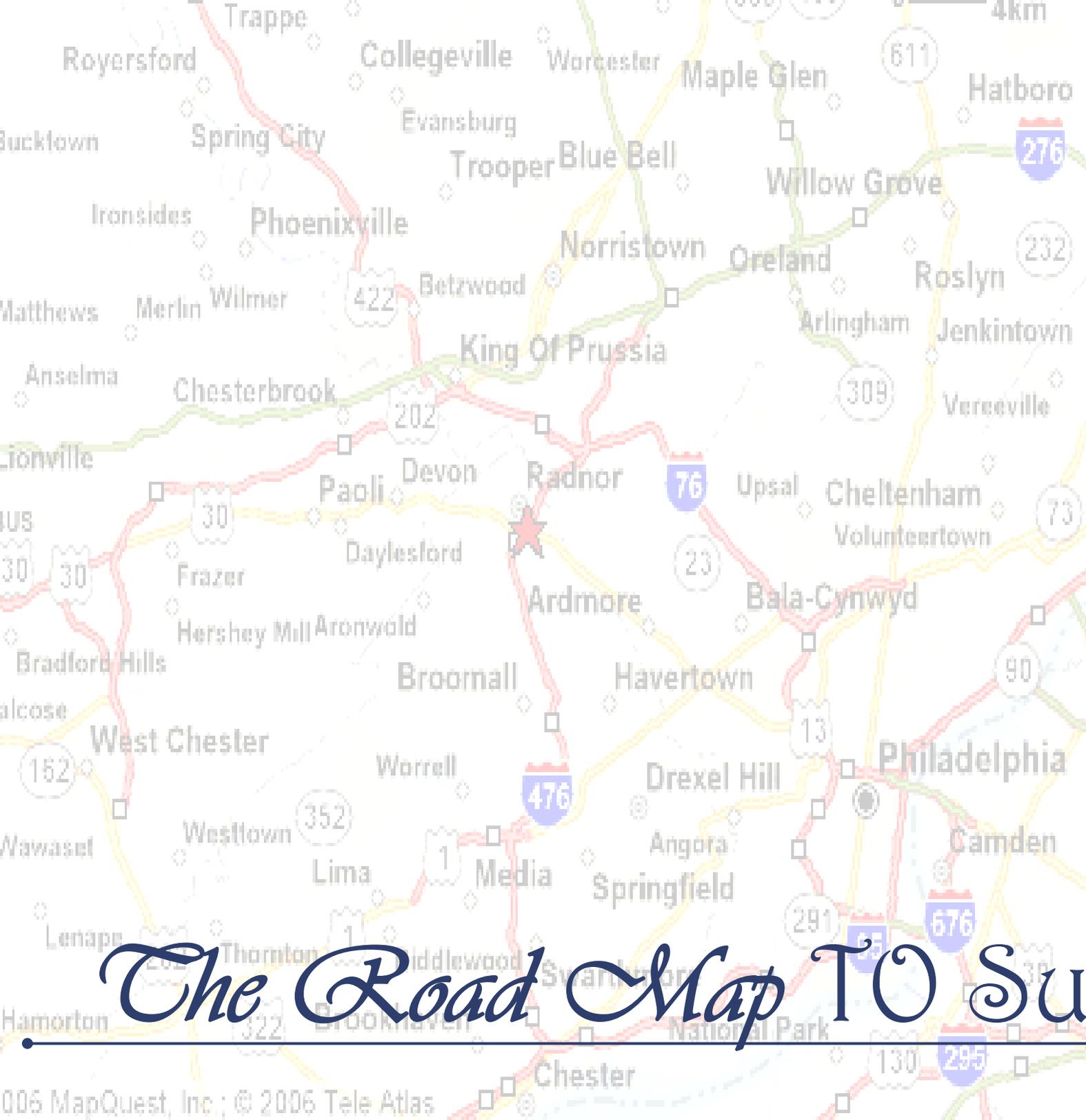


*STUDENT ENGAGEMENT and
LEADER SHIP (SEAL)*

The Road Map TO Success



WHAT IT TAKES TO BECOME A LEADER

Welcome to another exciting year at Cabrini College! You are taking one gigantic step to "Get Involved!" Leading a student organization is a big responsibility that takes a high level of energy, commitment, and time on your part. In an effort to assist you in creating and sustaining a successful student organization, this manual has been developed. We hope it will prove to be very useful. It will be beneficial for you to become familiar with the policies, procedures, and helpful tips that have been compiled in this manual. Please take time to read through it and refer to it throughout the academic year.

The year is sure to be set with challenges and rewards. As we are sure you realize, student organizations are an important part of the collegiate experience. We, in the Center for Student Engagement and Leadership, recognize and support your learning, development, and growth as a student leader.

The Center for Student Engagement and Leadership is here to assist you with the maintenance and growth of your organization. If at any time you would like to meet to discuss leadership development or the planning of an event for your organization or the campus community, or have other pertinent issues, please do not hesitate to contact us.

In this manual, you will find the information necessary to be in compliance with Cabrini College guidelines for student organizations and recreation clubs. The information contained is crucial to your organization's success. Please review it carefully. Failure to abide by any policy could result in withdrawal of registration privileges for your group.

We look forward to working with you as your organization enhances Cabrini College's core values of vision, respect, community, and excellence.

