

2016-2017 Exec Training



Texas Academy of Math & Science



Ben Warren

Assistant Director of
Student Life

Advisor: Mu Alpha Theta



Christopher Heslep

Hall Director

Advisor: Naturally, Sports
Club



Crystal Romero

Hall Director

Advisor: Yearbook, Jboard



Kade Goodchild

Ben Warren's Assistant

-get to know Kade, he's very
helpful!



Savanna Depew

Program Advisor

Advisor: HOPE, TMS,
FACES



Sydney Wilburn

Program Advisor

Advisor: MHA, CSO, Dull
Roar



Chris Kenwood

Program Advisor

Advisor: JETS/Robotics,
Teach & Learn, TBO



Cameron Cerf

Program Advisor

Advisor: ION, AP/Artfelt,
MOE

A group of six people, three women and three men, are performing a dance routine in a studio. They are all wearing black tank tops and leggings, with colorful jackets (teal, purple, orange, red, green, and dark blue) tied around their waists. They are in various dynamic poses, some with hands raised. The background is a plain white wall with a large pink pom-pom hanging from the ceiling. The text "Let's get busy!" is overlaid in the center.

Let's get busy!

Mission and Vision

Why are we here?

What is our purpose?

How do you define a mission?

“A mission statement defines what an organization is, why it exists, its reason for being.”

Mission vs. Vision

Point vs. Line

Mission: What are the club's specific goals for the year?

Vision: What are the club's goal for improving the TAMS community?

How to write a mission statement

- Be specific, concise, and action-orientated
- Avoid being verbose, vague, and boring

The Good and the Bad	
A Good Statement...	A Bad Statement...
Uses language your constituents use.	Uses jargon, doesn't understand your audience.
Is emotionally stirring.	Is logical and cold.
Communicates the "why."	Communicates only the "what" or "how."
Is concise.	Is really long.
Is a single, powerful sentence.	Is a rambling paragraph.
Sounds good spoken out loud.	Is full of clauses and hard to say.
Is memorable.	Is forgettable.
Surprises.	Is dull.
Is actionable.	Can't be quantified.
Is specific.	Is vague.

Examples

Feeding America: To feed America's hungry through a nationwide network of member food banks and engage our country in the fight to end hunger.

American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

NPR: To work in partnership with member stations to create a more informed public — one challenged and invigorated by a deeper understanding and appreciation of events, ideas and cultures.

Why is this important?

A mission statement is like soil for a tree.

All ideas, programs, and GAs should be in line with and extend from your mission statement



Breakout!



Executive Roles

What does it mean to be an exec?

What are my responsibilities?

What makes my position special?

Executive roles: Treasurer

- Dolla Dolla Bills Y'all
- Budgeting, shopping & inventory
- Fiduciary responsibility!

Executive Roles: Secretary

- Communication hub
- Campus resources
- Records



Executive Roles: Vice President

- 'Floater'
- Feedback & recruitment
- Volunteering

Executive Roles: President

- Delegation, delegation, delegation
- Spokesperson

Executive Roles: Leadership

- What it means to lead
- What it means to follow
- What it means to serve

Communication

- Why it's important?
- How to communicate.
- Most Importantly ...

Talking

How to Communicate

Communicate with your club executives.

During Club Collaborations communicate with other club execs.

Communicate with your Advisor.

Talk to each other outside of and during exec meetings.

Ask questions for clarification.

Communicate Professionally.

Advertise effectively and in **ADVANCE**.

Why it's Important

No one likes surprises!

Future interactions.

Keeping your members informed = bigger GA turnout.

The Advisor will know where and how to advise you.

Your club will perform effectively.

Conflict Management

- What happens in the moment of conflict?
- Palms Sweat
- Heartbeat Increases
- Face gets Hot
- Tingling Sensation in your Legs



Gasoline Thoughts

- The Instant Replay
- Selective Memory
- Rewriting History with clever quips & insults
- Accumulative Emotions



Gasoline Actions

- Friend Lobbying
- Venting with Friends or Social Media
- Passive Aggressive Behavior
- Ignoring or ‘writing off’ the person socially
- Denying reasonable requests in group
 - “it’s not business, it’s personal”
 - “General” social media posts



Extinguisher Thoughts

- 3rd Person to 1st
- What did I do wrong?
 - HUMILITY
- Put yourself in their shoes
 - COMPASSION



Extinguisher Actions

- Speak with others only to help your UNDERSTANDING
- Consult a Mentor
- Seek an outside Mediator



Breakout!



Community Service

- Why do we do Community Service?
 - College Apps?
 - College Interviews?
 - Awards? Gold Cord? NHS? Honors Diploma?
- Disordered Foundations vs. Ideal Foundations. What is the motive behind community service?

Defining “in need”: disordered foundations



Community Service

- Why do we do Community Service?
 - College Apps?
 - College Interviews?
 - Awards? Gold Cord?
 - NHS? Honors Diploma?
- Disordered Foundations vs. Ideal Foundations. What is the motive behind community service?

