**OFFICER TRANSITION MANUAL**

**STUDENT ORGANIZATION PRESIDENTS**

Revised

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**Instructions**

This officer specific transition manual is designed to assist you, President of a student organization, at University of California, Riverside in the transition process by providing some basic information about day-to-day procedures and operations for maintaining active status.

This manual will cover three levels of functioning that a president should strive to attain – basic, intermediate, and advanced level functioning.

# Basic Level Functioning

At this basic level, the president demonstrates an understanding of the essential duties needed to meet the most basic duties of position.

# Intermediate Level Functioning

At the intermediate level, the president not only meets basic expectations but also demonstrates proficiency at this level.

# Advanced Level Functioning

The advanced president incorporates the basic and intermediate expectations and is able to engage in thinking tasks that generate new ideas while also actively reflecting on the progress of the organization and the development of members.

Spaces are intentionally left blank for you to add to each level of functioning where you see fit. This manual should be utilized shortly after the time you are elected to your new role as president.

**(Note: The office of Student Life hopes that this transition manual increases the knowledge and confidence of new leadership; however, we recognize not all groups aspire to be at the advanced level – and that is perfectly okay, as long as the group completes the re-registration requirements detailed in the manual.)**



|  |  |  |
| --- | --- | --- |
| **Officer Tasks** | **Jump to Section** | **Frequency** |
| Review Transition Manual | [Page 7](#_bookmark3) | Annually |
| Review Student Org Handbook | [Page 7](#_bookmark5) | Annually |
| Complete incoming officer transition | [Page 7](#_bookmark4) | Annually, Spring Quarter |
| Update HighlanderLink | [Page 7](#_bookmark6) | Quarterly |
| Passing on important information | [Page 8](#_bookmark7) | Annually |
| Changing Signatories | [Page 12](#_bookmark8) |  As needed  |
| Complete annual re-registration requirements | [Page 12](#_bookmark1) | Annually, Spring Quarter |
| Schedule and attend check-in meeting with Student Life Advisor | [Page 12](#_bookmark9) | Annually |
| Ensure proper representation at the Student Org Leadership Seminar | [Page 13](#_bookmark10) | Annually, Week 0 of Fall Quarter |
| Ensure the chapter constitution and bylaws are updated and reviewed by the chapter, and approved by Student Life if any changes were made to the document | [Page 13](#_bookmark11) | Annually |
| Schedule meetings with all members and preside over meetings | [Page 14](#_bookmark12) | Weekly, Bi-Weekly, Monthly, or Bi-Monthly |
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Basic Level Functioning

At this basic level, the president demonstrates

an understanding of the essential duties needed to meet the most basic duties of position.



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| --- | --- | --- |
| **Officer Task** | **Jump to Section** | **Frequency** |
| Create officer specific budget | [Page 15](#_bookmark14) | Annually |
| Schedules executive board/committee meetings | [Page 15](#_bookmark15) | Weekly/Bi-Weekly |
| Prepares agenda for each meeting | [Page16](#_bookmark16) | Weekly/Bi-Weekly |
| Refers to the constitution/bylaws when making decisions regarding the organization; contacts Student Life Advisor if additional support is needed | [Page 18](#_bookmark17) | Weekly/Bi-Weekly |
| Attends Campus Wide workshops/trainings to increase organizational effectiveness | [Page 18](#_bookmark18) | Quarterly |
| Watch all Student Life YouTube videos relevant to position | [Page 18](#_bookmark19) | Quarterly |
| Ensures org RSVP and attendance at Student Involvement Fair | [Page 19](#_bookmark20) | Quarterly |
| Schedules meetings with Student Life Adviser to discuss the state of organization | [Page 19](#_bookmark21) | Quarterly |
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Intermediate Level Functioning

At the intermediate level, the president not only meets basic expectations but also demonstrates proficiency at this level.

