



Wartburg College
Advisor Guide

Fall 2011



Wartburg College
is dedicated to challenging and nurturing
students for lives of leadership and service
as a spirited expression of their
faith and learning.



The Wartburg Student Life
mission is to encourage student involvement,
leadership, and service;
help students in exploring and understanding choices;
and foster personal responsibility
for behavior and decisions.

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Frequently Called Numbers

Athletic Department

Cathi Duitsman, office coordinator: 8404

Bookstore

Arlene Schwarzenbach, manager: 8227

Campus Programming

Director: 8260

ETK: 8305

Computer Help Line

8767

ITS: 8353

Communications and Marketing

Linda Moeller, director: 8347

Controllers Office

Kristina Ladage, accounts payable: 8433

Sherri Mennenga, cashier: 8411

Mary Stafford, student accounts: 8278

Den-Rittersaal

8304

Dining Services

Margaret Empie, director: 8453

Sheryl Tiedt, office assistant: 8303

James Huffman: 8659

Konditorei

8505

KWAR

Office Phone: 8209

Requests: 8306

Maintenance

Scott Sharar, asst. dir. (repair): 8318

Ruth Hein, office cdnt. (vehicles): 8318

Copy Center

8285

Saemann Student Center

Kristen Briner, director: 8680

Jean Buckingham, scheduling and events
coordinator: 8286

Security

9999

Student Life Office

Deborah Loers, dean of students: 8745

Wes Brooks, dir. of res. life: 8260

Student Senate Office

8393

Zesty Orange

8727

Wartburg College Television

8211

Defining the Advisor

The advisor plays a vital role in the functioning of registered organizations at Wartburg College. All recognized organizations must have a faculty or staff advisor that guides the group in accordance with the purpose and mission of Wartburg College. Advisors do not directly control the organization, but rather build a relationship with the group and its members. The responsibilities of an advisor vary according to group needs. The following guide gives you the resources to get involved in a meaningful and mutual relationship with your students and their group.

Expectations and responsibilities

- Encourage community relations and service projects to help establish a sense of involvement.
- Work with students to help them plan programs that are beneficial to students and consistent with the educational and spiritual goals of Wartburg College.
- Be familiar with the founding principles and past projects of the organization.
- Assist the group in making sure the proper paperwork is submitted to the Campus Programming Office each year as required or when officers change.
- Oversee the progress of the organization.
- Make informed suggestions as to appropriations of the funds.
- Attend social activities and organizational meetings

Characteristics of an advisor

Mentor: A knowledgeable individual who provides new perspectives, helps students gain insights into problems, and challenges the group to think of different alternatives and solutions.

Resource: A source of aid that can be drawn upon when needed.

Observer: Act as an optimistic critic to the group and give positive feedback.

Supervisor: Provide continuity as members change and students take on leadership roles.

Facilitator: Help the group identify their purpose and what it is they want to accomplish each year by helping them set goals and evaluate their progress in relation to those goals.

Counselor: Challenge stereotypes, serve as an example, and create a positive group climate that allows the group to share their thoughts freely.

Participant: Actively involved with decision making, event coordination, and programming.

Responsibilities of the Advisor to their students

- Provide guidance and advice.
- Provide insights, enthusiasm, and encouragement to officers and student members.
- Be present at organization events and meetings.
- Be well informed about all the plans and activities of the group.
- Be aware of the goals and direction of the organization and help members evaluate their progress toward those goals.
- Be concerned about developing the leadership skills of members, particularly the executive board; by discussing and helping analyze group interactions and decision-making.
- Assist in the training of officers.

Financial Responsibilities

The advisor is required to co-sign all agency account transactions. Wartburg College expects that the advisor will be aware of the financial status of the organization and not authorize expenditures that may bring a deficit to the account. Furthermore, it is expected that the advisor will not authorize expenditures that go against Wartburg College policies.

****Never sign a blank reimbursement form****

Benefits of advising

- Opportunity to participate in an organization whose purpose you are passionate about.
- Opportunity to observe development of students during their college years.
- Opportunity to watch a group come together to share common interests and work towards common goals.
- Being recognized for service to an organization from the students involved.

Inappropriate behavior of an advisor

- Condoning all acts of underage or excessive drinking and drug use.
- Condoning stereotypical acts and behaviors.

**Legal Liabilities
and Wartburg College
Policy on Conduct**

This section covers preliminary issues relating to student organizations. Please refer to student and faculty handbooks for information regarding specific policies such as sexual misconduct, equal treatment, and privacy of student information.

Jeanne Clery Disclosure Act

In 1986 Jeanne Clery, a freshman at Pennsylvania's Lehigh University, was sexually assaulted and murdered in her campus dorm room by another student she didn't know. Her school had not informed students or parents about 38 violent crimes on campus in the three years preceding her murder, so Clery's parents, Connie & Howard, led the crusade to enact the original Campus Security Act that made reporting crimes mandatory on all college campuses receiving federal student aid. Congress formally named the law in memory of Clery in 1998.

This act requires Wartburg College to release annual information regarding campus crime and security. Wartburg makes a report available at the beginning of each academic year so that prospective and current students and their parents have access to crime statistics and policy statements. Furthermore, Wartburg Security issues opportune warnings about crimes that may pose the threat of ongoing danger to students. This report includes any crime committed on campus and all public streets around campus including rented buildings and Wartburg West Facilities.

Access to the annual report is available to all faculty, staff, students, and parents in the Security Offices located on the first floor of the Saemann Student Center or online at www.wartburg.edu/security with crime alerts, crime statistics, and policies and procedures relating to this act.

Social Gambling

Events that are based upon social gambling (raffle, bingo, etc) must be registered with Wartburg College and the Controller's Office. For each event, the organization must complete a Gambling Tax Report, available in the Wartburg College Controller's office. This form must be completed in advance of the date of event and may require follow-up information. All gambling activities are subject to state sales tax under Iowa law. Therefore, the organization will be responsible for any sales tax incurred from the event.

Only ONE poker tournament (i.e. Texas Hold ‘Em) can be held by Wartburg College and its organizations per year. Poker tournaments have different regulations associated with social gambling activity than other types of gambling activity and therefore make the events more limited. When prizes are offered for poker tournaments, all prizes must be merchandise or in the form of gift certificates. No cash prizes are allowed. Must report amount which organization-hosting event received (to Controllers’ office).

For more information, contact the Controller’s Office, the Office of Campus Programming or go to the Iowa Department of Inspections and Appeals website on Social and Charitable Gambling at <http://www.state.ia.us/government/dia/page10.html>.

Wartburg Alcohol Policy

The college enforces all state and local policies concerning consuming alcoholic beverages. Only students who are 21 years or older may possess or consume beverages in their dorm rooms or living quarters.

All student organizations will follow the same individual student regulations as listed on page 51 of the Student Handbook:

- Alcoholic Beverages cannot be sold by any organization.
- Kegs of beer and other large quantities of alcohol are not allowed on campus.
- Any organization that is officially recognized by the college and Student Senate cannot use any part of their budget to buy alcohol.
- Advertising off-campus drinking is not allowed.
- Students and the organizations in which they are a part of cannot use college vehicles to transport others to off-campus parties.

Violations and consequences are listed on pages 48-49 of the 2011-12 Wartburg College Student Handbook. Every student involved in organizations must abide by these codes, as they will be individually punished for the actions of the entire group. As an advisor, it is important that you are familiar with these regulations.

Definition of hazing: Any action or situation, on or off-campus, which creates a negative separation between peers by causing others to perform activities that are humiliating, insulting, demeaning, mentally or physically abusive, or potentially harmful. (*Student Handbook, 62*)

There are two types of hazing categories that hazing offenses will fall into:

First Category:

Sanctions for First Category

- | | |
|-----------------|---|
| • Verbal Abuse | Letter of Warning |
| • Servitude | Letter of Apology
Payment of Damages |
| • Public Stunts | Community Service |
| • Shunning | Residence Hall Restrictions |

Other relevant sanctions as determined by the board or administrator.

Second Category

Sanctions for Second Category

Any sanctions from the first category of violations.

- | | |
|-------------------|------------------------|
| • Physical Abuse | Termination of Housing |
| • Property Damage | Suspension |
| • Mental Duress | Expulsion |
| • Substance Abuse | |
| • Sexual Acts | Civil Action |

Any organization suspected of violating the hazing policy will be brought before the Student Conduct Board or the Vice President of Student Life, depending on the severity of the incident.