Defining “in need”: ideal foundations



Community Service - Goals

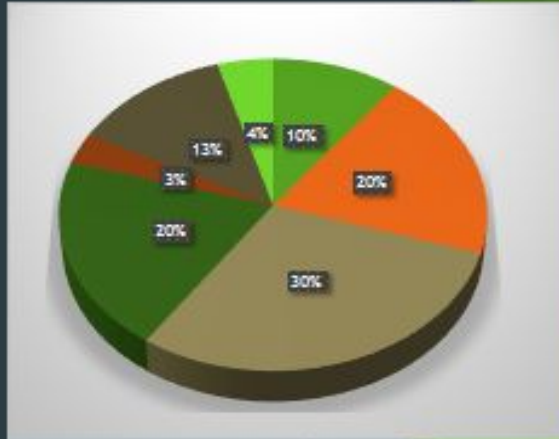
- Outward focus away from myopia of Academic Pursuit
 - From self-promotion to self-effacement
- Exposure to the needs of the world outside UNT & DFW
- Broadened vision for self and the world
- Balance in day to day activities

Community Service - Stats

Categories of Service

2015-2016 Academic Year

- Serving TAMS – 30%
- UNT – 3%
- City of Denton – 20%
- Non-profits – 20%
- Tutoring – 17%
- Other – 10%



Community Service - What Counts

- Be aware of the “What Counts” page under Student Life / Community Service in tams.unt.edu
- What DOES NOT Count?
 - Club Activities unless it is CS
 - Fundraisers for clubs
 - Unsanctioned tutoring
 - Paid Services
 - Non-Charitable services, etc.
- We are looking for service opportunities that meet the true needs of the community. A true need is one that cannot be met without another person's help. There are harsh consequences if that person is not helped

Community Service - Gold Cord

- Read up on the Gold Cord.
- Remember it is not 100 hours and then you will get the Gold Cord.
- We are looking for students who express and have taken on the identity of a Community Servant with the Ideal foundations.
- A committee of staff and students read over the applications and rank them.

Community Service

How does a club organize a Community Service Effort?

- 1st: Any new CS efforts should be verified with Ben Warren to ensure the hours served will count for TAMS CS.
 - A meeting can be scheduled with him at the Front Desk
- 2nd: Post-approval, clubs may then advertise to the students.
 - This can involve FB sign-ups, FB Community Page, or Sign-up sheets at the Front Desk
 - The Sign-up Process should be equitable and first-come first-serve
- 3rd: Once the club has a committed list of volunteers, they should reserve the vans needed on the TAMS Reservation Calendar and Put in a Driver Request.

Community Service

Tracking & Recording Hours

- The organizer of the CS effort should have a list of students that signed up for the event. The organizer **MUST** verify attendance and # of hours served (students may come late or leave early; hours worked = hours earned)
 - Transportation time does not count for CS hours earned
- After the completed service, email Ben.Warren@unt.edu in an Excel sheet containing First Name, Last Name, and Hours Earned.
- Each student must individually login to TAMSiAM and request the hours earned
 - This must be done within 30 days of the service date or hours will not be approved
- Ben & Kade will verify the number of hours requested with the Excel Sheet; if there is a discrepancy, we go by the Excel Sheet so be accurate

Budgets

- Club Budget submissions due August 29th at 8am.
- <https://tams.unt.edu/studentlife/club-submission-form>
- Put in Fall Budget and anything you are already aware of for Spring.
- Be detailed! Present your viable needs and I'll do what I can.
- Go over Budget Worksheet with your PA if possible.
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Cash Handling & Fundraising

- Cash Handling Changes:
 - No more cash boxes at the desk. Be good sales-people and go door-to-door or tabling
 - No more tabling in the lobby area.
- Cash collected should be brought for deposit within 24 hours.
 - If you are not depositing your \$\$ into your club fund, either bring to Ben in a Cash Box to be placed in the safe or take it to the bank ASAP.
- Receipts should be written for all sales outside of Fundraising for charity.
Fundraising - follow the worksheet on next page.

Cash Handling & Fundraising

- New forms for this year



Club Money Deposit Form

CLUB: _____

SOURCE of REVENUE: _____

DATE of DEPOSIT: _____

CURRENCY:

100.00 _____
 50.00 _____
 20.00 _____
 10.00 _____
 5.00 _____
 2.00 _____
 1.00 _____

COINS:

1.00 _____
 0.50 _____
 0.25 _____
 0.10 _____
 0.05 _____
 0.01 _____

CHECKS (total): _____

DEPOSIT TOTAL: _____

Person Submitting Deposit: _____

Club Name: _____ Event: _____ Date: _____

	Name of Purchaser	Item(s) Bought	\$ Given	Change*
1				
2				
3				
4				
5				
6				
7				
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11				
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*If no change was given, write either "Exact Change" or "Donation."

Total Income: _____

Trips & New Academic Policies

- Competition Requests are due to Ben 8/31 and Ben will forward this list to Academics. This includes any non-TAMS sponsored events: HOSA, DECA
- Clubs / Student Leaders organizing trips should be encouraged to meet with Ben Warren one month prior to the trip
 - 3 weeks prior to date of hotel stay, the club must submit 3 viable options of Hotel choices to Ben Warren in addition to all the students' names who will be going to compete.
 - If a class absence will occur, registration payment will not be made until Academics each individual student to miss class.
 - Van Reservations and Driver Requests must be made 2-3 weeks prior in order to ensure enough vans and drivers.

