Student Organization Handbook

Revised September 2015
Contents

Introduction from the Office of Student Involvement ................................................................. 4
What is a Student Organization? ..................................................................................................... 5
  Classifications of Student Organization Types ............................................................................ 5
  Requirements for Student Organizations .................................................................................... 5
  Benefits of Being a Student Organization ................................................................................. 6
What’s In It for Me? ......................................................................................................................... 7
  Core Competencies ...................................................................................................................... 7
Setting Up For Success ................................................................................................................... 9
  Membership Recruitment ............................................................................................................. 9
  Membership Retention ................................................................................................................ 10
  Delegation .................................................................................................................................. 11
  Minutes and Records .................................................................................................................. 11
  Goal Setting ................................................................................................................................. 12
Funding Your Student Organization ............................................................................................... 13
Traveling With Your Student Organization ..................................................................................... 13
Hosting Campus Events ................................................................................................................. 13
Constructing and Running an Effective Organization ..................................................................... 14
  How to Select an Executive Board (or E-Board) ....................................................................... 14
  How to Build a Meeting Agenda ................................................................................................. 16
  Tips for Taking Minutes ............................................................................................................. 17
  10 Ways to Empower your Group Members ............................................................................. 18
  Dealing in Difficult Situations .................................................................................................... 19
Leadership Transition Resources .................................................................................................... 20
  Tips for your Leadership Transition .......................................................................................... 21
  Transition Roadblocks .............................................................................................................. 22
  Leadership Transition Checklist ................................................................................................. 23
  Suggested Organization Binder Contents ................................................................................ 23
Student Organizations Colleague Database .................................................................................... 24
  Information for the Organization OSI Secretary ....................................................................... 24
  Information for All Organization Members .............................................................................. 27
Requesting Space for Meetings ....................................................................................................... 28
Facilities Information ...................................................................................................................... 32
  Residence Hall Lounge Reservations ....................................................................................... 32
  Hicks Usage Policies and Guidelines ......................................................................................... 34
Meeting Room Usage Guidelines ................................................................. 34
Bissell Theater Usage Guidelines ................................................................. 34
Atrium Usage Guidelines ........................................................................... 35
Barrett Living Room Usage Guidelines ....................................................... 35
Richardson Room Usage Guidelines ......................................................... 36
Game Room Usage Guidelines ................................................................. 36
Furniture Moving Guidelines .................................................................... 36
Decorations Guidelines ............................................................................. 36
Banner Reservation Policies and Procedures ............................................. 37
Easel Display Reservation and Usage Guidelines ...................................... 37
Tabling Policies and Procedures ................................................................. 38

Information on Public Performance Rights and Showing Films on Campus ........ 39
Equipment Available from Information Services ....................................... 41
Office of Student Involvement Equipment Information ............................. 42
Important Campus Information .................................................................. 43
  Campus Contacts ...................................................................................... 43
  Campus Posting Policy ............................................................................ 44
    Posting Approval Procedures ................................................................. 44
    Approved Posting Locations ................................................................. 45

Brand K Compliance .................................................................................. 46
Leadership Resources ................................................................................ 47
  Outgoing Officer Reflection Activity ....................................................... 47
  Incoming Office Reflection Activity ......................................................... 48
  Ice-breaking Activities ............................................................................ 49
  60 Ways to Recognize Volunteers .......................................................... 51
Introduction from the Office of Student Involvement

The Office of Student Involvement services as a resource for student leaders and student organizations through advising, leadership development, and modeling the way. The mission of the Office of Student Involvement is to provide opportunities for the learning, personal growth, self-exploration, and leadership development for students through participation in student organizations, student government, and related activities.

Through this lens, the Office of Student Involvement strives to provide fun, unique, and interesting experiences through various campus events, traditions, workshops, and other activities in effort to enhance the lived experience at K. Through our mission, goals, and programming we actively support Kalamazoo College’s Priority 1 of enhancing the distinctiveness of a Kalamazoo College education and Priority 2 of creating an inclusive, student-focused environment.

We at the Office of Student Involvement are guided by the following fundamental values:

1. Be solution(s) oriented.
2. Be good stewards of K resources.
3. Dream big and work effectively to make dreams a reality.
4. Engage in continuous improvement.
5. Assess, evaluate, and reflect.
6. Think diversely always in all ways.
7. Always act in a professional and respectful manner.
8. Be clear, complete, articulate, and effective in all forms of communication.
9. Always leave a space in better shape than you found it.

Involvement in student organizations allows you to directly influence your collegiate experience, the Kalamazoo College community and beyond. With more than 50 active student organizations on campus, there are a wide variety of opportunities to get involved at K. Through involvement in student organizations you are able to connect with others with similar interests; however, it also allows you to try something you have never done before.

For information on how to expand your campus involvement beyond student organizations, feel free to reach out to our office located in the Student Development Suite in the Hicks Student Center. Additionally, there are many ways to connect with our office for up to date information on leadership opportunities, events, and more.

www.kzoo.edu/studentinvolvement
Facebook.com/OSInvolvement
Pinterest.com/KCollegeOSI

@OSInvolvement

OSI Student Organization Handbook 4
**What is a Student Organization?**

A student organization is defined as a group of four or more enrolled Kalamazoo College students who have come together sharing common interests in the hopes to build an inclusive community. This group should not only create an environment for its members to have a sense of belonging in the K Community but also one that allows interested students the possibility to discover new interests.

**Classifications of Student Organization Types**

There are three different classifications of student organizations.

- **Interest Group**
  - A newly formed group of four or more students that have met the below requirements for Student Organizations. This group will remain an ‘Interest Group’ for the remainder of the quarter they were approved. During this time they are to focus on organization development: solidifying their purpose, procedures, and goals.
  - An Interest Group is allowed to hold meetings, increase campus awareness, plan events for the following quarter, and collaborate with other organizations.
  - They have access to all benefits of being a student organization, with the exception of hosting campus events by themselves.

- **Active Group**
  - A current organization that has met the requirements to become a student organization and have been formed for at least one quarter.
  - They have access to all benefits of being a student organization.

- **Inactive Group**
  - An organization that has failed to meet the requirements of being a student organization.
  - They no longer have access to the benefits of being a student organization.
  - An inactive organization may become active again by: resubmitting an application and going through the New Student Organization process.

**Requirements for Student Organizations**

Do you and a group of friends have a great idea for a new student organization? Great! There are a few things you need to do before you can get started and to become an active organization.

- Submit an Application for Recognition of New Student Organization.
- Receive approval from OSI.
- Leadership roster must be entered into the Stu Org Colleague Database
  - Note: This must be updated at the end of the academic year.
- Membership roster must be entered into the Stu Org Colleague Database
  - Note: This must be updated at the beginning of every quarter.
  - The organization must maintain at least four members to remain active.
- The organization must create and submit a constitution.
  - Note: All organizations approved after September 2015, must have a constitution.
  - All organization must review and update their constitution every two years.
- Have required representation at the Fall Quarter Organization Leadership Retreat
  - Note: Required representation may vary, please refer to the information shared with all groups.
- Attend the Winter Stu Org Refresher
- Attend the Spring Stu Org Refresher
Benefits of Being a Student Organization

- Eligible to apply for Student Activities Fee money
- Use of a mailbox at the Mail and Copy Center
- Ability to host a webpage via the K website
- Access to exclusive events and leadership opportunities
- Access to (with proper training and funding) College vehicles for student organization trips and events
- Permission to use the College name in organization name (please refer to the BrandK manual for rules on how the College name can be used)
- Support and advising from the OSI Team
- Credit for the Student Organization Resource Center
- Use of various OSI Resources (Lawn Games, etc.)
- Access to up to $300 for Group Development Funding (application required)
What’s In It for Me?

Through your involvement a student organization, as a leader or member, you have the opportunity to enhance your academic and personal experience while at Kalamazoo College. Being a part of a student organization allows you to grow as a leader, create communities, connect with individuals similar and dissimilar to you, make an impact on K’s campus and beyond, practice communication skills, gain experience in planning and executing events, hone collaboration skills, and to refine your own personal life goals, aspirations and interests.

Although each individual will shape their experience with student organizations to fit their own needs and desires; through their involvement they will gain experience in many aspects, all of which become transitional skills they can apply after graduation. The National Association for Campus Activities has created a list of core competencies for student leaders; highlighting the skills you could enrich through being a part of a student organization.

Core Competencies

(Adapted from NACA’s Competency Guide for Student Leaders)

The Core Competencies for Student Leaders were created by the National Association for Campus Activities to serve as a learning map for your student organization and leader development. Although each student organization may not focus on all of the core competencies, development in each area can be obtained through involvement in your organization. For the detailed Competency Guide, please visit [http://www.sbctc.ctc.edu/college/studentsvcs/naca_college_student_leader_competency_guide.pdf](http://www.sbctc.ctc.edu/college/studentsvcs/naca_college_student_leader_competency_guide.pdf).

