MILLIGAN UNIVERSITY

MILLIGAN UNIVERSITY CLUBS/ORGANIZATIONS HANDBOOK

24-25 EDITION

STUDENT LEADERS,

Congratulations on being a Milligan club/organization student leader! It is not always easy leading others, but it is almost always worth it. The following handbook includes important information helpful for the day to day procedures of running a club/organization. If there are any questions about any information included within this guidebook, please reach out to the Director of Campus Activities.

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SCHEDULING EVENTS & RESERVATIONS

If a club/organization wishes to plan an activity, the first step is to contact the Director of Campus Activities and have the activity listed on the Master Activity Calendar.

There are a variety of campus resources available to utilize for club/organization activities. When reserving campus space for meetings or events, it is highly recommended that all space reservations for events on campus are made **at least two months in advance.** For the Gregory Center, it should be made **one semester in advance**. Campus space is constantly in high demand and proper planning beforehand will ensure that the club/organization will secure the space needed for an event. No event may take place in a location on campus that has not been reserved in advance.

Reserving Campus Spaces:

For the Gregory Center, Seeger Chapel, or outside space reservations, fill out https://www.milligan.edu/reservations/.

For SUB7, Jeanes Room, and res hall lobbies, contact the Director of Campus Activities.

For Derthick, contact the Registrar's Office.

SCHEDULING EVENTS & RESERVATIONS

Reserving Tables, Chairs, and Trash Cans:

In order to reserve the needed tables, chairs, and trash cans for an event, students must arrange for these items **no later than two weeks in advance** with the Housekeeping Service Manager. Email the date and time of the event, and the number of each item needed for approval to Heather Mullins.

Electricity Needs for Outdoor Events:

If a club/organization desires the use of additional power sources for an outdoor event, the power usage must first be cleared with the Director of Campus Activities. The Director of Campus Activities will consult with the Director of the Physical Plant for approval. The Director of the Physical Plant must be made aware **two weeks in advance** before the date of the event.

SUB7 Video Wall Needs:

To reserve the video wall, please contact the Director of Campus Activities **at least two weeks in advance** for approval**.**

SCHEDULING EVENTS & RESERVATIONS

Amplified Sound Needs:

If a student club/organization is in need of sound equipment for an approved Milligan affiliated event, contact the Campus Minister **at least four weeks in advance** for approval**.** The Campus Minister will discern what sound equipment best fits the needs for the event. If needed, the Campus Minister will arrange for a sound equipment work study student to provide this service. Any damage that occurs to sound equipment while on loan to any club/organization, at the discretion of the Campus Minister, will be the financial responsibility of the borrowing club/organization to repair.

Event Set Up/Clean Up:

Students are responsible for ALL clean up for an event. Make sure all trash has been appropriately disposed of and that the space is restored to original set-up.

With the exception of moving in big tables and chairs, all set up for anything in Seeger (upper and lower) or the Gregory Center is done by the Director of Technical Services and their AV/Tech crew.

MEETING & EVENT PUBLICATIONS

In order to host successful and well-attended meetings and events, it is encouraged that clubs/organizations publicize these gatherings to the best of their abilities. Milligan offers a variety of avenues to publicize meetings and events:

Milligan Today:

This is the best way for the biggest number of students to see announcements for the general public. If a club/organization would like to insert an announcement, write it out and email it to the Director of Campus Activities **no later than 8AM on Tuesday.** Include any logo/flyer in a jpeg format only. The Student Development Office reserves the right to screen announcements.

Email Policy:

The Director of Campus Activities generally sends two emails out a week, one early in the week with a schedule of events and one at the end of the week as a reminder. Send the basic information to the Director of Campus Activities **no later than 8AM on Tuesday** along with any flyers (in .png or .jpeg format only) to be included in emails. The Student Development Office reserves the right to screen announcements.

MEETING & EVENT PUBLICATIONS

Posters/Fliers:

Posters, fliers, etc. must be approved by the Director of Campus Activities. If approved, posters are permitted to go on the bulletin boards in each building. If bulletin boards are full, the Director of Campus Activities may approve alternative locations for posting. Students must remove own posters after a meeting/event. Any poster or flier displayed without approval will be discarded, as well as any posters displayed on walls, doors, or any other surface with tape (**must use sticky tack or generic equivalent**). The Director of Campus Activities has free sticky tack available for any club/organization to use.

Off-Campus Advertising:

Clubs/organizations are permitted to hang posters in the community if the merchant gives permission. Remember that the posters reflect Milligan University. Since it is the club/organization's responsibility to reflect Milligan in a positive way, these posters must be approved by the Director of Campus Activities who will then get them approved by the Director of Public Relations. To keep in good standing with a merchant - talk politely, invite them to the event, and always show appreciation.

