CLUBS
&
ORGANIZATIONS
PACKET

Dear Club/Organization Leader:

This packet is designed help you make the most out of your club/organization and to make life a little easier for you. I have pulled together lots of information that you can use to help you get started with your club or organization.

The first thing you should do is to apply for recognition by the Student Senate and the University. Samples of the recognition forms are found on pages 16 & 17 of this packet. Whenever possible, someone from your club/organization should attend the Student Senate meeting when your club is up for recognition (just in case they have questions for you). As soon as you are a recognized group, you automatically receive a $50 start up fee from the Student Senate. This money is to help your club get started. Remember that the Student Senate requires a club/organization to do (or at least plan) fundraisers before you can request more money from them. A sample of the budget request form can be found on page 20 of this packet. Be sure to read the articles from the Student Senate Constitution that refer to clubs and organizations. For your convenience, I have enclosed them in this packet- starting on page 18. Before you start raising money, you need to have the Vice President of Administration approve your fundraising activity (this form is on page 22).

Campus events are a very important part of college life and are a great way to recruit members into your club/organization. Over the past couple of years student affairs staff have attended Student Services Conferences and some of the workshops focused on Recruitment and Retention of Leaders and Groups. Pages 9 through 16 of this packet are ideas that came from that workshop. Feel free to use as many of these ideas as you wish.

Our athletes need <u>you</u> to attend their games. I hope that you and your friends will come to as many games as you can to show your school spirit. Athletes rely on the crowd to motivate them and encourage them to push their hardest. This is why most teams do better at home than they do when they travel. It's difficult to attend games that are off-campus, but we can try to attend as many home games as possible.

Your club/organization events are also important. It's all about <u>you</u> and how you promote your event. Page 15 has a list of ways you can promote your event. Only <u>you</u> can promote your club events.

I hope this information helps you get off to a good start. Feel free to call me at anytime. Let's make this year the best year ever for all clubs and organizations!

Ray Phinney
Associate Director of Student Activities and Diversity

Table of Contents . . .

2006 - 07 Student Senate Members 3
UMFK Club/Organization List with Advisors 4
UMFK Student Activities, Clubs and Organizations List 5

Why People Join Groups 9
Why People Leave Groups 9
Motivational Tips 10
Ways to Solicit New Members 11
Great Recognition Ideas 11
Four Considerations for Getting/Keeping Members 12
Program Coordinator Job Description 13
Recruitment and Retention Events 14
Activity Promotion 15

Application for UMFK Club Recognition 16
Articles from the Student Senate Constitution that Pertain to Clubs 18
Student Senate Budget Request 20
Student Senate/Club Activities Checklist 21
Club/Organization Raffle Approval Form 22
Notes 23

2006 - 2007 Student Senate

President:	Emily Daigle
Vice President:	Sean Favreau
Secretary:	
Treasurer:	
Senators-at Large:	
Senior Class President:	
Senior Class Rep:	
Junior Class Reps:	
Sophomore Class Reps:	
Freshmen Class Reps:	
BOT Rep:	Antonio Mosquera
Advisor:	Scott Voisine Director of Student Affairs

UMFK CLUB/ORGANIZATION LIST

Although it is hard to determine if a club/organization will choose to get recognized each year, we encourage all clubs to become active each year. This list is one of clubs and organizations who have been active in the past few years.

Club:	Advisor:
Alpha Chi (Honor Society)	TBA
Amnesty International	*
Behavioral Science Club	Mariella Squire
Student Newspaper	Vladimir Suchan
Bengal Dance Squad	*
Diversity Club	Ray Phinney
Dorm Council	Cherie Crosby/Eric Russell
Earth Club	Steve Selva
Intramurals	Bill Ashby
Kappa Delta Phi, N.A.S. (Sorority)	Ray Phinney
Kappa Delta Phi (Fraternity)	Ray Phinney
Le Club (French Club)	Katherine Harrington
Newman Club	Roger Roy
Non-Traditional Students Club	*
Safety and Justice Club	Tony Enerva
STEPS (Student Teachers Educational Professional Society)	Penny Albert
Social Justice Club	*
Spectrum	*
Student Nurses Organization	Erin Soucy

If there is a club you are interested in, but is not listed, see Ray Phinney in the Student Activities Office located in Powell Hall.

