



International Student Life

Student Affairs

UNIVERSITY OF GEORGIA

International Student Organizations Resource Guide and Policy Manual

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All information in this manual is subject to change. Please check with ISL Staff if you have questions!

ISL Overview and Expectations

ISL Mission & Core Areas

Mission Statement:

The department of International Student Life (ISL) enhances the student-learning environment through programs and services that internationalize the campus experience. This work is accomplished through focused and intentional efforts in three core areas:

- **Transition & Support:**

Services and programs aimed at supporting international students to assist with their ongoing transition to the University of Georgia and life in the United States.

- **Programming & Outreach:**

Opportunities and events designed for the UGA and Athens communities to share, explore, and learn about cultures in an effort to build an inclusive and internationalized campus.

- **Leadership & Engagement:**

Volunteer and leadership opportunities that promote global citizenship through individual growth, and cross cultural learning and development.

ISL Organizations are expected to shape their individual missions and visions around the Core Areas of the office. Throughout the year, organizations will be asked to report on their successes and challenges with working in line with ISL's mission. Programs and events that do not directly support this mission, or an extended mission of the organization, may not be approved by the ISL advisor.

Below are *some* examples of programs organizations might put on within each Core Area:

Transition & Support: 1) an advising session, held in partnership with an academic advisor, that helps first year students register for their first or second semester of classes; 2) an extended orientation program in collaboration with ISL; 3) an international student panel with a faculty audience, to help UGA faculty become more aware of international student needs and challenges

Programming & Outreach: 1) Ethnic nights or cultural celebrations; 2) a celebration of a particular holiday celebrated or tradition practiced by your country, region, or culture; 3) a collaboration between various organizations to promote cultural inclusion and diversity

Leadership & Engagement: 1) participation in the Georgia International Leadership Conference; 2) membership participation in various ISL volunteer opportunities; 3) officer and/or membership retreats

ISL Advising Philosophy

Background:

The Department of International Student Life (ISL) at the University of Georgia recognizes and promotes the value of intercultural sharing and cultural awareness as a cornerstone of its mission and vision. In order to enhance the ability of students to engage in and promote intercultural sharing and the internationalization of UGA's campus, ISL advises international and multinational registered student organizations.

Advising Philosophy:

ISL believes in the ability of students to successfully assume leadership roles and guide their organizations towards creating an intercultural campus. As advisors, the ISL Office acts as guideposts in the leadership journey. ISL expects and empowers all students to take ownership of their organization(s).

As a result of being advised by ISL, all student organizations and student organization leaders are expected to:

- Take initiative when working with their own organizations and with other organizations
- Take responsibility for their actions
- Establish both personal and organization goals for the year and into the future
- Engage in ethical and respectful practices that promote the value of all cultures and all people, both on campus and beyond
- Maintain an organized historical record of their organization that can be passed down from year to year and from leadership to leadership
- Connect with other UGA offices, departments, and student organizations through collaborative efforts and support
- Engage with the topic of "Social Justice," and consider the social justice implications of their organization's mission, vision, values, events, and programs.
- Participate, as an organization, in the following ISL office programming activities:
 - o World Fest (November)
 - o International Coffee Hour (Fall & Spring)
 - o International Street Festival (April)
- Participate, as student organization leaders, in as many ISL programs and International Student Organization programs as possible. Ideas include:
 - o Volunteer programs (World Leaders, Tax Team, International Street Festival Planning Committees, etc.)
 - o International Coffee Hour
 - o International Education Week events
 - o Language Partner Program
 - o Cultural Capacity Certificate Program
 - o Georgia International Leadership Conference
 - o International Graduation Ceremony
 - o Ethnic Nights
- Know and abide by relevant ISL, UGA, city, state, and federal policies, and seek out opportunities for further knowledge

ISL Organization Expectations

1. **Organization Constitution, Mission Statement, and Vision**

International Student Organizations will be expected to submit an updated constitution to ISL at the beginning of every year, and any time that changes are made. This constitution should be a framework by which the organization operates, and should include an intentional mission statement as well as the vision and goals for the organization.

2. **International Student Organization (ISO) Monthly Leadership Link-Ups & Leadership Summits**

There will be **mandatory** monthly Leadership Link-Ups for ISL international student organization leaders (Presidents/Treasurers) during the fall and spring semesters, as well as Leadership Summits (retreats) at the start of the Fall and Spring semester. The dates and times for these Link-Ups will be announced at each semester's Leadership Summit. All attempts should be made to rearrange schedules, if possible, in order to attend the Link-Ups (typically, academic conflicts, such as a class, are the only permissible absences. Work schedules should be rearranged, if possible). As a courtesy, an email message will be sent before the meeting over the international student organization leaders' listserv to remind each organization leader of the meeting date and time.

3. **Advisor/Advising**

Each month, ISL international student organization leaders (Presidents/Treasurers) are **required** to meet with their designated ISL advisor. ISL advisors should be the organization's primary advisor in order to maintain consistency among expectations. If an organization wishes to have a faculty advisor, they should seek approval from ISL staff. Each organization should have their Budget Spreadsheet and Programming Tracker up to date on their Google Folder, with copies of all reservations and flyers uploaded to the Google Folder. Budget spreadsheets should also be updated prior to the meeting. The ISL Office requires each organization to maintain up-to-date, accurate records, so that both the organization and the ISL Office are aware of how much money remains in the particular organization's account during the year.

4. **Communication with the ISL Office**

It is an expectation that all international student organizations advised by the ISL Office will remain in contact with the ISL Office by participating in scheduled meetings and utilizing the international student organization leaders' listserv (INTORG-L). Organizations are also expected to respond to questions or requests for information from ISL Staff within 48 hours. All ISL student organization leaders need to check their mailboxes in the ISL Office at least once a week.

5. **Organization Google Folders**

Each ISL organization will be given access to a Google Folder containing a programming tracker and a budget spreadsheet. All student organizations are expected to maintain and update their programming trackers and budget spreadsheets. All electronic invoices and receipts should be uploaded to the Google Folder. At each monthly one-on-one meeting, ISL advisors will review the contents of your Google Folder. **Proper and frequent upkeep with the Budget Spreadsheet, Programming Tracker, and documents will be required in order to maintain your organization's status under ISL.**

6. **ISL, Student Affairs, and UGA Policies**

Policies concerning registered student organizations established by the ISL Office, the Division of Student Affairs, and UGA must be followed by all ISL organizations. Groups or individuals found in violation of these policies risk their association with the ISL Office and the University, in addition to any appropriate sanctions as determined by the UGA Student Code of Conduct.

7. **Active Participation**

ISL Organization leaders are asked to actively participate in other ISL-sponsored and ISL organization-sponsored events, and share current programs with other organizations over the listserv, during scheduled meetings, and on the ISL calendar. Leaders should enhance the development and implementation of programs sponsored by the ISL Office and fellow international student organizations by actively sharing ideas, concerns and information within each organization, among the organization's executive leaders, and with the ISL staff. Leaders are also encouraged to actively participate in events sponsored by outside-ISL organizations and UGA offices.