Creating a Social Media Account:

If a club/organization desires to start a social media account for their club/organization, contact the Director of Campus Activities for further instructions and conversation.

FINANCES

Student clubs/organizations do not have a set budget in the Student Government Association (SGA) budget.

Each club/organization that is a non-budgeted club/organization may request up to $200 each semester from SGA for funding from the student club/organization overall budget by:.

1. Submit the online purchase order request form including reason for request, and a commitment for purchase of particular goods or services.

2. The submitted form will be submitted to the SGA VP of Finances. VP of Finances will send to Director of Campus Activities for approval.

3. Once submitted, the **club leader should hear from SGA VP of Finances within 48 hours** to let club leader know date/time to attend the next SGA meeting that the club's funding request will be voted on. **At least one student club/organization leader must attend the SGA meeting in which the club/organization's funding will be voted on.**

FINANCES

All necessary club/organization finance forms can be found on Milligan's website. Below are a few helpful things to keep in mind regarding club/organization finances:

Credit Cards:

If a student club/organization wishes to make a purchase for their club/organization with a credit card, the student must request a credit card by emailing the Director of Campus Activities for approval.

For any Amazon purchases, email a link to the Director of Campus Activities of the item the student wishes to purchase for approval. The Director of Campus Activities will order it and have it shipped to the Campus Activities Office.

Reimbursements:

When do clubs/organizations use it?
- If a club has been approved for funding and plans to purchase goods with their own money, the club member may submit a reimbursement request.

How long will it take the student to get reimbursed?
- It will take until the next check writing cycle after submission to the Business Office. If the reimbursement form is not filled out properly or the proper documents are not attached, the length of the reimbursement process may be extended.

How will the student receive their reimbursement?
- Students will receive notification that they have a check to pick up in the business office.

FINANCES

Sales Tax:

What is it?
- Milligan University is a tax-exempt institution, meaning no purchase made for university purposes is subject to sales tax. The use of the tax-exempt number saves the club/organization and the university sales tax on all expenses.

How do clubs/organizations use it?
- Before making any purchase for a club/organization, email the Director of Campus Activities to schedule a time to pickup a tax exempt certificate aligning with the business in which the student wishes to purchase from (each business as a unique tax exempt form in which Milligan uses).

What if clubs/organizations don't use it?
- Should a student not comply with this policy, the individual who made the purchase will not be reimbursed for the sales tax charged on the purchase.

Deposits to Account:

No club/organization is allowed to have an off-campus account. All club/organization funds received must be deposited with the business office. All deposits will be made into the student club/organization fund.

If a club/organization sponsors an event that brings in money, the money should be deposited to the Director of Campus Activities into the student club/organization fund. Money should be deposited the night of the event or kept in a safe place until deposited at the earliest possible opportunity.

FINANCES

Fundraising:

Any club/organization wishing to conduct a fundraising project must complete the student club/organization fundraising form.

Upon completion of the fundraising form, the form must be approved by the Vice President of Institutional Advancement, the Director of Campus Activities, and Dean of Students.

Soliciting to off-campus establishments for prizes is permissible; however, the parties soliciting must dress appropriately and represent the university well in their efforts. If the Student Development Office receives is notified concerning the misconduct of students while soliciting, their club/organization will not be allowed to solicit in the future.

The Vice President of Institutional Advancement must first approve requests for money or goods from on and off-campus sources.

MISCELLANEOUS CLUB/ORGANIZATION POLICIES

Visiting speakers:

The aims of any speaker's program that the club/organization wishes to bring in should keep with the objectives of Milligan University as a Christian liberal arts institution. Any speaker must first be approved by the Director of Campus Activities, who will then seek approval from the Dean of Students.

Films:

Any club/organization wishing to show a film for academic purposes that align with their club/organization's vision and goals must have the advisor submit the film request to the Director of Campus Activities for approval, who will then seek approval from the Dean of Students.

MISCELLANEOUS CLUB/ORGANIZATION POLICIES

Learning Environment Statement:

Milligan University students are often presented with a wide variety of subject matter as a part of the learning environment. Milligan does not necessarily endorse all viewpoints, but believes the presentations and resulting dialogues are important to the educational process of Christian servant-leaders. The following statement should be presented on screen before any college-sponsored event. It can be included as part of another powerpoint, but needs to be displayed at some point prior to the programming.

Learning Environment
As part of the educational process at Milligan University, we provide students with a working knowledge of diverse subjects. Milligan does not necessarily endorse all viewpoints presented, but encourages students to think through these issues from a Christian worldview.

T-Shirt Designs:

All t-shirt designs must be approved by the Director of Campus Activities who will then ask for approval by Milligan Public Relations/Marketing department.