**Advanced Level**

|  |  |  |
| --- | --- | --- |
| **Officer Task** | **Jump to Section** | **Frequency** |
| Facilitate a goal setting workshop with executive and general members to determine and review short and long-term goals | [Page 20](#_bookmark23) | Quarterly |
| Fosters collaboration between other organizations | [Page 22](#Collab) | Quarterly |
| Encourage members to get involved with leadership opportunities on and off campus | [Page 22](#EncourageMembers) | Quarterly |
| Work with officers to prepare and submit applications for Student Org Awards and other campus awards | [Page 23](#studorgrec) | Annually |
| Apply for Blueprint to Success Program for additional organizational support | [Page 26](#bp) | Annually |
| Properly ensures storage of all materials for org | [Page 27](#storage) | Weekly/Bi-Weekly |
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Advanced Level Functioning

The advanced president incorporates the basic and intermediate expectations and is able to engage in thinking tasks that generate new ideas while also actively reflecting on the progress of the organization and the development of members.

# Basic Level Functioning

**Review Officer Transition Manual**

This manual will provide you with an overview of officer specific tasks that will help you transition into your new role as President.

It is your responsibility to review this manual, check-off tasks once completed, write in responses as necessary, and properly store this document for the next incoming president.

The incoming President has reviewed this transition manual with the outgoing President during transition meeting

The incoming President has added a transition meeting to the calendar for the next election cycle

**Review Student Org Handbook**

In addition to reviewing this manual, see the [Student Org Handbook](https://studentlife.ucr.edu/document/organization-policies-and-handbook) regarding policies and procedures for student organizations.

The incoming President has reviewed the Student Org Handbook and understands the policies and procedures outlined in the document.

**Updating HighlanderLink**

The first big step to a successful transition is updating your HighlanderLink page. Check out our full video on [How to Use HighlanderLink](https://www.youtube.com/watch?v=FmXttXz5vDQ&t=1s) on Student Life’s YouTube Channel.

The outgoing President has assigned new officers on HighlanderLink

The incoming President has watched the How to Use HighlanderLink video The incoming President has updated the HighlanderLink profile and roster

Also, as a reminder, you can only have two Reservers on your roster, so think carefully about what two people will need to reserve rooms for your organization in the future. You can update these positions anytime, so do not worry if things change.

The incoming President has updated the two Reservers

In addition to your roster titles, you will need to be sure update your Primary Contact. This person has full admin access by default because they were the person to re-register the group from the previous year. Next to the primary officer’s picture is a little pen, have the outgoing Primary Contact select that icon to select the new incoming Primary Contact. This person receives messages and updates pertaining to your club, so choose a person who is reliable to share that info with members.

The incoming President has updated the Primary Contact

**Passing on Important Information**

Another big aspect of transitioning officers is passing on important information. Below are questions the incoming president should be reviewing with the outgoing president.

When does the organization elect new officers?

Fall Quarter Winter Quarter Spring Quarter

What is the method by which new officers are elected?

Vote via HighlanderLink Vote in person

Application and Interview Process

Other

When are transition meetings held?

Fall Quarter Winter Quarter Spring Quarter Summer Quarter

Remember, if you do not know the answer to these questions, refer to the outgoing President.

|  |
| --- |
| **Accounts & Passwords**Passwords for online accounts and services is important, so think about all the various emails, social media, and other accounts you might use. Write them here. |
| Instagram Username: Instagram Email: | Password: |
| Snapchat Username: Snapchat Email: | Password: |
| Facebook Username: Facebook Email: | Password: |
| Twitter Username: Twitter Email: | Password: |
| Website Username: Website Email: | Password: |
| Google Drive Username Google Drive Email: | Password: |
| Org Username for Email: Org Email Address: | Password: |
| Online Banking Username: Online Banking Email: | Password: |
| Other: | Password: |
| Other: | Password: |
| Other: | Password: |
| Other: | Password: |
| Other: | Password: |

Does the organization have an optional adviser outside of Student Life?

Yes No

If so, list their name and contact information.

Name: Phone: Email: Office: Availability:

How often do you meet with your optional adviser, if applicable?

Weekly Bi-weekly Monthly Quarterly

What were the organizational goals of the outgoing president?

Goal 1:

Goal 2:

Goal 3:

Which of their goals were met and which ones were not? Why?

Goal 1: Met Not Met Goal 2: Met Not Met Goal 3: Met Not Met

Which of their programs, projects, and/or events were effective during the year? Why?

