

Student Organization Handbook for Members, Officers, and Advisors



*A resource for leadership,
event planning, and
conducting organizational
business at Bridgewater
State College.*

We do it in the Woods.

Author: Nicholas Ralph Pirelli, Bridgewater State College
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For related support materials, contact the Bridgewater State College-Outdoor Adventure Club at oad@bridgew.edu

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PREFACE

ABOUT THIS HANDBOOK

There are several things that are important to keep in mind about this handbook.

First, it was developed to provide officers and advisors with forms and resources on leading our organization, planning the program and conducting business at Bridgewater State College. For that reason, if you have any questions concerning an applicability of a policy or practice to you, address your specific questions to the Department of Athletics & Recreation

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Third, this handbook and the information in it are confidential. No portion of this handbook should be disclosed to others, except Outdoor Adventure Club officers and advisors and others affiliated with the Department of Athletics & Recreation whose knowledge of the information is required in the normal course of business.

Fourth, the contents in this handbook are the property of the author and the BSC Outdoor Adventure Club. Alteration, duplication or use of any material outside of this organization without consent is strictly prohibited. Unauthorized use will be immediately reported to Academic and Student Affairs of Bridgewater State College.

ABOUT THE AUTHOR

Nicholas Pirelli grew up in Westwood, Massachusetts and was a member of the Boy Scouts of America for twelve years and through that, achieved the rank of Eagle Scout. At Westwood High he also developed the Westwood Outdoor Club.

After graduating from Westwood High, Nicholas furthered his education at Bridgewater State College. He served as the founder and president of the National Communication Association and president of the award-winning Outdoor Adventure Club. In 2006, he received an award for outstanding organizational leadership at the college.

In 2007, Nicholas graduated with a Bachelor of Arts degree in Communication Studies and is currently pursuing a Master of Science degree in Management. He currently serves the college as an Ambassador to the School of Graduate Studies and is the Development Director for the Intercollegiate Outing Club Association, the national organization for Outing Clubs.

ACKNOWLEDGMENTS

The development and revision of this handbook represents teamwork. We thank administrators of the college, our advisors, officers, membership and students of the college who have added to the quality of this handbook throughout its editions.

Scott Humber

Vice President of Administration (2006), Class of 2007

Andrew Eikinas

Treasurer (2006-2007), Class of 2008

Amanda Fountain

Non-member, Class of 2008

Laura Bowen

Non-member, Class of 2009

Kerry Dest

President (2007), Class of 2010

Amanda Goff

Vice President of Administration (2007), Class of 2010

Jaymie Kangiser

Vice President of Membership (2007), Class of 2011

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Part 1



Organization Overview

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History & Traditions

Outdoor Adventure Program

Awards

Intercollegiate Outing Club Association

ABOUT OUR ORGANIZATION

We are committed to the development of our members by providing meaningful opportunities in a primarily outdoor environment. We have a developed program and excellent resources with support of the administrators, faculty and staff of the college. We provide activities centered on outdoor recreation, engaged student learning, personal fitness and intercollegiate events. Our officers dedicate their time, leadership and resources to ensure that students of Bridgewater State College experience our program in its entirety. The Outdoor Adventure Club is managed by its officers and is a member of the Intercollegiate Outing Club Association.

SLOGAN

“We do it in the Woods.”

MISSION

We encourage teamwork and physical fitness through recreational activities. These experiences foster an educational opportunity to develop instructional skills that will last a lifetime. We aim to be a model for student organizations in the way students conduct themselves during events, meetings and through the administration of our organization and its program.

GOALS

- To gain an interest and experience for leadership and program planning.
- To engage in a program of events centered on the sciences, leadership, fitness, community service and outdoor recreation.
- To experience positive leadership from advisors and officers with the opportunity to lead others.
- To learn and appreciate the environment.

METHODS

Engaged Student Learning: Advisors work closely with officers and membership as a partnership, guiding them through the group process and providing opportunities to learn and apply leadership

Event Planning: The organization focuses on event planning to provide quality, safe and successful events for the students of Bridgewater State College

Partnerships: The organization works to meet the needs of the town of Bridgewater through community service.

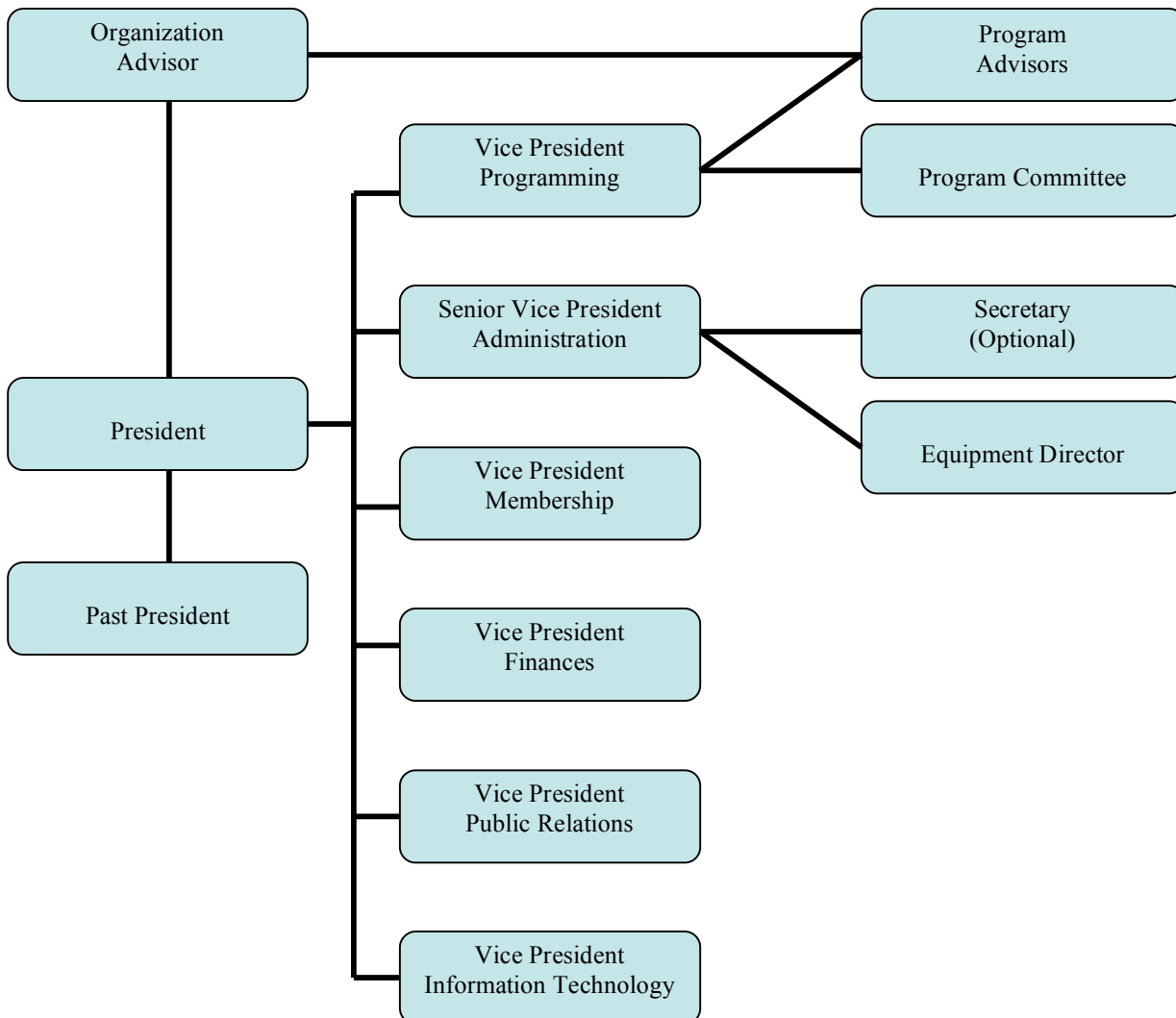
PRIORITIES

Our organization has embraced the following set of priorities to ensure that its missions will continue to be fulfilled:

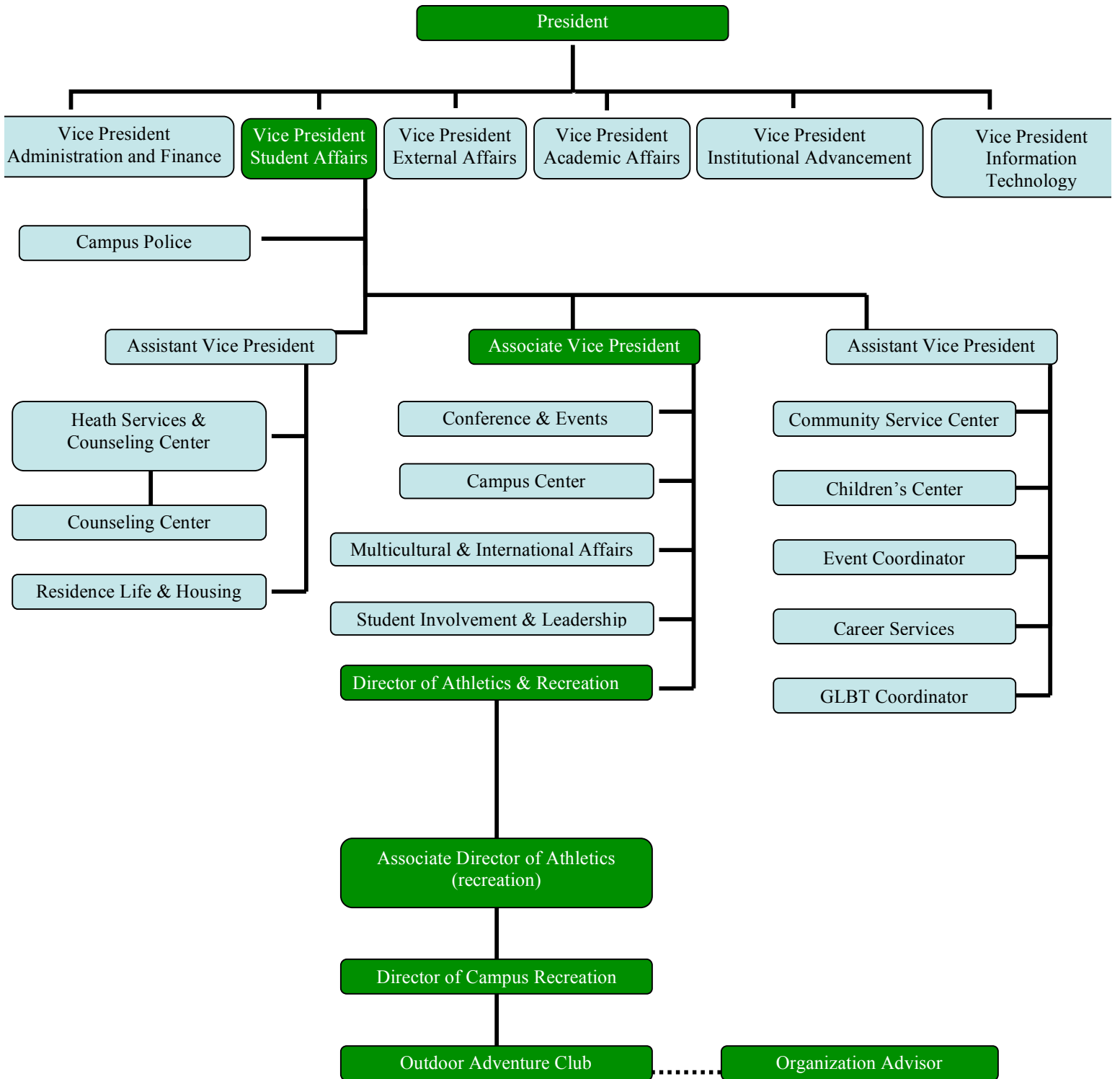
- 1.** Create an environment that challenges students to utilize their academic experiences to develop the organization and the Outdoor Adventure Program.
- 2.** Improve the recruitment and retention of highly qualified advisors.
- 3.** Become a leader for high-quality off-campus programs that meets the needs of the students of Bridgewater State College.
- 4.** Develop and retain strong partnerships with outing clubs within the Intercollegiate Outing Club Association.
- 5.** Identify, develop, and retain strong relationships with organization alumni.
- 6.** Develop, and retain strong partnerships with the community of Bridgewater.
- 7.** Identify, develop, and retain college resources (financial, human and physical).

ORGANIZATIONAL CHARTS

OUTDOOR ADVENTURE CLUB



BRIDGEWATER STATE COLLEGE



HISTORY & TRADITIONS

OUR EARLY YEARS

The Outdoor Adventure Club is one of the oldest student organizations at Bridgewater State College. It was exclusively a social club for students to go hiking and rock climbing together. Lisa Chiaraluce founded the Outdoor Adventure Club in October of 1992. The organization was officially recognized in the fall of 1993 and Lisa became the first President on September 22, 1993. With the help of their original advisor, Dr. Robert Frederick, the Outdoor Adventure Club recruited twenty-eight members in the first semester of their inaugural year. Its original vision statement from 1993 was, “to bring together people with similar interest in outdoor activity.” It was originally called the “Outing Club” and was operated under the supervision of the Office of Student Involvement & Leadership (formally the Student Activities Office).

OUR GROWTH

Since the organization’s founding, there have been many different events in which it has participate. The organization really started to come together when Rachel Davey took over as president in September of 1997. That year they participated in multiple activities including nature hikes, rock climbing, canoeing, camping, and even the clean up of Lake Massasoit. The Outing Club held fund-raising events that helped the community beginning in 1997 when Rachael Davey was President. They held fundraising events including selling raffle tickets, making donations to the Habitat for Philanthropy, and have participated in walks supporting Habitat for Humanity. These were some ways that the organization helped giving back to the community. The organization continued to flourish more in 1998 when Kimberly Lacey moved from Secretary to President of the organization. The organization participated in a total of thirteen activities. In addition to those events, they also participated in other activities such as snowshoeing, skiing, white water rafting, and mountain biking. President Kimberly Lacey was not only organizing fun activities for the organization, but also organizing activities that would help improve its partnering community. In 1998, the organization received the BSC Organization of the Year Award.

TRANSITIONS

In 2000, the organization changed its name to the “Outdoor Adventure Club”. In 2005, Nicholas Pirelli became President and the organization developed significantly through a website, organization handbook, an annual program, logos and apparel. It ended its partnership with the Student Government Association and began to maintain its own finances. It also became a member of the Intercollegiate Outing Club Association (IOCA). The following year it received the BSC Rising Star Organization Award and its officers were recognized for their leadership and dedication. In 2006, the organization finished redesigning its program and transferred to the Department of Athletics & Recreation as a program planning student organization.

OUR ORGANIZATION TODAY

Today, the Outdoor Adventure Club has grown to become one of the most developed student organizations at the college and a leading organization within the Intercollegiate Outing Club Association.

PAST PRESIDENTS & STATEMENTS

A presidential statement is made at the conclusion of the term of office. It's a brief message from one leader to another about being president of the organization and administering its program. It is prepared and made ready for the installation ceremony.

Lisa Chiaraluce	1993-1994
Colleen Rome	1994-1995
Chris Mason	1996-1997
Rachel Davey	1997-1998
Kimberly Lacey	1998-1999

"The one thing that was most poignant for me as the BSC president was to have commitment. Due to the commitment of our Club Members, we pulled ourselves up, railed together and won the Club of the Year and Advisor of the Year award. We were all committed to making the OAC work at Bridgewater. We had a long road ahead of us- but I knew once I graduated and the torch was passed, that we all had made such a commitment, that the Club would not fail. I loved being President of the Outing Club. It was such a great experience that I will never forget- It was hard, especially in the beginning...but it all worked out in the end!"

Jennifer Klockars	1999-2001
Marissa Balasco	2001-2002
Cameron Barrors	2002-2003
Thomas Kilduff	2003-2005
Nicholas R Pirelli	2005-2006

"Leading a student organization has been an honor and privilege. My role as a student leader has been clearly defined: 'organizational development.' As a leader you represent the love of the outdoors at Bridgewater State College. Remember that the program you provide should be under consistent review. All you need to do is listen to your members and build the program upon their energy."

Eric Souza	2006-2007
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OFFICIAL SONG

Hey (Hey) Hey (Hey)

Chorus:

Hey Hey listen to me OAC is the group for me.

Hey Hey listen to me OAC is the group for me.

OAC is the group for me, there's action and there's energy,
So come on down and you will see why OAC is the group for me.

(Chorus)

OAC is the group for you, lots of things that you can do,
Hike and camp, adventure too, OAC is the group for you.

(Chorus)

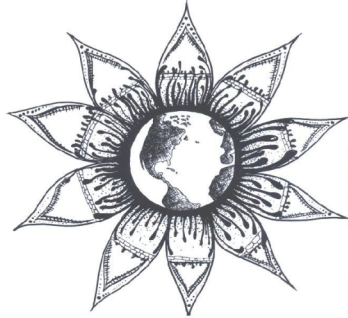
OAC is for everyone the bright blue sky and outdoor fun,
So come on down and you will see why OAC is the group for me.

(Chorus)

(yell) Hey!

OUTDOOR ADVENTURE PROGRAM

EARTH DAY CONSERVATION PROJECT & CELEBRATION



In April, volunteers consisting of students, administrators, faculty and staff of the college, work together to clean up, maintain, and help preserve Bridgewater's six beautiful conservation properties. The event begins at Bridgewater State College in front of the Rondileau Campus Center.

EMERGENCY PREPAREDNESS TRAINING



Each semester we offer training and certification in adult, child and infant, as well as C.P.R., first aid and A.E.D. training by the American Heart Association (AHA). Training takes place over the course of two classes at the college. The location of the class will be announced in the registration confirmation. Books for the training will be provided for participants at no additional charge. This event is cosponsored with the Bridgewater State College Police Department.

FALL LAKE GEORGE

Fall Lake George is one of our biggest and best outdoor adventures! This intercollegiate event is held on Turtle Island, Lake George, New York every September. This adventure will occupy your entire weekend. Each attending college leads activities of all different types: rock climbing, canoeing, cliff jumping, swimming, and hiking. On Saturday evening, once everyone has gotten back to the island, a huge feast is served, followed by traditional dancing.

FALL WOMPATUCK

In October, we camp overnight in Hingham, MA at Wompatuck State Park, about 35 minutes south of Boston. The park offers beautiful campsites, 12 miles of paved bicycle trails, many miles of wooded bridle paths and hiking trails, fishing and available areas for water recreation.



HIKES

Throughout each semester we hike at local state parks and reservations in Massachusetts. No experience is required. The locations of our hikes are determined by our membership each year.



PAINTBALL

Throughout each semester we travel to P & L Paintball in the community of Bridgewater, MA. The facility offers field and urban settings. No experience is required. Equipment and protective gear is provided for participants who may require it.



ROCK CLIMBING

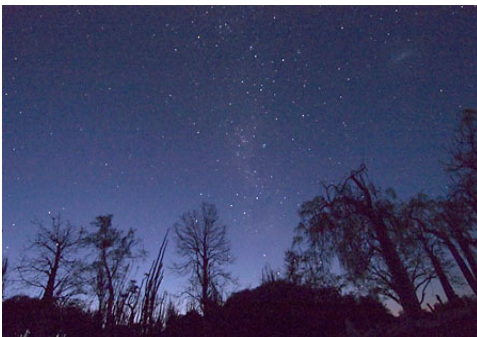
Throughout each semester, we rock climb at Carabiners Indoor Rock Gym in New Bedford, MA. No experience is required. Training and equipment is provided for participants who may require it.