**Leadership Development**
Student leaders involved in student activities must understand that their role is to be a positive change agent, to influence others and create a vision. Leadership is a process rather than a position. Leadership is relationship oriented and situational in nature.

**Assessment and Evaluation**
Student leaders involved in student activities should make knowledge-based decisions in regard to resources allocated for the campus programs planned and implemented by their organization. Program evaluations will assure the continued improvement of student activities and comprehensive assessment will allow student activities offerings to meet the community development needs of the entire campus.

**Meaningful Interpersonal Relationships**
Establishing meaningful interpersonal relationships is critical for successful leadership in student activities. The work of student activities is often supported by several on and off-campus constituencies. Professionalism, diplomacy and recognizing the support of others will enhance organizational effectiveness.

**Event Management**
Student leaders engaged in student activities have a unique opportunity to learn and practice effective event management. Student leaders should strive towards understanding the appropriate steps and issues involved in event planning and management.

**Collaboration**
Collaboration involves seeking the involvement of others and working well with people. Student leaders should actively contribute to the achievement of a group goal. They would seek feedback from others and exhibit growth in their skills as a result of working collaboratively.
Social Responsibility
Student leaders must role model social responsibility at all times but especially when representing the college/university. On and off campus behaviors should match the values of the organization and institution leaders represent.

Effective Communication
Effective communication is a critical skill that helps student leaders ensure that their organizations achieve their goals. When communication is a focal point of student learning, individuals will personally benefit and organizations will be run more efficiently.

Multicultural Competency
Multicultural competency is developed through celebration of diverse cultures, advocacy for the needs and identities of all members within the community, recognition of the diverse communities within the campus community and beyond, support of ongoing inclusion, and understanding and dignity of all members within and beyond the campus community. Being able to understand one’s own identity, as well as recognizing the similarities and differences of others, will equip students to serve and lead as citizens in a global society.

Intellectual Growth
Intellectual Growth is central to the mission of higher education and must be a focus in all endeavors inside and outside the classroom. Student activities offer a fertile practice field for intellectual development when student leaders and programmers engage in critical thinking, problem solving and decision making. Student leaders should be cognizant of this learning opportunity and apply knowledge learned to enhance organizational goals and personal development.

Clarified Values
Understanding personal and organizational values play a significant role in achieving effective leadership in Campus Activities. Clarified values offer the leader a compass to navigate through a variety of leadership situations and challenges.
Setting Up For Success

Success as a student organization does not magically happen overnight. Working together as an organization, you can ensure the current and future success of your organization. The following themes are crucial for an organization to remain a fun and active community without feeling the stress of being in and leading an organization.

Membership Recruitment

Recruiting new members is an important component of ensuring the long term success of a student organization. All organizations are required to have and maintain at least four members. New groups are allowed to host one interest session or setup an info table prior to applying to find members interested.

Successful recruiting is dependent on relationship-building and marketing. Promoting the group can occur through social media, attending the Fall Campus Involvement Fair, setup an info table/session and just taking with your friends and classmates. Showcasing your organizations goals is the best way to spark the interest in others. Registered student organizations are able to participate in the annual Fall Campus Involvement Fair which is a great way to attract new members.

Know and Understand Your Vision

- The current members should understand the vision of the organization so they can communicate its purpose to potential members.

Set Recruitment Goals

- Recruitment goals should not only include how many members you want involved, but also the kinds of members. Remember quality of membership is just as important as quantity.

Get Everyone Involved

- Have current members contact people they know who might want to get involved. Word-of-mouth is the best and least expensive type of publicity you can utilize.

Utilize a Visual Element

- Visual publicity is often vital to a recruitment campaign. Have members with artistic talents work on posters, flyers, and banners.

Make Your Organization Present (Campus Involvement Fair, etc.)

- In addition to attending the Campus Involvement Fair in the Fall you might want to hold info sessions or staff an information table, inviting people to attend in order to hear about your organization and meet current members.
Membership Retention

Once members are in place, find ways to keep them engaged and motivated to contribute to the growth of the group. Build a sense of community among members by hosting social activities that allow them to connect with one another. Be transparent with members, so they are aware of the latest happenings and understand decision making in the organization. Some tips for ensuring membership retention are listed below:

Plan a Special Welcome Meeting
- Group participation of a special welcoming for new members is one way to make your members feel wanted, needed, and appreciated. This special event helps form a memorable bond between old and new members and hopefully will help give them a sense of belonging to the group.

Teach Your Members
- It is important to orient new members to your group’s goals and objectives, structures, rules and norms. It leads to better understanding, more commitment, and less frustration.

Give Them Responsibilities
- To be sure that their first organizational experience is a positive one, assign new members tasks that are well within their skill level and that they can successfully accomplish.

Have Fun
- Make time to socialize and celebrate your achievements. If all you do as a group is work, it will become a burden to participate and your members will quickly lose interest.
Delegation

Learning how to delegate as a student leader is integral to success of the organization. It is important to be able to envision goals for the organization and know how to work with the team members in taking steps towards accomplishing these goals. All members of the organization have their own unique talents and can contribute to the group in different ways.

Leaders should try to identify their members’ special abilities and delegate tasks that they can accomplish. By delegating the tasks of the organization, leaders can be more efficient with their time and can focus their efforts on other important initiatives. Communication is key when delegating; avoid being a task master, and find ways to motivate team members to accomplish their goals. Be sure to recognize members at meetings and show gratitude for their contributions. Successful delegation can be obtained through the following 8 tips.

1. Make the project meaningful. Do not delegate bits and pieces.
2. Choose the person for the project. Take into consideration their available time, interest, role in the group, and abilities. Do NOT use perceived weakness or inexperience to stop you from delegating.
3. Tell the person why he was chosen for the project, highlighting what you think his strengths are.
4. Discuss the project with the person. Talk about goals and objectives and set a deadline for completion. Define the person’s responsibilities and amount of authority.
5. Let go of the project… that’s what delegation is! Prepare the person to accept the project so you will feel more comfortable letting go.
6. Give honest and accurate feedback throughout the process. Share information with the person to reduce potential errors.
7. If problems occur, revisit your initial discussion about goals and objectives. Do not automatically take back the project if things are not going according to plan. Redefine the person’s responsibilities and amount of authority if needed.
8. Evaluate the results. Make sure you delegated appropriately. Make sure the person completed the task completely.

Minutes and Records

Accurate minutes and records are important to ensure continuity from year to year. Current members refer to meeting minutes as a reminder of finished and unfinished business, what actions were taken, and what needs follow-up. They also provide future members with insight into past decisions and events.

Minutes and records are most often the responsibility of the organization’s secretary. The secretary should be someone that is reliable, timely, and organized. They should be able to discern what needs to be recorded and what doesn’t. The secretary is also oftentimes responsible for notifying the membership about upcoming meetings, including any important items to be discussed.

The structure of meetings and meeting notes may differ for each organization, but effective minutes should include:
- Type of meeting (executive, standing committee, etc.) date, time and place;
- Time of call to order;
- Approval and/or amendments to previous meeting minutes;
- List of those in attendance and those absent;
- Record of reports from standing and special committees;
- General matters
- Record of proposals, resolutions, motions, seconding, a summary of the discussion, and a record of vote; and
- Time of adjournment.
An organization without goals has no direction to move it forward. Members in a group without well-defined goals often have little commitment to the organization. Goals get people involved, motivate them to work on tasks, and give them a sense of accomplishment when they are realized. Setting goals and developing and implementing objectives are critical to a group’s success. One common, yet powerful technique is creating S.M.A.R.T goals. This involves clarifying and defining your goal according to the following criteria:

Specific
Measurable
Attainable
Realistic
Timely

Specific:
• Goals should be straightforward and emphasize what you want to happen. Specifics help us to focus our efforts and clearly define what we are going to do. Focus on the What, Why, and How!

Measurable:
• If you can't measure it, you can't manage it. Choose a goal with measurable progress, so you can see the change occur. How will you see when you reach your goal?

Attainable:
• Goals you set which are too far out of your reach, you probably won't commit to doing. Although you may start with the best of intentions, the knowledge that it's too much for you means your subconscious will keep reminding you of this fact and will stop you from even giving it your best. The feeling of success which this brings helps you to remain motivated.

Realistic
• This is not a synonym for "easy." Realistic, in this case, means "do-able." Be sure to set goals that you can attain with some effort! Too difficult and you set the stage for failure, but too low sends the message that you aren’t very capable

Timely
• Set a timeframe for the goal. Putting an end point on your goal gives you a clear target to work towards. Time must be measurable, attainable and realistic.
Funding Your Student Organization

For information regarding funding your Student Organization, please refer to the Student Organization Funding Guide.

For information regarding traveling with your Student Organization, please refer to the Student Organization Programming and Travel Guide.

To be eligible for funds you must attend Programming Bootcamp and read the guide!

Traveling With Your Student Organization

For information regarding traveling with your Student Organization, please refer to the Student Organization Programming and Travel Guide.

