

Student Organizations Manual



Gettysburg College
Office of Student Activities & Greek Life
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Welcome!

Greetings and welcome to another exciting year at Gettysburg College. It is the aim of the Office of Student Activities & Greek Life (OSAGL) to support and enhance student clubs and organizations. To this end, OSAGL has developed this manual to serve as a primary resource in your process of leading one of Gettysburg College's clubs and organizations.

This manual provides information regarding important Gettysburg College policies and procedures. There is also practical and valuable information regarding leadership development topics and event planning. Please familiarize yourself with this information as it can only benefit your organization's success. This manual is reviewed and updated regularly to reflect the practices of working with clubs on campus.

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Introduction

The Office of Student Activities & Greek Life (OSAGL)

OSAGL is home to the Campus Activities Board (CAB), Greek Life (including the Interfraternity Council and College Panhellenic Association), the Spectrum Yearbook, the CUB Information Desk, and Clubs & Organizations. Please do not hesitate to visit us in the College Union Building (CUB), room 240. We will be happy to assist you with any questions as you lead your student club or organization to success at Gettysburg College.

- Hours: 8:30am. to 5:00pm. (Monday – Friday)
- Phone: 717.337.6304
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Mission Statement

The Office of Student Activities & Greek Life provides opportunities to engage in diverse co-curricular programs rooted in institutional values to enrich the students' social experience and create an inclusive campus community.

This mission is achieved through supporting and advising a wide range of student led organizations, in the practical implementation of leadership skills that are reflective of personal and shared values. The Office of Student Activities & Greek Life utilizes collaborative relationships with internal and external partners to create a high-quality co-curricular experience that increases students' social, intellectual, and civic engagement.

Gettysburg College Mission Statement

Gettysburg College, a national, residential, undergraduate college committed to a liberal arts education, prepares students to be active leaders and participants in a changing world. This mission statement is grounded in the core values of the institution:

The worth and dignity of all people and the limitless value of their intellectual potential;

The power of a liberal arts education to help students develop critical thinking skills, broad vision, effective communications, a sense of the inter-relatedness of all knowledge, sensitivity to the human condition, and a global perspective, all necessary to enable students to realize their full potential for responsible citizenship;

The enrichment of the traditional liberal arts and sciences curriculum with the most promising intellectual developments of the age;

The free and open marketplace of ideas and the exploration of the ethical and spiritual dimensions of those ideas, both indispensable to helping students learn to determine which have lasting value;

The value of a lifelong commitment to service, and the role of the College in both providing an example of public service for students and fostering a commitment to service among our young people; and

A belief that a residential college is the most effective means of promoting the personal interaction between student and professor, and student and student which develops the community that is the heart of a liberal arts education.

Jointly prepared by the Middle States Self-study Steering Committee and the Faculty Council, Fall Semester 2002. This statement was adopted by the Gettysburg College Board of Trustees on January 25, 2003.

Definition of Terms

Registered

Any club or organization that has completed all procedures required by the Office of Student Activities & Greek Life to become a club or organization at Gettysburg College. These procedures are outlined on page 7 under Requirements for Clubs and Organizations Registration. Being registered with OSAGL gives clubs and organizations various rights, which are outlined in the Rights of Registered Clubs and Organizations section of this manual on page 7.

Recognized

Any club or organization that has applied for and been granted recognition by Student Senate. A club or organization **MUST** be registered with the Office of Student Activities & Greek Life in order to obtain recognition from Student Senate. Clubs and organizations at Gettysburg College are not required to become recognized, but it is considered a privilege and comes with additional rights which are listed in the Rights of Student Senate Recognized Clubs and Organizations section of this manual on page 7.

Active

Any club or organization that has met and is maintaining the requirements to be registered with the Office of Student Activities & Greek Life, as listed on page 7 under

Requirements for Clubs and Organizations Registration. This type of club or organization has a presence on campus through regular meetings or events with its members and/or campus community. For a club or organization to remain active, records **MUST** be updated each semester with the Office of Student Activities & Greek Life.

