

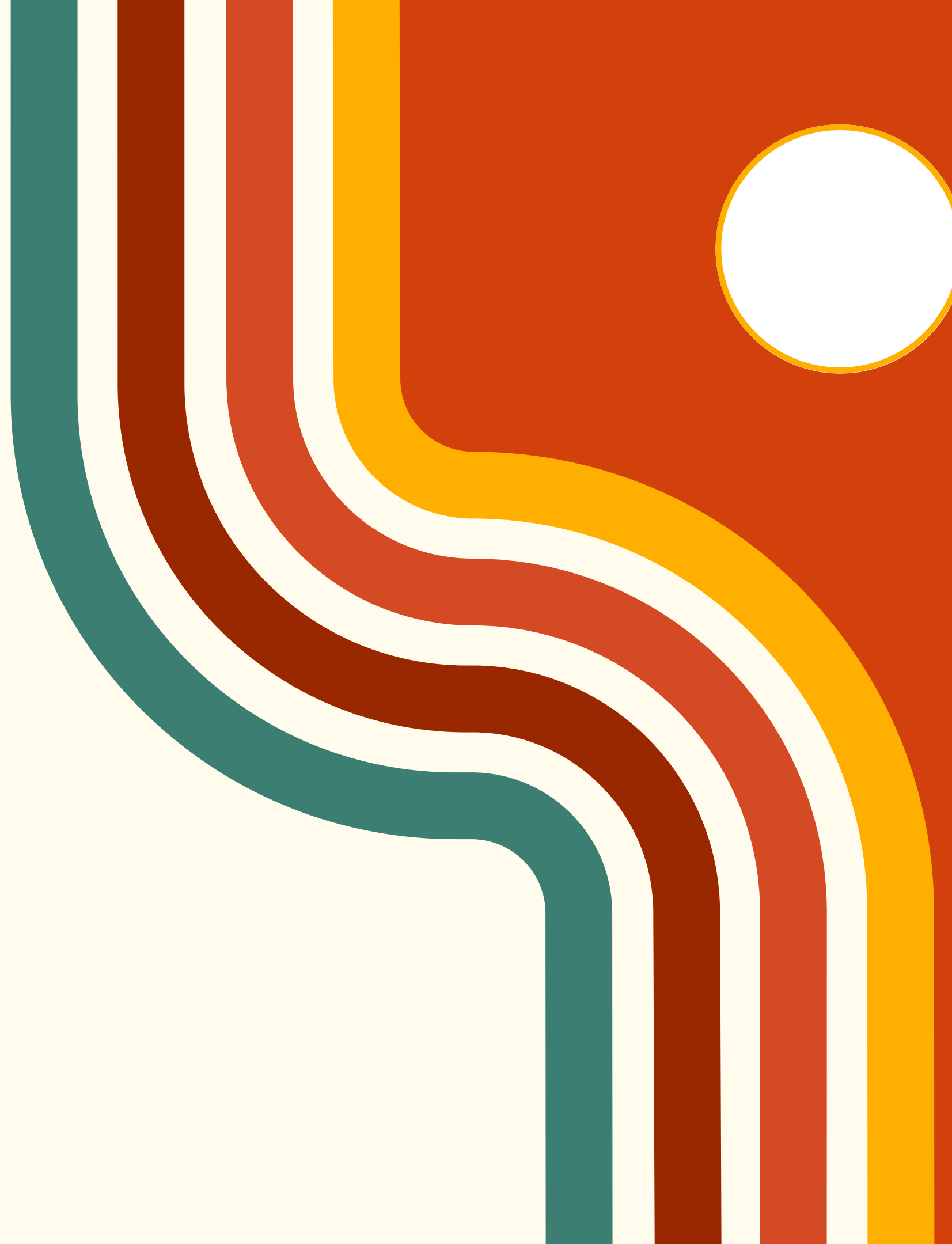
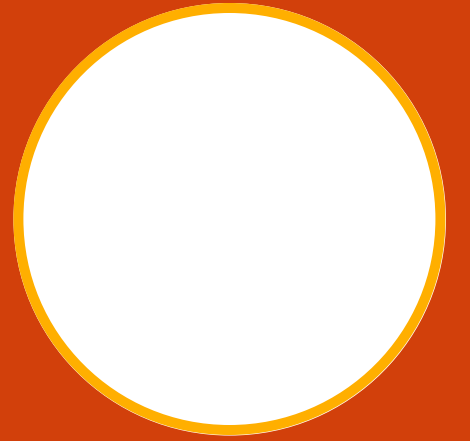


Fall Summit 2023

Student Org Management

Marilynn Gallegos (She/Her)