Program 1:

Program 2:

Program 3:

Program 4:

Program 5:

Program 6:

Which of their programs, projects, and/or events were ineffective during the year? Why?

Program 1:

Program 2:

Program 3:

Program 4:

Program 5:

Program 6:

Does the organization have an ASUCR account?

Yes, list account number Not yet, will refer treasurer to [ASUC R’s w ebs it e](https://asucrexchange.ucr.edu/budget/org-funding) to activate an account, if eligible.

No, our org is not eligible for ASUCR funds (single gender fraternities and sororities and honor societies)

No, we prefer not to use ASUCR funds

Every Registered Student Org that wishes to open an ASUCR account must activate their account yearly. Has your org activated the account?

Yes No

Not applicable

Does the organization bank off-campus?

Yes No

Not yet, will watch tutorial video on [Getting an Off-Campus Bank Account](https://www.youtube.com/watch?v=Ur5u2QrIdpE)

If so, please list the off-campus financial institution.

Name of Bank: Address: Phone Number: Tax ID/EIN:

Account Number: Routing Number: Number of Debit Cards:

There is a system in place for managing debit cards and checks. There is a system in place for reimbursements

# Changing Signatories

If you are applying for a new bank account, credit union, or changing signatories, you will need a letter from Student Life verifying that you are an active student organization. To get this verification letter, fill out the Bank Letter Request form on HighlanderLink and give us a few days to complete it.

For your signatories, please list 2-3 officers. Ideally, this is your Treasurer, President, and one other officer, if you want. When your letter is completed, please list an email address that we can contact to let you know it's ready. If you don't hear anything and it's been longer than about a week, please feel free to stop into HUB 229 and ask for an update.

The incoming President has determined who the new signatories will be for the bank account

The incoming President has filled out the [Bank Letter Request](https://highlanderlink.ucr.edu/submitter/form/start/104203) form on HighlanderLink to update signatories (can be assigned to Treasurer)

The incoming President has made certain the new signatories have went to add themselves on file with the bank

Signatory #1:

Signatory #2:

Signatory #3: (optional)

**Complete Annual Re-Registration Requirements**

Currently registered student organizations must meet the following on-going registration criteria to maintain active status with the University through the Office of Student Life:

# Requirement 1

Complete an annual check-in meeting with your assigned Student Life Organization Advisor. This is a chance to highlight what your organization has been doing and ask questions. They can help you with every aspect of managing your student organization, including assisting you with event planning, amending your constitution, or anything else that might come up. GSA’s are exempt from this requirement.

Who is your Student Life Advisor?

Name: Phone: Email: Office:

If you do not know who your Student Life Advisor is, give us a call at (951) 827-7344.

# Requirement 2

Complete re-registration application annually with the Office of Student Life in an electronic process through the [HighlanderLink.](https://highlanderlink.ucr.edu/) Registration opens on the first day of Spring quarter and must be completed by the new incoming president.

It’s required that your organization have five members when it re-registers. Your HighlanderLink roster should include these students. At least 51% of your organization needs to be full-time UCR students. Therefore, 49% can be community members, alumni, or Extension students here at UCR.

# Requirement 3

It’s required that at least one member of your registered student group must attend the Student Organization Leadership Seminars offered annually during week zero of the Fall quarter. GSAs are exempt from this requirement.

The Leadership Seminars is a day-long conference style series of workshops that occur during the three days before Fall quarter starts. There will be three days of student org seminars, but you will be told what day to attend, based on your cluster. It’s required that you send one representative from your org to the day that is designated for your cluster.

**By failing to do any of these requirements, your active status will be suspended, which means losing privileges such as reserving rooms, accessing university funding, and access to university insurance when planning events. So make sure you keep up with the requirements.**

You understand that you must be attend the leadership seminar to be considered a registered student organization

# Requirement 4

All registered student organizations must have an approved constitution on file with Student Life. Constitutions and other important student organization documents can be uploaded to the student organization database, and can be viewed by organization members listed on the student organization roster. See constitution template [here](https://studentlife.ucr.edu/document/constitution-template-2019).

