Student Org Management

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SAIL STAFF

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Assoc. Dir. Finance
Agenda

Organizational Elements
Breakout Groups
Organizational Management Tips
Event Submission Process
How you got here...

Minimum Standards 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
- Event Planning/Programming
- Operations
- Communications & Marketing
- Recruitment & Retention
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
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
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.
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
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**

**2022 – 2023 Goals**

**Membership**
- 40 active members by end of spring semester

10/31
- 10 members

11/18
- 20 members

10/31
- 33 members

1/23
- 34 members

**Money**
- Raise $10,000 by April 22nd, 2023

10/31
- $100

11/18
- $100

10/31
- $100 + Philanthropy Tank

1/23
- $4,100

**Meetings**
- Have at least one industry speaker at one of our general meetings

- Contact with WDI, Disney FOS

**Visit**
- Visit one park in Colorado with majority (50%) of the group

- Contact with GCA and EG

- Identified other places

- Reached out to Escape Rooms & Meow Wolf

- Emailed EG and GCA

- Requirements Set!
# Operations

## 2022-2023 Mines TPED Calendar

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

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.

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 your 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 Harassment and Assault Advocacy, Prevention, and Education (SHAPE), Office of Community Standards, Office of Institutional Equity all have resources and trainings related to Risk Management.

Explain policies and highlight reporting links
- Review institutional 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.
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 Marilynn Gallegos, Organizations Coordinator, please sign up here.

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)
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 you're 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.
Revservations on EMS

The primary contact on your reregistration is who will have access to reserve rooms on EMS.
1. Add room. Select the desired room from the list.
2. Add room. Choose the date and time for your booking.
3. Add room. Proceed to the next step after selecting your booking details.
This page should be pre-filled with some information. Fill it out in its entirety and then create reservation.
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
Society of Women in Geophysics
Colorado School of Mines
Golden, CO 80401
USA

Reservation: 89108
Event Name: SWIG Meeting #1
Status: Web Requested
Phone: 7203147853
Email Address: peytonchandler@mines.edu
Event Type: Meeting
Event Coordinator: Conf Student Worker

Bookings / Details
Friday, September 1, 2023
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
Don’t forget to sign in!

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.
Please add your accommodation statement
Add your EMS Confirmation Here and Your Event Flier

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

If your event is off campus, please list address and add if transportation will be provided.
Advertising: Organization meetings and events must be advertised through **two campus-wide platforms** 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.
If you receive an accommodation request and need assistance, please email Marilynn 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
All important information is on this page. Utilize it often!

**Resource Page**

**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)
*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!