8. **Positive Community**

ISL Organizations should promote respect and civility through their actions, programs, events, and communication within the ISL and larger UGA community. Organizations that do not contribute to a positive and constructive community may have their membership terminated and/or not renewed.

ISL Sponsored Programs

1. **International Coffee Hour – *Fall & Spring***

ISL international student organizations should host or co-host one of the weekly Coffee Hour programs each year. If the student organization decides to co-host a program, they may ask another student organization, department on campus, or Athens community organization to assist them. International Student Organizations are provided \$400.00 to cover the FOOD only for this event. If additional costs are incurred, these will be deducted from the organization's regular allocated budget. Coffee Hour takes place each Friday from 11:30am to 1:00pm.

2. **Cultural Capacity Certificate Program – *Spring through Fall***

The Cultural Capacity Certificate Program (CCP), formerly known as the Global Leadership Institute, was initiated in 2007 as an opportunity to enhance student interest and exploration of global leadership and cultural awareness. It has been available to the UGA student body as a certificate earning program each semester, and now is a commitment that runs from Spring semester through the following Fall. ISL staff continues to assess student needs and interests for opportunities to enhance CCCP in fun ways that improve student learning and develop tangible leadership skills.

3. **Language Partner Program – *Fall & Spring***

The Language Partner Program (LPP) is a peer mentoring program designed to help international students get connected with American students or other internationals at UGA while practicing their English skills. ISL pairs new international and current UGA students with each other on a one-on-one basis. Language partners meet on their own every one or two weeks to practice language, share their culture, go to social events, or simply have a conversation with each other. Events for LPP are also held throughout the semester.

4. **International Student Orientation & the World Leader Program – *August & January***

Each semester, ISL hosts an orientation for incoming international students. For spring and summer, the orientation lasts one day. In fall, the ISL Office coordinates a week of daily sessions to inform new students on housing options, banking, registration, Social Security, and other topics of interest to incoming international students. Trained orientation leaders (World Leaders) volunteer to help facilitate sessions and are responsible for aiding new students in their adjustment to UGA and Athens.

5. **International Education Week - *November***

In 2001, the United States Department of State and Department of Education created International Education Week to promote the benefits of international education and worldwide exchange. This week is celebrated annually across the United States and typically occurs during the month of November each year. ISL traditionally hosts a Thanksgiving Dinner and reception during IEW, with additional events hosted or co-hosted, depending on the year. In 2015, International Education Week will take place during the week of November 16-20.

a. **World Fest - *November***

World Fest is an annual international festival held on campus during the fall semester (typically during International Education Week) of each year. World Fest highlights the diversity of cultures that international students bring to UGA and features displays from international organizations and other international constituencies.

6. **International Tax Assistance Program (ITAP) & Tax Team Program - *Spring***

Throughout the months of February – April each year, the ISL Office provides tax assistance for non-resident international students (and their dependents). ISL trains a group of Tax Team volunteers to assist with this program.

7. **Ethnic Nights* - *Spring***

Ethnic Nights are evenings of culture, music, and performances from around the world. These nights, which are created and hosted or co-hosted by ISL international student organizations, allow international student organizations to perform songs, dances and instrumental music, share native food and drink, and introduce traditional and/or modern aspects of their countries or cultures to the UGA and Athens communities. Student groups hosting Ethnic Nights should begin planning for the event a minimum of four months prior.

* Please note that there are special guidelines governing Ethnic Nights. Groups wishing to host this type of event will need to consult with their ISL advisor carefully throughout the planning process. See your ISL advisor if you have questions or are interested in hosting this kind of program.

8. **International Street Festival - *April***

This major program was established by the ISL Office in 1999 and has become an annual spring event featuring music, dance, performances, and other talents possessed by the UGA international community. In addition to the performances, ISL international organizations create informative table displays highlighting the purpose of their organization and important aspects of the culture or country it represents. **This year, International Street Festival will take place on Saturday, April 8, 2017.**

Programming: Planning and Preparation

Check-List for Successful Programming

First: Program Planning

- Decide the topic and format of program (lecture, movie, activities, etc.)
- Designate a specific budget to the program
- Select date and time of program
- Inform your ISL Advisor of your program idea and proposed date
- Reserve space and equipment needed
- Select and contact speakers/guests
- Create committees to be in charge of specific aspects of the program

Next: Advertising (detailed information about advertising begins on pg. 12 of this manual)

- Create flyers to give to members of your organization to put up around UGA and Athens
- Put an announcement on UGA's Master Calendar
- Announce your program on the ISL Listserv and the INTORG Listserv
 - Email ISL to have the announcement sent out on the ISL listserv; you can email the INTORG listserv directly
- Reserve a Banner Board through Campus Reservations.
- Have UGA Bus cards in all of the buses announcing your event
- Have the UGA Radio Station (WUOG) do a public service announcement
- Put into action any other ideas your organization has for advertising
- Contact local organizations that may be interested in your event
- Have a signup sheet for your members to sign up to help with the event

During the Week of your Event:

- Confirm your speakers and equipment rentals
- Have each committee report what has been done
- Write down any money spent on your budget sheet and notify your ISL Staff advisor

Day of the Event:

- Arrive early to setup
- Make sure all the equipment is there and ready to use
- Decorate
- Clean up with your members after the event and return equipment

After the Event:

- Make sure your treasurer has all paperwork documenting money spent; ALL expenses should be tracked in the Budget Spreadsheet in your Google Folder.
- There is a **3-day period** to bring in receipts for reimbursement. Do **not** miss this deadline!!

What to Consider When Planning an Event

Here are some questions to ask to make the program planning process easier:

1. What are the goals of the program?
2. Who is the program for?
3. What are the needs of the community you are programming for (cultural awareness, entertainment, life skills, etc.)?
4. How big is your spending budget?
5. Are your members committed to the program?
6. Is there enough time to plan your program effectively (consider the time needed to reserve a space, advertise, find a speaker, etc.)?
7. Can you co-host the program with another organization?
8. Will you be charging admission?
9. Have you spoken to your advisor and/or the ISL staff about the program?

