



**MANILA TYTANA  
COLLEGES**

*Formerly Manila Doctors College*

**Metrobank Group**

***RECOGNIZED STUDENT ORGANIZATION***

***PRIMER***

**STUDENT AFFAIRS DIRECTORATE  
STUDENT WELFARE AND DEVELOPMENT DEPARTMENT  
2011**

# Table of Content

Introduction	
Primer Purpose	
The SWDD Overview .....	1
<b>Chapter 1: Student Organization Guidelines</b>	
Steps in Forming New Recognized Organization	
Constitution	
Revocation of an Organization's Constitution	
Advantages of being a Recognized Student Organization	
Glossary of Terms	
General Outline for a Constitution .....	2-5
Recruiting New Members .....	5
<i>Getting Started, Profile of your Organization, Publicity, Five Simple Steps When Recruiting, Successful Recruitment</i>	
New Member Orientation .....	5-7
<i>A Successful Organization Orientation Program, Acquaint, Inform, Motivate</i>	
Officer Transition .....	7-8
<i>Set-up a Meeting, Share Files Related to Your Position and Organization, Review a Calendar of the Year, Make Introduction to Resources, Review Budget and Funding, Review Past and Future Organization Events, Meeting And Organization, Next Step</i>	
Teambuilding .....	8
<i>Functional Definition, Characteristics of a Team, Action Statements, Specific Activities to Encourage Teambuilding, Characteristics of a Good Team Member</i>	
Goal Setting .....	8
<i>Action Planning</i>	
Motivation .....	8-9
<i>Specific Ways to Increase Motivation</i>	
Delegation .....	10
<i>Guidelines for Delegating Task, Do Not Delegate, Methods for Delegating</i>	

Time Management .....	10
<i>Time Management System, Sharpening your Awareness of Time, Setting Time Priorities that Stick, Getting High Value Tasks Done Fast, Getting the Most Necessary Tasks Done, Insuring a Successful Time Management Program, Five Time Planning Suggestions</i>	
Effective Meeting .....	12-15
<i>Invitation and Preparation, Physical Setting, Agenda, Taking Meeting Minutes, The Meeting, The Beginning, The "Meat" of the Meeting, Motivation, The Minutes and Evaluation, Meeting Evaluation, Bright Ideas, "Can Do" Winning Attitudes</i>	
Taking Meeting Minutes .....	15
<i>Outline, Format, Choose a Secretary/Recorder</i>	
Budgeting for your RSO .....	15-16
<i>Creating a Budget, Major Components of a Budget, Helpful Hints</i>	
Successful Committee System .....	16
<i>Types of Committees</i>	
Fundraising .....	17
<i>The Importance of a Goal, Be a winner, Set a Realistic Goal, Need for a Deadline, Planning your Fundraiser</i>	
Conflict Management .....	17-18
<i>Six Steps for conflict Mediation</i>	
<b>Chapter 2: General Policies</b>	
Accreditation Requirements	
Reaccreditation Requirements .....	18-19
Responsibilities of a RSO	
The Privileges of Officially RSO	
Organization Advising, Defined	
Attributes of a Good Advisor .....	19-20

Duties and Responsibilities of an Advisor	
Benefits of an Advisor	
Becoming an Advisor	
Who are entitled to become an RSO and SC Advisor?	
Qualification of an Advisor	
Selection of RSO and SC Advisor .....	20
Liability and Risk Management	
Liability Waiver .....	21
On-Campus Activity .....	21-22
Off-Campus Activity	
Moratorium for Non-Academic Activities	
Signing of Reservation Slips	
Promotional Materials .....	22
Funds .....	23

**Chapter 3: MTC Co-Curricular Transcript and RSO Awards**

Co-Curricular Transcript .....	23-24
<i>What is CCT?, Qualification for Activities that can be put on your CCT, Example of Activities that Qualify for the CCT, Why should I be interested in the CCT Program?, What to do to get your transcript started?, What can a student use the CCT for?, How to get your CCT</i>	
Awards and Recognition .....	24-25
<i>What are the awards given to Recognized Student Organizations?</i>	
References .....	25

**Appendix**

Intent to Organize Form	
RSO Officers and Members Directory Form .....	26

Project Proposal Form .....	27
RSO Outreach Program Form	
RSO Budget Form .....	28
Evaluation Form	
Activity Approval Form .....	29
Request to Excuse Form .....	30

## Introduction

The Student Affairs Directorate through Student Welfare and Development Department is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the MANILA TYTANA COLLEGES community by providing leadership development, spirit, sports, public service, and social and cultural interaction. As a student at MANILA TYTANA COLLEGES, you have the unique opportunity to participate in a wide variety of activities.

Involvement in student organizations is a great way to get connected to the campus, build leadership skills, meet people and have fun! There are many benefits to being involved on campus, such as:

- Helps you meet people and make friends with those who have similar interests.
- Involved students are more likely to graduate.
- Involved students feel more connected to the college, the campus, the people, and are more familiar with the resources the college provides.
- Involved students report higher levels of satisfaction with their college experience.
- Being involved encourages and advances your development on all levels: intellectual, cultural, spiritual and social.
- You will gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- You will become knowledgeable about what is happening on campus. Build your resume with extra-curricular and leadership development activities.

Student organizations exist to build upon and enrich the classroom experience. Every student is invited to participate in activities and find a place to belong. Student Welfare and Development Department believes involvement outside of the classroom is an important aspect of your education at MANILA TYTANA COLLEGES. Any student can take the initiative to create a new student organization. There is an organization to meet your needs, whether you arrive at MANILA TYTANA COLLEGES outstanding leadership ability or emerging potential.

Student Affairs Directorate-Student Welfare and Development Department expects that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, please remember that you are also representing MANILA TYTANA COLLEGES. Please review and pay close attention to the guidelines and policies in this primer. Feel free to consult Student Welfare and Development Department for clarification, guidance, and advice at any time. We encourage and welcome feedback on this

## Primer Purpose

This primer was developed to assist Recognized Student Organizations and their advisors in accessing resources, support, and services, which will help them to be successful. Even though the primer is not intended to answer every question or resolve all situations, it will provide basic information to guide students and advisors to in the right direction. The Team of Student Affairs Directorate is available to provide advising and support.

## The Student Welfare and Development Department (SWDD) Overview:

The SWDD fosters a student-centered, diverse and interactive learning environment by engaging students and encouraging them to become active, civic-minded members of the campus and larger community. Serving with an ethic of care, we are guided by the following core values:

- Civic Responsibility
- Diversity and Inclusiveness
- Innovative, Quality-Driven Programs and Services
- Leadership
- Sense of Community, Pride, and Tradition
- Student Involvement and Engagement

**Student Welfare and Development** is committed to provide opportunities for students to attend events, participate in events and lead events in the following critical functional areas:

- Leadership Development and Education
- Campus Programs and Student Activities
- Student Involvement and Community Service
- Student Organization Advising and Services
- Sports Development Program

## CHAPTER 1

### STUDENT ORGANIZATION GUIDELINES

#### Steps in Forming a New Recognized Organization\*

1. Create a written constitution. This must follow the current constitution template.
2. Obtain two or three MTC Faculty or staff member/s as your potential Advisor/s.
3. Submit the constitution and the name/s of the advisor/s to Student Development Coordinator
4. The Student Development Coordinator will schedule a meeting to discuss the status of the new organization's charter. Five (5) representatives from the proposed new organization are invited to attend the meeting.
5. After the assessment, the Student Development Coordinator then will forward it to the Assistant Director for Student Affairs for final approval.
6. A copy of the constitution should be submitted to the Student Welfare and Development Department.

#### Constitution\*

Each organization must have a constitution which includes a Name, Purpose, a nondiscrimination clause, and other elements shown in the template. The organization's constitution at MANILA TYTANA COLLEGES may have similar content to a charter from a national organization, but must be prepared using the template existing at the time the organization seeks to be recognized. At the beginning of each academic school year and after the election of officers, each group must send a list of officers and members to the Student Welfare and Development Department. This form can be found on the Campus Life section of [www.mtc.edu.ph](http://www.mtc.edu.ph). If any changes occur in the group's constitution, the group must send the new constitution to the Student Affairs Directorate and have it reapproved by the Assistant Director for Student Affairs..

#### Revocation of an Organization's Constitution

Any on campus organization may be subject to have their constitution revoked if a grievance violation of college policy or a violation of stated purpose is filed with the Student Development Coordinator. The coordinator will then review the complaint applying due process and then make a recommendation to the Assistant Director for Student Affairs.

#### Advantages of being a Recognized Student Organization

1. Opportunity to represent the College on various off campus exposures and trainings
2. Use the College's name;

3. Solicit and sponsor approved activities on campus;
4. Collect dues and raise funds in accordance with College policy;
5. Apply for initial funding from the Student Council;
6. Reserve and use school vehicles;
7. Use the student organization office in accordance with College policy;
8. Use a locker cabinet located in the Recognized Student Organization Room.
9. Request services through the Office of Student Affairs, including security, custodial, facilities usage, printing/duplicating, etc.

#### \*Glossary of Terms

College - MANILA TYTANA COLLEGES.

Constitution - a written document specifying the name, purpose, membership criteria, governance, meetings, activities, oversight, responsibilities, and other criteria for recognition by the College.

Recognition - when the constitution is endorsed and approved by the Student Development Coordinator and Assistant Director for Student Affairs respectively.

Template - a blank outline of the constitution which has been developed by the Student Welfare and Development Department to assist new organizations in being recognized by the College.

### GENERAL OUTLINE FOR A CONSTITUTION

#### ARTICLE I

##### NAME OF CLUB

The name of this club shall be

#### ARTICLE II

##### PURPOSE OF CLUB (MISSION AND VISION, OBJECTIVES)

The purpose of the club is to

#### ARTICLE III

##### MEMBERSHIP

The membership of the organization shall consist of the following:

Section 1: Members of the organization shall be currently enrolled as students;

Section 2: (*state other types of membership: alumni, honorary, etc.*);

Section 3: (*state the minimum grade point average necessary for memberships between 2.0 and 3.0*);

Section 4: (*state any other qualifications for membership*);

Section 5: Membership in the organization will not be denied to any person(s) on the basis of age, color, disability, national origin, race, religion, gender, sexual orientation, marital status, or veteran status.

## ARTICLE IV

### MEMBERS IN GOOD STANDING

Section 1: Members who attend at least (we recommend 4) meetings each term, shall be considered members in good standing;

Section 2: With the exception of the first election of officers for the organization and the election of officers to reinstate an inactive charter, only members in good standing have the right to vote on organization business.

## ARTICLE V

### QUALIFICATIONS AND ELECTION OF OFFICERS

Section 1: Club officers must be currently enrolled and have a WPA minimum of 83 and must not be on academic or social probation.

Section 2: The officers shall consist of the following: President, Vice President, Secretary, and Treasurer who shall be called Executive Officers and shall comprise the Executive Committee.

Section 3: The election will be done by secret ballot by club members who have attended at least four meetings.

Section 4: A. Elections for Executive Officers shall take place (*before the end of every school year no later than the last day of March*).

B. Members in good standing are eligible to vote.

C. To elect officers, a majority vote is necessary of those members present at the meeting where said officers are to be elected.

D. All officers shall hold office until new officers have been elected, except in cases of graduation, resignation, or impeachment.

E. No member shall be elected by regular election to the same position more than (twice).

Section 5: A. A vacancy in the position of President shall be filled by the Vice President who shall become the President.

B. Vacancies in the positions of Vice President, Secretary or Treasurer shall be filled within thirty (30) days by a special election following the regular election procedures.

