) The election of officers shall take place at a designated general meeting in April. The elected officers shall serve from May through April of the following year.
- B) The candidates shall nominate themselves or be nominated by another member.
- C) Elections will be conducted by the Vice President.
- D) Elections will be by secret ballot and winners selected by a simple majority vote.
- E) In the event of a tie, there will be a re-balloting of the tied candidates.
- F) In the event of a resignation or subsequent vacancy, an emergency election shall be held to fill the vacant position, an exception being in the office of President, in which case the VP assumes the office of President and an emergency election shall be held to elect a new Vice President.

Article VII: General Meetings

- A) Meetings shall be held at the discretion of the membership; no less than once a month.
- B) Decisions at general meetings shall be binding when adopted by a majority of those members present.
- C) Should a member be unable to attend a meeting, her vote may be cast by proxy or by absentee ballot given to an officer.

Article VIII: Ratification and Amendments

- A) This constitution shall be enforced when approved by a 3/4 vote of the members present at a general meeting and upon approval of the Legislative Congress of Mills College.
- B) This constitution may be revised and/or amended by a 3/4 vote of the members present at a general meeting and upon the subsequent approval of the Legislative Congress

FUNDING

RECEIVING AND USING FUNDS

ASMC Accountant: Michelle Arauz
Cowell Building Rm.108 , ext. 2108

I. GENERAL FUNDING

Funds will be allocated in the following order of priority:

- ASMC General Fund
- Special Funding Requests
- Student Publications
- Junior and Senior Classes
- Heritage Months
- Recognized organizations and lounges. These will receive a uniform budget. Allocation of funds will be based on the total funds available.

Before funding is allocated, all Presidents and Treasurers must attend a financial workshop held within the first three weeks of the semester.

II. ORGANIZATION GENERAL FUNDING

In order to receive funding from the ASMC, the following requirements must be met by the organization.

- Each organization must submit a completed Student Organization Registration form, either ASMC or Graduate, to be considered for funding from the ASMC (undergraduate only) or Student Activities.
- Organizations must have a current constitution on file in Student Activities.
- Organizations must submit a ledger on the last day of each semester to the ASMC Co-Organizational Chair(s). The ledger should contain a record of events sponsored/co-sponsored by the organization, a description of the event, the number of people that attended, an accounting of the expenses/revenues for each, and a listing with proposed budget for activities being held the following semester. Failure to do so will result in the organizations accounts being frozen.
- All organizations must fundraise and sponsor/co-sponsor events for the benefit of the Mills community at least once a semester.
- All registered organizations are prohibited from spending more than their account balance.
- Presidents and Treasurers must attend all Board of Presidents and Board of Treasurers meeting respectively.
- Using funding for personal benefit is strictly prohibited.

III. SPECIAL FUNDING

“Special funding” refers to the funding clubs apply for outside of their semester budget of \$100. Organizations may request special funding for larger events that will benefit the whole campus, such as hosting a speaker or planning an educational event.

Organizations meeting all the above requirements are eligible to request special funding from the ASMC Executive Board. The board does not, however, approve all of the special funding requests it receives.

Regulations and Guidelines for Funding (For more complete guidelines and regulations please refer to the Special Funding Request Form):

- Student organizations must have the support of the organization’s advisor to request funds.
- Attendance at events must be open to the entire campus community. The target audience should be the entire undergraduate population (i.e., all ethnicities, religious backgrounds, non-traditional students, commuter/residential students, students with disabilities, etc.).
- For programs or events, which charge admission, the fee charged to ASMC students must be at least 20% less than that charged to the general public. Additionally, all revenue must be used to offset program or event expenses
- Programs and events must comply with all ASMC and Mills College event guidelines.
- Special funding proposals must be submitted in accordance with these deadlines:

Less than \$500	<i>At least 3</i> academic weeks prior to the event date
\$500 - \$1,000	<i>At least 4</i> academic weeks prior to the event date
\$1, 000 or more	<i>At least 5</i> academic weeks prior to the event date
- Fund allocation cannot be used for the purchase of alcohol, administrators requesting funds for their departments, or sponsorship of any non-Mills student.

Steps for Applying for Special Funding:

- Complete Application and Budget Proposal form attached to the Funding Application. These forms can be found in Cowell or online at http://www.mills.edu/campus_life/student_government/request.php. Organizations must have their advisor’s signature on the form.
- Return the completed Special Funding Application and Budget Proposal Form to the ASMC Office in Cowell. Incomplete proposals or proposals that do not meet the deadlines will not be accepted and will be returned to you.

- Special Funding Applications must be submitted to the ASMC Accountant by the Friday before the next ASMC meeting, at which you plan to present.
- ASMC will contact you to schedule an appointment to present your proposal. The board hears proposals on Mondays between 6:30 and 8:00 PM.
- Be prepared for your 5-minute presentation to the ASMC Executive Board by knowing the event details, realistic facts and figures, bringing supporting documents (flyer ideas, speaker bio, previous year's evaluation results), and preparing to answer questions. Seriously consider the application questions.
- If funding involves travel, students must complete liability waiver forms before funds will be released.