* Club has been inactive for 2 or more years *

Student Activities, Clubs & Organizations

Faculty advisors and students work together in planning and executing most activities and projects undertaken by clubs/organizations. Students have a responsibility to consult advisors. Together, problems can be solved in the best interest of the organization and its members. To schedule an event, a club should contact Ray Phinney in the Student Activities Office for assistance. To start a new club, contact Ray Phinney in the Student Activities Office for information. If your club /organization wants to hold a raffle, you must first complete a raffle approval form. This approval form is available in the Student Activities Office (a sample can be found on page 22 of this packet).

STUDENT ORGANIZATION FUNDING

Financial affairs of student organizations are supervised and disbursed by the Vice President of Administration's Office to be sure that the University of Maine financial policies are followed.

The following organizations have been active in the past and may be available to you. Lisa Fournier in the Vice President's Office can provide names of officers.

BENGAL DANCE SQUAD

The UMFK Bengal Dance Squad is open to all students interested in performing up-beat dance routines at all home basketball games, as well as other events during the school year.

ENVIRONMENTAL STUDIES CLUB

The Environmental Studies Club encourages environmental awareness and action through the sponsorship of guest lectures, films, field trips, demonstration projects and research.

FRATERNITIES & SORORITIES

Kappa Delta Phi

Kappa Delta Phi is a national professional fraternity comprised of men involved in all areas of campus. Its members are encouraged to achieve their potential scholastically and socially so that they will be qualified to be capable and respected representatives of their profession.

Kappa Delta Phi emphasizes the value and the necessity of conducting professional, educational and philanthropic programs in addition to their regular undergraduate scholastic work. Their purpose as a fraternity is to bring together men of good character and standards, to promote a spirit of good citizenship and to seek changes in our institutions, to fight against discrimination and to strengthen the bonds of brotherhood.

Kappa Delta Phi Nationally Affiliated Sorority (Kappa Rho)

This sorority is organized and designed to bring together women of good character who manifest a keen interest in higher education and who desire to promote the highest ideals, educational practices and a spirit of good citizenship.

FRENCH CLUB

Le Club is a student advisory and supportive organization representing the University of Maine at Fort Kent which seeks to create and expand linguistic and cultural awareness of French by providing, encouraging and coordinating programs of cultural interest.

STUDENT NEWSPAPER AND LITERARY MAGAZINE

UMFK's campus newspaper, is written and edited by students in consultation with an advisor. It is an online publication. Students are encouraged to participate in writing and publishing the newspaper.

PERFORMING ARTS CLUB

The Performing Arts Club is open to all students interested in acting, singing and dancing. Club members work as actors, directors and technical personnel on their own productions.

NEWMAN CLUB

The Newman Club is composed of interested students whose purpose is to improve the quality of life on campus through extracurricular activities, socials and discussion groups. Membership is open through the academic year. It is Roman Catholic in its basic identity.

COMMUNITY CHORUS

This group is comprised of approximately 30 voices. Besides concerts, it performs at convocations and other university functions. Chorus is open to any member of the campus or community.

BEHAVIORAL SCIENCE CLUB

The Behavioral Science Club is an organization that seeks to enrich the individual's awareness and interest in areas related to the field of behavioral sciences. It is not necessary to be taking a major in behavioral science to join.