C. No member shall be elected by special election to the same position more than twice.

D. A position is considered vacant in consideration of the following: death, psychological incapacity, resignation, impeachment, suspension, and other probable causes that betray organization trust.

## ARTICLE VI

### DUTIES OF THE OFFICERS

Section 1: President

A. Preside over all meetings.

B. Call special meetings.

C. Carry out the provisions of the constitution.

D. Act as an ex-officio member of all committees.

E. Oversee all committee activities.

F. (*list any additional responsibilities*)

Section 2: Vice President

A. Assume the duties of the president in his/her absence.

B. Perform any duties delegated by the president.

C. File a current copy of the organization's Constitution and By-laws with the Student Welfare and Development Department.

D. (*list any additional responsibilities*).

Section 3: Secretary

A. Record and keep accurate minutes of all meetings.

B. Maintain attendance records.

C. Act as correspondence clerk.

D. Print and distribute agenda for all meetings.

E. (*list any additional responsibilities*).

Section 4: Treasurer

A. Handle funds and finances for club.

B. Keep financial records and collect dues.

C. Pay bills and release funds as voted by the general membership.

D. Make financial reports at least once a month at the meeting.

E. (*list any additional responsibilities*).

## ARTICLE VII

### EXECUTIVE COMMITTEE

Section 1: The Executive Committee will consist of the President, Vice President, Secretary, and Treasurer (*or list the different officer titles who shall meet as often as necessary*).

Section 2: Duties of the Executive Committee

A. To formulate policy of the club between regular meetings and in case of emergencies, subject to the approval of the general membership.

B. To execute policies determined by the general membership.

C. To govern activities of the club.

D. To compile agenda for general meetings.

E. (*list any additional responsibilities*).

## ARTICLE VIII

### IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

Section 1: Officers of the organization may be impeached for:

A. failure to regularly attend meetings without justifiable reason, and

B. failure to fulfill the duties of office as outlined in this Constitution.

- Section 3: The individual being charged must be notified (*we recommend notification by phone, letter and email*) at least five days/120hours before the meeting at which said impeachment will be presented.
- Section 4: A special meeting, at which there must be a quorum (officers and members of good standing), will be held within 10 days of the initial presentation of the charges at which time the individual being charged will be able to answer the charges.
- Section 5: A 2/3 majority vote of those present at the meeting is necessary for removal from office

**ARTICLE IX**  
MEETINGS

- Section 1: The organization shall follow the rules of order for meetings.
- Section 2: The organization shall meet at least (*we recommend at least 3 times*) during each semester of the regular academic year.
- Section 3: There must be a quorum (*a quorum is 50 per cent plus 1 of the active or dues paying membership*) present in order to take care of financial action.
- Section 4: Minutes must be kept of all financial action with the club secretary.
- Section 5: (*list any additional responsibilities*)

**ARTICLE X**  
COMMITTEES

- Section 1: The standing committees of this club shall be appointed as necessary (*or list specific committee titles and brief description of committee. Do not leave this italicized section in your final constitution.*)

**ARTICLE XI**  
ADVISOR

- Section 1: The role of the advisor is to:
- A. Serve as the official staff representative of the college.
  - B. Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.
  - C. Assist each officer of the organization understand their duties.
  - D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
  - E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
  - F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.

- G. Insure that all reasonable steps are taken to insure the safety and welfare of club members.
- H. Insure that appropriate college policies are upheld.
- I. To sign all club/organization requisitions for the club/organization and to make sure that 1) their student treasurer or president signs it and 2) that the expenditure is correct within all existing policies.
- J. (*List any additional responsibilities*)

**ARTICLE XII**  
RESPONSIBILITIES

- Section 1: This club accepts full financial responsibility for all activities that bear its name as official sponsor and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

**ARTICLE XIII**  
RIGHT TO ACT

- Section 1: Any club officer or club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club and Student Affairs Directorate.

**ARTICLE XIV**  
AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- Section 1: Any constitutional amendment requires a two-thirds vote at a general club meeting.
- Section 2: Bylaws and amendments must be presented to and approved by the Executive Committee before they may be submitted to the organization membership for vote.
- Section 3: These bylaws may be amended by a (*we recommend a simple*) majority vote of the membership at the first meeting of the organization at which time a quorum is present.
- Section 4: Any club or organization that has approved any amendment to its constitution (per the Specifications outlines in Article XIV, section 1) must have final approval by the Student Affairs Directorate.
- Section 5: The Executive Committee shall set the meeting schedule at the beginning of each semester.
- Section 6: Special meetings can be called by the Executive Committee provided at least 48 hour notification is given to the membership.
- Section 7: A quorum must be present to conduct official business of the organization.

Section 8: Signed Attendance Roster shall be maintained of those attending each meeting (see Appendix A).

#### **APPROVALS:**

##### **Date**

Cub President  
Club Secretary  
Club Advisor

Club Vice President  
Club Treasurer

Endorsed by:

**Mr. Rogelio L. Delos Santos, Jr.**  
Student Development Coordinator

Approved by:

**Mr. Ruel R. Dela Rosa**  
Assistant Director/Head for SAD-SWDD

#### **RECRUITING NEW MEMBER**

New members are the life of any organization. Everyone wants new members because they help with new ideas and carry on the organization. New organization starts all the time and as the number of student group increase, the competition for new members intensifies. You will find some helpful information to successfully recruit and retain new members.

#### **GETTING STARTED:**

The first step in recruitment is to look at your organization: **you have to know the product before you can sell it!** If you are unsure of the goals and objectives of your own group, new members will not want to join. What is your purpose? What are the future plans of the group? Where is the organization going? Knowing the answers to these types of questions will help you define who and how to recruit prospective members.

#### **PROFILE OF YOUR ORGANIZATION:**

Freshman? Grad student? Male or female? What major? Interests or hobbies? A particular college or department? How will you appeal to the right people? Posters? Music? Pictures? Keep your organization's profile in mind when you advertise!

#### **PUBLICITY**

- >Use bulletin boards/kiosk to get your organization advertised..
- >Publicity for recruitment will require you best efforts in many areas, including creativity, budgeting, and time management.
- >Delegate authority to members in your organization.
- >Get the whole organization involved–
- >Use table displays, pictures, candy, videos, music, handouts, etc to showcase your organization.

#### **Five simple steps when recruiting:**

1. Meet a person.
2. Be intentional in forming a friendship with the person.
3. Introduce the person to your friends in the organization.
4. Introduce the person to the organization.
5. Ask the person to join.

#### **SUCCESSFUL RECRUITMENT**

**PERSONAL:** Recruit by word of mouth, one-to-one interaction, use of faculty and staff, and creative publicity. Know that people are not necessarily coming to you. Get your members and your organization visible on campus!

**SYSTEMIC:** Be organized, logical, well-timed and efficient. Plan for various recruitment opportunities throughout the year.

**SPECIFIC:** Identify a target group. Identify needs and motivation. Know what you have to offer.

**MEANINGFUL:** It should fulfill the needs of the members as well as the organization.

**YEAR ROUND:** Recruitment must be continuous, developing students and the organization to their fullest potentials.

***Recruitment is the responsibility of ALL members.***

#### **NEW MEMBER ORIENTATION**

Developing and conducting an organizational recruitment campaign is very important. Yet, as we all know, retaining these new members is entirely another matter. All too frequently groups skip any form of orientation and just place their new members directly on committees or organizational projects. Although involvement is crucial to the longevity of the group, understanding the organization and its goals, objectives, structure, norms and taboos is equally as important. By taking the time to orient new members to the privileges and responsibilities of membership, you create a more educated membership and a more productive organization - people who can and will make significant contributions to the organization.

### **A SUCCESSFUL ORGANIZATION ORIENTATION PROGRAM SHOULD INCLUDE:**

- The rights and responsibilities of members
- Organizational governance, operating policies and procedures
- Organizational history, traditions and programs
- Assimilation of new members into the organization
- An overview of campus services, activities and programs for student organizations
- Information about any support groups or affiliations the group may have
- When planning your orientation program keep this word in mind - AIM
- Acquaint
- Inform
- Motivate

#### **Acquaint**

The purpose of any new member orientation program is to acquaint your new members to both the organization and each other. Knowing the ins-and-outs of the group is only one aspect of being in an organization. It is important to remember that people join groups for many reasons: they want to get involved, learn new skills, make friends and have a good time. For this reason it is important to structure time for the members to get to know each other and to develop personal relationships and commitments. A recollection, retreat or teambuilding is usually the most effective method.

The following is an often used getting acquainted exercise:

1. Pair off with someone you don't know.
2. On a sheet of paper, write down ten words or phrases that describe yourself.
  1. Take 5 minutes to tell your partner about yourself --do not go over the list.
  2. After you've talked to your partner, write down 5 words or phrases to describe him or her.
5. Swap lists and compare yours with the one that your partner made of you.
6. Gather into a group of 6 or more and introduce your partner to the rest of the group. Try to include as much information as you can recall. Officers should be included in this exercise. When all of the groups have finished, have the officers take time to tell the entire group about themselves; be sure they include their job descriptions.

#### **Inform**

This section of the orientation process should cover the organization's

history, purpose and structure. If there are written records, give everyone a copy. Be sure to include organizational charts, officer job descriptions and a membership list, complete with phone numbers. Have the new members included on this list! If you do not have a written history, have the group write one. To do so, place newsprint on the wall and choose a scribe.

Next, ask the membership to tell what they know about the organization: how the group was formed, when and where it started, what past members were like, the programs and/or services that they offered, how the organization was structured and how it has evolved over the years. Go back as far as you can. When recording this information be creative and think up interesting chapter titles. It is important to remember that this is an oral history and that you are recording people's perceptions about the group. These may not be totally accurate. However, they are important perceptions. They influence how people, both members and non-members, think and feel about the group. This collective writing of your group's history also provides an opportunity for the leadership to dispel any myths and rumors that may be brought up.

#### **Motivate**

Get your members, returning and newly recruited, excited about the group. Provide time for them to meet each other to share ideas and expectations.

Below is a good exercise designed to accomplish that goal. Have the group break into groups of experienced and new members to discuss the following:

#### **Experienced Members**

- If you had last year to do over again would you do anything differently? If yes, how so?
- What advice would you offer to the new members? Of which Accomplishment/s are you most proud?

#### **New Members**

- What would you like this organization to mean to you one year from now?
- What would you like to ask the experienced members? What goals would you like to accomplish this year?

What problems do you anticipate and how would you solve them? Spend at least 15 minutes in your group discussing these questions. When time is up gather together as one group and report what you discussed. It is usually most effective to have the experienced members report first, followed by the new members. It is also very important to find out what the new members' interests are and what skills they bring to the group. Using this information, try to give them

tasks which will successfully use their talents and give them a reason to be committed. Whenever possible, recognize members' accomplishments both publicly and privately. By including the above suggestions in your new member orientation program you will discover that you have built group cohesion.

By following these tips you will ensure:

- New members know the organization and are able to articulate the purpose
- Members understand their rights and responsibilities to self and organization. The purpose of organization orientation is effective members who make an efficient organization.

### OFFICER TRANSITION

A smooth transition is the responsibility of both the outgoing and incoming members of an organization, acts as a means of providing training for new officers, closure for the outgoing leaders, and helps the organization maintain consistency from year to year. Below is a list of suggestions for officer transitions.

#### **Set up a meeting and/or plan a retreat/recollection/teambuilding.**

\*Don't just drop off a binder and leave a note that says, "Good luck!" Make sure that the outgoing and incoming Officers meet together – uninterrupted – for an hour or two (or as long as it takes to answer the questions).