Proposals will be evaluated based on the following criteria:

- The use of organization funds/fundraising
- Co-Sponsorship with other Student Organizations, Campus Departments, etc...
- Whether the event is open to or will benefit the entire Mills Community.

IV. EXPENDITURES/REIMBURSEMENTS/REVENUES

- i. Only recognized authorized individuals in the organization (Accountants and/or Presidents) may deposit funds and request cash advances, reimbursements, and check requests for outside vendors.
- ii. Cash advances must be liquidated within a week of the request. The cash advance form must be submitted 5 business days prior to the event.
- iii. If revenue is received, it will first be used to cover un-liquidated cash advances.
- iv. All expenses are strictly for college events and supplies. Exceptions, such as outside donations, MUST be approved by the ASMC accountant prior to disbursement.
- v. Receipts, cash advance reconciliation, and reimbursement forms must be turned in to the ASMC accountant no later than 5:00 PM on the last day of classes each semester. No exceptions will be made.
- vi. All contract invoices/billings must be received by the ASMC Accountant no later than 5:00 PM on the last day of classes each semester. No exceptions will be made.

- vii. Failure to adhere to the above deadlines will result in non-payment or reimbursement of expenses incurred.

V. MISCELLANEOUS

- i. Available funds will be used to answer all ASMC financial obligations incurred during the academic year. Excess funds will be rolled over into the general account for allocation the following year.
- ii. Recognized organizations may request a rollover of funds available in their accounts, subject to Executive Board approval, to the next academic year, no later than 5:00 PM on the last day of classes each semester. Failure to do so by the deadline will result in an automatic transfer to the ASMC general fund.
- iii. Requests for rollovers must include a full accounting of the organizations' financial activities for the year. Failure to do so may result in an automatic transfer to the ASMC general fund.
- iv. Any organization failing to comply with any policy including expectations of fundraising and sponsorship/co-sponsorship, outstanding ledgers, or failure to attend BOP meetings may forfeit the rollover of their remaining funds.
- v. Available funds from organizations that have been inactive for at least two consecutive semesters will be returned to the ASMC general account.
- vi. It is the responsibility of the organization, its officers, and especially its accountant to take note of deadlines and procedures.

EVENTS

EVENT PLANNING ESSENTIALS

1. PLAN IN ADVANCE

The more time you allow your organization to prepare and thoroughly plan your event, the more successful your event will be. It is recommended that you begin the first stages of planning six weeks prior to the date of your event. At events where alcohol will be served, notice must be given to Student Activities and Public Safety one month in advance. Also, be sure to fill out an event planning worksheet to help with all aspects of your planning.

Student events will be categorized in the following way:

- **Level One:** organization meeting or small gathering for an internal Mills audience
- **Level Two:** guest speaker or presentation for an internal Mills audience and possibly for external audiences
- **Level Three:** passive event, such as film screening, play or show where body contact is unlikely; larger-scale event with more than 100 people expected to attend, advertised to internal and possibly external audience, or any event where alcohol is served
- **Level Four:** active event, such as a dance or party where body contact likely; larger-scale event with more than 100 people expected to attend, advertised to internal and possibly external audience, alcohol may be served

2. CHOOSE A DATE

The Mills Master Calendar is a good way to begin looking at which dates are not already booked with events that will conflict with the one you hope to plan. Discussing dates with Student Activities and your organization's advisor is also important as they may have additional recommendations that would help to produce maximum attendance. To get to the Master Calendar, go to:

http://www.mills.edu/administration/administrative_offices/college_events/index.php

- **Event Location Approval**

The "Room Reservation/Set-up Request" form is automatically forwarded to the Director of Student Activities or her designee for approval of the nature of the event. The student will be notified of event approval by e-mail. If the event is approved, it will be posted on the Master Calendar. If the event is not scheduled on the Master Calendar, it is not an approved event.

It is advisable to visually check the reserved space in advance of the event. Broken fixtures and light bulbs can be fixed with two weeks notice by completing a [Work Order](#) form on the Mills website.

- **Event Cancellation**

If the event must be cancelled, notify the College Events Office at events@mills.edu, indicating name of event and event date. A cancellation

acknowledgement will be sent to you and other departments as needed once the event has been removed from the Master Calendar. Other departments may be notified as needed (i.e., Technical Services, Student Activities, Campus Facilities).

3. LOCATION SELECTION

Once you have selected a date for your event the next step is to select the location for your event. When selecting a location keep in mind capacity limits and which space would best accommodate the number of attendees you are expecting. Once you have decided on a space fill out a Room Reservation/Set-up Request Form located on the Mills website. Fill out the form in its entirety and if you need a particular set-up, will be serving alcohol, or have audio-visual needs fill out the supplementary forms also on this same page. After you submit the form both Linda Northcott, who schedules the Master Calendar and Courtney Young-Law, the Director of Student activities, will review it and approval notices will be sent via e-mail.

3. DEVELOP A BUDGET AND FUNDRAISE

A budget for each event you plan is necessary to ensure that all of the needs of your event can be met and that you will have sufficient time to raise enough funds to cover the costs of your event. Be realistic about your budget and remember that fundraising is time-consuming so you need adequate time to prepare. Co-Sponsoring events and requesting special funding from the ASMC as well as support from other departments on campus are good ways to help cover expenses.