Tools for Effective Leaders

Fund Raising

Advisors need to offer financial support to their organization. By staying up-to-date with the current financial situation and offering advice on how to keep the organization's account on the positive side, fundraising can be a fun and challenging effort for the entire student group.

Student organizations on Wartburg Campus have devised creative ideas for programs and services, but not all have the finances to put these plans into place. Although student organizations can apply for some funds from Student Senate and Entertainment ToKnight, it is important that each group have some type of fund raising plan in place to match those funds and secure finances for even more activities and services.

These types of events can be a lot of fun for the student organizers and all others involved. The key to successful fund raising is to be creative and to keep your goal in mind.

The Importance of a Goal –

Members of the student organization cannot get excited about a fund raising event if they do not know what the funds will be used for; furthermore, it will be hard to get the Wartburg College campus community buy-in if the money will not be put towards a good cause.

Set a Realistic Goal –

When setting goals, do not just say you want to raise money for charity; say that you want to raise \$250 for The Northeast Iowa Foodbank. Then communicate this goal to all involved including members, volunteers, and donors.

Choose a Deadline –

Projects that drag on too long cause disinterest; create a timeline according to how much money you want to raise and the most realistic time frame it can be accomplished.

If you cannot quite decide the best ways to raise money in a creative and fun way, use the following ideas that students at Wartburg College and other schools have used:

- Clean stadium after games
- Gumbo/chili cook offs (charge entry fee and admission to eat; contact Dining Services for assistance)
- Haunted House and Halloween Dance
- Sports tournaments (entry fees, admission to watch, corporate sponsors, involve local businesses, etc.)

- Breakfast in bed Valentine baskets (croissant, juice, etc. delivered to dorm with note from special person)
- High pie contest (Pay 25 cents / vote to get people's name on list in paper, highest total vote recipient gets pie thrown at them)
- Pancake breakfast (take donations or have flat rate for all-you-can-eat buffet)
- T-shirt sales (group or organization have t-shirts made and then sell them)
- Clean student's dorm rooms or clean for students living in The Res or Knight's Village
- Silent Auction: Auction off student art work (painting, drawings, etc.), donations from local business (movie passes, pizza parties, gas cards, etc.) informal/fun dates with members of the organization, get faculty/staff to offer dinner at their houses.

Meetings

Group meetings are definitely an important part of your organization, but sometimes it seems like they are actually the most ineffective way to get feedback and interest from the members. Meetings can become too unorganized, too long, too short, too boring. How can the advisor and officer team make sure the meetings are effective, organized, and necessary? The following tips should help each organization plan meetings that are more successful and worthwhile.

Before the Meeting

- Set the agenda, with input from officer team
- Schedule the facility or room
- Announce the meeting at least a week in advance

During the Meeting

- Start on time. Begin the meeting on time whether everyone is there or not.
- Be observant of group members – make sure they understand, agree, aren't bored, etc.
- Use visual aids if possible.
- Do not drag the meeting out

- Encourage everyone to participate.
- Ask questions, bring out new points, and increase participation.

At the End of the Meeting

- Summarize the items that require action and confirm who is doing what.
- Review the time and place of the next meeting.
- Close the meeting positively and on time.
- Leave the room the way you found it – clean and organized.

Evaluate the Meeting as an Executive Team

- Were the right people in attendance?
- Did the meeting start on time?
- Was the agenda followed and purpose achieved?
- Was time wasted?

Making Meetings Fun

The advisor should try to make it to regular meetings and events. Advisors can offer ideas, considerations, and discussion topics which can be brought up to add meaning and engage students at the meeting.

It may not seem possible to have a fun meeting, but it is. It just requires a bit of creativity and a willingness to crack a smile now and then. *Being productive and having fun is possible.* You need to find a balance and brainstorm ideas on how to do it. Use the following ideas as a guide:

- Open each meeting with a joke, story, inspirational quote, or startling statistic.
- Use props, music, skits, stories, or tricks to obtain the interest of your members.
- Ask each member to wear a hat, a certain color shirt, or some other item to promote a team atmosphere.
- FOOD! FOOD! FOOD! Ask a different member at each meeting to bring a snack for the next meeting, or have a snack potluck.
- Rather than memos/e-mails to announce an upcoming event or meeting, make party invitations or tickets for admission.

- Do anything that gets your group up and moving around.
- Send a puzzle piece to each member, then have them bring the pieces to the meeting to put together. Have the puzzle relate to the meeting specifically.
- Get people involved by having them tell stories or experiences.
- Start the meeting by giving the group 2-3 minutes to ask the person on their right something unusual or exciting that happened to them that week, then let them introduce each other to the rest of the group using that information.
- On the back of one of the agendas, place a small dot prior to beginning the meeting, ask who has that particular agenda and reward them with a small 'door prize'.
- At the close of the meeting, go around the room and have each person state something they learned in the meeting, give appreciation to another member, commit to a specific task, or give a one-word summary of the meeting or group.
- Use pictures, slides, or comic strips to illustrate points.
- Take a moment to stand up, stretch and move around during the meeting to keep everyone alert and motivated.
- Use a lot of color wherever possible (in memos, agendas, notes).
- Exaggerate everything. Use big gestures, large print, anything to attract (and keep!) their attention.
- Stressful meeting? Have everyone sing the chorus of their favorite song--all at the same time--for 10 seconds.
- Bring a beach ball to the meeting. Rather than just going around in a circle asking people for updates, new business, and so forth, toss the ball to someone. Have each person toss it to someone else until everyone has had a chance to express their news.
- Form a circle and have everyone give the person to their right a shoulder rub for 2 minutes then SWITCH!

Goal Setting and Action Planning

Setting goals and devising action plans builds upon creative ideas that get everyone excited and involved. It is the job of an advisor to help guide students, but also challenge students to continue developing themselves and the group through setting goals and following through.

Brainstorming

This step allows the student organization the opportunity to list as many ideas as possible because the more the group has to choose from the better the final goals will be. Brainstorming can also be used when developing programming ideas, publicity, and solving problems.

Steps in Brainstorming

Step One: Create the Atmosphere

1. Set a 10-20 minute time limit.
2. Break the group into a more manageable size that will brainstorm simultaneously (the best group size is 3-8 people)
3. Focus on only one issue.
4. Record all responses on the whiteboard or big sheets of paper so that everyone involved can see them. Do not worry about getting ideas down word for word or giving credit to each idea.

Step Two: Explain the Rules:

1. Do not discuss ideas.
2. Do not criticize or praise.
3. Just call out the answers.
4. Brainstorming calls for quantity.
5. "Piggy-backing" is encouraged.

Step Three: Start Discussing:

1. A discussion leader and note-taker are needed to keep the discussion moving. The leader should present the problem and keep the group in line with the rules. The note-taker writes down **all** answers and suggestions.
2. Once the time limit is over, the leader should end the discussion.
3. All participants should look over the compiled solutions and decide which should be elaborated on and which should be eliminated.
4. Keep a list of everything discussed because the ideas may come in handy in the future.

Step Four: Agree on Solutions:

1. Select the best five ideas.
2. Write down criteria for evaluating which ideas would be best to take action on.
3. Give each idea a score from 1-5 depending on how well it matched the criterion. Once all the ideas have been scored, total the scores.
4. The idea with the highest score will give you the best ways to accomplish your goals, but the rest of the ideas are still important and may be incorporated sometime.

Set Goals

Why Set Goals?

- Goals define the purpose of the organization.
- Gives direction for the rest of the year.
- Clarifies what the organization is all about.
- Allows the organization to plan ahead and be prepared for whatever Wartburg College may throw your way.
- Evaluates your year -allows the organization to recognize accomplishments and realize success.

Setting Goals:

Many student organizations brainstorm as a team, but do not set goals together. It is very important that both steps are done as a team. This creates a positive atmosphere as students and advisors feel like they are responsible for what they helped create instead of pursuing the goals of just an advisor or executive team. All members will be motivated to actively participate in the group if they have a clear understanding of what needs to be done and the rationale behind it.

Steps in Setting Goals:

1. Use the potential ideas from the brainstorming session.
2. Write a goal statement:
 - Broad
 - Relatively long time frame
 - Observable and gives members something to strive for
 - Easily evaluated or measured at the end of the year

3. Determine objectives for each goal.
4. Move into action and follow through.
5. Evaluate on a regular basis, but be flexible because some circumstances call for changes.