SPRING LEADERSHIP CONFERENCE

Every year, since 1932, the Intercollegiate Outing Club Association (IOCA) holds its annual *Spring Leadership Conference*. This is an opportunity for all members and officers of outing clubs to come together, explore the outdoors and discuss important issues in student organizations.

Additional activities include hiking, camping, water recreation and rock climbing

- IOCA Executive Secretary is elected
- Policies, finances and suggestions for the administration of the association is discussed
- Issues regarding individual college organizations are discussed
- Networking between other college organizations occurs



STARGAZING @ BSC

Each semester we open the BSC observatory for a night of stargazing. Experts on Astronomy will be available at the site to provide instruction on telescopes, discussion of visual elements and answer questions on the night sky.

SUMMER WOMPATUCK

In August, we host an intercollegiate event in Hingham, MA at Wompatuck State Park, about 35 minutes south of Boston. The park offers beautiful campsites, 12 miles of paved bicycle trails, many miles of wooded bridle paths and hiking trails, fishing and available areas for water recreation.



WATER RAFTING WEEKEND ADVENTURE

Our annual *Water Rafting Weekend Adventure* is held in April. We camp at Mohawk State Park in Charlemont, MA. In addition to rafting we will be hiking, outdoor cooking and learning about campfire safety. We will also be tackling a river in Western Massachusetts. Dam releases will provide rapids that should challenge any rafter while accommodating the inexperienced. A photo presentation of the trip is shown after returning to the lodge.

ADVISORS

ADMINISTRATIVE ADVISOR

Brian Fetky, Director of Recreation 2007-Present

ORGANIZATION ADVISORS

Dr. Jeff Williams, Professor of Physics 2004-2006, 2008-Present

Janet Maguire, Director of Campus Recreation 2006-2007

Dr. Robert Frederick, Professor of Recreation 1992-2004

PROGRAM ADVISORS

Stephen Vinitzky, Director of Health Services 2006-Present

Dr. Jeff Williams, Professor of Physics 2006-Present

Sean Dowd, Police Officer 2006-Present

Dr. Robert Frederick, Professor of Recreation 2006-Present

Dr. Donald J. Padgett, Professor of Biology 2006-Present

Ross DeLuca, Professor of Communications 2006

Glen Anderson, Deputy Chief of Police 2005-Present

Dan Rezendes, Director of the Fitness Center 2005-Present

Dr. Peter Saccocia, Professor of Earth Science 2005-Present

Laura J. Aikey, Director of Conference and Event Services 2005-2007

AWARDS

ORGANIZATION OF THE YEAR

- Received during the 1997-1998 Year

- Nominated during the 2005-2006 Year

The Organization of the Year Award is presented each year to the recognized club or organization that distinguishes itself as an example organization for others to follow. All organizations considered for this award should be in good standing with the Office of Student Involvement and Leadership and with applicable representative governing organizations.

This award was given based on the following criteria:

- Facilitates development of leadership skills for students.
- Has had impact on the community through programming and services.
- Regular supporter of campus wide events and co-sponsorship opportunities.
- Seen by others as a role model for other groups to follow.

RISING STAR ORGANIZATION

- Received during the 2005-2006 Year

This award was presented by the Office of Student Involvement & Leadership to recognize an organization that has distinguished them during the first year of the club's existence on campus or has shown remarkable improvement over the past year.

This award was given based on the following criteria:

- Demonstrated commitment to membership development and outreach.
- Potential for future contributions to campus life.
- Productive involvement of organization advisor.
- Effectively planned and implemented activities for the campus.
- Successful efforts in community outreach and service programs.
- Clear sense of mission and goals for the group.

EXCELLENCE IN ORGANIZATIONAL LEADERSHIP

These certificates are presented to up to ten leaders of student organizations who have effectively modeled their organizations to be successful in transacting organizational business. Awarded by members of the Office of Student Involvement & Leadership staff, this certificate recognizes those who exemplify efficient and productive organizations.

Recipients Include:

2006 - Nicholas R Pirelli

C.E.O. CERTIFICATIONS

The C.E.O. (Creating Excellent Organizations) series is designed for leaders of organizations to learn skills essential to running productive groups at Bridgewater State College.

Benefits to participants include:

- Increased ability to identify and attain organizational goals.
- Participation in a structured experience that can be cited on your resume for future employment.
- Assistance with further identifying ways to address potential obstacles that prevent your organization's success.
- Valuable contacts with other students, faculty, staff and administrators.
- Increased impact of your involvement in the Bridgewater State College community.

Recipients Include:

2006 - Nicholas R Pirelli

2006 - Andrew Eikinas

INTERCOLLEGIATE OUTING CLUB ASSOCIATION

ORGANIZATION OVERVIEW



The Intercollegiate Outing Club Association (IOCA) was formed in 1932 to serve as a contact between college outing clubs. It allows larger clubs with a lot of expertise and equipment to help smaller clubs with fewer resources to become more active. It also helps new clubs to get started by providing sample constitutions, bylaws, and ideas. IOCA events offer a great chance to meet others who share a love of the outdoors and adventure. Newsletters are sent out to announce trips, circulate articles, info, and photos.

www.ioca.org

PATCH MEMBERSHIP

The requirement for patch membership is to attend three IOCA events within two consecutive school semesters. One of those events needs to be a traditional IOCA event such as Fall Lake George or the Spring Conference.

Recipients Include:

2006 - Nicholas Pirelli

2006 – Scott Humber

Part 2



Organization Management

Membership

Leadership

Officers

Advisors

Goal Setting

Delegating

Meeting Management

Financial Management

Event Management

Event Travel

Food Services

Risk Management

Equipment Management

Technology Management

Publicity

Handling Correspondence

Record Keeping

Conduct

MEMBERSHIP

“Focus on quality rather than quantity”

A student shall be a member of the Outdoor Adventure Club regardless of age, sex, race, color, religion, sexual orientation, or physical or mental handicap. The Department of Athletics & Recreation does not carry insurance to cover injuries incurred while participating in, or traveling to, an organization event.

MEMBERSHIP REQUIREMENTS

1. Currently enrolled Bridgewater State College undergraduate and graduate students who possess a valid BSC Identification.
2. Members must have a completed *OAC Member Registration Form* on file.
3. Members must adhere to BSC, Department of Athletics & Recreation and Outdoor Adventure Club policies, procedures, expectations and code of conduct.
4. A student shall be granted membership once they have attended three general meetings, two organization events and paid the membership fee.

RECRUITING MEMBERS

Students join organizations for many reasons. They may want to get involved, make new friends, explore new interests, develop skills and have fun. Student organizations need new members to bring new ideas and talents to the group as well as to keep it alive by replacing old members. There are over seventy student organizations on campus, so it is vital that the organization has a developed and executed recruitment plan. This information is designed to assist in the development of such a plan. Both the officers and its members should know and understand the organization and its mission. Have a meeting to review the organizational goals and objectives. As an organization, decide if goals and objectives are accurate or if it's time to review or revise them. During these meetings, specific themes and directions should be chosen. Create a member profile and recruit looking for those specific qualities in members.

Set recruitment goals

When creating these goals, there are several questions to be answered:

- How many new members can the organization reasonably assimilate into the group?
- Does the organization participate in year round recruitment?
- Where are the students with the qualities the organization needs located?
- What unique publicity would attract the attention of those perspective members?

Use personal experience to the advantage of the group. Figure out what attracted the current members and how the organization can use those qualities to recruit new members.

Informational Meeting - This provides the organization a unique opportunity for new members and officers to bond and feel comfortable with one another. It also makes new members feel needed, wanted and appreciated, as well as aiding in the retention of all members.

Orienting Members - Most organizations recruit new members and put them to work right away. This is not necessarily the most beneficial move for the group or its members. New members must be oriented to the groups' goals, objectives, organizational structure, rules and norms. By conducting an orientation session, the new members feel more comfortable with the group and its processes. After successful completion of recruitment and orientation, spend time getting to know the old and new members. Talk about past experiences and stories as well as the members' skills and interests. Compile the information and use it when working on a project. Be sure that the first organizational experience is a positive one. Assign new members tasks that are well within their skill level and that can be successfully accomplished. Allow new members time to get involved and comfortable with the group. Eventually, a "comfort level" will emerge that will allow participation in an evaluation process. Allow input from new members on what the organization should be striving to achieve. In doing that, the new member will feel more a part of the organization and stay involved.

Creating a sense of community:

1. Get them to know each other's names.
2. Get them to know something about one another.
3. Get them to feel good and respect one another.
4. Help them create identity.
5. Help them become responsible for themselves.
6. Help them view the organization as a unique and valuable entity at the college.
7. Help them reach out.

REGISTRATION OF MEMBERS

Member Registration is completed on the organization website. Once a registration is received in the organization mailbox, the member will be notified via e-mail of registration confirmation. Students are granted member status once dues are submitted and the registration form is signed. Membership dues are submitted only to the Vice President of Finances.

The online registration form includes:

- Participant Information
- Code of Conduct Agreement (*must accept*)
- Policy on Hazing (*must accept*)
- Policy on Social Networking Websites (*must accept*)

RIGHTS & RESPONSIBILITIES OF MEMBERS

- Members are expected to understand the purpose of the student organization and pursue the activities to which fulfill its purpose. It is understood that the objectives of the organization will be compatible with the objectives of the College and not in violation of College, local, state, and federal regulations and statutes.
- Members are expected to attend meetings and events.
- The officers are expected to inform and involve members and advisors prior to making any financial commitments.
- Members are expected to take advantage of opportunities to enhance their leadership skills.
- Members are expected to provide both positive and negative feedback and confront behavior in other members to the Advisor, which they deem to be detrimental to that individual and/or the organization.
- Members are expected to treat the advisor as an individual who possesses dignity, worth, and self-direction.
- Members have the right to be listened to by other members and the Advisor.
- Members have the right to choose their level of involvement.
- Members have the right to voice their disagreements with the decisions of the Advisor.

RETAINING MEMBERS

Icebreakers - The primary goal for an icebreaker is the development of an environment, which reduces anxiety and allows individuals the opportunity to get acquainted with each other by having fun. Icebreaker exercises should be used with any group that appears to be extremely anxious in the initial stage of development, i.e., first meeting of clubs, program boards, etc. They can be excellent devices to help members feel more comfortable with themselves and with others. They break up the “cliques,” invite people to form random groupings, and help individuals meet others in a non-threatening and fun way. They can be used to set a tone for the time a group will be together, to encourage people to feel “safe” and hopefully to evoke lots of laughter in releasing tension.

Energizers - Energizers are the activities that get the group psyched up; laughing, making them feel comfortable and ready to work; they will energize the group members! Energizers often help to break any unforeseen tensions as well as to help the group relax. The risk associated with these activities may be higher than with icebreakers as they typically require group members to act silly and loud and to perform some sort of zany action. Energizers are particularly useful in the middle of long meetings or retreats, early in the morning, or when a group has gotten stuck in its thinking and is not being productive or creative anymore.

Team Building - Teambuilding is a process by which a group's first focus is on barriers that hinder effective group communication; the purpose is then to enact changes to remove those barriers, in order to accomplish a given task or become more effective as a team. Team builders will probably become some of the most memorable activities group members will participate in. Team builders will make the group more comfortable with one another, make individuals feel as though they are a significant part of the group, help build trust among group members and teach people valuable leadership and group dynamic skills. Team builders greatly contribute to building a cohesive, supportive, and trusting group, in which members feel free to express their feelings, thoughts, and ideas. Through these activities, groups will begin to realize that they are greater than the sum of all the individual parts. They can and will accomplish amazing things simply by understanding one another and working together. Team builders generally involve the highest degree of risk. They require a great deal of trust, communication, self-disclosure, and sometimes a high amount of physical contact.

Some of the primary benefits of teambuilding include:

- Increasing a group's communication skills.
- Increasing a group's cooperation and teamwork.
- Increasing a group's effectiveness.
- Increasing a group's awareness of its goals, resources, and limitations.

LEADERSHIP

All **full time** undergraduates and graduate students in good academic standing are eligible to apply. A grade point average of 2.3 is an absolute minimum for officer status.

TRANSITION OF LEADERSHIP

A thorough leadership transition plan has several benefits. It's an opportunity to transfer significant organizational knowledge. It helps minimize the confusion that occurs with officer transition. Time is often lost while incoming officers try to figure out what is going on. This time affects the entire organization and demonstrates the group's ability to accomplish its goals and tasks. In addition, a transition plan can give the outgoing leaders a sense of closure. It can help them let go, which is often a difficult task for committed leaders. Leadership transition ensures that the valuable contributions of the experienced leaders will be utilized. Shared information results in the incoming leadership having more knowledge and greater confidence in their ability to be more effective in their roles. Begin early in the year to identify emerging leaders in your organization. Encourage potential leaders through personal contact, skill development, delegation of responsibilities, shared benefits of leadership, and clarification of job responsibilities. Immediately following elections, the advisor and the incoming officers should schedule an officers' briefing.

ELECTIONS OF OFFICERS

Elections of officers shall take place within the second week of April, and shall take office at the beginning of the following semester. The candidate receiving the highest number of votes shall be elected. In the event of an officer's vacancy after official elections, a special election shall be held for substitutes.

Election Procedures - The advisor informs the membership of the expectations and responsibilities of each office and the need for commitment to the goals of the organization and attendance of all meetings and events. The president explains the election procedures and sets a date for an election. The president appoints a nominating committee of three or more general members. This committee will interview prospects. The advisor should be involved with the committee for support and advice. The main goal of this committee is to ensure that the prospects are willing to serve and will commit to the responsibilities and time involved. The committee interviews those members indicating interest in an officer position.

Election Day

1. The president asks for the committee report.
2. Each member is invited to give a brief talk on qualifications, goals and desire to serve. Members should be able to ask questions of each candidate.
3. The voting takes place. If there is only one candidate for an office, the president requests a motion to approve the nominee for office. If there are two or more nominees for an office, voting is done by secret ballot. The nominee receiving the most votes is elected. If there is a tie, the president makes the final decision.
4. The newly elected officers are congratulated and an installation ceremony may be held.

REGISTRATION OF OFFICERS

The eligibility form must be completed prior to officer status. Forms are to be submitted to the administrative advisor upon completion. A copy of this form needs to be retained within the organization.

The eligibility form includes:

- Participant Information
- Code of Conduct Agreement (*must accept*)
- Policy on Hazing (*must accept*)
- Policy on Social Networking Websites (*must accept*)

INSTALLATION CEREMONY FOR OFFICERS

(Outgoing President or Organization Advisor)

At this time, on behalf of the Outdoor Adventure Club, I hereby convene this meeting for the purpose of the election of officers. Newly elected officers please come forward.

(Outgoing President or Organization Advisor)

It’s an honor and a privilege to be a student leader and to serve the students of Bridgewater State College. As a student leader you sacrifice your time and resources for the good of others. You are now a role model that other students are to follow. You must now set the example and standards of our organization.

(Outgoing President)

As tradition, the outgoing president writes a brief message to the organization about his or her time as president. <Reads Statement>

(Outgoing President or Organization Advisor)

Officers, do you understand and fully support the mission, vision, goals, methods and priorities of our organization?

<Students Reply>

Officers, will you please face your members, place your right hand on the organization handbook and repeat the officer oath:

As a student leader <Students Repeat>

I will follow all guidelines, policies and procedures of the organization handbook <Students Repeat>
<Students Repeat>

I will maintain the spirit of the organization and active participation in the program <Students Repeat>
<Students Repeat>

I will serve the students of the Outdoor Adventure Club. <Students Repeat>

(Outgoing President or Organization Advisor)

On behalf of the Outdoor Adventure Club I hereby declare this ceremony closed. Please join me in congratulating the new officers.

EXPECTATIONS OF AN OFFICER

Officers must assume the highest level of expectations to ensure success of their organization. Officers must adhere to the following expectations:

1. Read and understand the contents of the Outdoor Adventure Club Handbook.
2. Communication: As a student organization, communication between the officers and members, as well as the Organization Advisor is vital to the success of the organization. Communication also involves checking and efficiently replying to weekly:
 - Phone calls
 - E-mail
 - Mailbox
 - Member Interest Forms
3. Attendance:
4. Submit all required forms on time.
5. Ensure all members have a Member Registration Form completed with the Department of Athletics & Recreation.
6. Ensure all event participants have an Event Participant Registration Form completed prior to the scheduled event.
7. Inform members of policies, procedures, expectations, Code of Conduct, emergency procedures and other regulations that must be followed.
8. Assure that the organization is compliant with college policies, rules and guidelines.
9. Remain in good standing with the Intercollegiate Outing Club Association (IOCA).
10. Arrange facility reservations for all organization functions through the Department of Athletics & Recreation. Facilities are inspected prior to use and respected by leaving them in better condition than when you arrived.
11. Notify the Department of Athletics & Recreation of all changes or updates to event schedules, meetings, fundraisers, purchases, promotional materials or any other organization related activities.
12. Maintains the spirit of the organization and active participation in the program.
13. Sets a good example.
14. Present an annual report to the organization at the conclusion of the term of office. It should summarize organization events, successes, and failures. Make recommendations for following years. This is very useful for the new leadership and it provides historical information about the organization.
15. Submit all paperwork to Vice President of Administration for filing

RESPONSIBILITIES OF INDIVIDUAL OFFICERS

President

Reports to: Organization Advisor and Past President

- Presides at all meetings.
- Ensures the success of the program in cooperation with officers and members.
- Appoints committees and directs affairs of the organization.
- In the absence of the treasurer, has the authority over finances.
- Prepares a meeting agenda.
- Works closely with advisors as a partnership.
- Ensures that members fulfill membership requirements.
- Ensures officers fulfill duties.
- Locates and retains advisors.
- Reviews the OAC Handbook with the Organization Advisor at the beginning of each semester to ensure that it is current and to make necessary changes in terms or wording.

Vice President of Administration

Reports to: President

- Shall have all the duties of the President when acting in the President's absence.
- Helps coordinate the development of the organization in cooperation with advisors, officers and members.
- The following duties fall on the Vice President of Administration however, they may be passed off to a secretary if the Vice President of Administration so chooses to appoint one:
 - Understands the "Record Keeping" section of the OAC Handbook.
 - Attends to organization correspondence (e-mail and mail box).
 - Attends to all forms and contracts provided for or by the organization.
 - Records meeting minutes using the General Meeting Minutes and Officer Meeting Minutes Forms.
 - Maintains organization scrapbook.
 - Maintains records of attendance for meetings and events using the Attendance Sheet.
 - Files contact lists.
 - Files the OAC Member Registration Forms.

Vice President of Programming

Reports to: President

- Helps coordinate the development of the program in cooperation with advisors, officers and members.
- Appoints Event Chairpersons.
- Develops an event planner for each event.
- Develops an event run sheet for each event
- Develops an event detail sheet for each event
- Frequently meets with the President for updates on currently planned events

Vice President of Membership

Reports to: President

- Recruits and retains members.
- Directs the social activities of the organization.
- Plans membership drives throughout the year in cooperation with the Vice President of Public Relations.
- Works with the Vice President of Public Relations during college expos and involvement fairs.
- Creates and maintains a member and officer contact list.
- Maintain Member Registration forms.
- Addresses members' thoughts on the organization as a member representative.
- May assist the Vice President of Administration as needed.

