Congratulations 2018-2019 Execs!
Agenda

➔ Purchase Requests/Shopping
➔ Driver Requests
➔ Reservation Calendar
➔ Budget
➔ New PAs
➔ Transition of Power
➔ Last Days of Semester
Administration (Fun Stuff)

● Planning an Event- ‘Snooze Fest’
  ○ Your organization is throwing ‘Snooze Fest’; a community service outing followed by a TAMS community social.

● Your Need To Knows:
  ○ Requesting a Van
  ○ Purchase Requests
  ○ Wing Announcements
  ○ Community Service Approvals
Requesting A Van

- **Part 1: Reservation Calendar**
  - TAMS Website → Student Life Page → Clubs Info → Online Resources → Reservation Calendar
  - Log-in and reserve the # of vans needed for the proper date and time (ask this year’s club execs for login/password)

- **Part 2: Van Request**
  - TAMS Website → Student Life Page → Clubs Info → Online Resources → Request a Driver for a Van
  - This form should be submitted by **8am on the Wednesday prior to your event**

**Changes or Cancellations**

- **DO:**
  - Email Ben and Zaria the changes to the schedule 24 hours before the driving
  - Inform the desk for last minute decisions

- **DON’T:**
  - Let the staff ‘figure it out on their own’

**Questions?**

No-shows may result in suspension from the driving list.
Purchase Requests

The fest is going to need snacks, party favors, and decorations! Here’s how we do that:

- TAMS Website → Student Life Page → Clubs Info → Online Resources → Purchase Request Form
- Provide plenty of time for you to join a shopping trip by submitting requests early
  - Shopping trips are on Friday @ 3:30, or on Mondays if there is a closed weekend. Meet at the Front Desk.
- Questions?
Wing Announcements

Advertising for Snooze Fest is important! Submitting a wing announcement can let each know about your event in advance.

- TAMS Website → Student Life Page → Clubs Info → Submit a Wing Announcement
- Be sure to provide- Date, Time, Event Name, Club Name, A snazzy and cool description of the event.
- Deadline: Wednesday @ Noon each week
CS Approvals

Now that your event is finally complete, it’s time for your participants to submit their volunteer hours. Here’s how you as officers will prepare for that:

Info for Officers:

- Email Zaria the CS list
  - On A Spreadsheet
  - In alphabetical order
  - w/ Date, Event Name, and # of hours

Info to provide your members:

- Consistency! Be sure to provide your members with a specific event name under which to submit their CS hours
As you prepare your budgets, here’s an idea of how much things cost on average:

➔ **GA’s & Small Programs**
  $15-$25

➔ **Mid-Sized Programs**
  $30-$50

➔ **Large Scale Programs**
  $65-$100
What are Heavier Costs to prepare for?

➔ Does my club plan on buying any equipment or tools?
➔ Will my club participate in competitions?
➔ Hotels?
  ◆ Expect average cost per room / per night: $95-130
  ◆ Expect to ask for student contribution of $30-50 per night.
Example Budgets:

- **Detailed Budget**
  - GAs (fall semester, around 15 GAs): **Total=$330.49.** Chips--$120.38, drinks--$48.02, cookies--$79.61, icing--$42.37, M&Ms--$17.08, sugar cookies--$23.03
  - COFFEE HOUSE (fall semester): **Total=$341.25.** Chips--$80.25, drinks--$24.01, cookies--$49.76, hot chocolate mix--$62.66, spoons--$16.44, plates--$18.08, napkins--$13.65, cups--$20.76, popcorn--$55.64
  - PLAYS (fall semester, 2 plays per year): **Total=$1230.73.** paint--$213.66, wood--$72.72, costumes--$384.13, metal nails--$23.91, props--$160.50, scripts--$42.78, stage makeup kit--$109.62, brushes--$35.99, sponges--$12.04, makeup remover--$55.55
  - ART AUCTION (spring semester): **Total=$677.46.** pizza--$85.49, soda--$12.78, chips--$20.97, cookies $49.76, plates--$10.85, cups--$12.45, napkins--$10.24, matte board--$369.63, xacto knife--$20.28, metal ruler--$33.65, tape--$51.36
Example Budgets:

- **Broad-Based Budget**
  - Junior Jubilee -- $75
  - Senior Shindig and 1st GA -- $120
  - Halloween Extravaganza (food GA) -- $50
  - Valentines GA (food GA) -- $50
  - Exec Season Muffins and Baking Goods -- $70
  - Dr. TAMS Program (TAMS club competition) -- $200
  - Eggs-citing GA (egg roulette) -- $50
  - Speed Dating Socializing Practice GA -- $50
  - Exec Season gifts for new applicants -- $100
  - Senior Send off --- $300
  - Appliance Shopping/Random restocking of closet -- $120
What gets approved and what gets cut?

➔ We have limited funding: $100 per student.
➔ Total budget requests are typically twice the amount of actual budget.
➔ Needs are approved, thriftiness appreciated, Frivolity will be cut!
➔ Look for ways your club can contribute to its own funding.
Budgets Due by July 23, 2018!

https://tams.unt.edu/studentlife/club-submission-form
Club Info Page

Consider browsing around the Club Info Page on the TAMS Site

➔ Update your information by sending Ben Warren new links, contact info, etc.

➔ Check out the Resources & Policies Links

➔ Utilize the “Club Worksheets” to help you prepare over the summer
New PAs!

- Hiral Patel - RA from Legends
- Alejandro Rivas - RA from College Inn
- Nyeomi Howard - TAMS RA
- Tre Stewart - TAMS Alum
Transition & Last Days

➔ When to Transition?

➔ Club Closets (clean, organize, inventory)

➔ Last Days
  ◆ Purchase Requests - 4/23
  ◆ Shopping - 4/30
  ◆ Driving/CS - 5/3
  ◆ CS submissions on TAMSiAM - 5/9

➔ Independent Club Reg. - due 4/30
Summer Orientation
Class of 2020