4. FIND VENDORS

Using your budget as a guideline find vendors within your price-range and who are willing to sign a Mills Contract prior to the event. If you need to provide food or refreshments at your event, you may cater through the Mills College Tea Shop or through any outside company that meets Oakland health standards. Be sure to stay in contact with and work closely with the ASMC Accountant as well as Student Activities to ensure payments are made.

5. PUBLICIZE

Be sure to make your organization familiar with the publicity and posting policies (see page 26) prior to actually publicizing your event. Be sure to give advance notice if you would like the Resident Assistants to post within the doors, if you would like to use table tents, lawn signs, any other type of campus decoration or chalking. Student News announcements and ads in the Weekly are other ways to publicize your organization's event. However all publications need to have contact information, a name, date and location.

6. STAFFING

Be sure to adequately staff your event to ensure that it runs smoothly. You should discuss set-up and takedown requirements as well as the event itself. Be sure everyone is aware of the time frames you are working with.

EVENT GUIDELINES

- **Capacity**

- It is important to note the capacity in the spaces that you are considering to host your event. Exceeding space capacity can result in events being cancelled or moved.
- Please see College Events or room signage for capacity.

- **Admittance Policy for Student Sponsored Events**

- For College Level Four events where alcohol is served, guests must be 18 years of age and older, and must have valid I.D. to show proof of age. Valid I.D. includes one of the following: a photo driver's license, a State issued I.D. or a passport.
- For events Level Four events where alcohol is not served, guests must be 16 years of age and older, and must have a valid I.D. (listed above). Guests who are 16 or 17 years of age must be personally invited, and members of the host organization must sponsor them throughout the event.
- I.D. cards will be checked at all events by the host organization or Public Safety.
- For level 3 or level 4 events, please refer to the Student Organization Handbook

- **Public Safety Staffing**

- Officers must be secured for the event at least three (3) weeks in advance.
- Security costs are the responsibility of the host organization.
- The number of officers and professional staff members required will be determined by Student Activities in consultation with Public Safety based on factors such as the level of event and number of expected attendees.

7. DOCUMENT AND EVALUATION

To leave a legacy for future leaders and members of your organization it is important to adequately document your event as well as evaluate all aspects of the planning and execution. Take pictures to compile into a club photo album or to use as a display at Explosion. Make sure to note any improvements that could be made as well as aspects of the event and planning that worked particularly well. A sample evaluation template is included for your reference.

EVENT PLANNING CHECKLIST

1. Making Early Plans

- Start your early planning at least 1 month in advance.

2. Identify and Assess Needs Interest

- Who is your audience?
- Assessment tools –
- Interest surveys or special questionnaires
- Informal conversations
- Listening and general observations
- Program suggestions box

3. Develop a Purpose

- What are our goals?
- What do we want our audience to get out of this program? (Outcomes)

4. Brainstorm Program Ideas

- Possibilities are endless – any idea is a good one
- Use your resources, cosponsor, and BE CREATIVE

5. Select Your Program

- How feasible is the program? (Assess scalability)
- How inclusive is the program?
- Redesign
- What are the available resources?
- Ensure adequate volunteers to plan and carry-out event
- Project a target audience
- Determine promotion and collateral materials
- Search support by cosponsoring with other student organizations

6. Prepare Budget and Timeline

- Create a realistic budget (with actual estimates for all costs, e.g. honoraria, publicity, printing, food, decorations, travel, registration fees, A/V, equipment, facility, campus security, misc...)
- Securing Funding
- It's difficult to raise funds, so start early. Remember that you cannot commit funds before you have them.
- Prepare a detailed budget
- Develop on-campus funding list
- Check deadlines for funding sources
- Select possible dates (consider religious and cultural holidays, weather, midterms, as well as other major events on campus)

- Determine what needs to be accomplished to plan this program
- Determine how long it will take to accomplish each step of the planning.
- Use the Backwards Counting Method to plan your tasks accordingly.

7. Delegate Tasks

- Recruit students/organizations who are interested in helping plan this program.
- Set clear deadlines

8. Publicity

Determine which promotional techniques from the Publicity Timeline Handout will be most successful in reaching the potential audience.

- There is no single medium by which all students hear about events. Use as many methods as possible to reach the widest audience.
- Determine the resources available and schedule the target dates on the Publicity Timeline.
- Closely monitor whether interest in the program is developing and, if applicable, whether tickets are selling. Adjust publicity methods as necessary. Prepare for a last-minute publicity blitz if expectations are not being met.
- Arrange post-event coverage, such as an article in a campus newspaper or a photo on the club website. If students are disappointed that they missed a good program, they will be more likely to attend future events.
- Evaluate success, note any failures, and keep records for future events.