SMART Goals

Specific Goals

Goals should focus student organization's efforts and allow them to clearly definite what it is they want to accomplish.

Measurable Goals

This allows the organization to see if the goal was accomplished and how successful it was. When deciding what goals to tackle, the group must make sure they can watch changes occur and not have to wonder if they actually reached the goal.

Attainable

If goals are set too far out of reach, it will be hard for the entire group to commit to them. All goals should be achievable so that the group stays motivated to continue.

Realistic

The goal should fit with in the overall purpose of the student organization that although may push the group a little, it should not break or burn them out.

Timely

Setting a timeframe gives the group a clear target to reach for and pushes for commitment of the entire group to get things accomplished.

Action Plan

- Make sure the entire group understands what you want to accomplish.
- Write a list of actions. Write down all actions you may need to take to achieve your goal.
- Look at your list of actions and prioritize them based on the achievability. Mark them somehow. Drop all of the ideas that are not marked.
- Rearrange your actions and ideas into a sequence of ordered action steps. Finally, look at your plan once again and make sure it is the most straightforward plan your group can use.

- Monitor the execution of your plan and review the plan regularly. How much have you progressed towards your goal by now? Use this information to further adjust and optimize your plan.

A student organization advisor plays an important role in attracting and maintaining student members. As an advisor, you can recognize and support the educational and personal development an organization has to offer its students. Wartburg College students enjoy getting involved, meeting new people, and making new friends; furthermore, they want to develop career skills and have a good time. Every group on campus enjoys new members because they bring new ideas and talent. It is vital that all student organizations have a well-conceived recruitment plan.

Recruiting New Members and Retaining Current Members

The following suggestions will help you plan a more successful recruitment plan:

1. Know and understand the purpose of the organization. If members and executives do not understand the basis of the group that they belong to, they will not be able to tell others about it.
2. Set recruitment goals that identify how many students you would like to invite to the group and how you will go about inviting new members. Measurable goals are much more easily evaluated and revamped if needed.
3. Get all members of the current organization involved because word-of-mouth advertising is the best and least expensive publicity to use.
4. Use advertisements such as posters, flyers, and banners to get student's attention.
5. Plan a welcoming party or orientation that excites all new and current members and keeps them informed of your overall goals and purpose.

Above all, student organization members will need to feel like they belong in the group or they will be more likely to not be active or to quit. Get them involved in the workings of the organization. Get to know them. Help them get to know you. Let them know that their contributions are needed and appreciated. Following these steps will lead to a more enjoyable and rewarding experience for both the new members and for the organization.

Examples of keeping members involved and happy:

Take 5: Ask members to evaluate the group, the officer team, and the advisors throughout the year using a five minute survey.

Appreciation parties: Let the group as a whole know their dedication to the team is greatly appreciated.

Thank you notes: send notes of appreciation to those members that have gone beyond their call of duty.

Recognition of a job well done during meetings

Member of the month: give prizes or gifts to members who continue to excel each month or give extra time to the group.

Goal setting: All members need to be given the opportunity to plan yearly agendas and events.

Conflict management

An advisor can help the student organization deal with conflict in positive ways. Students come from different backgrounds, have different leadership styles, and different perceptions; therefore, it is important that group members identify and work through problems to balance the group.

What is conflict?

Conflict is a natural disagreement resulting from individuals or groups that differ in attitudes, beliefs, values or needs. Conflict is inevitable.

Beginnings of conflict:

- Poor communication
- Need more power
- Insufficient leadership
- Lack of openness among members
- New leaders take over

Conflict indicators:

- Body language
- Disagreements, regardless of issue
- Desire for power
- Increasing lack of respect
- Open disagreement

Conflict is destructive when it:

- Takes attention away from other important activities
- Forces groups to take side which decreases cooperation
- Leads to irresponsible and harmful behavior, such as fighting or name-calling

Conflict is constructive when it:

- Results in solutions to problems
- Involves all members in resolving issues important to them
- Causes genuine communication
- Builds cooperation among people through learning more about each other
- Develops the individuals capabilities of understanding other's point of view

Managing Conflict:

1. Analyze the conflict: Decide what the nature and type of conflict the group is dealing with.
2. Once you have a general understanding of the conflict you are dealing with, determine the strategy to be used depending on the situation and with whom they are working with:

Conflict Management Strategies:

- Avoiders: Let tensions cool and then discuss
- Accommodators: Be reasonable
- Competitors: Talk about standards and expectations
- Collaborators: Solve joint problems
- Cooperators: Work on equal ground

3. Work out problems in small groups before the entire organization gets involved. Sometimes the officers can discuss their perspectives and give direction to follow.
4. Always take time to deal with conflict – even small problems can lead to an explosion that hurts the entire organization.
5. As an advisor, you need to balance negative comments with positive ones so that the group continues coming to you for advice.

A decorative L-shaped bar consisting of a horizontal grey bar at the top and a vertical grey bar on the left side, both extending across the top and down the left edge of the page.

Campus Resources and Offices

Transportation

The College has several vehicles, which groups can use for official purposes (i.e.: to pick up or transport college guests). The college has four passenger vans, one mini van, and two cars.

When renting a vehicle:

1. Reserve early by completing an online request at <http://www.wartburg.edu/forms/vehicle.aspx>
2. Fill out reservation form with account number and department. After it is submitted, the sender will receive a confirmation e-mail.
3. Find a 21-year-old certified driver from your group. We no longer provide a college driver, it is up to the organization to find a driver.

Students can become authorized drivers by first filling out the online request at <http://www.wartburg.edu/forms1/mvr.html> for a DMV Drivers License check and then calling **Security** for a driving test. The Driving Test is required ONE TIME only. Certification is required annually. This process takes approximately three days to complete.

4. Pick up keys and gas credit cards the day of your departure from 7:30 a.m. - 4: 30 p.m. Monday-Friday in the Physical Plant; **however**, vehicles cannot be picked up prior to reservation time.
5. Keys and gas cards should be placed in the drop box located in the overhead garage door on the east side of the Physical Plant.

Costs:

Without college drivers:

- Car -Five (5) Passengers Including the Driver: \$50.00/day plus gas
- Mini-van -Seven (7) Passengers Including Driver: \$62.00/day plus gas
- Van -Eleven (11) Passengers Including the Driver: \$125.00/day plus gas

Airport transportation includes driver and mileage fee:

- Cedar Rapids: one way rental vehicles are available from and to the Cedar Rapids airport through Enterprise.
- Des Moines: one way rental vehicles are available from and to the Des Moines airport through Enterprise.
- Minneapolis: rental vehicles are available from the Minneapolis airport via AVIS rental.

**Contact Ruth Hein or fill out a vehicle request form at www.wartburg.edu/forms/vehicle.aspx*

For more information on the vehicle policy visit <http://www.wartburg.edu/controller/vehiclepolicy.pdf>

The HUB

This suite of offices represents “the HUB” of student events as a place where all students can go regardless of their interests and extra-curricular events. The HUB, located on the first floor of the Seaman Student Center, provides the following office and workspace for campus organizations.

BANNER PAPER: There are big rolls of paper in an assortment of colors, which can be used for signs posters, etc. They are located in the HUB workroom.

BUTTON MAKER: A button-maker machine and buttons are available for all student organizations for \$.29 per button. All supplies can be reserved through Campus Programming.

COMPUTERS: The computers are designated for student organization use. The HUB is **not** a computer lab.

CONFERENCE ROOM: A conference room is available for student organizational meetings and can be scheduled using the sign-up sheet outside the conference room or by contacting the Campus Programming Office.

CREATIVE SUPPLIES: Materials and equipment are available in the workroom for student organizations to create signs, banners, and bulletin boards.

DIE CUT: A die cut machine with two font styles and one number style is located in the workroom of the HUB. There are also different characters such as a knight, a football, basic shapes and many others.

HELIUM: Arrangements can be made through the Campus Programming Office to inflate balloons at a cost of \$.35 per balloon or an entire tank can be rented for a major event.

MAILBOXES: Every student organization has a mailbox in the HUB.

PAINT: The Campus Programming Office has a small supply of Tempera paint in the HUB workroom to be used for signs and banners. If more is needed, contact ETK.

