

# Passing the Knight's Sword

STUDENT ORGANIZATION TRANSITION WORKSHOP

SPRING 2019

# Introduction

- ❖ TRANSITIONS ARE DIFFICULT!!
- ❖ WHY IS AN EFFECTIVE TRANSITION PERIOD IS SO IMPORTANT??:
  - ❖ CONTINUES LEGACY OF GROUP
  - ❖ LEAVES OUTGOING OFFICERS WITH A SENSE OF ACCOMPLISHMENT AND CLOSURE
  - ❖ ALLOWS INCOMING OFFICERS TO FEEL CONFIDENT AND KNOWLEDGEABLE
- ❖ WHEN DO YOU START? ...RIGHT NOW!!
- ❖ THIS WORKSHOP WILL PROVIDE YOU WITH THE STEPS TO SUCCESSFULLY TRANSITION YOUR E-BOARD-😊

# Checklist of Suggested Tasks for Outgoing Officers (see handout)

- ❖ ATTEND OFFICER TRANSITION TRAINING 😊
- ❖ INTRODUCE NEW OFFICERS TO THE CLUB ADVISOR
- ❖ GIVE ACCESS AND INSTRUCTIONS TO ANY ONLINE PLATFORMS (SOCIAL MEDIA, GOOGLE DRIVE, ETC.)
- ❖ SHARE ANY AND ALL DOCUMENTS (MISSION, GOALS, HISTORY, CONSTITUTION, AGENDAS, EVENTS, POSITION DESCRIPTION, CONTACT INFORMATION)
- ❖ DISCUSS THE FINANCIAL STATUS OF THE ORGANIZATION (SHARE BUDGETS)
- ❖ INTRODUCE AND EXPLAIN STUDENT INVOLVEMENT
  - ❖ REREGISTRATION (DEADLINE: MAY 1<sup>ST</sup>)
  - ❖ FALL 2019 FUNDING (DEADLINE: MARCH 22<sup>ND</sup>)

# Elections

- ❖ READ YOUR ORGANIZATION'S CONSTITUTION AND FOLLOW THE GUIDELINES ABOUT ELECTIONS
- ❖ CHOOSE DATE(S) FOR ELECTIONS BETWEEN MARCH 1-APRIL 15
- ❖ ADVERTISE OPEN POSITIONS AND ELECTION DATES ON GETINVOLVED & SOCIAL MEDIA
- ❖ AFTER ELECTIONS, UPDATE GETINVOLVED ROSTER!

Annual Reregistration

# Annual Reregistration—the process (march 1<sup>st</sup>–may 1<sup>st</sup>)

- ❖ REGISTRATION MUST BE COMPLETED BY THE PRIMARY OFFICER FOR THE 2019/2020 ACADEMIC YEAR
- ❖ IF YOU ARE PREPARED FOR REREGISTRATION, IT SHOULDN'T TAKE YOU MORE THAN 15 MINUTES
- ❖ OFFICER INFORMATION REQUIRED IS
  - ❖ NAME
  - ❖ NETID
  - ❖ RUID
  - ❖ CAMPUS EMAIL ADDRESS (YOU WILL NEED TO INVITE YOUR OFFICERS TO BE OFFICERS OF YOUR ORGANIZATION VIA THE E-MAIL ADDRESS LISTED ON THEIR PROFILE, SO HAVE THEM LOG IN AND GO TO THEIR ACCOUNT TO FIND WHICH E-MAIL IS THEIR OFFICIAL CAMPUS EMAIL ADDRESS)
  - ❖ PHONE NUMBER
- ❖ YOU WILL ALSO NEED TO KNOW WHO YOUR CURRENT ADVISOR IS

- ❖ REGISTRATIONS WILL BE NOT BE FULLY APPROVED UNTIL **JUNE** DUE TO THE NEED FOR ACCURATE GRADE INFORMATION
- ❖ REGISTRATIONS WILL BE REVIEWED ON A ROLLING BASIS AND PROBLEMATIC REGISTRATIONS WILL BE DENIED BEFORE THE CLOSE OF THE REGISTRATION PERIOD
- ❖ COMMON PROBLEMS INCLUDE:
  - ❖ SUBMITTED OFFICERS ARE GRADUATING IN 2019
  - ❖ OFFICERS SUBMITTED ARE INELIGIBLE TO SERVE
  - ❖ A STUDENT IS LISTED IN MORE THAN ONE OFFICER POSITION
  - ❖ NOT ALL REQUIRED INFORMATION WAS COMPLETED
- ❖ DON'T FORGET: OFFICERS MUST BE FULL-TIME UNDERGRADUATE STUDENTS WITH AT LEAST A 2.0 CUMULATIVE GPA

