

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

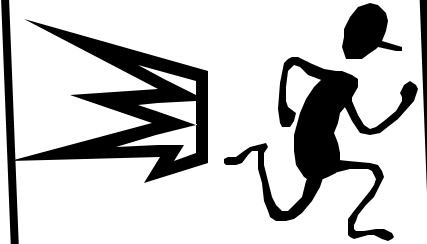
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



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

Fundraising

.....
Planning
Activities
.....

▶ Fill out a Budget Processor Sheet ("Green Sheet") if you will be spending money that has been funded by ODU.

There are four ways to acquire money for your organization's events:

- **SGA Funding**

This process is done at the end of every school year. Any recognized student organization that meets policy guidelines is eligible.

- **SGA Contingency Fund**

The SGA sets aside money to handle emergencies and to program special events. Contact the SGA office for more information

- **Weekend Boredom Buster Fund**

OSAL sets aside money at the beginning of each year to encourage student programming and to provide weekend events at ODU. Contact Nicole Kiger in OSAL for more information.

- **FUNDRAISING!!!!**



Five Steps to Successful Fundraising



1. Have a planning meeting to discuss the activities your group is planning for the coming year. Estimate the costs of these activities and determine how much money needs to be raised.
2. Develop an event calendar and determine the best time to have a fundraising event. Keep the academic calendar as well as the university events calendar in mind!
3. Choose the fundraising event, making sure to abide by university rules & regulations and state/local laws.
4. Plan your publicity campaign, form committees, and delegate tasks. Watch your expenses... you don't want to end up losing money!
5. After the event, evaluate with your group. Go through all your receipts, deposit money as soon as possible, and pay the bills on time. Thank everyone involved in the event. Think about what went well with the event, and what could be done differently. You might even want to consider making it an annual or on-going event!

A Few Fundraising Ideas...

Plays/concerts

Seasonal activities: haunted house, holiday gathering, valentines, etc.

T-shirt, Pin, or Sticker sales

Talent show

Flower sale

Singing telegrams

Finals care packages

Car wash

Garage sale

Balloon-o-grams

Marathon—dance, run, walk, sing, etc.

Can, bottle or

newspaper collection

Merchant donations

Alumni donations

Casino party

Benefit dance

Work at concession stands at games

Guess how many jelly beans/buttons/beads are in a jar

Banquet

Reunion for alumni

Tournament—video game, pool, etc.

Be creative...come up with your own!

***** Be sure to check with *****

OSAL before selling anything!