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WHAT IS A STUDENT LEADER

So, where does leadership fit into your life? Student leaders at Cabrini College are not just made up of those students on organization executive boards, but any student who is willing to take on a leadership role in the events that happen in and around the campus and community. Student leaders make a difference through their effort and ability to take a lead or a stand up for what they truly believe. Student leaders should not have all the answers, but rather be the ones that inspire other students despite all circumstances. Student leaders at Cabrini College are engaged in a process of self discovery. They are students who come from different backgrounds who believe in a common goal. Cabrini College is the place for student leaders to grow, explore, and achieve in life.

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Club Formation/Recognition

A group of students interested in forming a new organization may do so by completing the steps listed on the right.

Inactive Status

An inactive club or organization that does not meet the student organization registration requirements. If a student organization is inactive for more than 3 semesters, the student organization will be classified "Does Not Exist". Any Funds, assets, or materials purchased and acquired by the organization will be turned over to the Center for Student Engagement and Leadership.

Club Reactivation

A group of students interested in reactivating an organization that was once a recognized club, but is currently inactive, may do so by following the same procedure as for club formation; REMEMBER, instead of checking *New Registration* on the registration application, please check *Renew Registration*.

WHY START A CLUB/ORG?

- ⇒ Use of the Cabrini College name
- ⇒ Reserve College facilities
- ⇒ Organize events, activities, fundraisers, meetings, and programs
- ⇒ Solicit membership
- ⇒ Claim affiliation with Cabrini College
- ⇒ Participate in the Involvement Fair each semester
- ⇒ Reserve Cabrini College vehicles
- ⇒ Reserve Cabrini College computer and audio visual equipment
- ⇒ Use services, equipment, and materials from the Center for SEaL and other departments on campus

HOW TO START A CLUB/ORG

STEP 1: Identify club officers plus 5 additional Cabrini College students with a common interest in the club purpose.

STEP 2: Identify a Cabrini College faculty or professional staff member willing to serve as the advisor.

STEP 3: Write a constitution and set of bylaws. (Your proposed advisor and the Center for SEaL can offer assistance.) See the "How to Write a Constitution" section.

STEP 4: Submit a copy of your constitution, 5 members, proposed slate of officers, and proposed advisor to SEaL (1st Floor, Widener).

HOW TO KEEP YOUR CLUB/ORG ACTIVE

1. REQUIREMENTS FOR REGISTRATION

A student organization /recreation club must submit the following materials to the Center for Student Engagement and Leadership (SEaL), which will be reviewed and approved by the Director of the Center for Student Engagement and Leadership.

Complete a “Student Organization Registration Application.”

Completion of this form must include the proposed name of the organization, purpose, officer and membership list, constitution, interest category and the faculty/staff advisor which your student organization has selected.

Your group must register annually in the Fall Semester within the first 30 days of classes. This renewal will take place with the submission of all required information.

2. OFFICERS AND MEMBERSHIP

Submit a typed list of your officer and members. This needs to be e-mailed to SEaL as a *Microsoft Excel* spreadsheet and as a paper copy (included in the registration information) to the office. The *Microsoft Excel* sheet should include the following information:

- ⇒ Full Name, Student ID #, Position, Campus Address and Cabrini Email Account.

3. DESCRIPTION OF STUDENT CLUB/ORG

This is the basis for information provided about your group which will be placed in the Student Organization Directory, webpage info, and explained to interested students that want to *GET INVOLVED* with your group.

4. THE CONSTITUTION

- ⇒ A statement of purpose that is consistent and compatible with the mission and goals of Cabrini College and its Catholic ideals.
- ⇒ Criteria for membership in the organization.
- ⇒ A description of the relationship between the organization and any off campus, national, international organizations, if any. (Sororities and fraternities are not permitted at Cabrini College and are not eligible for institutional registration).
- ⇒ The purpose, aims, and functions of the organization.
- ⇒ A list of all officer positions, committee chairs, committees and their responsibilities.
- ⇒ The procedures and annual schedule for election/appointments of officers.
- ⇒ The procedures for amending the organization's constitution.
- ⇒ Voting requirements and quorum to conduct business.
- ⇒ An agreement to abide by all institutional policies in the functioning of the organization.
- ⇒ An acknowledgement that the group will not discriminate on basis of race, religion, age, sexual orientation, disabilities, ethnicity, and national origin.
- ⇒ A description of how the organization advisor shall be selected and the responsibilities that person will have to the organization.

5. ADVISOR

Identify the right advisor for your group! This person is an important part of your group. Your advisor can play as active a role as you feel necessary; however, their expertise and experience are an added plus in helping your organization flourish. It is important, in any case, to choose your advisor carefully and consult them regularly to get their assistance as well as keep them well-informed. *Remember "YOU" are responsible to lead and manage your student organization/athletic club, and your advisor is available to guide, support and challenge you.*

6. APPROVAL PROCESS

All club/recreation club Registration Applications can be returned to the Center for Student Engagement and Leadership. The Director of the Center for Student Engagement and Leadership will approve all clubs and organizations once paperwork is has been completed and submitted.

7. ACADEMIC STANDING FOR STUDENTS IN A CLUB/ORG

The Overall grade point averages (GPA) of all officers/members are required to be **2.0** or above (unless a higher minimum is specified in the organization's constitution). Grades will be monitored by the advisor and the Center for Student Engagement and Leadership.