Student Organizations Coordinator



SAIL STAFF



Marilynn Gallegos (she/her)
Clubs & Orgs Coordinator



DeAnna Torrez (she/her)
Finance Coordinator



Alexandra Demopoulos (she/her)
Assoc. Dir. Student
Engagement



Begoña Ruiz Pineiro (she/her)
Assoc. Dir. Finance



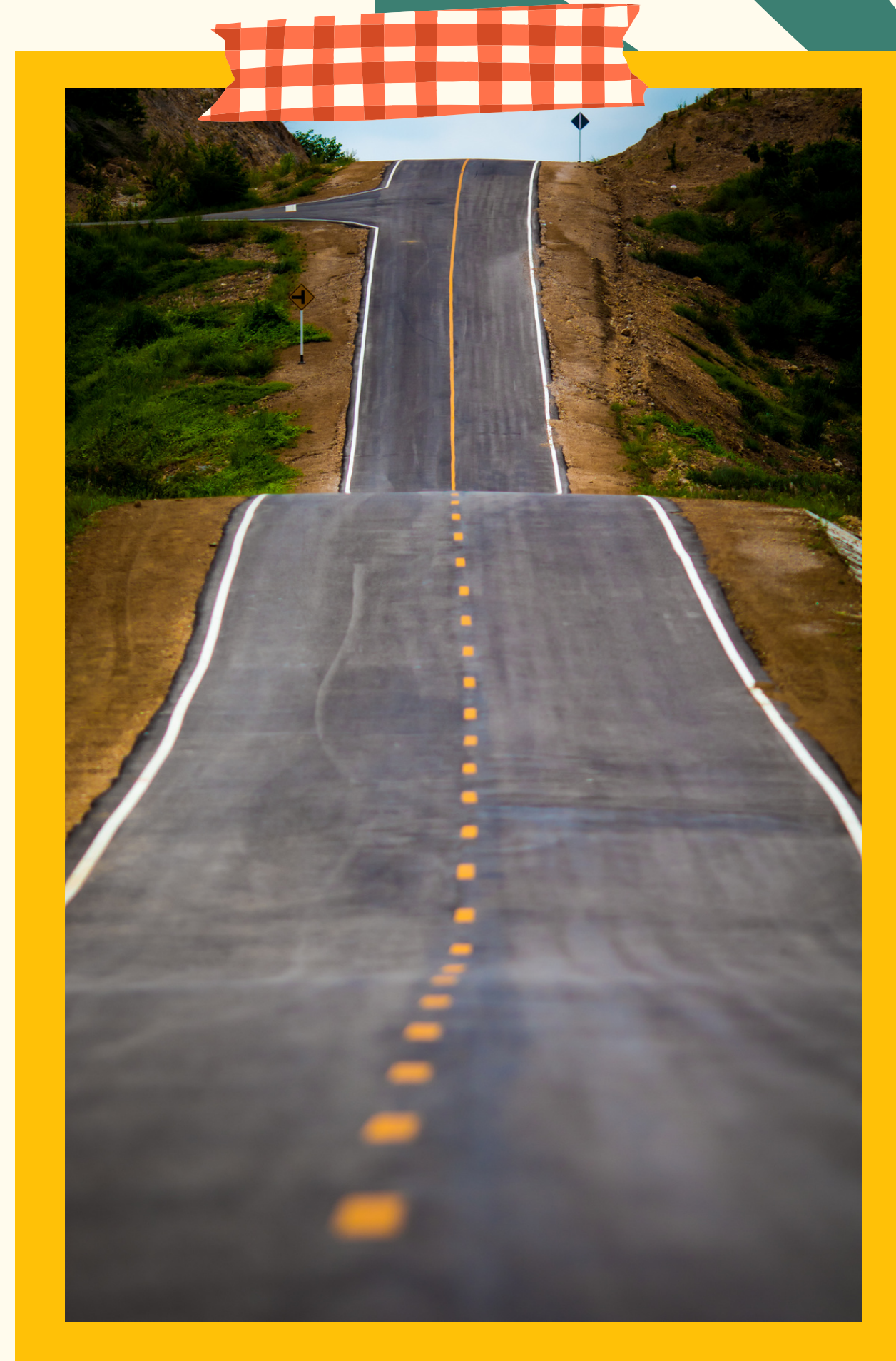
TODAYS Agenda

Organizational Elements

Breakout Groups

Organizational Management Tips

Event Submission Process



How you got here...



Minimum Standrads for recognition

1. Re-registered
2. Reviewed, submitted and received approval for your bylaws/ inventory
3. Have 10 active students in your org
4. Have a president and treasurer (not the same person)
5. Advisor (by Dec 31st)

- Held transitions
- Received all relevant information, forms, and potentially a transition handbook from previous leadership



Framing the New Year

Elements of Organizational Management



Risk Management

**Communications
& Marketing**

Operations

**Event Planning/
Programming**

**Recruitment &
Retention**



Operations

Structure of your organization and tools that allow for you to reach your mission.

Components of Organization Operations:

- How you conduct your weekly meetings, your executive board meetings and official business
- Bylaws
- Financial responsibilities
 - Treasurer training, spending, policies
- Transitions
- Evaluating Organizational Needs
- Goal setting/ objectives for your group

Recruitment & Retention

How to grow membership and how to keep members active.

Components of Recruitment

- Identifying who you want to recruit through strategic planning
- Having goals for the number of members wanted
- Showcase your organization to grow interest in it

Components for Retention

- Providing opportunities to current members that keep them engaged
- Providing leadership opportunities
- Providing affirmations and recognizing their contributions to the organization
- Creating inclusive spaces for authenticity

Risk Management

How you keep your organization and members safe.

Components of Risk Management

- Evaluating both as a whole and members as individuals.
- Evaluating risk management
 - Financial
 - Emotional
 - Physical
 - Reputational
- There may be times when group risk management impacts member risk management or vice versa

Communications & Marketing

Your way of showcasing your work and engaging a wider community.

Components of Communications & Marketing

- Public Relations
- Advertising
- Messages you are trying to communicate
 - Strategic and impactful
 - Informative and engaging
 - Reach target audiences
 - Advisors, members, Industry Partners
- Create an image of your organization for others

Event Planning/ Programming

Creation of events that allow you to fulfill your organizational mission and goals.

Components of Event Planning/Programming

- Supports the organization's mission and vision
- Builds the community of the organization, internally and externally
- Provides value to those who attend
- Showcases the organization in a positive light

Break Out Groups

Your group has been assigned an element of organizational management and a worksheet at your table.

In your groups...

- Discuss the questions on the worksheet and write down your ideas/ methods/ tools
- Returning student leaders, share your perspective and experience
- New leaders share your idea or questions and see what advice returners may have for you

We will be sharing in a large group... active participation may come with some great giveaways...



Operations

What are some tools used by your organization for operational management?