To be eligible for funds you must attend Travel Training and read the guide!

Hosting Campus Events

For information regarding planning events with your Student Organization, please refer to the Student Organization Programming and Travel Guide.

To be eligible for funds you must attend Programming Bootcamp and read the guide!

Remember all newly formed Interest Groups are not allowed to plan large campus events until their second quarter. However, you are allowed to hold group meetings, interest sessions, and work on collaborations with other organizations.
Constructing and Running an Effective Organization

In addition to setting your organization up for success, it is crucial to have a understanding of the structure of your organization, how to run effective meetings, and how to create a resource binder or database to guide future organization leaders.

How to Select an Executive Board (or E-Board)

To be considered an Active Student Organization, OSI requires all organizations to have at least the following Executive Board Leaders:

**Organization Leader (President/Main Contact)**

- This person is the main contact for the organization and will be expected to attend all mandatory trainings for the group. This person will also be expected to relay important information from the College and OSI to the organization members. This person will act as a backup for the OSI Secretary and should be knowledgeable on all technology aspects including EMS, Team Sites, REASON, etc. This person CANNOT be the same person as the OSI Secretary.

**Financial Officer**

- This person will be responsible for all financial transactions for the organization. This will include account charges, reimbursements, and budgeting. The person in this role will be responsible for meeting the organization requirements before any transactions can take place. It is RECOMMENDED that this person is NOT in the Organization Leader or OSI Secretary role.

**OSI Secretary**

- This person maintains all organization records including the College’s Student Organization Colleague Database. Information that this person will be responsible for inputting into the database include: organization leadership roster, organization membership roster, meeting information, etc. The person in this role will be required to stay up to date on how to utilize the database and will need to stay up-to-date on any changes to the organization’s information. This person CANNOT be the same person as the Organization Leader.

Although the above three positions are the only required positions to be an active organization, other Executive Board roles could include:

- Vice President
- Membership Recruitment and Recruitment
- Marketing and Promotions
- Programming
- Historian
Every member of a team is important, but the best team cannot play to its strengths without a great leader being in place. This is what should be considered when choosing leaders:

- **What would be the most important attributes for a person in this position to have?**
  Ex: Craig wants to be President. Can he lead a group effectively?

- **Is this person being placed by their strengths?**
  Ex: Craig is great with relating to people. Would he serve the organization better as the Public Relations Chair?

- **How long is this person going to be at the university?**
  Ex: Is this Craig’s last year on campus?

- **What other time commitments might get in the way of leadership or hinder availability?**
  Ex: Will Craig be studying abroad for the next semester?

- **Is this person respected by the group and others?**
  Ex: Does Craig have a bad rapport with group members, or does his conduct deter the group from accomplishing goals?

- **What is this person’s track record with successfully completing tasks?**
  Ex: Does Craig follow through on assignments?

- **Is there another person that needs to be considered for the job?**
  Ex: Would Sally do a better job in this position?
How to Build a Meeting Agenda

A carefully thought out meeting agenda can ensure that a meeting smoothly takes course. It lets everyone know the vision of the organization, and gives the designated meeting time purpose.

Before the meeting, the leader of the group needs to decide:
1) The topics that need to be discussed
2) How much time it will take to accomplish the topic
3) Who the best person to present on the topic would be

An effective agenda will:
1) Serve as a checklist for tasks that need to be completed
2) Allows for members to be prepared for the meeting, if distributed ahead of time
3) Can bring a purpose to the meeting and an expectation for where the organization is going

An agenda includes the following items:

- Meeting start time
- Meeting end time
- Meeting location
- Topic headings
- Include some topic detail for each heading (optional)
- Indicate the time each topic is expected to last
- Indicate which meeting participants are expected to be the main topic participants or topic presenters
Many of us find ourselves in the position of taking meeting notes without a clue of how to go about it. Here’s how:

- Ensure that all of the essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair or facilitator, main topics and the time of adjournment. For formal and corporate meetings include approval of previous minutes, and all resolutions.
- Prepare an outline based on the agenda ahead of time, and leave plenty of white space for notes. By having the topics already written down, you can jump right on to a new topic without pause.
- Prepare a list of expected attendees and check off the names as people enter the room. Or, you can pass around an attendance sheet for everyone to sign as the meeting starts.
- To be sure about who said what, make a map of the seating arrangement, and make sure to ask for introductions of unfamiliar people.
- Don’t make the mistake of recording every single comment. Concentrate on getting the gist of the discussion and taking enough notes to summarize it later. Think in terms of issues discussed, major points raised and decisions taken.
- Use whatever recording method is comfortable for you, a notepad, a laptop computer, a tape recorder, a steno pad, or shorthand. It might be a good idea to make sound recordings of important meetings as a backup to your notes.
- If you are an active participant in the meeting, be prepared! Study the issues to be discussed and have your questions ready ahead of time. If you have to concentrate on grasping the issues while you are making your notes, they won’t make any sense to you later.
- Don’t wait too long to type up the minutes, especially while your memory is fresh. Be sure to have the minutes approved by the chair or facilitator before distributing them to the attendees.
- Don’t be intimidated by the prospect of taking minutes. Concise and coherent minutes are the mark of a professional. The very process of recording minutes can give you a deeper understanding of the issues faced by your organization along with ability to focus on what’s important.
10 Ways to Empower your Group Members

Empowering your group members can go a long way in membership recruitment and recruitment. Below are 10 steps to successful delegation and empowering your group members at the same time. These tips will lead to achieving your organization’s goals and ensuring its member’s passion continues to lead and grow the organization.

1. Set a clear and simple objective.

2. Select a group member. Don’t automatically choose your best member. Ask for volunteers and you might be surprised who raises their hand.

3. Prepare the group member for the project. Remember, delegation should build confidence, so select an assignment that will stretch, but not break, the group member.

4. When discussing the project, ask the group member for ideas. The different perspective may offer new ideas.

5. Assign the project and explain to the group member why you chose them. This will show that you value the member’s judgment and aren’t just pushing the grunt work away.

6. Provide necessary guidance. This doesn’t mean telling the group member how to do the project but rather gives the member all the information and possible approaches.

7. Reach an agreement on how you will proceed. How often will you check in with the group member? How much freedom is there in the project?

8. Provide feedback whether it is positive or constructive.

9. Evaluate the finished project. What went right and what could be done better.

10. Everyone can benefit from the project and delegation. Identify the lessons the group learned throughout the process.

References:


University of Illinois at Urbana-Champaign.
Dealing in Difficult Situations

From time to time, each person is going to have to deal with a difficult situation. Sometimes, this can be certain people within a group setting. Working through differences between individuals within our outside your organization, although it may be difficult and uncomfortable, can greatly strengthen your relationship with others. Difficult situations can arise from differences among members, ideas, or beliefs. How those situations are handled can either result in a positive or counterproductive solution. Refer to the tips below to help guide you and your organization through difficult situations.

- **Make sure to depersonalize what is going on. This can include:**
  - Deflecting conversation back to the topic when people feel attacked
  - Talking about “it,” and not “you”
  - Share different views about the topic and open the topic to receive other’s opinions

- **Listen!**

- **Monitor your response, and consider the communication style of others.** Some people tend to be more direct than others. Learn what works for the group/individual and adjust your communication accordingly. It is important to note that this does not always include adjusting your standpoint.

- **Consider the thoughts and opinions of others.** There might be some validity in a conversation being difficult. Growth can come from a difficult situation. Know your boundaries. Know what you can deal with in a day.

- **Do not assume that you know the viewpoint of others.**

- **Do not look at difficult situations like a competition.** Try to make every situation a win-win. This can be achieved through compromise at times. In other instances hear the other side(s) of the story, and use your best judgment. But remember, this is a team effort!

- **Do not shut down.** Be willing to effectively communicate at all cost for your organization. Every conflict is not going to be solved in the heat of the moment. Assess your level of emotion, and decide whether something needs to be dealt with in the heat of the moment or if it can be tabled until everyone cools down.

- **Look for the positive in other people—even if they’re difficult.** Play to this person’s strengths. If you notice undesirable personality traits about a person, don’t share them with others. This can ruin your group morale and make this person an outsider.

- **Remember that you don’t have to be everyone’s friend.** You have to be a team member! Working well together does not always mean getting along.

**Guidelines for Engaging Across Differences**

- Try On
- It’s ok to disagree
- It’s not ok to blame, shame, or attack ourselves or others
- Practice self-focus
- Notice both the process and content
- Practice “both/and” thinking
- Be aware of both the intent and impact of your actions
- Confidentiality
Leadership transition can be difficult, but if properly managed, organizations can have a seamless year-to-year transition. It’s never too early to anticipate change in leadership. Keep binders and digital archives online of documents, financial records, and events/meeting agendas for each e-board member from the beginning of each term that can serve as a resource for new leaders in the upcoming year.

Think about successes and challenges that the incoming leadership should be aware of. Share ideas or plans for retreats and end of the year activities. It is also important to use meetings, retreats and activities to train current members who may potentially assume leadership roles in the future. Once new leaders are in place, use the summer months to train them for their new role; finally, remember that involvement is meant to be a fun learning experience that allows leaders to build connections with others. It is important that e-board members have strong, healthy relationships with one another.

**A leadership transition is:**
- A process.
- A time to exchange necessary knowledge and information for future success.
- A group activity.
- A time to reflect on the past year.
- A time to learn from past mistakes.
- A time to establish goals for the future.
- An important part of successful student organizations and groups.

**Four major components of officer transitions are:**
- Selecting new officers
- Identifying key information to be shared
- Communicating key information to new officers
- Officers assuming their new roles
Tips for your Leadership Transition

*Hold a transition event for your organization.* This may be at a regularly scheduled meeting. Give outgoing officers 1-on-1 time with incoming officers to exchange information and allow time for new officers to ask questions.

*Evaluate position descriptions.* At the end of each year, outgoing officers should review existing position descriptions to see if all items are still relevant to the job or to expand responsibilities to include anything that may have been added. If position descriptions do not yet exist, have the outgoing officers create those descriptions.

*Recruit new people to your organization.* Though working with your group of friends can be great, it can often lead to limited idea sharing and internal conflict. Consider recruiting newer members to leadership positions that have shown an interest in the organization.

*Dedicate meeting time to information sharing.* Though you may have communicated with your outgoing officers that they should meet with the incoming officers, schedules get busy and sometimes this just doesn't happen. Dedicating meeting time to information sharing will ensure that time is spent on this important task.

*Provide binders to each officer to be passed on at the end of the year.* Providing your officers with the materials needed to create a binder will make them more likely to follow through. Consider spending a little time preparing the binders with a nice cover, labeled tabs, and common information that will be useful to all members. Be sure to include an information session on the binders in your training at the beginning of the year so officers know what information to include in their binder.

*Introduce new officers to key resources.* There are many people on campus with whom your officers will interact. Be sure to introduce them personally to these resources while informing your new officers of how the resource can help them in their position.

*Review or revamp your organizational goals.* At an early meeting with your new officers, revisit your organization’s goals. Have the group examine them and make sure they are still relevant or if they have expanded. If your organization has not yet determined it’s goals, do that with your new leadership early!

*Be honest and realistic about where you have been and where you are going.* In one of your final meetings of the year, be sure to discuss the year as a whole and encourage members to discuss both the strengths and weaknesses of the year and your events. A private structured reflection activity that would be turned into the leaders of the group might allow members to open up about the year in a more honest way.

*Don’t be afraid of trying something new.* We often get caught up in the “but that’s how we have always done it” mentality. Times are constantly changing, and just because things worked well last year, does not mean they will work well the next year. Challenge the group to look at new ways to do traditional things. Look for different groups to collaborate with on campus. Try new events. We all grow with change!
Transition Roadblocks

**Not devoting enough time to transition.** Though you may not be able to change when your elections take place, you can affect how much time is devoted to the actual transition. Though you may trust your members to take care of certain transition aspects outside of the scheduled transition times, it is important to devote some scheduled time to this process. We know you are all busy, planning it in your meeting agendas will help ensure it happens.

**Not including all important members in transition planning.** Be sure to involve all the necessary parties in your transition planning. This should include at minimum your outgoing and incoming officers as well as your advisor (if you have one). Think about other members of your organization that could contribute a lot to the transition process and how it will affect the future of the organization.

**Not allowing members a safe space for communication and reflection.** It is important that all members feel comfortable sharing their thoughts with the organization. Sometimes, it can be challenging to share negative feedback/constructive criticism in front of other group members. Think about ways to allow all members to share feedback in a private/anonymous way, whether that is a anonymous feedback form that is filled out in a meeting or an online survey. This will allow your group members to express their honest opinions about the group which will ultimately contribute to the future success of the organization.

**References:**


Leadership Transition Checklist

☐ Update binder with all necessary documents.
☐ Complete the online Listserv/Distribution List Form to change the manager of the list (https://reason.kzoo.edu/is/email/dist_lists/request/).
☐ Communicate with the Help Desk to transition any website access to the incoming officer(s).
☐ Share combinations and passwords for relevant storage locations or accounts (storage lockers, mailboxes, etc.).
☐ Share account numbers and budget information.
☐ Reconcile all outstanding financial issues.
☐ Complete the online Student Organization Information Form to ensure that your organization’s information has been updated with Student Involvement (https://reason.kzoo.edu/studentactivities/stuorgs/stuactforms/stuorginfo/).
☐ Introduce new leaders to key campus resources. Think of the people that you go to most for assistance.
☐ Schedule meeting time to focus on the leadership transition.
☐ BREATHE!
☐ Review (or create) each position description for your organization.
☐ Review your organization’s mission statement and constitution with your group.
☐ Create organizational goals for the following year.
☐ Develop a calendar for the upcoming year.
☐ Determine the organization’s meeting date and time for the following year.
☐ Share summer contact information with the group.
☐ Complete the incoming and outgoing officer reflection activities.
☐ Reflect, as an organization, on the past year. Use a SWOT Analysis to assist in the process.
☐ Celebrate your organization’s successes and appreciate those that contributed to it.

Suggested Organization Binder Contents

☐ Contact sheet for new leadership/membership
☐ Campus resource contact information
☐ Calendar of events and deadlines
☐ Mission statement
☐ Goals and objectives
☐ Constitution
☐ Detailed position descriptions
☐ Current Goals
☐ Past meeting agendas and minutes
☐ List of members and their contact information
☐ List of interested people who have not yet joined
☐ Committee roster
☐ Copy of the yearly budget sheet and any financial statements
☐ Copies of receipts
☐ Fundraising ideas/projects
☐ Sample posters/flyers from past events
☐ Other event related documents (invitations, checklists, etc.)
Student Organizations Colleague Database

The Colleague Database will act as your central online hub for your organization. It is here where you will update your leadership roster, membership roster, and view your vision, mission, goals and constitution. **REMEMBER** it is only your Organization’s OSI Secretary that has access to this database, making it their responsibility to continuously update it as needed and required.

Information for the Organization OSI Secretary

Log into Hornet Hive. Go to WebAdvisor for Students. Expand the Other menu. Click on the Student Organizations (admin) menu option.

The next page should list the student organizations that you are the OSI secretary for. Choose the student organization you want to work with and click Submit. **Note:** the next page takes a while to load.

The Student Organization Update page displays information about the student organization. You will be able to add/update the organization’s meeting days/times and the organization's membership. You can access the organization website, link to EMS and email officers from this page. If there is incorrect information on the page that you can’t update, contact Penny Horne in the Student Development office.
The first part of the page displays current info for the student organization.

Further down the page, you can add members or additional roles for current members.
Once you are finished with your updates, click the Submit button at the bottom of the page. That will return you to the menu.

You can verify your changes by accessing the “non-admin” Student Organizations WebAdvisor page described in the next section.
Information for All Organization Members

Log into the Hornet Hive. Go to WebAdvisor for Students. Expand the Other menu. Click on the Student Organizations menu option.

The next page should list the student organizations that you are a member of. Choose the student organization you want to view and click Submit.

All of the information displayed on the Student Organization Info page is read-only. It includes information about the student organization and lists current members. You can access the student organization website and email officers of the student organization from this page.
Requesting Space for Meetings

Using Virtual EMS to request a room and equipment for a Student Organization meeting

FIND THE CALENDAR
Open your browser and go to ems.kzoo.edu or from the Hornet Hive click on “Facilities Calendar”.

LOGIN
Move the cursor to the tab “User login” and click on “Log in”.

USER INFO
Enter your network username and password (the same password you use to login to the Hornet Hive).

MAKE A RESERVATION
Move the cursor to the tab “Reservations” and click on “Room Request (Stu Org Meeting)”.

WHEN AND WHERE
Select the start date (online reservations must be more than 48 hours in advance). Enter the reservation start and end times as well as anticipated attendance. If you need to select multiple dates click on “recurrence”. There is not a way to book a reservation separate from the event time, so if your event starts at 7pm, and you need 2 hours of prep, start your reservation at 5pm.
WHEN AND WHERE CONT'D
Under “Facilities” you can select a single building to search or leave it open to all buildings.

SETUP INFORMATION
To ensure you find a space that will fit your group both of these fields are required. Enter your anticipated attendance and the type of seating that you would like. This does not request seating arrangements (that is done as part of Facilities Equipment later in the process); it is just a search tool.

AVAILABILITY FILTERS
If you need a certain room feature you can check the appropriate boxes under “features”. If you check more than one box it will only show rooms than meet both criteria, not either/or. You do not need to select a feature to proceed. When you have all you information entered correctly click on “Find Space”.

LOCATION
The field on the right will show you all the available spaces. Click on the plus sign next to a room to book that space.