Programming Suggestions

- A dance
- Picnic or barbeque at Lake Herrick or Memorial Park
- Fashion Show
- A new student reception
- Women's history Month
- Black History Month
- Game night (board games, cards or video games)
- Holiday parties
- Concerts
- Potluck
- Community service
- Food drives for the local food bank
- Discussion series
- Ice cream (or other dessert) social
- Music appreciation night
- Movie night with discussion afterwards
- Diversity issues
- Cultural awareness
- Have a discussion for domestic and international students about what it's like to be a student at UGA
- Cooking demonstrations / parties
- Human rights
- Poetry night
- Educational program that teaches people to do something (i.e. how to make batik printing, or how to make sushi)
- Health issues
- Safety
- Current events
- Long distance relationships
- Decision making
- Time management
- Stress management
- Personal finance management (how to budget the money you have)
- Job interviewing skills
- How to write a resume

Advertising Your Programs

- Include your event on the weekly ISL listserv! (We have more than 2,000 people on our listserv) Email your flyer and a paragraph of information about the program to ISL at isl@uga.edu for inclusion. We send out the listserv emails **once** a week on Wednesday's, so be sure to plan in advance.
 - Listserv postings must be emailed by 8 a.m. on Wednesday morning. Please include a paragraph with the exact wording you would like in the announcement. Don't forget to list your contact information! We will also attach a flyer to the email for you if you send it to us.
- Announce your event to your fellow ISL Organization Leaders. You must email the listserv (intorg-l@listserv.uga.edu) using the email address that you receive listserv messages on. ****If you email intorg-l@listserv.uga.edu, it will get sent to all ISL Organization Leaders and ISL staff. Please be considerate of email flow!****
- Post your event to the UGA Master Calendar! Visit <http://calendar.uga.edu/> and click "Submit an Event" on the right toolbar.
- Create a Facebook event and encourage your friends to pass it along to their friends.
- Post your event to ISL Facebook Page: www.facebook.com/ugaisl
- Email Don Reagin if you are interested in sending out a press release. His email is dreagin@uga.edu. Don coordinates all communication outreach for the Dean of Students Office and will be happy to help if you contact him in advance.
- Make sure to include all important dates, times, locations and contact information in an easy to read format.

On-Campus Advertising

Below is a sampling of your on-campus advertising options. Please visit <http://stuorgs.uga.edu/policies/pdfs/promotion.pdf> for additional information!

Activities Fairs:

The Center for Student Organizations sponsors two Activities Fairs each year. The Activities Fair is a wonderful way to promote your organization and recruit new members. The Fairs are held in the Tate Student Center Plaza during the Fall and Spring semesters and draw large numbers of students interested in joining organizations. Registration is on a first come, first served basis: <http://stuorgs.uga.edu/>

Banner Boards:

To reserve one of the large bulletin boards (banner boards) in front of the Tate Student Center, Memorial Hall, or the Physics Building, make a reservation through the Campus Reservations Office at <http://reservations.uga.edu/>. There is a charge for using the banner boards. Posters/banners for the bulletin boards may be made on the bulletin board paper available for free in the ISL Office. Print and Copy in the Tate Center will typeset and print posters for a fee. You may charge these posters to your programming account.

Center for Student Organizations Listserv:

Once an organization is registered, the listed chief officer will be placed on the Center for Student Organizations Listserv. The listserv is used as a tool to inform the chief officer of current and upcoming events on and off campus. If your organization is interested in posting a message/announcement on the listserv, visit the "Submit a Listserv Announcement" section on the Center for Student Organizations website: http://stuorgs.uga.edu/connect/listserv_announce.html.

Posting Flyers in Memorial Hall:

Some of the bulletin boards in Memorial Hall list the office that controls the flyers that are posted on the board. Please follow instructions for those boards (a sign on the board will tell you where to go for approval).

Posting Flyers in the Tate Student Center and Memorial Hall:

All flyers must include the name and contact information of the organization sponsoring the advertised event. All posters and flyers to be hung in the Tate Student Center MUST be approved by the Information Desk Supervisor. If approved, flyers will be stamped, dated and initialed. The Information Desk Supervisor can take 10 flyers at 8.5" x 11" (7 flyers for Tate, 3 flyers for the general bulletin boards in Memorial Hall). If a flyer or poster is any larger than that, the desk can only take 5 copies. No guarantee is made regarding the specific location where the flyers will be placed.

Please bring your flyers for approval to the Informational Desk in the Tate Student Center between the hours of 8 am and 4 pm, Monday through Friday.

What should be on your Flyer:

1. Name or subject of the event
2. Date and time of event
3. Place of event (Building and room)
4. Cost of event (if any) for students and non-students
5. Place and date tickets go on sale for event
6. Name of your organization and contact number
7. Other relevant information
8. Remember to recognize the sponsor of your event. The sponsor is whoever is paying for the event. Examples include the University of Georgia, the ISL Office and/or the Division of Student Affairs.

Residence Halls:

Student organizations may submit 50 flyers to the Residential Programs and Services Office on the first floor of Russell Hall for approval. If approved, Housing staff will stamp flyers, then distribute to individual community offices. Flyers will not be accepted less than two business days before the event. Flyers may be no larger than 11"x17". Flyers with commercial advertising/solicitation will not be approved. Flyers advertising an event at a bar or for an event where alcohol will be served will not be approved. Any unapproved flyers will be immediately removed.

Tate Banner Spaces:

There are four spaces to hang banners in the Tate Plaza. These banners have to be professionally made and given to the setup crew to be hung. Make a reservation through the Campus Reservations Office at <http://reservations.uga.edu/>.

Tate Plaza Table Space:

Table spaces are available for distributing information about your organization and for approved fundraising purposes in the Tate Student Center Plaza. Make a reservation through the Campus Reservations Office at <http://reservations.uga.edu/>.

Student Organization Websites:

An officer of a student organization can request a UGA website for their student organization through EITS. However, please consider whether you have the resources to maintain a website. Many student organizations have their own Facebook group, or a blog. Please only open a website, blog, or Facebook group if you will be updating it! People looking for your organization will notice if you do not keep your information current.

WUOG 90.5 FM:

WUOG 90.5FM will air as many public service announcements as possible, but it reserves the right to determine if the announcement will be used. Submit a Public Service Announcement on their website: <http://www.wuog.org/>.

Television:

University Cablevision is provided as a non-profit service on the University of Georgia campus, broadcasting on campus (Housing 12), as well as a channel on the local Athens cable system (University Channel 15).

- Housing 12. University Housing's Residence Hall Association operates a student-run television channel, Housing 12. The channel accepts ads for their bulletin board of University events for a nominal fee; ads may be broadcast for a minimum of one and a maximum of four weeks. Call 706-542-3812 for information or e-mail Housing 12 at hsg12@uga.edu.
- University Channel 15. To request an announcement, complete the online request form (<http://www.cvl.uga.edu/sites/default/files/announcement.pdf>) and submit it at least three days in advance of the air date.

Street Painting:

Student organizations are permitted to paint a section of Sanford Drive near Hooper Street. Water-soluble (tempera) paint must be used. The organization will be subject to a fee if permanent paint is used. The organization is also responsible for calling the UGA Police (706-542- 5813) at least two hours before the painting project. Weekend hours are preferred, due to lower traffic. The hours between 12 midnight and 7 am are the most suitable times of day. There is no charge for street painting when it is done within established guidelines. For more information, contact Campus Reservations in the Tate Student Center or call 706-583-8020.