Double check media for:

- Name of Event
- Event Day, Date, Year
- Time
- Place
- Co-Sponsors
- Event Summary
- Sponsored by the Office of Student Activities

9. Finalize the details

- Confirm reservations, food, contracts, payment, deliveries
- Finalize budget
- Plan a set-up and clean-up crew & time
- Check publicity
- Disability Access
- Recycling
- Print evaluation forms

Possible equipment:

- Rooms
- Microphone and speaker
- Sound system
- Lighting
- Podium
- Tables and chairs
- Stage or platform
- Head table
- Trash cans
- Fire extinguisher
- Food and beverage service

Possible supplies:

- Tablecloths
- Tape, staplers, pens
- Flip charts/markers
- Printed programs
- Nametags
- Baskets or containers for paper goods
- Maps
- Directional signs
- Cash box/change
- Decorations
- Trash bags
- Water for speaker

10. Complete the Process

- Remove publicity
- Send thank you notes and/or emails
- Clear financial advances, receipts
- Obtain feedback on event
- Develop file for your successor with timeline, actual budget, sample publicity and all correspondence.

Inclusive Programming

Ensure that your program meets the following requirements and is inclusive of the entire Mills community. While we don't expect to have an audience of the entire campus, we want to be open and inviting to every student for every program.

- This program does not coincide with a specific religious observance that may exclude some members of the community.
- This program does not reflect stereotypes or assumptions about any ethnic or political group, lifestyle or gender.
- The publicity or bulletin board display does not use or depict persons by stereotypes, nor is it exclusive to one.
- The cultural traditions for this program have been well researched and accurately reflect the highlighted cultures. The agenda of activity does not convey the message that particular groups are included because they "have to be". Examples including calling an Easter or Christmas party a holiday party while not celebrating multiple holidays that occur at the same time.
- This program and its publicity invites all community members to attend, not just those who are members of the topic being presented (i.e. African American History programs, Christianity or other religious groups, lgbt issues).
- The program does not promote traditionally heterosexual activities or activities that have culturally and historically significant impact on traditionally underrepresented groups (escort dinners, slave or date auctions, or dating games).
- The program is accessible to members of the community with disabilities.
- This program in its planning and agenda does not promote traditional gender roles.
- Planners of this program are prepared to confront insensitive comments or gestures from participants.
- Planners and facilitators of this program are ready to serve as allies and educators to those that attend the event.

EVENT PLANNING WORKSHEET

Title of Event _____

Type of Event (circle one) social cultural educational other

Date and Time of Event _____

Location of Event _____

Purpose of Event _____

Primary Coordinator _____

How many people are needed to staff the event? Planning _____ Execution _____

Description of the Event _____

Anticipated Attendance _____

How will the event be publicized _____

What, if any, special approvals or equipment will be necessary? (amplified sound, alcohol, security, etc.) _____

What equipment or materials are needed and who needs to be contacted to provide them? (tables, chairs, food, sound, visual, etc.) _____

List any resources or contacts outside the club that may be helpful to your event

What will the total cost for the event be? (include projected budget) \$_____

List of delegated task assignments:

Task:

Club Member:

Cosponsoring Organizations, Departments and/or Offices: _____

Funding Requests (Amounts and Sources): _____

EVENT EVALUATION

Title of Event _____

Date and Time of Event _____

Location of Event _____

Purpose of Event _____

How many people staffed the event? Planning _____ Execution _____

Description of the Event _____

Anticipated Attendance _____ Actual Attendance _____

How was the event publicized, was it effective? _____

What, if any, special approvals or equipment were necessary? (amplified sound, alcohol, security, etc.) _____

What equipment or materials were needed and who needed to be contacted to provide them? (tables, chairs, food, sound, visual, etc.) _____

List any resources outside the club that may be helpful to your event or who would be willing to help in the future _____

What was the total cost for the event? (Attach projected budget) \$_____

Was your budget reasonable? What changes in spending would you recommend for next year? _____

What was successful about your event? What changes would you have made? _____

CAMPUS CONTACT INFORMATION

Communicating with other College offices is important and often required.

ASMC (funding and banking)	asmc@mills.edu asmcfinance@mills.edu	2108
Athletics, Physical Education and Recreation (co-sponsorship)	Themy Adachi themy@mills.edu	3285
Audio Visual Technical Services	cjmedina@mills.edu	3325
Career Services Office (co-sponsorship, referral: internships, jobs)	Kate Dey kdey@mills.edu	2130
College Events (Master Calendar, Room Scheduling)	Linda Northcott events@mills.edu	3230
Counseling and Psychological Services (referral: counseling)	Dorian Newton newton@mills.edu	2130
Dean of Student Life, Dr. Joi Lewis (request presence, high level programming)	Monica Wilson Administrative Asst	2130
Facilities (cart, work orders)	Place work order using the portal	
Health Programs (co-sponsorship, referral: health needs)	Toni Blackwell tblackwell@mills.edu	3241
Housing Management and Dining Services (College work order)	Pat Ernesto pat@mills.edu	2146
Housing Management and Dining Services (Catering)	Dorothy Calimeris dcalimer@mills.edu	2354
Office of Residential Life (co-sponsorship, publicity in halls: rcl@mills.edu)	Monique Young myoung@mills.edu	3184
Publicity Safety (Security plan approval)	Niviece Robinson nrobinso@mills.edu	5555
Recycling (recycling needs, referral for green info)	Britta Bullard recycmgr@mills.edu	3224
Risk Management (risky event, off-campus trips insurance)	Courtney Young-Law cyoungla@mills.edu	2322
Services for Students with Disabilities (co-sponsorship, referral)	Jess Miller jemiller@mills.edu	2130
Spiritual and Religious Life (use of Chapel or wellness resource center)	Erika Macs emacs@mills.edu	3123
Student Activities (OSA) (event planning, conferences, fundraising)	activity@mills.edu	ASMC: 2108 Student Orgs: 2130
Student Diversity Programs (co-sponsorship)	Gina Rosabal grosabal@mills.edu	2130
The Campanil (formerly The Weekly) http://www.millsweekly.com/ (newspaper advertising & coverage)	weekly@mills.edu	2246