PAPER CUTTER: A paper cutter is available for student use in the workroom.

STRING: String for helium balloons can be purchased through the Campus Programming Office. Cost is approximately 1¢/foot. It is highly recommended that you cut string in advance for balloons.

STORAGE: There are storage spaces available for the use of student organizations. Please contact the Office of Campus Programming for more information.

The HUB also houses six different student organizations on a permanent basis:

- **Black Student Union:** BSU is a political, social, and educational organization whose main purpose is to express and support black perspective throughout campus life.
- **Campus Ministry:** The Campus Ministry Office coordinates all campus ministry events and facilitates communication with the community.
 - Campus Ministry now shares their office with **Alliance**. The purpose of Alliance is to provide a supportive and accepting environment for students, regardless of their sexual orientation or gender identity. Meetings are held in the Diers House and are open to all members of the Wartburg Community.
- **Entertainment ToKnight:** ETK was created in order to promote and execute social, cultural, and educational programs through the utilization of student funds and to provide for the general welfare of the Student Body.
- **International Club:** The International Club seeks to promote global understanding. Cross-cultural programming is open to campus and community. All Wartburg students are welcome to join the International Club.
- **Volunteer Action Center:** The Wartburg College Volunteer Action Center is a student-run organization that helps bring the Wartburg and Waverly communities together through service. It emphasizes the service aspect of the college's mission by providing volunteer opportunities and other information about service to Wartburg students, staff, and faculty.
- **Student Senate:** Aside from ensuring that all Wartburg students have a voice, the Student Senate has powers as a legislative and service body. The Senate initiates proposals to benefit the student body, encourages student leadership on campus, and promotes an excellent relationship between the college administration and the students.

Publications

Campus bulletin boards, kiosks, tables, and other specified locations on campus for posting notices and fliers are intended for use by academic and administrative offices and by recognized student organizations. Their purpose is to communicate information about departmental or college activities, programs, policies, services, or safety and security matters. All advertising must comply with the following policy:

- Students and student organizations and groups are required to obtain approval in the Student Life Office and have fliers and other advertising stamped before posting such material.
- Organizations or departments that post information on campus bulletin boards are responsible for removing postings in a reasonable time (two days) after the event, activity, or program has concluded.
- Wartburg College prohibits advertising that promotes the sale or irresponsible use of alcohol (such as drink specials) and the sponsorship of alcoholic beverages.
- Off-campus groups and organizations, particularly those operating for profit, may not use campus bulletin boards to post notices, fliers, or other advertising. Exceptions may be made in the Student Life office when such posting is related to a co-sponsored activity involving a college office, organization, or group, or when the posting is clearly consistent with the college mission. Student organizations may not post commercial advertising on campus unless the posting has been approved in the Student Life Office.
- Posting is limited to bulletin boards, display cases, and other areas specifically designated by the Student Life Office. Any flier hung on windows, doors, or walls will be removed. This includes the stairwell walls adjacent to the Mensa.

Designated Locations Include:

Saemann Student Center

- Bulletin board inside of NW doors and strips in the NW hallway
- Bulletin board outside of the HUB
- Bulletin board in South entrance
- Bulletin board in West hallway

Whitehouse Business Center

- Bulletin board to the right of the Business Dept. office
- Bulletin boards in skywalks on both the North and South side of WBC

Luther Hall

- Bulletin board outside of Controller's office
- Bulletin board on third floor by lounge area

Fine Arts Center

- Bulletin board outside of Music office
- Bulletin board on 2nd floor above Music office
- Each floor in dominant traffic areas

McElroy Communication Arts Center

- Bulletin board outside CAC office

Old Main

- Bulletin board outside office on 3rd floor

Science Center/Becker Hall

- Bulletin boards on each floor

Residential Halls (near each main entrance/exit or lounge)

- Clinton (Main entrance, ground & 1st floor lounges)
- Founders (Main entrance, North & South entrances)
- Hebron (Lounge)
- Centennial (Lounge/main entrance)
- Vollmer (Lounge)
- Grossman (Lounge/main entrances)
- Lohe (Lounge/main entrances)
- The Residence (each floor bulletin board, north & south)
- Manors (Each manor 8 total)
- Knights Village (KV Lounge)

Don't let your group limit themselves to posters! The following active pieces can also be used:

Ads placed in or on:

Athletic Programs

Desk Calendars

Magnets, Stickers, Pens, etc.

Events on campus

Grocery Bags, Bookstore Bags, etc.

Student Directory

The Morning Juice (juice@wartburg.edu or info.wartburg.edu)

The Trumpet (trumpet@wartburg.edu)

The Circuit (wartburgcircuit@gmail.com)

Alumni Newsletter/Magazine

Online and Hard Print

Announcement

At athletic events

Of upcoming events made before other programs

Banners (must get permission first from designated area director)

Above main stairwell to Mensa (permission from Director of Student Center)

In the Mensa (permission from Dining Services)

Along fences at football games (permission from Athletics and Maintenance)

Hanging from overlook in the FAC (permission from the Fine Arts Center)

Bookmarks

Hand out at library and during finals week

Brochures

Bulletin board display in Student Center

Talk to director of Student Center to see which display cases are available.

Bumper Stickers

Students always like free stuff.

Buttons

Buttons can be made for a fee at the Campus Programming Office.

Sidewalk chalk

Table Tents

See Sheryl Tiedt in Dining Services on the first floor of Seaman Student Center.

T-shirts

Have your group or organization make t-shirts that say EVENT TONIGHT or ASK ME ABOUT TONIGHT'S EVENT, and wear them the day of the event.

Mail Center: Policy on Stuffing Mailboxes with Flyers

- Groups can provide flyers for mailbox stuffing at a flat fee of \$20.
- Groups will need to have their flyer approved by the Director of Student Center prior to stuffing.
- Groups do not need to individually address each flyer, but flyers should be folded to fit in the mailboxes.
- Flyers will not be stuffed if the above protocol is not followed.
- If flyers are stuffed, the group associated with the flyers will assist in picking up any flyers littering the building and campus in general.
- If littering becomes a major issue and/or individual student reaction to increased mailbox stuffing is negative, this policy may be discontinued.
- No flyers will be stuffed that are in any way connected with the promotion of alcohol or a business or group where alcohol is sold.
- Only Mail Center personnel are allowed to stuff mailboxes.

Once again, let your creativity work for you!

There are other ways to attract students' attention without stuffing their mailbox:

- Reserve a table in the Student Center where the flyers can be placed and taken by interested students. All tables must be reserved through Jean Buckingham, 8286.
- Work with Residential Life to determine if flyers can be distributed to residence hall rooms.

Event Planning

As an advisor, you can make a difference in the quality of program your group puts together. There are many different opportunities throughout the year to hold events for either members of the organization or a campus-wide group. When holding an event on campus, it is important that planning is done well in advance to make sure facilities are open and food service can be provided.

When booking facilities, the main contact person is the Scheduling and Events Coordinator, Jean Buckingham. The Coordinator can be reached in the Saemann Student Center at the Information Center or at Ext. 8286 This person has access to the majority of rooms and meeting spaces on campus and will be able to reserve these spaces in the name of a particular student organization. Before talking to the Scheduling and Events Coordinator, it is important that you know how many people will be attending the event, the type of audio-visual equipment that will be used, and the layout of the room in terms of setup, number of chairs, and number of tables. The Director of Campus Programming may also help you chose the best location to fit your needs based on these criteria.

If you are interested in reserving the Chapel Commons, your group must talk to both the Scheduling and Events Coordinator and Campus Ministry Office located in the HUB. A form will be provided by the Campus Ministry Office that must be filled out and returned to them as soon as possible. Please keep in mind the number of students attending, the arrangement you would like for the tables, and whether or not food will be needed.

Reserving Neumann Auditorium

Neumann Auditorium seats 1092 people. Reservations are made through the Scheduling & Events Coordinator. For all events, a form specifying technical requirements like sound, lights, equipment, and staging must be completed when the reservation is made. The Sound and Light Technician is in charge of the equipment setup and can be reached at 8445. Send him a copy of the contract and rider so that he can spot any potential problems before the event. To make a reservation, visit www.wartburg.edu/its and click on the Facility Reservation link. The technical requirements form is available there also.