All members of student organizations and recreation clubs are required to be enrolled as undergraduate students with Cabrini College and must be in good academic and disciplinary standing.

A student on academic probation (overall GPA below 2.0) is ineligible to participate in co-curricular activities as an officer, director, member of any student organization activity. Students will be informed of their ineligibility by the advisor and the Center for Student Engagement and Leadership. Once informed, they may not be active in the group until they are in good academic standing and are removed from the probation list.

An appeal can be made to the Director of the Center for Student Engagement and Leadership by the student if there is an extenuating reason why he/she should not be removed from the student organization/club.

Following campus-wide policy and procedure is an important aspect of being a student leader at Cabrini College. Respect, reputation, and success of a club or organization is built on a foundation of integrity and ethics.

HOW TO WRITE A CONSTITUTION

| | |
|---------------------|--|
| Article I: | Introduction |
| Section I: | Name of Organization |
| Section II: | General purpose/goal of the organization |
| Article II: | Membership |
| Section I: | Who is eligible to be a member of your organization? |
| Section II: | How are the members selected? (open to all, application, ballot) |
| Section III: | Qualifications and responsibilities of the members |
| Article III: | Executive Board/ Officers |
| Section I: | What are the different positions? |
| Section II: | Who is eligible for each position? |
| Section III: | Qualifications and responsibilities of each position. |
| Section IV: | What is the process for selecting the officers? (election, application, appointment, etc.) |
| Section V: | How are the officers removed from office if necessary? |
| Section VI: | How are vacant positions filled if necessary? |

| | |
|--------------------|--|
| Article IV: | Advisor |
| Section I: | What is an advisor? |
| Section II: | How is the advisor chosen? |
| Section III: | Qualifications and responsibilities of the advisor |
| Article V: | Meetings |
| Section I: | How often does the organization meet? |
| Section II: | Who presides over the meeting/what happens? |
| Section III: | Who must attend? |
| Article VI: | Amendments to the Constitution |
| Section I: | What is the process for offering an amendment? |
| Section II: | How is the amendment ratified (2/3 majority?) |

Generally speaking, a good constitution is a document outlining the basic principles agreed to by the members of your organization. It establishes the structure and purposes of the organization, the methods of selecting members and officers, and the powers and responsibilities of each.

Your constitution will be organized in a variation of an outline form; you may find it helpful to divide the outline into articles and sections, but it does not need to follow that format. To the left is an example to guide you.

Your constitution may be more elaborate or simple, depending on your organization. It will need to reflect the reality of your organization, but it should not encompass every possible occurrence that you can imagine.

Fund-raising (fūnd'rā'zīng) n : Fundraising is defined as the sale of products, the solicitation of money or contributions, the collection of dues or donations, the charge of admission, or any other means of collecting revenue.

getinvolved@cabrini.edu

TELL ME ABOUT FUNDRAISING

Groups seeking approval for fund raising activities must complete a Fundraiser Form and submit it to the Center for Student Engagement and Leadership a **minimum of five business days** before the fund raising activity is scheduled to begin. Forms can be picked up in SEal or downloaded at www.cabrini.edu/getinvolved. Click on Forms and Publications.

All posters and signs used to promote fund raising projects must be approved by the Center for Student Engagement and Leadership and promptly removed after the event is completed. Groups that do not remove advertising can be subject to penalties.

Approval for fund-raising activities will be granted to student organizations and recreation clubs that:

- ◆ Are officially registered with the College
- ◆ **DO NOT** serve or support partisan political purposes and/or activities
- ◆ Are open to all individuals regardless of race, national origin, age, gender, sexual preference, or disability
- ◆ Enhance the College's mission, core values, education of the

College facilities are not to be used for personal gain by individual students or organizations.

Personal gain is defined as the sale of goods or services or the sponsorship of any fundraising activity on College property by any individual or group that is intended to improve the personal financial status of any person or group of persons involved in the sponsorship of the activity. Fundamental to this definition is the premise that funds raised on College property are to be used to expand the educational and recreational opportunities for recognized campus student organizations/recreation clubs who raise funds on campus, or for legitimate community service activities, and not to financially subsidize individual person's interests or needs.

Permission for all fundraising activities is extended only to registered student organizations /recreation clubs and is subject to the following regulations:

- ✓ Permission **shall not** be granted for products and services that conflict with the institutional values of Cabrini College, or with the theological tenets upon which it is founded. Examples of prohibited products include; but are not limited to: contraceptives, alcohol, and pornographic materials.
- ✓ Pre-established fees for on/off campus facility/venue/permit/ or area, equipment rental, and other direct costs must be paid in advance by the student organization/recreation club.
- ✓ Funds raised must benefit a recognized campus student organization/recreation club or a bonafide charitable organization. (The Community Outreach Office, located in the Wolfington Center can be of assistance when determining the legitimacy of a charity).
- ✓ The College reserves the right to investigate financial records of student organizations/recreation clubs that have been allowed to raise funds on/off campus to determine if the funds are being used for the purpose for which they were raised.