\*Retreats, recollections and teambuilding are a fun way to train new officers. Activities as such held off-campus help facilitate good relationships and are a great way to avoid distractions or disturbances. Topics to consider on a retreat/recollection/teambuilding include: goal setting, idea brainstorming, group development, and direction of the organization. Make sure to plan some fun as well!

#### **Share files related to your position and organization.**

\*What? You don't keep any files? At least make notes on important projects or tasks that were completed.

\*Written information is very helpful if the outgoing officer graduates or moves on to a different role on campus.

*Make sure the incoming officer has a copy of the following items:*

- \* Copy of Constitution and By-laws (required of all student organizations)
- \* Position description of officers and members
- \* List of committees and their description

- \* Member & officer contact list
- \* Contact information of important people/offices on campus
- \* List of basic annual procedures and/or calendar of annual events
- \* Web page and webmaster information. How do you maintain the site?
- \* Mission, philosophy, goals and/or purpose statement of organization
- \* Financial records (if applicable)
- \* Evaluations of previous and current projects
- \* Meeting minutes and agendas
- \* Any historical records of the organization

#### **Review a calendar of the year.**

\* Take out a calendar of this school year and review it together. What were the busy times? What kinds of things should the new officer anticipate? You may not remember how crazy it was last fall, but looking at your calendar may jog your memory.

#### **Make introductions to resources.**

\* Schedule time to walk around campus together so the outgoing officer can make introductions to the important people who can serve as resources to the incoming officers (Student Affairs Office, Room Reservations, academic department, etc.) Make sure new officers meet with the organization advisor as well.

#### **Review budgets and funding.**

- \* What is the financial status of the organization?
- \* Where did the organization get money from this year?
- \* Did the organization apply for funding and/or receive funding?
- \* Which fundraisers worked – which didn't?
- \* If you are unsure about funding procedures or how to work with your organization account, visit or call the Student Affairs Directorate.

#### **Review past and future organization events.**

- \* Which events were successful this year?
- \* Which should be continued?
- \* When should the planning start?
- \* Which events didn't go well? Should they be revamped and tried again or just dropped?
- \* Were there any pitfalls or things that could have been improved?

### **Meetings & Organization.**

- \* Where were meetings held? What worked? What didn't?
- \* Has a summer contact list been created for the organization?
- \* What is a typical week like?
- \* What were the most and least challenging parts of responsibilities?
- \* Recruitment activities.
- \* What recruitment activities were done? What worked? What didn't work?
- \* Why did new members stick around? If they didn't – what made them leave?
- \* A great way to recruit new members is at the Involvement Fair which normally takes place the first week of school. Register your organization for this event at the Student Welfare and Development Department.

### **Next Step**

Work together to make a list of "things to do" for the incoming officer. Which items need their attention now? Make this list together so the outgoing officer can help with direction. Make sure to trade contact information so that the outgoing officer can be a resource in the year ahead!

### **TEAM BUILDING**

- I. Functional definition: Team Building is the process of producing from a "group" a more effectively functioning, productive, and cohesive "team."
- II. Characteristics (benefits and/or results) of a team
  - Common goals
  - Enhanced creativity
  - Effective communication and feedback
  - Effective decision-making process
  - Effective conflict resolution
  - Broadened interpersonal comfort zones
  - Heightened overall effectiveness/productivity
- III. Action Statements: These statements present opportunities and/or situations that the group should pursue to encourage team building.
  - Establish clearly stated common goals
  - Plan activities in which each member's participation is essential and important.
  - Encourage creative activities involving all members.
  - Encourage quality communication with activities that allow or require everyone to present their ideas.
  - Encourage effective decision-making by involving the greatest number of people in the decision-making process.

- Encourage effective conflict resolution through open and honest communication, coordination of diverse ideas and cooperation.
- Broaden interpersonal comfort zones by encouraging "play activities."

The pivotal result of all these practice measures would be increased effectiveness and productivity by the Team.

### **IV. Specific activities to encourage teambuilding**

- Brainstorming
- Effective delegation
- Ad hoc committees
- Open goal and objective setting meetings
- Individual recognition
- Schedule group work activities, i.e., painting a banner
- Group social outings - especially those that require group participation to plan and carry out.
- Structured activities designed to involve all members. (i.e., new games type activities)

### **V. Characteristics of a good team member**

- Aspires to be more effective
- Does not rely on first impressions of others, but keeps an open mind.
- Observes and listens carefully
- Expresses himself as frankly and openly as possible.
- Confronts disagreements and works toward resolution.
- Is not defensive - accepts limitations and feedback.
- Carefully examines problems before proposing remedies.
- Checks his perceptions and understandings.
- Builds on contributions of others, and allows others to build on his contributions.
- Defends the opportunities of others to express their views.
- Recognizes the value of maintaining morale in the team.
- Supports the team in all its endeavors.

### **GOAL SETTING**

It is critical for all groups to have clearly defined goals or objectives. The entire group membership should be actively involved in establishing these goals. This helps to build a feeling of "group" identity. In addition, specific means or actions should be developed to insure that the goals are implemented.

- A. Have the members individually brainstorm their goals for the organization on paper.

- B. Form sub-groups of four members each for the purpose of sharing their individual written goals. It is best to encourage members to sub-group with people they know the least. Have each person read his/her goal statement and encourage each sub-group to openly discuss the goals that are presented by its members.
- C. Following the sub-group sharing sessions open the discussion to the entire group. All goals from the group should be recorded on a tear pad or chalkboard prior to the discussion of any one goal.
- D. After the entire goal list has been developed, open the discussion and attempt to lead the group toward consensus on goals they feel are most important to the organization.
- E. After a rough priority order of the goals has been established, begin work on means or actions for implementation. Goals should be general in nature and means should be the specific actions that will be taken in order to reach the goals.
- F. After the specific goals and means have been developed, assist the group in specific plans for implementing the means. A task management procedure should be used at this point.
- G. Goals and means should be printed and distributed to all members of the organization and to other individuals and groups that interact with the organization.
- H. Goals and means should be regularly reviewed by the group as part of the evaluation process. Modifications should be made as necessary.

### **Action Planning**

- What is to be done? (State your objective.)
- How will it be accomplished?
- Identify appropriate resources.
- Assign tasks to members.
- Develop a timeline.
- Determine results expected and how they will be measured or evaluated.

### **MOTIVATION**

Recruiting and retaining volunteers is critical. There are many strategies to motivate volunteers.

The following list, while not exhaustive, is a good starting point.

1. Be an example. If what you're doing is worth being excited or passionate about, then demonstrate that enthusiasm and the work ethic it should inspire in your volunteers.
2. Make expectations clear. You must know what you want and be able to

- articulate it clearly before you can motivate someone to do it. Use written goal statements, job descriptions, orientation and/or training sessions, and regular feedback to let people know what is expected of them.
3. Make it meaningful. Members must feel that their participation is essential and important. Seek their input for ideas and for decision-making. Use brainstorming and other techniques which make input easy and non-threatening. Members should feel that they have made a genuine contribution and that their contribution is recognized by others, especially the organization's leadership.
  4. Keep communication open and honest. Unresolved conflicts and the resulting hurt feelings, anger, frustration, and bruised egos can debilitate a volunteer organization. Work to keep clear and honest communication flowing and to combine it with cooperation and trust to effectively resolve conflicts.
  5. Focus on relationships. It is important that positive relationships be established and maintained. While it is not necessary to be every member's best friend, it is essential that you try to develop relationships that are cordial, respectful and honest.
  6. Provide social opportunities. One reason people get involved is to expand their social sphere. Many otherwise capable leaders alienate their general members with the attitude that the importance of the club's goals preclude social time.
  7. Don't forget renewal. No one is always motivated - including leaders. Plan retreats which involve motivational and team building activities. Have a cookout or other social activity. Present awards and recognition documents.

The most important thing to remember is that there are no tricks to motivation. The strategies discussed above require time, energy, and awareness. Good leaders must develop an intuitive feeling for what is important to other people and learn to recognize and respect individual differences.

### **Specific Ways to Increase Motivation**

- Give others credit when it is due them.
- Use "We" statements, and not "I."
- Play up the positive and not the negative.
- Make meetings and projects appear attractive and interesting.
- When you are wrong, admit it.
- Use members' names often.
- Let members in on the early stages of plans.
- Be fair, honest, and consistent – show no favoritism.
- Be careful what you say – do not gossip.
- Listen to others.
- Expect only the best and be proud when members achieve it!

## **DELEGATION**

If indeed "getting things done through people" is the definition of leadership then effective delegation must be the cornerstone of leadership. Delegation, in simple terms, is assigning responsibility and commensurate authority to others to complete a task or tasks ranging from simple matters of routine up to complex activities.

### **Guidelines for Delegating Tasks**

1. Before any delegation can be done, there must be some type of determination about the importance and order of accomplishment of the things to be delegated (one can delegate tasks, decisions, projects).
2. Again, before one can delegate, there needs to be an assessment of the people to whom one would delegate – that person's special strengths and weaknesses.
3. Some typical things that can be delegated in many situations include:
  - Routine or repeated work.
  - Frequently made but "minor" decisions (usually not around budgetary issues).
  - Tasks that take up large blocks of your time and that keep you from other responsibilities.
  - Things that you are least qualified to handle.
4. To delegate something:
  - Make sure the person to whom the task is to be delegated really has the time to do the work.
  - Provide details about the task – do not just say, "Handle this."
  - Make sure the person understands the purpose of the task.
  - Set a realistic time deadline for completing the work.
  - The most important thing to remember in delegating a task is to be sure that the person has both the authority and the responsibility to do the job.
5. After you have delegated something:
  - Provide time and opportunity to find out how the work is progressing.
  - Be available for assistance when needed.
  - Provide some means (reports, feedback, whatever is needed) to hold the person responsible/accountable for completing the work according to the expected standards.

### **Do Not Delegate**

- Without being clear on what is to be done, what the resources are, and when the deadline is for the completion of the task.
- Something that you would not be willing to do yourself (i.e. the menial work).

- A task to someone who may not possess the capabilities.

### **Methods for Delegating**

1. Ask for volunteers. Explain the task and see who is interested.
2. A request for volunteers is often met with silence. Do not get discouraged; it is still a good idea and the members still want it to get done. Use your perceptions to select people for the task. Often, people will not volunteer for a task because they lack self-confidence. If you, the leader, express confidence in an individual by indicating that he or she might be good for the task, the individual will feel good about him or herself and will take on the responsibility.
3. Do not be afraid to assign tasks. Do not assume silence means a lack of interest. Take the initiative to suggest someone. The member always retains the option of saying "no."
4. Spread the tasks around. Make sure that the same people do not always get the same jobs.

## **TIME MANAGEMENT**

### **A Time Management System**

Many people believe that they do not need to practice time management - that they are already "efficient." We often think that "doing lots of stuff" is our goal. But efficiency and effectiveness is not necessarily the same thing.

- Efficiency suggests that performance is proportionate to how much you can do in a given amount of time, that all tasks are generally of equal importance.

- Effectiveness suggests that performance is the achievement of goals and objectives.

Efficiency = Productivity/Time

Effectiveness = Goal Achievement/Time

Efficiency is quantity oriented while effectiveness is quality oriented. Efficiency does not encourage creativity, interpersonal relationship building, and thinking because these items are not readily measured by productivity.

### **I. Sharpening Your Awareness of Time**

A. Consider time as money and invest it wisely.

B. Set A, B, C priorities and follow them through.

**A - Greatest importance:** Things requiring immediate action and that contribute directly to achieving your goals.

**B - Medium importance:** Things on which action can be deferred; they contribute but are not essential.

**C - Least importance:** Things which may not require action at all; they contribute little or nothing to achieving your goals.

