Welcome to Student Organizations at RBC

Richard Bland College
of William & Mary
When you come to Richard Bland, you bring particular passions, hobbies, and skills with you. Student organizations are the place for you to take them to the next level. When you join or start a student organization, you get the chance to do what you love. When you lead a student organization, you teach and share it with someone else. When prepare a group for future students, you leave a legacy that continues to contribute to the culture of Richard Bland College.

Learn how to:

- Start or sustain a student organization
- Submit an annual budget
- Plan your weekly meeting
- Become a student organization sponsor
Name of student organization: _______________________________________

Name of student organization president/founder: ___________________________

Name, signature of faculty/staff sponsor: _________________________________

Will there be an application/selection process for members? ________________

What are the primary goals of the organization? Think simply:

1.
2.
3.

What are some examples of events and activities (weekly, monthly, or annual):

1.
2.
3.

When and how often do you plan for the organization to meet?

Are there new or returning students who plan to be a member of this organization? List them here:
All student organizations must submit an annual budget to the Assistant Director of Student Engagement. All student organization budgets will be reviewed and approved by a predetermined date.

Name student organization: ______________________________________________________

Student organization President/founder: __________________________________________

Name of faculty/staff sponsor: __________________________________________________

<table>
<thead>
<tr>
<th>Date of proposed event</th>
<th>Event title</th>
<th>Event summary: Who, what, when, where, why</th>
<th>How this event aligns with your goals</th>
<th>Funding requested</th>
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Total events: ________________________

Total budget requested: ________________________

(Note: if you run out of room on this page, you may print off more copies to list all your proposed events.)
Regular Organization Meetings

Student organizations are expected to meet regularly, typically weekly or every other week. In some cases, the student organization leadership team will meet more frequently than the rest of the group. As you plan for the year, think about what will be best for your student organization and plan to reach out to your members about establishing a routine meeting schedule as early as possible.

Purpose of regular student organization meetings:

- Enjoy group activities
- Host events
- Plan events
- Manage the organization finances
- Elect new leadership

How to establish your weekly meetings:

- Once you have recruited students to your organization, it is recommended that student org leaders put together a Doodle survey to find a time for everyone to meet. Follow this link to begin: http://doodle.com/.
- Once you find a weekly meeting time that works for all or most of the organization members, send an email to the Assistant Director of Student Engagement to reserve your meeting space.
- This will need to be done each semester as everyone’s class schedules change

Remember: Regular meetings should stay fresh and fun! Bring snacks, watch videos, and invite special guests.
Student Organization Sponsors

Being a student organization sponsor is an opportunity to mentor student leaders, maintain a connection to student activities outside of the classroom, and connect your personal passions, interests, and skills to the life of the undergraduate community. If you sign up to be a sponsor, you are expected to remain in that position for the rest of the school year through the final process of leadership succession and preparation/updating of all transition documents for the next leadership team.

Responsibilities of a Sponsor:

• Advise the student organization president as needed
• Co-author the annual student organization budget
• Attend events where a staff member is required
• Be aware of university procurement policy and approve all student organization purchases
• Ensure annual transition and organization continuity

Name of student organization _________________________________

Student organization sponsor commitment: I understand the expectations above and will continue to provide support and encouragement to the leadership and members of the student organization listed above to the best of my ability in the midst of my crazy frazzled life.

Student organization sponsor signature: ______________________ Date: ________