NON TRADITIONAL STUDENTS CLUB

Referred to as the "NonTrads," this club serves as a liaison between UMFK and the worlds of the nontraditional students. It serves not only as an information resource but also provides networking opportunities while serving as an advocate for the nontraditional student. Club members can define the category "Nontraditional" for you upon request. OMICRON PSI is a National Honor Society, established in 1992, to

recognize the achievements of nontraditional students. Students elected to membership must be at least 24 years of age; have a minimum GPA of 3.0 on a 4.0 scale; have been involved in at least three campus/or community activities; demonstrate leadership, persistence, and future promise; and maintain the highest ethical standards. The name Omicron Psi stands for "honor," "truth," "integrity" and "service"; the blue and gold chords that Omicron Psi graduates wear symbolize "Truth" and "Honor."

STUDENT TEACHERS EDUCATIONAL PROFESSIONAL SOCIETY (STEPS)

The Student Teachers Educational Professional Society was created to expand the educational experiences at UMFK. They seek to provide information on current educational issues and to inform students on certification criteria in Maine and in Canada. This society endeavors to provide a setting in both the social and the professional realms. STEPS is open to all interested UMFK education students.

STUDENT NURSES ORGANIZATION (SNO)

The purpose of the Student Nurses Organization (SNO) is to unite the students of UMFK who are interested in nursing as a profession, to establish a liaison between the student body and the faculty, and the community and to provide a forum for professional and social activities.

SKI CLUB

The Ski Club is active in extending access to the local and area ski facilities. Membership is open to students, faculty and staff. Funds for trips to distant ski resorts are raised through various fund-raisers throughout the academic year.

WRITING CLUB

The UMFK Writers' Group brings together student, faculty and community writers, published and unpublished, who are interested in developing their creative writing skills. Meeting monthly throughout the academic year, members may read their material and critique each other's "writings-in-progress" to provide feedback for those members wishing to pursue publication. Public readings are presented during the year with submissions from all interested writers. Funded by the Student Senate and fundraisers, the Group may take field trips and have speakers and workshops. The Northern Line, a publication of written and visual art, is published annually by the UMFK Writers' Group.

ALPHA CHI

Affiliated with the National Honor Scholarship Society, the UMFK Chapter of Alpha Chi recognizes a percentage of our top scholars. Admission is by invitation only and candidates are chosen from among students who have completed at least 60 credit hours at UMFK and are in the top 10% of their class.

CHRISTIAN FELLOWSHIP

Providing an arena for discussion of the claims of Christianity, the Christian Fellowship is open to all members of the UMFK Community regardless of religious affiliation. This group provides an open forum for frank discussions of the concepts of faith in the Christian Doctrine.

AMNESTY INTERNATIONAL

Affiliated with student chapters across the nation and around the world, the UMFK Chapter of Amnesty International works for the release of prisoners of conscience, fair and prompt trials for political prisoners, and an end to torture and executions.

DIVERSITY CLUB

Is a student run organization that strives to educate the student body about the similarities that we share as students at UMFK. Cultural celebrations are celebrated with food and music and all are welcome to attend.

SPECTRUM

A gay- straight alliance that strives for equality, civility, and a voice for all those that attend.

SOCIAL JUSTICE CLUB

Is a student run organization that aims to help people to raise their awareness of social justice issues, adopt attitudes and behaviors in line with social justice, and participate in activities that have a justice theme.

Why People Join Groups

X Social affiliation
X Form new relationships
X Make connections
X Develop personal skills
X Have fun
X Improve or contribute to the campus
X Explore new interests
X To be part of a team/group
X Learn how things “work”
X Looks good on their resume
X Looking for a reference
X Somebody told them that they should
X Their roommate is in the group

Why People Leave Groups

X Lack of recognition
X Not fun
X Doesn’t live up to expectations
X Dislike for the leader or other group members
X Poor delegation of responsibility
X Doesn’t feel valued
X Too time consuming
X Made to feel unimportant
X No direction for the group
X Unequal balance of tasks and maintenance
X Apathy among other members
X Excluded from group decisions
X Asked to do what no one else wouldn’t do

MOTIVATIONAL TIPS!