Advertising Restrictions

The following guidelines apply to all posted materials on campus. Also listed are some specific areas and particular guidelines for those areas:

- Flyers or advertisements sponsored by student organizations may be posted on campus bulletin boards, except for boards that are specifically reserved for a certain purpose (like banner boards). Nothing may be posted on any surface that is not an approved bulletin board, including bus shelters, trash cans, walls, railings, bathroom stalls, benches, light posts, staircases, windows, doors, newspaper boxes, etc. Posters may not cover any other advertisement, nor may any current flyers be removed before the advertised event in order to make room for other advertisements. Flyers advertising past events may be removed to make room for current advertisements.
- Flyers should not exceed 11 by 17 inches. Banner Boards may be reserved for larger posters at the Campus Reservations Office in the Tate Student Center.
- Commercial advertising is not permitted on campus. If your event is cosponsored by a commercial business, the name/logo of that organization must be printed in type that is significantly smaller than the name/logo of the campus organization and the event information.
- Posters must advertise an event sponsored by a registered student organization, UGA Department, or U.S. Government organization.
- The name of the sponsoring organization or department **MUST** appear on each poster. “Teaser” advertisements may be used, but the sponsoring organization must be identified on the flyers. Teasers are defined as ads which give little information except an eye-catching slogan or logo, which will be replaced later by a more informational ad.
- Glitter, telephone number tabs, card pouches, tear-off cards and other such materials are **not permitted** in most areas because of the litter problems they create. Please inquire at the individual department offices in each building for specific limitations.
- If the flyer is printed in a language other than English, English subtitles **must be** listed to identify the name of the organization, the subject of the flyer, and the time and place of the event.
- Advertisements may not advertise alcohol in any form on campus. If an event occurs off campus, no references may be made to alcohol, drink prices or drink specials.
- Events occurring at off-campus, private establishments must feature the name of the sponsoring student organization in a significantly larger font size than the name or logo of the venue.
- Registered student organizations may distribute non-commercial handbills on a person-to-person basis on the Tate Plaza. However, these handbills may not be left on chairs, tables, desks, or other surfaces within the Tate Student Center, Memorial Hall, or any other building on campus.
- **Please note: chalking is strictly prohibited on UGA’s campus!**

For a complete list of guidelines, please visit
<http://dos.uga.edu/policies/pdfs/promotions.pdf>

On-Campus Facilities to Rent

*Prices are subject to change. Some facilities will require your advisor to make reservations for your organization.

Miller Learning Center/ Tate Student Center/Tate Plaza/Memorial Ballroom/Memorial Plaza

- Please review the “Usage Fees” section of the Campus Reservations website at <http://reservations.uga.edu/fees/tate.html>

Ramsey Center/Recreation Sports: 706-542-5060

The Ramsey Center must be contacted directly in order to request space affiliated with their department.

Facilities you can reserve include:

- Beach house at Lake Herrick
- Tennis Courts
- Intramural Fields
- Recreational Sports Complex
- Volleyball Arena
- Auxiliary gyms (2)
- Large multipurpose rooms (3)

Family and Graduate Housing: 706-542-1473

- Free Community Room
- Only Family and Graduate housing residents may reserve this room.

Residence Halls -

- For the policies and more information, please visit <http://housing.uga.edu/contact/facility-reservation-information> and click on “Facility Reservations”. You will need to contact the community office to submit a reservation for a building in a particular community:

Community Offices

- | | |
|---|---|
| • Brumby Community Office
Phone: (706) 542-8357
E-mail: brumsec@uga.edu | • Myers Community Office
Phone: (706) 542-5217
E-mail: myersec@uga.edu |
| • Creswell Community Office
Phone: (706) 542-8344
E-mail: cressec@uga.edu | • Reed Community Office
Phone: (706) 542-3753
E-mail: reedsec@uga.edu |
| • East Campus Village Community Office
Phone: (706) 542-2041
E-mail: ecvcom@uga.edu | • Russell Community Office
Phone: (706) 542-8331
E-mail: russec@uga.edu |
| • Hill Community Office
Phone: (706) 542-5934
E-mail: hillsec@uga.edu | |

Evaluation

Evaluation is an essential part of any program or experience. It provides useful information that will allow you to plan and upgrade your events and organization as a whole.

There are two common ways to implement evaluation into your student organization's activities. The first way is to give event participants an opportunity to evaluate their personal experiences. Attendees can fill out short evaluation forms after programs. This will give the program coordinators immediate feedback to see if they met their goals(s).

The second avenue to pursue is an evaluation of the organization's accomplishments. This would include programs, activities, meetings, policies, and your performance as an officer within the organization. An organization officer can help students look back over the year and identify strengths, weaknesses and areas of improvement. Identifying strengths and weaknesses will help you and your organization develop an action plan for the following year.

Thank You Notes

Thank You Notes are an extremely important aspect of good programming. These should be sent to:

- Speakers
- People outside of your organization who assist with your programs
- Local businesses or organization who may provide food, beverages or financial support
- People within your organization who volunteer frequently

Thank you notes may be emailed, but handwritten or typed is usually better as it is more personal. Three or four lines are enough to express your appreciation and should be written in either blue or black ink. Write the note immediately after the event or pre-write them ahead of time in order for everyone to receive your sentiments as soon as possible.

Athens Volunteer Opportunities

Service activities are an important way for your organization to give back and build relationships with the UGA and Athens communities. They are also great teambuilding and personal growth opportunities for the members of your organizations. Please consider organizing at least one community service activity each year.

Athens Area Homeless Shelter

<http://helpathenshomeless.org/>

- AAHS has many opportunities for volunteers to engage with the everyday work of the organization. E-mail volunteer@helpathenshomeless.org for more information. The AAHS Volunteer Manager will work closely with you to determine your skills and interests and match you with an opportunity for your group.

Center for Leadership and Service

<http://cls.uga.edu/>

- The Center for Leadership and Service is committed to providing opportunities and resources for students to engage in service and volunteering throughout the Athens-Clarke County community. Their service portal allows UGA students, faculty, and staff to identify ways to make a positive impact in our community.

Georgia Museum of Art

<http://www.georgiamuseum.org>

- The Georgia Museum of Art has a wide variety of volunteer opportunities for patrons of any age. Volunteers are important contributors to the success of the museum. They work in the Museum Shop, the library, as docents, during special events and during educational events. If your organization is interested in volunteering, please contact the appropriate department.
- Museum Shop: (706) 542-0450
- Louis T. Griffith Library: (706) 542-4662
- Educational Events: (706) 542-4662
- Docents: (706) 583-0111

HandsOn Northeast Georgia

<http://handsonnortheastgeorgia.org>

- Are you looking for opportunities to volunteer in the Athens, Georgia, area? Then HandsOn is for you! This database is a great resource for volunteer opportunities in the Athens Area. UGA students can access the HandsOn Northeast Georgia event database through the Center for Leadership and Service's website (see above listing)

Volunteer Match

<http://www.volunteermatch.org/>

- Volunteer Match is a leader in the nonprofit world dedicated to helping everyone find a great place to volunteer. The organization offers a variety of online services to support a community of nonprofit, volunteer and business leaders committed to civic engagement.