Probationary Period

Any club or organization that is not meeting the requirements of a registered club or organization, as listed on page 7 under Requirements for Clubs and Organizations Registration. **Any club or organization that does not meet the advisor requirements will automatically become inactive without a probationary period.** The probationary period is extended to clubs and organizations until the end of the semester in which the probationary period began or until unmet requirements are rectified. All rights extended to registered clubs and organizations will be suspended during this period.

Inactive

Any club or organization that has not rectified any unmet requirements during the probationary period. In addition, any club or organization that does not meet the advisor requirements will automatically become inactive without a probationary period. Should a club or organization become inactive, those rights extended to registered clubs and organizations will be lost until the club or organization becomes active again. **To gain active status once inactive, the club or organization must go through the procedures of becoming registered again. If an organization becomes inactive, they are unable to register until the following semester.*

Advisor

An advisor is a full-time faculty (not on sabbatical), staff, or administrator of Gettysburg College who assists a registered club or organization in achieving their goals and objectives. **All clubs and organizations are required to have an advisor to become registered and remain active with the Office of Student Activities & Greek Life.** Please review the advisor requirements on Page 8.

Requirements, Rights, and Responsibilities of Registered Organizations

Requirements

- Clubs and Organizations must be formed on a basis consistent with the aims and objectives of the Liberal Arts Education, as pursued by Gettysburg College.
- Membership in a club or organization must be open to all Gettysburg College students. Membership in the organization will not be denied to anyone on the basis of race, color, religion, ethnic or national origin, gender, sexual orientation, etc. Membership requirements which restrict membership on the basis of sex must be in complete compliance with Gettysburg College, state, and federal regulations.
- Membership consists of a minimum of eight students, two of which must be elected officers.
- One advisor (Gettysburg College full-time faculty, staff, or administrator) is required in order for clubs and organizations to be registered and remain active with the Office of Student Activities & Greek Life.
- All officers of clubs and organizations must be currently enrolled students at Gettysburg College.
- Records must be updated **YEARLY** to maintain active status. The following must be submitted each year: Constitution revisions (if there are any), the online Clubs & Organizations Registration Form and updated membership within the PeopleSoft program. The advisor form must be sent at the beginning of every academic year.

Rights

- Ability to use the name Gettysburg College
- Ability to host or sponsor meetings and/or events at Gettysburg College
- Ability to schedule a room or venue for meeting and/or events
- Ability to pursue Student Senate recognition
- Inclusion in the Gettysburg College Campus Directory
- Consultation and advice from the Office of Student Activities & Greek Life.
- Ability to participate in the Activities Fair each semester
- Ability to participate in Springfest during spring semester
- Ability to advertise or post notices
- Regular communication from the Office of Student Activities & Greek Life

Responsibilities

- To utilize the advisor as a resource, drawing on their wisdom, experience and knowledge
- To ask the advisor for clarification concerning Gettysburg College policies, regulations, and procedures
- To keep advisor informed of all organization activities, events, programs, meetings and any other related issues
- To work to maintain an effective advisor/organization officer relationship
- To respect fellow organization leaders, organization members and the advisor

- To approach problems and concerns proactively
- To assume responsibility for actions and programs

Advisor Requirements

- Each club or organization is responsible for attaining an advisor. The advisor must be full-time faculty (not on sabbatical), staff, or administrator. **Any club or organization without an advisor will automatically be considered inactive.**
Note: The Office of Student Activities & Greek Life will send an e-mail to each person named as an advisor of a club or organization for verification.
- Each club or organization is responsible for having their advisor complete the Advisor Tutorial found on the Clubs & Organizations website and submit the Advisor Verification Form found at the end of the tutorial. Both must be completed by advisors **each academic year** in order for a club or organization to become and remain registered. Advisors must also confirm their role in the Spring semester through response to an email sent by OSAGL.

It is the club's or organization's responsibility to make sure their advisor completes and submits the online Advisor Verification Form each year.