"What gets rewarded gets repeated!"
-a smart person

According to research, people are motivated for the following four reasons and usually in this order:

Acknowledgment-

- X Introducing new members at meetings
- X Providing name tags at all meetings and events
- X Simply saying "hello"
- X Shaking hands
- X Bringing up the effort of someone in public or before and event
- X Developing a "today's star" recognition announcement at every meeting

Attention:

- X Helping members to carry out their tasks whether they ask for help or not
- X Sending birthday cards
- X Giving of your own time at their events
- X Asking for other's opinions
- X Using other's ideas even if you don't agree
- X Being visible about who is doing what

Feedback:

- X Letting someone know how well they are doing
- X Putting up a suggestion box
- X Making an idea corner on a bulletin board
- X Conducting a one on one interview to see what each member wants from the organization
- X Letting someone know that what they are doing is being noticed

Praise:

- X Sending specific hand written thank you cards
- X Making certificates of appreciation
- X Designing specialty items to show thanks
- X Public praise or private praise one on one
- X Asking the advisor to send a note

Ways to Solicit New Members

X Conduct a campus wide survey and enclose an interest form
X Put advertisements in the Bengal Review and in the weekly bulletin
X Send congratulations letters to those who were “nominated” as a potential member
X Send calendars of upcoming activities and meeting schedules to anyone who returned an “interest form”
X All your group’s correspondence and promotion should contain an invitation to join
X Send letters to faculty soliciting names
X Make random phone calls to students
X Start each event with an invitation to join

Great Recognition Ideas

X Award certificates
X Coupons
X Incentive charts
X Personal plant
X Letters from past members encouraging new members
X Newsletter recognition
X Nice note board
X Flowers or balloons
X Appreciation Day
X Inspirational books
X Quotes
X Featured person on the week award
X Candy bar with “sweet job to (name)” on it
X Buttons
X Thank you cards
X Slide show at the end of the year
X Give out coffee mugs with “mugs and kisses for all you do” on it
X Hand out rulers with a note “ you really measure up!”

and so many more. Be creative!

Four Considerations for Getting/Keeping Members

People:

- X Unique
- X Like to talk about themselves
- X Like to feel special
- X Want you to know their name
- X Are extremely perceptive
- X Motivated by internal factors

"The way you see people is the way you treat them and how you treat them is what they become." - Goethe

Process:

- X On-going concept
- X Requires entire group's support
- X Plan a r and r "program" with a theme that carries year round
- X Get promotional items
- X Actively solicit new members
- X Record any "bites"

Programs:

- X Treat your recruitment and retention efforts as a year long process with many planned out programs and activities
- X Have a coordinator, theme, slogan, promotional items
- X Add to every meeting time to update potential member list and recognize member's contributions
- X Build member's self-esteem

Practices:

- X Always follow up with people
- X Give them attention

Program Coordinator Job Description

X Develop a system of identifying potentially new members.
X Keeps accurate records of membership and potential members.
X Distribute updated names and potential members to committee members.
X Follows up with potential new members and invites them to events.
X Congratulates and rewards contributions by any members.
X Selects “today’s star” award winners and announces them at every meeting.
X Coordinates the development of a year long recruitment and retention program.
X Designs and distributes promotional materials.
X Sends out notes to new members and meeting announcements.
X Coordinates the purchasing of group’s banner, t-shirts, posters, buttons, and other promotional material- in other words, keeps the group’s name out there!
X Places ads in the Student Newspaper, Valley View, and Events Calendar.
X Requests a budget for each semester’s program.
X Coordinates feedback box, bulletin boards, and suggestion box.
X Sends thank you notes for jobs well done.

