Exec Training
04/ 27/ 2020
Congratulations 2020-2021 Execs!
Agenda

➔ Purchase Requests/Shopping
➔ Driver Requests
➔ Reservation Calendar
➔ Budget
➔ New PAs
➔ 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 → Student Portal → 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 and write it down)

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

Questions?

● DO:
  ○ Email Ben and Shah the changes to the schedule 24 hours before the driving
  ○ Inform the desk for last minute decisions
  ○ Point of contact on Driver Request is person going on drive

● DON'T:
  ○ Let the staff ‘figure it out on their own’
  ○ Schedule an earlier time on driver request than intended departure!

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 → Student Portal → Clubs Info → Online Resources → Purchase Request Form – (Bookmark this webform!)

● 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 after 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 → Student Portal → 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 Shah the CS list
  - On A Spreadsheet
  - In alphabetical order by Last Name
  - 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
Budget

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 15, 2020!

https://tams.unt.edu/studentlife/club________-budget________-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!

- Jacob Branscum – Naturally, Sports Club, TBO
- Kanza Jafri – Ballot, Dull Roar, TMS
- William Zamudio – JETS, FACES, CSO
- TBD – Profile, Project Smile, HOPE

Ben Warren – MAO  HD 1: MHA  HD 2: Replay / Jboard
Melissa - TAS  Sam Earls – RO  Admissions - Ambassadors
Transition & Last Days

➔ Get all you need from Old Execs!

➔ Last Days
  • Purchase Requests  - 4/27
  • CS submissions on TAMSiAM  - 5/31

➔ Independent Club Reg.  - due 4/27

➔ Join us for Rosecutting / Student life Awards on Friday, May 1st, at 2pm!
How to Use Your Summer

➔ Visioneering
➔ Brainstorming
➔ Calendar Planning
➔ Budget Planning

➔ Side Note: Independent Club Registration is due TODAY!
Summer Orientation
Class of 2022

CANVAS EDITION

https://tams.unt.edu/summer-orientation-leader-application
Fall Expectations

➔ Exec Move-In – 8/18
➔ Exec Training – 8/19
➔ Class of 2022 Move In – 8/20
  ➔ Send T-shirt ideas / Design proposals for Move-In Shirt to Ben by 7/15
➔ Fall Orientation Programs – 8/21-8/23
  ➔ Program Pitches to Ben by 8/1!
  ➔ https://tams.unt.edu/fall-orientation-program-proposal
  ➔ Club Bonanza – 8/23 – see STUCO
Final questions

Feedback/Thoughts on a Student Life “Breathe Week” scheduled into the calendar?

Thoughts on tabling as community service