EVENT DETAILS
Click on the tab “Details” and enter the event name and event type. For event type, you can only select an option from the menu. If you can’t find one that matches your exact type, pick one that most closely describes your event; if you feel your event needs a new type, contact Facilities Reservation.
CUSTOMER DETAILS
Click on the “Customer” field. Select the Organization for which you are creating the reservation.

If no groups are available to you:
Click on the Magnifying glass, then click on the plus sign for all of the departments or offices for which you will be booking events scroll to the bottom and click on “Done”.

Next, select a person from the “First contact” field. If the person is not on the list you can manually enter the information using “(temporary contact)”. If you are entering a campus email account be sure to include “@kzoo.edu”.

NO MEDIA OR FACILITIES NEEDS
If you have no media or facilities needs, click on the yellow button “Submit” and you are done. Your meeting request will be sent directly to Facilities Reservations for confirmation. E-mail correspondence regarding confirmation or clarification will be send to the person(s) identified as first contact and second contact, as well as the web user who created the reservation (you).
ADDING MEDIA OR FACILITIES NEEDS

In Virtual EMS, Media and Facilities equipment are connected directly to the individual rooms. The equipment available for request will change depending upon the rooms you are trying to book. If you find that you are in need of equipment not available via the web please contact Media Services (kmedia@kzoo.edu) or Facilities Management (facmanworkorders@kzoo.edu).

MEDIA EQUIPMENT

If you would like to add media equipment to the reservation, click on the plus sign next to a category, “In Room Equipment” lists devices installed in the room, “Portable Equipment” lists devices provided by media services, and “Guest Equipment” lists portable devices brought by the presenter or group (laptops, iPads, etc).

Select the checkbox next to any device needed. You can also specify the quantity and add special instructions to certain items.

FACILITIES EQUIPMENT

Just like media equipment, select the checkbox next to any needed facilities equipment. A text box will appear for you to add instructions.

SUBMITTAL

After you have selected all of the media and facilities equipment needed click on the yellow button “Submit” and you are done. E-mail correspondence regarding confirmation or clarification will be sent to the person(s) identified as first contact and second contact, as well as the web user (you). Media and Facilities requests will automatically be forwarded to the correct departments, so you do not send a secondary request to those departments. The first and second contact(s) will be reached if there are any questions regarding your needs from either department.

If you have any problems using the form or have any additions you would like to see contact Facilities Reservation (bookaroom@kzoo.edu).
Facilities Information

Residence Hall Lounge Reservations

The following is important information regarding the reservation and use of Residence Hall lounge spaces

1. Residence hall lounge spaces are reserved through the Event Registration Process but approval by the Area Coordinator who has oversight of a specific residence hall will be necessary:
   a. Ashley Knapp (DeWaters, Harmon, Hoben), x7210, Ashley.Knapp@kzoo.edu
   b. Jacob Lemon (Crissey, Trowbridge, Severn), x7210, Jacob.Lemon@kzoo.edu

2. Residence hall lounges available for possible reservation include:
   a. Crissey Hall Basement Lounge
   b. DeWaters Hall 1st Floor Lounge
   c. Harmon Hall Main Lounge
   d. Hoben Hall Main Lounge
   e. Severn Hall Basement Lounge
   f. Trowbridge Hall Main Lounge
   g. Trowbridge Basement Lounge

   *Residence hall TV area & TV usage reservations are generally not available. Those spaces and TV use are prioritized for the residents living in the particular hall.

3. Residential Life programs and activities hold first priority for the use of all lounge spaces. Therefore, spaces cannot be reserved for an entire quarter on a continuous basis (weekly group meetings, etc.).

4. The primary function of hall lounges is to provide a casual space for the building’s residents, fostering community building and an academic environment. As spontaneous/unregistered gatherings in a space place limitations on that function of the space, the use of a lounge space without prior approval is prohibited. Additionally, Residential Life places a monthly limit the number of non-Residential Life events that take place in each lounge. This is also in an effort to keep the lounge space sufficiently available for hall residents’ use.

   *Please note: The Hoben Main Lounge is an extremely popular space and reservations quickly reach their limit for this space. Please plan accordingly.

5. After a student group reserves a residence hall space with an Area Coordinator, they must fill out the online Event Registration Form as they would for the use of any other space to officially register their event. The Area Coordinator will be contacted by The Office of Student Involvement to ensure the reservation for the residence hall space is approved. If the event is not approved through the Event Registration Process, the Area Coordinator will be contacted and the residence hall reservation will be cancelled.

6. For security reasons, events open to the general public may not be held in Residence Hall Lounges – only events for the Kalamazoo College community.

7. All Residential Life policies must be followed by any group using the lounge spaces. This includes, but is not limited to the alcohol policy, noise and quiet hours (11 p.m. Sunday-Thursday, 1 a.m. Friday and Saturday.), cooking, candles, pets, damage, etc. It is the responsibility of the group to be aware of and ensure that all College policies and procedures are being adhered to by all participants.
8. Per City of Kalamazoo Fire Code, the lounge capacities must be followed and can be found at the Kalamazoo College Security web site.

9. The group is responsible for all clean up associated with the use of residence hall lounges. **This includes taking all trash outside to the designated dumpsters for each building.** It is the responsibility of the organization to leave the furniture in the same arrangement it was found in. Any damage or extra ordinary cleaning will be charged to the group and the group may lose the privilege of using residence hall spaces for an extended period of time.

10. Residential Life reserves the right to deny a request for the use of a residence hall space based on the possible disruption the activity may have on the residents living in the particular hall.
Hicks Usage Policies and Guidelines

Meeting Room Usage Guidelines

- The following rooms are available for use in the Hicks Student Center:
  - Hicks 111
  - Banquet Hall
- Hicks 111 and The Intercultural will be available 24 hours a day during the academic year for general use (unreserved) if not previously reserved by another group.
- The Banquet Hall is available by reservation only.
- All rooms can be reserved via the following methods:
  - For student organizations- use the Event Registration Form as you would with any other meeting or event that can be found here: https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx.
- Rooms should be returned to default set-ups (diagrams are available and are posted in each room) and all materials and waste should be properly disposed of.
  - Failure to leave meeting rooms in good condition may result in revocation of future reservation privileges.
- Audio Visual equipment is available for use in each room.
  - Hicks 110 and The Intercultural Center AV equipment does not require prior reservations. All cords needed to hook up equipment are available upon request.
    - A VCR/DVD player is available upon prior request.
  - Banquet Hall AV equipment requires prior reservation through Media Services. Email kmedia@kzoo.edu to make arrangements/confirm details included on reservation forms.

Bissell Theater Usage Guidelines

- The Bissell Theater is available for general 24/7 unless already reserved by another group.
- The Bissell Theater can be reserved via the following methods:
  - For student organizations- use the Event Registration Form as you would with any other meeting or event that can be found here: https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx.
- The Bissell Theater should be returned to default set-up (diagram is available and is posted in the room) and all materials and waste should be properly disposed of.
  - Failure to leave Bissell Theater in good condition may result in revocation of future reservation privileges.
- A remote control is available upon request.
Atrium Usage Guidelines

- Those wishing to use the Lower Atrium (across from the Mail Center) of the Hicks Student Center as an event space should contact the Office of Student Involvement to reserve.
  - The Office of Student Involvement will take the following characteristics in consideration before approving the request including:
    - How the space will be utilized
    - How the event traffic will impact normal building traffic, particularly at busier times
    - What other events are taking place at or around the same time (Banquet Hall, Richardson Room, etc.)
- The Lower Atrium can be used for campus-wide events including:
  - Performances/Open Mics
  - Table Fairs
  - Interactive Events (crafts, game tournaments, etc.)
  - Others as determined by the group and the Office of Student Involvement
    - Dances will not be permitted in this space unless part of a larger event such as Zoo After Dark where other rooms/areas are being used as part of the event
- All other building policies and guidelines (furniture moving, return to default set-up, etc.) must be followed when using the Lower Atrium as event space.
- A planned layout must be submitted and approved by the Office of Student Involvement at least 3 days prior to the event.
  - All pedestrian pathways must be kept clear and accessible during events
- The group will be responsible for adhering to the planned layout and keeping pedestrian pathways clear.
- Equipment needs must be pre-arranged by the group and includes items such as tables, chairs, staging, sound, etc.
- The group will be responsible for all waste generated by their event and must dispose of it in the dumpster at the conclusion of the event.
- The Lower Atrium must be returned to the default set-up (diagram available at the Union Desk) at the conclusion of the event.
- Failure to follow all Atrium Usage Guidelines may result in the revocation of future Hicks Student Center building usage for group.

Barrett Living Room Usage Guidelines

- The Barrett Living Room is a general use, non-reservable space.
- Groups wishing to use the Barrett Living Room for scheduled events should contact the Office of Student Involvement for more information.
- As with all other spaces, the Barrett Living Room should be returned to default set-up (diagram available at the Union Desk) after use.
Richardson Room Usage Guidelines

- The Richardson Room is a general use, non-reservable space.
- Groups wishing to use the Richardson Room for schedule events should contact the Office of Student Involvement for more information.
- As with all other spaces, the Richardson Room should be returned to default set-up (diagram available at the Union Desk) after use.