LOCATING ROOM RESERVATION/ SET-UP REQUEST FORM ONLINE

1. Begin by going to the Mills website: www.mills.edu
2. Scroll to “Information for” located on the bottom menu bars
3. Click on “Undergraduate Students”
4. Scroll to “Resources” and click on Room Reservation/Set-up Request Forms
5. Enter your mills ID and password when prompted (the same one you use for e-mail)
6. Fill out the “Event Request Submission Form” in its entirety

If you require audio and visual equipment/services or a set-up, such as tables and chairs, fill out the appropriate supplemental forms at the bottom of the main form.

After your request is submitted it will be reviewed by both Linda Northcott, who manages the Master Calendar, and Courtney Young-Law, the Assistant Director of Student Activities. Once your event has been approved you will receive notification as well as an event ID number by e-mail. Save this ID number, as you will need it to make any changes regarding your event.

- If you need to cancel a room reservation or event set-up, email events@mills.edu.

TO LOCATE OTHER FORMS ONLINE:

1. Begin by going to the Mills website: www.mills.edu
2. Click on “Campus Life” near the top of the page
3. Scroll to and click on “Student Activities and Clubs”
4. Locate “Student Organization Forms” in the right menu bar and click
5. Here you will find club registration requirements as well as the following forms:
 - Club Registration Form
 - Sample Club Constitution
 - Alcohol and Security Request Form
 - Club Movie Guidelines
 - Club Advisor Guidelines

- Club Registration Form (undergraduate)
- Club Registration Form (graduate)
- ASMC Budget Transaction Request Form
- ASMC Special Funding Request Form

PUBLICITY AND POSTING POLICY

Draft 2: Guidelines for Publicity and Posting of Flyers

The guidelines listed below have been established to help students publicize effectively, while maintaining an attractive campus environment. Publicity includes, but is not limited to, any printed or electronic materials created, duplicated, posted and distributed. Examples of these materials include flyers, banners, posters, mass email marketing campaigns, and any disseminated handouts. These materials must be approved for posting by Student Activities and posted only in designated areas of the campus.

All questions regarding publicity and posting should be directed to Student Activities at 510.430.2322.

Sponsoring individuals, departments, or student organizations are responsible for posting according to these guidelines and removing all publicity materials within 48 hours after the event or activity advertised.

Posting Flyers or Banners

All campus flyers, posters, banners, or other decorations must have an Approval Stamp, with the noted removal date. This Approval Stamp is available through Student Activities in Rothwell Center Room B, or at the front desk of the Cowell Building. It is suggested that the original flyer or poster be stamped prior to duplication.

All flyers or banners must include the following:

- Correct day, date, time and location
- Sponsor information (name of the organization or department)
- Contact information (email or phone number for more information)
- All content is consistent with the Community Standards

Flyers will be removed if:

- It does not have the above information
- It does not have a stamp of approval
- Tape other than “blue” painters tape is used
- Stamp does not have an expiration date

No more than 60 flyers can be posted in non-residential areas on campus.

No more than five flyers can be posted in Adams Plaza.

Only blue “painters tape” should be used for posting flyers or banners.

Posting is not allowed on painted surfaces, windows, trees, plants, buildings, artwork, or on the College’s street banners or green and gold signs.

Posters and flyers should not harm the surface they are posted on in any way. Please be careful to choose paints and/or decorations that will not run or drip in case of rain. Any damage resulting will be the responsibility of the sponsoring organization.

Do not post over existing flyers or signs.

Banners are NOT permitted on the Tea Shop windows facing Toyon Meadow. Banners are permitted on the railings on Adams Plaza, on the College Events and Information bulletin boards, and other areas designated by Student Activities. There is a limit of one banner per event in the plaza.

To post flyers in residence halls, drop them off at the Division of Student Life in the Cowell Building. Flyers will be distributed to hall staffs on Monday afternoons and will be posted by Wednesday afternoon. Flyers should be pre-counted for delivery. The maximum number of flyers that will be allowed in the residence halls is 120. For a breakdown of numbers per residential space, contact the Division of Student Life at 510.430.2130 or rcl@mills.edu.

Table tents may be displayed in dining locations with prior approval of the manager of that area. To display table tents in the library, contact library staff for information. For all other locations, contact Student Activities.

“Chalking,” defined as writing with chalk on sidewalks, the ground, or buildings, is prohibited on campus unless express written permission is granted by Student Activities.