Each group must notify OSAGL immediately of any changes in advisor status. Failure to do so will result in the group being placed on inactive status.

Who is an advisor?

Someone who:

- Establishes rapport with the club or organization's members and leaders
- Assists with developing and achieving goals
- Makes sure the club or organization is informed and understands Gettysburg College's policies and procedures of governing student activities
- Reports any violations of policies to the Office of Student Activities & Greek Life
- Assists with identifying and developing new leaders
- Facilitates learning to assist students in their academic, personal, and professional development
- Provides a sense of community
- Mediates inter-group conflict when necessary
- Encourages students to take responsibility for their actions
- Does not make all the decisions for a club or organization, but does provide balance so students can make informed decisions
- Shares insights and ideas, as well as feedback when needed
- Assists with financial affairs and events of the club or organization when appropriate

Clubs & Organizations' Responsibilities to an Advisor

- Keep your advisor informed of all activities, events, programs, meetings, and related issues
- Maintain an effective advisor/organization relationship by meeting with your advisor regularly
- Utilize your advisor as a resource for information, ideas, and assistance

Becoming a Registered Club or Organization

The Office of Student Activities & Greek Life has established a procedure for students interested in beginning a new club or organization, or for those who wish to become re-registered, at Gettysburg College. Please use the following checklist as a guide in progressing through the registration process.

Registration Checklist

- ❑ Meet with Christina Noto, Clubs Liaison, or Caitlin Lindsay, Assistant Director of Student Activities & Greek Life, to outline the Clubs and Organizations Registration Process.
- ❑ Develop a Purpose or Mission Statement for the new club or organization.
- ❑ Attain an advisor who is considered full-time faculty (not on sabbatical), staff, or administrator. Be sure to have your advisor complete the online Advisor Tutorial and Advisor Verification Form to the Clubs Liaison in the Office of Student Activities & Greek Life.
- ❑ Attain a minimum of 6 members and submit a membership roster to the Assistant Director of Student Activities & Greek Life.
- ❑ Draft a Constitution or Bylaws to be approved by the Student Senate Parliamentarian.
- ❑ Elect a minimum of 2 officers. We recommend President and Treasurer as both are required for Student Senate recognition.
- ❑ Complete the Clubs and Organizations Registration Form on the OSAGL website **(to be completed each semester)**

*Please remember that becoming registered does NOT mean that the club or organization is recognized by Student Senate – this is a separate process through Student Senate.

Developing a Constitution

A constitution provides a framework in which your club or organization shall operate including but certainly not limited to a mission/purpose statement, the obligations, responsibilities and privileges of the organization's membership, and structure.

A constitution should be tailored to fit each individual club or organization. The adoption of another constitution is a dangerous practice. Each club or organization is different, and those differences should manifest themselves in the organizations' constitutions.

Each clause of a constitution should be functional and have a clearly intended purpose. To respect the integrity of a club or organization, an amendment process should be clearly delineated and abided by whenever pursuing changes to a constitution.

The guidelines enclosed in this manual are designed to provide some advice as to what to consider when writing a constitution. It is the responsibility of each club and organization to design a constitution that appropriately addresses the organization's fundamental characteristics.

There are some clubs and organizations that are affiliated with a national or state parent organization. These organizations will be required to submit both the national or state constitution as well as local constitution or bylaws in order to complete the OSAGL Registration Process. The Office of Student Activities & Greek Life reserves the right to address questions and concerns regarding a constitution.

Sample Constitution Outline

Article I (Name)

- The name of this organization shall be _____.

Article II (Purpose/Mission)

- Describe the purpose and/or mission statement of the student organization.

Article III (Affiliation)

- If a student organization will be affiliated with a local, state or national organization, a statement delineating the nature of the affiliation should be included. If no affiliation exists, this section need not be included.

Article IV (Membership)

- List any qualification for membership in the organization
- List the procedures for selecting membership, if there are any.
- Include the following statement: "Voting Membership is restricted to matriculated, currently enrolled students, faculty and staff at Gettysburg College."