Recruitment and Retention Events

X Theme related table on Club Day
X New member reception
X Conference attendance

X Individual interviews
X Holiday social gatherings
X Awards ceremony
X Leadership in-house workshops
X Goals setting sessions
X Socials before each committee meeting
X Specific event related themes
X Raffles at each meeting
X Leadership retreat
X End of the year banquet

ACTIVITY PROMOTION

Everyone knows that it takes a lot of time and effort to plan a club event. There is nothing more discouraging than spending a lot of time

(especially since we are all busy with school, work, family, and friends) planning an event only to have a few people show up. You spent the time to make posters, but obviously it wasn't enough. In order to make other students and staff psyched about your event, your own club members need to be psyched about the event. In order to show this enthusiasm, club members need to promote this activity by doing more than just putting up posters. There are many ways to promote an activity, here is just a few:

- X Mass e-mailings (see Student Affairs)
- X Random phone calls (see Student Activities)
- X Phone messages (see Student Activities)
- X Attention grabbers- set up a table in the lobby or lounge with music and giveaways
- X Design napkin inserts for Nowland Hall
- X Table tents for the lounge tables
- X Write up-coming events on classroom white boards
- X Club newsletter
- X Master Calendar of events (see Student Activities)

Only you can promote your club events!!!
Good Luck.

UNIVERSITY OF MAINE AT FORT KENT
CLUB/ORGANIZATION RECOGNITION APPLICATION FORM

Name of the club/organization: _____

Faculty Advisor:_____ Signature of Advisor: _____

REQUIRED: Statement of Purpose

Proposed activities and fundraisers:

_____ _____ _____
Signature of person applying Date Phone Number
****
Recommended: Yes _____ No _____

_____ _____
Director of Student Affairs Date

****
Approved: Yes _____ No _____

_____ _____
President Date
****
Student Senate Approval: Yes _____ No_____

Date: _____ Liaison:
_____
****
Comments:

OVER =>

Club Membership List

*To be eligible to be a member/officer of a club, students need to meet the following criteria:

(1) have an accumulated GPA of 2.0 or higher,
(2) cannot be on academic probation, AND
(3) must sign this membership list.

Club Officers		
Position/Title	Name (please print)	Signature

Print Name (Members who meet criteria)	Signature (required)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	

****Students who sign this membership list are certain that they meet the above criteria. If in doubt, please go to the Registrars Office for confirmation before signing this sheet.****
Please return this list to the Administrative Services Office. A copy will be given to the Student Senate and the original will be placed in your club file. Thank you.

The Following are Articles taken from the Student Senate Constitution that pertain to clubs & organizations:

Article VI - Clubs and Organizations

Section I All student organizations that desire permission to operate on the University of Maine at Fort Kent campus and request financial support from the Student Senate, must be recognized by the University of Maine at Fort Kent and the Student Senate.

Section Ia Student Organization Defined:
a. Any group of students acting together and electing officers.
b. An organization composed of students acting toward the improvement of student life at the University of Maine at Fort Kent.

Section Ib All student organizations funded by the Student Senate must have a faculty and/or staff advisor. Signatures of members must accompany the list of members submitted to the senate for recognition.

Section II All student organizations funded by the Student Activity fee shall file, with Student Services, a copy of an approved constitution or statement of purpose with the date of its last revision along with any amendments. Also, any organization shall have any or all constitutional revisions approved by the Student Senate, the Director of Student Affairs and the president of the University of Maine at Fort Kent.

Section III All student organizations requesting monies from the Student Activity fee shall be required to send a representative to the Student Senate meetings, in order to explain budget requests and expenditures. Failure to do so may result in the withdrawal of the organization's budget request. The vice president shall inform the organization of proper time and place when they are to attend.

Section IIIa All budgets over the amount of $300 brought forth to the Senate must first raise a minimum of 15% of the total budget requested, regardless of the amount in their account. The budget shall follow one of two possible courses of action and shall be approved or denied within one week:
XBe tabled for one week. Approval or denial of the budget will follow at the next scheduled Student Senate meeting.
XBe sent to Financial Review Committee, which will review the budget, make amendments if any and recommend proper action to the Student Senate.