TIPS FOR LEADING A CLUB/ORGANIZATION

Club/organizations expect the leader to know all the members well...

- The leaders should make a point of having informal conversations with each member outside of scheduled meetings.
- Meet with committees to assist them in planning.
- Encourage informal social gatherings.

Club/organizations expects the leader to support it...

- What the leader says about the group to those not involved in it conveys the leader's involvement, commitment, and enthusiasm.
- Spend time working on "menial" tasks, such as decorating or clean up.
- Be available as a "sounding board" for one's group members' ideas.
- Give credit where credit is due.

Club/organizations expect the leader's enthusiasm to rub off on them...

- Recognize the influence one has as a group leader.
- Convey one's enthusiasm constantly.
- If the leader is discouraged, let the group know too. Be transparent.

TIPS FOR LEADING A CLUB/ORGANIZATION

Club/organizations expect the leader to be organized...

- Chart the overall structure of the group - define relationships and responsibilities of positions and members.
- Chart the group's involvements in terms of projects, programs, issues and concerns, and determine progress goals as a group.
- Keep a list of current projects and the members assigned to handle them.
- Double-check all progress.
- Maintain and utilize adequate information files, committee reports, evaluation forms, personnel files, and budget reports.

The importance of delegation...

Groups are great at dreaming up new ideas and programs. Leaders often get discouraged though that when it comes time to make dreams reality, no one wants to volunteer. Leaders should feel secure enough in themselves to delegate tasks rather than strictly asking for volunteers.

Members may decline a task, but the leader should know their members well enough to designate tasks to those who will get the job done and done well.

By delegating responsibility, the leader displays confidence in the group members who may be hesitant to volunteer, yet are willing to contribute.

TIPS FOR LEADING A CLUB/ORGANIZATION

Conducting effective meetings...

Meetings are an ever-present feature of organizational life. Whatever the reason for a meeting, club/organization leaders planning the meetings owe it to themselves and the group to use everyone's time and gifts/talents effectively. This can be done by following a few simple guidelines before, during, and after a meeting.

BEFORE the meeting, the club/organization should distribute an agenda to the group stating:

- the date, time, and place of meeting.
- the members expected to be present.
- the purpose of the meeting and major discussion points.
- any necessary background data or information.
- what materials or information, if any, should be brought to the meeting.
- the anticipated duration of the meeting.
- the person to contact if there are any questions about the meeting.

TIPS FOR LEADING A CLUB/ORGANIZATION

DURING the meeting, the club/organization leader should:

- ensure that everyone in attendance has a copy of the agenda.
- reaffirm the purpose of the meeting, introduce new members, and answer questions regarding what is to take place during the meeting.
- encourage creative inputs early in the meeting while energy level is high.
- stick to the agenda and time limit.
- close out lengthy discussion of seemingly urgent, but actually trivial, items.
- encourage rather than dominate discussion.
- keep things moving by cutting off repetitive discussion.
- briefly summarize and recap at the end of the meeting.

AFTER the meeting, the club/organization leader should:

- distribute minutes and attendance roster.
- if formal minutes are not taken, distribute a brief summary or status sheet to members to record agreement on actions taken and plans made.

TIPS FOR LEADING A CLUB/ORGANIZATION

Things to do at a meeting and things to avoid:

- DO make sure that the space where the meeting will be conducted is prepared for the event.
- DO set up an agenda and time schedule. Follow them as closely as possible.
- DO keep the tempo at an appropriate pace during the meeting.
- DO use visual aids such as charts, films, and sketches to accentuate key points of the meeting.
- DO include a brief recap stressing the highlights of the meeting.
- DON'T bog down the agenda with too many logistics. Stick to the key points.
- DON'T try to cover too many topics in one meeting.
- DON'T forget to supplement a presentation with printed material for those attending.

TIPS FOR LEADING A CLUB/ORGANIZATION

Goal setting...

Goal setting involves writing down statements which reflect a future state of affairs desired enough by oneself to be pursued until achieved.

Goals are keys in helping each of us decide where we are, who we are, and in which direction we would like to grow. Progress or growth or success is more easily achieved when we resolve in our hearts to move along specific lines of action in a consistent way. Constructive goals enhance motivation.

A goal must be...

1. Conceivable: Can one visualize the steps needed to achieve this goal?
2. Achievable: Is the goal possible given one's abilities and the realistic circumstances of the situation?
3. Believable: Does the leader believe in the goal as being consistent with one's values and does the leader believe one has what it takes to reach the goal?
4. Positively Oriented: Does the goal focus on positive directions rather than being preoccupied with overcoming an undesirable state?
5. Measurable: Can the goal be evaluate in terms of time, quantity, and quality?