Vice President of Finance

Reports to: President

- Responsible for all funds of the organization.
- Responsible for the "Financial Management" section of the OAC Handbook.
- Receives all organization funds
- Prepares the semester budget.
- Receives all organization funds and is the sole issuer of receipts using the receipt book provided by the Office of Campus Recreation.
- Deposits any money collected the next business day and receives a receipt upon deposit.
- Authorizes all organization funds using the Purchase Request Form.
- Makes certain the organization spends money according to the budget and with the college's policies and regulations.
- Appoints a committee as needed.
- Develops fundraisers.
- Maintains accurate fiscal records and has a weekly report available at meetings.
- Has records available and in condition for examination at anytime.
- Coordinates with Vice President of Programming on event funding.

Vice President of Public Relations

- Appoints a committee as needed.
- Understands the "Publicity" section of the OAC Handbook.
- Handles promotional affairs including advertising for the organization, events, annual program, fundraisers and meetings.
- Plans membership drives throughout the year with the Vice President of Membership.
- Maintains the organization bulletin board.
- Maintains BSC Observatory bulletin board.
- Handles publicity in cooperation with the Campus Recreation Marketing Team.
- Submits organization information to be used in the annual yearbook.
- Maintains the organization facebook site:
 - <http://bridgew. facebook.com/group.php?gid=2202466238>

Vice President of Information Technology

- Maintains the organization website:
 - <http://webhost.bridgew.edu/oac>
- Maintains the organization e-mail address: oac@bridgew.edu
- Maintains the organization blackboard site.

Equipment Chairperson (Optional)

Reports to: Vice President of Programming

- Maintains equipment locker.
- Ensures supplies are returned in good condition, minus normal wear and tear.
- Prepares a list of equipment needed for each event.
- Makes suggestions of needed equipment and replacements.
- Duties are to be handled or otherwise appointed by the Vice President of Administration.

Event Chairperson

Reports to: Vice President of Programming

- Appointed as needed by President or Vice President of Programming.
- Plans and organizes the event.
- Keeps Vice President of Programming informed of the program planning.
- Keeps recorded of the program planning process which is turned into the Secretary.
- Evaluates the planned event.

*

Past President (not elected)

Reports to: President

- The Past President remains on the executive board for the remaining time of the current President.
- Guides the current president in the role of an advisor for two months after being elected.
- Completes existing projects initiated during his or her presidency.
- Assists in event planning as needed by current officers.
- Assists in organizational development.

ORIENTATION OF OFFICERS

This model may be used over a period of several days, an intense all-day transition with breaks between sessions, or an overnight retreat. Immediately following the completion of orientation, new officers present ideas to the organization for feedback and review. The organization modifies goals and then accepts them for the coming year.

Session 1: Officers' Briefing

Participants: Outgoing and Incoming officers and Organization Advisor

Purpose: This meeting is an introduction of the organization.

- A historical prospective and organization overview.
- Expectations of officers.
- Relationship to other student organizations, the governing office, college and the community.
- The advisor should distribute blank calendars in preparation of the upcoming seminar.

Session 2: Individual Officer Exchange

Participants: Outgoing and Incoming officers and Organization Advisor

Purpose: The purpose of this meeting is for outgoing and incoming officers to meet in order to discuss the responsibilities of individual of officers.

- Each officer is to read aloud his or her individual officer responsibilities and ask any relation questions.
- Materials are turned over to the new officers and reviewed.
- Review of organizational files, financial records and information with outgoing officers occurs.
- New officers organize their binder and discard any unneeded files.
- Successes and failures from the current year are discussed. Everyone works together to prepare for early fall events.
- An introduction to the Intercollegiate Outing Club Association and college policies are reviewed.
- Opportunities for leadership training and organization finances are introduced.

Session 3: Organization Planning Session

Participants: Incoming officers and Organization Advisor

Purpose: General goal-setting session is conducted to identify organizational goals for the coming year. Individual officers are given the opportunity to develop and share their individual goals and explain how they relate to the group's goals. Team-building activities occur. Goals are put in writing with specific dates and acceptable achievement levels.

Session 4: Goal Review

Participants: Outgoing and Incoming officers and Organization Advisor

Purpose: New officers present their proposed goals to outgoing officers for feedback. Those goals are then refined and modified at the choice of the new officers.

STAYING MOTIVATED

As an officer, staying motivated can be a challenge. It's important to understand what motivates you as an individual. Make your sure your actions and involvement will bring you the rewards you need. In addition, try to understand yourself as a leader. Try to understand when you are most effective during the day. Set your own internal standards rather than trying to comply with others. Set yourself up for success, not failure, by preparing. Set realistic goals for yourself and stay reminded of what they are. Don't beat yourself down if your goals don't all become reality. Don't be afraid to fail. At least you tried and will try again, because things do happen. Just because someone said something negative about you that does not make it true. Be sure that your group is a quality product. It is better to have five outstanding events each year than twenty average ones. People want to associate with a winning group that produces quality results and has fun. Take time to retreat, reflect and refresh. If things get to be too much, do whatever you need to recharge yourself and regain that positive energy.

ANNUAL REPORT

Annual reports help to improve the permanent files kept on an organization. They need to be completed by June 1 each year and consist of information compiled from each officer, and organized and presented by the president. The purpose of the report is to improve the transfer of information from year to year, to help in officer transition, and also to promote the value of the organization. It should summarize organization events, successes, and failures. In addition, recommendations are made for the following year. They are very useful for the new leadership and it provides historical information about the organization.

The report consists of the following sections:

- Overview of Organization
 - Mission
 - Vision
- Message from the President
- Executive Board Report: Discuss significant events, issues and accomplishments of your individual position as an officer. In addition, make recommendations for following year.
 - President
 - Vice President of Administration
 - List of complete equipment inventory
 - Vice President of Programming
 - List of each event with detail of their success
 - Vice President of Finances
 - List of each fundraiser in chronological order with profit amount.
 - Vice President of Public Relations
 - List of each fundraiser in chronological order with methods of publicity.
 - List of each event in chronological order with methods of publicity.
 - List of each membership drive in chronological order with methods of publicity.
 - Vice President of Information Technology
- Governing Organization
- Leadership
 - List each advisor and years of service
 - List each officer and years of service
- Appendix
 - Organization Calendar: This includes Officer and General Meetings, Events, Fundraisers and Membership Drives.

LEARNING FROM FAILURE

Members and leaders fail at fulfilling responsibilities sometimes. Consistent failure can destroy an organization. When a member fails, find out why. Try not to blame; look at a failed act of delegation as a learning opportunity and experience. One of the most important roles as an officer is to help members to learn and grow through both their successes and their failures. Hold the member accountable only if he/she is responsible. Always evaluate the failure!

Some possible reasons for failure include:

- The individual is disinterested in the task in the first place.
- The individual is unqualified or overqualified.
- The individual is overloaded with responsibilities.
- The individual did not understand the task.
- The individual had insufficient resources.
- The individual dislikes the delegation process of responsibilities.
- The individual get the message that fulfilling responsibilities is not that important.
- The individual gets the message that it is okay to fail.
- The individual may develop the habit of failing.
- The individual loses the opportunity to learn important lessons from failure.
- The individual loses the respect of the group and maybe even the member who fails.

RESIGNATION OF AN OFFICER

When an officer decides to leave for any reason, the President and/or Organization Advisor would like the opportunity to discuss the resignation before final action is taken. The organization often finds during this conversation that another alternative may be better. If, however, after full consideration the officer decides to leave, it is requested that the officer provide the organization with a written two-week advance notice period.

IMPEACHMENT OF AN OFFICER

Before the impeachment process begins, the initiator should review the handbook to have a clear understanding of reason. Impeachment charges may be indicted against any officer by any member of the organization, and must be put in writing: Violation of the Outdoor Adventure Club handbook, abuse of delegated powers and/or negligence of duties. The charges shall be voted upon at the meeting. The officer being impeached shall be removed from office if two-thirds (2/3) of the current registered membership of the organization votes for removal of said officer(s).

EXIT INTERVIEW

The Organization Advisor is responsible for scheduling an exit interview with the officer on the last day of service and for arranging the return of organization property including:

- Key to equipment locker
- Key to administrative cabinet
- Officer binder
- Organization issued credit cards
- Organization Handbook
- Organization equipment

ADVISORS

Relationships between an advisor and a student organization are unique to each student organization. While some organizations may prefer that an advisor is heavily involved in administration, other organizations may prefer that officers take on that responsibility. Advisors can provide transportation, equipment, counseling, and planning to support activities. Advisor involvement in organization administration should be clearly specified on the *Advisor Consent Form*. The Department of Athletics & Recreation reserves the right to refuse or revoke a new *Advisor Consent Form* if the Outdoor Adventure Club philosophy and policies are not followed. Advisors must submit a new form each academic year. If an advisor is to be paid, he/she must sign off on a *Coach/Instructor Contract*. This can only be done in a meeting with the Director of Campus Recreation.

An advisor is required for the following:

- Events utilizing college vans.
- Events utilizing college canoes.
- Off-campus events on a rental bus, regardless of the distance from the college.
- Off-campus events at the discretion of the governing department of office

ELIGIBILITY OF AN ADVISOR

1. Experience in the organization's program.
2. Complete an *Advisor Consent Form* with the Department of Athletics & Recreation.
3. Register for a Blackboard Account.
4. Read the Outdoor Adventure Club handbook.
5. Approved by the membership.
6. If admittance is needed into the Tinsley Center or Kelly Gymnasium for meetings, instruction or events, the advisor must be issued a BSC Connect Card to be used for admittance at all times.
7. Carry your own travel and health insurance.
8. Allow the students to take on the administrative requirements and decision-making.

RIGHTS & RESPONSIBILITIES OF ADVISORS

Organization Advisor

The Organization Advisor is a full time administrator, faculty or staff member at Bridgewater State College. The Organization Advisor assists our organization in all of its operations and is chosen by the membership based on the advisor's expertise or interest in the mission and purpose of our organization.

- Understand college policy and procedures including those in the OAC Handbook.
- Assist the organization in understanding college policies and procedures including those in the OAC Handbook.
- Review the OAC Handbook with the President at the beginning of each semester to ensure that it is current and to make necessary changes in terms or wording.
- Serve as a role model to the organization emulating characteristics and behaviors they should strive to develop.
- Serve as a resource to the organization and its members as needed.
- Serve as Program Advisor for events as needed.
- Remain knowledgeable about the organization's activities.
- Recruit and retain Program Advisors.
- Maintain regular contact with the officers and general membership of the organization, which may involve attending meetings and events conducted by the organization.
- Provide continuity during periods of student leadership transition.
- Encourage officers and members to take advantage of opportunities to develop leadership skills, which will strengthen the organization and help achieve its goals.
- Assist in areas of budget development, expenditures and record keeping.

Program Advisors

Program Advisors are any administrator, faculty, or staff at Bridgewater State College. They assist us in our planned program and attend our off-campus events.

- Understand college policy and procedures including those in the Outdoor Adventure Club handbook.
- Remain knowledgeable about the organization's activities.
- Maintain regular contact with the Organization Advisor, officers, and general membership, which may involve attending meeting and events conducted by the organization.
- Report incidents during events in a promptly manner and work with officers to address any on-site problems that may arise at an event.
- Travels to and from the event with event participants and sometimes assists with driving college vehicles.
- Meets with officers prior to an event to discuss preparations and mutual expectations.
- Assist officers in the evaluation of events and preparing notes for future leadership.
- Assist officers in addressing behavioral issues that may arise with student participants.

RECRUITING ADVISORS

Before approaching a potential advisor, keep in mind the following:

- Find someone who will have the time to devote to your organization.
- Find someone who will take the role willingly and seriously.
- Find someone who has knowledge or skills related to our mission and purpose.

Recommended areas for potential advisors:

- Campus Police
- Department of Athletics & Recreation
- Department of Biology
- Department of Geography
- Department of Physics
- Office of Conference & Event Services
- Office of Student Involvement & Leadership

When approaching a prospective advisor for the first time, make certain that he or she has a clear understanding of the organization's mission as well as the responsibilities and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization participates. Allow the person a reasonable length of time to consider his or her decision.

If possible, choose someone who shares some of the same interests as the organization, and with whom the leadership of the organization has previously interacted. For example, when starting an academic organization, staff within that department may be a good starting point in order to identify an advisor.

Example E-mail: Recruiting Advisors

From: Outdoor Adventure Club
To: <Community Announcements>
Subject: Looking for Advisors

Administrators, Faculty & Staff,

Each year student organizations at Bridgewater State College need advisors to assist with programs. As administrators, faculty or staff, student leaders rely on your support a great deal and thank you for your willingness as a volunteer.

OUR ORGANIZATION & ANNUAL PROGRAM

The Outdoor Adventure Club is a program planning student organization at Bridgewater State College. Both our members and advisors are an active part of our organization. We have a developed program and excellent resources with support from the faculty and staff of the college. We provide activities centered on outdoor recreation, interactive education, community service, teamwork, physical fitness, and intercollegiate events. We provide instruction and experience in safe hiking and camping, fire safety, and emergency preparedness skills. Our officers dedicate their time, leadership, and resources to ensure that students of Bridgewater State College experience our program in its entirety.

OUR ACTIVITIES

- Hiking
- Skiing & Snowboarding
- Paintball
- Backpacking
- Emergency Preparedness Training
- Rock Climbing
- White Water Rafting
- Leadership Development
- Camping
- Canoeing
- Intercollegiate Events
- Program Planning

We are searching for several advisors to assist us in our organization. If you are interested in an advisor role with our organization please contact:

<name>
<Position>
Outdoor Adventure Club
Bridgewater State College
oac@bridgew.edu
<http://webhost.bridgew.edu/oac>

UTILIZING ADVISORS

Send a monthly e-mail to advisors with an update of the program. It should include upcoming events, advisor requests and personally thanking advisors who recently attended events.

Scheduling an advisor for an event:

1. Review the Program Advisors Consent Forms to determine advisors interested in the specific program.
2. Contact the advisor or schedule a meeting to determine their availability. Be open to suggestions and criticisms they may provide. Their knowledge and experience will help in exploring solutions and implementing program procedures. Advisors can be a great resource; take advantage of their experience and insight.
3. Once an advisor has been scheduled, you can secure college transportation (if available). Any cost associated with the advisor is negotiated between the program advisor and the organization. A Transportation Request and Vehicle Usage Form will need to be completed by the attending advisor.

Example E-mail: Note of Thanks

From: Outdoor Adventure
To: <name>@bridgew.edu
Subject: Thank You!

<Advisor name>,

Thank you for volunteering to attend our <name of event> on <date>. Everyone had a wonderful experience. We appreciate your time and hope to work with you again soon.

Thank you for being a volunteer and supporting our program.

<name>
Outdoor Adventure Club
Bridgewater State College
oac@bridgew.edu
<http://webhost.bridgew.edu/oac>

RETAINING ADVISORS

Advisor Appreciation Day - Advisors assist organizations in many ways. Without them, the organization would not be what it has developed to today. As a result, in April, advisor appreciation day is observed. The following is a list of ideas that may be helpful when showing appreciation to advisors.

The following are some ideas for your advisors:

- Buy breakfast or lunch.
- Certificate for their office.
- Plant or flower for their office.
- Give them their favorite candy or food.
- Picture of the members.
- Create a sign for their office door.
- Honor an advisor at the next event.
- Invite to speak at a meeting about a topic of their choice
- Say, "You always are there for us"
- Say, "You've taught me a lot"
- Say, "You are a big help to our club"
- Say, "We appreciate the extra time you put in"
- Say, "Thanks for all you do"

GOAL SETTING

Goals are statements describing what the organization wishes to accomplish. They are the ends toward which the organization's efforts will be directed. Organization goals are the beginning point of evaluating group effectiveness. Organization goals change as the organization changes.

CRITERIA FOR SETTING GOALS

Specific - The board may have a general goal in mind. Specific goals cause members to think in terms of "what's the next step" toward implementation. Be specific not only in the goal, but also in how you plan to achieve the goal. Strategies will translate the idea into action.

Measurable - Goals provide a measuring stick against which processes can be measured.

Agreed Upon - Make the goals known to those in the organization. Commit to them publicly. Goals are the motivating force in the behavior of group members. Without motivation the group takes no action to achieve its goals.

Realistic

Timely - Set a timeline for attainment and feedback. It helps the evaluation process when the goals are time-bound.

DELEGATING

Delegation is the key to a successful organization. Sharing responsibilities keeps members interested, involved, and enthusiastic about the organization. By delegating tasks, members begin to feel important and to care. It gives members a chance to develop leadership skills with experienced and qualified leaders. In addition, it helps officers from being spread too thin and, therefore, being less likely to burn out. Delegation is useful when there's a lot of work and all the details have to be divided. When a member has particular qualifications for or interest in a task. When routine matters need attention.

WAYS TO DELEGATE

Ask for Volunteers - This can be done by a show of hands or passing a sign-up sheet during a meeting. This method can be impersonal and could make someone feel obligated to help because no one else signed up to help.

Appoint a Member - Some members lack self-confidence and won't volunteer; appointing them demonstrates confidence in their ability.

Assign through Committees - This takes the pressure off an individual and reinforces organizational structure.

EFFECTIVE DELEGATING

Identify the Task - The first critical step is to recognize and track all the main tasks that the members of your group must accomplish. Develop a task list for your group. Define the task and establish your goals for a project. Have a vision to carry through a project.

Delegate Appropriately - Review the list in order to identify the tasks that you should do and those that can be delegated to the members of the organization. Choose members whose skills and personality styles match the task. Empower members to provide them an opportunity to grow and be challenged. Use the person who presented the idea. That person will realize that he or she is the founder of the idea and will be more loyal to seeing it through.

Explains the Task - Define and clarify the nature of task that is delegated to your members. To ensure a collaborative approach, properly communicate to all the members of your group as to what tasks and to whom it has been delegated. Be sure to give specific directions and to make your expectations clear, for both quality and time management. Explain to the members clearly as to why the task is important, and how it contributes to the organization as a whole. Give specific directions when delegating responsibility, preferably in written form: state what needs to be done, and when it should be completed.

Develop a Plan - A good plan is essential for the projects to succeed. Planning is a critical part of the delegation process. The plan should define how the task would be accomplished; list the sub tasks, and their completion dates. Make sure members have the necessary resources to complete the assigned task. Encourage members to take a lead in developing the plan.

Monitor the Progress - Review the progress of each task on a regular basis. Give members the freedom to perform and avoid close supervision. Measure the success by quantifiable criteria. Give praise and constructive criticism where it is due. It's important to periodically follow-up to ensure that members are succeeding, to answer any questions, to offer some helpful advice, and to discuss and deal with any problems before the task is completed.

INAPPROPRIATE TIME TO DELEGATE

- When the task is something that you would not want to do.
- When a member is unqualified for the task.
- When the task is your own specific responsibility.
- When the task is big or insolvable.
- When an issue deals with the personal feelings of another.
- When there are confidentiality concerns.

MEETING MANGEMENT

“Every meeting has a purpose and objective.”

TYPES OF MEETINGS

Officers Meetings - A **minimum** of two officers meeting should be held each month.

Each meeting is separated into the following components:

Event Planning: During this time officers plan and schedule our yearly program with the cooperation of the members and officers. Members are welcome to chair an event with permission from the officers. Dates of general meetings, topics of selected activities and special events are reviewed. Goals are set and tasks are delegated.

General Meeting Preparation: Officers set goals and develop a written agenda to distribute to members. They discuss the format for general meetings, the role of each officer, and develop agendas.