Writing on classroom whiteboards or chalkboards is permitted if the information is limited to a small portion of the board and is for the purpose of advertising an approved Mills event. This privilege may be limited based on the needs of instructors using the classrooms.

Advertising of alcoholic beverage availability is prohibited for all events.

All posting materials must be removed during Commencement week. Any publicity left up at this time will be removed.

Failure to comply with any aspects of the Publicity and Posting Policy may result in the immediate removal of all posting materials, suspension of rights to post on campus and/or a judicial investigation.

Lawn signs or other campus decorations not mentioned in this policy may be permitted for special events or occasions where appropriate. Submit the “Room Reservation/Set up Request” form and indicate the dates you wish to post your signs. College Events automatically receives this form. Final approval for lawn signs and/or campus decorations must be given by College Events in conjunction with Campus Facilities. Lawn signs and other campus decorations must be removed immediately upon the agreed upon date, which should also be stamped on the sign or decoration. Lawn signs may be purchased from the College Events Office.

MOVIE SHOWING

Copyright and Fair Use Information

Commercial films, videotapes and DVDs have copyrights that restrict the manner in which they can be shown. The standard used to determine whether permission is required from the copyright holder is most commonly referred to as “fair use.”

The conditions that support fair use of video work and most likely do not require a license are: teaching, in the classroom for a specific course; or personal, such as home viewing which can include viewing in a residence hall.

Uses that do not fall within fair use and require a license and permissions are entertainment, any “public”* viewing outside the definition of “home” viewing such as the Student Union, Greek Theater or classroom, excluding during classes. Any screening where an admission is charged (including a “home” screening) must have a license for public performance. Even with a public license you may only advertise to the Mills community unless express permission is received from the issuing organization to advertise to the public.

There are several ways to obtain a public performance license or right:

- Rent the film from a distributor. Some good options include: Women Make Movies (www.wmm.com) and Swank Motion Pictures (www.swank.com). Student Activities has additional sources and catalogues to consult.
- Purchase a copy of the movie that comes with public performance rights.
- Obtain written public performance rights from the copyright holder. A letter from the company, filmmaker, producer or director of the film is acceptable for this purpose and must be on file with Student Activities.

Upon receipt of the copy of the public performance permission or license Student Activities will approve screening events and publicity.

It is imperative that the Mills College community complies with these guidelines particularly with the focus on illegal use of copyrighted materials by the United States Department of Justice in recent years. According to Hall Davidson, an educational services and telecommunications expert, “(sic) schools need to monitor and enforce fair use. If they don’t, as the Los Angeles Unified School district found out I a six-figure settlement, they may find themselves on the losing end of a copyright question.”**

Permission Letter Should Include:

- All relevant information about the event and copyrighted work to be shown
- Letter is sent at least **six weeks** prior to the event
- Two copies of the letter are sent
- A self-addressed stamped envelope is included
- **Please also send a copy of the permission letter to Student Activities**

* The Copyright Act of 1976 defines “public: in this context as “any place where a substantial number of persons outside a normal circle of a family and its social acquaintances is gathered.”

** The “Educator’s Guide to Copyright and Fair Use,” October 2002, techLearning.com.

GENERAL PERMISSION LETTER - MODEL

[Date]

[Letterhead or Return address]

[Rights holder name and address]

Dear [Sir or Madam] [Permissions Editor] [Personal name, if known]:

I am in the process of planning/creating [Describe event or project]. I would like your permission to include the following material with this [Event/Project]:

[Citation with source information]

The [Event/Project] will be [Describe how the event/project, include specific dates, times, number of screenings]. It will be accessible by [Describe intended audience].

If you do not control the copyright on all of the aforementioned material, I would appreciate any contact information you can give me regarding the proper rights holder(s), including current address(es). Otherwise, your permission confirms that you hold the right to grant the permission requested here.

Permission includes non-exclusive world rights in all languages to use the material and will not limit any future publications-including future editions and revisions-by you or others authorized by you.

I would greatly appreciate your consent to my request. If you require any additional information, please do not hesitate to contact me. I can be reached at:

[Your contact information]

A duplicate copy of this request has been provided for your records. If you agree with the terms as described above, please sign the release form below and send one copy with the self-addressed return envelope I have provided.

Sincerely,

[Signature]

[Typed name]

Permission granted for the use of the material as described above. Agreed to: Signature: _____
Name & Title: _____
Company/Affiliation: _____ Date: _____

Format taken from <http://copyright.iupui.edu/pgeneral.htm>.

CO-SPONSORSHIP

Depending on the type of event/program you are hosting it might be applicable to request special funding and/or co-sponsor your event with other student organizations, academic departments, offices, lounges, and graduate student affiliations to increase funding as well as organizational support for your event.

Co-sponsorship is also a great way to increase visibility of your organization and program. It is an excellent community builder and can help you network with other people and organizations that may share some of your interests. Through co-sponsorship you organization can create lasting relationships that will assist your organization well in to the future. Co-sponsoring is also looked upon favorably by the ASMC and may be considered should you apply for special funding.

More information on the benefits and process of co-sponsorship are forthcoming.