- Include the following statement: “Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, sex, disability, veteran’s status or sexual orientation, except as sanctioned by law.”
- Include the following statement: “There shall be no hazing.”

Article V (Officers)

- List the titles of each officer of the organization. For example: “The officers of this organization shall be President, Vice-President, Treasurer and Secretary.”
- State the term of office. For example: “Term of office shall be from time of election until new officers take office immediately following the next election.
- Describe how the organization shall fill any vacancies that occur in any of the offices.
- Include the following statement: All officers of this organization are matriculated, currently enrolled students at Gettysburg College.”
- Describe the duties of each officer.
- If the organization has an Executive Committee, it should be described here.

Article VI (Nomination and Elections)

- Describe the process by which candidates for office will be nominated.
- Describe any additional election procedures such as how the voting membership will cast their votes or whether officers will be elected by a plurality or majority vote.
- Include the following statement: “Elections will be held during either the second or third week of April.”

Article VII (Officer Installation and Transition)

- Describe the organization’s officer transition period and the time and place of the installation of new officers.

Article VIII (Meetings)

- State the frequency of regular meetings. The time and place of the meetings may also be stated here.
- Special meetings. If the organization is able to hold special meetings, then who has the authority to call them? Are there any qualifications? How will members be notified of a special meeting and who will notify them?
- Specify quorum. A quorum is the minimum number of members which must be present at a meeting in order for business to be conducted. A quorum should be large enough to ensure fair representation of the organization but not so large that attaining quorum is difficult. The quorum should be stated in the form of a percentage of total membership.
- State any organizational attendance rules.

Article IX (Committees)

- State whom has the authority to create committees as well as name the Chairpersons for those committees belongs.
- State any regular or standing committees, including size and the responsibilities or duties.

Article X (Dues, Fees)

- State whether or not the organization has dues.

Article XI (Amendments)

- State whom has the authority to originate an amendment.
- State the manner in which an amendment should be presented to the organization.
- State the required percentage of the quorum that is necessary to approve an amendment. Typically, amendments lay over for one or two meetings.

Policies & Procedures

Campus Publicity

- *Signs in CUB and Plank*
Any group or person wishing to hang posters in the College Union Building or Plank Hall can do so on any community board. There are no limitations to posting except on walls and/or furniture. No posters may contain any references to alcohol unless it is host provider. You are responsible for removing the posters after the event.
- *Sheet Signs on Plank*
There are a few restrictions on hanging sheet signs on the side of Plank Hall. You may only hang a sheet sign if there is enough room that no other signs are being covered or hidden. No sign may have any references to alcohol unless it is host provider. No inappropriate signs may be displayed. If you are unsure about the appropriateness of your sign, bring it to CUB 240 for approval. You are responsible for removing the sign after the event.
- *Bright Signs*
If you would like your event to be advertised on the monitors in the CUB, Bookstore, Dining Center, and Jaeger Fitness Center, submit your advertisement in the appropriate MS Publisher template to advertiseoncampus@gettysburg.edu. The managers of each area will review the content before publishing.
- *Weekend Update*
To have your event included in the weekly campus-wide Weekend Update email, send the information to campus_publicity@gettysburg.edu by noon on Wednesday prior to the event. Due to space limitations, we cannot guarantee that all submissions will be included.
- *Toilet Paper Times*
To have your event included in the Campus Activities Board's bi-weekly Toilet Paper Times poster, send the information to campus_publicity@gettysburg.edu at least two weeks prior to the event. Due to space limitations, we cannot guarantee that all submissions will be included.