- C. Divide time and tasks into manageable parts and conquer each part in turn.
  - A's should be acted upon promptly
  - B's may be deferred or even discarded
  - C's should be promptly forgotten.
- D. Ask and answer the question: "What is the best use of my time now?"

## II. Setting Time Priorities That Stick

- A. Assigning priorities based on value/time ratios
  - 1. Realize that 80% of the value is usually in 20% of the time.
  - 2. Analyze the economics of spending another hour on a particular item.
  - 3. Start with the most profitable parts of the large projects.
  - 4. Cut off non-productive parts of the large projects.
- B. Arranging Schedules Around High Priority Tasks
  - 1. Do first things first.
  - 2. Give yourself enough time to concentrate on the high priority items.
  - 3. Select the best time of the day for the type of work required.
  - 4. Schedule appointments, where necessary, but always reserve at least one hour a day of uncommitted time.
- C. Focusing on Objectives
  - 1. Keep in mind your long-term goals even while doing the smallest tasks.
  - 2. Keep a list of specific items to be done today.
  - 3. Lose a few battles in order to win a war.
  - 4. Get something done every five minutes.

## III. Getting High Value Tasks Done Fast

- A. Allocating Time Daily to Planning Time
  - 1. Plan your work and work your plan.
  - 2. Have a time budget and record how you actually spend your time compared to budget.
  - 3. Find one technique each day which you can use to help you gain time.
  - 4. Examine old habits for possible elimination or streamlining.
- B. Using the Time Law for Better Time Use
  - 1. The Time Law: "There is always enough time for the important things."
  - 2. Strive to make your long-term goals vivid enough to guide your daily actions.
  - 3. Examine actual time usage looking for time spent on trivial activities which could be avoided in the future.
  - 4. Count all time as "on" and live twenty-four hours every day.

- C. Squeezing Short Tasks Into Otherwise Wasted Moments
  - 1. Give up forever all waiting time.
  - 2. Keep handy a group of short tasks which can be done in between other activities.
  - 3. Have in mind some question to explore in spare moments.
  - 4. Recognize the value of time spent truly relaxing.
- D. Finding New Ways to Delegate
  - 1. Use your secretary to save you time.
  - 2. Require complete work from your subordinates
  - 3. Search for opportunities to "de-skill" tasks.
  - 4. Avoid tendencies to "do it yourself"
- E. Seeing Unavoidable Commitments as Opportunities
  - 1. Less critical items provide safe opportunities to experiment.
  - 2. Try increasing your work pace from time to time.
  - 3. You can learn much about your management of time by observing how you handle routine activities.
  - 4. Put the added meaning of self-improvement into doing the necessary tasks.

## IV. Getting the Most Necessary tasks done

- A. Keeping in Top of Paperwork
  - 1. Handle each piece of paper only once.
  - 2. Consider reports and paperwork as primarily for your benefit in achieving your priorities.
  - 3. Use "keep the ball in the other person's court" as a way of keeping the paper moving meaningfully.
  - 4. Ask yourself "If I were not to do this now, what would I do instead?", then decide based on the value to you of the two possibilities.
- B. Preparing for Effective Meetings
  - 1. Ask yourself, "Is a meeting really necessary?"
  - 2. Clearly identify your purpose and objectives for the meeting.
  - 3. State as one of the meeting objectives to reach the meeting purpose in the least time.
  - 4. Always have a written agenda prepared and distributed in advance to give attendees time to prepare.
- C. Using Meetings to Advantage
  - 1. Relate all comments to the agenda and make sure that all agenda topics are covered at the meeting.
  - 2. Give up some details to simplify the task of getting the significant items covered.
  - 3. Expect something useful to come out of each meeting.
  - 4. Print minutes indicating decisions and next steps for follow-up.

#### D. Keeping Telephone and Personal Visits in Perspective

1. Quickly get to the purpose of the call.
2. Recognize that others may be taking your time so that they can relax.
3. When you have finished the original purpose recognize your need to return to the high priority tasks.
4. Try to arrange personal visits so that you have flexibility in terminating the discussion.

#### E. Handling Crises for Long-term Benefits

1. Recognize the value of occasional corrective action to save hours of perfectionist time wasting.
2. Observe the shortcuts used in handling the crisis for ideas on revising general routines for greater efficiencies.
3. Look for opportunities to accomplish long-term goals which have been waiting for an acceptable time.
4. A little advance planning can often eliminate a short-term crisis.

#### F. Anticipating and Handling Interruptions

1. Recognize that inevitably some of your time will be spent on activities outside of your control.
2. Once you have started to handle an interruption, use the basic principles of time management to minimize its duration.
3. Handle interruptions in a group whenever possible.
4. Avoid feeling guilty with the Time Law Corollary: "You always do what at the time you consider the most important thing."

#### G. Finding Channels of Easy Return to Priority

1. Concentrate on areas where you have control of your time.
2. Make a brief note to yourself of the next priority step before you service an interruption.
3. Always keep a reminder of the top priority tasks before you.
4. Concentrate on only one thing at a time.

### V. Insuring A Successful Time Management Program

#### A. Dealing with Tendencies to Procrastinate

1. Do it now.
2. Try to find something very specific on the general task that you could do now.
3. Raise the value to you of having the task.
4. Set Deadlines with yourself and others.

#### B. Developing the Management Team's Support For Valuing Time

1. Ask others "What can I do to help you make better use of your time?"

2. Within your own area of responsibility, seek out efforts to modify controllable situations to save others' time.
3. When others take actions which help or hinder your efforts to make good use of time, share your thoughts with them in a constructive manner.
4. Do time feasibility studies before undertaking major time commitment.

#### D. Improving Time Utilization of Others in Your Organization

1. Adopt the ABC priority system as standard practice.
2. Periodically review each person's C's for possible elimination of unnecessary work.
3. Establish a project of spreading the word about better time management.

### Five Time Planning Suggestions

#### 1. Schedule Fixed Blocks of Time First

Start with class time or work time or any major block of time that is determined in advance. Then schedule essential daily activities like sleeping and eating. Be realistic about the time you need for these functions.

#### 2. Include Time for Errands and Chores.

Don't ignore these necessary activities - they take time: Grocery shopping, paying bills, doing laundry, etc. These can destroy a tight schedule. Plan for them.

#### 3. Schedule Time for Fun

Fun is important. Recreation deserves a place in your priorities both for physical and mental health.

#### 4. Set Realistic Goals

Don't set yourself up for failure by scheduling too much work in too little time. Be realistic about what you can accomplish. On the other hand remember the importance of challenge.

#### 5. Allow Flexibility in your schedule

Recognize that the unexpected can and will happen. Plan for the unexpected by giving yourself time for travel, for standing in line, etc. And remember that you have not failed as a time manager if you have to change your schedule. You fail when you ignore the schedule, not when you use it as a tool.

### EFFECTIVE MEETING

#### Invitation and Preparation

##### Planning

- What is the purpose of them meeting? Who will conduct the meeting? Who will prepare the agenda?

- Have members been informed about the meeting? Be sure members know about the meeting well in advance - providing a semester, or even a year-long calendar at the first meeting will be helpful to everyone, don't forget to include time, day and location!
- Be sure all officers know what is going on. What are the expectations for each of them?
- Have the leaders discussed ways to make the meeting interesting and fun? Will you be ready to start and stop on time?

### **Physical Setting**

- Think of the ambiance - the setting and mood of the room. What message do you want to send? Is this a regular business meeting? A work meeting? How will it be set up? (for example - classroom style or conference square)
- Did you reserve the room? Did you make arrangement for special equipment?
- Comfort of the room - is it well lit? Is there a head table? Can everyone see everything they need to see?
- Have arrangements been made to put the room back in order when you are done? Will the room be set up at least 15 minutes prior to the start of your meeting?

### **Agenda**

- Trying to have a meeting without an agenda is like trying to cook without all the ingredients or driving through a foreign country without a road map! An agenda contains the order of items that will need to be covered during the meeting. The agenda is a "taste" of what members can expect during the meeting.
- Has the agenda been written and copied for all members? Is the agenda easy to read and follow?

### **The Meeting**

An effective meeting is one in which everyone gets to express an opinion, all business is brought to a conclusion and all parties leave happy and invigorated!

### **The Beginning**

You've prepared the room, arrived early and distributed the agendas. Be sure to...

- There is one person responsible for keeping the minutes and attendance?
- Begin on time. Set a time limit and make every effort to end on-

time. Don't be careless with other people's time (or your own!) **NO ONE LIKES TO WASTE TIME!**

- Get people excited for the meeting - show your enthusiasm! There is nothing worse than being at a meeting that even the leaders don't enjoy! Begin with a motivational poem, a reading of an interesting letter to the organization, or other "appetizer" that people can feel good about (if it is appropriate!).

### **The "Meat" of the Meeting**

- Keep the meeting "individual" oriented - pay attention to all parts of the meeting and VALUE them!
- Have a plan to respectfully control "time wasters" - excessively long announcements or inappropriate discussion.
- Make it fun and enjoyable!

The average person has an attention span of 23 minutes! The challenge? Get done what you need to get done in as little time as possible - but don't rush

### **Motivation**

Yum! The best part of a meal can be the dessert! Include some feel good 'desserts' in your meetings...

- Recognize, recognize, recognize! Give rewards to members "just because!" Announce the names of members who have worked on recent projects or tasks - thank them! Be creative! Congratulate those who have done something great in the organization, on campus or elsewhere!
- Celebrate significant holidays!
- Be creative!
- Allow members a way to send messages to each other when appropriate.
- Be sure people know when the next meeting will be, collect any sign-up sheets, and then close the meeting

### **The Minutes and Evaluation**

#### **Meeting Minutes**

Taking minutes is a necessity of many organizational gatherings. Minutes are a record of what happened, what was decided and what actions will be taken as a result of the meeting. They should be written for every meeting and presented at the next meeting beforehand. The body of each topic should include the important points of the discussion and what action will be taken along with who will take the actions and when it will be done. One important note: someone who has never been to the meeting should be able to understand the minutes.

Listed below are some general minute taking tips:

- The minutes should start with the name of the club, the date and location of where the meeting was held.
- Everyone who is at the meeting must be mentioned in attendance (Name, Position, Phone number)
- State who opened the meeting (usually the Chair or President), at what time, and any other details, such as the explanation for the absence of people.
- The minutes have to be approved by the convened group.
- Every executive member and chair of a subcommittee should have the opportunity to report on what they or their committee has been up to.
- Any topic of discussion which has been discussed before is done as part of Old Business.
- Any topic of discussion that has not been discussed before should be discussed under New Business.
- Under the adjournment section of the meetings should be who closed the meeting, at what time and the time and details of the next meeting.

#### **Meeting Evaluation**

- Meeting evaluation can be just as important as the meeting itself. Evaluations provide the opportunity to reflect upon what occurred and what needs to happen next. Below are some questions to help process an evaluation of the meeting:
- Were all of the participants notified of this meeting in sufficient time to prepare for it?
- Did the participants understand why this meeting was being held (e.g. information sharing, planning, problem solving, decision-making, etc) and what specific outcomes were expected?
- Did the participants understand what was expected of them and what was expected of the other participants?
- Did the participants understand how the meeting was intended to flow (e.g. agenda, schedule, design, etc) and when it would terminate?
- Were the participants listening carefully to each other?
- Did the participants express themselves openly, honestly and directly?
- Were all agreements explicit and clear and were conflicts openly explored and constructively managed?
- Did the meeting generally proceed as intended (e.g. the agenda was followed, it started and ended on time) and achieve its intended purpose?

Was the time at the meeting well spent?