ADVISING

STUDENT ORGANIZATION ADVISOR GUIDELINES

I. DEFINING AN ADVISOR

All registered Mills College student organizations are required to have an advisor. An advisor is a key part of a student organization. An advisor is a faculty or staff member committed to aiding the student organization. A faculty or staff member may choose to advise more than one student organization.

The advisor is essential to a student organization's growth and longevity. A student organization advisor should support the organization through ideas, insight, perspective and advice. There are three main expectations of student organization advisors.

II. EXPECTATIONS OF AN ADVISOR – THE 3 CS

Continuation

The advisor should help ensure the continuation of a student organization. They should help maintain the existence of the club by providing continuity with past history and traditions. An advisor should do this through attending functions whenever possible, arbitrating group conflicts, and keeping files on past organizational functions. The advisor should also aid the club in adhering to all Mills College rules and policies that apply to student organizations.

Content

A student organization advisor should be there to help evaluate the educational rationale for the organization's existence and lead its members into activities that will contribute to their intellectual and social development. Such activities might include introducing new program ideas, pointing out new perspectives and directions, and supplying expert knowledge and insight.

Counsel

An advisor should act as a resource for club members. The organization's advisor should help the group progress toward its goals. An advisor should provide a resource for the organization about Mills College policies, as well as provide support for the groups' activities. The advisor should help coach the organizations leaders in the principles of leadership and encourage the organization to attend Student Activities and ASMC sponsored leadership events. An advisor should be available to the organization to aid in all club activities.

III. FINDING AN ADVISOR

There are several ways to find an advisor for a student organization. The following are suggestions for a way to begin your search:

- Post a notice to faculty-news@mills.edu.
- Ask friends if they know of any faculty/staff with interests similar to the organization's goals and interests.
- Ask your faculty advisor for a referral of another faculty or staff member.
- Ask a faculty member that you have had in the past.

LEADERSHIP

RECRUITMENT

Your student organization's success not only depends on your group leaders, but also on your membership. Effective recruiting, as exciting or frustrating as it can be, will ultimately secure your success. Recruiting new members not only aids in your group's programs this academic year, but can ultimately determine the longevity of your organization.

As rewarding as recruitment is, it is not an easy task and requires strategic planning on everyone's part. Your student organization may want to pay special attention to the following aspects when developing its recruitment strategy.

Assessment

Before you begin to recruit new members, your current membership must first assess the values and goals of your student group. In doing so, these members can then relay that information to interested students.

Your group may also want to outline and describe any open positions or responsibilities of student group members. Providing a clear framework of how your organization operates and expectations of members allows interested students access to the information to decide to join your group. Finally, designing specific roles and responsibilities allows student leaders to articulate to prospective members how they are involved and to what extent they can get involved.

On a larger scale, your organization may want to examine why students get involved in creating your recruitment strategy. Understanding the various reasons students seek co-curricular activities not only adds to how you target new members but also to how your organization retains them. In assessing these reasons, look to your own motivated and committed student leaders who express their dedication to your student group and pose the following questions:

- Why did you get involved with this student group?
- What drew you to us?
- What did you expect when you attended your first meeting? Were those expectations met?

Unless your members can articulate these questions for themselves, it will be difficult to recruit new students. Here are some examples of why student get involved:

- feel needed, important
- opportunity to be creative
- power, recognition
- social contacts

- bring about social change
- use skills and experience
- new ideas
- to be a resource
- peer pressure
- looking for a significant relationship
- enjoy a challenge
- develop skills and experience
- have fun
- increase skills to add to resume
- excitement
- personal contacts
- identify with a cause
- be close to the action
- cure loneliness and boredom
- be part of a group

Keep in mind that new members and volunteers want:

- an experience that will best use their time
- opportunities to use their skills and develop new ones
- positions that speak to their talents and abilities

Attracting the right members

After your organization has laid its foundation for its recruitment strategy through assessment, it's time to start the exciting part! Here are some methods you may want to use:

- Use personal contact
 - Talk to friends and fellow student leaders who may know of other students interested in getting involved.
 - Talk to Resident Advisors who have residents looking for co-curricular opportunities.
 - Make general announcements advertising your organization's events before or after class.
- Utilize on-campus media
 - Make use of the various forms of media Mills has to offer. These include the *Campanil* student newspaper, and online through student news.
 - Making use of registered organization benefits, your organization can also access the Office Student Activities resource office and create/ post fliers for your meetings and events.
 - Create and design a website for your club for cost-effective marketing and increased access to interested students.

- Keep your notices short, catchy and appealing, including information on why students should attend and become members.
- Use of these media resources may require specific procedures. Please refer to the Handbook Appendix for more information on how to make use of these resources.
- Ask your current members for ideas
 - Your current members are still around for a reason. Ask them why they're still committed and what ideas they have to add new members.
 - You may want to suggest that each member bring a prospective member to the next general meeting.
- Participate in Club and Organization Events and Publications
 - Each semester the Involvement Fair brings together clubs and organizations and students interested in being involved. This is your opportunity to show students who you are and what your organization contributes to Mills.
 - The Club and Organization Directory provides both new and prospective students with descriptions of registered student groups. Make sure your organization is properly represented by submitting updated constitutions and mission statements.
 - The Club and Organization Directory also provides students with direct contact to all registered student clubs. Ensure that your organization has updated contact information by visiting the Department of Student Activities.
 - These events and publications are effective means of marketing and recruitment if your information is updated and if your organization participates.