You have found and read your constitution on HighlanderLink The terms “active” and “inactive” members are clearly defined

Dues/membership fees have been reviewed Elections process has been carefully reviewed

**Scheduling Meetings**

When scheduling meetings, it’s important that you be consistent with the date and time. Things to Consider:

What day and time are meetings usually held?

Day of the week: Time-frame: Meeting location:

Who are going to be the two incoming reservers for the organization?

Reserver 1:

Reserver 2:

**Intermediate Level Functioning**

**Officer Budget**

Creating a budget for your position is one of the most important steps as an officer. List all

projects, conferences, events, etc. that you would like to implement. Below is a sample

budget: (note that you should work with Treasurer to complete this task)

|  |  |  |  |
| --- | --- | --- | --- |
| Sample Officer Budget | Projected Expenses | Actuals | Pending |
| Printing | $25 | $20 | $5 |
| Supplies | $25 | $25 | $0 |
| Leadership Conference | $425 total |  |  |
| Registration Fee | $75 | $65 | $10 |
| Lodging Fee | $250 | $280 | $30 (-) |
| Travel Fee | $100 | $50 | $50 |

$475 $40 $65

The incoming president has created a sample budget for position

The incoming president has worked with the Treasurer to ensure their budget is approved

**Scheduling Executive/Committee Board Meetings**

The term ‘exec board’ might be different for each organization. For some, it’s all of their officers, especially smaller and newer organizations. If a group gets large, sometimes they might have 20-something officers, in this case the executive board is likely a smaller group that exists to oversee this massive structure.

As the President, it may be your job to facilitate these conversations and play a part to coming up with these goals and setting the direction of the group. Watch the tutorial video on The Role of the Executive Board [here.](https://www.youtube.com/watch?v=uC6zkg0TV48)

Possible topics to discuss during meetings:

* Constitution
* Mission and Vision Statement
* Officer Transition
* Expectations and Accountability
* Budget
* Calendar of Events
* Leadership Development Opportunities

What committees does your organization have and how often do they meet?

Committee 1:

Committee 2:

Committee 3:

Committee 4:

Committee 5:

Committee 6:

Who is in charge of each committee?

Committee 1:

Committee 2:

Committee 3:

Committee 4:

Committee 5:

Committee 6:

**Preparing an Agenda**

As a group, it is important to decide how you will conduct meetings. This can be done by following [Robert’s Rules of Order](http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf) or a more informal format, just be sure that everyone is on the same page in regards to properly communicate during the meeting. Once you have done this, consider creating an agenda that outlines the topics of conversation for each meeting. Ideally, members should receive a copy of the agenda at least 24 hours before a meeting.

See sample meeting agenda below and check the items you plan to incorporate into your agenda:

# Call to Order

The president or presiding officer says, “The meeting will please come to order at 5:00pm.”

# Roll Call

Members say “present” as their name is called by the secretary.

# Adoption of Agenda

The president or presiding officer ask members to adopt the agenda as presented or with additions.

# Reading and approval of the minutes

The secretary reads a record of the last meeting.

# Communications

National Headquarters Regional Office Student Life Office

Department Sponsor

Optional Adviser

The secretary reads communications sent from all persons listed above.

# Officer Reports (2 minutes)

Officers give a report to the group when called on, usually limited to a time if necessary. All officers are recommended to give a report each meeting.

# Committee Reports (2 minutes)

Committee chairperson will give a report to the group, again limited to a time. (Spring Banquet, Cultural Show, Induction, Chapter Anniversary, and etc.)

# Unfinished Business

Items left over from previous meeting agenda.

# New Business

Introduction of new topics. No other topic of discussion should be permitted. Members had an opportunity to add discussion topics during the adoption/amending of the agenda.

# Announcements

Secretary informs the assembly of other subjects and events. Members can be permitted to give brief announcements.

# Adviser Comments

Time for advisers to share feedback with members.

# Adjournment

The meeting ends by a vote or general consent.

**Making Decisions**

As the president, it’s your responsibility to remain impartial during meetings, so that you don’t create an environment of mistrust.

When making decisions, it is important to always refer to your constitution and bylaws. In the event that you believe you cannot mediate an intrapersonal conflict between members, reach out to your Student Life advisor before things get out of hand.

