



**Brandeis
university**

2006-2007

**Graduate student
Club and
organization**

Handbook

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Graduate Student Association Executive Committee 2006-2007

Introduction

Congratulations on taking the initiative to learn more about graduate student clubs and organizations on campus. There are over 200 undergraduate and graduate student clubs and organizations here at Brandeis—they are a significant part of what makes our campus unique. Students and staff work together in order to provide a variety of social, cultural and educational opportunities both inside and outside of the classroom for the University community.

This Handbook is a resource for the members of the graduate student community who are involved with planning events and activities and who have leadership roles within organizations. One of the aims of the Office of Graduate Student Services is to provide the information and resources necessary to support graduate student clubs and organizations in their programming and events. The Coordinator of Graduate Student Services serves as a liaison between graduate students and University Administration, and advises and assists the Graduate Student Association and Graduate Student Senate. She works to provide resources and services and coordinate events and programming between the three graduate schools on campus. The Coordinator is Jessica Basile, and you can reach her at: basile@brandeis.edu, x63606.

We hope that this Handbook will guide you through a successful club and organization experience during your career at Brandeis. Please feel free to stop by the Graduate Student Services office within the Office of Residence Life in the Usdan Student Center, at any time with questions or concerns.

Life of a Club

This section of the handbook takes you through the different stages of forming and managing a club. It will explain how to formally create an organization, what resources are available to graduate student clubs and organizations, what responsibilities are placed on groups once they are established, what student leaders can do to strengthen those groups, and how organizations can sometimes “pass on.”

Graduate Student Clubs and Organizations

Several types of student organizations exist at Brandeis. These include the Graduate Student Association (GSA), the Graduate Student Senate, GSA Recognized Organizations, GSA Chartered Organizations, various organizations within each of the three graduate schools and within specific departments and programs, and Graduate Student Services (GSS) affiliated programs. All of these organizations have different roles, responsibilities, and ways of doing business. The following descriptions will help you in recognizing some of the different positions and groups.

Graduate Student Association and Graduate Student Senate

Brandeis’ graduate students’ government consists of the Graduate Student Association and the Graduate Student Senate. The GSA is comprised of all members of the graduate student body (that means you!), which elects every year members of the GSA Executive Committee. The Executive Committee has the following positions: President, Vice-President, Treasurer, two Social Coordinators, Web Editor, the Representative to Brandeis’ Board of Trustees, Travel and Research Grants Officer, and the Graduate Research Symposium and Journal Coordinator. The Graduate Student Senate is comprised of ten students from the Graduate School of Arts and Sciences (GSAS), five students from Heller School for Social Policy and Management (Heller), and five students from the International Business School (IBS).

The primary purposes of the GSA and Graduate Senate are:

- ⇒ To provide a forum for issues of concern to graduate students
- ⇒ To represent graduate student interests before Brandeis faculty and administration
- ⇒ To organize, promote, and conduct activities beneficial to graduate student life
- ⇒ To disseminate information of interest to graduate students
- ⇒ To aid in the creation of and provide support and assistance to graduate student clubs and organizations
- ⇒ To select graduate students for appointment to faculty and university committees

GSA Recognized Clubs:

The GSA Executive Committee is responsible for the recognition of student clubs and organizations at Brandeis. The Executive Committee establishes guidelines and procedures that student clubs and organizations must follow in order to become recognized by Brandeis University. Recognized clubs must complete forms on file with the Graduate Student Services on a yearly basis in order to continue their club status. Once recognized, clubs are allowed to: 1) reserve University facilities, 2) use the University name and logo, 3) have access to Brandeis web space; and 4) use GSA and

GSS resources including any GSA or GSS space on campus. Recognized clubs may also set limits on their membership.

GSA Chartered Clubs:

If a club desires to have financial support for its activities, it should seek to be chartered. This status entitles the group to all of the above named privileges in addition to funding from the GSA. A chartered club, unlike a recognized club, must be open to all graduate students on campus, and must include in their forms the following statement: “The X Club is open to all members of the Brandeis Community. The X Club does not discriminate against members on the basis of sex, race, religion, sexual orientation, class, age, nationality, or physical ability.” Chartered clubs must complete forms on file with Graduate Student Services on a yearly basis.

Resources for Clubs and Organizations

There are a number of resources available to those graduate student groups who decide to officially register as a club or organization under the GSA.

Brandeis Name:

Both recognized and chartered clubs and organizations may use the Brandeis name and logo in their information and/or promotional literature. This can be advantageous in interactions with organizations outside of Brandeis, as it provides a professional status to the club or organization.