Operations

Organization

- Holding your mission at the forefront of your organization will allow for you to help formulate your impact.
- Creating a Gmail for your organization or Teams group is a great way to keep everything in one place.
- OneNote for Exec Meetings
- PowerPoints for Meetings

Executive Meetings

- Create a calendar that has all of your events for the year or semester
- Share it widely and look at it often
 - Exec meetings, regular meetings, events, conferences, elections, transitions

Proactive vs Reactive

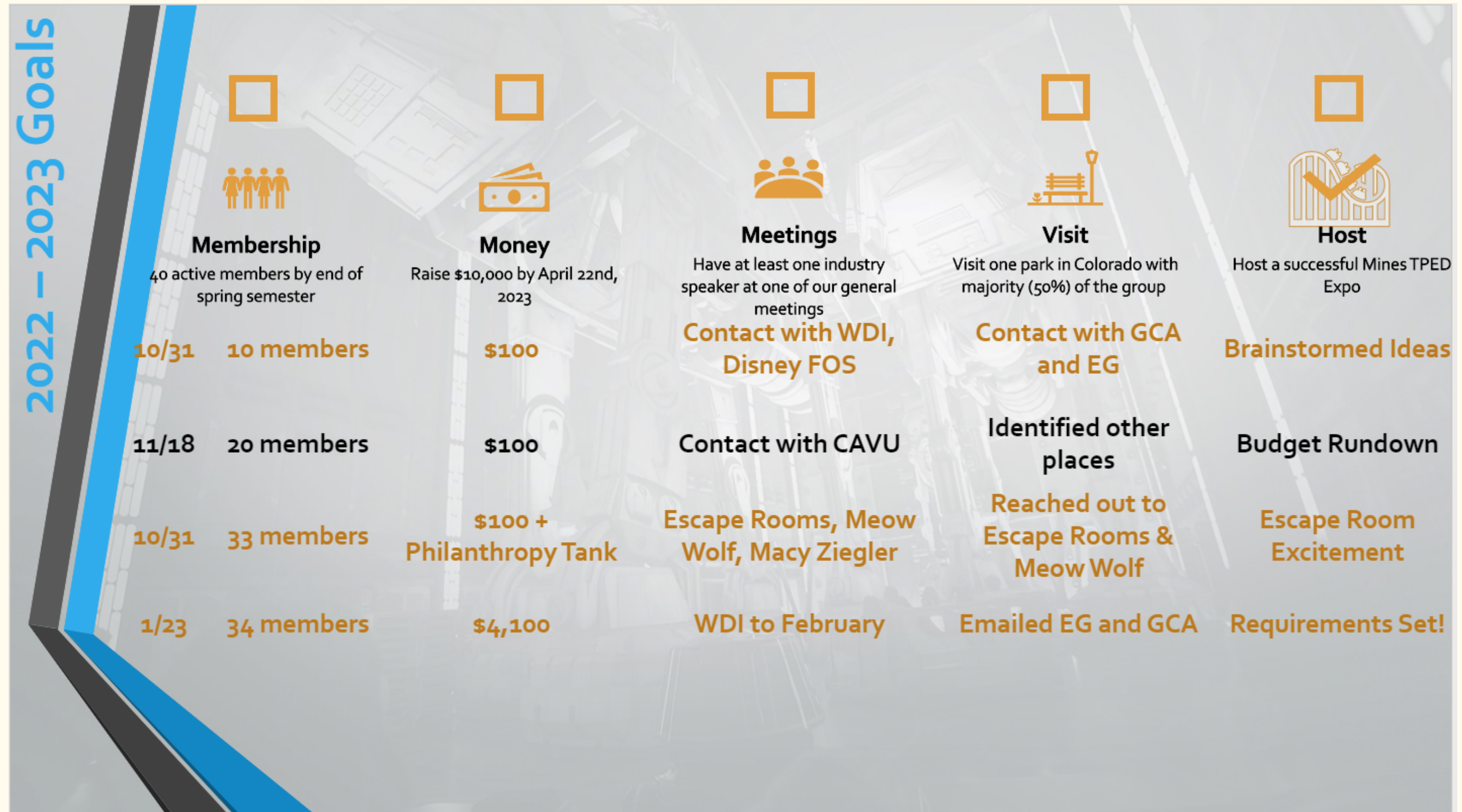
- Utilize your strengths and identify weaknesses, respond to challenges quickly
- Use your returners to build support
- Encourage all your members to reach out to SAIL when additional support is needed
- Expect the best, prepare for the worse
- Identify your organization and their needs and respond with appropriate training, reporting, and support measures

Goal Setting and building your organization

- Create goals as an executive team
- Create goals with the organization as a whole
- Adjust as needed
- Bring in campus partners for training and professional/ personal development
- Have check in points for members to provide feedback and have their voice/ contributions appreciated.



Operations



Operations

2022-2023 Mines TPED Calendar

First General Meeting	Nov 28th	Walt Disney Imagineering	6:30pm-8:00pm
Second General Meeting	Nov 30th	Walt Disney FOS	6:30pm-8:00pm
January General Meeting	~ TBD	Walt Disney Imagineering Industry Speaker	Time TBD
February General Meeting	~ TBD	Walt Disney FOS Industry Speaker	Time TBD
Park Visit	~ TBD	Glenwood Caverns	Time TBD
March General Meeting	~ TBD	CAVU DesignWerks	Time TBD
April General Meeting	~ TBD	Universal Studios	Time TBD
Mines TPED EXPO	~ April 22nd	Project Showcase!	12pm-5pm
Park Visit	~May	Elitches, Glenwood Caverns, Lakeside, etc.	Time TBD



Recruitment & Retention



Create a recruitment strategy

Goal: Have 40 active members by Spring Semester

Event to Market: General Meeting with a New Member Meet and Greet after.

You have identified that you would like 20 of the new members to be first-years.

How might you utilize your current members throughout the recruiting process (leading up to the meet and greet, during, and after)?



Recruitment & Retention



Goal: Have 40 active members by Spring Semester

Event to Market: General Meeting with a New Member Meet and Greet after.

You have identified that you would like 20 of the new members to be first-years.