Central Duplicating, Graphic, & Mailing Services (Ricoh Management Services)

- Located in the front of the West Building
- Print shop services include: photocopying, graphic design, mailing, printing, brochures, programs, inserts, exams, manuals, business cards, labels, classroom handouts, etc.
- Finishing/bindery services include: collating, stapling, folding, tape binding, spiral binding, laminating, and booklet stitching

- Allow 1 to 3 days for project completion.
- Contact the Post Office: x6450
- Contact Duplicating Services: x6455

Scheduling an Event

- If new to the 25Live scheduling system, contact the Scheduling Coordinator, Cathy Zarrella, via email at czarrell@gettysburg.edu or by phone at x6302. The Scheduling Coordinator can provide your password, basic instructions, and also answer questions about technical support, room features, and setups.
- Make sure your club or organization has at least two members trained to use this system. Training sessions are announced each semester on the campus digest.
- All Gettysburg College events must be sponsored by an active student organization or a College Department.
- Requests must be made at least 5 days in advance; please allow 2 weeks' notice if staff support is needed (catering, technology, security).
- Reserve your space BEFORE performance contracts to see what you may be scheduling against.
- Please keep the Scheduling Coordinator informed of any changes or cancellations.
- For events with alcohol present, please review the *Social Event Policy & Hosting Social Events with Alcohol* section of this manual.

Department of Public Safety

- Special event planning requires logistical support and a hazard assessment so that guest safety, institutional goals, and objectives are being satisfactorily met. Organizations need to contact Department of Public Safety during the planning phase of their event.
- Department of Public Safety provides the following services for special events: Parking and event location coordination, crowd control, closing streets, executive and dignitary protection, perimeter security, medical providers and equipment, fire extinguishers, fire alarm watch, and tent safety.
- Events with alcohol located on campus require Department of Public Safety officer(s). Two weeks' notice prior to the event is required. Please refer to the Social Event Policy for further details.
- The Scheduling Coordinator will notify Department of Public Safety when you reserve a space on campus and will ensure it is opened on time.
- In case of an emergency or unplanned need, call the Department of Public Safety Office at x6911.
- An escort service is available for guests leaving any event late at night (x6912).
- Should you need a Borough permit to close streets or arrange for parking, requests should be made at least 1 month prior to the date of the event.
- Borough police will respond to community complaints of noise.
- Please be respectful of noise levels in the community.

Catering & Dining Services

- The Catering Department of Dining Services can assist with catering needs. They can provide catering from bag lunches as well as serve banquets, or parties to picnics.
- The catering menu is on-line as part of the Dining Services website.
- Please contact the Catering Department at x6387 at least two weeks prior to your event.
- You will submit the final order through GoGETTeMarket.

Technical Support

- You must talk with the College Life Technical Coordinator, John Archer (jarcher@gettysburg.edu), BEFORE signing contracts for performers, speakers, etc.
- To properly support your event, at least two weeks advance notice is needed, especially for larger events.
- For programs in CUB or the Attic, technical needs will be met by the College Life Technical Coordinator. For programs in other locations, you may be directed to another person for help. Ask either the Scheduling Coordinator or the Technical Coordinator for contact information.
- No pyrotechnics may be included in any show. Fog/haze machines are okay, but only with prior approval.

Contracts

- Contracts with outside performers, artists, and companies must be reviewed, approved, and signed by a College administrator or faculty member.

Transportation Department

- Transportation service provides vehicle rentals and drivers for members of the College community for student activities, cultural events, campus visits, or College business.
- Members of the Gettysburg community wishing to operate a vehicle must:
 - Be 18 years of age or older
 - Have a valid driver's license
 - Submit an annual motor vehicle report (state requirement)
- There are additional requirements to rent a passenger van (vehicles with more than 8 passengers). See the transportation website for further information.
- When requesting transportation, you will need to provide the following information:
 - Account number to be charged
 - Transportation Department approval form
 - Date and time for beginning and end of trip
 - Type of service requested (rental, driver, bus, etc.)
 - Name of approved driver

- You can request a rental via GoGetMarket. For access to the eMarket, contact your organization advisor or OSAGL. There are several times during the year, especially on weekends, where all requests cannot be supported.
- Any requests for service should be made as far in advance as possible. Requests **MUST** be made at least 72 hours before the trip.
- Vans need a 1 week advance request. Service cannot be guaranteed without advance notice.
- Cancellations less than 72 hours prior may be subject to a service charge.