Facilities on Campus:

Both recognized and chartered clubs and organizations have the right to reserve a variety of facilities on campus. These include:

- A/V equipment (for details on how, see pages 9-10)
- Space on campus (for details on reserving space, see page 11)
- Public safety details (for details see page 10)
- Media (for details see page 13)

Web Space (Through GSA):

In order to access your club’s webspace, please contact David Wisniewski at Web Technology Services, davew@brandeis.edu.

Web Space (IBS Only):

To request Web Space, a representative should fill out this form.

<https://unet.brandeis.edu/groups/>

The International Business School will provide a link on their website for all clubs along with a brief description and contact names. Please email Jim La Creta, at jlacreta@brandeis.edu, to have this information posted.

GSA/GSS Resources:

The office of Graduate Student Services is currently located in the Office of Residence Life in the Usdan Student Center. This office also maintains the Graduate Student and

Commuter Lounge, which is located in the Shapiro Campus Center on the 3rd floor. The Lounge has computers and a printer available free of charge to graduate students. Access to this lounge requires filling out a form that is available at the Shapiro Campus Center's information booth in the Atrium.

Funding:

Chartered graduate student clubs are able to request funding from the GSA. For details on how to request GSA funds, please see pages 8-9. Recognized clubs cannot request funding from the GSA, but can be relatively creative in their fundraising, from establishing member fees to throwing fundraising parties.

Establishing a Club or Organization

Establishing a club at Brandeis is a relatively simple process. Here are the necessary steps for requesting a charter or recognition from the GSA: fill out the Club Application form available online via www.brandeis.edu/gsa, or by emailing the Coordinator of Graduate Student Services. These forms are Word documents (examples in appendices): fill them out, save them and then send them back to the GSS Coordinator. The GSA Vice President will then be in touch with you to let you know that the GSA Executive Committee will vote on your club or organizations' status at one of the regularly scheduled GSA meetings. At least one representative from your club must be present at the meeting in which your club will be voted on, and should be prepared to answer any questions about the club that the Executive Committee may ask. Make sure you print out a hard copy of the forms and bring them with you to the meeting to hand over for GSA and GSS records.

Each year, GSS requests a club renewal form from club leaders in order to ensure that all clubs on record are still active, are able to receive important communications, have updated club leader contact information on record, and have resubmitted the MA State Law anti-hazing form. Failure to submit these forms before the date established by the GSA can lead to the de-chartering of your club or the withholding of allocated funds.

Meetings

The heart of every club or organization can be found during its meetings. Meetings can range from a lighthearted, informational gathering of general members to a heated decision-making session for executive board members. Good meetings are always a result of careful planning and preparation! There are different styles to running a meeting. Whether you use parliamentary procedure or a more relaxed format, it is important to know what your purpose and goals are, how you hope to accomplish your goals, and how you communicate.

Agendas:

Preparing an agenda not only communicates to your group what the meeting is about, but also makes you think in advance about what information you would like to cover during the meeting. When creating an agenda, keep in mind who will be at the meeting, in what kind of space the meeting will be held, and how long you wish the meeting to run.

Miscalculations of any of the above can lead to a disorganized and unproductive meeting. The following is a generalized checklist that you can use when creating your agenda:

- Name of Club/Organization
- Title of meeting (Retreat Planning Meeting, Executive Board Meeting, etc.)
- Who is calling the meeting
- People Attending
- Date
- Starting time
- Ending time
- Desired outcomes, tasks (who hangs flyers, ratify a constitutional amendment, etc.)
- Decision-making method (voting agreement of all members)
- Sequence of items
- Person(s) responsible for each item
- Procedure for dealing with each item
- Time allotted for each item

Running Meetings:

Here are some helpful tips to help guide you through a productive meeting.

1. Begin meetings on time, and don't interrupt your progress to fill in stragglers on what they have missed.
2. Have all resources (agenda, handouts, etc.) easily available to all participants.
3. Do not waste time reading through information that can be easily distributed or posted.
4. Establish time limits for potentially lengthy agenda items and make all participants aware of these limits.
5. Stick to your agenda!
6. Accomplish purposes; restate conclusions as needed.
7. Encourage individuals to speak up and respect each opinion.
8. Finish on time, and on a positive note.

Delegation:

Delegation, one of the keys to being an effective leader, is the process of granting the authority and responsibility for performing a task to another individual.