Date of event Sept 21st:

- Hand out fliers/ post on boards around campus, add event to daily blast, add to monitors, housing
- Table MWF on the week of Sept 11-15 for 2 hours
- Highlight that there is a new member opportunity post-meeting
- Let returning members know that new members will be present at the meeting and encourage them to talk to new members.

During the meeting:

- Welcome new members and provide context to the org. Do not assume they know what your org does.

After the meet and greet:

Send welcome emails to our new members with expectations and contact information including upcoming events



Recruitment & Retention



Exhaust all your options!

- Have you used...
 - DailyBlast, Tabling, Celebration of Mines/ Spring Involvement Fair, Newsletters, Fliers, Social Media, programming?
 - Pick on event to highlight and market it
- Showcase your achievements

Create roles for your returners

- Not everyone wants to be an exec member and that's okay! Find ways where you can use members' expertise
- Maintain ongoing communication and reiterate expectations often
- Empower your members to think outside the box and create new/innovative ways of doing things

Build the Bond with Community Development

- Create an exceptional experience within the first few events/ weeks
- Provide opportunities to bond outside regular meeting times
- Add to group chats/ communications

Students First, Org Second

- Always encourage your members to prioritize their mental, physical, and emotional health.
- Have check in points for members to provide feedback and have their voice/ contributions appreciated.



Risk Management



What offices are available to provide training for you organization?

Where can you find reporting links?



Risk Management

Create a plan for your organization

- Plan for the expected and unexpected
- learn and share the responsibilities of exec members to all members of the organizations
- Re-evaluate often the needs of your organization

Provide training opportunities

- SAIL, Sexual Harrassment and Assult Advocacy,Prevention, and Education (SHAPE), Office of Community Standards, Office of Insitutional Equity all have resourcesnd trainings related to Risk Management.

Explain policies and highlight reporting links

- Review insitutional policy at least once a semester
- Highlight where to find reporting links

Provide Opportunities for Engagement

- Always encourage your members to prioritize their mental. physical, and emotional health.
- Have check in points for members to provide feedback and have their voice/ contributions appreciated.



 **SEE ALL EVENTS HAPPENING THIS WEEK WITH ORGANIZATIONS**

WHAT WILL YOU GET OUT OF BEING PART OF A STUDENT ORG?

Student organizations help you learn all kinds of skills plus you will make friends and have fun.

- Exhibit responsible decision-making and accountability for themselves and peers
- Develop critical and reflective thinking abilities throughout their programmatic efforts
- Exhibit the ability to work effectively with those different from themselves
- Demonstrate an understanding of group dynamics and effective teamwork
- Develop a range of leadership skills and abilities such as effectively leading change, resolving conflict and motivating others
- Grow in understanding of organizational knowledge from a range of areas including policies, procedures, finances, planning and more.

HOW TO JOIN A ORGANIZATION

If you are looking to join an organization, feel free to search our [list of student organizations](#). You can either email the primary contact directly or check out the [student organization event calendar](#) for events that interest you!

NEED TO SCHEDULE A MEETING?

To schedule a meeting with Marilyn Gallegos, Organizations Coordinator, please sign up [here](#).

RESOURCES

CURRENT STUDENT ORGANIZATION RESOURCES

SUBMIT A SAIL TICKET

ORGANIZATION EVENT CALENDAR

STARTING A NEW STUDENT ORGANIZATION

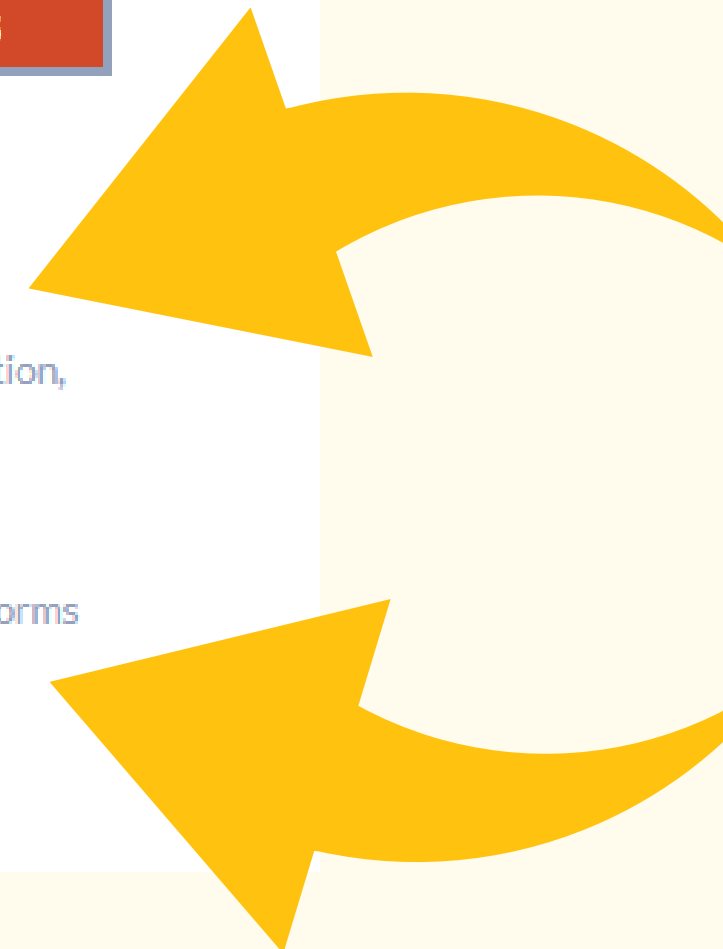
UNIVERSITY WIDE EVENT CALENDAR

LIST OF STUDENT ORGANIZATIONS

STUDENT GOVERNING BODIES

REPORTING LINKS

- [Student Outreach and Support Link](#)
- [Report an incident of bias, discrimination, harassment or violence](#)
- [Report sexual misconduct \(sexual harassment, sexual assault, stalking, dating/domestic violence, and other forms of sexual misconduct\)](#)



Communications & Marketing



What tools are you currently utilizing to make sure all your stakeholders (advisors, alumni, industry partners) are aware of the things your organizations are doing?