Game Room Usage Guidelines

- The Game Room is a general use, non-reservable space.
- Game Room equipment is available 24/7 in the Game Room.
- Patrons are encouraged to report any equipment or furniture issues to Security or by emailing studentactivities@kzoo.edu.

Furniture Moving Guidelines

- Prior approval must be received from the Office of Student Involvement before furniture is moved in the Hicks Student Center.
- All furniture must be picked up and carried to the new location. **It cannot be pushed or dragged.** Carts may be available to assist. The only exception would be furniture with built in wheels.
- For large events, a furniture moving plan including what pieces will be moved and where they will be moved to must be submitted to the Office of Student Involvement at least one week prior to the event.
- All groups and departments who move furniture will be responsible for returning all furniture to its original location.
- Groups and departments will be responsible for any damage caused to the furniture or the building.

Decorations Guidelines

- Only blue painter’s can be used to adhere items to surfaces in the Hicks Student Center.
  - No other types of tape or methods (push pins, etc.) can be used in the Hicks Student Center.
- No open flames are permitted.
- No fog or smoke machines can be used in the Hicks Student Center.
- Groups and departments will be responsible for any damage caused to the building during their event.

Advertising Guidelines and Policies

Reserving advertising space in the Hicks Student Center is as easy as three steps!

Step 1: Go to the Facilities Calendar at [https://ems.kzoo.edu/VirtualEMS/](https://ems.kzoo.edu/VirtualEMS/)
Step 2: Click on the Reservations link and select Hicks Center Advertising Space Request from the drop box.
Step 3. Follow the instructions to submit your request.

Requests are approved based on availability and approval status of the event being advertised (if applicable).
Banner Reservation Policies and Procedures

- There are five (5) reservable banner spaces in the Hicks Student Center.
  - Four (4) along the railing in front of the Richardson Room
    - Can be reserved for up to one (1) week at a time
  - One (1) in the Main Atrium Entrance
    - Can be reserved for one (1) day only
- Completed banners need to be submitted to the Office of Student Involvement no later than 4 pm on the day before the reservation begins.
  - The Office of Student Involvement will hang all banners.
  - Banners SHOULD NOT be hung by a non-OSI staff member.
- Banners can be no larger than 6’ long and 3’ tall. Banners that are larger than these dimensions will not be hung.
- Banners must include the name of the sponsoring organization or department or they will not be hung.

Easel Display Reservation and Usage Guidelines

- There is one (1) reservable easel display locations in the Hicks Student Center.
  - Located on the west side of the Main Atrium near the top of the steps to the Lower Atrium, close to the elevator.
- Easels displays ARE NOT permitted in the center of the Main Atrium unless special permission has been granted by the Office of Student Involvement.
  - Any easels displays placed in the center of the Main Atrium will be removed if permission was not previously granted.
- Completed easel displays need to be submitted to the Office of Student Involvement no later than 4 pm on the day before the reservation begins.
  - The Office of Student Involvement will provide the easel for your reservation.
  - The Office of Student Involvement will place all reserved easel displays. Easels SHOULD NOT be placed by a non- OSI staff member.
- Easel displays must include the name of the sponsoring organization or department or they will not be placed.
Tabling Policies and Procedures

- There are three (3) reservable table spaces in the Hicks Student Center.
  - Two (2) in front of the Game Room
  - One (1) is located on the landing across from the elevator just before the stairs to the dining hall.
- Table reservations include a table and two chairs. If any there are no chairs or table when you arrive for your scheduled time, please visit the Student Development Office before 5 pm and the Union Desk after 5 pm to remedy the situation.
- There is no cost for an on-campus department or organization to reserve table space as long as it is being used for College-related businesses.
- There is a fee of $50 per day (Or 20% of total profit for those who are selling products and merchandise) for off-campus groups or those on non-College related business (i.e. fundraising projects not related to an on-campus organization)
- DO NOT tape anything on the walls near your table. If you have items that need to be hung, please visit the Student Development Office (before 5 pm) or the Union Desk (after 12 pm) for assistance. We may be able to provide easels or other display options.
Public Performance Rights (PPR) are serious business. Below you will find information about PPR and how they affect you in your programming as a student organization.

What The Law Says about Public Performance Rights (PPR)

The Federal Copyright Act governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. This legal copyright compliance requirement applies to colleges and universities as well as to public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal, state or local agency is involved. The movie studios who own the copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in schools or in any site which is not properly licensed.

What Defines A “Public Performance?”

The concept of “public performance” is central to copyright, and is the main issue of protection for these intellectual properties. Title 17, Section 101 of U.S. Code outlines that showing a work publicly means “to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.” Showing a movie in a residential living space lobby, lounge or hallway would be considered a public performance and requires a license to be legal. The Code allows for use of copyrighted works within the home. The home is generally defined as a family unit with a reasonable exception for friends. Home use is tied to the primary “family” unit which generally means household. For use outside the home, there is only one licensing exemption allowed for within the Code. That exemption is commonly referred to as the “Educational Exemption.”

What The “Educational Exemption” Means

Groups using the exemption must be primarily and directly engaged in instruction and must meet all six provisions (shown below) to qualify for the exemption.

1. Must be from legitimate copies. This means the video cannot be recorded off TV or be an unauthorized copy of a video.
2. Must be part of the “systematic course of instruction.” Simply put, it must be part of the syllabus and must directly apply to the purpose of the course. An English teacher working on a Shakespeare curriculum showing HAMLET would clearly meet this and would need no explanation. - A Biology teacher choosing to show JURASSIC PARK would need to be using it in conjunction with a lesson plan on a topic such as Cloning, Genetics, Chaos Theory, etc. Point being. There must be an obvious reason why the film is being used.
3. Must be shown by instructors or pupils.
4. Must be shown in a classroom or other place devoted to instruction.
5. Must be part of a nonprofit education institution.
6. Must be limited to attendance by instructors, registered pupils, and guest lecturers.
**Common Misconceptions About Using A Movie**

**MYTH:** The lounge is our living room; therefore, it counts as our home.

**FACT:** A student’s living space is defined as the space behind their locked door (i.e., room, suite, apartment) and does not include common areas such as a lounge.

**MYTH:** My program is educational; therefore, I qualify for the Educational Exemption.

**FACT:** The Educational Exemption is only for use in classroom situations as part of an established lesson plan.

**Copyright Infringers Can Be Prosecuted**

The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances, file sharing, illegal downloading, etc. The studios will go to court to ensure their copyrights are not violated. To avoid the possibility of embarrassing publicity, consult Kalamazoo College Media Services if you are uncertain about your responsibilities under copyright law. Some consequences of Copyright Infringement are: Job Loss, Disciplinary Action, $250,000 Fine, Imprisonment, and/or an Unpleasant Conversation with College President. The bottom line is: When in doubt, don’t do it! It’s not worth the risk to you or your institution.

**Why We use Swank to purchase PPR Licenses**

For nearly 70 years, Swank Motion Pictures, Inc. has been the exclusive licensed provider of nearly all major Hollywood movies for rentals and licenses in many non-theatrical areas. These areas include public libraries, public schools, colleges, hospitals, cruise ships, correctional facilities, etc. Swank has been appointed by most major studios to provide licenses for the use of their movies. Studios represented by Swank make their movies available for Public Performance exhibition via group settings and closed-circuit campus channels. Kalamazoo College Media Services would be happy to work with Swank on your behalf to help you research titles for use in your programming efforts and assistance in making your program as successful as possible.

**PPR That the College Owns**

Kalamazoo College does hold blanket public performances rights for some films, most of an educational nature. This list can be found by searching “public performance rights” (in quotation marks) on the online Library Catalog.

For complete guidelines regarding the k-college video use policy please see the information at this link: [https://reason.kzoo.edu/is/video/](https://reason.kzoo.edu/is/video/)
Equipment Available from Information Services

Information Services (IS) consists of:
- Technical, Media and Web Services
- Library

Mission: to provide and promote services and resources necessary to meet the scholarly, informational and instructional needs of the students, faculty and staff.

Computer Questions

The Help Desk can assist you with passwords (KNET and ARO), creating distribution lists and listservs, wired and wireless network connections, virus protection, and Resnet registration. The Help Desk is also the first point of contact for assistance with college-owned and maintained computer systems. We can try to troubleshoot problems with your personal equipment, but for major software/hardware repairs, we will refer you to local computer repair businesses.
- First Floor of the Library (Rm 117)
- 337-5800
- helpdesk@kzoo.edu
- Online assistance: reason.kzoo.edu/is
- Hours: Monday – Friday 8 a.m. – 5 p.m.

Media Services

To make media reservations for campus events, please call 337-7138, stop by the media desk in person, or email us at: kmedia@kzoo.edu and kindly provide at least 24 hours in advance of your event. Our office is open M-F 8a – 5p. However, it is also important to remember that media requests for events occurring in the evening or on weekends after the media office is closed must be made no later than noon on the day they will occur (and by noon on Friday for the weekend).