RUNNING EFFECTIVE MEETINGS

Goal setting and the business of your student organization often take place during your general or executive board meetings. The success of these meetings can reflect upon the success of your organization's events and activities. When meetings are efficient, more is accomplished and members are happier and more willing to participate and attend.

Many organizations vegetate between meetings. There is little or no follow up of decisions reached at the previous general meeting. The vigor and momentum forward of an organization is often more closely related to what happens between meetings, than with what takes place at the meetings themselves.

Meetings give members a chance to discuss and evaluate goals and objectives, keep updated on current events, provide a chance to communicate and keep the group cohesive. Most of all, meetings allow groups to pull resources together for decision

making. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will “run itself.”

20 Suggestions

The following are suggestions for your organization’s meetings to be successful and productive.

- 1. Have an agenda**
 - a. They should be distributed prior to or at the beginning of meetings.
 - b. Agendas serve as meeting reminders and give members a little advance notice to collect their thoughts and materials for the meeting.
 - c. Also, members will realize that they will be called upon from week to week to verbally update their assigned areas.
 - d. This should encourage each member to attend every meeting.

- 2. Begin on time.**
 - a. Do not reinforce latecomers by waiting for them.
 - b. Value the time of those who come on time.

- 3. Choose an appropriate meeting time, and meet regularly at the SAME time.**
 - a. When meetings are at a different time each week you will have less people in attendance, deadlines will not be met, and it causes confusion for everyone.

- 4. Choose a location suitable to your group’s size.**
 - a. Small rooms with too many people create physical and emotional tension.
 - b. Larger rooms are more comfortable and encourage individual expression.
 - c. Rooms that are too large make the atmosphere less inviting and exciting.

- 5. Create a warm, friendly atmosphere so members feel free to express themselves.**
 - a. Make meetings FUN through food, activities and games pertaining to activities.
 - b. Utilize guest speakers and visual aids to keep and maintain interest.

- 6. To begin, briefly summarize the content and important accomplishments of the last meeting.**
 - a. State goals for the present meeting.
 - b. Be realistic.

- 7. Encourage feedback.**
 - a. Ideas, activities, and commitment to the organization improve when members see their impact in the decision making process.
- 8. Get to the business.**
 - a. If members feel that their time is being wasted by attending the meeting, they won't attend.
 - b. Give recognition and appreciation to excellent and timely progress.
- 9. Keep all members involved.**
 - a. Do not carry on a long dialogue with one member.
 - b. This is the quickest way, next to lecturing, to alienate the rest of the members.
- 10. If questions are asked, direct them back to the group.**
 - a. Ask experienced or creative members to respond, and seek input from new members.
 - b. Avoid becoming the focal point of the meeting.
 - c. Encourage the interaction among members.
- 11. Keep the meetings organized.**
 - a. Do not let members drift to irrelevant topics, and do not be afraid to ask members to stop private conversations.
 - b. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.
- 12. Limit time on topics if members begin to consume too much of the meeting.**
 - a. For example, your meeting chair can state that three more minutes of discussion will be allowed before a call for a vote.
- 13. Use a blackboard upon which to write members' comments and ideas.**
 - a. This legitimizes their comments and stimulates further thought.
 - b. People enjoy seeing their comments in print.
- 14. Avoid hasty actions resulting from a lack of time.**
 - a. Plan to continue the discussion at the next meeting if a decision isn't reached.
- 15. Make members feel that they are solving the problem at hand.**
 - a. Your organization's leaders serve as guides, but let the group decide which direction to take.
- 16. Delegate responsibilities**
 - a. Delegation allows more people to get involved.
 - b. It distributes the work load.

- c. Delegation motivates members by giving them value and importance and helps organizations run more smoothly.

17. Keep your meetings short

- a. Members are more willing to attend if they know when the meeting will be over.
- b. Keep to your allotted time.

18. End the meeting on a high point of interest, not when the participants have become exhausted and impatient to leave.

- a. Inquire at the end of the meeting to see if members feel that particular subjects have been properly covered.
- b. Summarize important decisions and make sure all assignments are clear.
- c. Ask for agenda items for next time, and set date, time, and place of the next meeting if it changes.

19. Write up and distribute minutes within 3 or 4 days.

- a. Quick action reinforces the importance of the meeting and reduces error of memory.
- b. Include calendar of events, recognition of those individuals doing important work, an outline of recent decisions affecting the organization, and identify new members.
- c. Minutes from a meeting are an official record of the business of your organization.
- d. Minutes give continuity to procedures and traditional activities and inform members who were not in attendance.
- e. They are also helpful in following-up with assignments and decisions and are very useful in planning the agendas for future meetings.

20. Conduct periodic evaluations of meetings.

- a. Weak areas can be analyzed and improved for more productive meetings.
- b. Assess the planning, organization, participation, value, and attitude of the meeting and its attendees.

Remember, the greater the spirit, morale, and interest of your group, the greater participation you will have from your members. So, make your meetings both fun and productive!