TELL ME ABOUT FUNDRAISING

PUBLICITY: Must include the following information:

- a. name of the sponsoring club/organization
 - b. name of the individual or organization benefiting from the activity
 - c. the intended use of funds collected at the activity
- ✓ Fundraising in the Residence Halls is also subject to restriction of Housing policies or hall policies relating to location or procedures. All fundraising events that are conducted in the Residence Halls must be approved by the Director of Residence Life.
 - ✓ As funds are acquired, all proceeds must be deposited into the student organization's /recreation clubs college account immediately. In the event that the business office is closed or due to an unfortunate circumstance, student organizations may utilize the Center for Student Engagement and Leadership (SEaL) during regular business hours. SEaL will lock all funds in the safe for 1 night; however, it is the officer's and advisor's responsibility to deposit the funds the following day into the business office.

Students and advisors may not carry or store funds in their offices, book bag, rooms, or anything that is not a safe or deemed appropriate by SEaL.

Students/ advisors are responsible to deposit all proceeds within 1 day of collection to the Business Office.

Tip: Including where the fundraiser will be held and hours it be held will increase participation amongst students!

What is SOFC?

SGA Student Organization Funding Committee exists to provide registered student organizations with the opportunity to request programming and operational funding from the Student Government Association. SOFC is a “budget committee” that recommends SGA funding allocations to the SGA General Assembly for approval. Final approval of budget allocations is made by the Director of SEaL.

SOFC has two processes for requesting funding:

- ⇒ The annual spring budget requests
- ⇒ Special Allocation/Reallocation form

The Annual Spring Budget— The annual spring budget requests are the primary and best way to receive funding from SOFC. In the Spring, each club/organization will submit a budget proposal to SOFC. The Spring Budget Requests are very important because this is the time when SOFC allocates the vast majority of its budget. As a leader of your club/organization, it is crucial for you to remember the following items if your group is to receive SOFC funding:

Process—

- 1** You must fill out a Budget Request Packet. Consult with your club members, have it signed by your advisor, and hand it in at the SOFC mailbox (located on the SGA office door, across from the mailroom) by the assigned due date in the ***Spring Semester***.
- 2** When Budget Requests Packets become available, there will be a timeline available that will detail when they are due and the process to be followed to receive funds.
- 3** In order for your club or organization to be considered for funding, you must hold executive board elections for the upcoming fiscal year prior to your budget submission in the Spring. In addition, any funds that you are allocated will not be transferred into your account until SOFC has received approval from SEaL and been told that your club is officially registered for the year. All funds approved in the Spring will be for the upcoming academic year and not deposited until the correct paperwork has been received by SEaL, registering your club for the correct academic year.

Special Allocations- During the Spring budget process, SOFC sets aside a contingency fund for use during the academic year. These funds are generally used for newly formed clubs/organizations. The procedure for receiving special allocations is as follows:

- ⇒ Obtain a budget request form if you are a newly formed club or organization
- ⇒ Complete the form and return it to SEaL. SOFC will schedule a special meeting to review any Special Allocation requests that are submitted and will contact your organization once it has made a decision regarding your request (it is important that you include accurate and legible contact information on this form so SOFC can contact you in a timely fashion).
- ⇒ Since contingency funds are limited, SOFC requests very specific information and strongly encourages fundraising and co-sponsorship with other clubs/organizations.

WHAT IS SOFC?

SGA is the official governing body that represents the student body's needs in a democratic process. SGA is the official voice of the student body and strives to uphold Cabrini College's Core Values and institutional mission.

SOFC Guidelines for Requesting Funds

SOFC appropriates funds for activities initiated by recognized student clubs/organizations and treats all clubs in an equal manner when granting funding. Below are the guidelines for SOFC funding:

- Budget proposals will only be accepted for general programming that is open to ALL undergraduate students.
- Only recognized student organizations (those who have completed the registration form for the current academic year) will be considered for SOFC funding. SOFC will collaborate with the Center for Student Engagement and Leadership to determine the status of an organization before granting approval for funds and funds will not be transferred to the club's budget until SOFC has received approval from the Center for Student Engagement and Leadership. Registration contingent upon all paperwork submitted.
- Clubs/Organizations requesting funding must have an advisor's signature and must have completed their service project for the year prior to the request. SOFC will request information about plans to complete the service requirement for the current academic year and will collaborate with SEaL to ensure that clubs are completing their service requirement.
- Requests for funding for alcohol, membership dues and/or charitable donations or expenses will not be funded.
- Clubs receiving funding from another source on campus will be considered after all other clubs are allocated funds. This allows all eligible groups to receive some funding.
- The maximum amount of funding that can be requested for the following items is:
 - Food - \$300
 - Conferences - \$200
 - Operational - \$150 (faculty support copier and office supplies)
 - All other general programming request amounts will be determined by SOFC
- Requests for materials specific to your organization (i.e. protective gear for recreation club) will be determined only if information regarding their future usage and storage has been provided to SOFC.
- All proposals must be submitted with as much supporting detail as possible. If inadequate information is provided, SOFC reserves the right to return the proposal to the club/organization for further revisions. This may delay approval of the request and affect the amount of funding a club receives.,

Criteria for Receiving SOFC Funding

The most important factors considered by SOFC for events to receive funding are:

1. Your club's track record.
 - Have you spent SOFC funds according to the guidelines?
 - Have you successfully held this event before?
 - Do you publicize well?
 - Do you involve your membership in decision-making?
 - Have you attempted to fundraise?
2. Benefit to the college community.
 - Is this event or activity open to everyone?
 - Does the event bring something new and exciting to campus?
 - How many people will be affected by your program or event?
3. Submission of your Budget Proposal Packet.
 - Did you provide a detailed budget request?
 - Did you do the legwork and prior planning to submit a well-detailed request?