Code & Conduct: Discuss and reinforce organization rules of conduct, attendance expectations, registration, and allocation of funds.

General Meetings - A **minimum** of two general meetings should be held each month. Discuss important business first. Then reserve the remaining time for a planned activity. These activities can be learning new skills centered on the outdoors or emergency preparedness. They could also be fitness based such as an outdoor fitness activity. A detailed agenda should be developed for each meeting. In addition, meeting minutes should be taken and filed.

Week 1: Event Planning/Discussion Meeting

Week 2: Interactive Education Meeting

Week 3: Event Planning/Discussion Meeting

Week 4: Social Event

SCHEDULEING MEETINGS

Meetings are scheduled with the Office of Conferences and Event Services. An Event Reservation Form needs to be completed and submitted to their office. The organization advisor submits this application.

Requests for spaces must include the following:

- Name of event
- Date of event
- Start time, End time
- Set-up time (if applicable)
- Requested locations in order of preference
- Estimated # in attendance
- Any special set-up needs (i.e. room set-up, audio-video, etc.)

BEFORE A MEETING

- Arrange the room so that members are facing each other.
- Arrange refreshments if appropriate.
- Arrange meeting needs (computers, flip chart, etc.).

DURING A MEETING

Discussion

- Encourage the group to agree on a methodology or procedure before "jumping into" the discussion itself.
- Show a genuine interest in the member and what he/she has to say.
- Rotate group leadership by asking group members to lead discussion.
- Keep responses to a minimum. Self-disclosure can be useful when it is carefully chosen.
- Learn to tolerate some silences. People need time to think. Also, if you jump in too quickly, this cuts off the potential of one student responding to another.
- Summarize and clarify.
- Learn members' names quickly and use them when addressing members.
- Suggest the use of some methodology whereby the members will get to know each other quickly.
- Attempt to "listen" for feelings as well as the ideas of the members. Listen for what is behind the remarks, as well as the remark itself.
- Look mainly at the overall group atmosphere; do not be trapped into overreacting to the needs of specific individuals. Try to maintain a balance of sensitivity to the task, group, and individual needs.
- Avoid closed-ended questions.
- Set a good example by listening, showing interest and admitting mistakes.
- Encourage group discussion and feedback.

Conflict

- When disagreement occurs, turn the discussion to the group for a solution.
- Always remain neutral on any issue.

Voting

- Registered members may take part in matters relating to organizational funds only.
- Nonmembers may not vote on any issue.
- Voting on all issues will be by simple majority, which will require a two-thirds vote of membership.

Even if you have planned questions, be flexible; go where there is energy. Stick to the agenda and keep conversation focused and on task.

Make sure to start on time and end on time. Be sure to greet members, even the late ones.

"Thought Box" -

AFTER A MEETING

- Make sure unfinished business is moved to the next agenda.
- Secretary e-mails meeting minutes within twenty-four hours.
- Follow-up on delegated duties to ensure that members understand their responsibilities.
- A planned calendar of events should be printed and distributed to the membership.
- Confirm plans for the next officer meeting.

SAMPLE MEETING AGENDA



General Meeting Agenda

March 22, 2005

Call to Order

1. Introduction of officers, guests and new members
2. Ice breaker / team builder

Officer Reports

Old Business

New Business

1. Discussion and voting by members on matters that need a decision.
2. Promotion of upcoming events.
3. Delegate tasks and implementation dates.
4. Advisor Comments.
5. Registration of new members.

Open Agenda

- Thoughts & Ideas
- Announcements from other clubs & organizations

Closing

- Summarize Agreements
- Next Meetings Agenda

Reminders:

FINANCIAL MANAGEMENT

"An ounce of planning is worth a pound of cash"

The Department of Athletics & Recreation maintains all income and expenses for the Outdoor Adventure Club. They provide assistance in the management of our accounts. They help students review financial records, process purchase request forms, recommend vendors with the best prices and services collect money and issue receipts, and assist in ticket sales for major events. It is required that organizations do not have individual bank accounts at a financial institution. BSC policy prohibits any student organization from managing funds through an outside organization. Concealment of funds will result in disciplinary action.

ACCOUNTS

Each student organization receives an account through the college.

#1 Account - This account is an organization's primary college account. College funding is placed into this account for expenditure on funded programs. This account is maintained by the College through Fiscal Affairs and is managed by the Department of Athletics & Recreation.

The following guidelines govern organization expenditures from this account:

- Organization approval for all expenses must be documented in meeting minutes.
- All state purchasing and expenditure guidelines apply to these accounts, including use of contract vendors, purchase orders, etc.
- All unused funds are to revert back to the Department of Athletics & Recreation at the end of the fiscal year.

#2 Account - This account is less restrictive. This "fundraising" account will "roll over" from fiscal year to fiscal year and can be used by the organization in any way the group deems appropriate. Organization dues, donations, fundraising and sponsorship revenue will be deposited into this account.

<i>Account Number</i>	<i>(index)</i>	991401
<i>Banner Number</i>	<i>(fund)</i>	2230
<i>Athletics & Recreation</i>	<i>(organization)</i>	30601
<i>Type of Account</i>	<i>(program)</i>	60

BUDGET

The proper way of handling organization finances is through a budget plan. The organization funds need to be secured and spent with direction. It's the responsibility of the treasurer to keep accurate records of income and expenses of organization funds. The membership expects an exact account of all money taken in, paid out, and proper safekeeping of all funds. The success of this organization depends on having enough money at the right time to pay any needed costs. Proper budget planning, accounting of funds and regular reports will help an organization conduct an efficient and successful program.

PURCHASING

The Vice President of Finances must approve all purchases. All organization purchases are made through the Department of Athletics & Recreation.

Purchase Request Form - This form needs to be obtained and completed indicating the items or items to purchase, along with the quantity, estimated price, shipping costs and preferred vendor. This should be submitted two weeks in advance if the vendor is already in the system. If the vendor is not in the system, it can take a month or more to get them in the system & make the payment.

College Credit Card - The credit card will be used when possible to make deposits for travel or to expedite the purchase of goods. Keep in mind that there are restrictions on the use of the credit card; so do not assume that you can wait until the last minute.

Vendors and W-9 Forms - An organization that requires payment (membership dues, sit fees or travel reservations), but does not accept credit cards, must first complete a W-9 form to be created as a vendor in the college system. If the college has never made a payment to an organization or individual, it could take several weeks to complete this process before payment can be made. By using vendors that are already in the college system, you can save time, money, and prevent costly mistakes.

Contracts - Contracts are required for all services provided outside the college (EMT's, performers, speakers, instructors) for events. The contract must include the organization or individual name, information specific to the service or event, the date of the service and balance due. Line item invoices are the most effective. A W-9 Form must always be accompanied with the contract.

Policy on Reimbursements - Reimbursements are made only with the presentation of the original receipt within **30 days** of purchase.

ISSUING RECEIPTS

The Office of Campus Recreation provides a receipt book. The organization must provide a receipt to everyone paying membership fees, payment for an event, donations etc. On the issuing receipt should include the name of the person, date, purpose of the payment, amount of payment, cash or check number, treasurer name or initials.

DONATIONS

In order for gifts donated to organizations to become tax deductible for the donor, student organizations must utilize the **Bridgewater State College Foundation**. The first step in searching for a donation is to decide whom to target. At a meeting discuss possible donation targets. After, make a final list and discuss each organization or business to target. In order to ensure that clubs receive these gifts, prospective donors should send total value of the donation to the Organization Advisor and he/she will forward the deposit to the Bridgewater State College Foundation.

The following guidelines apply to donations:

- The group must be an officially recognized student organization to receive donated funds.
- Money donated must be consistent with the educational mission of the college and the purpose of the organization.
- Items purchased through funds donated, as gifts shall become property of the college. Any resale of such property is subject to the stipulations of the college disposal system.
- Any organization that plans to solicit parents, alumnus, or friends of the college for donations should coordinate the project with the Bridgewater State College Foundation.
- Food/beverage donations must be approved by Food Services **two** weeks prior to the scheduled event.



<December 27, 2007>

<title>

<company name>

<street address>

<city, state, zip code>

Dear <receiver name>:

Thank you so much for your generous donation of **\$100.00** to the Outdoor Adventure Club.

With the support of people like you, we will be able to provide a quality program to the students of Bridgewater State College.

For more information on how your donation is helping to make a difference in our organization, we invite you to visit our Web site at <http://webhost.bridgew.edu/oac>. You can also find information there on our upcoming events for this year and volunteer opportunities.

Thank you again, and we look forward to your continued support.

Sincerely,

Andrew Eikinas
Treasurer

FUNDRAISING

The profits used from fundraisers are used to subsidize the cost the program. Be sure when conducting fundraisers to follow all college policies. A good goal is to fundraise 25% of our operating budget. The Department of Athletics & Recreation must approve all fundraisers. If seeking external support (alumni, parents, local merchants or members of the community), you may be referred to other college officers for approval.

- A *Fundraising Registration Form* must to be completed and submitted to the Organization Advisor prior to the scheduled fundraiser.
- An *Event Reservation Request* must be completed and submitted to reserve rooms and other areas of the college needed for your fundraiser.

Consider the following when planning a fundraiser:

Objectives

What is the financial goal?

Target Audience

Timing

- When should publicity be released?

Location

- Student Traffic Patterns

Type of Fundraiser

- | | | |
|----------------------|----------------------|----------------------------|
| - Bake Sale | - Car Wash | - Clean-A-Room Service |
| - Hot Chocolate Sale | - Plane Wash | - Outdoor Dance |
| - Candy Sale | - Bottle & Can Drive | - Singing Telegrams |
| - Tag Sale | - Spare Change Drive | - Auction (silent or loud) |
| - Wake Up Calls | - Lemonade Stand | - Haunted Trail |
| - Gift Wrapping | | |

Delegate Tasks

- Personnel Required
- Anticipated Response

Budget

- How much money should be spent?
- Publicity Budget Realistic?

Evaluate

- Was the financial goal met?

FINANCIAL STATEMENT

(Fiscal Year: September 1- August 31)

Prepared by Treasurer Andrew Eikinas

REVENUE

Earned Income

Events	◇
Equipment Rentals	◇
Fundraisers	◇
Rock Climbing Pass Program	◇
Membership Fees	

Total Earned Revenue ◇

Contributed Income

Individual Donations	◇
Corporate Sponsorships	◇
Bridgewater State College Foundation	◇
Department of Athletics & Recreation	◇

Total Contributed Income <>

EXPENSES

Equipment	◇
Program	◇
Administrative	◇
Publicity	◇
Development	◇

Total Revenue ◇

Total Expenses ◇

BALANCE: ◇

EVENT MANAGEMENT

Any Bridgewater State College student may attend an organization event regardless of his or her membership status. Students acting in a reckless or offensive manner during events will be reported to the Department of Athletics & Recreation. Individuals acting in this manner may have their membership revoked and/or shall not be allowed to participate in organization events for a time to be determined by the membership and agreed upon by the Department of Athletics & Recreation.

CLASSIFICATION OF EVENTS

Primary Events - These are important annual events that our organization needs to plan effectively and correctly. Much time is spent planning each event.

These events include: Earth Day Conservation Project & Celebration, Fall Lake George, Fall Wompatuck, Skiing & Snowboarding Adventure, Spring Leadership Conference, Summer Wompatuck and Water Rafting Weekend Adventure.

Secondary Events - These events happen once each semester. A moderate amount of time needs to go into planning these events.

These events include: Emergency Preparedness Training and Stargazing @ BSC.

Supplemental Events - These events happen throughout each semester. They are strategically placed on the calendar where there are gaps in the program.

These events include: Hikes, Paintball and Rock Climbing and social events.

BRAINSTORMING

This step is the pulling together of everyone's thoughts. Examine the results from the interest survey on the member registration forms. In addition, it may be helpful to have a meeting to discuss membership interest. Another effective method for formulating ideas is Brainstorming.

Here are the rules of brainstorming:

- Evaluation and criticism should be reserved until after brainstorming.
- Quantity is wanted; every attempt should be made to generate as many ideas as possible. The greater the number of ideas, the more likelihood there is of getting good ones.
- Combination and improvement of ideas is encouraged. Members should, in addition to contributing ideas of their own, suggest ways to turn suggestions of others into better ideas, or combine two or more ideas into an even better idea.
- When generating ideas make sure all ideas reinforce the mission, purpose and the goals of the organization.

While your group is brainstorming, be sure and have someone write down all ideas. After they are written down, begin expanding from them, and begin to evaluate them as possible program ideas. Some ideas will need to be eliminated when you consider time and money involved, supplies and equipment needed, scheduling conflicts, and use of resources or facilities.

Consider the following when selecting the idea:

- Why are interested in doing it?
- Who is the target Audience?
- What will be gained by the implementation of the idea?
- How will the event be paid for?
- Enough time to impliment the event?
- Will the event satisfy membership needs?
- Is the event affordable?
- Building Permits?
- Police Detail?

SELECTING AN EVENT USING THE SWOT ANALYSIS

It is very important that the officers conduct a SWOT analysis before developing an event plan. The organization needs to develop a strategy, which maximizes the potential of strengths and opportunities of the event selected, and at the same time, minimizes the impact of the weaknesses and threats.

Strengths - These are the attributes of your event, which are helpful in achieving an event's objectives. This may include good event planning, high motivation level, and excellent publicity.

Weaknesses - These are those attributes of your event that are harmful in achieving the event objectives. For social loafing, lack of funds, inexperienced event team, low energy level, and lack of publicity and event contacts.

Opportunities - These are those external factors, which are helpful in achieving the event objectives. For example, little competition, support from the local authorities, availability of the state of the art infrastructure.

Threats - These are those external factors, which are harmful in achieving the event's objectives. For example, high competition, little or no support from local authorities, bad weather, poor infrastructure, high labor rate, unavailability of raw material.

SCEDULING AN EVENT

Each officer should have a blank calendar for the academic semester.

1. Mark areas of the calendar with state, religious and cultural holidays.
2. Mark areas of the calendar with college events.
3. Mark areas of the calendar with organization events

RESEARCHING AN EVENT

Review Event File - Review the previous *Event Planner*. Understand the successes and failures of the previous event. Use that knowledge to make improvements.

Budget - Review and develop a budget for the event. Determine how the event will be paid for: Organizational Funds, Co-sponsorship, Fundraising, Ticket Sales, Donations and Corporate Sponsored

If the trip requires a heavy financial commitment, it may be advisable to collect cash in advance -- this provides working capital and gives a pretty good idea who is actually coming. Ski trips particularly. Those signing up should know who to contact if they have to drop out.

Transportation - Decide who will be responsible for the transportation: truck, car, bike, foot, train, bus, etc. It is important to have appropriate transportation engaged as far in advance as possible. Submit a tentative schedule to the organization advisor. The organization advisor will submit a list of the date to the Department of Transportation Service to check on availability.

Program - Begin research by making contact at the event site. When making a contact you are representing the college. Remember that your purpose is to provide a quality program to the students. Make sure they are aware that you are only researching at this point and cannot make any decision without the approval of your organization. Make sure to gather the following information: Availability, Price, Special requirements or equipment needed. In addition ask them about their experiences with colleges and get the contact information of colleges who have booked a similar event.

Equipment: Determine what equipment and supplies are needed for the event: outdoor tools, lighting, maps, first aid kits. Who is going to get them and where? Those going on the trip should have suitable personal equipment -- witness young ladies showing up for a hike in high heels and silk stockings. Musicians can add a lot to most activities if they have their instruments.

CONFIRMING AN EVENT

Once you have acquired all necessary information needed and the organization makes a decision, you need to make reservations

Secure Transportation - For events off-campus, determine the provider(s) of transportation and make arrangements using the *Travel Form*. This form must be submitted to the Department of Athletics & Recreation at least two days prior to the scheduled event. Have the advisor contact Transportation Service to secure college transportation. Provide detailed directions to the organization advisor and each driver.

Secure Room - An *Event Reservation Form* needs to be submitted to reserve rooms and other areas at Bridgewater State College needed for your event.

Secure Deposits - Process all financial requests through the organization account.

PREPARING AN EVENT RUN SHEET

A run sheet is an important tool needed during the event planning process. It is very similar to an agenda for a meeting. It is a list of times allocated to each activity on the day or days of an event. It will include items such as gathering needed equipment from the locker, picking up food and drink from the Food Services, hikes, preparing meals and the campfire. The run sheet is developed and becomes more specific as the event draws near. The final run sheet should be made available to all officers and advisors associated with the event.

PREPARING AN EVENT DETAIL SHEET

The *Event Detail Sheet* is prepared and event policies and procedures are chosen. When completed, it is made available to the organization advisor for approval. Once approved, the organization advisor prepares an *Event Participant Registration Form* and makes them available to the President to distribute to registered event participants

Items to include on the Event Detail Sheet:

- Title of Event: (Fall Wompatuck)
- Day(s) and date(s) of Event
- Meeting time and place
- Return time and place
- Transportation arrangements: (If cars are needed, make note of it.)
- Destination
- Activities included in the Event
- Clothing or special equipment necessary.
- Cost, as itemized as possible.
- Accepted forms of Payments
- Event Chairperson's name and contact
- Registration Deadline

Event policies and procedures to be chosen for the Event Detail Sheet:

Walk-in Registration

Event registration is completed at the Office of Campus Recreation, Adrian Tinsley Center, 206, with designated staff, Monday through Friday, 9AM to 5PM. Registrations are taken on a first come basis and payments are submitted at the time of registration. Registrations can also be completed at general meetings.

Online Registration

Event registration is completed on the Outdoor Adventure Club website (<http://webhost.bridgew.edu/oac>). Participants are required to bring their student ID when attending a scheduled event.

Event Cancellation Policy

If Bridgewater State College is closed due to weather related conditions, the scheduled program will be cancelled that day or evening. If a storm develops during the day/weekends or weather is questionable, please call 508-531-6708 for a taped program report. The organization reserves the right to cancel a program if there is insufficient registration or if there are reasons to prevent an acceptable program. Every effort will be made to reschedule a cancelled program.

Refund Policy

“When you register for one of our events, we depend on your participation for a successful program. A total refund will be made only if programs are cancelled or if organization changes prohibit your attendance. Thank you for your cooperation!”

Drug and Alcohol Policy

The Outdoor Adventure Club prohibits the use of any drugs, alcohol and control substance before and during meeting and events. Use of these prohibited items is a breach of the Code of Conduct and will be reported to the Department of Athletics & Recreation for disciplinary action.

Medications

Participants are always required to bring medications that they may need during an event such as an asthma inhaler or a bee sting kit.

DEVELOP PUBLICITY PLAN

Publicity for the event is developed and approved by the Organization Advisor prior to its execution. In order to publicize and promote events effectively, it is important to develop good publicity and promotion techniques. Determine how the audience can be reached.

ADDITIONAL PLANNING

Make sure to schedule regular meetings to make sure the planning is on schedule and finalize arrangements. If it becomes a popular event "waiting lists" is sometimes a good idea because people sometimes drop out at the last minute.

COORDINATING AN EVENT

The day of the event make sure to review the planning checklist to ensure that all details are confirmed. Be sure someone is responsible for completing all remaining details. Prepare the set-up or physical arrangement for the event early. Don't wait to set up when the audience is present.

See that things get and keep moving. This usually happens spontaneously; however, there shouldn't be people sitting around bored. Singing or teambuilding are two good ideas. Make sure that people meet each other, a round of introductions never hurt. On a long trip, a snack of some sort may hit the spot at a good viewpoint.

Volunteers - Establish your event volunteers and place them accordingly. Remember to assign setup and clean up. Make sure all volunteers are clear on what time they should arrive. Make sure advisors are not left out of things. They should be made to feel welcomed.

Services

- This includes Food Services, Transportation, and Room Arrangements.
- Check out your equipment, etc., that you will need early.
- Be prepared to introduce the program and presenters.
- Strive to impose a clear-cut opening and closing of the program.

Don't panic if:

- The presenter doesn't show up. Announce to the audience that there must be some mistake, and that you hope to reschedule soon.
- The students don't show up. Discuss with the advisor and officers about the issue. There may be no interest in the program, lack of advertising or bad timing. Discuss whether or not to reschedule.
- However, if either of these happens often, evaluate your planning method--you may be misreading your students or being unclear in your plans.

DAY AFTER THE EVENT

Take down all publicity the day after the event. This is one of the most important and one of the most forgotten tasks to be completed. New publicity will likely receive more attention if areas are not constantly cluttered with old material.

EVALUATING AN EVENT

Event Evaluation - Each officer completes an *Event Evaluation Form* so there are multiple points of view. These forms should be retained and accessible for the next year's event. When evaluating an event encourage honest feedback, learn from each event, and look for positive experience.

- Did the event meet expectations?
- Was the plan effectively executed?
- Was there gear that could have been used?
- Are there some cool things nearby?
- Are there suggestions for next time

Budget Evaluation - Evaluate your expenses and income for the event. Note where the organization exceeded estimates and where money was saved. Attach all receipts to the evaluation.

Volunteer Evaluation and Recognition - Note those who may have been key in assisting with the event. Send thank you letters as much as possible and let people know that you appreciated their help. In addition, be sure to note whether or not enough help was provided, and support was placed appropriately.

Compile an Event File - Be sure you are leaving behind the proper information with any press coverage for the next year's event planner.

The event file includes:

- Event Detail Sheet
- Event Runsheet
- Event Evaluation Form
- Budget Budget Worksheet
- Volunteer Evaluation
- Publicity Used: manuscripts for public announcements, fliers, pictures newspaper articles, copies of e-mails, facebook.

SAMPLE: EVENT PLANNER

Ski & Snowboard Adventure

DATE: February 10, 2007
 PURPOSE:
 TARGET AUDIENCE: Students of Bridgewater State College
 VENUE: Jiminy Peak Mountain Resort
 EVENT CHAIR(S): Karyn Menard

LOGISTICS

Task	Description	Assigned to	Due Date	Completion Date
Research	Transportation options, location, rentals, and packages. Collection of specific data regarding the best option(s) resulting from the above research. Cost being of utmost importance.	Karyn (v.p. prog)	12/1/06	
Approval	Pass all specifics through the Organization Advisor for approval, and for any modifications	Karyn (v.p. admin or pres.)	12/11/06	
Reserve Advisors	Contact all advisors who conveyed interest in the event. They will need to pay for themselves, and anyone they bring. Ensure that the advisor has completed a <u>Program Advisor Consent Form</u> fill out the appropriate forms.	Karyn (v.p. admin)	1/1/07	
Reserve Transportation	Ensure that the charter bus company researched and chosen has that package available for the date of the event. Reserve transportation. Check for required deposits and submit them by required date. <i>Submit all necessary forms:</i> <ul style="list-style-type: none"> - Travel - Transportation Request - Vehicle Usage 	Karyn (v.p. prog)	1/1/07	
Program Reserve	Contact the facility and ensure that the package previously researched at the resort is still available for the chosen date.	Karyn (v.p. prog)	1/1/07	

	Make reservations and the arrangements with the appropriate person(s).			
Run Sheet Preparation	A <u>run sheet</u> is prepared after all elements are reserved. It's a sheet with a schedule of times allocated to specific elements that occur chronologically during an event. It will include bus arrivals and departures, meals, checkpoints, equipment rentals and returns, etc.	Karyn (v.p. prog/admin)	2/2/07	
Student Registration Preparation	Collect general information about the facilities the target audience will be enjoying at the event. Examples: Dining, training, other recreational activities, lockers, and maps. Prepare the <u>Event Description</u> and have it approved by the Organization Advisor.	Karyn (v.p. prog)	1/17/07	
Publicity Plan	Review all event details including those on the <u>event description</u> and decide what methods of publicity are appropriate. Get approval from the organization adviser. Utilize the Marketing Team as needed. <i>Methods that will be used are:</i> <ul style="list-style-type: none"> - Fliers - Radio - Membership Drive 	Eric (v.p. admin or pres.)	1/17/07	
Student Registration	Begin registration. Ensure it is known how to go about registering for the event, and all forms necessary are completed and approved. Establish cut-off date, and make sure there is a deposit given at registration and they are aware of date for the balance of payment.	Eric (v.p. admin or pres.)	1/17/07	

Finances	Ensure the treasurer understands that they are responsible for bills regarding the mountain resort, transportation, rentals, any packages, the registration fees, and all other financial issues that may arise during the planning of or the actual event. All receipt must be collected, recorded and submitted to the organization advisor	Andrew (treasurer)	Asap 2/2/07	
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INTERCOLLEGE EVENTS

Venue

1. Location: Decide when you are going. Factors to consider are where and how, distance to travel, competing activities (in OC and on campus), how long it will take to get the trip planned and set up, how much time the major activities will take, how many people should come, etc.
2. Capacity: Decide how many can go. If an intercollegiate trip, the approximate number from each club. Include chaperones if necessary. Limitations include transportation, cabin capacity, cooking facilities, etc.
3. Access & Parking:

Have a procedure in mind in case of inclement weather. Different activities? Cancel trip? Etc. Those going on the trip should know this to avoid confusion at the last minute.

SAMPLE: EVENT RUN SHEET

EVENT TITLE: PAINTBALL @ "THE GHOST TOWN"

EVENT DATE: NOVEMBER 2, 2006

TIMELINE:

1:30 pm	Event Chairperson meets Equipment Chairperson to pick up coolers from equipment locker
1:35 pm	- Event Chairperson meets at Food Services with cooler to keep perishable items cool - Program Advisor(s) pick up college vans
2:00 pm	- Participants arrive at designated location - Event Chairperson makes sure all registered participants have arrived
2:20 pm	Depart from Bridgewater State College
3:30 pm	Arrive at destination
4:00 pm	Local hike on trails
4:30 pm	Dinner preparation
6:00 pm	Campfire preparation

SAMPLE: EVENT DETAIL SHEET

EVENT TITLE: PAINTBALL @ "THE GHOST TOWN"

EVENT DATE: NOVEMBER 2, 2006

EVENT DESCRIPTION

The Outdoor Adventure Program will be sponsoring a day at P & L Paintball in Bridgewater on Thursday November 2, 2006 from 3:30 to 6:30. The college provides transportation for this event and participants are to meet at the Campus Center at 3:30. No experience is required. Field paint is not permitted. Additional paint will be provided by the facility for a discounted price to our group. Participants should wear appropriate clothing with long sleeves. Keep in mind that it may get paint on it.

For more info about P&L Paintball, visit: www.pnlpaintball.com

PAYMENTS

Package 1 \$30.00 - Semi Auto Marker and All Equipment
- Receive Unlimited Air Fills
- Receive 500 Paintballs

Package 2 \$30.00 - Participants bring their own Marker and All Equipment
- Receive Unlimited Air Fills
- Receive 500 Paintballs

Cash or checks accepted.

Checks: payable to "BSC Outdoor Adventure Club".

WALK-IN REGISTRATION

Event registration is completed at the Office of Campus Recreation, Adrian Tinsley Center, 206, with designated staff, Monday through Friday, 9AM to 5PM. Registrations are taken on a first come basis and payments are submitted at the time of registration. Participants are required to bring their student ID when attending a scheduled event.

REFUND POLICY

When you register for one of our programs, we depend on your participation for a successful program. A total refund will be made only if programs are cancelled or if department changes prohibit your attendance. Thank you for your cooperation!

YOU MUST REGISTER BY TUESDAY, OCTOBER 31, 2006 TO PARTICIPATE

Outdoor Adventure Program
Sponsored by the Outdoor Adventure Club
Bridgewater State College
oac@bridgew.edu
<http://webhost.bridgew.edu/oac>

EVENT TRAVEL

COLLEGE TRAVEL GUIDELINES

Traveling gives a student organization the chance to experience an atmosphere different from that at Bridgewater State College, to bond, and to practice outdoor leadership skills. Organization travel increases the visibility of the college and allows club members to demonstrate the professionalism with which they conduct themselves. However, these trips must be planned and conducted in ways that promote the safety of student participants. The college must operate within state liability guidelines.

The following guidelines have been established for student organization travel:

- Student organization travel must be approved and registered at least **two** weeks prior to the scheduled event.
- All student organization travel shall be accomplished in accordance with all state motor vehicle laws.
- Only Bridgewater State College students, administrators, faculty, staff and authorized guests may participate in student organization sponsored events.
- Prior to departure, a *Travel Form* must be submitted
- Prior to departure, an *Event Participant Registration Form* from each participant must be submitted to the Department of Athletics & Recreation.
- Alcohol is not permitted on college vehicles.
- A college van, rental vehicles or public transportation is required when the event involves **30** or more students.

COLLEGE VEHICLES

Transportation Services sets the policies and guidelines for student organization use of college transportation. The College will provide transportation for events whenever possible. It is important that student organizations submit their travel schedule in a prompt fashion, as there are a limited number of College vehicles, and a large number of requests. BSC Transportation Services has many fifteen-passenger vans accessible to organizations when available. Paperwork will have to be filled out and returned to the transportation office prior to the approval of the trip. An administrator, faculty, staff member or graduate assistant must drive the van and take full responsibility for the student organization.

The following guidelines have been established to drive a college van:

- Be an Organization or Program Advisor
- Provide a valid driver's license and proof of insurance.

Reference: Transportation Services, 200 Great Hill Drive, Room 226/266A.
Website: www.bridgew.edu/transportation

PERSONAL VEHICLES

Students are permitted to drive their own vehicles for off-campus events. When a student uses a personal vehicle to transport participants to an off-campus event, the driver assumes all liability for himself/herself and all passengers in the event of an accident or injury. Students driving private vehicles must provide a driver's license and proof of insurance. A list of all organization members riding in private vehicles must also be provided.

The college will approve use of personal vehicles under the following conditions:

- The event involves less than **30** students
- The event is less than **250** miles from the College
- The drivers are licensed and insured (*driver's license number should be included on the Travel Form*)
- The vehicles are registered and properly inspected

RENTAL VEHICLES

If college transportation is not available, cars, vans or buses may be rented from outside agencies. Student organizations should contact the Department of Athletics & Recreation to identify a rental agency that will be able to provide vehicles for the event. Student organizations are required to rent buses from one of the bus companies with whom the College has contracts. Department of Athletics & Recreation can provide the names of these companies and make the necessary arrangements for student organizations.

MENU PLANNING

UTILIZING FOOD SERVICES FOR OFF-CAMPUS EVENTS

If you would like to have food available at your event, you will need to work with Sodexo, our campus food service. In general, the decision to have food at your event means a few things:

To order food for your event, you need to complete the following steps:

Make Contact: Consult the food service staff to determine what items you need to order for your event.

Revise the Menu Plan: Review the previous menu plan. Make changes related to quantity, special diets. **Two** weeks in advance, submit a written order indicating items to be ordered, time of delivery and pickup, and number of people you plan to feed. You can submit your order via e-mail to dining managers, and the catering manager.

Gather Connect Card Numbers from all participants

Two days before your event, contact the Catering Office (x2423) to confirm your order.

EQUIPMENT AND MENU

Sample of sheet here

RISK MANAGEMENT

Despite the best of intentions and the most cautious of plans, accidents and injuries can still happen. It's important to know how to minimize the risk of events taking place, and reacting to them in a proper manner. It can help make things easier for all parties involved.

REQUIREMENTS

1. An Event Participant Registration Form on file with Department of Athletics & Recreation for each participant.
2. An Accident Report filed for every injury with the Department of Athletics & Recreation must be on file within **one** working day of incident.
3. First Aid Kits must be taken to off campus events. Advisors and officers are encouraged to be certified in CPR and First Aid.

EMERGENCY ACTION PLANS

On-Campus Events - In the event of an emergency (injury, illness, violence) Campus Police should be contacted (911 on a campus phone, 531-1212 on a cell phone). Campus Police will act as dispatchers in the event that Emergency Medical Personnel is needed.

Off-Campus Events - The organization will follow emergency action protocol at any non-BSC operated facility. An advisor or two officers must make themselves aware of on site medical personnel.

1. 911 should be called in case of all emergencies.
2. If necessary contact the emergency contact with those involved
2. A representative from the organization, preferably the advisor or the president calls the Department of Athletics & Recreation at 508-531-1273, Monday through Friday, from 9 AM - 5 PM. When notifying either location be prepared to leave a number at which you can be reached; in case the college official needs to contact you. Please have the names of any students who are involved, as well as the description of the accident/injury. If there is an accident/injury, please gather as much information as possible, including the names, phone numbers and addresses of witnesses.
3. Upon your return to campus, you will have to meet with a college official.

While Traveling - The organization should summon appropriate local emergency personnel when applicable. First Aid kits must accompany all traveling parties.

CATASTOPHIC INJURY

Every effort shall be made to ensure the safety of all participants. Occasionally, events beyond reasonable control may arise, causing catastrophic injury.

An injury shall be considered catastrophic if there is:

- Prolonged unconsciousness
- Loss of digits/appendages
- Server bone breaks/joint damage
- Critical head trauma
- Potential organ failure
- Auto accidents

- Substantial blood loss

In the event of serious injury or illness, the following guidelines apply in addition to emergency action plans:

Notification Protocol - Immediate contact must be made with professional staff in the event of catastrophic injury.

Ben White *Assistant Director of Campus Recreation* (617) 835-0391

If no contact can be made with the Assistant Director, contact:

Glenn Gonzales *Associate Athletic Director* (508) 294-0610

Media: Participants, members, officers and advisors are not permitted to speak with the media regarding injury/illness, or the policies therein regarding. All media inquiries must be directed to the College Public Affairs Office, (508) 531-1335.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time, the Outdoor Adventure Club may conduct internal searches pertaining to student status. The *Connect Card* number used on Officer Registration forms, Member Registration forms and all Event Participation Registration forms can be used to check the status of a participating student.

Whenever necessary, at the discretion of the Organization Advisor, Administrators or Campus Police, the administration cabinet, equipment locker and personal belongings may be subject to a search without notice. All students are required to cooperate.

The organization will generally try to obtain student consent before conducting a search of organization areas or personal belongings, but may not always be able to do so.

EMERGENCY KIT

- AM/FM Radio
- Ace Bandage
- Acetaminophen (tylenol)
- Adhesive Cloth Tape (10 yards)
- Alcohol Pads
- Antacid Tablets (tums)
- Antihistamine (benadryl)
- Antiseptic Pads
- Aspirin
- Bacitiratin Ointment
- Adhesive Bandages
- Bandanna
- Batteries
- Binoculars
- Breathing Barrier
- Breathing Mask
- Butane Lighter
- Butterfly Bandages
- Calculator
- Camouflage Paint
- Can Opener
- Carton Cutter (razor knife)
- Change for Pay
- Phone
- Compass
- Cotton Swabs
- Cough Drops
- Cups
- Cyalume lightsticks
- Decongestant
- Dental Floss (for sewing)
- Disposable Camera
- Dramamine
- Duct Tape (1 roll)
- Earplugs
- Electrolytes (gatorade powder)
- Emergency Blanket
- Emergency Candles
- Emergency Water (2 quarts)
- Eye Wash
- Fanny Pack
- File
- Flagging Tape (1 roll)
- Flair
- Flashlight
- Flint
- Folding Shovel
- Folding Water Jug
- Food Bars
- Gauze Pads (3X3)
- Gauze Pads (4X4)
- Glucose Tablets
- Hard Candy
- Hydrocortisone Cream
- Hydrogen Peroxide Solution
- Ibuprofen (moltrin)
- Instant Cold Pack
- Imodium Tablets
- Insect Repellent (deet)
- Knife Sharpener
- Knife (multifunction)
- Lanacane Cream
- Latex Gloves
- Lip Balm with Sunscreen
- Magnifying Glass
- Marker (black)
- Metal Cup
- Mirror
- Moleskin (3x5)
- Naproxen (aleave)
- Net Bag
- Note Pad
- Nylon Cord
- Pen
- Pencil
- Plastic Bags
- Plastic Drinking Tube
- Plastic Sheeting (10' X10')
- Playing Cards
- Potassium Iodine Tablets
- Protein Tablets
- Rain Poncho
- Reflective Vest
- Roller Bandage (4 inches)
- Safety Pins
- Scissors
- Snacks (power bars)
- Snake Bite Kit
- Sun Glasses with UV Protection
- Sunblock
- Thermometer
- Tissue Paper
- Toilet Paper
- Toilet Seat Covers
- Triangular Bandage
- Tweezers
- Watch
- Water Container (2.5 gallons)
- Waterproof Matches
- Waterproof Tape
- Whistle
- Wire Cutter
- Work Gloves (1 pair)
- Zip-lock

EQUIPMENT MANAGEMENT

ORGANIZATION EQUIPMENT

All equipment is the property of the Outdoor Adventure Club and managed by the Department of Athletics & Recreation. Officers are expected to exercise care in the use of organization equipment and use such property solely for authorized organization purposes. Loss, damages or theft of equipment should be reported at once to the organization advisor. Negligence in the care and use of organization property may be considered grounds for discipline, up to and including termination from the organization.

The following guidelines apply to all such equipment:

- Purchase requests must be made through the Organization Advisor.
- Equipment is part of the Department of Athletics & Recreation inventory.
- Equipment must be returned to the equipment locker immediately following the end of each semester.

EQUIPMENT INVENTORY POLICY

Equipment located in the locker must be inventoried at the end of each semester. A copy of the inventory with any completed Equipment Disposal Forms must be submitted to the administrative advisor.

EQUIPMENT DISPOSAL POLICY

Inventoried equipment that is damaged and becomes unusable needs to be documented. The President needs to complete the Equipment Disposal Form and submit the form along with the damaged and unusable item to the administrative advisor for review.

EQUIPMENT ISSUING

The equipment locker is an excellent place to rent equipment either for an event or personal adventure. Equipment access is given only to the Equipment Chairperson. The Equipment Usage Request Form is used when issuing and returning organization equipment.

Equipment Issue Policy: *“Issued equipment is the property of the Outdoor Adventure Club, a program of the Department of Athletics & Recreation. Equipment should be used solely for its intended purpose(s). All equipment must be issued to and returned by the individual completing this form. The individual is responsible for the proper care and maintenance of the equipment. Any lost or damaged equipment should be reported immediately. Replacement may be the responsibility of the organization or individual. All equipment must be returned to the Outdoor Adventure Club immediately following the end of the semester. Any equipment not returned will be reported to the Division of Student Affairs.”*

COLLEGE CANOES & TRAILER

The college has canoes available for program use. A Program Advisor who will be attending the event is responsible for the canoes. The Program Advisor must complete the *Canoe Usage Request Form*. State vehicle, including the canoe trailer, is restricted within a **200 mile** radius from the college.

TECHNOLOGY MANAGEMENT

WEBHOST & WEBSITE

Monitoring Usage - The college has the right, but not the duty, to monitor any and all of the aspects of our accounts, including, but not limited to, monitoring material uploaded onto the webhost.

Illegal Copying - The organization may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining written permission from the Organization Advisor.

FACEBOOK

Facebook is an Internet network used at Bridgewater State College to communicate between members of the college. Our organization created a Facebook group in 2005. It's used to advertise our organization, meetings, events and the Outdoor Adventure Program. Any information used to advertise events or meetings on the Facebook group must be duplicated exactly how it appears on the official organization website. This includes events created on Facebook that are linked to the Facebook group.

BLACKBOARD

Our Blackboard site is used to maintain our contact list and used to store all organization files. It is an effective way to organize and communicate with our members and advisors. As a result, our advisors need to claim Blackboard user accounts to gain access to the site. E-mail Eric LePage at (elepage@bridgew.edu) with a request for an administrator, faculty or staff to enroll in blackboard. In your request, state the account will be used for "VC 511-001-Outdoor Adventure Club".

PUBLICITY

PUBLICITY PLANNING

Publicity is a developed communication intended to promote the interest and participation of individuals in a specific event, activity or action. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves. It serves as the vital link between our planned program and students of the college. Depending on our event, publicity can be one of the prime determinants of the success or failure of an event.

"Getting the word out" is a major part of the program planning process. On occasion, an event may have so much potential appeal that adequate publicity may consist merely of word of mouth. Other times, the program may be new and unheard of so that it is necessary to organize a full-scale publicity campaign to generate interest and enthusiasm for the event, giving the potential audience at least some ideas of the nature of the program. However, most of the time there exists an abundant interest on the campus for just about any type of program and the task lies in tapping that interest through captivating and high quality publicity methods.

Enthusiasm and interest are much more easily generated if a creative approach to publicity is used. Unique, fresh, and clever methods of promotion are usually more fun, will rally more support in terms of manpower, and if done in a sophisticated manner, will sell almost any program. Be sure to advertise in residence halls. Check with the resident director before publicizing. If you get permission to publicize be sure to hit restrooms, lounges, study halls, under doors, laundry and recreation rooms. Most importantly, publicize where people are congregating. Dining halls are an excellent place to advertise for any event. Get students to help and reward their involvement either verbally or in writing.

On each piece of publicity, make sure to include the following information:

- Name of Sponsoring Organization
- Name or description of the Event
- Location of the Event
- Day, Date and Time of the Event
- Cost of the Event

PUBLICITY APPROVAL

All flyers, posters, letters to potential donors and student announcements must be approved by the Office of Campus Recreation prior to printing. Please allow a minimum of 3 days turn-around time. The Office of Campus Recreation will do its best to turn items around in 24-hours, but that may not always be possible.

Consider the following when planning publicity:

Situation

- Why is public relations needed?

Objective(s)

- What is the goal?

Target Audience

Strategies

- How much information is needed?
- Is the message clear and accurate?
- Student traffic patterns? Are any areas being left uncovered?

Methods

- Radio, Newspaper, E-mail?
 - Who will be responsible for doing what and when?
 - Will it stick in people's minds?

Calendar

- Schedule Tactics
- Should it all go out at once, or should certain kinds be used at special times?
- Which days are the best for campus newspaper ads?

Publicity for on-campus events should go out five to seven days in advance.

Publicity for off-campus events should go out one to two weeks prior to the event. If a guarantee of a certain number of people is needed (to cover the cost. etc.), then publicize well in advance and consider compiling an RSVP list.

- Deadlines

Budget

- How much money should be spent?

Evaluation

- Was it effective?

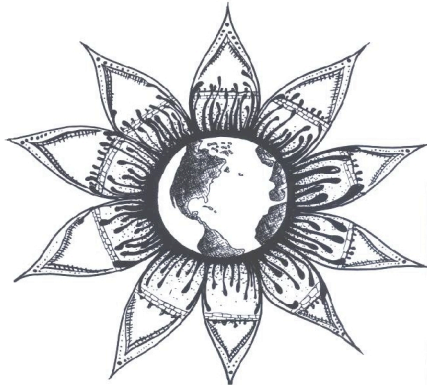
USE OF COLOR

Use the same colors for your entire campaign to unify your publicity.

- Purple on Yellow
- Black on White
- Yellow on Black
- White on Black
- Purple on White
- White on Purple
- White on Green
- Green on White
- Red on White
- Black on Orange
- Orange on Black
- Orange on Black
- Red on Green
- Green on Red
- Yellow on White
- White on Red

USE OF LOGOS

Logos are a trademark or symbol that is constantly associated with a business, organization, product or event. These should be used consistently on all visual publicity materials that focus on one event, series, or program that regularly occurs for an organization. Glenn Gonsalves, Associate Director of Athletics, must approve the use of college logos and fonts.



METHODS OF PUBLICITY

The most effective approach to publicizing a program is through a variety of methods that will compliment each other. These methods can include very straight, readable forms; interesting, eye-catching forms; a possible audiovisual experience; and a fresh, new, creative approach. These may exist in the way of graphics, displays, live exhibitions, and objects not usually used for publicity but related in some way to the program. Carefully investigate and evaluate publicity, methods currently being used, in addition to potential methods, develop a clear understanding of the appropriate approach in which would result the highest level of response. The character of the publicity - whatever it may be - reflects the quality of the upcoming program in the eyes of the person reading or hearing the publicity.

Flyers - The best publicity is that which is colorful, but the purpose may be lost if one cannot tell fairly quickly what the program is. A flyer or poster that is scruffy-looking, unpleasant to the eye, poorly designed, or badly printed may be a detriment to the program rather than an aid.

Radio - Broadcasts all public service announcements from student organizations and College departments free of charge. Announcements should be submitted at least **one** week in advance of the time it is to be aired. In addition, arrange radio previews through a speaker on local radio and TV stations one to two weeks prior to the event. Have them replay it many times during the week of the event.

- Reference: WBIM, Rondileau Campus Center, Room 216
Website: www.bridgew.edu/WBIM

Newspaper - The student newspaper will print, space permitting, all advertisements from student organizations and College departments free of charge. If space does not permit, the Editor-In-Chief will decide which ads will be printed in any particular issue. All campus organizations and departments may list, free of charge, upcoming events in the Calendar sections of the newspaper. All information should be submitted directly to The Comment. Inserts

- Reference: The Comment, Rondileau Campus Center, Room 103
Website: www.bscccomment.com

Organization Website - Upcoming event information should be submitted to the IT chairperson to be advertised on the OAC website. This information should be submitted at least two weeks in advance of the scheduled event.

Homecoming Parade

Student Announcements - Sending campus-wide e-mails are the fastest way to reach students. **Monthly** e-mails should be sent to advertise for the overall organization. Advertising for upcoming events should be sent at least **two weeks** prior to a scheduled event. The secretary prepares the e-mail and submits it the Organization Advisor to post to the student announcement.

- Reference: Website: www.bridgew.edu/studentannounce

Student Leaders Listserve - All executive officers of clubs and organizations are subscribed when information is submitted to OSIL. All members can post to the listserve (STUDENT_LEADERS@listmgr.campus.bridgew.edu)

Campus Center Electronic Display Board - In front of the Campus Center, the electronic display board is available for headline announcements of events and student recognition. Space is limited on the board. Announcements of approved student events should be submitted at least 5 days in advance. In addition, there is available space available under the electronic display board. A banner and small items can be placed in the case for advertising the organization.

Reference: Rondileau Campus Center

Website: www.bridgew.edu/campuscenter

Membership Drive - Organizing a monthly membership drive is an effective way to recruit membership. An *Event Reservation Form* needs to be submitted to reserve rooms and other areas at Bridgewater State College needed for your membership drive. Make sure to incorporate visual elements. Drives should be creative and innovative. Utilize members who have artistic talents. Remember, first impressions count, give a firm handshake, use their name, answer all questions and follow up with an e-mail.

Items to utilize during a membership drive include:

- Awards
- Banner
- Brochures for Students
- Brochures for Administrators, Faculty & Staff
- E-Mail Distribution List Forms
- Scrapbook

Reference: Conference and Event Services, Campus Center

Website: www.bridgew.edu/conferences

Scrapbook - Scrapbooks provide a creative timeline of our organization. Creating and maintaining one is a great way to show prospective members about our organization. They can be especially useful during membership drives. Be sure to include pictures, flyers, membership rosters and newspaper articles about the organization.

Television (channel 71) - Telecommunications staff in the Moakley Center maintain notices of campus events on the cable channels assigned to the college. Channel 71 is assigned to conference and event information, and is maintained by the Campus Center Office. Bring or e-mail announcements of approved student events at least 10 days in advance -- the calendar is updated weekly. You can include a simple graphic related to the event if you have one. Channel 71 shows events on the television monitors in the Campus Center and other locations.

Reference: Rondileau Campus Center, Room 111.

Website: www.bridgew.edu/campuscenter

Banner - Used at monthly membership drives, on campus events, service projects and fundraising activities.

Brochures - Brochures are used to help advertise our organization. They are especially useful during the monthly membership drives. They should be placed around the college to help increase awareness of our organization. Permission may be required before placement of brochures in specific areas of the college.

Areas of placement may include:

- Office of Student Involvement & Leadership
- Department of Athletics & Recreation
- Community Service Center
- Commuter Services
- Heath Services

Chalking - Chalking sidewalk areas are a great way to promote events. All student organizations must notify the Department of Athletics & Recreation **one** week in advance of plans to chalk. The college reserves the right to charge clubs and organizations for the removal of any chalking which does not comply with the following guidelines.

- All chalking must be done with water-soluble substances and should be removed by the organization within one week if the chalking does not wash away in the rain within that week.
- Only ground level areas may be chalked. Building walls, sculpture bases, etc. may not be used.
- Landings immediately outside building entrances and areas within 10 feet of building entrances shall not be chalked so as to prevent the chalk dust from being carried into buildings on shoes.

Student Involvement Fair - The *Student Involvement Fair*, held in **September**, provides an opportunity for an organization to present involvement opportunities to the student body. This event provides new and returning students the opportunity to learn about our organization as well as many other organizations, offices and athletic teams at the college. This is a great opportunity for students to make a connection to our organization. Contact your Advisor to register.

- Reference: Office of Student Involvement & Leadership
Website: www.bridgew.edu/sil

Freshmen Move-in Day - First Year Student Move at is an excellent way to promote your organization. You can split your group in half and one group works in the morning and the other in the afternoon. Student organizations are involved in several ways, from running popcorn and cotton candy machines, to helping the students move their belongings to their rooms, and helping with the drive-in movie that night.

The following guidelines need to be followed while helping at Shea/Durgin:

- You may wear shirts with your organization's name/letters on them but remember that you are also representing the college so nothing with curses, alcohol, drugs etc, and no ripped clothing.
- You may not promote any parties or anything happening in the area or you will be asked to leave and greatly decrease the chance of publicizing your organization in the residence halls in the future.
- DO NOT put down other groups.

Reference: Office of Residence Life and Housing

Website: www.bridgew.edu/rlh

Homecoming Parade- The *Homecoming Parade*, held in **October**, provides an opportunity for an organization to present involvement opportunities to the student body. This event provides new and returning students the opportunity to learn about our organization as well as many other organizations, offices and athletic teams at the college. This is a great opportunity for students to make a connection to our organization. Contact your Advisor to register.

- Reference: Student Involvement & Leadership

Website: www.bridgew.edu/sil

Contact Faculty - Have members go into classrooms to read program announcements at the beginning of classes, especially focus in on faculty who have an interest or whose class may have a particular subject interest: *Biology, Earth Science, Recreation, Athletic Training, Physics, Physical Education*.

Personal Contacts - Suggest that each current member bring a perspective new member to one meeting. Word of mouth is one of the best and least expensive recruitment tools an organization can possess. Talk about the organization and what it has to offer. Find out what the students' interests are and plug those into how the organization could contribute to them. Express that with their unique talents, skills and interests, the organization will benefit.

Bulletin Boards

General Posting Bulletin Boards

These are located throughout the campus and are labeled as such.

The following guidelines apply to these boards:

- These are the only locations available for the posting of non-commercial material from non-college-affiliated organizations.
- Responsibility for the content of these boards is placed in the Division of Student Affairs.
- These boards are cleared of all advertising on the 15th and 30th of each month.
- No more than one poster or flyer for the same advertised event may be placed on a bulletin board.

POSTING POLICIES

Bridgewater State College provides guidelines for posting informational flyers and other promotional materials in and on campus buildings and structures. These guidelines apply to all students, faculty, staff, and recognized student groups. For the complete Posting Policy, please consult the Student Handbook.

Reference: www.bridgew.edu/Handbook/PoliciesProcedures/PostingPolicy.htm

Rondileau Campus Center

Reference: Campus Center Office

Website: www.bridgew.edu/campuscenter

Adrian Tinsley Center

Bring actual postings to the Department of Athletics & Recreation to be approved and stamped. No more than one poster or flier for the same advertised event may be placed on a bulletin board. A bulletin board is located in front of the department of Athletics & Recreation and in the main stairwell of the Adrian Tinsley Center.

Reference: Department of Athletics & Recreation

Website: www.bscbears.com

Dining Halls

Reference: Administrative Support Services

Website: www.bridgew.edu/AdminSupport

Residence Halls

Reference: Office of Residence Life and Housing

Website: www.bridgew.edu/rh

Maxwell Library - Bring actual posting to the Room 300 of the Maxwell Library to be approved and stamped prior to posting. No more than one poster or flier for the same advertised event may be placed on a bulletin board. The bulletin board is located in the stairwell on the ground floor of the library.

Kelly Gymnasium -

IMAGES

Students participating in any college activities waive their rights for image release for official publications including our organization website. Students will not be compensated for time or the rights to use the image(s).

Organization pictures should be made available as soon as possible. Keep members informed when new pictures become available. When requested send any pictures via e-mail.

Pictures should be posted on facebook, sent to the college newspaper, Department of Athletics & Recreation and used in the organization scrapbook.

HANDLING CORRESPONDENCE

An organizations' reputation depends to an extent on the manner in which its correspondence is handled. Here are some important hints for handling it. When you handle the club's correspondences, you must deal with a variety of situations and a number of people. Typical letters and notices you will have to write are included here. Correspondence should be efficient and prompt in answering communications. A neat and accurate file of club correspondence should be kept so that any officer can refer to it quickly upon request.

LETTERHEAD

There is no reason and organization should not have its own letterhead. Attractive letterheads with envelopes can be made for little more than the cost of plain stationary. Letterheads, as shown below, improve the appearance of correspondence.

BUSINESS LETTERS

Business letters should be short and state the matter at hand clearly and courteously.



<date>

Bridgewater Pizza
315 Washington Street
Bridgewater, MA 02324

Bridgewater Pizza,

The members and officers of the Outdoor Adventure Club wish to thank you for all your generous support. With the help of Bridgewater Pizza and other supporters we are able to maintain our program.

Your support is greatly appreciated!

Sincerely,

<name>

<position>

Outdoor Adventure Club
Bridgewater State College

Office of Student Involvement and Leadership, Rondileau Campus Center, Room 103 Bridgewater, MA 02325
Phone: (508) 531-1273 Fax: (508) 531-1786 oac@bridgew.edu http://webhost.bridgew.edu/oac

USING E-MAIL

- *oac@bridgew.edu*

Our e-mail is maintained by the Outdoor Adventure Club and as been provided by Bridgewater State College for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of the Outdoor Adventure Club. E-mail is to be used for organization purposes only. Use of the e-mail address for personal purposes is prohibited.

Bridgewater State College, as owner of the e-mail address, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail, for any reason and without the permission of any officer or advisor. Even though officers and advisors use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from our e-mail still cannot be assured. Use of passwords or other security measures does not in any way diminish Bridgewater State College's rights to access materials on its system, or create any privacy rights of the officers or advisors in the messages and files on the system.

College policies against sexual or other harassment apply fully to the e-mail, and any violation of those policies is grounds for discipline. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

Users should routinely delete outdated or otherwise unnecessary e-mails and files. These deletions will help keep the system running smoothly and effectively.

Any officer who discovers misuse of the organization e-mail address should immediately contact the Organization Advisor. Misuse of the e-mail address may result in disciplinary action up to and including complete dismissal from the organization.

E-MAIL DISTRIBUTION LIST POLICY

Our e-mail distribution list is maintained as a means of facilitating electronic communication only within Bridgewater State College regarding organization meetings, events and policies that relate to our organization and governing department of Athletics & Recreation. To be removed from our e-mail distribution list:

Reply to this e-mail with "REMOVE" in the subject line.

E-MAIL ETIQUETTE

Users should write e-mails with no less care, judgment and responsibility than they would use for hand-written letters.

Choose your receivers carefully: A message intended for only a few people may not need to be sent to an entire office. This may cause unwanted people getting involved. In addition, e-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient.

Proofread your message prior to sending: Although the receiver will probably overlook an occasional error, excessive errors may create an unprofessional image of the sender.

Subject lines are important: The wording of the subject line may determine not only when, but also even if a message is read. Use a brief, but descriptive, subject line. Many people forget to add one. Determine a good one and insert it first, revise it if need be afterwards.

Avoid using capital letters. Only use it for emphasis or to substitute for italicized text. Do not type you entire message in all capitals. It is inconsiderate and difficult to read.

Insert previous messages when needed: It may be helpful for the receiver to see his or her entire message replayed. You can save the receiver time by establishing the content of the original message in your reply. For example, “here is my opinion of leadership transition that you asked for in your April 4th e-mail”.

Always include a signature line: Some e-mail programs identify the sender in the message header. Do not take a chance that your reader will recognize you. Include your name, email address, and any other identifying information at the end of the message.

Example Signature Line:

Nick Pirelli
President
Outdoor Adventure Club
Bridgewater State College

Phone: (508) 531-2257

Fax: (508) 531-1356

oac@bridgew.edu

<http://webhost.bridgew.edu/oac>

RECORD KEEPING

Record keeping is an important part of our organization. It helps provide an accurate account of our history. Since there is such a quick turnover in leadership its important to document and store and significant advancements and changes to the organization. In many cases this responsibility is given to the organization secretary. He or she is responsible for objective record keeping; in effect, the secretary is the historian. Records are kept for future members to read to gain an understanding of where the organization has been and why. Immediately following all meetings and events the secretary should file meeting minutes, attendance, evaluations, Constitution, Contacts State Parks, organizing, clubs and friends, Calendars of outing, trips, and meeting, Trips Reports, Budget Evaluation Forms, General Ledger, Emergency plans
We hope that over time, through the highs and lows of the club, those leaders will use this resource to come up ideas for trips and to more effectively plan trips.

MEETING MINUTES

The secretary should be present at all meetings and events. If he or she is unable to attend, a substitute needs to be appointed. At meetings and events, the secretary needs to accurately record what has transpired. It is not necessary to take down everything unless members request that their remarks be entered for the record. It is necessary, however, to take complete notes. Motions and resolutions do need to be taken verbatim and should be read back during the meeting to make sure they have been accurately recorded. If the organization has agreed upon a standard format for minutes, the secretary can use a standardized form and fill in preliminary rough draft information before the meeting so that the discussion may be added as it occurs. It is the secretary's responsibility to signal the speaker and ask questions regarding the subject being discussed for purposes of clarification. The secretary should not wait until the meeting has been adjourned to clear up any confusion; individuals can lose their perspective, issues can become less important, and one's memory can alter what actually occurred.

Immediately after a meeting review notes for the following:

- Type of meeting (general, officer, etc.)
- Date, time and place
- Time of call to order
- Approval and/or amendments to previous meeting minutes
- Record of reports from standing and special committees
- Old Business: Resent Events
- New Business: Proposals, Discussions, Voting, and Upcoming Events
- Time of adjournment
- Transcriber's Name

After the minutes have been transcribed into a draft, they should be submitted to officers for review and/or correction. Once they are returned they need to be prepared in a formal form and sent out to all members within three days of the meeting. This allows members time to read the minutes while it is still fresh in their minds.

ATTENDANCE

Attendance is an important task that needs to be completed during every meeting and event using the *Attendance Sheet*. It helps update our contact list. In addition, it shows officers who the constant members are and members that choose not to attend meetings.

CONFIDENTIAL NATURE OF WORK

All Outdoor Adventure Club records and information relating to the organization or its members are confidential and officers must therefore treat all matters accordingly. No organization or organization-related information, including without limitation, documents, notes, files, records, oral information, passwords, computer files or similar materials (except in the ordinary course of performing duties on behalf of the Outdoor Adventure Club) may be used or disclosed without permission from the Organization Advisor. Additionally, the contents of the Outdoor Adventure Club's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Officers must not disclose any confidential information, purposefully or inadvertently through casual conversation) to any unauthorized person inside or outside the organization. Officers may be subject to appropriate disciplinary action, up to and including removal for knowingly or unknowingly revealing information of a confidential nature.

ORGANIZATION BINDERS & FILLING CABINET

Officers and the Organization Advisor are required to have their binders during all organization activities. They are “portable filling cabinets”. Each officer has sections in their individual binders that “mirror” the filling cabinet. When Items are removed from the cabinet they are placed appropriately in the binder.

Each officer and the Organization Advisor start with sections labeled:

- Organization Handbook
- Calendar
- Notes

Organization Advisor

- Officer Registration Forms

President

- Organization Advisor Consent Form
- Member Registration Forms

Vice President of Administration

- Program Advisor Consent Forms

Vice President of Programming

- Event Planning
 - Event Registration Form
 - Event Run Sheet
 - Event Budget Worksheet*
 - Canoe usage Request Form*
 - Co-Sponsor Agreement Form*

Treasurer

- Fundraiser Registration Forms
- General Ledger
- Monthly Statements

Secretary

- General Meetings
- Officer Meetings
- Correspondence

Publicity Chairperson

Equipment Chairperson

- Equipment Inventory
- Equipment Usage Request Forms

Information Technology Chairperson

- Information Technology Request Form

Event Planner

- Event Planner

CONDUCT

Participants are responsible to the organization and to the College for personal conduct. Individual conduct reflects upon the organization, the program, the Department of Athletics & Recreation, and Bridgewater State College. Irresponsible behavior can affect the organization's privileges and status as a student organization. Loss of fee funding, suspension of travel privileges, and denial of facility use requests are possible sanctions to student organizations exhibiting a pattern of inappropriate or irresponsible behavior. It is important for all members to consider the intent of the Outdoor Adventure Club, its policies and procedures, as well as those of Bridgewater State College when participating in any student organization or activity.

The Campus Recreation Director will decide upon any disciplinary action pertaining to student organizations. Individual organizations are expected to follow through with any recommendations the director makes in order to avoid possible loss of status as a student organization. If the organization does not approve of a decision made by the director they may appeal this decision. The appeal should be in writing and addressed to the Associate Director of Athletics & Recreation.

CODE OF CONDUCT AGREEMENT

The Code of Conduct Agreement serves as a guideline for how individuals are expected to behave when participating in Outdoor Adventure Club sponsored or endorsed events. All organization members participating in an event sponsored or endorsed by Bridgewater State College are representing their organization and Bridgewater State College at all times. Members are expected to represent themselves and their organization with appropriate behavior before, during, and after any meeting or event.

Guidelines of the Code of Conduct include but are not limited to the following:

1. To adhere to all rules & regulations as set forth by the Department of Athletics & Recreation as may pertain to the governance of the organization.
2. To follow directives issued by either the advisors or officers of the organization, or the administration of the Department of Athletics & Recreation.
3. To display socially acceptable behavior during all meetings and events related to the organization.
4. To refrain from acts that would negatively reflect the organization or the college. These acts would include, but are not limited to: destruction of property (either public or private) and any form of sexist, racist, or verbal/physical abuse or harassment aimed members of the college community.
5. To refrain from consuming alcohol prior to meetings, events, or traveling to or from events. Alcohol should never be present during any meetings or events.
6. Organization sponsored parties are prohibited.
7. Information (pictures, comments, notes) posted on social networking websites does not depict organization-related or college-identifiable activities (including wearing organization apparel or logos) inappropriately.

POLICY ON HAZING

The college has a strict policy on hazing. Please consult the newest edition of the Student Handbook (www.bridgew.edu/Handbook/PoliciesProcedures/Hazing.htm).

POLICY ON INTERPERSONAL RELATIONSHIP

Consenting "romantic" or sexual relationships between officers at some point can lead to complications and difficulties for officers and the organization. Any such relationship may, therefore, be contrary to the best interests of the organization.

Accordingly, the Outdoor Adventure Club prohibits such relationships and any conduct (such as dating between officers) that is designed or may reasonably be expected to lead to the formation of a "romantic" or a sexual relationship.

By its policy of romantic and sexual relationships, the organization does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the organization environment; and the policy articulated above is not to be relied upon as justification or excuse for a officer refusal to engage in such social interaction with each other.

If a romantic or sexual relationship between officers should develop, it shall be the responsibility and mandatory obligation of those involved to promptly to disclose the existence of the relationship to the Organization Advisor.

DISCIPLINARY PROCEDURES

Should organization members fail to follow written guidelines, the Campus Recreation Director will take the following recommendations into account when deciding on appropriate sanctions:

1. Suspension of the offending individual from the organization for a period of time deemed appropriate by the Department of Athletics & Recreation along with financial reimbursement, if appropriate.
2. For repeated offenses by the same person(s): disqualification from all organization activities for a period of no less than one full semester from the date of the offense. Subsequent offenses shall result in the permanent disqualification of the individual from all activities associated with the organization.
3. For any offense involving the organization acting as a unit: suspension of the organization for not less than the remainder of the current semester.
4. For any repeated offenses by the organization acting as a unit: permanent suspension of the organization from the program and budgeting area administered by the Department of Athletics & Recreation. Reinstatement of the organization after such a suspension can be accomplished only upon petitioning to the Department of Athletics & Recreation after a period of one year has elapsed from the original suspension date.

APPEAL PROCESS

Decisions of the Director of Campus Recreation may be appealed to the Associate Director of Athletics & Recreation by following these procedures:

- Within seven days of the date on the disciplinary action, a written notification from the organization President or representative to the Associate Director indicating the reasons for the appeal must be submitted.
- The Associate Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Campus Recreation Director. Parties involved will be notified of the appeal results in writing.
- In instances involving severe misconduct, the Director of Athletics & Recreation will serve as the final mediator in the appeals process.

Part 3



Organization Activities

Biking, Hiking, and Camping

Rock Climbing

Outdoor Fires

Outdoor Tools

Emergency Preparedness

Community Service

BIKING, HIKING AND CAMPING

HIKING ON TRAILS

Following a trail is the best way to reach places you want to go. Staying on trails helps to avoid trampling over plants or adding to erosion with footsteps. Whether hiking on trails or across open ground, watch where you place your feet to avoid slipping or twisting an ankle. It is strongly recommended that at least one person in the group be currently certified in first aid through the American Red Cross or another recognized agency.

Safety is always more important than reaching the destination of a hike!

FOOTWEAR

Wear a pair of thin wool socks underneath your hiking socks. Your inner socks will slide against heavier outer socks and take moisture away from your skin, reducing friction and lessening your chances of getting a blister. Carry spare socks on a hike. If your feet begin to tire, change into fresh socks and air and dry out your worn pair. Always carry an extra pair of shoe laces.

LIGHTNING SAFETY

Stay away from open doors and windows, fireplaces, radiators, stoves, metal pipes, sinks and plug-in electrical applications.

- Don't use a telephone; lightning may strike telephone wires outside.
- Don't use metal objects.
- Stay away from water and off small boats.

When no shelter is available, avoid the highest object in the area. If only isolated trees are nearby, the best protection is to crouch in the open, keeping twice as far away from isolated trees as the trees are high. Stay in the car if you are traveling. Automobiles offer excellent lightning protection. Avoid hilltops, open spaces, wire fences, and any electrically conducted elevated objects.

BACKPACKS

A backpack gives you a place to store your camping gear and food. It should be comfortable to carry for a short hike to a campground or a long day on a trail. Backpack frames are either external or internal that gives the pack its shape and stability. A hip belt transfers the weight from your shoulders to your legs. A pack may also have outside pockets for water bottles, maps and other gear that you may want to reach quickly. Different backpacks will fit differently. If you will be choosing from a few different models, try each one on with plenty of weight packed inside. Adjust the straps and hip belt for a better fit. Most backpacks will protect gear from a light shower, but heavy rain may leak through the fabric. If you leave your pack outside during the night, fit a large trash bag over it to keep it dry.

TENTS

Each tent should have its own metal or plastic stakes and strong, lightweight poles made of aluminum or fiberglass. When you are ready to pitch your tent, you must choose a level site. Remove stones and large sticks. Spread a ground cloth to protect the tent floor from dirt, sharp objects and moisture. Unfold the tent on top of a ground cloth. Pull out the corners of the floor and stake them to the ground, then assemble the poles and put them in place. Select a site that drains well and you will stay dry without disturbing the land. Let your tent dry in the sun before you take it down. When that is not possible, set it up again as soon as you get home, or hang it indoors and be sure it dries completely before putting it away. It will prevent mildew from ruining the fabric. Keep all flames away from tents! Never use candles, matches, stoves, heaters, or lanterns in or near tents. Flashlights only!

CHECKLISTS

Checklists are a good habit to get into when you prepare for an outdoor adventure. Whenever you head into the woods for longer than a few hours, you'll need to gear up. Base your equipment selection on the season, region and length of your trip. And remember, in mountainous areas, weather can change quickly and dramatically. Regulatory agencies at your destination will be more than happy to answer your questions and provide advice.

RABIES PREVENTION

Help prevent exposures by reminding members to stay away from wild animals and domestic animals that they don't know.

If someone is scratched or bitten by a potentially rabid animal, you should:

- Wash the wound thoroughly with soap and water.
- Call a doctor or hospital emergency room.
- Get a description of the animal.
- Notify local animal control office, police department or board of health.

BICYCLING

Bicycles make great year-round, long-distance vehicles. But if you head out for longer rides, you'll need to gear up. Base your equipment selection on the season, region and length of your trip, but keep it light and compact. Keep Right. Signal all turns using universal hand signals and walk your bike through any intersections

- | | |
|---|---|
| <input type="checkbox"/> Helmet | <input type="checkbox"/> Bike Lock |
| <input type="checkbox"/> Tire pressure Gauge | <input type="checkbox"/> Handlebar Mounted Headlight |
| <input type="checkbox"/> Patch Kit & Spare Tire | <input type="checkbox"/> Front and rear pannier packs |
| <input type="checkbox"/> Tire Levers | |

ROCK CLIMBING

PROGRAM PRICE

Base Price _____

Member Price _____

Non-member price _____

Advisor Price Free

OBTAINING ROCK CLIMING PASSES

Passes are obtained through the VP of Finance upon payment. Participants must submit passes to carabineers at the time of arrival. The Outdoor Adventure club is not responsible for lost or stolen passes.

UTILIZATION OF ROCK CLIMBING PASSES

Official Event Use: All membership and officer pay members and nonmember price

Personal Use: Exclusive only to registered members. Same procedures are in effect as an official event.

OUTDOOR FIRES

BUILDING A CAMPFIRE

A campfire has many uses -- heating, cooking, roasting marshmallows and providing a storytelling atmosphere. Sometimes it seems the camping experience wouldn't be the same without the campfire. Always build campfires away from overhanging branches, steep slopes, rotten stumps, logs, dry grass, and leaves. Pile any extra wood away from the fires. Keep plenty of water handy and have a shovel for throwing dirt on the fire if it gets out of control. Make sure your match is out. Hold it until it is cold.

Tinder - Used to start a fire. They consist of shredded bark and wood shavings cut with a pocketknife. Dead twigs that are no thicker than a pencil are called kindling.

Kindling - Dead twigs that are thicker than a pencil but smaller than your arm.

Fuel - Fuel wood can be from the size of your wrist to the trunk of your body. This is used when your fire is constant and going well.

There are many ways to arrange tinder, kindling and fuel so that the heat of a single match can grow into the flames of a campfire. A tepee fire lay is a great method:

1. Clear the surrounding area of flammable material and watch for overhanging trees.
2. Place a big, loose handful of tinder in the middle of your fire site.
3. Mound plenty of small kindling over the tinder.
4. Arrange small and medium sized sticks of fuel wood around the kindling as if they were the poles of a tepee.

*Never leave a campfire unattended!
A small breeze can quickly cause a fire to spread!*

EXTINGUISHING A CAMPFIRE

Extinguish a fire when you no longer need it. Drown a fire with water. Make sure all embers, coals, and wood are wet. Move any rocks---there may be burning embers underneath. Stir the remains, add more water, and stir again. Be sure all burned material has been extinguished and cooled. If you do not have water, use dirt. Mix enough soil or sand with the embers. Continue adding and stirring until all material is cooled. Feel all materials with your bare hand. Make sure that no roots are burning. Do not bury your coals---they can smolder and break out.

CHARCOAL BRIQUETTES

After using the burning charcoal briquettes, "dunk 'em!" Don't sprinkle. Soak the coals with lots of water; stir them and soak again. Be sure they are out--cold! Carefully feel the coals with your bare hands to be sure.

LANTERNS, STOVES, AND HEATERS

Cool all lanterns, stoves, and heaters before refueling. Place them on the ground in a cleared area and fill them. If fuel spills, move the appliance to a new clearing before lighting it. Recap and store flammable liquid containers in a safe place. **Never light lanterns and stoves inside a tent, trailer, or camper.** If you use a lantern or stove inside a tent or trailer, be sure to have adequate ventilation. Always read and follow instructions provided by the manufacturer.

TRASH

If you must burn trash, don't pile it on the ground. It will not burn completely and will be easily blown around. Local fire officials can recommend a safe receptacle for burning trash. It should be placed in a cleared area, away from overhead branches and wires. **Never burn aerosol cans; heated cans will explode. Flying metal from an exploding may cause an injury. Burning trash scattered by such an explosion has caused the spread of many fires.**

FLAMMABILITY WARNING

No tent material is completely fireproof. It can burn when exposed to heat or fire. The most important safeguard is to keep flames away from canvas materials.

The following safety precautions are emphasized:

- Only flashlights and electric lanterns are permitted in tents.
- Do not pitch tents near an open fire.
- Do not use flammable chemicals near tents.
- Always extinguish cooking campfires promptly.
- No flames in tents are a rule that must be enforced.
- Obey all fire laws, ordinances, and regulations.

FIREWORKS

The Outdoor Adventure Club prohibits the securing, use, and display of fireworks in conjunction with events.

OUTDOOR TOOLS

Whether you are splitting firewood, repairing equipment, or clearing a tree that has fallen across a trail, a pocketknife, saw and ax can make your work easier. Take pride in learning the right way to use each of them. But just as important as knowing how to use each of these tools is understanding how not to use them. Carving or chopping live trees can kill them.

POCKETKNIFE

A good knife for general use has a can opener, a screwdriver and blades for cutting. Always keep your fingers clear of the sharp edge as you open and close the blade of your pocketknife.

Sharpening - Sharpen a knife with a whetstone. Most are made of granite or other materials harder than knife metal. For general use knives, hold the blade against the stone at an angle of about 30 degrees. That means the back of the blade will be tilted off the stone one third of the way to a vertical position. Push the blade along the stone as though you were slicing a layer off the top, or move the blade against the stone in a circular motion. Sharpen the other side of the blade in the same manner. Wipe the knife with a clean cloth and examine the edge of the blade in the sun or under a bright light. A dull cutting edge reflects light and looks shiny. A sharp edge is so thin that it has no shine at all.

Do keep the blade closed unless you are using it.

Do cut away from yourself.

Do close the blades before you pass a knife to someone else.

Do keep a knife sharp and clean. A sharp blade is easier to control than a dull one.

Do obey any school rules and regulations that prohibit carrying knives on school property.

Do not carry a knife with the blade open.

Do not throw a knife.

Do not cut toward yourself. If the blade slips you could be injured.

Do not strike a knife with another tool or pry with the point of a cutting blade. The knife could bend or break.

CAMP SAW

Folding Saw - The blades of a folding saw close into their handles, much like the blades of pocketknives. Close folding saws when they are not in use and store them in a tent or under a dining fly.

Bow Saw - Bow saws have curved metal frames that hold their blades in place.

Technique - When cutting firewood, brace the piece of wood against a chopping block or another solid support. Use long smooth strokes and let the weight of the saw pull the blade into the wood. To saw a branch from a tree, make an undercut first, and then saw from the top down. The undercut prevents the falling branch from stripping the bark off the trunk. Cut saplings level with the ground so that there are no stumps to trip over.

CAMP AX

Axes can be used to split firewood, clear fallen trees from trails, and complete conservation projects on pathways and in campgrounds. Using an ax safely requires practice and common sense. An ax must be in top condition. If the head is loose or the blade is dull, do not use it. Report an unsafe tool to your advisor.

Working Area - You must have plenty of room in which to swing an ax. Check your clearance by holding an ax by the head and slowly swinging the handle at arms length all around you. Select an area that is free of brush and branches. Be certain other people stay at least ten feet away while a person is cutting.

Technique - To chop branches off a log, stand on the side of the log opposite the branch you want to remove. Chop close to the base of the branch, driving the ax into the underside of the limb. Keep the log between you and your cuts. If the ax misses the branch, the blade will hit the log rather than your leg.

When cutting through a log, hold the ax with one hand near the head and the other close to the knob of the handle. Lift the head above your shoulder, then slide your hands together and swing the bit (the cutting edge) into the log. Let the falling weight of the ax head do most of the work. Slide your hand back down the handle to the head, lift the ax, and swing it again. Aim so that you cut a V-shaped notch. Splitting wood is best done on a chopping block, a piece of a log that provides a solid, flat surface. To split a large chunk of wood, stand it upright on the chopping block and drive an ax into the end of it. If the wood does not spit, remove the ax before swinging it again.

Carrying - Place a sheath over an ax blade whenever it is not in use. Carry an ax at your side in one hand, with the blade turned out from your body. If you stumble, toss the ax away from you as you fall. **Never carry an ax on your shoulder.**

Handling - Hand an ax to another person by holding the handle with the ax head down. Pass it with the blade turned away from both of you. When the other person has a grip on the handle, he or she should say, "thank you", a signal to release your hold.

Storage - Sheathe an ax and store it under a tarp or in a tent to keep it dry and safely out of the way.

Sharpening - Use a file to sharpen your ax and wear leather gloves to protect your hands. Brace the ax head on the ground between a log about 6 inches in diameter, and two wooden pegs or tent stakes. Another person can help hold the ax steady. Place the file on the edge of the blade and push it into the bit. Use enough pressure so that you feel the file cutting the ax metal. Lift the file and draw it back for another stroke. A file sharpens only when you are pushing it away from the tang. Dragging the file across the blade in the wrong direction will break the teeth and ruin the file. Sharpen with firm, even strokes. After you have filed one side of the bit, turn the ax around and sharpen the other side with the same number of strokes. A dull edge reflects light; continue to file until the edge seems to disappear.