#### **Bright Ideas**

- Make each meeting count - don't meet for the sake of meeting!
- Every group member must be involved in making meeting plans and committed to his/her responsibility in the group. He/she must know what this responsibility is and be encouraged to fulfill it.
- Set up your goals and objectives. Plan the year's programs in advance but maintain some flexibility for change.
- Look into the needs of members in your group and try to arrange a program or speaker at a meeting to meet these needs. Use campus resources!
- Enthusiasm is contagious - if you come prepared and enthusiastic as a chair person the group will pick up on this - same goes for the flipside!
- Work with your advisor and use him/her as a resource person. Spend sometime with him/her before the more important meetings. Try to have the meeting when he/she can attend and always notify him/her of group gatherings.
- Use the "status quo" and what happened last year as a point of departure, not as a scared objective. Students have four years of experience at the end of their college career, not one year repeated four times!
- Sending a replacement to a committee meeting is not the same as having the member there him/herself and should be discouraged.
- Your meeting isn't effective if members do not want to come to the next one! Only settle for 100% attendance!!! Always thank your members for coming.

"Can-Do" Winning Attitudes  
(Changing the way you view things)

We've never done it before...We can be the first!!!  
It's too complicated...Let's look at it from a different angle.  
It will never work...We'll give it a try.  
We already tried it...We learned from the experience.  
There's no way it'll work...We can make it work.  
It's a waste of time...Think of the possibilities. It's good enough...There is always room for improvement.  
We're understaffed...We're a lean, mean machine!  
It will never fly...We'll never know until we try.  
It can't be done...It'll be a challenge.

No one communicates...Let's get talking.  
It's too radical a change...Let's take a chance.  
It's not my job...I'll be glad to take the responsibility.  
I can't...I can!!!

## **TAKING MEETING MINUTES**

### **Outline**

The following information should be included in the minutes (when applicable):

- Type of meeting (committee, officer, general)
- Date, time and place of meeting
- Members present/absent
- Time the meeting was called to order
- Approval/amendments of previous minutes
- Officer and committee report
- Unfinished business acted upon
- New business acted upon
- Unfinished business
- Advisor report
- Announcement
- Next meeting information
- Time of adjournment
- Name of secretary/recorder

For all business: Record proposals, resolutions, motions, seconding and final votes, as well as a summary of discussion.

### **Format**

Minutes can be maintained in the following format:

- a. Capitalize and center the heading designating the meeting
- b. Indent paragraph five spaces
- c. List names of those in attendance and those absent
- d. Double space the text
- e. Double space between paragraphs and triple space between each item in order of business.

Ultimately, the format for your organization's minutes will come down to what works best for you and your members.

### **Hints for Minutes**

- a. To help with making the minutes, some secretaries take notes on the written agenda at each meeting.

- b. Once minutes are typed in the preferred format for the group, they should be submitted to the president and/or advisor for review.
- c. Minutes only become the official record of the group's AFTER they are accepted by the general membership (at the next meeting)
- d. Minutes should also be rapidly available or distributed in some form for individuals who were absent at the meeting to catch up on organizational information.

### **Choosing a Secretary/Recorder**

The office of the secretary/recorder is an important responsibility whose records will provide community for your organization

Hints on choosing a secretary/recorder

- Is this person reliable; do they keep their appointments?
- Is this person well organized; do they complete their tasks in a timely manner?
- Is this person a good listener; are they able to be objective, not to make their own interpretations, and hear both sides of an issue?
- Is this person on top of what is going on; are they able to appropriately weed out the trivial information and record the important facts?

## **BUDGETING FOR YOUR RSO**

### **Creating a budget**

1. Decide what your organizational priorities are for the year.  
*What are your organizational goals?*  
*Where do you want to bulk of your money going? Prioritize your events.*
2. Review what your sources of income are.  
*Membership dues*  
*RSO Funds*  
*Donations*  
*Fundraising*
3. Review last year's budget, where did the organization lose money and what was successful?  
How will you increase your successes?  
How much "risk" does the organization have within their budget?
4. Do your homework  
*Obtain quotes on potential costs– shop around*  
*Do not always overestimate– get real number*
5. To ensure safety of funds, always provide monthly updates and have more than one member/ officer approve expenditures.
6. Keep accurate records  
Budgeted Costs /Actual Costs

## Major Components of a Budget

### Income:

Dues

Fundraisers

Donations

### Expenses:

#### Operational Costs (Administrative Costs)

- Office Supplies
- Marketing for Organizations
- Copying/ Printing
- Business Cards

#### Programming/ Entertainment (Special Events)

- Break down of each event costs
- Food
- Rentals
- Publicity
- Honorarium
- Technical Equipment

#### Professional Development (Seminar/Conference)

- Registration Fees
- Travel
- Lodge
- Food
- Resources (books, subscriptions, etc.)

## Helpful Hints

1. Don't be afraid to ask about current discounts or specials or check for free services.
2. Collaborate with other organizations, it doubles your human and operational resources
3. When printing banners, t-shirts or other paraphernalia do not date it. If you have too many you can use it for other events or for the next year's event.

### *Catering Tips- Food is usually a large expense .*

1. Bulk quantities tend to be more cost effective than individual. For example: a bowl of punch is cheaper than buying individual cans of soda (P10.00/ bowl for 15 people v. P30.00 for 15 bottles of Mineral water)
2. Break food up into smaller portions
3. Pick up orders instead of delivery

4. When serving food for a large group, be sure that members and those that are hosting eat last (in the event that there is not enough food)

## SUCCESSFUL COMMITTEE SYSTEMS

### Why Have a Committee System?

Any organization, in order to be both viable and effective, must have an infrastructure. This infrastructure is the "skeleton" that supports the weight of the organization. It allows the club to tap the diverse talents and ideas of the membership; it enables the membership to further develop its interpersonal and organizational skills; it allows the group meetings to function properly while permitting the group's officers to focus on their responsibilities.

The infrastructure for any student organization is the committee system.

### Functions of a Committee

- Carries important lines of communication
- Helps to keep the organization's goals in focus, and helps facilitate achievement
- Provides members the direct opportunity to make the organization better and, in doing so, meets their needs

A committee system does not replace the group's officers or the scheduled meetings. Rather, committees support and complement them. Once the organization has determined its goals, each committee should determine what it needs to do in order to help achieve those goals. Most committees should have the authority to make many decisions without an organizational vote. Key decisions of the committees, however, should be reported at an organizational meeting.

### Types of Committees

There are two basic types of committees: standing and ad hoc.

- Standing committees deal with the basic, on-going programs of the organization.
- Ad hoc committees are temporary committees that are created from time to time to deal with specific issues. They are then dissolved when their specific task is completed.

The committee structure is one basic element of any organization. Committees add authority to members, which is one of the basic keys to motivation. Having authority is a learning experience.

## **FUNDRAISING**

Many student organizations have big plans and excellent ideas for programs or services. However, few organizations have the finances to make these plans real. It is important for student organizations to have some kind of fund raising plans and to execute those fundraisers with the utmost professionalism, accountability, and legitimacy.

Fund raising events can be a lot of fun for all involved. It is important to make the fund raising project a group effort and to get as many people involved as possible. Not only will you have more help to accomplish your goals, but you will also get more people interested in giving money. The key to being successful in fund raising is to be creative and to keep your goal in mind.

### **The Importance of a Goal**

Members of your organization will not get excited or interested in your fund raising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure that the reason you are raising money is a legitimate cause, and let everyone know why you are raising funds.

### **Be a Winner!**

People like to be a part of a winning team. If your outlook is bleak and your needs are so great that it does not seem you will ever accomplish them, no one will give. However, if you are a group with great ideas, big plans, and a definite course of action that looks promising, people will want to join your cause.

### **Set a Realistic Goal**

It is also very important to set an intended goal, and be specific about the monetary amount. Do not just say you would like to raise money to give to charity. Say that you want to raise P1,000.00 to give to the local children's home. Be realistic about how much you can truly make in the time period that you have allotted. Then communicate your intended goal to all involved – your volunteers, your donors, and the local media.

### **Need for a Deadline**

Your project needs to have a timeline prepared, and you must have an ending date. Project that drag on too long cause disinterest. The preferable time frame for a small fund raising project is one to two weeks. While bigger capital campaigns may last from six to eight weeks.

### **Planning Your Fund Raiser**

1. Set a goal.

2. Ask for suggestions from your members. What do the members want to do? Brainstorm for ideas.
3. Find out what has been done before. What worked? What didn't? Why? How can you improve?
4. Check local/college policy.
5. Involve all segments of your group, not just the officers. People contribute to what they create. Get as many volunteers for your project as possible. Make sure they understand the cause and are willing to contribute their time and effort.
6. Determine your market: college students, community, parents, etc.
7. Know your overhead.
8. Advertise wisely.
9. Let everyone know your expectations in advance and update on progress. Using a goal poster is a great idea; make sure that poster is displayed prominently.
10. Recognize everyone involved in the planning and implementation of the fund raising project. Reward those who achieve. Make certificates, ribbons, or other type of small rewards for everyone who volunteered for the project.
11. Thank supporters. Give your big donors some kind of tangible reminder of how they contributed to a good cause. Create and maintain good will with these contributors, because they will tend to help in the future.
12. Complete a written evaluation or report. Make sure you include:
  - Contact names, addresses, and phone numbers
  - Time lines and important dates
  - Suggestions of things to do differently

## **CONFLICT MANAGEMENT**

Conflict is inevitable in any interpersonal relationship or among members of any group. While we encounter conflict in many of our life situations, we often lack confidence in or a vision of what is appropriate to do. Most students already find the conflict in their personal relationships quite stressful; thus, conflicts in their organizations can become an even greater problem. Those who have a lower tolerance level for anxiety often choose to leave the organization. Ability to manage conflict is probably one of the most important social skills an individual can possess.

### **Six Steps for Conflict Mediation**

1. Do not take sides, but when necessary, ask questions for clarification or feedback of your perceptions (don't devalue their position, but help make them aware of how others perceive them).

2. Employ a win-win strategy when possible to resolving conflicts so that each person can walk away feeling understood and feeling as if they won part of the conflict.
3. Help assure that each person's personal integrity is maintained and that individuals do not feel humiliated or put down.
4. Get the conflicts out in the open where they can be discussed among the individuals.
5. Be aware of barriers to conflict resolution (i.e. defensiveness, judgmental reactions, etc.).
6. Do not heighten the conflict by bringing in more people than necessary.

## CHAPTER 2

### GENERAL POLICIES

Recognized Student Organizations (RSO) are student-initiated clubs that engage in activities aimed at promoting physical, spiritual, cultural, social, and intellectual growth of MTC students. RSO activities geared towards the enhancement of MTC identity that actualizes the vision-mission of the College.

All Recognized Student Organizations (RSO) are expected to comply with the rules in this RSO Primer as well as the MANILA TYTANA COLLEGES Student Manual. These rules apply to activities inside and outside the campus. Violation of these policies and guidelines are considered in the evaluation of the student group.

**The College has the right to impose sanctions and/or stop activities that violate school policies and guidelines.**

General Parameters

1. Only Student Council (SC) and Recognized Student Organizations (RSO) may organize activities.
2. All of the projects and programs of Recognized Student Organizations (RSO) must be implemented in light of fulfilling the group's vision, mission and objectives. Thus, approval of projects, by the Student Affairs Directorate (SAD) upon endorsement of Student Welfare and Development Department (SWDD) for the school year, is subject to its alignment with the nature and objective of the student group.
3. All Recognized Student Organizations (RSO) and student organizations who seek accreditation, proposed plan of activities shall be presented and approved at the beginning of each school year. This shall be done during Accreditation/Reaccreditation process, wherein the student group seek the approval of

SWDD for the projects and programs that are necessary for the attainment of the objectives. If a need for a particular project arises after the Pre-Approval, the organization must provide an explanation for the addition of the project.