The incoming President will review the constitution quarterly

The incoming President will know the policies and procedures detailed in the constitution and understand why it is there

 **Workshops/Trainings**

Student Life provides student organizations with workshops and online trainings to help your student organization succeed. Additionally, there are multiple resources on campus that can help boost your leadership skills and professional development. We encourage you to visit other departments such as the Career Center, Academic Resource Center, and various Ethnic & Gender Offices to expand your network.

The incoming President has attended workshops/trainings to enhance their skills as a leader

What 3 offices/departments did you find beneficial for your organization?

Office 1:

Office 2:

Office 3:

**Student Life YouTube Channel**

Did you know Student Life has a YouTube Channel? There are over 25 videos to help members run their organizations. They even have interactive workshops you can participate in! Check them out on this [YouTube Channel.](https://www.youtube.com/channel/UC1NOqLVzBaG3UsVJOKSeo-w)

The incoming President has subscribed to channel

The incoming President has watched the [How to be a President](https://www.youtube.com/watch?v=_5lwgBOudD4&amp;t=816s) video

The incoming President has watched other videos/tutorials pertaining to role

**Involvement Fair**

During the first Wednesday of Fall and Winter quarters, Student Life hosts an Involvement Fair at the Belltower from 11AM-2PM. This is your chance to table and recruit potential new members.

Tabling at events like Highlander Orientation and the Involvement Fair is key to recruiting new first-year students. Primary officers will receive a message from Student Life when it’s time to RSVP. Be sure that all officers are listed on the roster, otherwise they will not receive messages. Also, be on the lookout for an alert on the homepage of HighlanderLink as well.

**Note:**

**In the summer, we typically require student orgs to bring their own table and chairs. We highly recommend investing in these items. Student organizations are able to checkout a table and chairs in the HUB on the 1st floor with the info desk on a first come, first served basis. So get there early!**

The incoming President has RSVPd for Summer Highlander Orientation Does your organization have a table and chairs purchased for tabling?

Yes

No

**Scheduling Meetings with your Student Life Advisor**

Although only one meeting is required with your Student Life Advisor per academic year, you can meet with them as much as needed. Your advisor will be able to provide consultation or specialized assistance on a certain topic (how to get funding, recruitment tips, and advice on how to manage intragroup conflict).

Call the Office of Student Life at (951) 827-7344 or stop by HUB 229 and our reception desk will be able to assist you. Be prepared to share highlights, challenges, and info about upcoming events. Feel free to bring multiple officers. We’ll have some paperwork for you to fill out, so showing up a few minutes early might be beneficial.

We’ve completed our check-in meeting for the year?

Yes No

**Advanced Level Functioning**

**SMART GOALS**

**Step 1:** Plan a meeting with all officers to create SMART Goals and begin the meeting by watching a tutorial video on [How to Set Smart Goals.](https://www.youtube.com/watch?v=MJRmTkOs6nc&amp;t=7s)

We recommend framing your goals around a method called SMART goals. SMART is an acronym, for five traits that your goals should have. These goals are specific, meaningful, attainable, relevant, and timely.

**Specific:** Your goal should be something very specific.

“Our club should be better.” “Do bigger events.” – VAGUE GOALS

“We want to host a large culture show at the end of the year.” MORE SPECIFIC GOALS

**Measurable:** How large is a “large culture show”? You want to be able to look back and say that you achieved the goal, so it needs something very clear, with quantifiable numbers.

Examples might be “We want to recruit 20 new members” or “We want our culture show to have over 200 attendees.”

**Attainable:** Whatever goal you set, it should be something that you realistically can do.

If there are five people in your club, recruiting 50 new members might be a bit unrealistic. Your first culture show ever likely won’t draw 200 people.

**Realistic:** If your organization is a pre-law organization, setting goals to host a karaoke night with your members isn’t quite relevant. Fun, sure.

But your goals should align with the vision and purpose of your organization. If you’re a group that maybe has multiple focuses, you might need to prioritize.

If you are a cultural group but also a pre-health group, you might want to think about which is really your focus.