Money Matters: Budgets, Receipts, and Fundraising

General Money Matters

Buying Items and Getting Reimbursed:

- International Student Organizations are assigned a unique account code that is UGA specific.
- To use your organization's money, you can buy things using your own money and be reimbursed.
 - There are certain purchases and charges that must utilize a special process called the check request process. Please review page 23 of this manual for more information on check requests.
- Any time you spend your own money, you will need to **bring a receipt to ISL in person within THREE days of making the purchase** and ask our office to process the paperwork for you.
 - We will only accept receipts from 4 officers in your organization. This helps us know that the purchases were approved by the organization leadership. If you are bringing a receipt on behalf of someone else, please make sure you have their contact information with you!
- Reimbursement checks are usually received in the mail 7-10 business days after all pieces of paperwork are fully completed and submitted to ISL. Any missing or incorrect pieces of information will delay your check's arrival!
- We **strongly** encourage you to consult with your ISL Advisor before making any purchases for your organization. If you buy items that are not within the guidelines of UGA and ISL, we will not be able to reimburse you!
- If you would like to make a purchase that is too expensive for you to buy initially, then consult with your ISL advisor about alternative options.
- We also may be able to buy some items online with a UGA Credit Card. See your advisor for details. Please allow at least three weeks for the items to be ordered and shipped!

Campus Reservations, Events, and Technical Services (CRETS)

- Your organization will be able to make campus reservations by using its unique account number provided by ISL at the beginning of each year.
- Your organization and your advisor should both receive a copy of the invoice. **Please save all confirmation invoices to your organization's google folder.** If you do not receive an invoice after one week of requesting the reservation, you should contact Campus Reservations to make sure that your request has been processed and to request an invoice.
- Update your Google Budget Spreadsheet with the amount listed on the invoice. Make any changes to the spreadsheet if you make changes to your reservation.
- You should then confirm with your advisor that your reservation has been made and they have received a copy of the invoice.

Recreational Sports and the Center for Teaching and Learning

- Similar to CRETS reservations, you will provide your unique organization account number.
- You will receive an invoice for your reservation; you **MUST** forward a copy of this invoice to your advisor. **Please save all confirmation invoices to your organization's google folder.** If you do not receive an invoice after one week of requesting the reservation, you should contact Rec Sports or CTL to make sure that your request has been processed and to request an invoice.
- You should then confirm with your advisor, Rec Sports, and/or CTL that your reservation has been made.

Tate Center Print and Copy

- In order to use Print and Copy, you **must** provide your unique account number when you submit an online or in-person print job.
- You should send all invoices from Tate Print & Copy to your advisor and log any expenses in your budget sheet.

Budgeting

- Your organization is responsible for keeping accurate records of all purchases made. You will not be allowed to overspend your money for the year, so please be conscientious of your financial standing! Be prepared with your updated Budget Spreadsheet during each monthly 1-on-1, so you can discuss your finances with your advisor.

Receipts

- You must bring all receipts to the ISL Office. ISL will only reimburse receipts if they are brought in within **THREE (3) days of the date of purchase.**
- Make sure to complete a Request for Reimbursement form.
- On the receipt, everything you purchase must be **itemized**. We cannot process receipts unless they have a date, store name, an itemized description, an item cost, a total cost, and a section that shows you paid.
- If you are buying food items and non-food items: please separate those items onto TWO separate receipts: one for food and one for non-food.
 - What is food? Anything you eat or drink! This includes spices, candy, gum, etc.
 - What is not food? Anything else! Cups, foil, toothpicks, etc. are not food.
- If you are purchasing items at smaller stores, ethnic grocery stores, or foreign stores, please be careful about your receipts. You may need to obtain additional signatures from the storeowner or provide additional documentation, such as a signed petty cash form. Please consult with ISL staff about your receipts.
- Do not include any personal items or alcohol on your receipt. You will not be reimbursed!
- Note: the 3-day receipt policy does **NOT** apply to **Coffee Hour** funds; coffee hour receipts need to be turned in **within 24 HOURS** of checking out petty cash!
- **Please remember: no receipt = no reimbursement No exceptions!**

Acceptable and Not Acceptable Receipts

ACCEPTABLE	NOT ACCEPTABLE**
	<i>**In order for this type of receipt to be acceptable, the vendor must sign the petty cash form itself.</i>
Cash register tape with vendor name pre-printed	Cancelled checks
Hand-written receipt with vendor name stamped	Carbon copies or photo copies
Petty cash form signed by vendor <i>**See ISL Staff for assistance</i>	Credit card receipts without itemized receipt
Credit card receipts and an itemized receipt	Calculator tape

Coffee Hour Funding

- ISL provides all ISL organizations the opportunity to host a Coffee Hour during each academic year. As a host, your organization is able to check out \$400 in cash from the Dean of Students Business Office. **The receipts from your purchases and any change are due back to ISL within 24 hours of checking out the cash!**
 - For example, if you check out the petty cash on Tuesday afternoon, you must return the receipts and leftover change to ISL by Wednesday afternoon.
- You will need to make arrangements with Chee Ia Yang, to pick up the \$400 in cash. Her email is cheeia@uga.edu. You must have a member of ISL staff with you in order to check out the cash, **so please do not wait until the last minute!**

Purchasing Guidelines

Note: ISL staff strongly recommends that ISL Organizations confer with the ISL Office **before** purchasing items in order to ensure appropriate reimbursement.

1. You can use your money for programming purposes and for promoting your organization to the campus community.

Specific examples of acceptable programming purchases are:

- a. Advertising expenses such as flyers, UGA Bus Cards, banners at the Tate Student Center, banner boards in front of Memorial Hall and Physics, tables at Tate Plaza, and other expenses.
 - b. International subscriptions or magazines of interest to the international community.
 - c. DVDs or promotional videos about your country or culture (following copyright laws)
 - d. Reception Supplies: Decorations, plastic utensils, paper supplies, napkins, cups, plates, etc.
2. Buying Food: When can you use your ISL budget for food at an event?
 - a. Welcome Back reception (one per year, \$25 food limit/\$50 total budget limit)
 - b. During a cultural event where food is **not** the main focus (i.e. a speaker, cultural festival, Ethnic Night, concert, lecture, etc.)
 - a. This means that you should not use your budget to buy food for a weekly membership meeting, or for a food tasting/sampling event.
 - c. Coffee Hour (but note that the \$400 provided is not included in your allocated budget)
 3. Catering requires a special process. If you'd like to cater an event, please let ISL know **at least 4 weeks in advance** so a check request can be made (see page 23). Catering is when a business cooks for you and charges you for the service.
 4. All food purchases from your account must fall within the university's per diem rate. A per diem is the amount of money that can be spent per person on food for one meal on one day. The UGA per diem rate is: \$6.00 for breakfast, \$7.00 for lunch, or \$15.00 for dinner (you cannot spend more than this!)
 5. Off-Campus Facility Rentals: If you'd like to pay for an off-campus facility rental, please let ISL know at least **4 weeks in advance** so a check request can be made (see page 23).
 6. Honorariums: Your organization may invite speakers to talk about your country, culture, current events, and topics related to international issues. You can pay the speaker an honorarium, a fee for the speaker's services. Specific paperwork is involved with honorariums, so you must let the ISL office know at least one month in advance. ***You may only allocate up to 50% of your yearly budget to pay for speakers. You are welcome to fundraise additional funds if you wish to pay a speaker more than 50% of your budget.*
 7. Travel and Ethnic Night funding: ISL Organizations interested in obtaining funds for conference travel or for hosting an Ethnic Night must request the funding during the spring budget request process. Please contact your ISL advisor with any questions.

Acceptable and Not Acceptable Purchasing Examples

ACCEPTABLE PURCHASES	NOT ACCEPTABLE PURCHASES
Clothing if used as part of a program	Alcoholic beverages
Decorations for events	Personal items
Facilities reservation	Conference registration
Film and film processing	Dues and memberships to national chapters
Food items, hospitality and refreshments	Personal gifts and awards
Office supplies	Purchase of equipment items over \$100
Postage	Rentals over 3 months
Printing and copying	Student or employee travel
Program supplies used directly for an event	Technological items (phones, printers, etc)
Rental of equipment	Textbooks

Three very important things to note:

- Your last day to turn in receipts will be the last day of classes in the spring semester. Any exceptions must be approved by your advisor.
- If you do not use your allocated funds, your money will be returned to the International Student Life Office at the end of the academic year.
- All permanent items (i.e., books, videos, display items, etc.) purchased for an international student organization with student activity fee funds are the property of the Division of Student Affairs, the University of Georgia, and International Student Life. **According to departmental policy, these items must be housed on University property.** If your organization does not have storage space on campus, please talk with your advisor about other where to store these items.

Student Organization Check Requests

1. **When do I need a “check request” for a business?**
 - a. When you are planning on spending more than \$500 in **one** day at **one** business
 - b. If you would like to have money sent directly to a business, instead of paying them and getting reimbursed for the money*
 - i. *For online purchases, we may be able to make the purchase using a UGA credit card. Please see ISL staff for details.
 - c. When you are making a room reservation for an off-campus facility
 - d. When you are paying a business for a service they provide (i.e. when you are paying a business for doing something for you, but you are not buying a physical item – DJ services, for example)
2. **Why do I need a “check request”?**
 - a. UGA policy!
3. **How long does it take for the checks to be sent?**
 - a. It typically takes 3-4 weeks for a business to receive the check. This is 3-4 weeks **after you turn in all completed and correct paperwork to ISL and after the business has completed the Vendor Profile form at vendors.uga.edu.**
 - b. ISL cannot speed up this process. There are multiple offices that must receive and process this paperwork, which is why there is a delay.
4. **What paperwork needs to be filled out?**
 - a. ISL must receive:
 - i. An original copy of the invoice for the purchase
 - ii. A flyer from the event
 - iii. Any additional documentation of the purchase or event
 - b. The business being paid must do the following:
 - i. Complete the Vendor Profile Form at www.vendors.uga.edu. They only need to complete the profile once per academic year.
 - ii. Questions regarding the Vendor Profile Form should be directed to the Tate Center Business Office, 706-542-8514.
5. **How can I turn in this paperwork to ISL?**
 - a. Please turn in the original copy of the invoice and the event flyer to the ISL Office.
 - b. You should inform your contact at the business that they should complete the Vendor Profile Form. Their payment **will not be processed** until they have completed the form—and it takes several days for the system to recognize them as confirmed.
 - c. We cannot start processing the paperwork until all parts are completed! If you wait to turn in paperwork, the business will wait even longer.

Please discuss this process with a business BEFORE you commit to buying their products or using their services. We cannot make the checks arrive any faster, so it is important that the business understands that there will be a delay in payment.

Additional Campus Funding Resources

Where can I go on-campus to seek additional funding?

- Co-sponsors: Partner with other student organizations or departments for your event! This can take many forms: i.e. a group gives you money, a group pays for part of the event expense, or a group hosts the event and you simply promote it among your members.
- Residence Hall Association (RHA): <http://rha.uga.edu/index.html>
 - The process for requesting funds from RHA is outlined in detail on this website, as well as the request form you need to submit
 - Click on the “Allocations” tab at the top of the webpage for details. Be sure to read all information on the webpage!
- Small Clubs Allocation Process (through SGA):
 - Go to <http://sga.uga.edu/> , scroll over “Get Involved” and click on “Applications and Forms” from the menu bar on the top. Then, select “Small Clubs Guidelines for Programming and Travel” and “Small Clubs Programming Form”
 - You can only ask **once per semester**, for one program/speaker/event

Congratulations! You have received money. Now what?

- Notify your ISL advisor that your organization has received funds.
- Find out the process for obtaining the money: will you submit receipts directly to the organization that is giving you money? Will they put the funds in your ISL account? **Even if you are submitting receipts to a different organization, please bring them to ISL first so we can make copies for our records**
- You will not be allowed to spend any money that is donated or fundraised until the money is actually deposited into your account! We don't allow groups to spend “promised” money.

Fundraising

There are some important aspects to remember before your organization starts any type of fundraising. Please read over the student organization solicitation guidelines from the Center for Student Organizations, which can be found at <http://stuorgs.uga.edu/resources/index.html>. **Fundraising events have special restrictions related to your funds. Groups must check with ISL staff to discuss any benefit activities before hosting an event.

Steps to Take:

1. **Start early!** Talk to your advisor about the idea you have and where you want the profits to go.
2. **Plan at least FOUR WEEKS in advance.** If you are doing on-campus fundraising, you must submit a permission form to the Center for Student Organizations at least **10 days before the event**. The permission form is available <http://stuorgs.uga.edu/fundraising/index.html>. If you are hosting a fundraiser off-campus, you do not need to ask permission from the Center for Student Organizations.
3. Bring any proceeds from the event to ISL as soon as possible after the event. **ISL will only accept donation money between the hours of 8 a.m. – 3 p.m.**
 - a. All proceeds and expenditures from your fundraising event must be processed through ISL. This means that you will have to wait to be reimbursed for any supplies you purchase for the fundraiser! Please do **not** reimburse yourself from the proceeds of your event. This ensures accountability among your organization members and with the ISL Office.
 - b. Remember that you need to submit your supply receipts within THREE days of purchase.
4. You must earn back enough money to cover the cost of supplies! Any money earned beyond the cost of supplies is profit.
5. Please be conscientious of where you tell people that fundraised money is going. If you advertise that you are donating all of your proceeds to XYZ charity, then all of the money will need to be given to XYZ charity, even if you raise \$10,000!