These criteria are all of equal importance when SOFC reviews requests for funding. They are guidelines to help you be more successful when preparing your request. Remember, SOFC has a limited amount of funds to allocate and the more detailed your request, the better your chances for receiving funding.

Ordering Supplies

When ordering supplies for the organization, students should put together a list of supplies they need and meet with a representative from the Center for Student Engagement and Leadership to review it. Whenever possible, student organizations should order supplies from Office Depot, since the college has an agreement with this company and accounts are already set up.

When it is not possible to order supplies from Office Depot, there are two options available for students:

1. An individual from the organization (or advisor, if they are willing) should purchase the necessary supplies, complete a Check Request Form and attach the receipt to be reimbursed the funds. Turn this form into the Accounts Payable Coordinator in the Business Office. Once turned into the Business Office, it takes approximately one week for a check to be disbursed.
2. Contact the Center for Student Engagement and Leadership to ask about using their Purchasing Card. The purchasing card can only be used for orders that can be placed online or over the phone and students should come to the office prepared to place the order with all the necessary information readily available. Students should call to set up an appointment to meet with a staff member in SEaL and should be specific that they would like to use the purchasing card to place an order for their club or organization. They must also come prepared with an approval signature from their advisor so we can ensure the advisor is aware of the expense (s).

Special Note: *Cabrini College is tax-exempt. When students are ordering supplies on behalf of the College, they must notify the vendor that we are an educational institution and are tax-exempt. The Center for Student Engagement and Leadership or business office can provide a copy of the tax-exempt certificate, most vendors require a tax exempt certificate.*

HOW TO USE YOUR FUNDS

When to use a cash advance

From time to time, it may be necessary to request a cash advance from the Business Office. Examples of times when this may be necessary include:

- When the club is hosting an event where they are charging an entrance fee and they need a change box. Student Engagement and Leadership can provide a locked cash box, but student organizations are responsible for the cash for the box.
- A club representative needs to go off campus to purchase supplies for the club and is unable to personally cover the cost and be reimbursed later; the individual needs to have cash from the college to pay for the expenses.

In order to get a cash advance, the individual should complete a check request form and submit it to the Accounts Payable Coordinator in the Business Office. You should keep in mind that checks are only cut once a week and are available on Friday mornings, so plan ahead for when you will need the cash. Once you have the check from the Business Office, you can ask them to cash it for you. Once the purchase(s) is made, the club representative **MUST** return the receipt and any change to the Business Office as soon as possible. The total of the receipt and the change must total the amount of the original check request.

Questions regarding this process can be made to the Center for Student Engagement and Leadership at x8410 or by e-mail getinvolved@cabrini.edu. Students can also contact the Accounts Payable Coordinator in the Business Office at x8280.

Check request forms may be obtained visiting www.cabrini.edu/bannerinfo, clicking on the "Finance" tab, selecting "Accounts Payable Forms" and "Check Request."

R&R

Recruiting and Retaining Members

1.

Why should students become part of your organization? Share goals and the mission of your group. Ask current members why they joined and share their experiences with others. Be specific about your programs, you worked hard!

2.

PUBLICIZE!!! Word of mouth is extremely effective. E-mail, announcements, flyers, and the involvement fair are just some of the ways you can recruit students to belong to your organization.

3.

Benefits and Opportunities! Make a list of all the benefits and opportunities that new members will receive for their involvement. Give students a desire for accomplishment and make sure you let others know why your organization is important!

4.

Recruitment is an ongoing process. This is not only something you do in the beginning of the semester, its something that you can do all year long. Get involved in opportunities that educate people about your organization. Be available at all events, not just your own to answer questions and recruit!

CLUB ✓ MONEY ✓.. NOW WHAT?

RETAINING YOUR MEMBERS

MOTIVATION: Motivation is contagious! Motivating your members is a great way to make them feel a part of the team. Recognition, Job satisfaction and Food are just a few simple incentives for motivation.

RECOGNITION: This on-going activity is for members to express their appreciation for each others contributions. Feedback, attention and acknowledgement are a few key factors in creating a successful organization.

DELEGATION: This responsibility is for current leaders to communicate and help others in their group feel important and recognized.

MEMBERS NEED TO...

- ◆ Have a sense of belonging– members should feel welcomed and be able to give input into the organization.
- ◆ Assist in some aspect of the planning in events and goals.
- ◆ Be “in the know.” Communication to all members is a huge factor in retaining students every year.
- ◆ See that progress is being made toward the goals of the organization.
- ◆ Have some responsibility or ownership within the organization.
- ◆ Have confidence and trust in the organization and other members of the group
- ◆ **HAVE FUN!!!!**

How to Run a Successful Meeting

Before the Meeting:

- ◆ Make sure your meeting room is reserved properly (room reservations can be done by completing a room reservation request form found at cabrini's website or in SeaL's office)
- ◆ Prepare an agenda
- ◆ Invite your club members to attend

During the Meeting:

- ◆ Start on time
- ◆ Follow the agenda
- ◆ Manage your time
- ◆ Be open-minded
- ◆ Be sure you write down your meeting minutes, especially if you take a vote
- ◆ Have Fun!

