

Campus Activities Network Newsletter Advice Columns

Recruiting New Members

With the campus buzzing with sorority and fraternity recruitment and the Student Organization Fair during the past weeks, here are a few tips to attract new members to your RSO:

1. **Tabling**- Use the visibility in a bustling Damen Student Center to your advantage. Staff your table with passionate and vocal organization members who aren't afraid to reach out to students passing by on their way to class. Be strategic with the timing, keeping in mind when Damen is most populated. Decorate your table with brightly-colored flyers and maybe even a banner to catch people's attention. Just be sure to submit your activity request 2 weeks in advance, along with your Campus Reservation!
2. **Start Up Funding**- Each student organization is allocated \$100 each semester for the sole purpose of club promotion. You can use this funding to print flyers to post around campus, advertising your organization, or even to purchase food to attract members to your table or recruitment meeting! Check out the Student Organization Handbook for more details and guidelines for SUF.
3. **Social Media**- Create a Facebook page for your organization and post often. Ask your current members to invite their friends and share the page on their personal profiles. Post pictures of events or general body meetings; a picture is worth 1000 words, so *show* Loyola students why they should join your organization!

As always, Campus Activities Network is a fantastic resource for promoting your organization. Send us flyers and photos for your events so we can promote your organization in our newsletter.

If you have a question or suggestion you'd like to see in our advice column, email can@luc.edu with the subject "Newsletter Advice."

Increasing Attendance at General Body Meetings

Is your organization struggling to keep members attending general body meetings? Here are a few tips that might help!

1. Consistency- At the beginning of the semester, pick a day and time and **STICK WITH IT!** Members will then be able to work your meetings into their schedule. It's also easier to remember and keep track of meetings if it is the same every week or month.
2. Be engaging- If a general body meeting is simply announcements, members might be more likely to ditch the meeting and keep their eyes open for email updates instead. Try to incorporate a discussion, a video, a guest speaker, or a competition. The mission statements of your organizations can be a huge help in sparking some inspiration!
3. Plan ahead!- Stay organized and on top of things. It's easy for general body meetings to get left in the dust, especially when you're thinking about big events. Dedicate some time at each of your executive board meetings to plan your next general body meeting, even if it's just 5 minutes or less to recap what you already have planned.

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Starting a New Student Organization

As the deadline for the new organization application quickly approaches (**Friday, February 6th at 5 pm**), here are few tips for founding a student organization at Loyola:

1. **OrgSync Search**- First and foremost, double and triple check that the organization you envision on our campus doesn't already exist! If you happen to find your niche while perusing the portals, the contact info is right at your fingertips. If you can't find quite what you're looking for, you're in the clear to proceed.
2. **RSO or SSO?**- Your first big decision: should you be a Registered Student Organization or a Sponsored Student Organization? There are certainly pros and cons to both, and it's worth some consideration of what will benefit your organization most. Think about what your goals are for your organization, then determine which route will best facilitate your success! Consult CAN Exec Board too; we're here to help!
3. **Panel Prep**- The review panel is comprised of a SAGA staff member, a graduate assistant, and one of your friendly neighborhood CAN Exec Board members. Some example questions can be found in the link to follow, but most importantly show the panel that you are passionate, organized, and thorough. Show that you're dedicated to your organization's success. Our office hours are a great opportunity for you to prepare with some of the people that might even be on the panel!
4. **New Student Organization Orientation**- At this point, you've been approved; all that's left is to ATTEND!

For more detailed procedures, visit <http://www.luc.edu/saga> and click "Start an Org" under the "Student Organizations" tab.

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Communication with...

