
Exec Training

04/09/2018

**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**

Questions?

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'

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
-



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**

- ART SUPPLIES(fall semester): **Total=\$645.50**. Graphite--\$50.34, erasers--\$6.42, watercolors (tube)--\$19.73, prang watercolors--\$23.88, watercolor paper--\$53.45, palettes--\$14.47, paintbrushes--\$24.88, sketch pad--\$54.38, origami paper--\$22.31, glue sticks--\$19.42, water cups--\$20.76,scrapbooking paper--\$37.17, markers--\$26.84, acrylic paint--\$60.13, newsprint--\$69.85, tape--\$51.40, tortillions--\$19.98, charcoal--\$43.25
- 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

