

People you should know

How to Become a Student Organization

- Writing a Constitution

- Sample Constitution

- Writing Bylaws

Campus Policies for Student Organizations

- Fundraising Drives

- Campus Advertising

 - Coke Banners

 - Using University logos and name on items

- Special Events

- Conducting a Raffle

- Blood Drives

- Credit Card Drives

- Outside Speakers

- Candidates for Public Office

- Dance Escort Policy

- University drug and alcohol policy

 - Alcohol Policy

 - Drug Policy

- Anti-Hazing policy

Conduct of Student Organizations

Use of University Facilities

- Student Union

 - Disability Assistance

 - Additional charges

 - Room capacities, Fees, and Charges

 - Sale and consumption of alcoholic beverages

- Catering

- Reserving other facilities

 - Academic facilities

 - Angelle Hall

 - Bourgeois Hall

 - Blackham

Creating an effective organization

- Preparing a budget

 - Planning a budget

 - Designing a budget

 - Sample budget

- Retaining members

 - GRAPE

- Running an effective meeting

 - Before, during, and after the meeting

 - Accessibility of organization to others

Program and event planning

- Concept

- Planning

- Entertainment/speakers

- Budget

- Publicity

- Food

- Safety and security

- Implementation

Assessment and evaluation of the organization

Community Service

Leadership transition - Officer Transition

Recruitment - UL recruitment events

Organization accounts and funds

- Checking accounts

- Fundraising accounts

- Signatures on checks

- Rules governing accounts

Organization Fund Request

- Conference fund request

- Speaker fund request (lyceum)

- Banquet or social activities fund request

Organization technology

- Info pages on the web

- Creating a organization web page

- Organization emails

Responsibilities of Advisors

- UL Lafayette Advisor role and University policies

- Selecting an advisor

- General responsibility of an advisor

 - Effective advising

- Organization's responsibilities TO the advisor

Changing advisors

Reactivating an organization

Changing the name of organization