

Calendar Reservation Planning Sheet

Discuss with your exec board and PA possible dates, times, and rooms to meet for your weekly exec board meeting:

Begin to list out ideas you have for club activities, meetings, events, and programs throughout the semester and the year:

Begin to map out possible dates, times, and places for your programs. Be sure to cross reference with the calendar in the TAMS Student Handbook in order to avoid conflicts with Closed Weekends, Exams, etc. (Remember: we are looking for quality not quantity – it would be much better to put on 2 outstanding, well-planned programs throughout the semester than to put on 10 thrown-together, insignificant programs):

Make sure you note any programs or events that will require you to reserve vans:

Goal Setting Worksheet

Work on this with your PA and executive board to help give you some perspective as you start off this year.

- What is the purpose of your club:
- What would you like to provide to the student body of TAMS:
- What would you like to provide to the UNT community:
- What would you like to provide to the Denton area community:
- What type of student has your club traditionally appealed to:
- Would you like to change this? If so, what can you do to appeal to a broader range of students:
- In light of the previous questions, develop a mission statement for your club:
- What programs, activities, and events has your club done in the past:
- What did you like about these:
- What didn't you like about these:
- What would you like to do differently this year:
- What skills, abilities, and training would you like to leave this year with:

Preparing Your Budget Worksheet

Work on this with your PA and executive board to prepare you in completing your club's budget which is due on Wednesday, August 29 at curfew – it is submitted via the Budget Submission Form online.

Get the last year budget from your PA and review:

Go point by point over each of your anticipated programs for the year and attempt to estimate how much money you will need for each event:

What is your total amount of estimated money needs for this school year:

Discuss fundraising goals – how much would you like to raise in order to help with the current year's programs?

The following needs to be included on the budget proposal (this is done online):

- State your club's mission statement (from Goal Setting Worksheet)
- Name of the treasurer
- A list of each anticipated program for this school year
 - a specific list of desired purchases for each program along with an estimated cost for each purchase
- Total the estimated financial need of the club for the entire school year
- A list of fundraising/revenue ideas and estimated amount of money expected to be made from these
- Subtract the estimated amount of fundraising/revenue expected from the total need of the club - this is your desired budget request
- Review with your exec board and your PA
- Submit all of this using the online form.

Roles and Expectations Worksheet

Great exec boards don't just happen – they are created through a lot of intentional hard work. Spend some time with your exec board and PA working through this work sheet to begin to develop a solid team.

- Begin by listing out each of the positions on your executive board. Then have each of the board members discuss what role they think they play on the board. Next, have each of the board members discuss what they expect from the others on the board. The goal of this is to begin to define roles.

- List out each of the names of the people on the exec board. Beside them, make a list of what they think are their strengths and weaknesses when it comes to leadership, programming, creativity, etc.

- How well do your defined roles of each other compare to each others' strengths and weaknesses? Do you need to shuffle things around a bit?

- Discuss with your PA what your expectations are of her/him and vice versa.

How to Run Executive Board Meetings Worksheet

Work through this with your executive board and your PA in order to help you have more effective and efficient board meetings.

- What is the day, time, and place for the exec board meeting:
- Develop a general agenda have how each of the exec board meetings are to be ran:
- List out roles and responsibilities of exec board members during the meeting:
- Develop a list of expectations for everyone during exec board meetings. Think through issues such as attendance, being on time, rules for brainstorming, coming prepared, etc.:
- Discuss ways to deal with exec board members who do not live-up to the above stated expectations:
- Brainstorm how you will deal with conflict on your executive board – be specific:
- How will your exec board come up with final decisions in the presence of a split board:
- How can your exec board meeting be fun:

Getting Others Involved Worksheet

Work through these questions with your exec board and your PA in order to help you think through ways to get other students interested, excited, and involved in your organization.

What is it that makes our club unique:

How can we communicate this to potentially interested students:

What are things we can do to get students to sign-up or express interest in our club:

Once, we get interested students, how can we get them involved in the club:

How can we keep students interested in our club once they are involved:

Is there anything we can do in terms of giving people certain responsibilities with planning, organizing, and implementing events:

What can we do now to start preparing juniors who may be the future leaders of this club: