SUSA Club Event Requirements

Event Requirements
- 1 GBM
- 2 Professional Speaker Events
- 1 Community Service Event
- 1 Collaborative Event
- 1 Creative Event

Other Requirements
- Attend all SULC Meetings
  - If Club President is unable to attend, they may send a representative instead
  - If a club is not present, it will result in a 2 point deduction
  - Missing more than one SULC meeting is a condition for probation
- Maintain an **average attendance of 15** over the course of the semester, NOT including the Executive Board.
- **New For Spring 2020** Follow Standardized Attendance System
  - Clubs must submit attendance as a Google Sheet (linked in Event Submission Form) with the following structure:
    - Sheet Name: [CLUBNAME]_[MONTH/DAY/YEAR]
    - Column A: **First AND Last Name** of Club Member (first name before last name)
    - Column B: **Email** of Club Member
    - Column C: **Academic Year** of Club Member
  - MUST Use: “Freshman”, “Sophomore”, “Junior” or “Senior”
  - Club may choose to include any additional information in subsequent columns
  - Please ensure that the VP of Administration has access to the attendance sheet
  - **Failure to Submit Attendance Properly Will Result in No Points for the Meeting**
  - Additional Note for Clubs with CLOSED Membership: After the first submission (or after every member has been included on at least one attendance sheet), clubs may eliminate the **email and academic year** requirement from the spreadsheet.
  - In order for the event requirements to be fulfilled and points to be awarded, there must be at least half of the executive board, and at least 5 general members of the club in attendance.
  - For Field Trips/Professional Excursions there must be 7 individuals in attendance.

Event Types
*Requirements (See Club Collaboration Details Below)*
- General Body Meeting*
- Professional Speaker Event*
- Community Service Event*
- Creative Event* New Details for Spring 2020
- Workshop/Training
- Field Trip/Professional Excursion
- Signature Event
- Other

**General Body Meeting (GBM) 1 Point**
- Hold **at least** 1 GBM
- Standard event for the organization
  - Executive Board Meetings *are not* considered GBMs
  - Information Sessions and Interest Meetings *are* considered GBMs
- **Limit one GBM per week for points**

**Professional Speaker Event 3 Points**
- Hold **at least** 2 Professional Speaker Events
- Any event in which a club brings in an outside speaker/faculty/employer and is aimed to help develop members professionally
- Requirements will not be fulfilled and points will not be awarded for repeated professional speakers

**Community Service Event 5 Points**
- Hold **at least** 1 Community Service Event
- Clubs must hold a philanthropic event that is aimed to help the community as a whole
- If you are holding a fundraiser, **ALL** funds must go towards a cause or an organization

**Creative Event 1 Point**
- Hold 1 Creative Event
  - The 1 point associated with fulfilling this requirement will only be awarded once per semester
  - Clubs are encouraged to hold multiple events per semester that fall under the creative event description, but the additional one point associated with holding a creative event will only be awarded once per semester
- Cannot be a General Body Meeting, Professional Speaker Event or a Community Service Event
- **On the Event Points Submission Form, the Creative Event MUST be listed as one of 4 other event types: Workshop/Training, Field Trip/Excursion, Signature Event or Other.**
  - This requirement seeks to provide clubs the flexibility to hold events they believe will be the most beneficial to their members.

**Workshops/Trainings 5 Points**
- A specific skill must be taught during this event
- Members must be actively participating in the activity and applying the material that is
Field Trips/Professional Excursions 7 Points
- A professional, off-campus excursion with club members aimed at building personal/professional skills
- Need at LEAST 7 attendees

Signature Event 8 Points
- **Limited to ONE per semester**
- An event that targets both your club’s members, the Smith community at large and external audiences. Should be what your club is “Known For”
- It has to be a recurring event and held on a semesterly/yearly basis; this must be described in the point submission form
- Inaugural events may be issued points at the discretion of the VP of Administration

Other 4 Points
- This option is for events that fall outside the spectrum of the other 6 options.
- Only to be used if the event is differentiable and legitimate
- Must describe the event in the points tracker form upon submission

*New Spring 2020 Rules about Event Stacking
- Clubs are no longer allowed to stack events for the fulfillment of event requirements or point submissions.
  - For example, a single event cannot fulfill both the GBM and Professional Speaker Event requirements and will not receive both of the point values associated with the event types.
- **EXCEPTIONS: Signature Event, Creative Event & Collaborative Event**
  - Points for the Signature Event and Creative Event are limited to 1 Event per Semester.
  - On the Points Submission Form, the Creative Event and Collaborative Event must be listed with another event type: Workshop/Training, Field Trip, Signature Event or Other. Signature Event may be listed with ANY of the other event types.
    - For example, if a Signature Event is also a Professional Speaker Event, 11 points will be awarded for the event. If a Creative Event is also a Workshop/Training 6 points will be awarded for the event.

Club Collaboration
- **Hold 1 Collaborative Event per Semester**
- There are two types of collaboration: **Internal Collaboration & External Collaboration**
- **Internal Collaboration is Required to Fulfill the Collaborative Event Requirement**

Internal Collaboration
- Collaboration with another SUSA Club or with the SUSA Organization
- BOTH clubs must complete the Event Points Submission Form in order to fulfill the requirement and receive points.
- In the form, clubs must describe how they contributed to the planning and execution of the event. Based on these details, a ranking will be assigned by the Administration Committee:

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Description</th>
</tr>
</thead>
</table>
| 6              | Club takes lead on logistical components of the event planning (reserving rooms, marketing, purchasing food, etc.)
|                | Club works to recruit external speakers and organizations for the event. |
| 4              | Club helps carry out certain logistical components of the event planning (reserving rooms, marketing, purchasing food, etc.) |
| 2              | Club has members attend the event. |

**External Collaboration**
- External collaboration refers to collaborative events held with an organization OUTSIDE of SUSA
- Clubs will be required to rank their own contribution and the partnering organizations contribution in the Event Submission Form

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Event planning including idea development, speaker recruitment, etc. is handled by club</td>
</tr>
<tr>
<td></td>
<td>Club takes lead on logistical components of the event planning (reserving rooms, marketing, purchasing food, etc.)</td>
</tr>
<tr>
<td>4</td>
<td>Club members are attending an event run by an external organization.</td>
</tr>
<tr>
<td></td>
<td>Club may help with some logistical components of the event, but the event is run mainly by the external organization.</td>
</tr>
</tbody>
</table>

**Content Creation 3 Points**
- Points may be awarded when a club creates content that is educational for their members
- Content Creation Requirements…
  - Content must be created by the clubs and not taken from an external source
  - Content has to be educational
  - Content has to be taught by the club to members or an outside audience
- Newsletters or other content that is created for the purpose of updating members will NOT be considered content creation
Content must be linked on the Event Submission Form.

**Event Submissions**
- All of this information will be submitted into the [Spring 2020 Event Submission Form](#).
- You must submit your event details on the form within 2 weeks after holding your event.
- Late submissions may be counted towards fulfilling the event requirements but will be awarded no points.
- Only Point Representatives and Presidents are allowed to submit an event.
- Clubs may check their status and points in the [Spring 2020 Club Status Sheet](#).

**Event Room Reservation**
- Rooms for special events can be requested using the [Fall 2020 Event Room Request Form](#).
- This form should be used to request rooms for one-time events
- Only Presidents and Room Representatives can request rooms
- Requests should be submitted at least one week before the event
  - The earlier a request is submitted the better chance of receiving the room
- After a room is requested, please wait until the VP of Administration forwards a confirmation that the room has been reserved.