



Student Experience & Leadership

**PIKES PEAK STATE COLLEGE**

# Inclusivity, Sustainability, & Longevity

Building clubs and organizations  
that are welcoming to all and  
stand the test of time



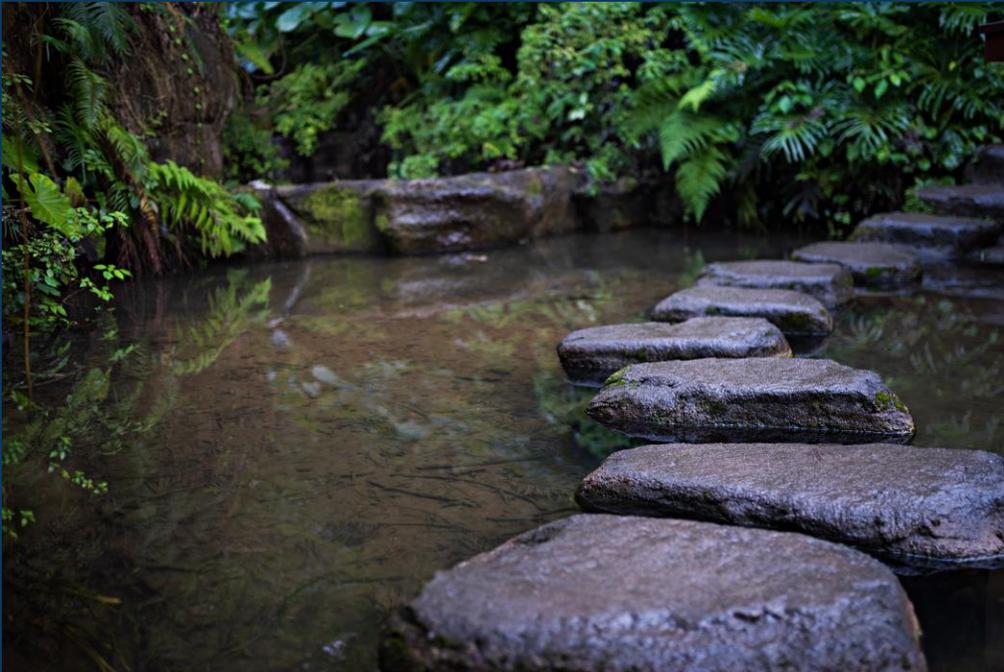
# Inclusivity

- Creating a welcoming environment for students at PPSC
- Addressing when certain members feel uncomfortable/unwelcome
- Collaborating with other clubs and departments to broaden reach



# Inclusivity - *Environment*

- Maintaining a welcoming environment is crucial to member retention and club growth.



- Don't overthink it, create the ideal situation for any first-time student.
- Stay welcoming to anybody with the similar shared interests.
- Aim to foster a sense of belonging and ownership for each individual member (not just officers).



# Inclusivity - *Grievances*

- Addressing member grievances in an equitable manner helps build ownership and generate interest in officer positions for members
  - Expediency shows regular members they are equally prioritized by club leadership
  - Transparency assists in establishing and maintaining confidence in club leadership
  - Equitable and Proportional solutions encourage regular members to speak up when they see a way to improve club operations



# Inclusivity - *Image & Outreach*

- Club Perception, both in the form of branding and the student body's opinion, can impact how successful a club is
  - If you notice some demographics aren't involved in your club then it can be valuable to understand why and identify if the club has been unwelcoming to these groups in the past.
- Collaboration with other Clubs/Orgs and Departments can boost visibility and further mutual goals.
  - Everybody doesn't automatically absorb all of the information in a flyer. Sometimes that extra bit of exposure your club needs is simply being present with information outside of meetings.