External Fundraising

External fundraising consists of contacting local businesses, community members, family members, and other stakeholders and asking them to donate funds, food or supplies to your program. External fundraising can help to get the community involved in your events and to conserve your programming money

Requirements for Fundraising with ISL:

- Develop a letter or packet with other members of your organization that includes the following:
 - A description of your organization (history, mission, officers, purpose, main events, etc.)
 - Introduce the officers in your organization (at least the President, include pictures)
 - The name of the event for which you are requesting funding, and a description of this event
 - The purpose of the event and how it lines up with your organization's mission
 - The type of support you are requesting (money donations, item donations, etc.)
 - A detailed explanation of how the money will be spent/used
 - The “levels” of fundraising—i.e. what the business or individual will receive in exchange for their support (if anything)
- Submit your sponsor letter/packet to your ISL Advisor for approval before sending it out.

- Have your members take this packet to businesses in the area (including Atlanta) and explain your program and the type of assistance you would like them to provide.
- Remember to start early, visit many places, and vary the times that you ask for outside support.
- **Please note:** per UGA rules, outside businesses cannot send business representatives to events at UGA. If a business donates to your event, you are welcome to set up a display table with their advertising materials on it, but business members cannot come to the event and advertise for their business in person.

Percentage Nights

Percentage Night- a business donates a percentage of their income during a specified time on a particular day.

Step 1- You need to set a day and time that you would like to host a percentage night. Businesses frequently have days designated for percentage nights (usually Mondays, Tuesdays, and Wednesdays). Try to persuade a business to host the percentage night on a Friday or Saturday; restaurants tend to attract more customers on these days and more customers will equal more income for both the restaurant and your organization.

Step 2- Call the business. Ask for the manager and find out when you could meet them at their business to talk with them in greater detail about a possible percentage night.

Step 3- Speak with the manager. Dress business casual, but not too fancy. Many managers in Downtown Athens are students or alumni from UGA. They tend to dress in business casual.

Step 4- Give the manager a letter that has three paragraphs: (1) a brief introduction of your organization; (2) information concerning the percentage night and what your organization will do for the business, such as displaying their logo during an event; and (3) Thank them for their consideration. As you hand the manager the letter, verbally summarize what the letter says. Make sure the letter has contact information and a deadline (about 1 week) for a response!

Step 5- Persuade the manager to host a percentage night. Many managers will only donate a percentage of their income to customers who state that they are with your organization. Try to persuade the manager to donate a percentage of their income for ALL customers-this is a significant challenge but will definitely pay off.

Step 6- After the percentage night, wait about a week, and then call the business to see if they have a check.

Step 7- Collect the check and write a thank you letter for the business. Be sure to include 3 paragraphs: (1) what event your organization is hosting; (2) what your organization is doing with the money that the business raised for you- be clear and concise to ensure that they know you are appreciative of their help; (3) thank them and say something about building a future relationship with their business.

There are several businesses in the Athens community that organizations have used for percentage nights in the past:

**Ben and Jerry's
Menchie's**

**Fuzzy's
Picantes Street Fair**

**Groucho's Deli
Your Pie**

**Herschel's 34
Others?!**

Program & Budget Audit

General Information

In an effort to help all International Student Organizations best utilize their funds, ISL will be requiring an annual program and budget audit. All ISO's will be required to submit this audit by the Spring semester deadline. More information about how to complete the audit will be sent out toward the end of the Fall semester. By asking ISO's to reevaluate their programs and budgets for the year, ISL may be able to redistribute funds based on the needs of student organizations. **This audit will be required; if you do not submit an audit by the deadline, you will no longer have funding for the remainder of the academic year.** Not submitting an audit may also affect the amount of funding your organization is allocated for the following year.

Budget Proposal Instructions

General Information

Each spring semester, the Dean of Students Business Office asks student organizations that receive money from the Student Activity Fee Fund to submit a budget report and to request a budget for the upcoming year. ISL generates that report for the Business Office and will once again represent the international student organizations with their budgets in front of the Student Activity Fee Allocation Committee next spring.

Budget Process – (ISL's Role)

The ISL/international organizations' budget request for the 2016-2017 fiscal year will be presented to the Student Activity Fee Allocation Committee in early March 2016. At this committee meeting, we typically request 3 to 4 student leaders (you!) to help present the budget. After reviewing all of the budget requests, the Allocations Committee will inform ISL in the summer of 2016 about the funding they will receive for 2016-2017.

Budget Process – (Your Role)

Each ISL Organization that would like to request student activity fee funds must submit a budget request to ISL and sign up for an interview time every year.

ISL organizations requesting funds for 2017-2018 should:

1. Complete the Program & Budget Audit by the designated date.
2. Complete the ISL *Funding Request Form for 2017-2018* and submit it to ISL by the designated date.
3. Sign up for a Budget Allocation Interview. The ISL office will send out notifications when it is time to sign up for interviews.
4. Continue to adhere to policies outlined in this manual to maintain status within ISL.

Please note that organizations that do not complete the above steps may not be considered for funding from ISL for the 2017-2018 academic year.

How Funding Is Allocated to ISL Organizations

In spring, ISL staff will interview each of the ISL organizations that have submitted a budget proposal for the 2017-2018 fiscal year.

***Please note: it is your responsibility to contact the ISL Office to set up your interview appointment for your budget. The President and Treasurer of each organization should plan to attend the ISL allocations interview.*

Budget allocation decisions made by the ISL staff will include a review of your request for funding, which should include the following information:

- Programs you completed in 2016-2017 (unless it is a new organization)
- Communication with the ISL Office concerning programming and budgetary issues
- Number of ISL meetings attended/missed (monthly 1-on-1 meetings, leadership summits, etc.)
- Facts obtained during the budget interviews
- Any other pertinent information.

ISL will notify you of the final allocated budget for your organization in the Fall 2016 semester (at the Fall 2016

Leadership Summit in August!)

Organizational Leadership

Tips to Being an Effective Leader

- Encourage leadership in your group – Delegate tasks to members and ask for their input.
- Plan ahead for your meetings
- Set goals for yourself as a leader
- Keep a daily planner
- Do not procrastinate
- Do not take on too many activities – By taking on too much, you will not be effective at any of the activities you have chosen.
- Prioritize – Decide what things need to be done first.
- Making mistakes is a part of life! Learn from them and move on.
- Cooperate with others to get tasks accomplished
- Be positive and only give constructive criticism
- Learn to tolerate and forgive – If others make a mistake, be understanding and forgive them.
- Accept your limits – Realize that you cannot do everything and that you are not perfect.
- Don't gossip! It will undermine your credibility and will create divisions in your organization.
- Have fun! Enjoy your success as a leader.