How To Delegate:

- Set overall goals for the organization (with group members)
- Break goals into smaller projects that can be delegated
- Determine when projects need to be done—Make Matches
- Determine the interest level of members
- How much time do they have available?
- Assess members' expertise or decide who has some abilities that can be used to acquire the expertise
- Instill a sense of responsibility in the volunteer
- Describe the objective or task with as much detail as possible
- Suggest methods of implementation

- Suggest standards of quality
- Establish a mutually agreeable deadline for completion
- Establish a contingency plan to determine what they should do if they get stuck or if something goes wrong
- Repeat the agreements (in writing or through email) to ensure understanding

Transitions

Every year, there is a time of transition when outgoing and incoming officers relieve and accept their positions. This is a critical time period for any organization! Leadership transition between outgoing and newly elected officers is like the passing of a baton between two members of a relay team at a track meet. Just as a smooth transfer reduces time and creates the potential for advancement on the track, the transition between leaders can strengthen the organization. This timing can be the difference between a successful year and one in which the officers feel like they are always trying to catch up. Post election or selection activities are the heart of the transition process. The key to ensuring a successful transition is to make sure the new officers are aware that their participation is a fundamental obligation to holding an office or a position.

Some topics that outgoing and incoming officers might want to discuss include:

- a historical perspective of the organization as well as a review of the formal organizational structure
- documents such as the constitution & by-laws, job descriptions, and policies and procedures
- the previous year's goals, projects and activities describing both successes and failures available and necessary resources that were needed to lead the organization
- review financial procedures and discuss the summary/projection of the budget
- familiarity with files, use of equipment, and other organizational resources

Leadership transition is a means to maintaining organizational productivity by having experienced officers assist in the training and sharing of information with their peers who are taking leadership positions.

Budget

This section discusses how clubs and organizations can receive funding, how to generate extra funding through avenues such as co-sponsorship, and how to estimate some of the costs that might be incurred throughout an academic year.

Graduate Student Activities Fee

Every graduate student, as part of their University Fees, pays the Graduate Student Activities Fee, which is equivalent to point one percent (0.1%) of tuition. This fee is collected by the University and is given to the GSA for distribution. The GSA Executive Committee works with the Graduate Student Senate to allocate these monies. Certain percentages are provided to the Social Coordinators of the GSA for various regular

programming, to the Symposium and Journal Coordinator for the Graduate Journal and Research Symposium, to the Travel and Research Grants Committee for graduate students' travel and research, and to graduate student clubs and organizations.

Requesting Funding from the GSA

Here are the necessary steps for requesting funding from the GSA: First make sure that you are already a chartered club through the GSA. Then, fill out the necessary forms available online via www.brandeis.edu/gsa, or by emailing the GSS. These forms are Word documents (examples in appendices): fill them out, save them and then send them to the GSS Coordinator. The Vice President will then be in touch with you to let you know that the GSA Executive Committee will vote on your funding request at one of the regularly scheduled GSA meetings. At least one representative from your club must be present at the meeting in which your request will be voted on, and should be prepared to answer any questions about the request that the Executive Committee may ask. Make sure you print out a hard copy of the form and bring them with you to the meeting to hand over for GSA and GSS records.

Budgeting for Events

Here are some costs that you will need to consider when planning an event on campus. Recognized graduate clubs and organizations need to work with the GSS Coordinator in order to reserve facilities on campus. Please email to set up an appointment where she can talk about your programming needs. Chartered clubs can work directly with Conference and Events, the department that coordinates facilities on campus. For more details regarding the costs or resources of audio-visual equipment, food, rental equipment, custodial or police coverage, chartered clubs and organizations should speak with a representative from the Conference and Event Services Office, Kutz 009, x64300.

Audio Visual Equipment:

Audio Visual equipment checkout is located in the Goldfarb Library, Level III, Room 15. Call the Equipment Coordinator, x64635, to schedule pickup or delivery. LTS offers a substantial discount on AV equipment rental to Brandeis University student groups who comply with the following terms and conditions:

1. The student group must be recognized by the student government.
2. The equipment must be used for an official group function.
3. Groups must obtain an authorized signature from the Office of Graduate Student Services on the rental form.
4. A minimum one week notice is required.
5. Equipment is provided for on-campus events only. Equipment may not be removed from campus under any circumstances.
6. Equipment must be picked up and returned during Media Services business hours (Monday-Friday, 9:00-5:00).
7. The student group will set up all equipment themselves without Media Services assistance. The student group may request and receive training from Media Services in the setup and use of the equipment if the request for training is made at least one week prior to the event.

8. Media Services may require users to be trained on some equipment before it can be rented.
9. After the event, the equipment must be returned on time. Late return of equipment will result in the imposition of the standard fines charged to all users.
10. Any equipment that is damaged or stolen will be repaired and/or replaced at the expense of the borrower.
11. All conditions of the LTS Media Services Service Level Agreement apply to student group users as well as everyone else. The Service Level Agreement is posted on the LTS web site.
12. LTS Media Services only has a limited amount of equipment. We reserve the right to limit the number of student groups that can borrow equipment at the same time and to limit the number of times any group can borrow equipment over the course of a semester.
13. Academic use of equipment has priority over all rentals so, in some cases, confirmation of equipment availability may not be given until one week before the event, regardless of how far in advance the request is made.
14. Student Groups meeting all the above conditions may rent LTS audiovisual equipment from Media Services at the discounted rates.

Custodial and Safety Coverage:

Custodial Coverage is estimated at \$20-30 per hour; 4 hour minimum; depending on day and time.

Brandeis Campus Police is estimated at \$30 per hour; 4 hour minimum; depending on day and time.

Waltham Police is estimated at \$35 per hour; 4 hour minimum; depending on day and time.

For some events, a metal detector is required at the entrance of the event for the safety of all attendees. The need will be assessed and arrangements will be made through the Department of Public Safety. When you make arrangements with Conference and Events, you need to describe to them the nature of your event: will it be limited to the on-campus community or open to the public? If it is open to the public, Public Safety will want to also be made aware of the details, and Conference and Events can help you with that.

Refreshments

Student groups are allowed to use off-campus catering groups and delivery services for their various events. You are welcome to go to any grocery store, restaurant, or deli in the area and bring back to campus the food and drink. You are also welcome to use Aramark, Brandeis' food service. If you'd like to use the on-campus service, call Conference and Events at x64300.

Special Financial Information

Contracts

All contractual agreements entered into by Brandeis clubs, organizations, or departments must be approved and signed by the University Treasurer. No student or staff member should ever sign on behalf of the University! This includes agreements with performing groups, service providers, and coaches. These regulations are designed to protect both

students and the University from unnecessary liabilities. Graduate Student Services can help you through the process of completing contracts.

Chargelines

Many offices that work with event planning on this campus may ask you for a chargeline. This is a number that the University uses for billing purposes. It is connected to the appropriate office, department, or group which is incurring the cost and also distinguishes what the expense is. If you have any questions about chargelines, and you are a chartered club or organization, please see the Treasurer of the GSA. If you are a recognized group, see the GSS Coordinators.

Tax Forms

Individuals providing services to campus clubs, such as consultants, speakers, coaches, or instructors, are required to fill out and submit a W-9 form in order to be paid. Copies of this form are available in the Graduate Student Center. Please make an appointment with either of the Coordinators if your club plans on paying someone for services. There are important tax issues that we must consider!

Programming

Event planning at Brandeis can be challenging, especially when you don't know where to start. This section will help you set a timeline for your event, give you some publicity ideas and posting guidelines, and provide other resources that will help your event be successful.

Programming Resources

There are many resources on campus that are available to students. The GSS Coordinator can be a resource for students in the planning process. She has ideas and suggestions about budgeting, advertising and promotion, as well as contact information for campus resources, agencies, and other resources. Please feel free to email with questions or set up an appointment.

Reserving Space on Campus

Conference and Events Services handles all room bookings on campus, with the exception of those rooms located inside the Shapiro Campus Center. Contact CES (x64300) to reserve any classrooms, spaces in Usdan, Hassenfeld Conference Rooms, etc. Residence hall lounge space inquiries should be directed to the specific Quad director of that area. To book a room in the Shapiro Campus Center, groups are required to fill out a "Shapiro Campus Center Space Request Form." These forms can be picked up in the Department of Student Activities, and should be returned to the Evening Operations Coordinator in Student Activities.

"Coffeehouses"

Many undergraduate student clubs choose to hold a coffeehouse on campus. These events might include on campus acapella groups, comedy performances, or open mic sessions.

The most popular location to hold a coffeehouse on campus is Chomondley's, located on the first floor of the Castle Quad, one of the Residence areas. Each semester, "Chums" holds a lottery to allocate dates to campus groups for coffeehouses. Graduate clubs can also use this space. In order to be included in the lottery process, your club must send one representative on the scheduled night to participate. Coffeehouses in Chums are traditionally held Monday, Tuesday, and Wednesday nights from 9pm until midnight. Out of consideration for the residents of the Castle Quad, we ask that you please schedule louder acts (bands, etc) before 11pm! Chums does have a small sound and lighting system that groups may use. Events may also be held in the Carl J. Shapiro Theater and in the Stein. For more information on Chums or the Theater, please contact the Office of Graduate Student Services.

