

LEADERSHIP

is a passion for what you do, a clear picture of where you are going, a fluid phenomenon that grows within you, and an emotional expression of what you do. You get it from others, by learning as much as you can and allowing yourself to show your passion. You give it to others by living your vision, sharing that vision with others, being willing to do things—not just say things and leading by example.



FastFacts

Basic Operations & Procedures

Agendas	Budgeting
Constitutions	Elections
Meetings	Minutes

Skills for Leaders

Assertiveness	Communication
Delegation	Ethics
Goal Setting	Recognition

Planning Activities

Co-sponsorship	Fundraising
Group Dynamics	Teambuilding
Planning/Evaluation	Retreats

Beginnings & Challenges

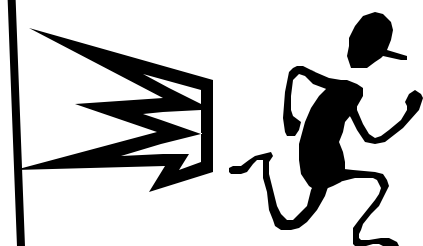
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



FastFacts are brought to you by

OSAL
Office Of Student Activities & Leadership

2122 Webb Center
Norfolk, VA 23529
Phone: (757) 683-3446
Fax: (757) 683-6088
www.odu.edu/studentactivities



FastFacts

Quick Tips
For Developing
Effective Leadership

Budgeting

.....
*Basic Operations
& Procedures*
.....

▶ A budget can be a helpful method for keeping track of the funds that Senate appropriates to your group.

What is a budget?

- A tool for planning and controlling organizational funds
- A formal written guideline describing your organization's future goals in financial terms within a set period of time
- A detailed statement of estimated income and expenses



What can a budget do for my group?

- Help set realistic goals regarding your resources
- Compel organization members to use funds efficiently and appropriately
- Provide accurate information to adjust, analyze, and evaluate programs and activities



Sample



Annual Budget



Income	Anticipated	Actual
Dues	\$1500	<i>Complete this</i>
Fundraisers	\$500	<i>section after</i>
Ticket Sales	\$1000	<i>the budget</i>
Senate funding	\$700	<i>period has</i>
Corporate sponsorship	\$500	<i>elapsed.</i>
Total Income	\$4200	



Expenditures	Anticipated	Actual
Advertising	\$250	<i>Complete this</i>
Equipment Rental	\$500	<i>section after</i>
Refreshments	\$300	<i>the budget</i>
Miscellaneous	\$100	<i>period has</i>
Supplies	\$750	<i>elapsed.</i>
Total Expenditures	\$1950	



Developing a Budget

- Prepare an outline of the organization's planned activities of the current year
- Research your funding, costs, and resources—get price quotes on expenditures
- Negotiate as necessary and work to limit or eliminate less essential costs
- Revise, review, coordinate, cross-reference, and anticipate changes to your budget

Managing the Budget

- Monitor your budget closely
- Keep track of your expenses
- Set up internal controls designed for safeguards and accurate accounting data

See Sharoyn Baker in the OSAL office about any financial issues!