Media Equipment & Services

- scanners
- equipment for classroom use or projects
- color prints
- video project
- audio recording
- web publishing

- First Floor of the Library
- 337-7138
- Hours: Monday – Friday 8 a.m. – 5 p.m.

- Audio Studio 337-7138 audiostudio@kzoo.edu
- Graphic Production/Printing 337-7137 graphics@kzoo.edu
- Media Reservations 337-7138 kmedia@kzoo.edu
- Video Production Studio 337-7245 production@kzoo.edu
- Web Services 337-5800 webservices@kzoo.edu
Office of Student Involvement Equipment Information

The Office of Student Involvement has equipment that is available for student organizations to check out for meetings and events.

The following equipment is available for check out:
- Cotton Candy Machine ($0.25 per person)
- Karaoke Machine (FREE)
- Popcorn Machine ($0.25 per person)
- Sno Cone Machine ($0.20 per person)

How-To Reserve and Checkout Any of the Above Items:
1. Visit OSI to reserve the machine you are interested in.
2. On the day of your reservation, return to the Union Desk and complete the Equipment Reservation Contract (example available on the pg. 93). Be sure to have your Stu Org account number with you at this time.
3. OSI will escort you to the closet where machines are kept and give you a lesson on how to operate the machine. Operating Instructions are also included along with a blank copy of the Equipment Reservation Contract for each machine.
4. Take the machine (some take more than one person to transport) to your event.
5. During the event, be sure to follow all operating instructions and handle the equipment with care.
6. Before returning the machine to the OSI, be sure to clean it thoroughly, as instructed on the Operating Instructions. Failure to do so will result in an additional charge of $25 to your organization.
7. Return the machine to the OSI and initial your Equipment Reservation Contract.

Additional Items available for borrowing:
- Beverage Coolers
- Carnival Games
- Family Size Ice Coolers
- Pop-up Tent
- Video Game Systems (for use in Hicks ONLY)

To borrow any of these items, contact studentactivities@kzoo.edu
Important Campus Information

Campus Contacts

Arcus Center for Social Justice Leadership: For information on grants and other projects through the ACSJL:
- Mia Henry- 337-7397- Mia.Henry@kzoo.edu

Business Office: For questions about already submitted check requests or purchase orders, see:
- BusinessOffice@kzoo.edu or stop by the Business Office (Mandelle Hall) in person.

Facilities Management: For questions regarding facilities on campus, talk to:
- Denean Pomeroy (Work Orders, Campus Vehicles, Electricity, Other Questions)- 337-7308 Denean.Pomeroy@kzoo.edu
- Victor Garcia (Outdoor Events Questions)- 337-7314 Victor.Garcia@kzoo.edu
- Rob Townsend (Recycling/Waste Questions) – 337-7254- Robert.Townsend@kzoo.edu

Facilities Reservations: Direct inquiries regarding facilities reservations, capacities, etc. to these folk:
- Carol Kennedy (General Reservations, Dalton & Fine Arts Reservations)- 337-7047- Carol.Kennedy@kzoo.edu
- Ashley Knapp (DeWaters, Harmon, Hoben) – 337-7210, Ashley.Knapp@kzoo.edu
- Jacob Lemon (Crissey, Trowbridge, Severn) – 337-7210, Jacob.Lemon@kzoo.edu
- Paola Castillo (Living Learning Houses)- 337-7210- Paola.Castillo@kzoo.edu
- Eric Dougal (Anderson Athletic Center)- 337-5804- Eric.Dougal@kzoo.edu

Information Services: For all your media concerns, contact the following:
- Help Desk (Listserv and Distribution List Questions)- 337-5800- helpdesk@kzoo.edu
- Media Services (Media Reservations/Questions)- 337-7138- Kmedia@kzoo.edu
- Carolyn Zinn (REASON Website Questions)- 337-5761- Carolyn.Zinn@kzoo.edu

Library: For library related issues, talk to:
- Stacy Nowicki- 337-5750- Stacy.Nowicki@kzoo.edu

Mail and Copy Center: For concerns regarding mailings, copies, package pickup, etc.:
- Carol Cowper- 337-7252- Carol.Cowper@kzoo.edu
- Deb Stevens- 337-7253- Debra.Stevens@kzoo.edu

Security: Any concerns about an upcoming event or to book Security Officers, see:
- Eric Wimbley- 337-7321- Eric.Wimbley@kzoo.edu

Office of Student Involvement: For all other questions, concerns, etc. see the Student Involvement team:
- Brian Dietz (Director of Student Involvement)- 337-7210- Brian.Dietz@kzoo.edu
- Penny Horne (Administrative Coordinator)- 337-7210- Penny.Horne@kzoo.edu
- Kate Yancho (Assistant Director of Student Involvement) – 337-7210- Kate.Yancho@kzoo.edu
- Tyler Hall (Graduate Assistant)- 337-7354- Tyler.Hall@kzoo.edu

OSI Student Organization Handbook
“To enhance our community, we accept responsibility for its social well-being. We commit ourselves to treat with respect those with whom we differ, to recognize the rights held by others, and resolve conflicts. Expressions of prejudgment and prejudice are contrary to this mutual respect and prevent the fostering of community.” --Kalamazoo College Honor System

- All posted signs must be stamped by the Office of Student Development.
- Student organization sponsored events cannot be stamped until the corresponding event has been approved by the Office of Student Involvement.
- Each of us must take responsibility for our oral and written communication. Therefore, all posted signs must bear the signature of an individual, College office or College organization.
- All posted signs must include the date of posting and will be removed one week after the posting date or immediately following the announced event.
- The Honor System also calls upon us to protect our physical environment. Therefore, signs may be posted only on general use bulletin boards, tack boards, and specifically designated wall space. Signs will be removed from all other locations.
- Messages written on campus buildings with chalk, paint, pen, pencil, crayon, etc. or on any College property with indelible substances will be treated as vandalism and subject to appropriate College disciplinary procedures or referral for criminal proceedings.
- Chalk may only be used on outdoor, horizontal, poured concrete surfaces and may not be used within 10 feet of an entrance to any building on campus.
- Items posted in residence halls must adhere to the above guidelines, and may only be posted on approved general posting bulletin boards located near the entrance doors in the residence halls.
- Postings on office and residence hall room doors must also adhere to the above guidelines and must be at the permission of the occupant of the office or room.
- Items posted in all other locations within or outside of residence halls, including but not limited to windows, hallways, stairwells, and doors, will be removed and recycled.

*Signs which violate any of these regulations will be removed.*

*Complaints about the content of signs should be directed to the individuals or organizations identified on the sign. If this process cannot resolve the concern, a complaint may be filed through the regular judicial process.*

Revised: December 6, 2012

**Posting Approval Procedures**

- To have your item approved for posting, please visit the Student Development Office Monday-Friday between 8 am and 5 pm.
- All posted material must include:
  - Name of the sponsoring individual, office or organization.
  - Date of the event
- Postings related to student organization events will not be stamped until the corresponding event has been approved through the Student Organization Event Registration System.
- Approved items do not require an original stamp.
- The sponsoring individual, office, or organization is responsible for posting the approved item on campus and adhering to the guidelines on approved posting locations outlined in the Posting Policy.
Approved Posting Locations

The following are the locations of bulletin boards where student organizations can post posters. Note that all posters must be stamped by Student Development. Please do not post posters anywhere other than public bulletin boards.

Hicks Student Center:
- Downstairs lounge near mailboxes
- Near Game Room
- Barrett Student Leadership Suite hallway
- Hallway outside Dining Services Offices
- Public board in Dining Hall

Olds Upton:
- Quad entrance, left wall
- Between third and fourth floors in stairwell
- Entrance across from Harmon, left wall

Upjohn Library Commons:
- **DO NOT** post in library restrooms
- Outside of the Book Club
- 3rd floor, across from elevator

Fine Arts Building:
- Far right entrance, front wall in stairwell

Dow Hall:
- 1st floor by Room 125
- 2nd floor directly in front of entrance across from the Fine Arts Building
- 3rd floor, left down hall on right wall from entrance across from the Fine Arts Building

Dewing Hall
- In the stairwell on most floors
- Academy entrance
- Entrance near the Chapel

*There are also boards in most Residence Halls near the entrances.*
**Brand K Compliance**

Student organizations are encouraged to comply with the brand identity standards in the College’s *BrandK Identity Manual* ([www.kzoo.edu/brandK](http://www.kzoo.edu/brandK)). In fact, the Brand Communication Team (BCT) will pay for a student organization’s identity stamp (logo) that complies with the brand standards. Such stamps will include the words ‘STUDENT ORGANIZATION’ above the name of the student organization and will use the second line, ‘More in Four. More in a Lifetime.’ below the name of the student organization.