Section IIIb Section IIIa does not apply to donation requests.

Section IV Any student organization receiving funds outside of the Student Activity fee shall make available all financial records and minutes of conducted business upon request for the Student Senate.
Section V Upon recognition of any club or organization by the Student Senate, a member of the Student Senate will be appointed by the president and approved by the Senate, in agreement with that club or organization to act as a liaison between recognized club or organization and the Student Senate. This "liaison" will serve to heighten communications between groups and represent that club or organization at Student Senate meetings, while he/she represents the Student Senate at club meetings. Liaisons shall not be members of the club they represent.

Section VI Upon recognition of a club or organization, a $50 start up budget will be established for said organization. Approval of subsequent budget requests will be based on previous fund-raising activities or specifically planned fund-raising activities to occur within one month performed by the said club or organization. The Student Senate shall not be the sole source of funding for any club or organization.

Section VII Any organization requiring dues, entrance fees, insurance fees or any other form of fee required for membership can be recognized pending that Student Activity fees are not requested for the payment of the fees.

Article VII - Removal of Recognition

Section I Any student or organization involved in hazing shall be immediately removed from Student Senate recognition and budget funds returned.

Section II Any student organization that does not meet the following criteria shall be removed from Student Senate recognition.

a. Have a faculty and/or staff advisor.
b. Demonstrate its uniqueness as a club or organization
c. Comply with local, state and federal statues.

Section III Any club that does not comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship state, age, handicap or veteran's status will be removed from Student Senate recognition.

Section IV Any organization violating Section I, Section II, Section III and/or Section IV shall be given one week to rectify the violation. If no attempt to rectify is made, the Student Senate may withdraw recognition of the said organization as stipulated in Section VI.

Section VA majority vote, of the Student Senate body present, if a quorum exists, is necessary for the Student Senate to remove recognition of a student organization.

Section VI A two semester ban will be placed on any student organization removed from recognition by the Student Senate. After which time, said organization may resubmit for recognition by showing that the reasons for dismissal have been rectified.

UMFK Student Senate Budget Request

Organization:_____ Date:_____

Club Contact:_____ Phone#:_____

Please break down the request as much as possible:

Event:	**Items**	**Cost**
Date of Event:		

Event:	**Items:**	**Cost:**
Date of Event:		

TOTAL AMOUNT REQUESTING: _____

Amount raised (this academic year) from fundraising:_____

Planned Fundraisers:

****

FOR STUDENT SENATE USE:

Today's Date: _____

Senate Action:_____ Tabled _____ Financial Review

Allocation Date: _____ Amount Allocated: _____

Comments:

University of Maine at Fort Kent
Student Senate/Club Activities
Checklist

This form is to be used to plan and implement a student activity:

Club/Organization Responsible:

Date of Event:

Theme:

Task	**Department to Contact**	**Person Responsible:**	**Date Accomplished**:
Funding from the Senate (Form in this packet)	Requests need to be presented to the Senate at least 3 weeks in advance or at the beginning of the semester.		
Room Reservations	Fran Picard Ext 7670		
Custodial Services/ Vehicle Reservations	Fran Picard Ext 7670		
Refreshments	Jason Carter, Dining Hall Manager Ext 7545		
Publicity	Terry Kelly Ext 7557 Ray Phinney Ext 7850		
Security/Police	Fort Kent Police Department 834-5678		
Payments, Purchase Orders	Lisa Fournier Ext 7515		
Invitations to Students, Faculty & Staff	Should be mailed 1-2 weeks in advance		
Posters/trip tickets	Ray Phinney ext 7850		

University of Maine at Fort Kent
Club/Organization Raffle Approval Form

Club/Organization: _____

Dates of Raffle: _____

Item(s) Raffled: _____

Purpose of Raffle: _____

_____

_____

Signature Date

Approved: Yes _____ No _____

_____ _____

Vice President of Administration Date

Notes . . .