Reserving McCaskey Lyceum

The McCaskey Lyceum seats 226 with theatre seating, and up to 294 with additional chairs set up. The Lyceum is located in the Saemann Student Center and can be reserved for events on a first come-first served basis. To reserve the Lyceum, contact the Scheduling & Events Coordinator in the Saemann Student Center at Ext. 8286. Also, visit www.wartburg.edu/its to fill out the online reservation form and the technical requirements form.

**General
Student Organization
Information**

Student Organization Information Sheet *(Adapted from Wartburg Student Senate Website)*

Student Organizations are a vibrant and vital part of life at Wartburg College. However, to ensure that each organization is meeting the needs of Wartburg College students, any person or group wishing to start and maintain an organization must meet all requirements in the two-step approval process. In addition, each organization **must** register each year with the Office of Campus Programming.

Clubs and organizations must be established for purposes that are legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines, and policies of Wartburg College, the City of Waverly, and the State of Iowa. However, recognition does not imply college endorsement of the purposes of the organization, nor does the college assume sponsorship of any of the activities of the club or organization on or off the property of the college.

Step One: Application for Conditional Recognition

Enclosed with this guide or on the Student Senate website is the application for conditional recognition. Conditional recognition allows the proposed group to use campus meeting spaces and bulletin boards to gather members, write their constitution, set regular meeting times, and get organized. Completed conditional recognition applications should be returned to Campus Programming, which is located in the Student life suite in the Seamann Student Center.

****GROUPS MUST APPLY FOR CONDITIONAL
RECOGNITION BEFORE THEY WILL BE GRANTED FULL RECOGNITION. NO
APPLICATIONS FOR CONDITIONAL RECOGNITION WILL BE ACCEPTED
AFTER MARCH 15.****

Step Two: Application for Full Recognition

Upon completion of the application for conditional recognition, a representative from the proposed organization will receive the application for full recognition of an organization.

In order to become an officially recognized student club or organization by Wartburg College, a group must:

- **Complete the Student Organization Registration Application Packet.**
 - **Two copies** of the organization constitution and the Student Organization Registration Application must be submitted to the Office of Campus Programming in the Student Life Office of the Saemann Student Center.
 - The Student Organization Registration Application
 - A petition to be signed by 8 full-time Wartburg students stating their intent to actively participate in the proposed organization
 - Guidelines for creating the organizations constitution
 - Advisor commitment form
- **Review of Materials by Senate and the Director of Campus Programming**
 - This team will make their respective recommendation for acceptance or denial of recognition to the Vice President for Student Life/Dean of Students.
 - The Vice President for Student Life/Dean of Students will make a decision to grant recognition after reviewing the organizations alignment with the college’s mission and ensuring that the student officers are enrolled and in “good standing” with Wartburg College.
- **Notification of application approval**
 - If the Vice President for Student Life/Dean of Students denies the request for recognition, the organization may request reconsideration. In reconsidering the request, the Vice President for Student Life/Dean of Students must consult with the Student Life and Retention Committee before making a final decision.

****NO APPLICATIONS FOR OFFICIAL RECOGNITION
WILL BE ACCEPTED AFTER APRIL 1.****

Step Three: Maintaining Eligibility

To maintain eligibility, a recognized student organization must renew their application for recognition with the Office of Campus Programming. Organizations **MUST** notify the Office of Campus Programming within two weeks if there is a change in the leadership or advisor.

All currently recognized student organizations will receive renewal instructions from the Office of Campus Programming at the beginning of each academic year and are to submit their renewal form by a date designated by the Director of Campus Programming. This annual renewal process **must provide** the Office of Campus Programming with the following:

Two copies official organization renewal application

Two copies of the current organization constitution and bylaws

A membership roster

Student commitment signature sheet

****ANY STUDENT ORGANIZATION THAT HAS BEEN INACTIVE OR FAILED TO REGISTER FOR TWO CONSECUTIVE YEARS WILL LOSE ITS RECOGNITION STATUS.****

Groups that have lost recognition and wish to start-up again must apply as if they were an entirely new organization through the process designated by Student Senate and the office of Student Life.

All Student Organizations that are recognized by Wartburg College are entitled to a number of services and benefits.

Senate Funding

Overview: All funding to be allocated to Wartburg College student organizations must be a Senate-recognized organization or the purpose is deemed important to the entire Wartburg College Student Body. The Budget Review Committee will estimate and allocate funds to organizations using money derived from the General Fee that is paid by every full-time Wartburg College student.

Guidelines for Submitting an Allocation Request to Student Senate

All student organizations must seek funding from other on-campus sources or fundraise some of their total expenses because Student Senate will fund a limited percentage of any club's total request. The allocation process is as follows:

- The student body treasurer will set up a series of budget hearings the second and third week after winter break and notify all student organizations of the times. It is the responsibility of the organization officers and advisors to set up an appointment with the treasurer to discuss the allocation of funds.

- After receiving a confirmation of the hearing time, the student organization must complete the Allocation Request Form available at www.wartburg.edu/senate.
- The organization's Treasurer or another member of the executive team should bring nine copies of the form to the hearing so that the Budget Review Committee can gain clarification that will provide the group with the best possible funding allocation for the upcoming academic year.
- At the end of the hearing process, the Budget Review Committee compiles all requests and decides a fair amount for each group to receive.
- Each organization will be notified of the amount of funding granted by letter.
- These accounts will not have a rollover feature like the agency accounts, but will be put back into the Student Senate Account at the end of the term. The organization must request funding each year.

****The allocation will not be placed into the accounts until receipts from the expense have been submitted to the Student Body Treasurer****

Guidelines for Submitting a Supplemental Request to Student Senate:

- Obtain the Supplemental Request form off the Senate website
- Complete the ENTIRE form, including names, phone numbers, advisor, account number, reasons for requesting funds, goals of the organization, etc...

****Reminder: There are two pages for the Supplemental Request****

- Send the Supplemental Request to the Student Body Vice President.
- To be considered at the next Student Senate meeting, the Supplemental Request must be received before 11:30 a.m. on Wednesdays.
- A Supplemental Request is issued to the Student Body Vice President to be given a first reading at the next Senate meeting. Once introduced, the request will be given to the Budget Review Committee for debate at a weekly meeting. When a recommendation is rendered by the Budget Review Committee, the Supplemental Request shall be given a second reading at a following Senate meeting to be voted on by the Student Senate for approval.

****Please allow your organization enough time for the Supplemental Request process, which is approximately two weeks.****

Student Organization Debt Assistance Process

Student organizations have the opportunity to reconcile any debt incurred over the course of their existence by applying for the Student Organization Debt Assistance program. This program allows organizations financial support only if a considerable effort has been put forth to fundraise or find an outside source to contribute financially. If the organization meets those requirements, the executive team or advisor can access a copy of the Debt Assistance form online at www.wartburg.edu/senate. All requests will be processed as follows:

- Requests are assigned to the Budget Review Committee
- Reviewed, edited, and passed as seen appropriate by that committee
- Presented to the full Student Senate for final passage
- After one half of the term passes, the organization will have to submit information pertaining to their active contribution to reconcile their own debt. This information will then pass through Budget Review and funding will be given after approval of Budget Review and Student Senate.

**** Student Senate will provide funding for up to one-half of the total debt currently held by the student organization, but is limited a total amount of \$500****

Co-Sponsorship/Money Request from Entertainment ToKnight

- Must be submitted to ETK in a timely manner prior to event that co-sponsorship or money is being requested for
- Must not conflict with another ETK scheduled event
- Must add to campus programming opportunities for Wartburg students
- Must be open to ALL Wartburg students
- Must be an Entertainment/Recreational Event
- Must submit itemized budget and evaluation (including number of students in attendance)
- Must be downloaded and typed before turning it back in to ETK
- Must be signed by the Advisor

Ability to establish a College Account

- Student organizations have the ability to set up an account with the Controller's Office that can be deposited into and is accessible to the student treasurer, president, and advisor to make payments on expenses. When a check is needed for purposes related to the organization, this group of individuals

can request a check and the College will process the request with funds from the related account. All funds are carried forward to the next fiscal year. The advisor to the student organization sets up all accounts by requesting a form from the Controller's Office. Any questions should be directed to the Chief Business Officer of the Controller's Office.