After the Meeting:

- ◆ Prepare the meeting minutes and begin sending them to your members
- ◆ Send the minutes to everyone in your group, even those who weren't able to attend the meeting
- ◆ Evaluate the meeting and begin to plan for the next one

Sample Agenda

I. Call The Meeting to Order

II. Roll Call:

III Reading of the Minutes: The Secretary reads a record of the last meeting.

IV. Officers' Reports: Officers give reports to the group when called on.

V. Committee Reports: List them in order

VI. Special Reports: Important business previously designated for consideration at this meeting.

VII. Unfinished Business: Introduction of new topics.

IX. New Business: Informing the organization of other subjects and events.

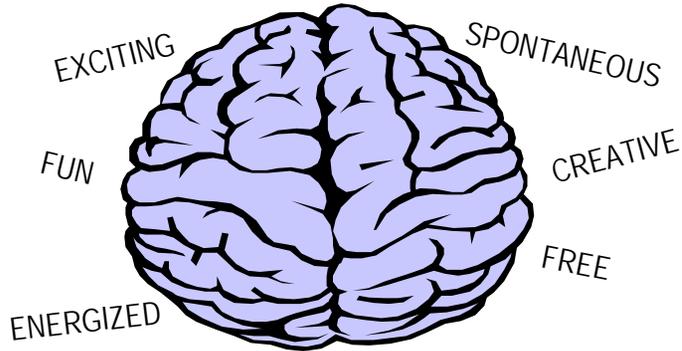
X. Announcements

XI. Adjournment:

1

ed@cabrini.edu

STAGE 1 *Brainstorming*



1. Combine ideas to make better ideas! Think of an event you would like your group to do.
2. Let others throw more ideas into the brainstorming pot
3. Discard any ideas that are impossible, illegal, or just not feasible
4. Choose the best idea by having everyone in your organization vote

2

STAGE 2 *Utilizing YOUR Planning Resources*

✓ Club Mailboxes– Club mailboxes are located in the Center for Student Engagement and Leadership on the First Floor of Widener Building. All club and organizations have a mailbox and you can advertise and promote events and communicate with other organizations on campus.

✓ Photocopying– The Faculty Support Office provides photocopying services for the various departments of Cabrini College. Your student organization may request an account through the Center for Student Engagement and Leadership. However; student organizations and recreation clubs must have allocated funds in their faculty support account in order to gain access to the faculty support photocopier. Faculty Support will bill your student organization/recreation club budget for any copies you make.

Registered student organizations and recreation clubs are not considered departments of the College and their policies and procedures fall under the purview of student organization/ recreation clubs. If a student organization and recreation club would like to exceed the number of duplications they are allotted by the S.G.A., they must obtain approval from SGA and the Center for Student Engagement and Leadership in order for the Faculty Support Office to process the request.

STAGE **3** *Reservations & Facilities*

The 4-1-1 on Event Planning

Any request for use of a campus facility by a student organization or recreation club will require the approval of the Center for Student Engagement and Leadership. In most cases, an "Event Request Form" for approval must be submitted to SEaL at **least 10 working days** in advance. Please note space reservation is vital in planning an event. It is important to request space many weeks in advance prior to filling out the Event Request Forms.

Event Requests are approved only:

1. When space is available.
2. When the student club/organization is currently in good standing with the College.
3. When the proposed activity poses a clear and present danger of injury to person, damage to property, or to the orderly operation of the College.
4. When the program is organized and the event request form is completed.

Assignment of space will be processed on a first-come, first-served basis through the following offices for the specific locations on campus:

Office of Residence Life x8410

All Residence Halls, Lounges and Houses

Dixon Center: x3904

Nerney Field house
Intramural Fields & Pool

Campus Scheduling: x 8290

All rooms, set-ups, requests & reservations on campus

For space and a set-up to be approved through any office, SEaL must have contacted your club/org and approved the event/fundraiser. Approval is contingent upon the submission of an event or fundraiser registration form.

You can obtain reservation form at www.cabrini.edu/getinvolved, then click on Forms & Publications.

Please add this to your browser favorites

All registered student organizations are granted equal access to:

- (a) the use of information tables in designated common areas
- (b) access to designated bulletin boards
- (c) scheduled use of meeting room.
- (d) use of SEaL stage

VAN RESERVATION

- ✓ Request a van by visiting www.cabrini.edu/getinvolved and clicking on “Van reservation”
- ✓ Only registered student organizations and recreation clubs are authorized to request college vans.
- ✓ Vans are to be used for college business and not for personal gain.
- ✓ Obtain keys from Public Safety.
- ✓ Vans are to be returned clean with a full tank of gas and parked in the assigned parking spot upon return.
- ✓ In addition, if you notice that there is a mechanical problem, or something is broken, or something odd with the vehicle, you must report this to Public Safety immediately when returning the keys to the van. Safety is our first priority!

SECURITY FOR EVENTS

Student Organizations and Recreation Clubs must notify the Director of the Center for Student Engagement and Leadership and the Director of Public Safety when the staging of an event poses the potential to cause some sort of disruption.

