STRATEGIES FOR STAYING AHEAD

Helpful tips for clubs

PLANNING

- **Assess goals and needs.** Work with your club advisor to explore ways your club can get the most out of the semester. A well-organized club can bring a great deal of enriching activities to student life and attract many members.

- **Flexibility.** Explore ways with your advisor of building flexibility in your budget, especially later on in the semester. If an off-campus event is cancelled due to bad weather there should be a back-up plan.

- **Disbursement Vouchers.** Fill out and submit Disbursement Vouchers 10 business days in advance. Be sure to include Personal Service Contracts and supporting documents.

DELEGATE DUTIES

- **Club executives.** Each club has a President, Vice-President, Treasurer and Secretary. At least one of these executives, preferably the Treasurer, should be in charge of Disbursement Vouchers while other club duties are shared reasonably. This avoids high burden on a single member.

- **Backups.** If the designated person for disbursement vouchers is unavailable another executive should be ready to pick up the work on the club’s behalf.

DOCUMENTATION

- **Minutes.** Keep minutes of all club meetings. This should be done by the Secretary. Some Disbursement Vouchers will need minutes as an attachment. Minutes allow you to track progression, allows for references, review, and reflection in club meetings.

- **Communication.** Retain all memos and written communication as a good business practice. Sometimes issues are resolved when records and documentation are provided.

MBJ FOOD ORDERS

- **Order ahead.** Once your refreshment budget is in place, plan club meeting meals a month or more in advance. Select from MBJ’s menus what the club likes and fill out the blue Monthly Disbursement Voucher for approval. This will make refreshment orders more efficient.

EQUIPMENT IN PLACE

- **Uniforms.** If your club uses uniforms for activities then ordering these once your budget is approved is a priority. Develop a plan for ordering uniforms for late-joining members and collecting uniforms for disbanding members, if suitable.

- **Equipment.** Sports and game equipment should be ordered when your budget becomes available so they are available as soon as possible for club activities.
FOSTER RELATIONSHIPS

- **Communication with OSA, SGA, BMCC Association.** These organizations are here to help your club. Ask questions about processes you do not understand. You may receive feedback that is helpful to your club.
- **Communication with other clubs.** You may exchange and receive great ideas from other clubs. Some clubs even sponsor joint activities that are mutually beneficial.

EARS TO THE GROUND

- **Announcements.** Check your e-mail regularly for important announcements from the BMCC Association and the Office of Student Activities. You may be contacted regarding Disbursement Vouchers or Event Applications.