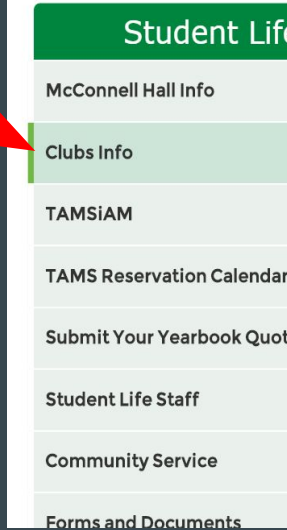
Trips & New Academic Policies

- Questions?
 - Sam for Seniors
 - Wendy for Juniors
 - Pages 11-12 of Handbook
- Student Life will help and support you in your endeavors to compete and participate in competitions.
 - We can't help you if you don't go to class.
 - Academics has the final say.



Basic Administration

-Purchase Requests, Reservations, Driver Requests, Program Proposals/Evals, Wing Announcements-

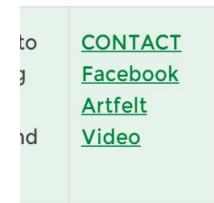


Online Resources

- [Reservation Calendar](#)
- [Request a driver for a van](#)
- [Submit a wing announcement](#)
- [Club Program Proposal](#)
- [Club Program Evaluation](#)
- [Purchase Request Form](#)



Information



[CONTACT](#)

Program Proposals/Evals

Proposals:

- Program proposals are a new expectation for executives.
- When you are planning a large event, you will be expected to complete a proposal
 - This will involve an Exec providing a name for the event, location, expected turnout, needed materials, cost, program description, and goals of the event.
- These are being implemented in order to help both staff and clubs better communicate ideas, and stay well-organized

Evaluations:


- Once the program is completed, Execs will be expected to complete an evaluation
- The evaluation allows staff to receive input from club leaders on actual turnout, final cost, what worked/what didn't, and future changes.
 - This allows Execs an opportunity to reflect on the program and how they would like to see it grow





Basic Administration- RC

[DAY](#)
[WEEK](#)
[MONTH](#)
[YEAR](#)

[LIST](#)
[GRID](#)
[PLANNER](#)
[REPORT](#)

[PERM:](#)
[VIEW](#)

← ● → WEEK OF SUNDAY, AUGUST 21, 2016 

CLICK ON A TIME SLOT TO ADD, REVIEW OR LIST EVENTS.    

[CALENDAR](#)
[SEARCH](#)
[ABOUT](#)
[LOGIN](#)

SUN 21





	8A	9A	10	11	12	1P	2P	3P	4P	5P	6P	7P	8P	9P	10	11
ROOM - MAC CAFE																
ROOM - SMITTY																
ROOM - CONFERENCE																
ROOM - SAC																
ROOM - TV ROOM																
ROOM - BEWLEY																
ROOM - BOARD ROOM																
ROOM - KITCHENETTE																
ROOM - VB PIT																
ROOM - LOBBY AREA																
VAN - #382																
VAN - #383																
VAN - #384																
VAN #386																
VAN #387																
VAN - #380 (MINI)																
VAN - #372 (TRUCK)																
EQUIP - PROJECTOR #1																
EQUIP - PROJECTOR #2																
EQUIP - SOUND SYSTEM																
McCONNELL PARK AREA																

How To Plan Anything For Your Club:

- 1st: You will need to set a time and place for your event; once decided you will go to the Reservation Calendar
 - Login to the RC with your Club name and password
- Set your reservation for either the room or # of vans required for your event at the date and time of said event

Driver Requests

- Before completing a Driver Request make sure you have reserved the vans required on the RC. Otherwise, the request will be denied.
- Fill out the request form from the Student Life Page
 - Be prepared with things like Dates, Recurrence, Departure Times (to and from), Address/Destination, and # of expected passengers
- Since driving assignments are discussed during weekly staff meeting, this form should be submitted by 8am on the Wednesday prior to your event.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						

Purchase Requests

- This form is used by TAMS clubs when needed to purchase items using their TAMS budget
 - So keep in mind the size of your remaining budget and the necessity of your purchase when submitting
- Shopping trips are 3:30PM on Fridays (please meet at the front desk). On closed weekends, shopping trips will be 3:30pm the following Monday. If you have an internet purchase, you will be contacted by a staff member to set up a time to make the purchase.
 - a student must be present for items requested to be purchased (a staff member will not purchase your items for you).
- Be Prepared, Know: The amount requested, place of purchase, purpose of purchase (including the program name), and the number/email of the executive

Wing Announcements!

- If you would like to have your club's event announced at Wing Meetings, click the link [submit a wing announcement] found under Online Resources.
- It's quick and easy, provide a name, club/exec email, and phone # in addition to the announcement itself
- These announcements are due Wednesdays at noon, if they are to be mentioned at THAT night's Wing Meeting.

kade.goodchild@unt.edu

Jessie says “Have a great year!”