There are many ways to access funds within an agency account including:

- Personal Reimbursement Forms
 - Payment Voucher Forms
 - Interdepartmental Transfer Forms
 - College Issued Credit Cards
 - Written requests to the Controller's Office
- Use of campus facilities for meetings and activities

Benefits of Registering

- Use of campus bulletin boards as available and approved by the Student Life Office
- Opportunities for leadership training
- Access to limited use of campus vehicles in accordance with the Physical Plant Policies (Page 27)

Use of HUB Resources, including:

- Storage spaces available for the use of student organizations.
- A mailbox.
- Materials and equipment are available in the workroom for student organizations to create signs, banners, and bulletin boards.
- The computers are designated for student organization use. The Hub is not a computer lab. Student organizations must provide paper for printing when using these computers.
- A conference room is available for student organizational meetings and can be scheduled using the sign-up sheet outside the conference room and by contacting the Campus Programming Office.

Access to Audio-Visual Equipment for Events and Activities including:

Lights: The College owns some outdoor lighting (lights on poles), which can be hooked up for outdoor events (Play Fair, etc.). These are arranged through Maintenance, Scott Sharar 8318. There are lights for bands in Neumann, but we do **not** have portable stage lights to use for bands, etc. Therefore, it is important that you specify that any bands should either bring their own lights or use the existing track lights. If you have an act in Neumann, you must see Hans Pregler 8445 to arrange the lighting there.

Power The power on campus is quite limited except for Neumann, McCaskey Lyceum, and Old Main. Any other area requires special attention by an electrician to accommodate a band. If you are interested in hosting this type of an event, ask for volts, amps, and number of separate circuits. Then contact Scott Sharar 8318 about power needs and additional materials that may need to be purchased to make a proper connection.

Sound Equipment: The light and sound technician (8445) can be contacted to arrange for a portable sound system to use at outdoor events or other events in the Student Center. (There is a charge for students to run this or for delivery after-hours). Players Theatre has a house system, which includes a 12-channel board, cassette and CD player and four microphones. You can also contact KWAR- 8209 about their system. The Lyceum and Neumann have house sound systems also.

Staging:

- Neumann: Main stage and stage extensions, contact Jean Buckingham at ext. 8286.
- Lyceum: Main stage and stage extensions, contact Jean Buckingham at ext. 8286.

****Stage extensions add 12' depth, but take approximately 8 hours to put up or take down so do not request them to be moved unless absolutely necessary.****

General Student Organization Forms

WARTBURG COLLEGE

STUDENT CLUB AND ORGANIZATION

APPLICATION FOR CONDITIONAL RECOGNITION

A filed application for conditional recognition of a student club or organization gives the organizer(s) the following privileges:

- May schedule on-campus facilities for organizational meetings for 60 days.
- May recruit student members.
- May use campus bulletin boards to post organization information.

NOTE: All posters and informational material that is posted must be approved and stamped by the Office of Residence Life.

A conditionally recognized organization may not solicit funds from Student Senate or or any other organization which provides funding/co-sponsorship until the club or organization is officially recognized by Wartburg College.

The organizer(s) have the following responsibilities:

The activities and operations of the club or organizations must be legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines and policies of Wartburg College, the City of Waverly and the State of Iowa.

The requirements for official recognition must be completed within sixty (60) days. The conditional recognition may be extended by thirty (30) days if:

- 1) The request is submitted in writing to the Director of Campus Programming explaining why the extension is needed.
- 2) The Director of Campus Programming and the Student Body President give their approval.

There must be no discrimination based upon race, age, sex, color, national origin, sexual orientation, or handicap.

Conditional recognition does NOT imply college endorsement of the purposed of the organization, nor does the college assume sponsorship of the activities of the club or organization on or off the property of the college.

**APPLICATION FOR OFFICIAL RECOGNITION WILL BECOME AVAILABLE AFTER
COMPLETED SUBMISSION OF THIS FORM.**

Name of proposed organization:

Purposed of proposed organization:

I request approval to organize the above named student club/organization and will ensure that the club/organization complies

with all requirements and responsibilities outlined above and in the student club and organization recognition guide.

Name (print): _____ Phone: _____

Signature: _____ Date: _____

Campus Box Number: _____ E-mail: _____

Advisor's Name (print): _____ Phone: _____

Advisor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Dir. of Campus Programming:

Dean of Students:

Date of Approval: _____ Recognition deadline: _____

WARTBURG COLLEGE

GUIDELINES FOR STUDENT CLUB AND ORGANIZATION CONSTITUTIONS

The following are general guidelines for writing a student organization constitution. The italicized wording describes what should be written in each section. These guidelines may be adapted to align with the needs of your organization, but please include all articles and sections that are pertinent to your organization.

CONSTITUTION OF

[NAME OF YOUR ORGANIZATION]

ARTICLE I: NAME

Section 1. The name of this (organization/club) shall be *[name of your organization.]*

ARTICLE II: PURPOSE

Section 1. The purpose of *[name of organization]* is to *[Describe the purpose for which your organization was formed. Make sure your purpose is clear and specific.]*

ARTICLE III: AFFILIATION

Section 1. *[If your organization is affiliated with a national, state, or local organization, include a statement describing the nature of that affiliation.]*

ARTICLE IV: MEMBERSHIP

Section 1. *[Describe the qualifications for membership in your organization. For example, "Membership is open to all students currently enrolled at Wartburg College. Be sure to mention if membership is open to faculty and staff." Membership may also be limited (e.g. special interest, major, class, certain number of students from each class, etc.)]*

Section 2. *[Describe the procedures for selecting members. If membership is open to all students, this section may not be necessary. If members are elected, the procedure must be described here.]*

Section 3. Membership shall not be denied on the basis of race, age, sex, color, national origin, sexual orientation, or handicap.

ARTICLE V: OFFICERS

Section 1. *[List the titles of the officers in the organization (e.g. “The officers of (name of organization) shall be the President, Vice-President, Secretary, and Treasurer.”). Titles of officers may vary from organization to organization.]*

Section 2. *[State the term of office (e.g. “The term of office for officers of (name of organization shall be from the beginning of Fall Term until the end of May Term”). Terms of office may vary from organization to organization.]*

Section 3. *[Describe how the organization will fill a vacancy in an officer position. This may be by appointment or by a special election. If by appointment, indicate if the appointment must be confirmed by the officers or by the full membership of the organization. If by election, fully describe the election procedure. (e.g. “In the event of a vacancy in an officer position, the president of the organization shall appoint a person to fulfill the responsibilities for the remainder of the term of office. If the office of president is vacant, the vice-president shall assume the responsibilities of the president and appoint a new Vice President. All appointments must be confirmed by a majority vote of the members present at a regular meeting.”)]*

Section 4. All officers shall be currently enrolled students at Wartburg College. *[Indicate any additional requirements of officers (e.g. “good standing”, full-time, junior or senior, etc.).]*

Section 5. *[Describe the procedure for removing an officer.]*

Section 6. *[If your organization has an executive committee or executive board, it should be described here (e.g. The executive committee shall include the President, Vice-President, Secretary, and Treasurer. This may also be done in a separate article).]*

ARTICLE VI: DUTIES OF OFFICERS

[In separate sections describe the responsibilities of each officer. See the enclosed description of typical officer responsibilities.]