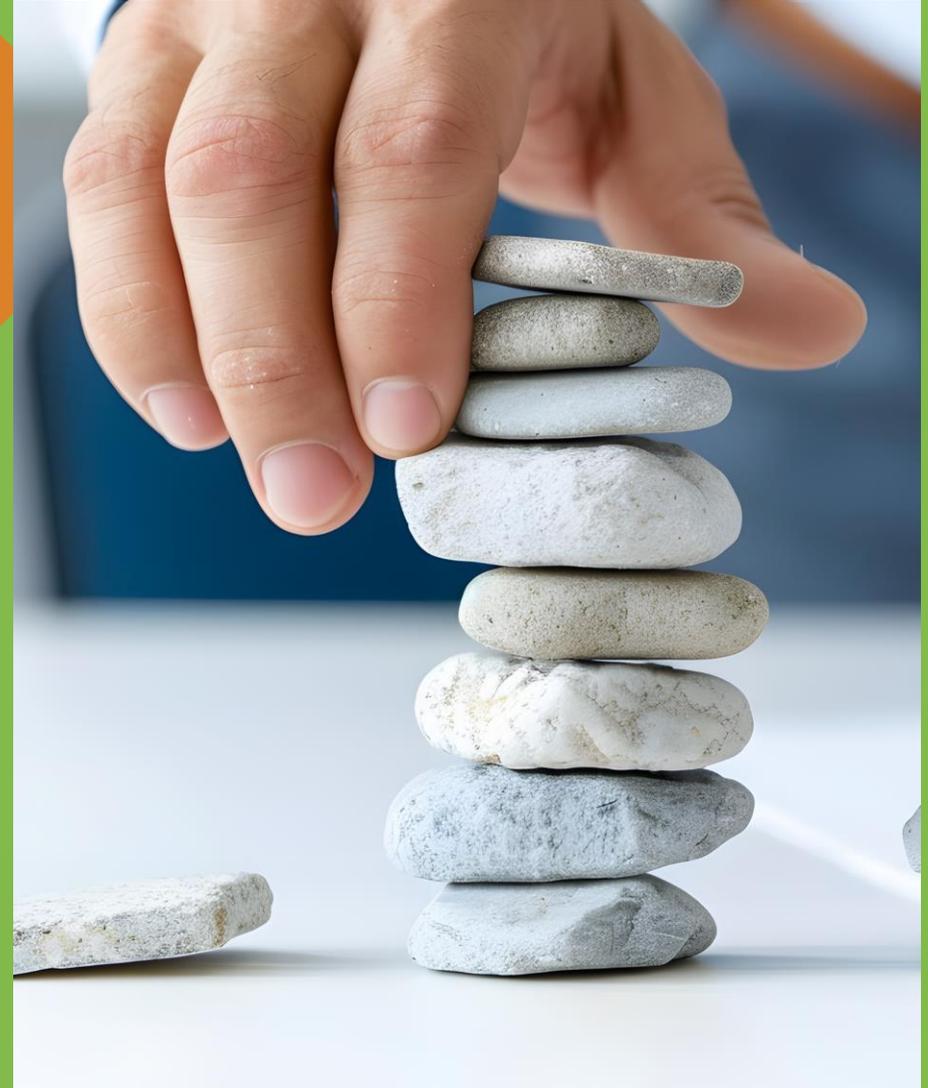
# Sustainability

A hiker with a large black backpack is seen from behind, walking up a rocky mountain trail. The hiker is wearing a dark t-shirt and blue shorts. The background shows a hazy mountain range under a clear sky. The image is overlaid with a yellow arrow pointing right at the top left, and three yellow text boxes containing bullet points. The bottom of the image has a green patterned border.

- *Balancing Officer responsibilities with non-club responsibilities.*
- *Determining the best times for the organization to meet.*
- *Maintaining engagement throughout semesterly breaks*

# Sustainability - *Balancing Officer and Advisor Responsibilities*

- Distribution of responsibilities to multiple roles ensures that the club operates smoothly whenever one officer needs to focus on their schooling.
- Having officers that are trained and expected to take on the roles of missing officers to avoid disrupting club business for regular members.
- Ensuring that the responsibilities being placed on the advisor are proportional to the advisor's capabilities and appropriate for that role.