EMERGENCY PREPAREDNESS

The American Red Cross and American Heart Association should certify anyone who administers first aid. Because of the possibility of exposure to communicable diseases, first aid kits should include latex or vinyl gloves and antiseptic to be used when giving first aid to bleeding victims, as protection against possible exposure.

FIRST AID KITS

Carrying a few first aid items on hikes and camp outs will allow you to treat scratches, blisters and other minor injuries as well as provide initial care for more serious emergencies. Everything should fit in a self-sealing plastic bag. Get in the habit of taking along a first aid kit when you set out on an adventure.

A good First Aid kit should include the following:

- Adhesive strips (Band Aids)
- Sterile gauze pads (3X3-inch)
- Adhesive Tape (1 small roll)
- Moleskin (3X6-inch)
- Soap
- Antiseptic (1 small tube)
- Scissors (1 pair)
- Latex Gloves
- Pencil and paper

POISONOUS PLANTS

Poison ivy, oak and sumac belong to a family of plants that produce urushiol, an oil found in the sap of these plants that most of the population is allergic to. A reaction can be caused from direct or indirect exposure to the oil by the urushiol attaching itself to the skin. This can be touching the plant; touching something that has had contact with the oil or the airborne exposure of burning the plants.

Poison Ivy - is the most common of the three plants. 3 or 5 serrated-edge pointed leaflets characterize it. These leaves change to bright colors in the fall, turning yellow then red.

Poison Oak - is characterized by 3 oak-like leaves and grows as a low shrub in the eastern part of the United States. Poison Oak produces whitish flowers from August to November that dry but may remain on the plant for a few months after.

Poison Sumac - is characterized by 7 to 13-staggered leaflets with one on the tip of the plant. It is mainly found in the eastern part of the United States, it grows in peat bogs and swamps as a shrub.

Symptoms from exposure include the following:

Rashes, redness of skin, oozing blisters, warmth, itching and swelling of the body.

Protecting Yourself - Before going on an outing educate yourself and others of the oil plants so you can avoid them. Make sure to wear protective clothing, which includes long pants, long-sleeved shirts, hats and gloves. Wash your outdoor clothes and tools that could have potentially been exposed to the oil. When lighting fires, be careful of the type of kindling being used because the oil in dead leaves can remain active in the plant for up to five years in wet climates and dry climates. Inhaling the smoke of these plants can cause a systemic reaction, which can be deadly. This includes clothing and other items that could have been in contact with the oil.

Treatment - If you feel you might be exposed to the oil try to cleanse the exposed areas with soap and water. The oil can penetrate the skin anywhere from 5 minutes up to 2 hours. One Remove all clothing including shoes that may have come in contact with the oil. Relieve pain and itching with Calamine lotion or hydrocortisone cream which will alleviate the itch. Remember that scratching may cause infection and could spread the oil to different parts of the body.

BLEEDING AND WOUNDS

Cuts and scratches are wound openings in the skin that can allow germs to enter the body and cause infection. Wash scratches and minor cuts with soap and water. Applying antiseptic can help prevent infection. Keep any wounds clean with an adhesive bandage. Clean and re-bandage small wounds daily. Keep wounds clean to limit infection.

1. Put clean cloth, gauze or a gloved hand over the wound and apply firm, steady pressure.
2. Elevate an injured arm or leg above the level of the victim's heart if possible.
3. Continue to apply pressure by securing the cloth with a bandage.
4. Hold the cloth in position with tape.

Do not lift cloth from an injury to check for bleeding!

PUNCTURE WOUNDS

Pins, splinters, nails and fishhooks can cause puncture wounds. All can be dangerous because they allow germs into a wound that is hard to clean. Encourage the wound to bleed to help remove anything that may have been forced inside. Use tweezers sterilized over a flame or in boiling water to pull out splinters, bits of glass, or other objects you can see. Wash the area with soap and water, apply a sterile bandage, and get the victim to a doctor.

Removing a fishhook - Someone snagged by a fishhook should cut the line and, if possible, let a doctor remove the hook from the flesh.

If you have to do the job yourself:

1. Push the hook farther in until the barb comes through the skin.
2. Snip off the barb with pliers, wire cutters, or nail clippers.
3. Ease the shanks of the hook back out through the point of entry.
4. Wash and bandage the wound.

BLISTERS

A hot spot is a warning that a blister may be forming. As soon as you notice it, treat a hot spot or blister with a "doughnut bandage" to relieve the pressure of your skin. Cut moleskin in the shape of a doughnut and fit it around the injury. Shape several more "doughnuts" and stack them on top of the first. The doughnut bandages will keep pressure off the injury. If you must continue hiking even though you think the blister will break, it might be a good idea to drain the fluid. First, wash the skin with soap and water, and then sterilize a pin in the flame of a match. Prick the blister near its lower edge and press out the liquid. Keep the wound clean with a sterile bandage and surround it with a doughnut bandage.

SPRAINED ANKLE

A sprained ankle occurs when you bend your foot far enough to strain tendons and ligaments. Minor sprains cause only mild discomfort, but more serious twists can temporarily disable you. If you suffer an ankle sprain during a hike and must keep walking, do not remove your shoe or boot. It will support your ankle and if you do take it off, the injury may swell up and you may not be able to get your footwear back on. Reinforce the ankle by wrapping it, footwear and all, with a bandage or some other strip of cloth. As soon as you no longer need to walk, take your footwear off and rest with your leg raised. Reduce swelling with cold, wet towels or an ice pack. Seek medical care.

BURNS AND SCALDS

Get the victim away from the source of heat that caused the burn. Then try to assess the degree of the burn.

First Degree - A mild burn will cause skin to be tender and it may also become red. Treat immediately by holding the burn under cold water or applying cool, wet compresses until there is little or no pain.

Second Degree - If blisters form, the burn is more serious. Place the injury in cool water until the pain goes away. Let the burn dry, and then protect it with a sterile gauze pad. Do not break the blisters--that makes them open wounds. Do not apply creams, ointments, or sprays--they are difficult to remove and can slow the healing process.

Third Degree - This is the most severe burn. Skin may be burned away and some flesh may be charred. Since nerves are damaged, the victim may feel no pain. Do not try to remove any clothing, as it might be sticking to the flesh. Do not apply creams, ointments, or sprays. Get immediate medical attention.

BITES AND STINGS

If the victim has a severe allergic reaction as a result of a bite or sting seek immediate medical attention. If the victim has medication for severe allergic reactions, help them take it.

Bee and Wasp Stings - Scrape away a bee or wasp stinger with the edge of a knife blade. Do not attempt to squeeze it out. That will force more venom into the skin from the sac attached to the stinger. An Ice pack may reduce pain and swelling.

Tick Bites - Ticks are small, hard shelled arachnids that bury their heads in the skin of warm-blooded vertebrate. Protect yourself whenever you are in tick infested woodlands and fields by wearing long pants and a long sleeved shirts. Inspect yourself daily, especially the hairy parts of your body, and immediately remove any ticks you find. If a tick has attached itself, grasp it with tweezers close to the skin and gently pull it until it comes loose. **Do not squeeze, twist or jerk a tick**, as that could leave its mouthparts in the skin. Wash the wound with soap and water and apply antiseptic. After dealing with a tick thoroughly wash your hands.

Spider Bites - The victim may suffer sweating, nausea and vomiting, stomach pain and cramps, and severe muscle pain. Breathing may become difficult. The bite of a brown recluse spider doesn't always hurt right away, but within two to eight hours there can be pain, redness and swelling at the wound. An open sore is likely to develop. The victim

may suffer fever, chills, nausea, vomiting, joint pain, and a faint rash. A victim of a spider bite should see a physician as soon as possible.

Snake Bites

1. Calm the victim.
2. Wash the wound if possible
3. Keep wounded extremity inactive and below the level of the victims heart.
4. Transport victim to hospital immediately (without physically exerting the victim).

When helping victims of bites or stings do whatever you must to avoid being stung or bitten yourself. A first aid responder who becomes injured could greatly complicate an emergency situation.

NOSEBLEED

A nosebleed may look bad, but will usually stop in a few minutes. Have a victim sit up and lean forward to prevent blood from draining into their throat. Pinch the nostrils together to maintain pressure on the flow. Apply a cool, wet cloth to a victim's nose and face. If bleeding is severe or if there are other injuries to the face and head, position the victim to keep blood out of his or her airway.

DEHYDRATION

Water is essential for nearly every bodily function, including digestion, respiration, brain activity, and regulation of body temperature. Moisture is lost through breathing, sweating, digestion, and urination. If a person gives off more water than he or she takes in, they are suffering from dehydration.

It can affect a person in any of the following ways:

- Fatigue
- Headache and body aches
- Confusion

Protect yourself from dehydration by drinking plenty of fluids.

FROSTBITE

A victim of frostbite may complain that his or her ears, fingers, or feet feel painful and then numb. Another frostbite victim won't notice anything. You may see grayish-white patches on the skin, a sure sign of frostbite. Get into a tent or building, warm the injury and keep it warm. Slip a frostbitten hand under clothing and tuck it beneath an armpit. Treat frozen toes by putting a victim's bare feet against the warm skin of your stomach. Avoid rubbing frostbitten flesh, as that can damage tissue and skin. You can also warm a frozen part by holding it in warm, but not hot, running water, or wrap it in a dry blanket. Have a victim exercise injured fingers or toes, and do not let the injured area freeze again.

1. Get the victim into a warm place.
2. Put frozen parts in warm water. Handle them gently but do not rub or massage.
3. Loosely bandage affected area and elevate. If toes or fingers are affected, put dry sterile gauze between them after re-warming.
4. Send someone to call 911 or seek medical aid as soon as possible.

SHOCK

Symptoms of Shock can include the following:

Cold Sweat, Weakness, Irregular breathing, Pale or bluish lips and fingernails, Weak pulse, and Nausea

1. Send someone to call 911 or seek medical aid immediately.
2. Do not give the victim food or drink.
3. Lay the victim on his or her back, but do not move the victim if he or she has back or neck injuries. If the victim is unconscious, has injury to lower face/jaw or vomits, lay the victim on his or her side and be sure he or she is getting air.
4. Keep the victim warm using blankets or clothes.
5. Raise the victim's feet and legs unless it's painful or you suspect injuries.

SIGNS OF CIRCULATION

Signs of circulation include the following:

Normal Breathing, Pulse, and Coughing

Breathing - Gently tip the head back to open the victim's airway. Put your ear near the victim's nose for about five seconds. Watch the victim's chest for rising. Listen for breathing with your ear or try to feel the victim's breath against your cheek.

Pulse - The pulse is most easily felt at the neck. Place the tips of your first 2 fingers on the victim's Adam's apple and then slide them down into one of the grooves that lie on either side of the windpipe in this area

HYPOGLYCEMIA

Hypoglycemia is caused by low blood sugar.

Symptoms of Hypoglycemia can include the following:

Weakness, Disorientated, Clammy or Pale Skin, Irritability, Hunger, Trembling of the hands, and Fainting

1. If the victim is unconscious, call 911.
2. If the victim is conscious, slowly feed them something sweet like fruit juice, a soft drink, and candy or sugar water to raise blood sugar.
3. Call 911 or seek medical attention.

HYPOTHERMIA

Hypothermia is a danger to anyone not dressed warmly enough. Wind, rain, hunger, dehydration, and exhaustion increase the risk. The temperature does not need to be below freezing.

A victim of hypothermia may show any of these symptoms: Low body temperature, Anxiety, Uncontrollable shivering, Confusion, irritability, makes bad decisions, Drowsiness and Unconsciousness

Treat hypothermia by preventing a victim from getting colder and, if necessary, helping the victim by re-warming to normal temperature. Try any or all of the following methods. Be gentle and patient with anyone suffering from hypothermia.

1. Move the victim into a warm or sheltered area immediately.
2. Get the victim out of wet clothes and replace with dry clothes.
3. Offer an alert victim warm or hot liquids.
4. Give victim water bottles filled with warm fluid to hold in the armpit and groin areas.
5. If hypothermia is advanced, helping the victim breathe warm, moist air will aid in re-warming.
6. Seek medical care for the victim.

***While a person is being treated, others could be at risk.
Protect yourself and others from getting too cold.
Look out for one another!***

HEAT EXHAUSTION

Heat exhaustion occurs when the body's cooling system becomes overworked. Heat exhaustion can affect a person outdoors or in a hot room.

Symptoms can include the following: Pale skin that is clammy from heavy sweating, Nausea and fatigue, Dizziness and fainting, Headache and muscle cramps and weakness

1. Have the victim lie in a cool, shady place with his or her feet raised. Remove excess clothing.
2. Cool the victim by applying cool, wet cloths to the body and fanning.
3. If he or she is fully alert, let victim sip from a glass of water.
4. Recovery should be rapid. If symptoms persist, call for medical help.

HEATSTROKE

Heatstroke happens when a victims' cooling system is so overworked it stops functioning. The victim's temperature soars to a life threatening level.

Symptoms of heatstroke can include the following: Very hot skin, Red skin, can be either dry or damp with sweat, Rapid and quick pulse, noisy breathing, Confusion and irritability, Unwillingness to accept treatment, and Unconsciousness

The victim must be cooled immediately. He or she is in danger of dying, act quickly.

1. Move victim to a cool, shady spot.
2. Cool victim any way you can. Remove outer clothing and sponge victim with cold water. Cover with wet towels, wet clothing and fan the victim. Place the victim in a stream or bathtub filled with cold water.
3. Keep victim lying down and comfortable with head and shoulders slightly raised.
4. Seek emergency medical help right away.

DRUG ABUSE

Alcohol - An intoxicated person may be violent and will need careful handling to prevent them from harming themselves or others. If a victim is resting normally, position them on their side and monitor their condition periodically until recovery.

Drugs

1. If victim has no **Signs of Circulation**, begin **CPR**
2. If victim has signs of circulation but is not breathing, begin rescue breathing.
3. Call the Poison Control Center (or 911) as soon as possible.
4. Keep windpipe clear and the victim warm. Wake the victim by lightly placing a wet cloth on the face.
5. Encourage walking.

COMMUNITY SERVICE

Community service is an important part of our program. As students of Bridgewater State College it's important that we service the community of Bridgewater. Consider doing a community service project for Bridgewater State College or the local community each semester. Service can include conservation projects; trail maintenance cleanups, or providing interactive education. The Community Service Center is available to assist individual students, student groups, administration and faculty and staff in finding community service or volunteer opportunities that are right for them.

Reference: Community Service Center, Rondileau Campus Center

Website: www.bridgew.edu/communityservice

EARTH DAY CONSERVATION PROJECT & CELEBRATION

Provides a conservation project for each park in the community of Bridgewater. Immediately after the college will host a barbeque for volunteers.

Objectives

- Increases the awareness of Earth Day
- Increases the awareness of the Outdoor Adventure Club
- Help improve the image of the college in its community

Involvement

- Bridgewater Conservation Commission
- Boy Scouts of America
- Girl Scouts of USA
- Students of Bridgewater-Raynham Regional High School
- Students of Bridgewater State College.

Example E-mail: Earth Day Conservation Project & Celebration

From: Outdoor Adventure Club
To: name@bridgew.edu
Subject: Earth Day Service

Event Title: Earth Day Conservation Project & Celebration
Event Date: Saturday, April 22, 2006

OUR EVENT

Join Bridgewater State College in celebrating Earth Day! On Saturday, April 22, volunteers will be working together to clean up, maintain and help preserve Bridgewater's six beautiful conservation properties. The event will begin at Bridgewater State College in front of the Rondileau Campus Center. All groups and organizations should be there by 8:30 AM to receive their assigned conservation properties. The college will provide some transportation for groups and organizations. Outside groups will be responsible for providing their own transportation. We will be departing from the Campus Center and will remain at our assigned properties until 12 PM. At that time all groups and organizations are invited back to the Campus Center for pictures and a barbeque for volunteers. Volunteers that would like documentation of the service provided can receive paperwork during that time.

If you or your organization would like to participate in this event contact:

Diane M. Bell, Director of Community Service
Community Service Center
Bridgewater State College
d1bell@bridgew.edu
508-531-2446

SPONSORING ORGANIZATIONS

Bridgewater State College: Office of College and Community Partnerships, Community Service Center, Outdoor Adventure Club, Commuter Services, Center for Multicultural and International Affairs, College and Community Relations Council, Town of Bridgewater, MA: Bridgewater Conservation Commission, Park Stewardship Council.

Outdoor Adventure Club
Bridgewater State College
oac@bridgew.edu
<http://webhost.bridgew.edu/oac>

Part 4



Handbook Administration

Review of Handbook
Ratification of Handbook
Receipt of Handbook

REVIEW OF THE HANBOOK

This handbook is to be reviewed by the Organization Advisor and President of the Outdoor Adventure Club at the beginning of each semester to ensure that it is current and to make necessary changes in terms or wording. Any changes in content must be approved.

PRESIDENT

Print Name

_____/_____/_____
Date

Sign Name

_____/_____/_____
Date

ORGANIZATION ADVISOR

Print Name

_____/_____/_____
Date

Sign Name

_____/_____/_____
Date

DATE APPROVED: _____
_____/_____/_____

NEXT REVIEW: _____
_____/_____/_____

RATIFICATION OF THE HANDBOOK

Amendment and ratification to this handbook shall be made by a two-thirds (2/3) vote by the membership at a special meeting. The secretary must post amendments for consideration two (2) days prior to the scheduled meeting. Once the handbook has been ratified by membership, the President and Organization Advisor must sign it along with two (2) registered members.

GENERAL MEMBERS

_____/_____/_____
Print Name Date

_____/_____/_____
Sign Name Date

_____/_____/_____
Print Name Date

_____/_____/_____
Sign Name Date

PRESIDENT

_____/_____/_____
Print Name Date

_____/_____/_____
Sign Name Date

ORGANIZATION ADVISOR

_____/_____/_____
Print Name Date

_____/_____/_____
Sign Name Date

DATE APPROVED: _____/_____/_____

RECEIPT FOR HANDBOOK

I acknowledge that I have received a copy of the Outdoor Adventure Club Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose of the Handbook. In addition, I understand that this Handbook states Outdoor Adventure Club policies and practices in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Organization Advisor.

A copy should be retained in the organization files.

Version: 2007.11.15

Print Name

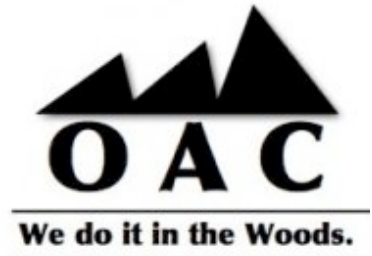
____/____/____
Date

Sign Name

____/____/____
Date

Position

Part 5



Organization Forms

Accident Report
Advisor Consent Form (organization)
Advisor Consent Form (program)
Attendance Sheet
Brochure for Administrators, Faculty & Staff
Brochure for Students
Business Cards
Canoe Usage Request Form
Co-Sponsor Agreement Form
E-mail Distribution List
Equipment Usage Request Form
Fundraising Registration Form
General Ledger
Letterhead
Meeting Minutes (general)
Meeting Minutes (officer)
Membership Cards
Payment Receipt
Purchase Request Form
Travel Form