Social Event Policy & Hosting Social Events with Alcohol

The entire policy regarding these topics is too extensive to include in this manual. Please visit the Office of College Life to obtain the entire policy and/or refer to the Student Handbook. For more information about hosting a social event with alcohol, contact the Office of Student Activities & Greek Life or the Director of Student Rights & Responsibilities.

Social Event Policy Goals

Social gatherings at Gettysburg College are an important part of our community life. We affirm the following goals as appropriate for such social gatherings:

- Respect for the rights of all individuals and respect for the property of others
- The health and safety of community members
- When alcohol is included at social events: to empower and encourage students to assume an active role in the planning and management of social events that model responsible alcohol use
- An enjoyable atmosphere conducive to positive social interaction

Social Events with Alcohol

- Host provider should not be the main programming tool of the event; rather, it is a privilege that may be added to certain events.
- At a host provider event, the host provides the alcohol for those of legal drinking age. Guests are not permitted to bring alcohol.
- All requests for host provider events must be registered and reviewed by college administration at least two weeks prior to the event date.
- Social events with alcohol may only take place between 5pm Friday and 2am Sunday, and each event may last no more than 4 hours.
- Alcohol consumption will be regulated by certified college employees in accordance with national and state laws and College policy.
- **NO** admission may be charged for any event with alcohol.
- Advertising for events with alcohol may state "Host Provider." Advertising may **NOT** explicitly state that alcohol will be provided free of charge at the event, nor should host provider be the main advertisement for the event.

Anti-Hazing Policy

The entire policy regarding these topics is too extensive to include in this manual. Please visit the Office of Student Activities & Greek Life to obtain the entire policy and/or talk with Jennifer McCary, Director of Student Rights & Responsibilities, about your concerns regarding hazing and harassment.

Gettysburg College opposes all forms of hazing and harassment. From a legal perspective, hazing is a crime. From an individual student's perspective, hazing and harassment damage the self-esteem of the targets of the hazing and harassment. From an organizational perspective, hazing and other forms of harassment degrade the values of the organization. From a campus community perspective, hazing and other forms of harassment creates an environment of disrespect that contradicts the values of our community. For all of these reasons, the College takes a strong position against any and all forms of hazing and harassment. Please note that the College's anti-hazing policy and harassment policy applies to all student organizations.

Gettysburg College Definition of Hazing

Any action taken, created, or situated, (on or off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule that is directed at new or prospective members of a recognized student organization. An individual, an individual against an organization, or an organization against an individual may perpetrate such actions. In case of violations, individuals and an organization as a whole may be subject to disciplinary action. Please note that the consent of those hazed will not be accepted as a defense for hazing activities. The severity of the penalty for a hazing offense will be determined in proportion to the hazing activity. In addition to Gettysburg College's Anti-Hazing policy, students must also comply with the Commonwealth of Pennsylvania Anti-Hazing law.

Gettysburg College Definition of Harassment

Harassment includes any written, verbal, or physical acts (including electronically transmitted acts) that are reasonably perceived as creating an intimidating or hostile work, learning, or living environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior. Harassment is based on protected classes which are listed on the cover page of the Student Handbook. Some of the classes recognized by Gettysburg College may not be protected under law. Harassment can be a single, serious incident or a series of related, repeated incidents. Harassment is measured by the impact of the behavior rather than the intent of the harasser.

Becoming a Student Senate Recognized Club or Organization

It is recommended that the group interested in Student Senate recognition work with the Student Senate Clubs Liaison. In order to apply for Student Senate provisional status, the interested group must be registered with the Office of Student Activities & Greek Life.

After completing the above-mentioned requirements, the organization will make a brief presentation to the Student Senate. The Student Senate will vote on whether or not to approve the application for provisional status.

The presentation should include:

- A statement of intent, which should detail the club or organization's general purpose and/or mission statement.
- Past events
- Future goals
- Membership information
- Meeting information
- Why the club or organization would like to be Student Senate recognized

Approval for provisional status grants the organization a three academic month provisional period. Provisional status grants the organization all Student Senate recognition incentives with the exception of a budget. Student organizations on provisional status must send a representative to all Student Senate meetings. This is an opportunity for the organization to demonstrate its value to the Gettysburg College campus.