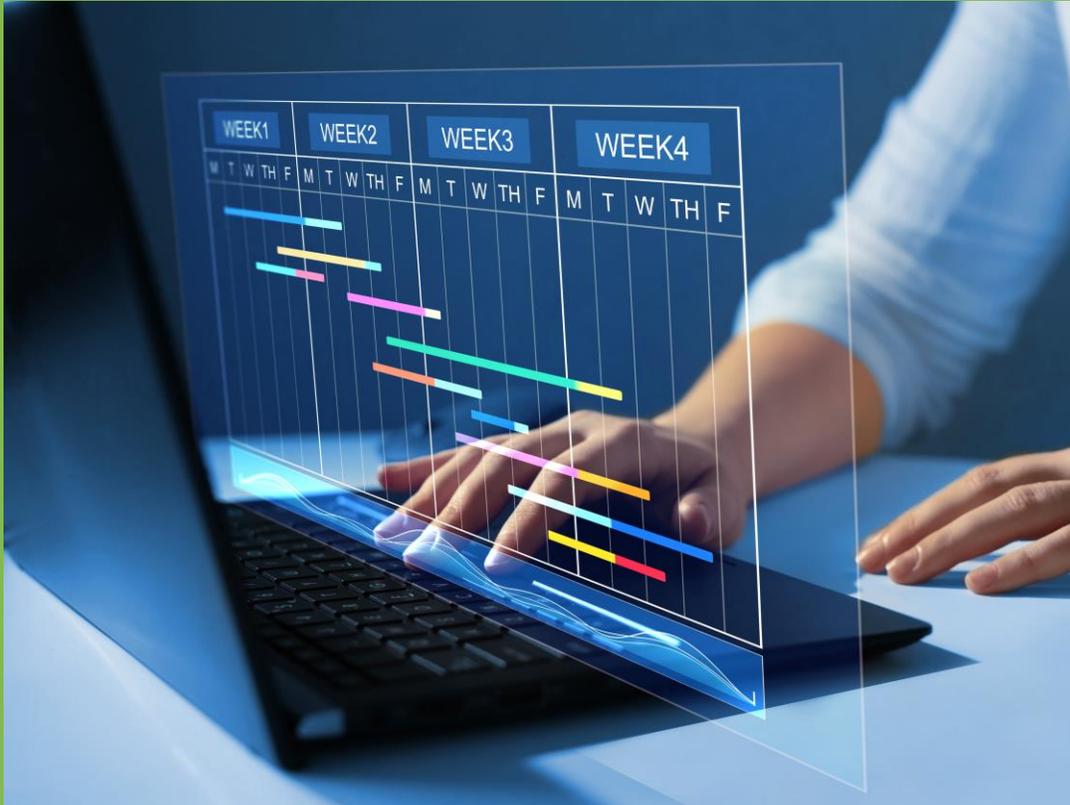


# Sustainability - *Scheduling*

- Needs of Officers and Advisors Change, pick regular meeting times for the school year that are *easy for both to schedule around*.
- Events through the school require three weeks or more lead time. Try to reach consensus and have votes completed two months in advance.
- Different clubs are often associated with different academic interests. Consider scheduling favorably around a degree program's normal class days if it has a lot of overlap.



# Sustainability - *Scheduling*



- [Sharing Calendars with Office 365](#) - Basic overview for managing calendars with your Office 365 account
- [Manage and Automate event invitations and calendar dates with Office 365](#) - More advanced tutorial for automating event notifications
- [Create & Share a group calendar - Google](#) - Creating a group calendar using Google's productivity suite
- [Public Outreach Calender Guide](#) - A high-level overview of how to create a public outreach calendar using any desired methods

# Sustainability -

## *Maintaining Engagement on Breaks*

- Virtual/Hybrid events – Temporarily lower the barrier to join in club activities to encourage participation and recruitment.
- Change the frequency during longer breaks – More free time from school doesn't mean more free time from life. Try a lower frequency for any meetings in general.
- Simplify Your Events – Shifting to simpler events that are easy to schedule around makes break activities less stressful for everyone.
- Back to school newsletter/announcement – To get everybody who didn't participate over break's attention.



# Longevity

- Creating longstanding club traditions to participate in every semester or annually
- Creating popular and well generalized policies/procedures for the club to run in the event of a complete officer changeover
- Establishing continuity between groups of officers and channels of communication for new officers and members when they need advice running/reregistering/reestablishing a club or organization

# Creating Traditions in a Club or Organization

Annual or semesterly activities that are attract both less active members and are open to the entire student body are an excellent way to:

- Forward/accomplish larger club & organizational goals
- Attract prospective new members
- Create a template for current and future officers to follow when the club gets an idea for a similarly sized event



# Creating Traditions in a Club or Organization

## *Some Examples*

- Annual Dinner Outing – If the club concerns culinary arts or a particular culture this is an excellent bonding experience.
- Attending an annual festival – Colorado offers many large-scale events that might align with club interests. This can offer an excellent opportunity for a capstone event.
- Organizing an annual partnered fundraising event – A larger event that partners with outside organizations to further both organizations goals offers space for more challenging to pull-off event ideas.

Example:



# Maintaining an Archive

## General Archive

- Where you collect important information that is relevant to running the club at any time of the school year/semester.

This includes:

- Club/Organization Governing Documents (Constitution, Amendments, Bylaws, etc.)
- Master Copies of Internal Documentation (Budgets Templates, Contact lists, etc.)
- Master Copies of Relevant Documentation regularly submitted to PPSC by officers

## Annual Archive

- Where you collect information relevant to the school year, semester, or club/organization's fiscal year.

This Includes:

- Collected copies of receipts from any club activities that expended club resources
- Minutes from meetings for a particular school year
- Detailed documentation about the effectiveness/success of a specific event

# Maintaining an Archive

## Methods

- An archive can take many forms these days:
  - Cloud-Based File Sharing Platforms, such as OneDrive, DropBox, and friends, enable officers from clubs/orgs that rely on traditional communication to have quick easy access to information.
  - Communication Platforms like Microsoft Teams, Slack, or Discord offer the unique ability to integrate a cloud-based service into the communication hub for the club/organization and can allow Officer teams with scheduling concerns meet more effectively outside of regular meetings.
  - A good old-fashioned binder of hardcopies, while lacking the features of newer productivity tools, is still an excellent way to ensure that all of this information remains accessible in the event of systems failures.

## *Maintaining an Archive*

### *Always have a plan for permissions*

- PPSC will continue to have many associates students even as more bachelors programs roll out. It's important to ensure the advisor has all high-level permissions to documents in the archive.
- Students generally have access to their school credentials six months after graduation. Planning a time shortly after the semester ends is recommended.

## *Maintaining an Archive*

### *Some Resources*

- [A Nonprofit's Guide to OneDrive | Microsoft Community Hub](#) - We recommend this guide for maximizing how useful OneDrive can be to your club/organization as the scope is more in line with smaller organizations.
- [Creating and Managing Digital Archives | LIS Education Network](#) This is a more advanced general resource for managing an archive if you intend to grow your organization or anticipate going through more paperwork than other clubs/organizations