Section 1. *[The President shall preside at all meetings and be responsible for the general welfare of the committee. The President shall also...]*

Section 2. *[The Vice-President shall assume the duties of the President in his/her absence. The Vice President shall also...]*

ARTICLE VII: ELECTION OF OFFICERS

Section 1. *[Describe how officers are selected. Is there a nominating committee? Are there applications? (e.g. "Applications for all officer positions shall be available not later than the first day of April. A deadline for applications shall be set no later than the 15th day of April. A committee of the advisor, and all officers not seeking election shall interview and select new officers.")]*

Section 2. *[If elections are used to select officers, describe the election process here... Describe how members will cast their votes. Written or secret ballot? State whether the winner needs a plurality or majority of votes. If a majority is required, describe the process and timing of a runoff election.]*

ARTICLE VIII: INSTALLATION OF OFFICERS

Section 1. *[Tell when officers will take office and describe any special installation requirements or ceremonies.]*

ARTICLE IX: ADVISOR

Section 1. *[All organization advisors shall be faculty/staff members of Wartburg College. (e.g. "The advisor of this organization shall be a member of the faculty or staff of Wartburg College.")]*

ARTICLE X: MEETINGS

Section 1. *[State the frequency of regular meetings. Time and place should not be specified here.]*

Section 2. *[State who has the authority to call meetings.]*

Section 3. *[State how members shall be notified of meetings.]*

Section 4. *[State the requirement to conduct business. (e.g. A quorum of 50 percent of the registered membership shall be required to conduct official business of the organization.)]*

Section 5. *[Establish a parliamentary authority for your organization. (e.g. "The parliamentary authority of this organization shall be Robert's Rules of Order.")]*

Section 6. *[Specify attendance requirements, if any.]*

ARTICLE XI: COMMITTEES

Section 1. *[Identify who can name committees and committee chairpersons.]*

Section 2. *[List any regular standing committees for your organization. Include committee duties, size, etc.]*

ARTICLE XII: DUES AND FEES

Section 1. *If your organization requires members to pay dues or fees, describe the amount of the dues and when they will be collected.*

ARTICLE XIII: AMENDMENTS

Section 1. *[State who has the authority to originate an amendment. An individual? A committee?]*

Section 2. *[State how the amendment is presented. (e.g. "An amendment shall be read at the meeting preceding the vote.")]*

Section 3. *Passage of an amendment requires a two-thirds affirmative vote of all members present at a regular meeting.*

Section 4. *[State when a passed amendment will become effective.]*

STUDENT ORGANIZATION RENEWAL APPLICATION

To maintain eligibility, a recognized student organization must register annually with the Office of Campus Programming.

This annual registrations process must include, but is not limited to providing the Office of Campus Programming with following:

Two copies of this form

Two copies of the current organization constitution and bylaws

A membership roster

Student committment signature sheet

Organizations must notify the Office of Campus Programming within two weeks if there is a change in leadership or advisor.

Any student organization that has been inactive or failed to register for two consecutive years will lose its recognition status and all subsequent privilages. Groups that have lost recognition and wish to start-up again must apply as ifwere an entirely new organization through the process designated by Student Senate and the office of Student Life..

NAMES OF OFFICERS (additional sheets may be attached):			
Name		Position	
Campus Box	Campus Phone	E-mail	
Name		Position	
Campus Box	Campus Phone	E-mail	
Name		Position	
Campus Box	Campus Phone	E-mail	
Name		Position	
Campus Box	Campus Phone	E-mail	

ORGANIZATION ADVISOR:	
Name	Title
Campus Phone	E-mail

MEETING TIMES:			
Executive Committee:			
	Location	Day	Time
General Meetings:			
	Location	Day	Time

SIGNATURES:

Organization Student Leader _____ Date _____

Organization Advisor _____ Date _____

I hereby certify that the information given is accurate and will notify the Office of Campus Programming with any changes in the status of the organization

OFFICE USE ONLY: Application Complete _____ Date received _____ Initials: _____

Name of Organization _____

Campus Organization Renewal Application

Eight (8) Full-time members of the Wartburg College Student Body must sign the following petition in order for the application to be considered.

BEFORE SIGNING, READ THE FOLLOWING:

In signing this petition, you agree that the goals of the organization are in line with your personal goals and adhere to the rules and regulations stated in the student organization recognition application. You also agree to continue to be an active participant in the organization throughout the academic school year.

Print Name here:

Sign Name Here:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Student Organization Annual Report

Name of Organization: _____

Primary Student Contact & Title: _____

Email address

Phone #

Advisor: _____

Membership Information:

Executive Officers	Position Held

Total number of active members: _____

Meetings

Executive Meetings: _____

Location

Day

Time

Executive meetings are held (check one)

Weekly *Bi-monthly* *Monthly*

General Meetings: _____

Location

Day

Time

General meetings are held (check one)

Weekly *Bi-monthly* *Monthly*

• **Leadership and Organizational Training**

(National, regional, local conferences, on campus programming designed for student organizations, etc.)

Title of Training	Dates Held	Number of members attended

- What was the organization’s most successful event this year and why?

• **Goals and Objectives**

Please list the organization’s goal and objectives for this year and include a description of progress.

Goal or Objective	Description of Progress

Please list any resources or issues which your organization requires assistance with:

Please return this form to Campus Programming, Student Life Suite or email to studentorgs@wartburg.edu

Entertainment ToKnight Co-Sponsorship/Money Request Form

Name of Organization _____

Contact Person _____ Advisor signature: _____

Contacts e-mail _____ Phone Number _____

Date and Time of Event _____ Location _____

Organization Account Number _____

Short Description of Event:

Purpose of Event:

How much money are you asking for and what will it be used for (be specific):

What kind of promotions or other help are you looking for?

Has your organization had any past fundraising efforts? Explain.

What financial contribution will your group provide?

What other organizations are you planning on or have already approached for funds?

Wartburg College Student Senate

Supplemental Request Form

THIS FORM MUST BE TYPED

Name: _____

Date: _____

Position: _____

Phone: _____

Club/Organization: _____

E-mail: _____

Account Number in which money is to be transferred: ____ - ____ - ____

Reason for Requesting Funding:

Amount Desired:

Total Amount Requested: _____

Additional Comments:

For Senate Use Only:

1st Reading: Date: _____ Committee Assign. _____ Vice-President _____

Presented to Senate Date: _____ Vote: ____ to ____ to ____ Passed Failed

Recorder: _____ President: _____

Briefly explain all of the requested information below and include it with the Supplemental Request Form.

Goals of the Organization:

Purpose of the Expenditure:

How will this expenditure benefit the Wartburg community?

Has your organization had any past fundraising efforts? Include date, amount raised, and a description.

What financial contribution will your group be paying and what are the individual students paying?

Will you be coming back to Senate later this year for additional funding?

Wartburg College Student Senate

Allocation Request Form

THIS FORM MUST BE TYPED

Club/Organization: _____

Date: _____

President: _____ Phone: _____ E-mail: _____

Vice-President: _____ Phone: _____ E-mail: _____

Recorder: _____ Phone: _____ E-mail: _____

Treasurer: _____ Phone: _____ E-mail: _____

Advisor: _____

Account Number in which money is to be transferred: _____ - _____ - _____

Reason for Requesting Funding: (Use additional sheet if needed)

Amount Desired:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Total Amount Requested:

Briefly explain all of the requested information below and include it with the Allocation Request Form.

Goals of the Organization:

How will your expenditures benefit the Wartburg Community?

Has your organization had any past fundraising efforts? Include date, amount raised, and a description.

What financial contribution will your group be paying and what are the individual students paying?

Will you be coming back to Senate later this year for additional funding?

Please describe in detail, each itemized requested listed above:

1.

2.

3.

4.

5.