**REGISTRATION CLOSES AT MIDNIGHT ON MAY 1<sup>ST</sup> AND THERE ARE NO EXTENSIONS!**

# Annual Reregistration- involvement fair (September 2<sup>nd</sup>)

- ❖ YOU ARE REGISTERING FOR THE FAIR WHEN YOU REREGISTER YOUR ORGANIZATION, YOU WILL RECEIVE INFORMATION MIDSUMMER
- ❖ THINK ABOUT GIVEAWAYS YOU'D LIKE TO PURCHASE.
  - ❖ UTILIZE THE TRADEMARK AND LICENSING APPROVED VENDOR LIST
  - ❖ [HTTPS://UCM.RUTGERS.EDU/TRADEMARK-LICENSING](https://ucm.rutgers.edu/trademark-licensing)



# Annual Reregistration- general meeting reservations

- ❖ REQUEST GENERAL MEETING SPACE WHEN YOU REREGISTER YOUR ORGANIZATION!

- ❖ YOU WILL BE PROMPTED TO COMPLETE A SEPARATE MEETING REQUEST FORM WHICH MUST BE COMPLETED BY **MAY 31ST**

- ❖ BEFORE MAKING A RESERVATION, YOU'LL NEED TO KNOW:

- ❖ WHERE THE EVENT WILL BE HELD

- ❖ THE EVENT DATE AND TIME

- ❖ THE TYPE OF EVENT

- ❖ THE NUMBER OF GUESTS ATTENDING THE EVENT

- ❖ IF THE EVENT NEEDS EQUIPMENT

- ❖ IF THE EVENT WILL BE CATERED

Other Important Info

# Fall 2019 Budget Process

- ❖ BRAINSTORM FALL EVENT IDEAS WITH NEW EXECUTIVE BOARD MEMBERS
- ❖ DEVELOP A BUDGET FOR FALL 2019 (ORGANIZATIONAL MAINTENANCE & PROGRAMS)
- ❖ SUBMIT BUDGET BY **MARCH 22<sup>ND</sup> AT 10PM**

## BUDGET HELP NIGHT

- ❖ **TUESDAY, MARCH 12<sup>TH</sup> FROM 7-8:30PM IN THE DOUGLASS STUDENT CENTER, MEETING ROOM**

- ❖ RUSA ALLOCATIONS SITE:

- ❖ [HTTPS://SITES.GOOGLE.COM/SITE/RUSAALLOCATIONS/HOME](https://sites.google.com/site/rusaallocations/home)

# Maintain Organization getINVOLVED Profile

- ❖ END THE MEMBERSHIP OF GRADUATING AND FORMER MEMBERS
- ❖ UPDATE ORGANIZATION ROSTER WITH NEW OFFICERS
- ❖ CREATE FALL EVENTS
- ❖ CREATE FALL MEETINGS
- ❖ ADD PHOTOS FROM THIS YEAR
- ❖ WRITE NEWS ITEMS FOR YOUR ORGANIZATION'S ACCOMPLISHMENTS

INCOMING STUDENTS WILL BE LOOKING AT YOUR PROFILE, SO MAKE SURE IT IS UP TO DATE AND APPEALING TO RECRUIT THROUGHOUT NEW STUDENT ORIENTATION!

# Other Reminders

- ❖ PAY ALL REMAINING BILLS, RECONCILE CASH ADVANCES, AND PROCESS PERR FORMS
- ❖ CHECK YOUR EMAIL OVER THE SUMMER FOR IMPORTANT ANNOUNCEMENTS
  
- ❖ FOOD SAFETY WORKSHOPS
  - ❖ MARCH 27, 6:00-7:00PM, LSC, 202AB
  - ❖ MARCH 28, 3:00-4:00PM, CASC, 411A
- ❖ LEADING THE SCARLET WAY TRANSITION WORKSHOPS \*\*FOR INCOMING OFFICERS
  - ❖ NEW LEADER DESSERT RECEPTION: APRIL 2<sup>ND</sup>, 7:30-9:30PM, SAC, RARITAN RIVER LOUNGE
  - ❖ NEW LEADER LUNCH AND LEARN: APRIL 19, 1:00-3:00PM, CASC, RED LION CAFÉ

Activities! 😊

Thank you! & Good Luck!