However, student organizations may choose to develop their own visual identity artwork. If they so choose they must adhere to two requirements.

1. Student organizations may not use the College identifiers.

2. When an organization’s project/design is ready, the organization must contact [BrandK@kzoo.edu](mailto:BrandK@kzoo.edu) in order to ensure adherence to #1 (above) and, if applicable, to find an appropriate vendor to produce their specialty product. The student organization and/or advisor may only use the BCT recommended vendor.

With respect to websites, student organizations are required to use the standard template in a content management system. Websites not hosted by kzoo.edu cannot use the College name or College visual identity elements. Student organizations may place their custom identity stamps and artwork within the editable areas of the standard template. No custom templates will be developed or permitted in order to accommodate custom visual identities or design.

When in doubt, it’s safer (and less expensive) to ask. Direct all questions to [BrandK@kzoo.edu](mailto:BrandK@kzoo.edu). You will have a response within 24 hours.
Outgoing Officer Reflection Activity

My top three toughest challenges as a leader were:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) __________________________________________

My three best practices as a leader in this organization are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The three most important documents relating to my work in this organization are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The names and positions of three key people on campus and what they get done are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The three best ways to recruit volunteers are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The three yearly activities in my organization (and my role in making each happen) are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

If I were to do this year over again, I would do these three things differently:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _______________________________________________________
______________
Incoming Office Reflection Activity

Three questions I have for the outgoing leadership are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The three reasons I am most excited to be a leader of this organization are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

Three new ideas I have for this organization are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

Three things that I thought this year’s leader did really well are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

Three things that I thought our group could have done better this year are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

Three groups that I would like to collaborate with next year are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

I anticipate my top three toughest challenges as a leader to be:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________
Ice-breaking Activities

Name-Adjective Game: A classic game for remembering names.
- **Materials:** None.
- **How To:** Get the group in a circle. The first person says their name and an adjective that describes him/herself and that also starts with the same first letter of his/her name. Then the next person has to say the name and corresponding adjective of the first person and then his/her name and adjective. This continues until it gets back to the first person who has to say everyone’s name and adjective.

ABLE & ING Name Tags: A partner introduction name game.
- **Materials:** None.
- **How To:** Each group member selects three words that end in “able” and three words that end in “ing” that describes him or herself. Group members then pair up. In the pair, each person tells the other his/her six words and why s/he chose those words. Everyone comes back to the big group. Each person introduces their partner and gives the six words that the partner chose for him or herself.

M&M Breaker: A get-to-know you game that helps people learn new facts about each other in an easy way.
- **Materials:** M&Ms (or another candy that has multiple colors like Skittles or a grab bag of candy with a variety of types of candy) and a chalkboard/whiteboard/easel paper
- **How To:** Pass around the candy and ask each participant to choose one to five pieces of candy. Tell them not to eat them yet! Write on the chalkboard/whiteboard/easel paper write down one category per candy color/type such as: Red—Favorite hobby; Green—Favorite place on earth; Blue—Favorite childhood book or toy; Yellow—Dream job; Orange—Quirk; Brown—One fun thing you did this summer. Go around and have each person take turns introducing him/herself, beginning with his/her name and then saying one corresponding fact for each piece of candy they have. Ex: If Mary has a red M&M and a green M&M then she would say, “My name is Mary. My favorite color is yellow, and my favorite place on earth is the Shakespeare & Co. bookstore in Paris.”

Same & Different: A good breaker if you want to divide up a large group into smaller divisions,
- **Materials:** None.
- **How To:** Break up the large group into groups of four by counting off. Each small group must come up with four things they have in common (like they all went to public school) and each person must come up with something that no one else in the group shares (like he/she was born in Colorado). Then each group reports the things that they share and the things that make them unique.

Roses & Thorns: An easy way to get people talking that are somewhat acquainted with each other.
- **Materials:** None.
- **How To:** Have each person go around and say one good thing that happened to him/her in the last 24 hours (the rose) and one bad thing (the thorn).

Human Knot: A good game to play once everyone knows each other a little bit because it requires close contact.
- **Materials:** None.
- **How To:** Have everyone stand in a circle and put their hands in the middle. Each person grabs a hand of two different people. Then everyone has to untangle themselves without letting go!
The Things We Carry: A fun way to get people to share stories and quirks that they have.
  o **Materials:** None.
  o **How To (First Variation):** Have each person pull something out of his/her purse/wallet/backpack that has some special meaning (like the chapstick that he ALWAYS has on him because he compulsively rehydrates his lips or the picture of her grandfather that she has carried around since he died). Then go around and ask each person to talk about why that item is in his/her purse/wallet/backpack or why that item is significant or to tell a story about that object.
  o **How To (Second Variation):** Have each person pull something out of his/her purse/wallet/backpack that has some special meaning (like the pink key ring which is inside the pink wallet which is inside the pink person because it shows how much she LOVES pink or the mini first aid kit which shows how strict he is about sticking to the Boy Scout Motto—“Always be prepared”). Have everyone pair up. Each person shares with the other a story about the item or why that item is always with him/her or what is significant about the object. Then everyone returns to a big group and each partner shares something about his/her partner.

Gumshoe: A really cool way to get to know a lot about people, but it takes some time!
  o **Materials:** None.
  o **How To:** Have everyone get in a circle and then take off their shoes. Have everyone hold their shoes behind their backs so that they can’t be seen. Then have everyone go around and say something about themselves that is reflected in their shoes but don’t have them say anything directly about their shoes. (ex: Jon says that he is a painter—this is reflected in his shoes in that they are covered in paint—but Jon doesn’t say that his shoes show that he is a painter because they are covered in paint; Jane says that she really likes hiking—this is reflected in her shoes in that they are hiking shoes—but Jane doesn’t say that she is just coming in from a hike so she is still wearing her hiking shoes). Then have everyone toss one shoe into the center of the circled. Then have everyone grab a shoe that is not their own. Then go around the circle and have each person guess who the shoe belongs to. Once the shoe-holder figures out the shoe’s owner is, he or she has to say the owner’s name and the fact the owner shared with the group.

Other Get-to-Know-You Questions: 20-ish questions to ask to get to know everyone better!
1. If you could have an endless supply of any food, what would you want?
2. If you were an animal/fruit/vegetable/book/piece of furniture/ice cream flavor, what would you be and why?
3. What is one non-academic/non-career goal you’d like to accomplish during your lifetime?
4. When you were little, what was your favorite super hero and why?
5. Who is your hero?
6. What’s your favorite thing to do in the summer? Winter? Spring? Fall?
7. If they made a movie of your life, what film genre would it be and which actor would you want to play you?
8. What is your favorite season and why?
9. Who is your favorite cartoon character and why?
10. If you could only choose one place in the world to live for the rest of your life, where would you live and why?
11. What’s your dream job?
12. Are you a morning or night person?
13. What are your favorite hobbies?
14. What are your pet peeves?
15. What’s the weirdest thing you’ve every eaten?
16. What’s one of your favorite things about someone in your family?
17. What is one quirky or unique habit of yours?
18. If you had to describe yourself using three words, what would they be?
19. If you could be anybody besides yourself, who would you be?
20. If you could eat dinner with one person, living or dead, who would it be and what would you eat?
1. Smile
2. Say “Thank You”
3. Put up a suggestion box
4. Send a birthday card
5. Create a star chart
6. Plan a pot luck
7. Be pleasant
8. Focus on the positive
9. Celebrate accomplishments
10. Do icebreakers
11. Be verbal
12. Hold “rap” sessions
13. Give additional responsibility
14. Respect sensitivities
15. Take pictures of fun times
16. Enlist them to train others
17. Take time to talk and listen
18. Do paper plate awards
19. “Fill their bucket”
20. Practice controversy with civility
21. Recommend volunteers to others
22. Utilize as consultants
23. Write thank you notes
24. Nominate them for volunteer awards
25. Plan social events
26. Be a real person
27. Accept individualities
28. Respect uniqueness
29. Promote a volunteer of the month program
30. Send impromptu fun cards
31. Bring candy to a meeting
32. Say “we missed you”
33. Attend a social event together
34. Have themed meetings
35. Give a pat-on-the-back
36. Decorate the doors of your volunteers
37. Encourage volunteers to present at meeting
38. Establish a volunteer Honor Roll
39. Be flexible
40. Create perks like first chance at sign-ups
41. Take an interest in personal lives
42. Sit with volunteers at a meal
43. Encourage volunteers to recruit friends
44. Create educational resources
45. Challenge volunteers
46. Be enthusiastic
47. Have seasoned volunteers mentor new ones
48. Have a training session for volunteers
49. Keep volunteers well-informed
50. Be patient
51. Ask volunteers for their input/opinion
52. Let volunteers know they were missed if they are absent
53. Praise in public
54. Send get well cards
55. Ask them to judge competitions
56. Give volunteers reserved seating at special events
57. Encourage volunteers to take on bigger leadership roles
58. Be appreciative
59. Acknowledge them
60. Give them a shout out during a meeting