QUICK TIPS

Registration of Organizations

To register, a group must:
- Provide name and statement of purpose for the group
- Be non-profit in nature
- Present to and be approved by the Student Senate for ultimate approval of the VP for Student Affairs
- Renew registration biannually
- Maintain a list of current officers, advisors, liaisons in the Office of Student Activities
- Have an advisor who is a member of the LU faculty, staff, or administration
- Sign a verification that the group will adhere to all University policies and the Student Handbook

CLASSIFICATIONS

Student Organizations
- 75% of all members and ALL officers are currently enrolled students

Campus Organizations
- 75% of all members and all officers are from the University community (currently enrolled students, faculty/staff, or spouses of these persons)

Community Organizations
- An organization whose stated purpose benefits both the Longview and LeTourneau communities

BENEFITS OF REGISTRATION

Use of the University’s name and logo in the group’s title and publicity/merchandise
- Request student activity fee funding from Senate
- Use of University facilities
  - Schedule meeting rooms
  - Reservation of facilities, CPOs, and vehicles
- Use of University services
  - Inclusion in LU publications, including directories and handbooks
  - Request organization table during STOMP
  - Use campus mail for official business

LEADING BITS

Topics
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

LEADING BITS

Tips on Leadership Development For GROUPS

STARTING AN ORGANIZATION

is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the O|SA in MSC-1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

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Registration provides official identification as an affiliated group, use of designated University facilities and services, and coordination of group activities with the campus administration and other organizations. Registration does not imply University endorsement of the purpose of an organization, nor does the University assume sponsorship of or responsibility for any group. The Office of Student Activities registers more than 50 groups annually. The groups encompass many interests in the areas of academia, political action, cultural experience—both national and international, recreation and sports, religion, service, and social interaction. If one of the already established groups does not address your interests, you can always start an organization for your own. Here are some steps that will facilitate the process of beginning a new organization:

**STEP 1: Purpose/Goals/Structure**

Define the purpose of your organization
- Why are you starting the group? How is it different from current groups?

Set the goals that you hope to accomplish through this group
- Goals should be evaluated by members once the group is established

Sketch out your ideas on the structure of the group
- Will this be a long-term group or a group forming to work on a particular activity?
- What officers will be established, and what are their responsibilities?
- How will the officers be selected? What will go into a constitution?
- How often will the group meet and what will they do?

**STEP 2: Initial Membership**

Look for potential members in various locations:
- Your friends, classmates, or acquaintances from your living area
- If the focus of your group is related to a major, check with the school or department and students in that major. Give flyers to department faculty and ask them to announce the formation of the group in class.
- Attend meetings of various established umbrella groups in IMPACT like the Yellowjacket Activities Council, Student Senate, Resident Assistants, Peer Advisors, or the InterSociety Council to tell them about your new group. They can take information to their constituents and reach a lot of people.

Visit the Office of Student Activities in MSC-1 for more ideas and possible campus/organization contacts. Participate in STOMP (Student Organization Mall Party) at the beginning of the school year.

**STEP 3: Advisor**

If the focus of the group is related to an academic area, check with the faculty in that department.

Talk with your academic advisor and other campus faculty, staff, and administration that you know.

**STEP 4: Getting Registered**

Pick up an Application for Registering Organizations in the Office of Student Activities, MSC-1

Select three (3) officers (President, Vice-President, and Treasurer) to serve as contacts and record their information on the form.

Obtain a faculty, staff, or administrator as Advisor (see step 3 above)

Read carefully and sign the statement of compliance agreeing to abide by the Student Handbook and any other LU policies regarding organizational membership.

Complete a Change of Officer form when your group changes officers or advisors

**STEP 5: Getting the Group Moving Along . . .**

Advertise your group in the Yellowjacket, with posters in living areas or on open bulletin boards, and talking to all your acquaintances.

Have a meeting and elect officers

Get input on the purpose, goals, and structures of the group

Have activities for members to get to know one another

Assign tasks to members to allow them to be a contributor

Know your resources (visit the Office of Student Activities for more ideas/suggestions for getting started)

See the *Leading Bits* on “Goal Setting,” “Icebreakers,” “Meetings,” “Recruiting Volunteers,” and “Team Building” for more ideas.