Communications & Marketing

Explore the best options for your org

- Set a precedent for what platforms you use for what.
 - Group me for official business or only email?
 - Where can people go to get important information, have you shared that widely?

Think about “your brand”

- What do you want people to know about you?
 - How do you want to be perceived, how will you showcase your org?

Try new things!

- Tools many clubs use
 - Teams, Group Me, Discord, website, newsletters, Instagram
 - Org Websites
- If you haven't used a tool listed before, try it out

Use these as ways of staying connected with important stakeholders

- Using this as an opportunity to work towards your end of year reports and relationships with your industry partners and donors



Event Planning/ Programming



Is there an event you have gone to that was hosted by a student organization that exceeded your expectations? What about that event drew your attention/ what made it exciting?



Event Planning/ Programming

Set your calendar of events and plan early!

- What are your goals for events, what types of events are you hosting?
- If your a professional society, you may be planning more conferences/ meetings compared to a social org
- How will your needs vary and how will that translate to your timelines?

Think about how this will build your community

- Partnering with similar organizations can help with the planning process and build your internal/external relationships
- How can you leverage your relationships to increase attendance?
- Have a career center staff or your advisor present when you have an industry partner to help with relationship building

Use your creativity

- What events have/ haven't been done?
- Talk with other institutions or look at their pages to gain inspiration
- Work with other groups to collaborate

There are rules and procedures for just about everything!

- Check in with SAIL if you are planning a large scale event so we can help!



Event Approvals

All registered student organizations are required to submit their event request for all events in-person or virtual, on or off campus, with the exception of executive board meetings, through the SAIL ticketing system to be approved by the SAIL office. If your event is a travel event, you will fill out a travel request form.

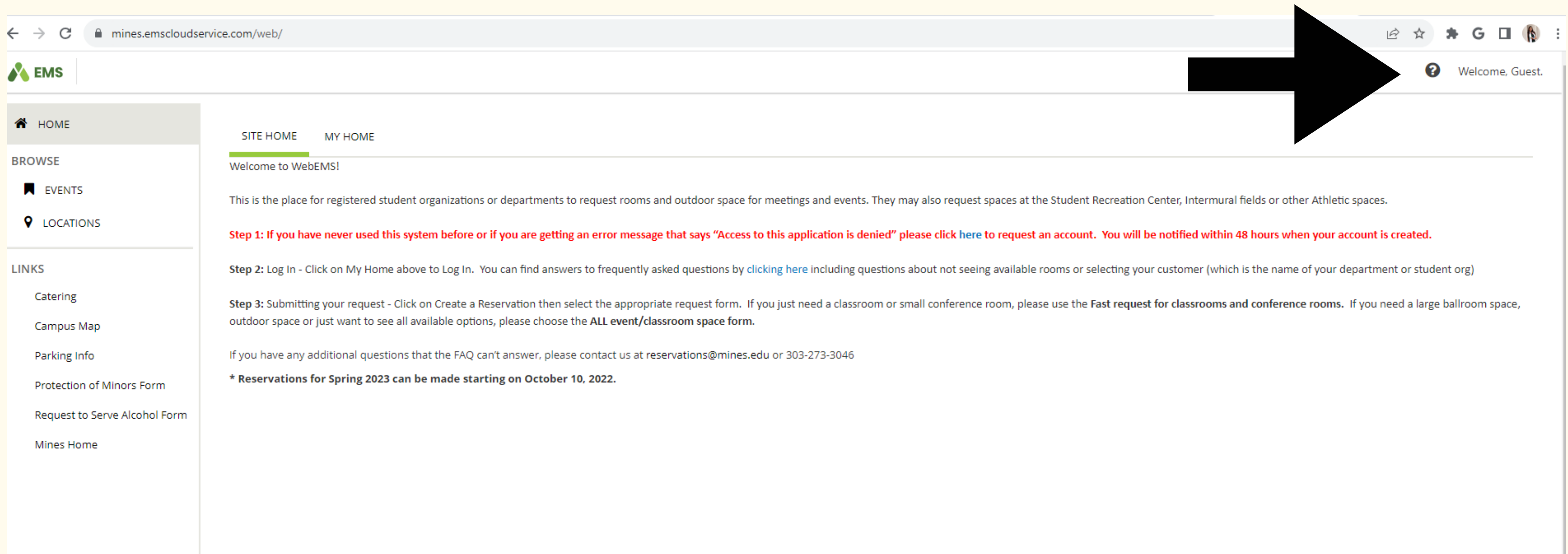
- If your event does not require a contract then at least one week **(7 days)** in advance of the event.
 - If your event does require a contract(s) then at least **four weeks** in advance of the event or by the first payment due to a vendor, whichever comes first.
-

Your event is not approved from SAIL until it has been approved via SAIL Ticket

This year we will be utilizing Performance Improvement Plans (PIP) if your organization needs additional support with following SAIL procedures or university policies

Reservations on EMS

The primary contact on your reregistration is who will have access to reserve rooms on EMS.



The screenshot shows the EMS website interface. A large black arrow points from the right side of the slide towards the 'Welcome, Guest.' link in the top right corner of the website's header. The website's URL is mines.emscloudservice.com/web/. The left sidebar contains navigation links: HOME, BROWSE (EVENTS, LOCATIONS), and LINKS (Catering, Campus Map, Parking Info, Protection of Minors Form, Request to Serve Alcohol Form, Mines Home). The main content area has tabs for SITE HOME and MY HOME, with SITE HOME selected. The main content area displays a welcome message and instructions for using the system.

mines.emscloudservice.com/web/

EMS

HOME

BROWSE

- EVENTS
- LOCATIONS

LINKS

- Catering
- Campus Map
- Parking Info
- Protection of Minors Form
- Request to Serve Alcohol Form
- Mines Home

SITE HOME MY HOME

Welcome to WebEMS!

