



Officer Transition Program

Important Resources

Listed below are several helpful resources and contacts which can provide assistance to your student organization in various ways.

Contact a SIM (Student Involvement Mentor): studentorgs@geneseo.edu

Your 2019-2020 SIMs:

- ❖ Cade Reed
- ❖ Jessica Buffamonti
- ❖ Lindsey Riggi
- ❖ Chalia Orellana
- ❖ Maryn Chmielewski

Student Life Webpage: geneseo.edu/student_life

The Student Life page on the SUNY Geneseo website provides many links to forms and sites that are very beneficial for student organizations. It also provides descriptions of various procedures and processes that are required for many student organizations. Here are some examples of important resources and information available on the page:

- ❖ Fundraising Form
- ❖ Publicity Requests
- ❖ Poster Approval Process
- ❖ Conference Room Reservations

The Student Organization Resource Room (SORR), located in the College Union Mailroom, CU 110B, provides a space for students and student organizations to learn more about the student organization experience at Geneseo. The Resource Room is staffed by Student Involvement Mentors who assist current student organizations in various ways.

The Student Organization Resource Room can be used for organization meetings, executive board meetings, organization activities, workshop facilitation and small lectures. Check out the items below available for use by student organizations:

- ❖ Glue sticks
- ❖ Markers
- ❖ Colored pencils
- ❖ Construction paper
- ❖ Storage lockers

Student Life Contact Information

Charles “Chip” Matthews
Senior Director of Student Life
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585-245-5926

Tiffany Brodner
Associate Director of Student Life
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Assistant Director of Student Life for Co-curricular Involvement and Townhouses
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585-245-5150

Traci Lajoie
Office Assistant
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585-245-5851

Olivia Guidi
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College Union 326
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Coordinator for Late Night Programs & Activities
College Union 303
585-245-6189
mernest@geneseo.edu

Club History

Mission Statement

Add Mission Statement below:

Add the Constitution as well

Add below where the Constitution of your organization can be accessed:

Club Contact Information

A. General club contact information

- a. Facebook information

- b. Instagram information

- c. General club email information

i. Email address _____

ii. Passwords _____

B. Incoming E-board contact information

- a. Officer contact information (President, Treasurer, Vice President, Secretary*)

i. Name, email, cell number

C. Previous E-boards contact information (President, Treasurer, Vice President, Secretary*)

- a. Name, email (non-Geneseo if graduated), cell (or GroupMe)

D. Advisor Information

- a. Department, office location, email, office phone

*Be sure to include an email that can be reached after the individual graduates, i.e. a non-geneseo.edu email

Additional Info for Contacts:

Financial Overview

Current Budget

- ❖ Are we SA-Funded or SA-Nonfunded (Not sure? Student Life or SA can look this up for you)
- ❖ If so, how do we maintain and access our money?

SA Funded:

- ❖ Student organizations who are SA-Funded are given a starter budget that is allocated from the mandatory student activity fee tailored to your organizations specific needs. In order to become SA Funded, you need to apply. Any organization which receives financial funding from the Student Association must maintain all of its fund deposits, regardless of source, in an account administered on campus by the Student Association. Please visit SA in CU Room 316 to obtain more information about the application process.

SA Non-Funded:

- ❖ Student organizations who are SA Non-Funded do not receive a budget with Student Association. Under these circumstances, SA provides banking services to non-funded student organizations. Services include processing of checks, weekly income balance sheets and tax exempt status. Additionally, SA serves as your bank account in which you can deposit and withdraw funds. Organizations not funded by the Student Association must register the information regarding location of organization funds depository with the Department of Student Life. Organizations are strongly encouraged to setup a Student Association Non-funded account in the name of the organization. Due to personal liability, student organizations are advised against opening a depository account at a local bank in the name of the organization advisor or officer. Due to tax liability, student organizations are advised against using or setting up an online payment service in the name of any members or advisor to collect funds. SA Non-Funded accounts were designed to help small clubs avoid monthly bank fees and to give clubs the opportunity to take advantage of SA tax exempt status.

Both funding options have to be sought out. Neither are automatic.

Information on Grants and Other Funding

- ❖ CAS Grants
 - Looking to serve food at your event or fundraiser? Apply for a CAS Grant for as small as \$100 (for single group events) or as large as \$500 for campus wide events. Student organizations can only apply for 1 grant per semester and can only apply for one small and one large grant over the course of the year. Additionally, you cannot apply for one small and one large grant in the same semester.