**Time Efficient:** This means you want to have a deadline or milestones built into your goal.

We want our culture show to happen by the end of Spring next year. We want 50 new members to attend our meetings by the end of Fall. We want to raise $2,000 by January 1st. Having this clear timeline again helps you stay focused and measure if you’ve truly surpassed your goals.

**Ineffective Goal**: “To hold our annual culture show and draw more than 200 attendees.”

It’s specific and measurable. And likely attainable. If you’re a cultural organization, it’s relevant. It’s only missing that time component. Do you want the culture show to happen now? Or eventually, in a few years? Just adding a year to it can make it more time-bound.

**Effective Goal**: “To hold our annual culture show and draw more than 200 attendees within two years.”

**Step 2:** Fill in chart with long-term and short-term goals for the organization. Designate individuals who will evaluate the progress of each goal and expected due dates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SMART Goals** | **Action Steps** | **Responsibility** | **Updates** | **Due Date** |
| **Short-term Goal #1** |  |  |  |  |
| **Short-term Goal #2** |  |  |  |  |
| **Short-term Goal #3** |  |  |  |  |
| **Long-term Goal #1** |  |  |  |  |
| **Long-term Goal #2** |  |  |  |  |
| **Long-term Goal #3** |  |  |  |  |

I have scheduled a meeting with all officers to discuss SMART Goals.

Yes No

I have assigned officers to watch the tutorial video on how to create SMART Goals.

Yes No

We have completed the chart provided above for writing out our SMART goals.

Yes No

**Collaboration**

It is important to build and maintain relationships with others to prevent the overproduction of campus events. List names of groups that our organization has worked with in the past.

Org/Department 1:

Org/Department 2:

Org/Department 3:

Org/Department 4:

Org/Department 5:

Org/Department 6:

List names of groups that our organization would like to work with in the future.

Org/Department 1:

Org/Department 2:

Org/Department 3:

Org/Department 4:

Org/Department 5:

Org/Department 6:

**Leadership Development**

Not only do we want to see you take advantage of resources on campus, but also your members. The key to a successful organization is to ensure all of your members are placed in situations where they can enhance their skills.

Choose from the list of opportunities of where your members can get involved:

 [R’G arden](https://highlanderlink.ucr.edu/organization/rgarden)

[Leadership in Action Certificate](https://highlanderlink.ucr.edu/organization/lia)  [First-Year Mentor Program](https://highlanderlink.ucr.edu/organization/fymp)  [Active Minds](https://highlanderlink.ucr.edu/organization/activeminds)

[Sexual Assault and Violence Education (SAVE) Peer Group](https://highlanderlink.ucr.edu/organization/SAVE)  [Academic Resource Center](https://arc.ucr.edu/)

Career Center

[Ethnic & Gender Offices](https://deanofstudents.ucr.edu/diversity)

[Housing Services](https://housing.ucr.edu/ucr-housing-options/ucr-residence-halls)  [ASBP](https://aspb.ucr.edu/)

The incoming President has encouraged members to attended workshops/trainings to enhance their skills as a leader

**Student Organization Recognition**

Every Spring, the office of Student Life gives out awards to student organizations that are doing exceptional work. Check if your organization has applied for any of these awards:

# Student Organization of the Year

This award encapsulates every facet of being a student organization and the winner ideally represents the highest levels of achievement, campus and community engagement, and membership retention and development.

Won: Yes No

# Student Organization President of the Year

This award recognizes your primary officer for their outstanding commitment to the organization, its members and its purpose.

Won: Yes No

# Student Organization Executive Board of the Year

This award recognizes the group of people responsible for making your organization run, based on both their individual and collective contributions.

Won: Yes No

# Student Organization "Unsung Hero" of the Year

This award recognizes someone who has gone above and beyond and has made significant contributions to their organization, maybe even without a title.

Won: Yes No

# Outstanding New Student Organization of the Year

This award is for organizations that are less than two years old but have made significant contributions to the campus and the Riverside community.

Won: Yes No

# Outstanding Community Service Award

Many organizations pride themselves on their commitment to serving others. This award recognizes not only the quantity but also the quality of service endeavors by an organization.

Won: Yes No

# Student Organization of the Year

This award encapsulates every facet of being a student organization and the winner ideally represents the highest levels of achievement, campus and community engagement, and membership retention and development.

