Student Leader Training
Events

- **Student Event Request Form**
- **Plan ahead**
  - Pay close attention to the deadlines mentioned in the form
  - If you already have events planned for the semester or year, you can submit the form now
- **Collaboration**
  - You are highly encouraged to collaborate with other clubs
  - Only one club needs to submit the form
- **University Website**
  - Events can be put up on the university website as soon as the form is processed
Recruitment Strategies

- **Activities Fair**
  - Thursday, September 10th!

- **Engage**
  - Don’t just sit behind the table and wait for students to come to you
  - Talk to them as they are passing by

- **Communicate**
  - Notify them when meetings and events are
  - Give reasonable lead times so they can prioritize into their schedule

- **Empower**
  - Make sure they have something to do
  - You don’t want them to show up to just sit around while you do everything
Utilizing Club Space/Storage

- Shared space for everyone
  - The only space available for all clubs to meet, work on events and store their items

- Keep clean
  - All club items should be stored on your respective shelves
  - Clean up after yourselves after you use the space
    - Includes throwing away all trash and wiping down the white boards

- Respect others’ space and items
Utilize Advisors

- Don’t forget about them
  - They signed up to be your advisor because they want to help

- Communicate meetings and events
  - They can’t support you if they don’t know

- Contact and include in the planning process
  - They may have ideas for how to enhance your event or different ways to market
  - They may know of things happening that could clash with your event
Student Resource Page

- **Important Links**
  - Links to the Student Club Event Request Form, Expense Form and more!

- **Methods of Payment**
  - Purchase Order- to be used for branded items, printed materials, catering, etc.
  - Tartan Card- work with SAFYP to purchase goods/tangible items for events and programs
  - Reimbursement

- **Leadership Trainings**
  - All trainings will be uploaded here
  - Minutes from all SOC meetings