The sponsoring student organization/recreation club is required to hire an adequate number of Public Safety Officers (as determined by the Director of Public Safety) to provide security for the event or activity. In some cases, the Director of Public Safety may require the presence of a Radnor Township police officer. Student organizations requiring security for an event must fill out a Security Authorization Form which is available at Public safety or in the Center for Student Engagement and Leadership. The completed form must be submitted to the SEaL for approval. Public Safety Officers must be requested at least 10 business days in advance of the event, or a late fee may be imposed.

CAV SOUND

CAV Sound Rentals

Cavalier Sound provides sound to the Cabrini College Community. The “tech crew” is made up of students hired on a yearly basis and trained in many aspects of basic technical production. Qualified CAV Sound Technicians must accompany all rented equipment throughout setup, performance, and breakdown. Only qualified CAV Sound Technician may setup and operate equipment. Every club is responsible for the payment of 10 per hour. Rental rates apply to offices and departments depending upon the selected package.

Cavalier Sound Technical Services Requirements:

- ◆ Event requests must be submitted at least 2 weeks prior to the event (10 business days).
- ◆ Event must occur on campus.
- ◆ Safe working conditions must be maintained by sponsoring organization. CAV Technicians will not set-up or operate in unsafe conditions.
- ◆ The timeline of the sound (such as start time of music or when microphones should be turned on) is the responsibility of the sponsoring organization to inform the sound tech of when to begin/stop music, lighting, etc.
- ◆ If the event is cancelled after set-up, the sponsoring organization/department is responsible for the cost of the work completed up to that point. The sponsoring organization/department will be responsible for all external rental costs regardless of cancellation time/date.
- ◆ It is the sponsoring organization’s responsibility to supply CD’s if music is requested

CATERING

The College’s Food contractor, Sodexo Dining Services, has an exclusive right to cater food anywhere on campus. This means that off-campus caterers are not allowed to deliver or serve food or beverage for any meeting or event on Cabrini College property unless approved by Dining Services. Student organizations / Recreation Clubs requiring catering must contact Dining Services and meet with a representative to gain a price quote. All requests for catering should be made at least 10 business days in advance of your event. Call 610-902-8505 for more information on prices, menu options, etc.

*Only Masking Tape On Walls
 Only Tacks On Bulletin Boards & Kiosks*

ALL PUBLICITY MUST BE STAMPED PRIOR TO COPYING AND POSTING!

LOCATION TO POST

| | | |
|------------------------|--|--|
| Widener Center | 2 nd Floor Stairways Basement Floor Jazzman’s Café | All Round Kiosks (<i>tacks only</i>) Cement Walls & Bulletin Boards (<i>tacks only</i>) Mailbox Area Bulletin Boards/Cement Walls in Mail Box Area Only Table Tents Are Permitted |
| Founders Hall | All postings must be below the wood trim on the red part of the wall. <i>DO NOT POST IN STAIRWAYS, ON WINDOWS, DOORS, OR FOUNDERS ENTRANCE!</i> GAIN KEY FROM SEaL | |
| | 3 rd Floor (West Wing) 2 nd Floor (West Wing) 2 nd Floor (East Wing) 1 st Floor (Cafeteria) Opposite end of Café | 1 Display Case 2 Display Cases 2 Display Cases 1 Display Case 1 Display Case |
| Residence Halls | Prior approval must be given by the Area Coordinator of the area you wish to post or the Office of Residence Life. Posting still requires stamping by SEaL. | |

Posting on the door and windows of Founders Hall is prohibited in accordance with OSHA Regulations.

TYPES OF POSTINGS

| | |
|--|--|
| MAIL POSTINGS TABLE TENTS SIDEWALK CHALKING | Must be stamped prior to being placed in mailboxes. Must be stamped! Must occur only on Cabrini College campus. Writing cannot be placed on buildings. Must seek approval to post wording on campus. |
| VOICEMAILS CABRINI ONE PORTAL | Must have announcement written out prior to recording. Must submit message to SEaL for posting. |

When posting, please be mindful and respectful of other groups/organization when determining the number of copies you will post. If there is a questionable location, please contact the Center for Student Engagement and Leadership (x8410) to find out if a particular location is appropriate.

Postings must be taken down by the expiration date or your organization/club will be cited with a violation.