1. club members is essential to attendance at and participation in meetings and events. Make sure to advertise well and often. Have a designated marketing chair or executive board member, like the organization secretary, send out reminders, especially the day of the meeting or event. Use social media to your advantage when communicating with members.
2. executive board creates an effective and organized club. Have a group text or Facebook message for quick and easy Q&A communication. Delegate responsibilities among the exec board members. Regularly scheduled in-person meetings with prepared agendas keep everyone on the same page, focused, and hold everyone accountable.
3. SAGA can help events run smoothly without unexpected road blocks. We know there are a lot of policies, forms, and resources to sift through. If you aren't sure where to go with a question or concern, email can@luc.edu or visit us in our office hours. We'll get you an answer and point you in the right direction!

If you have a question or suggestion you'd like to see in our advice column, send it to can@luc.edu with the subject line "Newsletter Student Org Advice."

Collaboration

Has your organization dealt with problems of over-programming or low event attendance?

Many student organizations have common initiatives and work towards similar goals. Some of the most successful events on campus involve multiple organizations working together to create and execute tremendous events.

Start by searching through OrgSync for organizations that would be interested in cosponsoring an event with you. Reach out to the organizations' presidents, and set up a time to meet and discuss each of your goals for the event. It helps to set a common mission or vision for the event that you can reference as you plan.

Start planning early, and meet often! One of the obstacles in event collaboration is miscommunication. Start a group Facebook message or email through which you all agree to communicate between meetings. Set a day and time you will consistently meet in person to check in with each other. Divide tasks among the organizations, and have point persons for each task to facilitate effective communication and to ensure everything is accomplished efficiently.

Through collaboration, you will be able to avoid duplicate events and to advertise directly to multiple organization memberships so as to circumvent over-programming and low attendance.

As always, if you need any assistance while you plan your events, collaborate with your CAN executive board! We are here to help!

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Elections

With only 6 weeks left in the semester, it's time to start thinking about who will be running your student organization next year. During April, Campus Activities Network will be focused on helping RSOs and SSOs transition smoothly between their outgoing and incoming executive boards. By holding elections early in the semester, incoming officers have time with outgoing officers to gain their footing before summer begins. Start the election process NOW!

1. Review your organization's constitution to make sure the election process outlined is followed.
2. Introduce the idea of running for office to your organization members. Get members thinking about the opportunities they have to lead by reviewing the responsibilities of each officer at a club meeting.
3. Ask that interested members put together a short bio so that members can cast an educated vote.
4. Host elections in person at a meeting so that members can introduce themselves as candidates.
5. Once new officers have been elected, schedule a meeting between outgoing and incoming officers so that they can discuss their goals and leadership strategies.

Keep your eyes open for news about RSO Transition Month! CAN has put together tons of resources and events to help your organization be successful as leadership changes over!

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Student Organization Transition

Behind every RSO and SSO success is a dedicated and passionate group of leaders, taking initiative and working with diligence to foster the vibrant campus we are all so proud of. The Student Organization Awards, during the Weekend of Excellence, honor the students, organizations, and advisors who have shown exemplary leadership throughout the 2014-2015 school year.

During this time of celebration, we also have to consider the game plan for the 2015-2016 school year. Elections are abundant across campus, with a wave of brilliant leaders being ushered into their new roles as RSO and SSO officers.

As you conclude your service to your organization and university as exceptional leaders or as you begin your term as an enthusiastic incoming officer, keep these tips in mind for a year teaming with success:

1. Set up a meeting between outgoing and incoming officers to discuss goals, visions, practices, and policy. Outgoing officers, be sure to pass down usernames, passwords, and other pertinent information to your incoming officers. Incoming officers, ask questions!
2. Meet with advisors to thank them for all of their support during your term and introduce the incoming executive board. Keep communication open and frequent with advisors, especially as your organization transitions from one set of leaders to the next.
3. Familiarize yourself with the Student Organization Handbook and OrgSync while outgoing officers are still around to lend a helping hand. As always, CAN Executive Board is here to support and assist you!
4. Attend RSO Transition Month Kick-Off on Monday, April 6th in Damen Den, 7-9 PM. CAN has prepared dozens of resources for you. Plus, there will be chances to win Loyola gear and a lunch date with Sr. Jean!

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