#### **Accreditation Requirements:**

- a. List of officers and members (at least 20) with a WPA of 80% or better.
- b. Directory of officers and members
- c. Organization's logo and constitution and By-laws
- d. List of proposed plan of activities for the school year
- e. Profile of recommended advisers (faculty or administrative staff).
- f. Application Letter
- g. Submitted documents shall be evaluated and checked by the Student Development Coordinator and SWDD head
- h. The organization aspiring for accreditation must pass the interview and Deliberation.
- i. After deliberation, the Student development Coordinator shall make an endorsement to the SWDD Head and the latter shall recommend for approval to the Assistant Director for Student Affairs.
- J. Once the application is approved, a Certificate of Accreditation shall be issued to the organization.

#### **Reaccreditation Requirements:**

- a. List of activities accomplished in the preceding year
- b. Complete financial statement
- c. Photos of activities and evaluation
- d. Re-accreditation Letter Request

Old organization must undergo the same procedure of accreditation. Each organization will only have one adviser. Each adviser is responsible only to one organization. Failure to accomplish worthwhile activities as well as participation in activities undertaken without a permit or that violates school rules and regulations will mean non-reaccreditation. Additional guidelines and policies are found in the Student Manual.

4. Approval of the student activities is granted by the:

#### **A. College Dean / Academic Director**

- A.1 The proposed activity is to be held in a facility under the administration of the Dean's/Academic Director's Office and;
- A.2 The expected participants belong only to any approving College

## B. Assistant Director for Student Affairs / SWDD Head

The proposed activity is to be held in a facility under the following administration:

- Administrative Directorate (Stage set-up and sound system, Atrium, Gymnasium, Function Room, Mini-Chapel, Parking Area, Swimming Pool)
- Registrar and Information Technology Department (Venue reservations: Lecture Halls A, B and C, Multi-Purpose Room, Classroom)
- Development Office (sponsorship letters, activity-related posters, publications, promotional materials)
- The activity is to be held off-campus.
- The expected participants are from different College/Faculties or other Universities/Schools.
- The activity is fund-raising

5. Collection of Membership Fees must be limited and not to exceed the amount of P100.00 only. Inclusion of such fee must be properly presented during the first assembly of members for transparency.

## Responsibilities of a RSO

- Recognized Student Organizations must file all Student Organization Registration forms with Campus Activities by **first week of June of each year** and keep a current officer roster updated and on file.
- A *minimum* of two leaders or designated representatives of each Recognized Student Organization must attend the Leadership Training of MANILA TYTANA COLLEGES each year.
- Each Recognized Student Organization is accountable for the conduct, safety and general welfare of its members and their guests whenever they represent the organization or are participating in organizational activities.
- Hazing, at any level of membership in the organization, is strictly prohibited at MANILA TYTANA COLLEGES. For further definitions and policies regarding hazing, refer to the MANILA TYTANA COLLEGES **Student Manual**.
- Recognized Student Organizations membership and activities must be open to all persons regardless of race, religion, sexual orientation, national origin or disability.
- Recognized Student Organizations must adhere to all college policies and all local and national laws, and must also adhere to their own approved constitutions (current copy must be filed in appropriate office).

## The Privileges of officially Recognized Student Organization

Recognized Student Organization has the right to:

- represent the College on various off campus exposures and trainings
- use the College's name;
- solicit and sponsor approved activities on campus;
- collect dues and raise funds in accordance with College policy;
- apply for initial funding from the Student Council;
- reserve and use vehicles with a full-time employee driver;
- use the student organization office in accordance with College policy;
- use a locker cabinet located in the Recognized Student Organization Room.
- request services through the Office of Student Affairs, including security, custodial, facilities usage, printing/duplicating, etc.

## Organization Advising, Defined

An advisor is an educator in a "non-traditional classroom." "The advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization."

The basic purpose of the advisor is to work with the designated leaders and members of a functioning student organization with the intent of:

- Ø Providing a sense of continuity for the organization especially during officer transition;
- Ø Being a resource person with a knowledge base for institutional policies, etc;
- Ø Assisting the leaders and members to fulfill their responsibilities;
- Ø Aiding the organization to define and achieve its goals and objectives; and
- Ø Integrating the organizational activity with the overall purpose of the educational setting.

*[Adapted from: McKaig, R. & Policello, S. (1984). Group Advising-Defined, Described, and Examined. In Schuh, J.H. (Ed.), A Handbook for Student Group Advisers, 47.]*

## Attributes of a Good Advisor

- |                    |   |
|--------------------|---|
| <b>Aware</b>       | Knows what is happening with the group at all times...problems, dates of function, etc.   |
| <b>Dedicated</b>   | Willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.   |
| <b>Visible</b>     | Attends meetings, social functions, and other special activities of the group.  |
| <b>Informed</b>    | Familiar with the rules, policies, and regulations of the College and the by-laws and constitution of the organization. Is prepared to render assistance with their interpretation. |
| <b>Supportive</b>  | Provides encouragement and praise to group members.   |
| <b>Open-minded</b> | Willingness to consider new ideas and approaches although s/he may not totally agree with them.   |

**Respected** Earned respect through being trustworthy, honest, and demonstrating a genuine interest in the welfare of the group.

*Source Unknown*

#### Duties and Responsibilities of an Adviser

- Serve as a role model.
- Provide continuity for the group from year to year.
- Assist the group in setting realistic and obtainable goals; evaluate their progress.
- Be aware of the group's expectations.
- Encourage student development and collaboration, foster members' leadership, and provide autonomy, while maintaining a supportive presence.
- Be informed of and adhere to the purpose and activities of the organization.
- Attend all organization meetings and activities.
- Be informed of and adhere to College policies and procedures.
- Provide financial and budgetary advice and insure that College and Student Activities policies and procedures are followed.
- Sign or co-sign appropriate College forms when necessary.
- Encourage organization members to assume responsibility for their actions and the effectiveness of their programs.

#### Benefits of an Adviser

- Regular retreats, recollections and similar activities shall be conducted and attended by the members for their spiritual well-being and for the development of their pastoral skills.
- Opportunity to attend regional/national and/or International activities. Upon endorsement of the Student Development Coordinator, the Assistant Director for Student Affairs shall have the prerogative to select the number of delegates who will represent the school, depending on the available budget.
- All advisers shall have the opportunity to represent MTC in various professional off-campus, academic, socio-civic, cultural, physical, or spiritual activities.
- MTC–Campus Advisers shall be given the opportunity to be awarded as one of the best RSO Advisers of the Year.
- RSO/SC Adviser will automatically get the points for promotion under the category of service to the community (please refer to the newly revised faculty manual).

#### Becoming an Adviser

There are three ways someone can become a student organization

advisor: (1) ask a student organization that you are interested in (mission, purpose, events, etc.) if they would like you as an advisor, (2) being asked by a student to advise his/her organization, or (3) give your name, information and interests to the Student Welfare and Development Department and they would match you up with an organization.

#### Who are entitled to become an RSO and SC Adviser?

- Any Faculty member/employee of MANILA TYTANA COLLEGES who is:
- Permanent/Fulltime
- Permanent/Part time
- Probationary/Contractual Full time or Part time
- Regular Administrative Staff

#### Qualification of an Adviser

1. Of Good Moral standing.
2. Have a background/experience in the field of an organization that s/he will handle.
3. S/He must be willing to undergo training and take full responsibility accorded to him/her as an advisor.

#### Selection of RSO and SC Advisor

These steps should be complied with before the appointment of any RSO/SC Adviser.

#### For Teaching Personnel:

- A. Recommendation of RSO Officers (3 nominees).
- B. Notation and endorsement of Student Development Coordinator.
- C. Recommendation of Area Chairperson
- D. Endorsement of the College Dean (Interview conducted)
- E. Approval of the Academic Director (Interview conducted)
- F. Approval of the Assistant Director for Student Affairs (Final interview)
- G. Issuance of Appointment Letter

#### For Non-Teaching Personnel:

- A. Recommendation of RSO Officers (3 nominees)
- B. Notation and endorsement of Student Development Coordinator
- C. Recommendation of the Head of Office concerned (interview conducted)
- D. Recommending Approval of the Director of the Directorate (Interview conducted)
- E. Approval of the Assistant Director for Student Affairs (Final interview)
- F. Issuance of Appointment Letter

## **LIABILITY AND RISK MANAGEMENT**

When you accept the position of advisor to a student organization at MANILA TYTANA COLLEGES you also accept some additional responsibilities. When advising a student group, as an employee of the College you are expected to behave sensibly and conscientiously. Advisors should be active and informed when working with and advising student organizations. You should take responsibility for questioning activities and decisions of a student organization and voice disagreement when you see a problem. Generally, you are expected to act as a "reasonably prudent person" in your actions and involvement with the student group.

The risk of lawsuits for a student organization advisor is usually low, but you are not immune from being sued. The applicable general standard in this situation is that you must behave like a "reasonable person," that is, behave the way a reasonable person would in a similar situation.

In order to reduce risk, advisors need to be aware of the actions of the organization, even if they are not in attendance at all meetings or events. It is important to be aware of College policies and regulations as they affect student organizations. If a questionable situation/activity arises, as an advisor you should:

- Tell an organization that what it is doing, or planning to do, is wrong, inappropriate, and/or illegal.
- Offer alternative suggestions to activities that may be less risky.
- Warn participants in activities of the risks involved.
- Provide for proper instruction, preparation or training for participants in an activity.
- Act only within the scope of your authority. (Do not sign contracts, give approval for activities, or speak on the behalf of the College unless you have been given explicit authority to do so.)

As an Organization Advisor, there are a couple of procedural questions you should answer with the organization officers before the group begins planning an event.

- What is the purpose of the organization and does the activity fit that purpose?
- What attempts have been made to reduce the risks associated with the activity?
- What regulations apply to the activity and does the activity comply with these regulations?

It is the responsibility of the advisor to be aware of the decisions that are made in order to respond to questions, to ensure that financial and legal issues are properly addressed, and to better understand the climate and attitude of the

organization and its members.

### **Strategies for Reducing Personal Risk**

- Providing adequate training and supervision of student organization members.
- Choosing only to participate in activities that are low risk.
- Following industry standards if they are available.
- Using a licensed commercial transportation instead of personal vehicles when possible.
- Obtaining waiver agreement from participants.

### **Liability Waiver**

One way to minimize risk is by asking participants to sign waivers or hold-harmless agreements to absolve the organization and its officers from any responsibility for injury that may result from participating in the activity. Waivers do not eliminate the risk of being sued, but it shows that participants have been warned of possible risks associated with a given activity. As long as the activity was voluntary for participants, the waiver shows that the organization has given individuals enough information to make an informed decision about their participation. The waiver will not prevent a person from taking action against the organization and its advisor and members, but will discourage it since the decision to participate was his or her own. In addition, a waiver may release the organization and its officers from liability. (see appendix)

### **On-Campus Activities**

It must be noted that approval of the project by SAD-SWDD does not automatically translate to approval of logistical arrangements. This must be arranged by the organization with the Administrative Directorate, Registrar and I. T. Department, and Business Development Office.

All logistical arrangements must be completed (properly noted and signed by SAD-SWDD) and submitted to any of the concerned administration at least five (5) working days before the date of activity for activities with logistical set-up and at least three (3) working days for activities without set-up. Otherwise, the activity will not be allowed to push through on the original date scheduled due to lack of enough preparation and logistical arrangements.