SAMPLE OF VALID STAMPS: on page 25

1. The Center for Student Engagement and Leadership (Widener 1st Floor) will assume responsibility for administering the posting distribution guidelines.
2. Notices must clearly state the organization and/or sponsor and any other pertinent information including time, date, location, and cost.
3. Posting places have been established in each building. A list of the location are listed on the front of this policy.
4. **BUILDING INCLUDED:** *Grace Hall, Dixon Center, Widener Center, Founders Hall, Woodcrest Hall, Xavier Hall, New Residence Hall, Maguire House, Dixon House, Infante House, McManus House, Casey House, Lanshe House, Sullivan House, and Cabrini Apartment Complex.*
5. Posting in the residence halls requires prior approval from the Area Coordinator of the area you wish to post or the Office of Residence Life. Posting still requires stamping by SEaL.
6. All notices will bear the one of the stamps on the front of this policy with a removal date. SEaL reserves the right to refuse a posting of notices found to be inappropriate for the Cabrini College Campus.
7. Flyers making any reference to alcohol, drugs, sex or tobacco (either written or pictorial) will be reviewed by the Director of the Center for Student Engagement and Leadership or the Vice President of Student Development. Approval for posting will not be granted for those flyers that promote anything in violation of Cabrini College policies, procedures, and Core Values.
8. Sidewalk chalk must be written on the ground. Absolutely no writing can occur on buildings. Individuals must submit the wording used for the message to the Center for Student Engagement and Leadership.
9. Campus groups will be responsible for posting their approved notices. It is also the responsibility of the sponsoring organization to have all notices removed by the stamped expiration date. If postings are not removed this will result in a violation of the Posting Policy.
10. Notices are to be posted only in approved areas. Notices are not to be posted on windows, walls, doors, lamp posts, trees, trash cans, etc. Placing flyers on cars is not permitted unless previously approved by the Center for Student Engagement and Leadership.
11. Banners may be suspended from trees or building only with advanced approval from the Center for Student Engagement and Leadership.
12. Off-campus groups may have materials posted on any Kiosk in Widener Center, Founders or Grace Halls. Any student receiving compensation from any outside group (Life, Time, radio station, credit cards, etc.) must also have material approved and stamped. Refer these types of advertisements to the Loquitur.
13. Off-campus postings must receive special approval through the Center for Student Engagement and Leadership.
14. The Center for Student Engagement and Leadership will be responsible for the following:
 - a. Approving/stamping the original notices to be posted (duplicates should be made after the original is stamped).
 - b. Removing notices not approved, posted in the wrong places, not posted with masking tape or tacks.
 - c. Monitoring and enforcing this policy within student organizations and departments.
 - d. Residence Assistants will monitor residence halls.
15. Students may have access to the glass cases located in Founders Hall and Widener Center; however, must seek approval from SEaL and must sign out the key.

Advertising 101

1. Chalk sidewalks
2. Put signs on orange cones
3. Door hangers
4. 1/4 sheets under windshield wipers
5. Write on students' white boards
6. Make up stickers and distribute
7. 1/4 sheet of paper under doors or in mailboxes
8. Have RA on duty spread the word while on rounds
9. Flyers on bikes racks
10. Balloons around campus with the event information
11. Write on something different! (Monopoly money, playing cards, etc)
12. Distribute info during meals
13. Signature of your e-mail
14. Table Tents (go through Sodexo)
15. Have the Cabrini Cavalier walk around with a sandwich board advertising your program
16. Write information on paper bags, fill with sand, and display around campus
17. Write on the white boards in classrooms
18. Footprints leading to the event
19. Campus Radio Station
20. Teasers in mailboxes and other locations on campus
21. Lollipops with a message
22. Write on Frisbees (hand out)
23. Overhead projectors in classrooms
24. Write on package slips
25. Flags - place throughout campus
26. Make announcements at other events
27. Use cut-outs or 3D objects to grab people's attention
28. Turn flyers into paper airplanes then throw them into open rooms
29. Hang signs from ceilings
30. Leave notes on people's backpacks
31. Take over an entire bulletin board
32. I.M. (Away Message & Chat)
33. Cover a resident's door
34. Phone chains
35. Signs in bathrooms
36. Find some old t-shirts reverse them, write the info & have students wear
37. Tape record a message and play from your room
38. Cover the halls with post-it notes
39. Hang the advertisements from beaded or candy necklaces and pass out for people to wear

WORD OF MOUTH!

Resources for Student Leaders

Catering

Agnes Randazzo x8153
Catering Director
Agnes.randazzo@cabrini.edu

Campus Activities & Programming Board

x8135
capboard@cabrini.edu

CAV Sound Request

Amber LaJeunesse x8461
Asst. Director of SEaL
Amber.r.lajeunesse@cabrini.edu

Computer Problems

ITR helpdesk x8366
heather.k.mills@cabrini.edu

Contracts to be Signed

Anne Filippone x8755
Director of SEaL
Anne.filippone@cabrini.edu

Dixon Center

Amanda Eckenroad x3904
Administrative Coordinator– Dixon Center
amanda.r.eckenroad@cabrini.edu

Facilities

Rhoda Johnson x8290
rjr726@cabrini.edu

Family Weekend

Anne Filippone x8410
Director of SEaL
anne.filippone@cabrini.edu

Funding of Student Clubs & Student Government

x8728
Student Government

Fundraising

Anne Filippone x8755
Director of SEaL
anne.filippone@cabrini.edu

Homecoming

x8256
Director of Alumni Program & Giving

Intramurals & Recreation

Orlin Jespersion x 3909
Director of Intramurals & Recreation
orlin.j.jespersion@cabrini.edu

Involvement Fair

Amber LaJeunesse x 8461
Asst. Director of SEaL
amber.r.lajeunesse@cabrini.edu

Rooms Reservations and Set ups

Rhoda Johnson x8290
Rjr.726@cabrini.edu

Orientation

Anne Filippone x8755
Director of SEaL
anne.filippone@cabrini.edu

Poster Approval

Center for Student Engagement and Leadership

getinvolved@cabrini.edu

Reimbursements

Pat Casey
Business Office
patricia.casey@cabrini.edu

Service Opportunities

David Chiles
Director of Service Learning
david.chiles@cabrini.edu