

Signator Toolkit
Reed College - Spring 2004 Edition
Brought to you by Student Activities
& the Leadership and Involvement Committee

Table of Contents

Introduction

- How to use this binder
- Tips to keep your group rolling
- Organization information worksheet

Calendar

- Blank calendar pages

Important Information

- What I wish I knew worksheet
- Equipment inventory worksheet

Budgeting

- Semester budgeting
- Budget worksheet
- Event budgeting worksheet

Event Planning

- First things first
- Event information worksheet
- Event to-do's
- Backwards Planning
- Event evaluation worksheet

Meetings

- Using Agendas
- Agenda worksheet
- Keeping minutes

Signator Toolkit

How to use this binder

This binder is made to be used...write in it, add to it, and pass it on. So often signators spend hours to create or improve a group and then all their work disappears when they leave.

- **Use the worksheet pages!** Photocopy them so that use can use them multiple times. You can also get copies (electronic and paper) from Student Activities.
- **Add to it!** If this binder is missing something you need, add it! Make this a resource that meets your needs.
- **Use it as storage!** Include forms, records, receipts, even CD's with documents you've used or created. Use the pockets in the binder.
- **Pass it on!** When you're done signating PLEASE pass it on to the next signator. You can also leave it in the Student Activities Office and we'll be sure that the next person gets it.
- **Help us improve it!** Let us know your feedback. We want this to be useful to signators and would like to update it for the next group.

Tips to keep your group rolling

- **Help someone take your place.**
Leave your group with someone who is knowledgeable and enthusiastic. At least a semester before you're ready to leave it, make sure that there are one or two younger students who are excited about your group. Let them in on the ins and outs.
- **Make sure that others are invested.**
Enthusiasm is infectious. Get other people involved in decisions and event planning. Once they're involved they'll be excited about what you're doing and want to keep it going.
- **Leave records.**
Provide enough information that the next signator won't have to guess what happened before. Use this binder to do it!

Organization Information

Information for Academic Year 200__ - 200__

Organization Name:

Signator Name:

Phone:

Active Students:

Name

Phone

Faculty/Staff who are interested in this organization:

Name

Phone

Off-Campus Organizations we're involved with:

Organization

Contact Person

Phone
