

Forward

Student involvement is an important supplement to the academic experience at Pratt Institute. Students who are active develop skills in leadership, planning, communication and time management while working with their peers. Student organization leaders and members should have thorough knowledge of Pratt Institute and Student Activities policies.

This guide was developed by the Office of Student Activities and Orientation to assist students in becoming familiar with important information necessary for the success of student organizations. Students or organizations with questions regarding this handbook should contact the Office of Student Activities at studentactivities@pratt.edu or 718-636-3422. Additional resources are available on the Student Activities website (www.pratt.edu/student_activities).

Overview of Student Activities and Orientation

Meet the Staff:

Emma Legge, Director of Student Activities and Orientation

Emma oversees the Office of Student Activities and Orientation and advises the Student Government Association. She also plans and executes New Student Orientation.

Meredith Crain, Associate Director, Student Activities and Orientation Coordinator, Parent and Family Programs

Meredith works with Clubs and Organizations, schedules the Student Union, plans and executes Club Day and the Student Leadership Awards, and oversees leadership programming. Additionally, she updates and publishes the Student Handbook and plans and executes Family Weekend.

Manaf Mansure, Intern for Greek Life and Leadership

Manaf is the primary advisor to the Inter Greek Council (IGC) and is responsible for the development of fraternities and sororities. He also develops and implements leadership programming and assists in all departmental events and activities.

Andrew LaVenia, Intern & Community Engagement Advisor

Vic serves as the primary liaison and developer of community service initiatives and is also the primary advisor to the Community Engagement Board (C-Board). He also assists in all additional department events and activities.

Daniel Esquivel, Intern & Program Board Advisor

Daniel serves as the primary advisor to the Program Board. He is responsible for the 8 student staff members on Program Board and supervises the execution of their workshops, concerts, and events. He also assists in all additional departmental events and activities.

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Candice Wilson, Intern for Parent and Family Programs

Candice assists in facilitation and coordination of Family Weekend and develops initiatives for parent and family programming, develops and maintains a database for parent and family contact information, and fields questions and concerns of parents and family members. She also assists in all departmental events and activities.

Karen Smith, Office Manager

Karen oversees the day-to-day operations of the office, processes reimbursements and manages budgets, and supervises student workers.

The Office of Student Activities and Orientation Mission and Functions:

The Office of Student Activities and Orientation coordinates and assists students in planning social, cultural, educational, and recreational programs for Pratt students. The office also coordinates orientation for incoming students, as well as Family Weekend for Pratt family members. Student programs and events at Pratt are planned to contribute to the total education of the students, as well as meet their social and recreational needs. Student organizations are responsible for managing their own activities, thus gaining valuable experience in the community, and helping to shape institute policy. The Office of Student Activities and Orientation performs the following functions:

- Advise the Program Board, Inter-Greek Council, Student Government, and Community Involvement Board
- Allocate student activities funds to clubs and organizations
- Oversee the Student Union complex
- Plan, promote, and execute New Student Orientation
- Develop and implement campus-wide programming
- Promote leadership and professional development among students
- Oversee the operation of student organizations on campus
- Plan and implement Family Weekend, and maintain communications with Pratt Parent and Family members

Clubs and Organizations

Student Organizations

In order to be considered a student organization, a group must be recognized by Pratt Institute, The Office of Student Activities and Orientation, and the Student Government Association. All student organizations are to be open to students without regard to race, color, creed, ability, origin, or sex (with the exception of nationally affiliated fraternities and sororities which are protected by Congress). **Events funded through Student Activities by clubs must be open an easily accessible to the entire student body.**

Creating a New Organization:

Groups may become recognized as a student organization by filling out an application and submitting it to the Student Government Association. The form can be found at the Student Activities website under “Documents and Forms for Clubs,” or they can be picked up in the office. New organizations will only be approved if they are different from current student organizations and are in line with the mission of Pratt Institute. In order to be eligible to apply for funding for the following academic year, groups must have been a recognized club for at least an entire semester. **In order for a group to obtain funding for the 2011-2012 academic year, they must apply for club status no later than February 18, 2011. New club applications can be found on our website.**

Receiving and Utilizing Club Funds

Receiving Funds:

The Student Government Association is responsible for the student activity fee allocation process. Funds are allocated to student organizations for activities, programs, or expenditures that occur during the academic year. Occasionally, funds are also allocated for off-campus summer activities (such as conferences) as well.

Recognized clubs and organizations may apply for funding once per year, usually in May. Budget packets will be emailed to all clubs and organizations and will also be available for pick up in the Office of Student Activities and Orientation. Read and follow all of the funding criteria included in the budget application packet each year as items may change. **Do not spend money if it has not been approved through the Student Government Association.**

If you wish to reallocate your budget (as in spend it on something different than what is listed in your approved budget), or ask for more funds to supplement your budget, you must fill out the Budget Reallocation Form (which can be found on our website) and send it to mcrain@pratt.edu. **Please allow at least one week for your request to be considered and decided upon, and submit your reallocations at least two weeks prior to your event. Reallocations received after two weeks prior to the event will be denied.**

FUNDING CANNOT BE GRANTED FOR THE FOLLOWING ITEMS:

- Salaries, wages or honoraria for students or organizational members
- Programs or activities for which academic credit is awarded (or lectures or activities that occur during class time or as part of class)
- General upkeep of campus-wide facilities
- Political campaign activities
- Publication materials for groups that are not student media organizations
- Food and beverages for general meetings
- Items for individual members (i.e., t-shirts, bags, etc.)
- End of year or graduation parties
- Events that are not open and accessible to all students

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- Alcohol or other expenses for events with alcohol
- Self-promotional items (i.e., postcards for senior show)

I've got a Budget... how do I spend it?

If you would like to spend money out of your club account, the way you will get access to your funds varies depending on what you are spending your money on. Below is a list of common expenditures for clubs and organizations. If what you are looking for is not below, contact Meredith (mcrain@pratt.edu).

- **If you need to pay a guest lecturer or performer** (this includes DJ's, instructors, speakers, etc) come see Karen Smith in Student Activities for the guest lecture forms. (If you are based at the Manhattan campus, contact Meredith and she can get the forms to you.) All performers or lecturers that come to Pratt must fill out a Pratt contract and give us tax information. Karen will walk you through the forms and they must be submitted to us before a check can be obtained. ***Forms must be turned in prior to the event; forms received after the fact will not be processed.*** Allow up to three weeks for processing.
- **If you need to pay for food** you may go through Culinart (catering@pratt.edu) if your budget allows; if not you must pay out of pocket and get reimbursed. Email Culinart and tell them your budget; they will then submit to you a proposal, which our office will sign off on. Please complete this a few weeks in advance.
- **If you are paying for a museum tour or festival** you must obtain an invoice from the organization with the entire cost so that we may cut them a check. Allow at least two weeks for processing.
- **If you are paying for conference registration** you must submit to Meredith completed registration forms about three weeks prior to the conference registration deadline. We can then cut a check and send in your registration along with it.
- **If you need to get reimbursed for miscellaneous items *make sure you keep your original receipts.*** If you paid with cash, all that is needed is a receipt; if you paid with a credit or debit card, a statement reflecting the amount spent is needed. We will not accept scans or copies of receipts. Please provide your name, address, phone number, and student ID number when submitting a request for reimbursement. Remember to never spend outside of your budget! If something is not in your club budget you will not get reimbursed for it. If you are unsure, check with Meredith.
- **If you need to purchase supplies from the Pratt Store** see Meredith in Student Activities for the budget code. Once you have made your purchases, return the receipt to Meredith,
- **If you are making copies or posters in the Copy Center** see Meredith for a Copy Center form before you head to the Copy Center. Once the job is completed, return the copy of the form with the amount you spent to Meredith. If you wish to use another vendor for printing, you must pay out pocket and get reimbursed.

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- **If you need to rent a charter bus** contact one of our approved vendors (such as Campus Coach at 212-682-1050) and get a quote. Once the quote has been submitted to Meredith, it will take 7 business days to get PO number. After the company has received the PO, you will be able to book the trip.
- **If you are a publication and are printing an issue**
 - Get a quote from one of our approved printers (listed below)
 - Submit the quote to Meredith
 - It takes approximately 7 business days for a PO number to be generated and faxed to the printer, so plan ahead
 - After a PO number is received by the printer, the job can be completed
 - Follow up by obtaining an invoice from the printer and submitting it to Meredith so that a check can be cut and sent to the printer.
 - If you wish to use a non-approved vendor, the process can take several weeks to complete. If you know you need to use a new printer, contact Meredith as soon as possible. Don't wait until your issue is ready to be printed.
 - In order for issues to be printed and delivered prior to students leaving campus for the semester, quotes must be turned in before the following dates:
 - Fall semester: November 30th
 - Spring Semester: March 31st

Approved Printers:

Concept Press
Conceptual Litho Reproductions
CQS
Herlin Press
Highroad Press
Morgan Press
Nasco Printing Corp.
Presstime
Tanagraphics, Inc.
Wintry Press
Lane Press
Oceanic Graphics
Arnold Taylor Printing
Diversified Graphics
SCS Printing

Programming Basics:

- **Give Yourself Enough time. It will take longer than you think it will.** Many students underestimate the amount of time it will take to plan and execute a successful event. Even two weeks, in most cases, is not enough time to complete all the required paperwork and secure the details for the event. Unexpected snags often happen in event planning, particularly for large-scale events. Make sure you budget enough time to complete all the steps needed.
- **Meet with Meredith in Student Activities.** This is a good first step in planning your event. She can help you set a timeline and guide you through office and institute wide policies and procedures.
- **Pick a date and work backwards.** Booking a venue, securing talent, getting catering- these are all steps in event planning that take time. Make sure that you allow yourself adequate time to plan. Poor planning or waiting until the last minute could cause your program to be canceled.
- **Be mindful of other events when picking a date.** Get on the Pratt website and check the events calendar; if there is another big event happening you might want to think about rescheduling. Also scheduling events during finals or close to holidays usually will negatively impact your attendance.
- **Reserve the Venue in advance.** If you are unfamiliar with campus facilities, speak to Meredith to help determine which one would be most appropriate. Each campus venue has a different contact (see the spaces sheet on our website).
- **Publicize.** E-mail Meredith to put the event on the Student Activities website calendar or the monthly Leaders' Letter. Print up fliers and bring them to the Office of Student Activities to stamp for approval. See Karen to get a table reservation for outside the cafeteria to promote your event. Facebook is another way to promote your event.
- **Refreshments.** If you have been approved for funding to use on refreshments, be sure to contact Culinart. They can be contacted at catering@pratt.edu. If you wish to purchase your own food, simply save your receipts for reimbursement.
- **Security and Risk Management.** There is an element of risk in all campus activities, which is why it is important to partner with security and the Office of Risk Management to ensure your event is safe and responsible. Security may require that security officers be present at your event; if this is the case, the Office of Student Activities will pay the fee to allow your event to go forward safely. In the Office of Risk Management, it is often required that more information about your event be obtained before your event can be approved. ***You must fill out the Risk Management Form at least 20 business days (1 month) prior to your event. Risk Management forms received after that will not be approved.***
- **Evaluation.** It is important to evaluate the success of your event after it is over to determine if the event should be repeated, and if so what aspects should be changed and what aspects should stay the same.

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Preparing for an Event

This table is a general timeline for planning events. Obviously, each event is unique and will have special requirements, but it's a good rule of thumb, for example, not to wait until the week of your event to talk to Risk Management about it. Unexpected factors definitely will arise, but by planning ahead you will give yourself enough time to account for that.

Time Line	
4 Weeks Prior	Meet with Meredith in Student Activities Inquire as to venue availability (have a few dates in mind) Confirm funding is available in your budget Meet with club officers to delegate responsibilities for event Touch base with speaker or talent to confirm availability
3 Weeks Prior	Confirm venue and fill out appropriate paperwork Visit security, risk management and facilities about your event. Fill out risk management form. Contact Culinary for catering needs to obtain a quote Submit a reallocation form if your budget for the event has changed Submit contracts to Student Activities for signature
2 Weeks Prior	Confirm talent and send completed contracts (keep copies for your records) Check the status of your budget reallocation Complete Risk Management form with all necessary signatures. Turn in one copy to Student Activities and keep one copy for your records. Begin to publicize your event
Week of Event	Find out arrival and departure times for talent Confirm catering and double check venue Ask club members to assist with the event Make any last minute purchases
Day of Event	Arrive at venue early to ensure it is set up Double check A/V systems are functioning Check on catering Make sure talent is taken care of and comfortable
After Event	Clean the space you used Fill out evaluations Thank those that helped you with the event (Thank you notes are a nice touch!)

Policies for Clubs and Organizations

Following Policy:

Clubs and Organizations at Pratt must abide by all of the policies listed in the Student Handbook, which can be found online at www.pratt.edu/policies. If any of these policies are violated, on or off campus at a club gathering, the club risks getting put on club probation or losing their club status. Here are some policies that apply specifically to clubs and organizations.

Posting Policy

In an effort to promote communication Institute-wide and preserve the appearance of the campus, the Office of Student Activities has established the campus poster policy. Note: This policy applies to all the bulletin boards on the Pratt Institute campus. The only bulletin boards which are exempt are those controlled by the academic departments and the Office of Residential Life and Housing. Any club or organization wishing to post in the residence halls must contact the Office of Residential Life and Housing to make arrangements.

1. All posters must have the Student Activities approved- stamp. The stamp must be easy to read on the poster and the date clear. Posters must be brought to the Office of Student Activities to be stamped by a member of the Student Activities staff. Hanging posters is the responsibility of the person/group sponsoring the poster. Each poster requires an original stamp. Posters without stamps will be immediately removed.
2. The date on the stamp is the date on which all posters must be taken down. Individuals and offices that hang posters are responsible for taking down posters after they have passed the stamped date. For an event/activity which has a specific date, the date stamped on the poster will be the date after the event/activity is scheduled to take place. For a poster without a specific date, the date stamped will be one (1) month after the date on which the poster is brought in to be stamped.
3. Posters cannot exceed two feet by three feet (2'x3') in size.
4. Only two posters on a bulletin board will be permitted.
5. Posters are only permitted on bulletin boards. Posters are not permitted on walls, windows, doors, etc.
6. Posters will not be approved if they contain incorrect information, or if they are inconsistent with Pratt's standards and policies. In addition, posters must provide duplicate information in English when another language is also used.
7. Posters advertising events where alcohol will be served are not permitted.
8. The club events, student activities, academic, exhibits, and other bulletin boards assigned to clubs and organizations are specifically meant for their use. Only posters which the club or organization and the Office of Student Activities approve will be permitted on these boards.
9. People wishing to advertise housing must list their information with Office of Residential Life. Student Activities will no longer approve fliers for housing.

Procedures for Serving Alcohol at Student Sponsored Events

Student groups wishing to serve/have alcohol at a campus event can only do so if the Institute's dining service (Culinart) acts as the distributor. Student groups can only sponsor events at which alcohol is served if those events are held in one of the following locations: the Student Union, Higgins Hall Room 131, and the second floor lobby, Rm. 213, on the Pratt Manhattan campus. The hosting group must notify the Department of Student Activities in writing at least 30 days in advance of the event. In addition they must adhere to the following procedures:

a. Whenever alcohol is served at a student sponsored campus event, the sponsoring individual/group must utilize an acceptable method of proofing for age for entry in the event. The only acceptable forms of identification that can serve as positive proof of age are:

- i. A driver's license (if year of birth and picture are on license)
- ii. A New York State Photo Identification Card (obtained at the Department of Motor Vehicles)
- iii. A passport

b. Alcohol can only be served and consumed in a designated area clearly separated from the area where alcohol cannot be served or consumed.

- i. Groups must use wristbands to indicate proof of age for entry into the area where alcohol is served and consumed.

c. Additionally, a Pratt Institute identification card is required for admission to the event. If students from other colleges or other guests are invited, they will be required to present their ID. Two guests are admitted per Pratt student host. Non-hosted guests may not gain entry to events.

d. New York State law requires the posting and/or availability of appropriate signs stating the New York State legal drinking age of 21, at all events where alcohol is served.

e. When alcohol is present at an event, Culinart must identify designated servers ahead of time. Servers must be 21 years of age or older and may not consume alcohol while serving or any time prior to serving alcohol. Appropriate arrangements must be made in advance for the designation of individuals who will serve as security staff. Servers are trained in the lawful distribution of alcohol and must sign a contract not to serve under-aged students or anyone who is suspected of being under the influence of alcohol or other drugs.

f. Student groups may arrange with Culinart to serve beer and wine and beer may be served in kegs. The number of kegs permitted cannot exceed four. Bottled or canned beer and hard liquor of any kind are not permitted. The number of drinks per person is restricted to four. Wine is permitted if approval is given by Student Activities.

g. Individuals who appear to be intoxicated may not be served alcoholic beverages under any circumstances.

h. Persons under the age of 21 are not permitted to hold alcohol with intent to consume.

i. Alcohol is not permitted in common areas. This includes outdoors, residence hall yards, front steps, and elevators

j. Any exceptions to these procedures must be approved by the Vice President for Student Affairs.

Additional Resources

Tips for Organization Leaders:

- You are a student first and foremost. Take care of yourself and make time to relax, enjoy your experiences here and have some balance in your daily life. Don't be afraid to say "no" if you have taken on too much. Delegate responsibility to other club officers and members to give them a sense of ownership.
- Respect and trust your club members, Student Government and the Student Activities and Orientation staff. Respect the position of the Student Activities and Orientation staff, and their responsibilities. Trust that the Office of Student Activities and Orientation has the best interest of all students in mind.
- When conflict occurs or is necessary do not be afraid to confront issues head on in a respectful manner. If you need assistance mediating conflict please feel free to contact the Office of Student Activities and Orientation. Remember it is imperative to keep matters of this nature private.
- Ensure that your club is following all processes and procedures outlined in this handbook. This will ensure that you do not face issues later because a policy was violated.
- Challenge yourself and others to do new things and gain new experiences, it is in exploration that we find true knowledge.
- Remember to always stay positive. Your group members will turn to you to see how to react to a situation, if you are positive, calm, and collected, they will be as well.

Communication:

It is imperative to keep the lines of communication open both within your organization and between your organization and the administration (SGA, Student Activities and Orientation, and your advisor). When you are in communication with these individuals, problems with event planning and group administration can be addressed quickly or avoided all together. Some points to remember with Communication:

- **Be Consistent:** Your group members and officers will look to you to see how to handle a situation. If you consistently follow policy then your group members will as well.
- **Be Available:** The more accessible you are to your groups members the more they will feel that you care and have their best interests as well as those of the group in mind, and the more organization membership will prosper.
- **Be Flexible:** It is important to be able to adapt to change, many unexpected events will occur over the course of the year and it is imperative that you be able to move and change with them.

How to Run an Effective Group Meeting:

- **Create an agenda:** It is imperative that you plan for what you will discuss and how long you will discuss each topic prior to the meeting. Remember to leave time at the beginning to approve the prior meetings minutes and at the end for questions and concerns “for the good of the order.”
- **Start on time and stay on time:** When you schedule a meeting, it is important to realize that others will need to organize their day around it. Ensuring a timely start and end to your meeting will ensure that organization members do not have to rearrange their schedule to accommodate an unexpected late start/end. It will also ensure that you have time to discuss the topics you have planned on your agenda.
- **Delegate:** Your job is to facilitate the meeting and this needs to be your only focus, therefore other tasks (i.e. taking minutes, arranging refreshments, room layout etc.) should be delegated to other members of your organization.
- **Follow the Agenda:** Stick to what you have put on the agenda and avoid allowing group members to sidetrack the discussion, this way you ensure you have time to cover all of the necessary topics.
- **Control the meeting:** In the end, someone has to be in charge and that someone is you. Ensure that the meeting stays on track and that all opinions are being heard. It is important to ensure that everyone that needs to speak gets the chance.
- **Wrap up and Distribute Minutes:** It is important to thank the attendees of you meeting and ensure that Minutes of the meeting are sent to the members of the group in a timely manner.

Meeting with Faculty, Staff and Administrators:

1. Make an appointment:
 - a. While many Institute staff have an open door policy, making an appointment ensures that you will have the attention of the administrator you are meeting with. It also gives them the opportunity to prepare for your meeting, which may avoid having to schedule additional meetings.
 - b. Be sure to be prepared and use your time wisely with these individuals as it is limited.
2. Organize and Outline:
 - a. Prepare your thoughts in advance of the meeting and know what topics you wish to discuss
 - b. Bring a copy of your outline with you, this way you will be sure to cover all of the necessary topics
3. Follow-up and Thank You:
 - a. Be sure to follow up with the administrator on any topics that they asked you to provide more information or contact them later about
 - b. Send a thank you, being polite will get you far!

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Publicity Tips:

Effective publicity should be neat, clean, attractive, and readable. If it's messy, people won't react to it. If it's wordy, they won't read it. If it's poorly designed, they won't notice it. Think about alternative publicity outlets such as the Pratt Web Calendar. Make sure that the Office of Student Activities places your event on the weekly calendar that is sent to all Pratt email accounts.

- Make publicity colorful and decorative
- Use bold letters
- Keep it simple
- Post signs at an angle, so they're noticeable
- Look at it from an average viewing distance (about 5 ft)
- Don't forget to include
 - Who: is sponsoring the event, who is invited, who is presenting, who to contact
 - What: The name of the program and a description
 - When: Day, Time, and Date
 - Where: Location of the program (be specific)
 - Why: Purpose of the program

Organization Leader To-Do List

September:

- Participate in Club Day
- Host a meeting for new members
 - Include info on time commitment
 - Benefits of membership
 - Have a fun icebreaker
 - Get people involved in the organization early
- Get members involved in your organization early
- Attend any meetings or workshops available to improve your organization
- Get the organization events planned, booked, and approved
- Meet with Student Activities and Orientation to answer any questions

October

- Call members who have missed meetings to encourage them to attend
- Complete your events calendar for fall semester
- Promote your events on campus
- Turn in reimbursements as they are acquired

November

- Plan spring fundraisers if necessary
- Begin to brainstorm spring events

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December

- Submit end of semester reimbursements
- Prepare new officers to take over (if any members are graduating or moving on)

January:

- Plan back-from-break events to welcome transfer students and those returning from study abroad or internship
- Check in with your advisor and Student Activities and Orientation to review your plans for spring events
- Ensure that bookings and venues are reserved for spring events.

February:

- Encourage active members to consider leadership positions within the group for the following year.
- Host a fundraiser
- Watch for Leadership Awards Applications

March:

- Announce election rules and dates to members
- Plan transition activities
- Organize Calendars and Files
- Apply for Leadership Awards

April:

- Reconcile your accounts and complete all reimbursements
- Begin to prepare budget requests for the next academic year
- Thank your advisor
- Have new officers shadow current officers to gain experience
- Clean office and mailbox, update organization website
- Get transition binders to new officers

May:

- Last chance to submit reimbursements
- Submit Budget application
- Plan a summer meeting for those members that will be in NY in the summer months.

June/July/August

- E-mail and communicate with officers about programs for the fall
- Plan Club Day table
- Plan first meeting of the year and advertising
- Go over your approved budget and decide if reallocations are necessary

Tips for Advisors

An advisor is more than a signature. Student/faculty/staff interaction outside of the classroom enhances the overall college experience and provides many benefits. Each organization's needs vary and the level of advisor involvement should be negotiated between organization and advisor. All Pratt student organizations are required to have an advisor. Below are the suggested roles for the advisor and organization. It is suggested that the organization and advisor meet and put into writing the roles rights and responsibilities for both the organization and the advisor each academic year.

- **Advisor Responsibilities**
 - Be informed of the purpose and activities of the organization
 - Be informed of Institute policies and procedures regarding organizations
 - Assist the Organization officers in the planning and evaluation of activities
 - Encourage organization members to assume responsibility for their actions and for the effectiveness of their programs
 - Advise but allow freedom for the organizations to plan and coordinate their own activities and programs
 - Attend organization meetings/events when possible
- **Organization Responsibilities**
 - To keep the advisor informed of all organization activities
 - Notify the advisor well in advance of meetings and activities
 - Meet with the advisor on a regular basis throughout the year
 - Allow the advisor an opportunity to express opinions on issues which affect the welfare of the organization and the Institute
 - Extend an invitation to the advisor and guests to social functions of the organization.
- **Advisor Functions**
 - Maintenance Functions:
 - Provide continuity with the history and tradition of the organization
 - Head off situations that might result in poor public relations regarding the organization or Pratt
 - Providing advice when called upon
 - Group Growth Functions:
 - Develop the self-discipline and responsibility of group members
 - Teach effective group operation
 - Ensure group works towards organizational goals
 - Program Content Functions:
 - Introduce new ideas
 - Provide opportunities for the application of skills gained in the classroom
 - Supply expert knowledge and experience