

## 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



being discussed

### **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:

Points Awarded	Description
6	<ul style="list-style-type: none"> <li>• Club takes lead on logistical components of the event planning (reserving rooms, marketing, purchasing food, etc.)</li> <li>• Club works to recruit external speakers and organizations for the event.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Club helps carry out certain logistical components of the event planning (reserving rooms, marketing, purchasing food, etc.)</li> </ul>
2	<ul style="list-style-type: none"> <li>• Club has members attend the event.</li> </ul>

### 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

Points Awarded	Description
6	<ul style="list-style-type: none"> <li>• Event planning including idea development, speaker recruitment, etc. is handled by club</li> <li>• Club takes lead on logistical components of the event planning (reserving rooms, marketing, purchasing food, etc.)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Club members are attending an event run by an external organization.</li> <li>• Club may help with some logistical components of the event, but the event is run mainly by the external organization.</li> </ul>

### 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.