Student organizations are required to submit the following documents to SAD-SWDD for all its on-campus activities:

- a. Activity Approval Form (See Appendix)
- b. Project Proposal Form (See Appendix)

**Additional Requirements:****A. Convention/Seminar/Training/General Assembly**

- > Program
- > If the speaker is not from MTC – profile
- > If with Registration Fee – Budget Proposal

**B. Fund Raising Activity**

- > Beneficiary of the raised funds
- > Detailed Budget Proposal

**C. Community Service/Outreach Activity**

- > Outreach Activity Form
- > List of Participants and Parental Consent (for off-campus)

**D. Competition/Quiz Bee/ Sports Fest**

- > Program
- > Budget Proposal
- > Rules/Mechanics of the Competition or Games

**E. Play/Showcase/Socio-Cultural Show**

- > Script for approval
- > Budget Proposal
- > Program

**F. Exhibit**

- > Program for the Opening of the Exhibit
- > Floor plan of the Exhibit

**G. Parade**

- > Route of the parade

**Off-Campus Activities**

Recognized Student Organizations may hold activities outside the MTC campus. Rules and regulations stipulated in the MANILA TYTANA COLLEGES Student Manual still apply to all off-campus activities.

1. An adult supervisor (Faculty/Adviser) should be present during the activity at all times.
2. Student organizations are required to submit the following documents to SAD-SWDD for all of its off-campus activities:
  - A. Project Proposal Form and Activity Approval Form

**B. Itinerary & Program (Call time, ETD, ETA, Activity Flow)**

- C. List of Participants
- D. Sample copy of the Statement of Parental Consent signed and certified by the Faculty Adviser, noted by the Department Chair and endorsed by the Dean
- E. Filled-out Waivers/Parents Consent/Reply Slip
- F. Sample copy of contract/MOA (If there's any)
- G. Attached invitation letter (if there's any)
- H. Conformance of Adviser that s/he will join the Club's/Organization's Activity. In cases when the advisor cannot attend, s/he must submit a letter to SAD-SWDD, endorsing an official representative who is a non-student, above twenty-one (21) years old and knowledgeable about the activity. The letter must be submitted two (2) days before the activity. The letter must contain the following information:
  - H.1. Name, age and contact number of the representative
  - H.2. Photocopy of an official ID of the representative
- I. Approval of the President

**Moratorium for Non-Academic Activities**

The Student Activities Moratorium is implemented to give the students time to prioritize academic requirements and prepare for the examinations. This happens one (1) week before and during the week of preliminary, midterm and final examinations each semester. During this period, non-academic activities are not allowed to be held inside or outside the campus.

**Signing of Reservation Slips**

The allotted time for signing reservation slips is from 8:00am -12:00nn. The Student Development Section Coordinator is free to sign during this time. This will be done on a first-come, first-served basis.

1. Reservation slips will be released within one (1) working day. Slips submitted after 1:00pm will be released on the next working day.
2. In counting the number of working days, fixed or usual holidays are NOT counted whereas sudden suspension of classes is counted. Saturday is not counted as a working day.

**Promotional Materials**

The Development Office (DO) is the only office that approves the use of promotional materials by the MTC student organizations. Currently, the following are the promotional materials that the Development Office approves:

- A. Promotional Boards

- B. Posters
- C. Flyers
- D. Streamers, banners and tarps
- E. T-shirts and other ephemerals (pins, lace, notepads, stickers and other items)

**General Parameters**

1. The activity should be approved first before a student group can have some form of promotion.
2. Contents and designs of all promotional materials must be first approved by Development Office before final printing and/or reproduction.
3. The organization name and activity name should be prominently seen in all the promotional materials.
4. Promotional materials should not promote sex, violence, or any other value that does not adhere to the MTC education.
5. Only approved promotional materials are allowed to be posted.

**RSO Funds/Fundraising**

Every semester the Student Council provides a certain fund for each RSO. This budget could finance their projects and activities. If the RSOs wish to gain more funds, and decided to have a fundraising project, they could loan from the Student Council provided the same amount will be returned.

Failure to replenish the loaned amount would mean non-inclusion in the budget allocation for a certain period of time. Process of loaning must be followed by the organizations.

All Recognized Student Organizations are allowed to conduct their fundraising activity for the purposes of contingency and project sustainability. Concerned RSO should present their project proposal duly signed by the president and adviser to the Student Affairs Directorate through Student Development Section for endorsement and approval. All student organizations are only allowed to conduct 1 fundraising activity per semester or 2 fundraising activities per year. A copy of the organization's financial statement/report must be submitted to SAD-SWDD 1 week after the fundraising activity. ***(Note: 10% from the total amount of all fundraising activities will proceed to the scholarship fund.)***

Procedures:

1. Submission of Plan of Activities and Budget Proposal Sheet duly signed by RSO President, Adviser, assessed and endorsed by the Student Development Coordinator to the Assistant Director for Student Affairs for approval before presenting it to the Student Council.
2. All signed requirements must be submitted to the Student Council Office for deliberation.

3. Upon approval of the Student Council, the requested budget will be received thru the SC Treasurer.
4. At the end of every semester, the requesting RSO must submit a copy of their financial report to the SC for liquidation and auditing purposes.

CHAPTER 3  
**MTC CO-CURRICULAR TRANSCRIPT**

**Co-Curricular Transcript**

What is CCT?

The Co-Curricular Transcript is a self-reported document (with verification by an advisor or supervisor) listing various kinds of developmental activities outside the traditional classroom.

The Co-Curricular Transcript (CCT) is intended to provide each student with an official record of:

- Honors, awards and recognitions
- Leadership activities and organizational experience

**Qualification for activities that can be put on your CCT:**

- Leadership Development – in any organization, activity, or program
- Professional and Educational Development – participation in any co-curricular learning experiences – i.e. workshops, training programs, or volunteer experience.
- Awards and Honors – any type of formal recognition bestowed upon an individual or as a part of a group.
- Student Organizations and Activities Participation – membership in any organization, club, activity, or program that requires sustained participation
- Community Service – must take place during enrolment as a student at MANILA TYTANA COLLEGES
- Intercollegiate Athletics – membership in any intercollegiate competitive sport during enrolment at MANILA TYTANA COLLEGES

**Examples of activities that qualify for the CCT:**

- Governance Groups
- Academic/Non-Academic Organization
- Athletic/Recreation Groups
- Special Interest Groups
- Social/Service Organizations
- Committee Membership
- Elected Offices

**Why should I be interested in the CCT program?**

- Plan your personal goals
- Enrich your social life
- Manage your time
- Develop leadership skills
- Increase cultural awareness

**What to do to get your transcript started?**

- Pick up a Co-Curricular Transcript Entry and Validation Form
- Complete the form with appropriate verifying officials' signature
- Return the completed form to the Student Welfare and Development Department

**What can a student use the CCT for?**

This document will provide information on student's participation and level involvement in co-curricular activities that can be used:

- As a supplement to a student's resume file
- As a record of college activities
- In application for awards
- In application for scholarships

**How to get your CCT**

You will need to fill out a Co-Curricular Transcript Request Form and return the form to the Student Welfare and Development Department. Your CCT is an official document that will be signed by the Assistant Director for Student Affairs and made available to you upon request.

If you have any further questions regarding the Co-Curricular Transcript, please visit the Student Affairs Directorate, Ground Floor, right wing beside the Admission Office or call 859-08-31.

**AWARDS AND RECOGNITION**

The SAD-SWDD recognizes the exemplary performance of every student organization that exudes innovative activities, leadership and dedication in harnessing the potentials of each member, professionalism, consistency, and community involvement. All student organization nominees shall be evaluated and shall undergo thorough deliberation based on the factual semestral reports submitted to the SWDD. Awarding is done during the Annual Recognition Program of SAD-SWDD.

**What are the awards given to Recognized Student Organizations?**

**Outstanding New Student Organization (one award)**

Awarded to a new student organization that has successfully recruited members, held activities and regular meetings, and is financially responsible.

**Outstanding Student Organization (one award)**

This award recognizes a student club or organization that has been successful in the following areas; membership retention, meeting attendance, social and educational activities, campus contributions, fundraising and/or community service projects.

**Most Improved Student Organization (one award)**

Awarded to the organization that has demonstrated the greatest improvement in the past year.

**Outstanding Program / Activity (numerous awards)**

Awarded to student clubs or organizations that sponsored a specific activity or program that exhibited creativity, encouraged student growth and development, and contributed to quality of student life on campus. Numerous awards will be given such as, community focus, campus focus, entertainment focus, cultural focus, etc.

**Outstanding Community Service Project (one award)**

Awarded to a student club or organization for sponsoring a community service project that benefited someone in need and/or a service organization that supported and encouraged student commitment to volunteering and has a long-lasting value and impact.

At the end of every semester, all Recognized Student Organizations will be evaluated categorically based on the given tool below:

**A. For Academic, Socio-Civic, Socio-Cultural, and Sports Organization**

	Major Org		Community		Spiritual	Institutional	SAD-SWDD	RSO Bulletin
Org	Project (50%)		Outreach (20%)		Enrichment	Activities	RSO' Monthly	Board Monthly
	Act 1	Act 2	On-Camp	Off-Camp	Activity	Involvement	Mtg Attendance	Update
	[25%]	[25%]	[5%]	[15%]	[10%]	[10%]	[5%]	[5%]

**B. For Religious Organization Only**

	Major Org		Community		Institutional	SAD-SWDD	RSO Bulletin
Org	Project (60%)		Outreach (20%)		Activities	RSO' Monthly	Board Monthly
	Act 1	Act 2	On-Camp	Off-Camp	Involvement	Mtg Attendance	Update
	[30%]	[30%]	[5%]	[15%]	[10%]	[5%]	[5%]

**A. Major Organizational Project (50%)**

Activity 1 / Activity 2

- a. Approved Proposal (5%)
- b. Accomplishment Report (5%)
- c. Post Evaluation:
  - c.1. Participants (10%)
  - c.2. Adviser (3%)
  - c.3. Student Development Coordinator (2%)

Community Outreach (20%)

- a. Approved Proposal (4%)
- b. Accomplishment Report (4%)
- c. Post Evaluation:
  - c.1. Recipients (10%)
  - c.2. Student Development Coordinator (2%)

**Note:**

1. All Minor activities like general assembly, meetings/prayer meetings, practices/rehearsals, planning and teambuilding are inherent activities therefore it must not be perceived as an organizational project but must also included in the plan of activities for calendar mapping purposes.
2. The RSO Accreditation and Reaccreditation process is done only during the whole month of June. All aspiring organizations who wish to be accredited/reaccredited but failed to comply within the given schedule shall wait until next June to apply/reapply.
3. All RSO are required to submit Semestral Report (Approved Plan of Activities, Approved Project Proposal Form, Approved Project Activity Form, Approved Budget Proposal Form, Financial Report/Receipts, Pictures, Activity Evaluation and Official List of Officers and Members). The RSO President is responsible in submitting the necessary requirements to the Student Welfare and Development Department for clearance purposes.

**B. Major Organizational Project (60%)**

Activity 1 / Activity 2

- a. Approved Proposal (5%)
- b. Accomplishment Report (5%)
- c. Post Evaluation:
  - c.1 Participants (15%)
  - c.2 Adviser (3%)
  - c.3 Student Development Coordinator (2%)

**REFERENCES:**<http://www.mckendree.edu><http://www.occ.edu><http://www.bsu.edu><http://www.chc.edu><http://www.activities.uwm.edu>**Office of Student Activities**

Ateneo de Manila University  
Loyola Schools  
2008 Edition

**Office for Student Affairs**

University of Sto. Tomas  
España, Manila

# **APPENDIX**

Student Affairs Directorate  
Student Welfare and Development Department

**INTENT TO ORGANIZE FORM**

This form is for group interested in becoming Recognized Student Organization of Manila Tytana Colleges. This form is to be completed by your President and Advisor in cooperation with your membership. Return this form to the Student Welfare and Development Department.