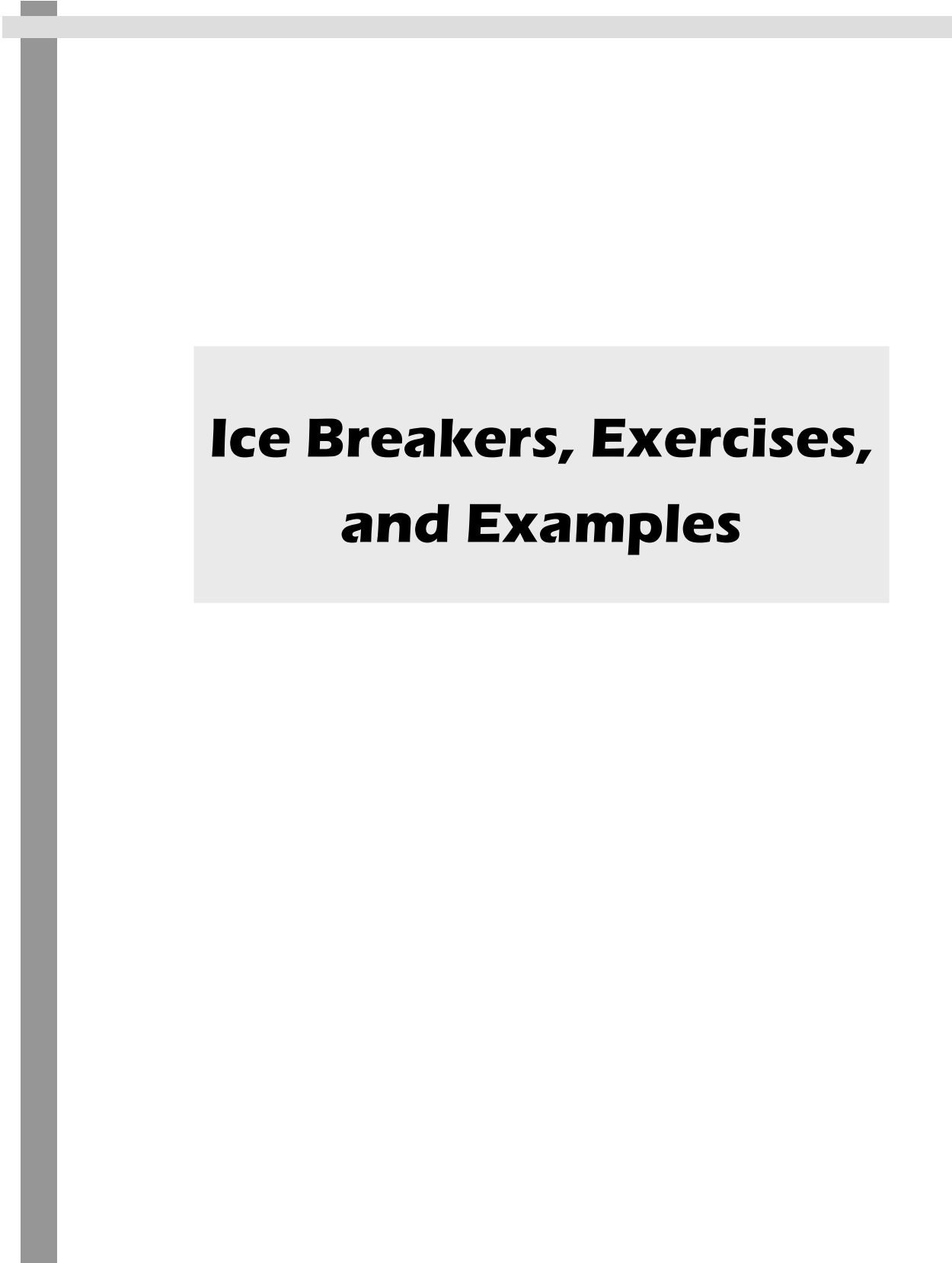
6.

7.

8.

9.

10.



**Ice Breakers, Exercises,
and Examples**

Icebreakers are a great way to kick the year off or begin any meeting. They provide an easy way for students to get to know each other and work as a team towards common goals.

1. Favorite T-shirt -

Ask attendees to bring (not wear) their favorite T-shirt to the meeting. Once all participants have arrived, ask each person to show the shirt to the group and explain how the T-shirt best resembles their personality.

2. Say cheese, please -

As each participant arrives, take their picture with a Polaroid type camera and hang their photo on a piece of easel paper in the entrance area of the meeting room in groups of two or three photos (depending on size of meeting - you may have only 2 per group or more if the group is large). Use your creativity and decorate the easel paper to extend a Warm Welcome and set the tone of the meeting. Once all participants have arrived, ask them to find their partner(s) from the photo display on the easel and spend about 5 - 10 minutes getting to know the person(s). Then have them introduce their partner(s) to the rest of the group and share something they discovered they have in common.

3. Famous people/cities -

As each participant arrives, tape a 3 x 5 index card on their back with the name of a famous person or city. They must circulate in the room and ask questions that can ONLY be answered with a YES or NO to identify clues that will help them find out the name of the person or city on their index card. EXAMPLES: Paris, Madonna, Santa Claus, John Wayne, Casablanca

4. Sensuous Sam & Inquiring Ida -

Ask each participant to choose an adjective that begins with the first letter of their first name and one that really matches their personality. Have them introduce themselves just as they wrote it on the card and allow time for others to ask questions.

5. Favorite animal -

As the guests arrive, and before you write their names on a name card, ask them to tell you their favorite animal and three adjectives to describe the animal. As they tell you, write the three adjectives on a name tag BEFORE their name (omit the name of the animal). Ask them to mingle with the crowd, sharing why these adjectives best describe their own personality.

6. M&Ms -

Pass around a bag of M&M candies and have everyone take some. Each person must tell one thing about him or herself for each piece of candy taken (can also be done with a roll of toilet paper and the number of squares taken.)

7. Name Game -

State your name and some bit of information and repeat this information about each person preceding you.

8. **Grab Bag -**

Pull out an object from a bag and explain how you are similar to it.

9. **Make "Do-It-Yourself" Nametags or Inside/Outside -**

Use a paper bag and magazines; cut out things describing how others see you (outside) and how you really are (for inside of bag).

10. **Matched Pairs -**

Tape the name of one member of a famous pair to each person's back. Participants have to find their "mate" by asking other people "yes" or "no" questions.

11. **People Bingo -**

Make Bingo cards with titled squares like "has lived in a foreign country," "owns a pair of cowboy boots," etc., and have group members find other people in the group who fit each description.

This piece was originally submitted by Janice LaVore, Director of Customer Care for Fortune 100 Company, who can be reached at jelcoach@bellsouth.net.

Team Building Activities

Once your group gets to know one another and feels comfortable sharing, it is time to build strong relationships with members.

A student organization works towards a variety of goals throughout the year as they try to increase membership, fundraise, and plan events. A successful team accomplishes these goals in an efficient manner while building a cohesive group. Team building activities come in all types from weekend-long events to a five minute exercise before a meeting. The advisor plays an important role in ensuring member creativity and satisfaction. Use these team building activities to get your group moving in the right direction.

Outdoor Challenge Courses can bring your entire organization or your officer team closer together and builds strong skills that can be used throughout the year. Here is a list of courses that are close to Wartburg College:

Iowa Valley Adventures in Marshalltown, Iowa

Laura Schinnow: 641-844-5603 or 641-752-4645

http://www.iavalley.edu/ivce/leadership/challenge_course.html

The University of Iowa High Adventure Challenge Course

The Division of Recreational Services: 319-335-9293

<http://recserv.uiowa.edu/Apps/Facilities/ChallengeCourse.aspx>

Iowa 4-H Center in Madrid, Iowa

Traci Haselhuhn: 515-795-3338

<http://www.extension.iastate.edu/4hcenter/facilitiesrental/index.php>

Boy Scout Camp Ingawanis in Waverly, Iowa

Winnebago Area Council: 319-234-2867

<http://www.winnebagobsa.org/cope/>

It is important that team building activities are carried out throughout the year. The following exercises can be used as the group becomes too comfortable with each other and are in need of spicing things up a little. They can also be used to celebrate the current year and figure out ways to improve years to come.

Human Knot -

Members stand in a circle and extend their right hands into the middle and clasp the hand of another. Repeat using the left hand. Untangle the knot without unclasping hands.

Symbolic Toast -

Give each member an empty paper cup. Explain that everyone will symbolically fill their cup with some essence of other group members. Look around the room and decide what you would like to take from other group members. For example, "John, I wish to capture some of your sensitivity for others."

Payday -

Explain to all group members that they will have an opportunity to evaluate their contributions to the organization and award themselves with a paycheck. Group members are asked to write a check to themselves and the "pay scale" ranges from \$0 to \$100. If the member believes they have gained a great deal from the organization they will get a large amount, and if they haven't gained and contributed much, they will receive a small amount.

Ask each participant to put their check in an envelope, seal it, and write their name on the outside, and then collect all the envelopes.

Select an envelope at random, and ask that group member to sit in the middle of a circle and explain their amount to the rest of the members and why they wrote that amount to themselves. What did they do to earn that pay?

Group Goal-Setting -

Members participate in reviewing and setting the group's goals and objectives. People are more committed to a course of action they helped to choose.

Other -

Parties, potlucks, meals and retreats help break the monotony of regular meetings and provide an opportunity for members to get back in touch with each other on a social basis.

Golden Awards -

Divide members into subgroups of four to six participants and distribute index cards, markers, and tape to each group.

Allow each group member to reflect on the award he would give himself and the award he thinks other group members would give him and why. The other members of that group then present that person with a Golden Award and share the reasons why they gave that award.

Feedback Letters -

Ask group members to write honest feedback in a letter for other members of the organization, be creative and include any and all comments.

Distribute the letters to others to read.

Allow them to make notes and discuss with each other the feedback they received.

Ask questions such as "How will you apply what you have learned about yourself in future group experiences?"

- Adapted from Pfeiffer & Jones "Structured Experiences for Closure," 1998.

Wartburg College

Advisor Guide

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