Conducting a Successful Meeting

Before the Meeting

- Determine the time and place for the meeting.
- Give advance notice through memos, flyers, emails, announcements, etc.
- Distribute last meeting's minutes.
- Follow up with any members who are expected to give important reports to ensure that they will be prepared.
- Make sure that any outside resources or speakers understand the needs and concerns of the group.
- Make sure seating is arranged comfortably with plenty of light.
- Provide a writing surface such as a white board.
- Provide handouts of any necessary information.
- Prepare an agenda.
- Don't meet for the sake of meeting!
- Consider the length of time you need to conduct your meeting and the attention span of organization members.
- Determine how to involve group members.
- Check and recheck to be sure your plans are complete.

During the Meeting

- Begin on time so that people will learn to come on time.
- Have something for early arrivals to do: read minutes, agendas, handouts, etc.
- Avoid long reports and verbatim readings of minutes. Encourage brief updates of essential information.
- Keep the meeting moving, but don't rush decisions.
- Discourage circular or repetitive discussion.
- Involve all members by asking for opinions or ideas.
- Make sure all officers are performing their roles.

After the Meeting

- Follow-up with members who may need to discuss something further.
- Type up the minutes and distribute copies to members.
- Evaluate the effectiveness and efficiency of the meeting.

Teambuilding and Icebreakers

A group's cohesion depends upon their ability to communicate openly with one another, their level of comfort in the group, and respect for each member. Group cohesion provides a strong foundation for the future success of the group. As such, it is important that you, as a leader, work to develop this strong foundation. One method of developing group cohesion, communication, and respect is to utilize icebreakers. Icebreakers are tools for enabling a group leader to foster interaction, challenge group members, stimulate creative thinking, and build upon a group's knowledge of and comfort with each other.

By their very nature, icebreakers help create an atmosphere that reduces the participants' inhibitions and increases their awareness. However, the group leader must keep in mind that any structured activity can be misused. To minimize the risks and maximize the benefits of using icebreakers, the leader should keep in mind the following guidelines:

- Group members should never be forced to participate in an activity. Although the group leader may encourage total participation, each learner must understand that they have the right to refrain from engaging in any icebreaker that appears too uncomfortable, awkward or physically demanding.
- Unless otherwise agreed upon, the information generated during an activity should be considered confidential.
- The group leader serves as an important role model for the participants. The group leader will find that his or her active participation in an icebreaker may help reduce some of the participants' initial inhibitions and thus promote moderate risk taking.

Links to icebreaker and team building websites:

- <http://www.icebreakers.ws/>
- <http://wilderdom.com/games/Icebreakers.html>
- <http://www.residentassistant.com/>

Motivating your Membership

Here are several suggestions to create enthusiasm in your organization and to help increase members' desire to contribute:

- Be a good role model – If you are enthusiastic and positive as a leader, others will follow your lead and act in the same manner.
- Encourage people to get involved – delegate. When a new program or event is introduced, immediately ask for volunteers to be in charge of certain aspects of the program planning such as advertising, equipment/space rentals, food, activities/speaker, etc.
- Create committees with the people who have volunteered to help. If Jane volunteered to be in charge of advertising, have her tell people to sign up for an “Advertising Committee” and help her with the task of advertising. The other volunteers should follow the same process of creating their own committees.
- Set goals! It is important to include your members in the goal setting process so that they will feel committed to your organization. Update your organizational goals with every new academic year or after each election.
- Ask for ideas from the group when trying to decide what programs, events or activities to plan – do not decide for the group and then ask them to help.
- Recognize members for their hard work.

Recognition and Appreciation

Recognizing and appreciating organization members and outside resource persons (i.e. advisors, sponsors, etc.) is vital in maintaining a successful student organization. Members who feel needed and appreciated will be motivated and hardworking. A well-deserved pat on the back goes a long way in guaranteeing the success of a program or experience. Effective and consistent recognition and appreciation will also attract positive attention to your organization, making more people eager to become involved.

A few recognition ideas:

- Choose a “Superstar of the Week/Month”
- Write out a personal letter/card of thanks
- Hand out candy at your meetings
- List accomplishments on your meeting agendas
- Set aside 5 minutes every meeting for people to thank each other
- Bake cookies or buy a small snack for the group
- Nominate them for department/university/regional awards
- Send an e-card or email

Officer Transition

Smooth, thorough officer transition from one year's leadership to the next is vital to the continued development and success of your group.

Preparing for Officer Transition:

- ❑ Organize your materials -- notebooks, files, calendars, etc. Tie up any loose ends, including receipts and correspondence. Pass along this Leadership Manual – new leaders will receive a copy, but it is important to help them understand what being an ISL leader means as soon as possible. Give copies of helpful handouts, books, etc. Add files and documents to your Google Folder, and keep spreadsheets and trackers updated.
- ❑ Hold a brainstorming session with your executive board or committee at least two months before the transition will occur.
 - Each person should develop a "I wish I had known list"
 - Type up these lists and add them to your organization files!
- ❑ Create a project/program list of everything you did this year. Write down the aspects for each project on which you worked or assisted - what went right and why, what went wrong and why. It is also helpful to include evaluations about specific events/projects.
 - Be specific! Use your programming trackers as a guide: where was the program held, how much did it cost, how many people attended?
- ❑ Organize your materials -- notebooks, files, calendars, budget information, etc.
 - Save copies of electronic materials on your flash drive for future reference
 - All materials left on the flash drives will be passed on to future executive boards
- ❑ Give job description of the position held to the new officer and discuss the specific duties. Explain the hierarchy of leadership in your organization. Explain the organization's mission/purpose and history.
- ❑ Give a copy of your constitution to the officer replacing you.
- ❑ Using the invaluable hindsight that you now have, identify the areas of responsibility, people, details, resources, phone numbers, etc. that you wish someone had told you when you took office. Be thorough and be specific. Give a list of useful names and contact information for people on campus.
- ❑ Introduce the new officer to everyone with whom s/he will be working so that s/he can begin building rapport. Explain the working relationship between yourself, International Student Life, and your advisor to the new officer.
- ❑ Set aside a structured time period to handle the exchange of information. This should be mandatory for all officers and chairpersons. Your organization may require more than just one meeting. Ask questions of the new officer. Make sure s/he understands the role of your office and how it fits in with the overall organization. A great, fun way to get this done is to hold a transitioning officer retreat. This is not necessary, but can help both sets of officers to smoothly transition and to help build a strong rapport between the two groups.
- ❑ Give your name and contact information for future questions, as well as the name and contact information of your advisor. Store email account usernames, email passwords, and website passwords for all organization accounts in this notebook that should be passed on. If you are transitioning in late spring, determine who will check your organization's email account over the summer (or put up an "Out of Office" message).
- ❑ If applicable, inform the new officer of any training sessions for your organization on a local, regional and national level.