This is the place for registered student organizations or departments to request rooms and outdoor space for meetings and events. They may also request spaces at the Student Recreation Center, Intermural fields or other Athletic spaces.

Step 1: If you have never used this system before or if you are getting an error message that says "Access to this application is denied" please click [here](#) to request an account. You will be notified within 48 hours when your account is created.

Step 2: Log In - Click on My Home above to Log In. You can find answers to frequently asked questions by [clicking here](#) including questions about not seeing available rooms or selecting your customer (which is the name of your department or student org)

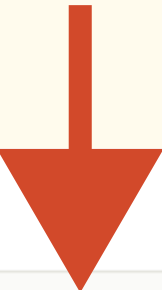
Step 3: Submitting your request - Click on Create a Reservation then select the appropriate request form. If you just need a classroom or small conference room, please use the **Fast request for classrooms and conference rooms**. If you need a large ballroom space, outdoor space or just want to see all available options, please choose the **ALL event/classroom space form**.

If you have any additional questions that the FAQ can't answer, please contact us at reservations@mines.edu or 303-273-3046

*** Reservations for Spring 2023 can be made starting on October 10, 2022.**

Welcome, Guest.

Step 1



ALL event/classroom space – min 3 day out	book now	about
Fast request for classrooms and conference rooms	book now	about
Other Athletic Facility Request	book now	about
Student Rec Center Facility Request	book now	about

Step 3



Next Step

New Booking for Fri Sep 15, 2023

Date & Time

Date *

Fri 09/15/2023

Recurrence

Start Time *

12:30 PM

End Time *

1:30 PM

Create booking in this time zone

Mountain Time

Locations

(all)

Add/Remove

Search

Let Me Search For A Room

Setup Types

(no preference)

Add/Remove

Room Types

(all)

Add/Remove

Number of People

10

Search

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST

SCHEDULE

☐ Favorite Rooms only.


Find A Room

Search

		2	3	4	5	6	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
Rooms You Can Reserve																								
1-Student Center (MT)	Cap	2	3	4	5	6	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
Earth Room (E136)	14							Next-Day Interviews																Closed
Energy Room (E134)	12							Next-Day Interviews																Closed
2-Green Center (MT)	Cap	2	3	4	5	6	7	8 AM	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
187	15							Career Day Week Events (2)																
+ 200A	20														New Facu									
200D	16							Career Day Week Recruiting Events																
200E	12							Career Day Week Recruiting Events																
+ 200F	36							HE Workshop: Community E																
218	12							Career Day Week Recruiting Events																

Step 2
Add room

This page should be pre-filled with some information. Fill it out in its entirety and then create reservation.



✕ ALL event/classroom space – min 3 day out ⓘ

My Cart (0)

Create Reservation

1 Rooms

2 Services

3 Reservation Details

Reservation Details

Event Details ⓘ

Event Name *

Fall Summit Test

Event Type *

Meeting

▼

Customer Details ⓘ

Customer *

Student Activities Involvement and Leadership

▼

1st Contact

Marilynn Gallegos

▼

1st Contact Phone *

1st Contact Email Address *

mgallegos@mines.edu

2nd Contact

(none)

▼

2nd Contact Phone

2nd Contact Email Address

1st Contact Fax

2nd Contact Fax

Save this! You will need this!

Campus Events
Colorado School of Mines - Campus Events
1200 16th St
Golden CO 80401
USA
303-869-5400

Request to use conference room

Customer	Reservation:	89108
Society of Women in Geophysics	Event Name:	SWIG Meeting #1
Colorado School of Mines	Status:	Web Requested
Golden, CO 80401	Phone:	7203147853
USA	Email Address:	peytonchandler@mines.edu
	Event Type:	Meeting
	Event Coordinator:	Conf Student Worker

Bookings / Details	Amount
<u>Friday, September 1, 2023</u>	
6:00 PM - 7:30 AM SWIG Meeting #1 (Web Requested) RES Spruce Treehouse	
No Set-Up Req. for 20	

FOR ASSISTANCE, PLEASE CONTACT RESERVATIONS@MINES.EDU OR CALL
(303) 273-3046.

Submit a SAIL Ticket

RESOURCES

CURRENT STUDENT
ORGANIZATION RESOURCES

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ORGANIZATION EVENT
CALENDAR

STARTING A NEW STUDENT
ORGANIZATION

UNIVERSITY WIDE EVENT
CALENDAR

LIST OF STUDENT
ORGANIZATIONS

STUDENT GOVERNING BODIES





SAIL (Student Activities, Involvement, & Leadership) Services

Services (10)

[Advisor Agreement](#)

2023-2024 Faculty and Staff Student Organization Advisors.

[Create Purchase Request](#)

Submit a purchase request to the SAIL office.

[Gift Card Request](#)

Request a gift card for events, contests or speakers.

[Invoice Payment](#)

Upload an invoice from a vendor.

[Logo Merchandise Purchase Request](#)

Purchase merchandise for your organization.

[New Organization Request](#)

Start a new student organization at Mines.

[Reimbursement Request](#)

Request a reimbursement from SAIL.