<b>Date</b>			
<b>Name of Student Club or Organization</b>			
<b>Purpose of the Above Group</b>			
<b>President or Primary Contact Person</b> (Must be a MTC Student)			
<b>Designation</b>			
<b>Address</b>			
<b>Contact Number</b>			
<b>Email</b>			
<b>Advisor/s' Name</b>			
<b>Department</b>			
<b>Contact Number</b>			
<b>Email</b>			
<b>Other Officers</b>			
<b>Name</b>	<b>Contact Number</b>	<b>Email</b>	<b>Designation</b>
<b>Methods used to identify leaders or officers</b> (Please check the appropriate box)	<b>Elected</b>	<b>Appointed</b>	<b>Other</b>
<b>President's Signature</b>			
<b>Date</b>			

Endorsed by:

**Mr. Rogelio L. Delos Santos Jr.**  
Student Development Coordinator

Approved by:

**Mr. Ruel R. Dela Rosa**  
Assistant Director for SAD-SWDD

Student Affairs Directorate  
Student Welfare and Development Department

**RSO OFFICERS AND MEMBERS DIRECTORY FORM**

Name of Organization: \_\_\_\_\_

**OFFICERS**

Name	Course/ Yr/Sec	Email Address	Mobile Number	Designation

**MEMBERS** (Use extra Sheet if necessary)

Name	Course/ Yr/Sec	Email Address	Mobile Number	Other affiliation



**MANILA TYTANA COLLEGES**  
**Student Affairs Directorate**  
 Student Welfare and Development Department  
**PROJECT PROPOSAL FORM**

Name of Organization: \_\_\_\_\_  
 Name of Advisor: \_\_\_\_\_

Basic Project Information		
Project Title:		
Name of Person-in-Charge:		
Contact # of Person-in-Charge:		
Target Date and Time:		
Target Venue:		
Number of Students involved:	(Student Organizers)	(Participants)

General Project Classification			
<i>Please put a check ( ? ) on the circle where the project can be broadly classified. Check ONLY one circle.</i>			
<input type="checkbox"/> General Assembly	<input type="checkbox"/> Service-Related	<input type="checkbox"/> Contest/Tournament	<input type="checkbox"/> News/ Manual
<input type="checkbox"/> Skills Building	<input type="checkbox"/> Advocacy Awareness	<input type="checkbox"/> Exposure Trip/Tour	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Community Building	<input type="checkbox"/> Area Visit/Immersion	<input type="checkbox"/> Stage Play	<input type="checkbox"/> Raffle/Ticket Sales
<input type="checkbox"/> Sports Related	<input type="checkbox"/> Exhibit/Fair	<input type="checkbox"/> Talk/Seminar/Workshop	
<input type="checkbox"/> Concert/Party	<input type="checkbox"/> Organization Week	<input type="checkbox"/> Film Showing	
<input type="checkbox"/> Others: _____			

Audience		
<input type="checkbox"/> Members only	<input type="checkbox"/> MDC Students only	<input type="checkbox"/> Open to Public
<input type="checkbox"/> Curricular	<input type="checkbox"/> Co-curricular	<input type="checkbox"/> Extra-curricular
	<input type="checkbox"/> Faculty/ Department-Initiated	
	<input type="checkbox"/> Student-Initiated	

For the Adviser's Attention	
THIS IS TO CERTIFY THAT THE UNDERSIGNED WILL STAY WITH THE STUDENTS FOR THE DURATION OF THE AFOREMENTIONED ACTIVITY.	
_____	_____
Signature over printed name of Adviser	Contact Number

Endorsed (For Curricular and Co-curricular Activities)	Approved
_____	_____
Department Chair	College Dean
_____	_____
Date	Date

Nature, Description and Objective of the Project Activity				
<i>This is a description of the project concept overview, i.e. for a, stage play, etc. Please limit to 50 words or less.</i>				

Budget Summary		
<i>Provide a breakdown of the expenses.</i>		
Description of Expenses	Amount	Total

Signed:

(Full Name of President)  
 President  
 (Organization)

(Full Name of Advisor)  
 Advisor  
 (Organization)

----- *please do not write below this line* -----

For SAD/SWDD use only:		
The activity is:	Endorsed by:	Approved by:
<input type="checkbox"/> profit <input type="checkbox"/> non-profit		
	<b>Mr. Rogelio L. Delos Santos, Jr.</b>	<b>Mr. Ruel R. Dela Rosa</b>
	Coordinator	Assistant Director
	Student Development Section	Student Affairs Directorate



**Student Affairs Directorate**  
**Student Welfare and Development Department**

**RSO OUTREACH PROGRAM FORM**

Name of Organization			
Nature of Organization	Academic [ ]	Socio-Civic [ ]	Socio-Cultural [ ]
			Religious [ ]
			Sports [ ]
Name of President			
Course	Year	Section	
Contact Number	E-mail Address		
Name of Adviser		Department	
Contact Number	E-mail Address		
Title of Activity		On [ ] Off-campus [ ]	
<b>Type of Activity</b>			
Feeding Program [ ]	Relief Operation [ ]		
Clean and Green [ ]	Training/Seminar [ ]		
Medical Mission [ ]	Brigada Eskwela [ ]		
Gift Giving [ ]	Others (pls. specify)		
<b>Objectives</b>			
Target Date	Venue		
Whole Day [ ]	Half-Day [ ]	Transport Service [ ]	Commute [ ]
Target Recipient	Number of Recipient		
Total Number of Participants			
Name of Participant	Course/Yr/Section	Contact Number	E-mail Address
<b>Comment/Recommendation (To be filled-up by CEO Head/SAD-SWDD Assistant Director only)</b>			

Organization President

Adviser

Date



**Student Affairs Directorate**  
**Student Welfare and Development Department**

**BUDGET PROPOSAL FORM**

Date: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Semester: \_\_\_\_\_ School Year: \_\_\_\_\_

Description of Expenses	Amount	Total
<b>Name of Activity 1</b>		
Supplies/Materials		
Meals		
Transportation		
Promotions		
Others		
<b>Name of Activity 2</b>		
Supplies/Materials		
Meals		
Transportation		
Promotions		
Others		
<b>GRAND TOTAL</b>		

Prepared by:

(Name)  
Treasurer

(Name)  
President

(Name)  
Advisor

Endorsed by:

Approved by:

**Mr. Rogelio L. Delos Santos, Jr.**  
Student Development Coordinator

**Mr. Ruel R. Dela Rosa**  
Assistant Director for Student Affairs



**Student Affairs Directorate  
Student Welfare and Development Department**

**EVALUATION FORM**

\_\_\_\_\_  
(Activity Title)

\_\_\_\_\_  
(Date / Room)

SCALE: 4 - Excellent  
3 - Satisfactory  
2 - Fair  
1 - Needs Improvement

**I. OBJECTIVE AND RELEVANCE**

a. Objectives are clear	4	3	2	1
b. Objectives are relevant	4	3	2	1
c. Objectives are attained	4	3	2	1

**II. ORGANIZATION AND PREPARATION**

a. Planning and Implementation of the activity	4	3	2	1
b. Preparation and Organization of activities	4	3	2	1
c. Ventilation, Lighting, Equipment and Facilities	4	3	2	1
d. Appropriateness of the venue	4	3	2	1
e. Allotted time for the activities/topics	4	3	2	1

**III. SPEAKERS/FACILITATORS**

a. Mastery of the subject matter/content	4	3	2	1
b. Use of effective means of communicating ideas	4	3	2	1
c. Zest and interest in the conduct of activity	4	3	2	1
d. Simulation of the participants' interest	4	3	2	1

**IV. INVOLVEMENT OF THE PARTICIPANTS**

a. Enthusiasm and interest shown in the activity	4	3	2	1
b. Level of involvement of participants	4	3	2	1

**VI. COMMENTS / RECOMMENDATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GENERAL AVERAGE/RATING: \_\_\_\_\_



**Student Affairs Directorate  
Student Welfare and Development Department**

**ACTIVITY APPROVAL SHEET**

Requesting Organization: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

General Objective: \_\_\_\_\_

**Type of Project:** (please check)

- |   |   |
|---|---|
| <input type="checkbox"/> Exhibit                        | <input type="checkbox"/> Fundraising Activity           |
| <input type="checkbox"/> General Assembly               | <input type="checkbox"/> Sports / Tournament            |
| <input type="checkbox"/> Meeting                        | <input type="checkbox"/> Selling (please specify) _____ |
| <input type="checkbox"/> Publicity / Awareness Campaign | Others: _____   |
| <input type="checkbox"/> Seminar / Talk                 |   |
| <input type="checkbox"/> Contest / Competition          |   |

Activity Date \_\_\_\_\_ Time: \_\_\_\_\_

Venue(s) \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

**Reach of Activity:** (please check)

- College Wide       Organization Wide      Others \_\_\_\_\_

**Submitted by:**

\_\_\_\_\_  
Signature of President  
Over Printed Name

\_\_\_\_\_  
Signature of Adviser  
Over printed Name

\_\_\_\_\_  
Date

Endorsed by:

Approved By:

**Rogelio L. Delos Santos, Jr.**  
Student Development Section-Coordinator

**Ruel R. Dela Rosa**  
Assistant Director for Student Affairs



**Student Affairs Directorate  
Student Welfare and Development Department**

**REQUEST TO EXCUSE FORM**

*Student's Copy*

_____ Name of Student	_____ Course/Year/Section	_____ Organization	_____ Designation
--------------------------	------------------------------	-----------------------	----------------------

Official Request for Student to be excused from:

**Classroom Schedule:**

Lecturer(s):	Subject(s):	Date & Time:	Signature of Professor(s)
_____	_____	_____	_____
_____	_____	_____	_____

**Clinical Duty**

Clinical Instructor:	Area of Duty:	Date & Time:	Signature of C. I.
_____	_____	_____	_____

Requesting Party / Office:

Head of the Requesting Office: **Mr. Ruel R. Dela Rosa-Assistant Director for Student Affairs**

Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_ Specific Function: \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
**Dr. Paulino C. Galvez**  
Dean, College of Arts & Sciences

\_\_\_\_\_  
**Dr. Hilario G. Tan**  
Dean, College of Accountancy  
& Management

\_\_\_\_\_  
**Norma M. Dumadag**  
Dean, College of Nursing

**References:**



**Student Affairs Directorate  
Student Welfare and Development Department**

**REQUEST TO EXCUSE FORM**

*Teacher's Copy*

_____ Name of Student	_____ Course/Year/Section	_____ Organization	_____ Designation
--------------------------	------------------------------	-----------------------	----------------------

Official Request for Student to be excused from:

**Classroom Schedule:**

Lecturer(s):	Subject(s):	Date & Time:	Signature of Professor(s)
_____	_____	_____	_____
_____	_____	_____	_____

**Clinical Duty**

Clinical Instructor:	Area of Duty:	Date & Time:	Signature of C. I.
_____	_____	_____	_____

Requesting Party / Office:

Head of the Requesting Office: **Mr. Ruel R. Dela Rosa-Assistant Director for Student Affairs**

Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_ Specific Function: \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
**Dr. Paulino C. Galvez**  
Dean, College of Arts & Sciences

\_\_\_\_\_  
**Dr. Hilario G. Tan**  
Dean, College of Accountancy  
& Management

\_\_\_\_\_  
**Norma M. Dumadag**  
Dean, College of Nursing