The Student Senate will hear the student organization's application for full recognition upon completion of the three academic month probationary period.

Benefits of being Student Senate recognized:

- Use of Student Senate Office computer, printing, and copying
- Ability to communicate with the Clubs Liaison about concerns
- Advice and guidance on Constitutional Review and Proceedings
- Ability to request funding for specific causes, including a regular budget for each semester

Additional Resources

Helpful Hints for Planning an Event

Information from Development Dimensions international publication "Planning Prewrite," the University of Maryland College Park Leadership Development's Program Planning sheet.

Brainstorming

This first step gathers ideas and opens up the creative juices that are the most important part of good programming. "They did it that way last year, could it be better and how?"

1. Set a time limit.
2. Record ALL ideas (preferably somewhere people can see.)
3. Do not discuss, criticize, or praise ideas; anything goes.
4. Be spontaneous, yell out ideas; quantity counts – get as many as possible.
5. Piggyback on others' ideas. It gets more ideas flowing.

Questions to Ask

1. What do you want to achieve from this program?
2. What are the goals of your group, and how will this program help to achieve them?
3. What do you, the planners, want to get from the program?
4. What do you want the students to get from it?
5. Is there a current need or interest for the program?
6. Has a similar event/program been held in the past? How did it go?
7. Is everyone enthusiastic about planning the program?
8. Is there enough time to plan it, organize it, and publicize it so it will succeed?

Assessment

After brainstorming, assess what you think the audience wants.

1. What ideas from brainstorming are most relevant to the goals of the group?
2. Listen to the students around you. What are they saying about the programs offered to them? What is missing?
3. Ask other students. Informally assess the students in your group, on your floor, etc.
4. Give choices. Would you rather do THIS or THAT?

Program Decision Making

1. Refer back to the brainstorming list and what you found out during assessment. Put the ideas into categories.
2. Decide which should remain on the list and which should be eliminated. Remember to think about why you are eliminating something.
3. Discuss pros and cons of each. Make sure everyone is heard.
4. State the decision clearly. Make sure everyone understands and supports what has been decided.

Promotions/Advertisements

1. State the selling points of your program/event.

2. What type of publicity will your audience respond to?
3. Determine the timeline for creation, printing, distribution, etc.

Implementation

1. List the tasks needed to be done the day before the event.
2. List the tasks needed to be done the day of the event.
3. List the tasks needed to be done after the event.
4. Be enthusiastic!

Evaluation

1. List the questions you want answered about the program. Remember to include things like signing-up procedures, arriving/finding the location, the actual event, the overall idea.
2. Figure out the best way for your evaluation to work. (i.e., Likert scale, 1-poor, 2-okay, 3-not sure, 4-good, 5-great). One or two open ended questions usually get good answers.
3. Figure out the best time to have participants fill out evaluations. The best way to get them back is to do it before they leave the event.
4. Use the results. Actually read and compile answers.

General Tips for Programming

1. In the ideal program, everything runs smoothly enough that participants see little evidence of pre-planning or behind-the-scenes work.
2. Don't assume anything or allow situations to continue that make you uncertain or nervous. Meet all problems head on, sensitively, but firmly.
3. People support what they help to create. Involve as many people as possible in a meaningful way into the process.
4. Usually something goes awry; properly prepared people who avoid panicking can solve any problem. That's you!