[Student Organization Event Submission](#)

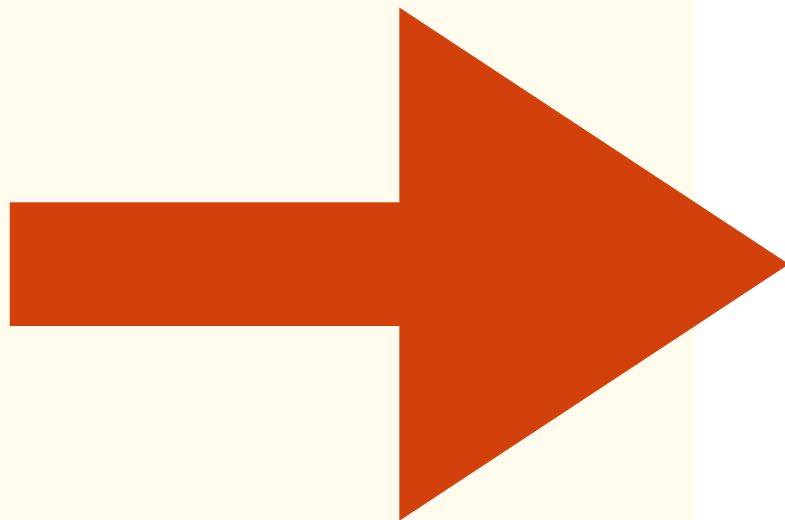
[Student Organization Re-Registration](#)

Register an existing student organization for the 2023-2024 school year.

[Travel Pre-Authorization](#)

Form for organizations planning on traveling.

Don't forget to sign in!



Student Organization Event Submission

Feed (1)

 Comment

☒ Edits ☒ Comments

Search...




CL

Cathy Lee


Changed Name from "Student Club/Organization Event Submission" to "Student Organization Event Submission".

Thu 8/10/2023 10:42 AM

[Comment](#) [Like](#)

 Request Service

 Share

 Add to Favorites

Details

Service ID: 51783

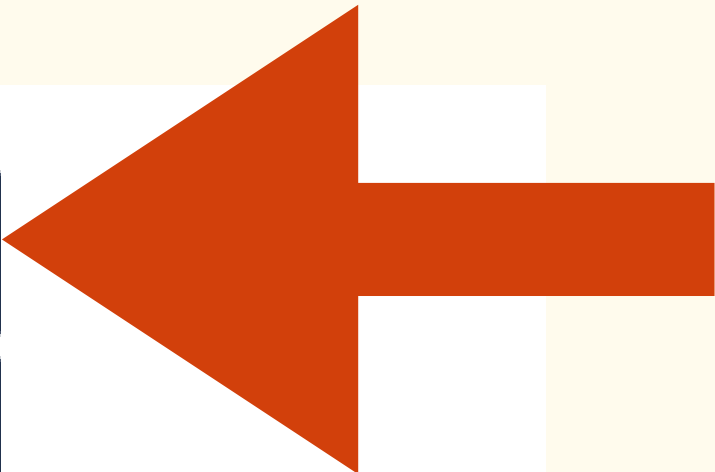
Public: Yes

Created

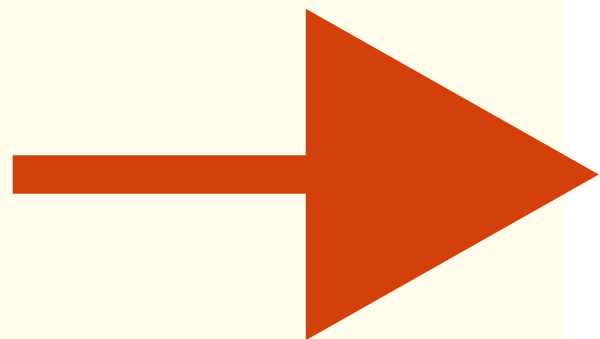
Tue 7/26/22 10:40 AM by [Luke Hart](#)

Modified

Thu 8/10/23 10:42 AM by [Cathy Lee](#)




Please add your
accommodation
statement



Student Organization Event Submission

[+ Show Help](#) [- Hide Help](#)

Event Title * [?](#)

Requestor * [?](#) 

Marilynn Gallegos

▼

[Q](#)

[✕](#)

Acct/Dept * [?](#)

Stu Act Involvement & Leadership

▼

[Q](#)

[✕](#)

Student Organization *

Additional organizations co-hosting this event

Theme *

Start typing...

▼

Description (Please remember to include your Accommodation Statement) * [?](#)

Format ▼ Font ▼ Size ▼ [A](#) [B](#) [I](#) [U](#) [S](#) [x₂](#) [x²](#) [I_x](#)

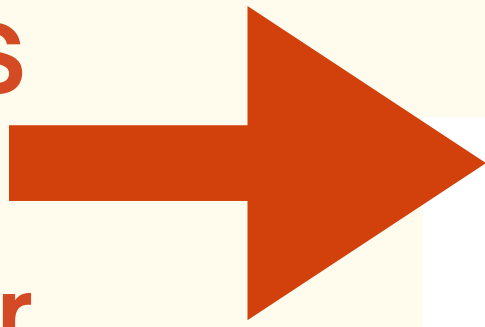
[List](#) [Bul](#) [Table](#) [Image](#) [Link](#) [Unlink](#)

Attachments (Please attach your EMS room reservation) [?](#)

Browse...

No file chosen

Add your EMS
Confirmation
Here and Your
Event Flier



Browse...

No file chosen

Start Date/Time *

End Date/Time (If this meeting is recurring, please use the last meeting date) *

Additional Start Date/Time

Additional End Date/Time

Is this event recurring? *

Is this event a closed event for this period? * ?

Event Location *

If your event is off campus, please list address and add if transportation will be provided.

Show event to *

Perks ?

Submit

If your meeting
is recurring, put
the LAST DATE of
your meeting
here



Advertising

Advertising: Organization meetings and events must be advertised through **two campus-wide platform** such as the Daily Blast, the university wide calendar or flyers posted around campus and must be advertised with at least **three days notice**. All event advertisements must include instructions on how to **arrange accessible accommodations**.

If choosing to advertise with fliers, the flier must receive SAIL approval. Email a digital version of your flyer to the SAIL office at sail@mines.edu to be stamped.

Advertising only to organization members or closed server lists does not constitute sufficient advertising.

Accommodation Statement: All event advertising, whether through a flyer or another campus-wide platform, is required to include an accommodation statement. Below is an example you may use.