#  Outstanding Event of the Year

This award is for events that are spectacular and unique and provide something special to the UCR community. It can social in nature, it can be a convention, it can be a performance, any sort of event that a student organization is proud of. Attendance numbers are useful here but not the only indicator of a successful event.

Won: Yes No

#  Educational Program of the Year

Some events and activities are considered educational. This award recognizes outstanding efforts to educate others about causes, academics, etc.

Won: Yes No

#  Collaborative Program of the Year

This award is for an event that was hosted by several student organizations and serves as an example of how groups can work together to create something greater than one group could do on its own.

Won: Yes No

#  Outstanding Outreach Award

This award is intended for student organizations doing outreach to K–12 schools, community colleges or other universities to encourage and educate students about going to college.

Won: Yes No

#  Philanthropic Event of the Year

Different than community service, philanthropy is about raising money for a cause or issue. The winner of this award isn't determined by the amount of money raised necessarily, but by the creativity, drive, and amount of participation to further this cause.

Won: Yes No

#  Adviser of the Year

This award is for non-students who advise your organization such as professional staff members, volunteers, or alumni.

Won: Yes No

# Social Justice Activists of the Year

This award is for student groups who have excelled at organizing efforts aimed at influencing public attitudes, policies, and laws to create a more socially just society.

Won: Yes No

# Graduate Student Organization of the Year

This award encapsulates every facet of being a graduate student organization and the winner ideally represents the highest levels of achievement, campus and community engagement, and membership retention and development

Won: Yes No

# Bayles Leader of the Year

This award is given to someone who displays outstanding leadership, commitment to the University's core values, and academic excellence. The recipient for the award will be selected on the basis of the quality of leadership they have exhibited to foster continued leadership qualities which will enhance them as individuals and, in turn, campus life. The amount of the award will be based on the information provided on this application, an interview, and may range from $25-$200.

Won: Yes No

**Blueprint for Success Program**

The **Blueprint for Success Program** is for student organizations at UCR that are seeking to expand, grow, or innovate. This plan will require additional meetings with campus resources, hand-tailored assignments to help you reach goals, and a level of accountability to make sure your goals are being met.

If you're accepted for the **Blueprint for Success Program**, we'll be in touch about an initial meeting in which we'll create your personalized plan for the year and figure out what milestones to set for you.

Has your organization ever been a BluePrint organization?

Yes No

Groups can apply to the BluePrint for Success Program during the summer and beginning of Fall quarters.

We plan to apply for the BluePrint for Success Program this year.

Yes

No

**Proper Storage of Materials**

It is important that you designate an individual(s) to store your materials and keep an inventory of each item.

I have assigned a person(s) to be the Custodian of Properties.

Yes No

Custodian of Properties #1: Custodian of Properties #2:

We have the following items in our inventory (check all that apply): Tables

Chairs Tablecloth EZ-Up

Banner

Tabling Print Materials Cart

Promotional Marketing Items

# President Timeline

Below is a list of action items that should be completed each month. Feel free to add to each section where needed.

September

* RSVP and attend Transfer Orientation Student Org Expo
* Attend **Mandatory** Annual Leadership Seminar hosted by Student Life
* RSVP and attend Student Org Involvement Fair hosted by Student Life
* Begin budget request with ASUCR

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October

* Attend Officer Specific Trainings

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November

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December

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January

* RSVP and attend Student Org Fair hosted by Student Life

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February

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March

* Re-registration opens, should be completed by new Primary Contact/President

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April

* Wrap up Elections for next year
* Apply for Student Org Awards

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May

* RSVP for Student Org Expo for Summer Highlander Orientation
* Hold officer transition meeting

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June

* Re-registration applications are due by the 1st
* Attend Student Org Awards

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July

* + Attend Summer Tabling for Highlander Orientation

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

August

* + Attend Summer Tabling for Highlander Orientation

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

**Recommendations for Revisions**

* Review this manual and identify any revisions, additions or deletions needed.
* Submit recommendations for documentation revisions, additions or deletions to the Office of Student Life [here](https://highlanderlink.ucr.edu/submitter/form/start/393342).