

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.



Fast Facts

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

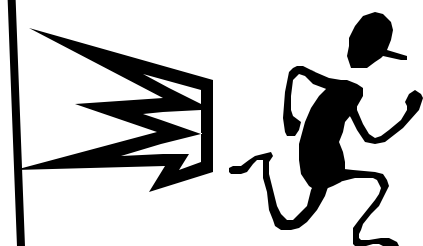
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



Fast Facts are brought to you by

OSAL
Office Of Student Activities & Leadership

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www.odu.edu/studentactivities



Fast Facts

Quick Tips
For Developing
Effective Leadership

Starting a Group

.....
*Beginnings &
Challenges*
.....

▶ New groups usually begin with an idea from one student or a small group.



QUESTIONS TO ASK
BEFORE BEGINNING
A NEW GROUP

- Are you committed to the idea of starting a new group?
- Is there an existing club or organization that is similar that you could join instead of forming a new organization?
- What role will your organization play on campus and/or in the community?

Now, organize an interest meeting to see if other ODU students share your idea...

You need the names and SSN's of at least 10 currently enrolled ODU students in order for your new organization to be given provisional status with OSAL.



***Process for
New Group
Recognition***



Fill out an application for Recognition of a New Student Organization in OSAL. You must have the SSN's and signatures of ten ODU students.



Once your application has been reviewed, you will receive a letter advising you either of approval or the reasons(s) why you were denied. If you are approved for provisional status, that status will last for 90 days, during which time your organization would need to fulfill any incomplete requirements.



Write a constitution. The purpose of this is to provide your organization with a basic framework for operations, structures, elections, officers, etc.



Your application must be submitted to Student Senate for review. The Organizational Affairs Committee will make a recommendation to the entire Senate as to whether or not your group should be granted recognition, then the Finance and Policy Committee will decide if you will receive funding and how much you will receive.

REMEMBER...

- In order to remain recognized, your group will have to re-register every fall. *You will NOT have to go through the entire registration process every year.*
- You are required to update your organization rosters *online* every semester or whenever there is a change of officers. New members are added and members that are no longer active are removed.
- The information provided on your registration forms (such as names, addresses, emails, and phone numbers of officers) will be made available to other organizations, offices, and students wishing to contact you. *If you wish for any of this information to remain private, contact the secretary or an OSAL staff member.*