Example Statement: Mines welcomes individuals with disabilities. If you require an accommodation in order to participate in this event, please contact (event contact) by (date) at (contact information).

Advance notice may be necessary to arrange for some accessibility needs.

Accessibility

If you receive an accommodation request and need assistance, please email Marilyn Gallegos at mgallegos@mines.edu.

How else can you incorporate accessibility in your events?

Be intentional about the places you choose to host your event at. A full list of accessible locations on campus is under the Org Resources Tab! Add captioning to videos and movies that you play on social media, add descriptive imaging and captions to your posts and stories. Make sure to have food inclusive options at your events. Vegan, gluten free, vegetarian, dairy free. The Disability Support Services are a great resource as well as the DI&A Website

Resource Page

All important information is on this page. Utilize it often!

RESOURCES

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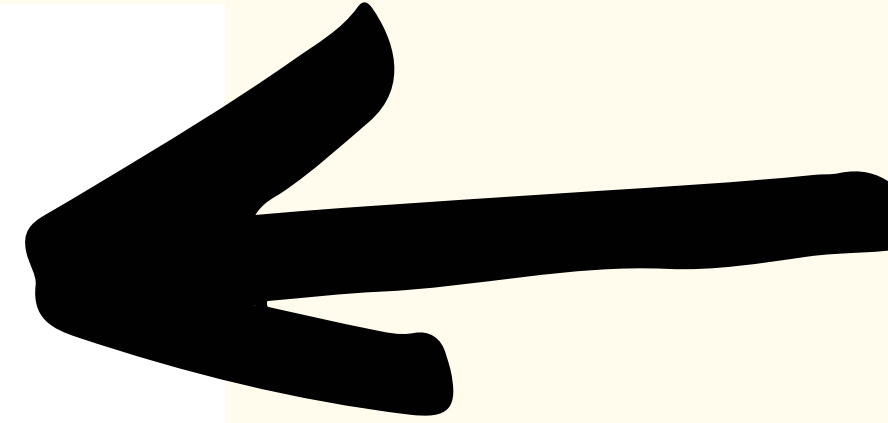
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- [Report an incident of bias, discrimination, harassment or violence](#)
- [Report sexual misconduct \(sexual harassment, sexual assault, stalking, dating/domestic violence, and other forms of sexual misconduct\)](#)



*Resource Fair

11:30 AM–12:25 PM

Coors Tek Atrium

- Wellness Promotion
- Title IX
- Counseling Services
- SHAPE
- Office of Community Standards
- Mines Foundation
- Communications and Marketing

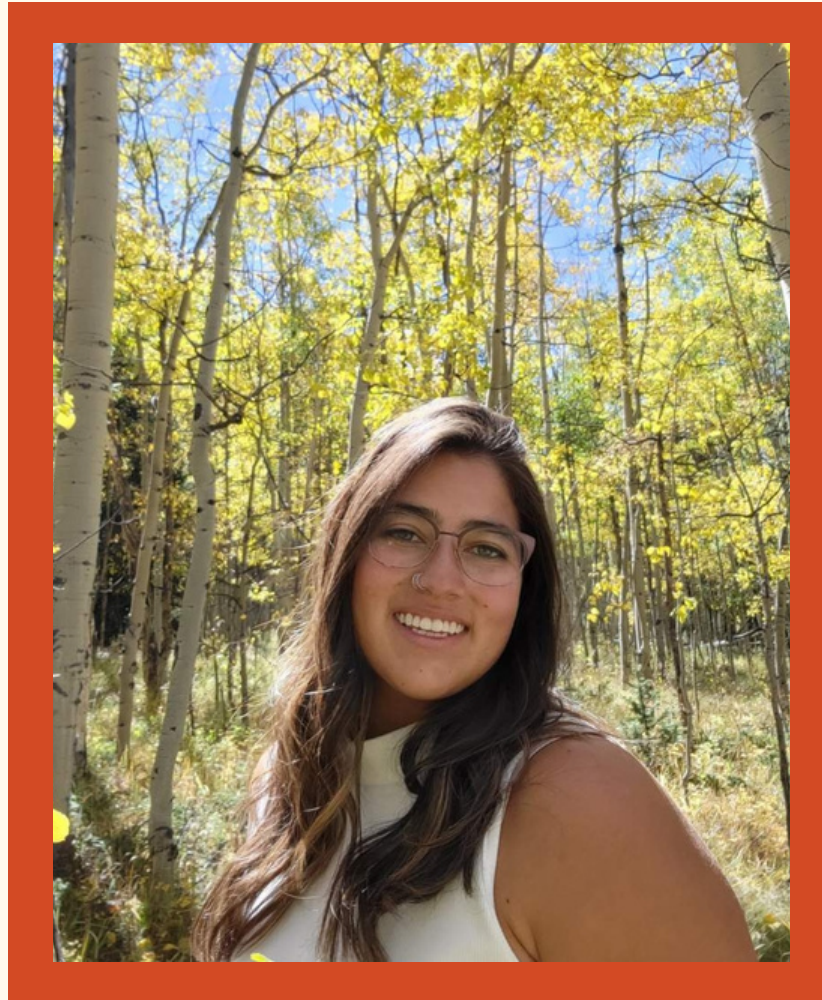
*Extended Learning Sessions

12:25–12:55

Optional Extended Learning Sessions

- Event Planning
 - Friedhoff 2, Ashwini Shrestha (student Led)
- Social Media & Marketing,
 - Petroleum, Mines Comm, Leilani Reyes
- Fundraising
 - Metals, Mines Foundation, Patrick Kavanaugh
- Q & A with SAIL
 - Friedhoff 1, SAIL Staff

OFFICE HOURS



Marilynn Gallegos

Clubs & Orgs Coordinator
Tues 1:30-3:30pm SAIL
mgallegos@mines.edu



DeAnna Torrez

Finance Coordinator
Thur 3:00-5:00pm MEP
Dtorrez@mines.edu



Thank you!