Gettysburg College Event Planning Checklist

Basic Steps to Planning an Event

1. Name the event.
2. Determine the time and location of the event by checking with the Scheduling Coordinator.
3. Reserve a facility. (See Scheduling a Facility on page 14)
4. Register the event. If you are requesting a host provider event, there will be additional steps necessary in order for the event to be approved.
5. Meet with the College Life Technical Coordinator about technical needs for the event.
6. Complete the contract or any DJ, band, speaker or service provider (see Contracts).
7. Request money from Senate to help with the event.
8. Be sure those involved are clear on their role in planning the event and the day of the event.
9. Publicize the event. Do not publicize until all other steps are completed to ensure the event will take place. (See Campus Publicity on page 13)
10. Request checks.
11. If the location of your event is outside, be sure to develop a rain plan. You may want to include those campus offices that may be affected by any changes due to rain (i.e. Safety & Security, Facilities Management, Dining, OSAGL, Technical Coordinator, and Scheduling Coordinator).
12. Purchase refreshments.
13. Order decorations or other material needs (OSAGL has catalogs to order from if you need them).
14. Changes or cancellations need to be updated immediately so everyone involved knows what's happening.
15. Remain enthusiastic throughout the process – it will help to keep those involved excited!

Campus Directory

Office	Phone Extension	Location
Academic Advising	6579	CUB 280
Admissions Office	6100	Eisenhower House
Alumni Relations	6522	Norris-Wachob Alumni House
Athletics	6400	Wright
Bookstore	6363	CUB 1 st Floor
Campus Recreation	6322	Wright
Catering Services	6387	Dining Center
Center for Career Development	6616	Career Center (W Stevens St)
Center for Global Education	6866	CUB 290
Center for Public Service (CPS)	6490	Plank Gym
College Life	6921	CUB 220
Communications & Marketing	6800	Penn Hall 2 nd Floor
Counseling Services	6960	Health Center
CUB Information Desk	6300	CUB 1 st Floor
Department of Public Safety (DPS)	6911/6912	Public Safety (W Stevens St)
Dining Services	6326	Dining Center
Diversity & Inclusion	6375	Penn Hall 2 nd Floor
Eisenhower Institute	6685	EI (N Washington St)
Experiential Education/GRAB	6319	Plank Gym
Facilities Services	6700	Central Energy Plant (CEP)
Financial Aid	6611	W Stevens St
Financial Services	6220	Penn Hall 1 st Floor
Garthwait Leadership Center (GLC)	8444	Plank Gym 103
Health Services	6970	Health Center
Human Resources	6202	Penn Hall 1 st Floor
Information Technology	7000	West Building
Intercultural Advancement	6311	Intercultural Resource Center
International Student Services	6377	Intercultural Resource Center
LGBTQA Advocacy & Education	7577	Apple Hall 1 st Floor
Library	7024	Musselman Library
Majestic Theater	8234	Majestic Theater
Parent Relations	6420	Norris-Wachob Alumni House
Registrar	6240	CUB 270
Religious & Spiritual Life	6280	Christ Chapel
Residential & First Year Programs	6901	CUB 250
Ricoh (Print Shop/Post Office)	6450/6455	West Building/CUB 1 st Floor
Scheduling Coordinator	6302	CUB 1 st Floor
Student Activities & Greek Life	6304	CUB 240
Transportation	6923	Central Energy Plant (CEP)
Women's Center	6991	Apple Hall 1 st Floor

Helpful Websites for Clubs & Organizations

- Office of Student Activities & Greek Life
http://www.gettysburg.edu/about/offices/college_life/osagl/
- Events Calendar
<http://www.gettysburg.edu/events/>
- Student Handbook
http://www.gettysburg.edu/about/offices/college_life/srr/student_handbook/
- Ricoh (Printing & Mail Services)
<https://www.gettysburg.edu/about/offices/fa/ikon/>
- Student Senate
http://www.gettysburg.edu/about/offices/college_life/osagl/student-activities/studentsenate/
- Dean of Students
http://www.gettysburg.edu/about/offices/college_life/
- Academic Calendar
<http://www.gettysburg.edu/faculty/calendars/>
- Student Rights & Responsibilities
https://www.gettysburg.edu/about/offices/college_life/srr/
- Department of Public Safety
http://www.gettysburg.edu/about/offices/college_life/safety/
- Dining Services
<http://www.gettysburg.edu/dining/>
- Transportation
<http://www.gettysburg.edu/about/offices/fa/transportation/>