❖ GLK Collaboration

- Is your organization interested in partnering with Geneseo Late Knight to plan or host an event during the prime social hours between 11pm-2am Thursday, Friday and Saturday nights? Then check out glk.geneseo.edu for more information. Late Knight offers a variety of programs such as live entertainment, recreational sports, movies, dances, arts and crafts and many other social events catering to the interests of a diverse student population. A Geneseo Late Knight (GLK) Grant offers your organization a unique opportunity to co-sponsor an event at little to no cost! GLK provides the event management & financial support. If you have any questions, please contact glk@geneseo.edu

❖ Upstate Escapes

- Another awesome grant opportunity we offer through the Department of Student Life is the Upstate Escapes Grant. The Upstate Escapes Grant Program offers registered student organizations, faculty, and staff up to \$400 to help fund transportation costs for cultural, recreational, social, and educational trips that expand on students' classroom learning and foster relationships between peers. It is important to note that if transportation costs exceed this \$400 allotment, your organization will be responsible for paying the additional amount. Whenever possible, separate invoices should be secured for the sponsoring organization and Upstate Escapes. Upstate Escapes reserves the right to fund trips at a higher or lower level depending on available funds.
 - You may apply for a grant ONCE per semester.
 - Transportation Program Proposal Forms should be submitted at least ONE MONTH prior to the date of your trip. This form can be found at:
https://www.geneseo.edu/student_life/escapes
 - Priority will be given to trips that appeal to the interests of students and connect to their in-classroom learning; however, we do not provide funding for conferences.
 - Trips must be open to all Geneseo students.
 - Student organizations MUST have a faculty or staff member as a chaperone.
 - All other costs associated with the trip are the responsibility of the sponsoring organization.

Inventory Archive

For every student organization's officer transition process, it is important for the outgoing executive board to document the organization's supplies, its location, how to access it, and to provide this information to the incoming executive board. Fill out the inventory sheet below to help your new executive board access your organization's supplies. Keep in mind these questions when filling out the inventory sheet to help you build a complete archive.

- What types of supplies does your organization use that new executive board should be aware of? (Posters for Club Expo, other promotional material, craft supplies, games, supplies used at every meeting, leftover supplies from past events, etc.)
- Where are your organization's supplies located? (MOSAIC Room cabinet, MOSAIC Room Storage Room, Student Organization Resource Room, Off-campus Storage Unit, Member's Townhouse/Apartment, Faculty Advisor's Home, etc.)
- How can these supplies be accessed? (Key, Combination lock, Access granted by Student Life/Student Association, etc.)
- Any other additional information you would like to provide regarding your organization's supplies and inventory?

CURRENT EXECUTIVE BOARD TRANSITION DISCUSSION TOPICS

Goals:

What were the goals for the year, and how well did we do on each goal?

Which goals should be continued?

Which goals should be altered?

Which goals should be dropped?

Programs & Activities

What activities and programs did we sponsor?

How effective was each program?

Were the programs and activities consistent with group goals?

Which activities should be continued and which should be dropped?

Membership:

How effective were our membership recruitment efforts, if any? Are the members actively involved in the operation of the club (including decision making, planning, implementing, and evaluating)

Are members enthusiastic about the activities and motivated to work towards the group goals?

Community Service

Did your group engage in community service or volunteering this semester? Where did your members serve?

How many members engaged in service? In total, how many hours did your members serve?

Incoming Executive Board Transition

What is the purpose of the organization? _____

What made you want to run for this office? _____

What are my responsibilities? _____

How can I improve what the former officer accomplished? _____

What new/old programs do I plan to utilize during my term? _____

What are something I think I really need to know to do my job? _____

Questions to ask outgoing officers

Things I should do to prepare myself for the position

People (positions) I should get to know

Services that I need to know about

Other questions I want answered before they are gone

Leadership Guidance

For certain members of your new incoming executive board, this may be one of their first experiences being in a student leadership position. From your time on executive board and from your experience as a student leader, what is some advice that you'd like to give to the incoming executive board? What knowledge do you believe is important for them to know as they take on this new role? Provided below is an opportunity for you to share this knowledge with the new executive board. Provided below as well is student leadership advice from experts.

What is some advice that you would like to share that would be helpful to those less experienced in student leadership ?

What are some misconceptions about leadership that you thought before you had this role on executive board? From your experience, how were these misconceptions debunked?

How to Make an Impact as a Student Leader

1. Be a role model.
2. Confront unacceptable behavior.
3. Utilize training experiences.
4. Find the “teachable moment.”
5. Be supportive of others.
6. Actions should reflect words - be consistent.
7. Develop expectations.
8. Present programs that are reflective of your values and organizational values.
9. Be consistent in your organizational promotions / advertisement.
10. Structure experiences.
11. Lead discussion sessions on values and ethics.
12. Develop an organizational and/or personal code of ethics.
13. Make a difference in all that you do!