"Stein Nights"

Stein Nights are events that are planned in the dining and pub facility, The Stein, found in the Hassensfeld Conference Center. What makes this location special is the layout of small cafe tables and chairs, the dance floor and the bar area. The Stein has a pub menu that is available from 9 – 11 pm to complement your event. In addition, this location can serve beer and wine to guests over 21 and with proper identification. An event planner can work with the management to provide catered food free for the guests of the event. The types of entertainment that tend to work the best in the Stein are: comedy, bands, acoustic acts, mocktail nights, game nights, Karaoke/DDR, and coffeehouses. In order to book The Stein, contact Conference and Events Services, and once confirmed you will meet with the management of The Stein. Once the location is booked, please work with the Office of Graduate Student Services to assist with the details. Depending on your needs, police detail and additional support service fees may apply.

Event Planning

12 Easy Steps to a Great Program

1. Brainstorm ideas for the program
2. Evaluate needs of the audience, facility & performers/speakers
3. Pick top three spaces, dates, and times for the event (be aware of holidays, vacations, & other events)
4. Begin thinking about the details of your event
5. Develop a Budget
6. Talk with Conference and Events and the Office of Graduate Student Services
7. Promote Your Event. Word of mouth is the best publicity for your event, but other ideas include:
 - Flyers/Posters
 - Promotional items
 - Email
 - Voicemail
 - Brandeis media options
8. Details Before the Event. Confirm details with CES about food, set-up, etc.
9. Day of the Event. Arrive 30-60 minutes early to make sure that everything is set up correctly, get entrance ready (ticket table, money box) , check equipment,

meet and greet performer, speaker, artist, or other (plan introduction), meet and greet support staff (Police, Conference and Events, Custodians, Catering)

10. Enjoy Your Program

11. Evaluate, Evaluate, Evaluate. Write down attendance, problems occurring during planning or during program, effectiveness, feedback from presenter, performer, audience, etc., contact names and numbers that you used

12. Follow Up. Write thank you notes, follow up with payment (if needed), and analyze what could have made program better

Promotion

Publicity and promotion for an event is one of the most important steps in ensuring the success of the program. If you plan an exciting event, but don't take the time and effort to market the program, no one will know about it. This section focuses on some tips of the trade as well as explain some of the resources that Brandeis has in order to assist you in this endeavor.

There is no such thing as too much publicity! Go above and beyond the posters and flyers and be creative! You need to make your publicity, and your event, stand out from the rest. However, it is always important that you remain respectful of University property. Your publicity needs to catch someone's attention, but the person also needs to know why they would be interested in the event. What benefits surround your program? Try spicing up your wording in order to intrigue your audience.

Consider your purpose, audience, and budget. Be thoughtful about your strategy to publicize. Think about questions such as: Why are we holding this event? What are the outcomes that we would like to achieve? Who do we want to attend? How does our marketing plan fit with our proposed audience? How much money do we have to spend? Lastly, what resources do we have?

Once you have figured out what you want to do, based on your budget, audience, and purpose, you should develop a timeline of when you want to implement each strategy. Assign people to each task and follow up with them. Plan ahead so that you have enough time! Use your mouth: word of mouth, or talking about your event with others, is one of the best strategies to marketing your event. In everyday conversations with your friends, professors, staff and others, talk about your program. Don't forget the "day of" publicity: Even though on the day of your event you will be busy, it is important not to forget to market your event. Having someone walk around with a sandwich board, distributing handbills, chalking sidewalks, and teasers will help build excitement for those last minute audience members.

Media Options:

My.brandeis.edu: Events can be posted on the University's calendar section of the my.brandeis.edu website. This calendar is also used to feed data to the plasma screen television in the atrium of the Shapiro Campus Center. Visit the website for more information.

Email Announcements: In addition to sending announcements to your own club's mailing list, you can submit announcements to be sent to the entire graduate student body via email. For more information, contact the Office of Graduate Student Services.

Campus newspapers and radio: the Justice can do News Briefs, Coming Attractions, and ads. Get pricing information by calling the Justice directly (x63750). Deadline for information is Friday by 5 PM. WBRS FM 100.1. At least one week in advance of the date of which you want "spots" to start, email them to psa@wbrs.org.

Student Mailboxes: If you wish to advertise to all students through a mailbox stuffing, you must obtain permission from the Office of Graduate Student Services. Bring a sample of the flyer you plan to stuff to the Graduate Student Center and talk with one of the coordinators about your event.

Posters: Keep the design simple, interesting, and clean. Include the who, what, where, when, and why of the program. Make sure all spelling is correct! Use unique ideas: cut into different shapes, use colors; anything out of the ordinary. Take time and effort (it will make a difference). Post in appropriate areas that target your audience