

## How to Virtually Manage Your Student Club/Organization

Now that Creighton has transitioned to online learning for the rest of the semester, the following guide was created to assist you in the virtual management of your student club/organization. If you have additional questions, please contact Molly Salisbury at [mollysalisbury@creighton.edu](mailto:mollysalisbury@creighton.edu).

### Using CU Involved

While we are no longer on campus and using campus spaces, the Student Leadership and Involvement Center is still interested in how your club is functioning at this time. Please use CU Involved to submit the virtual events/meetings that your club/organization is conducting. Events can be submitted by using the following [directions](#).

On the first page of the event submission you can add an Online Location – which will prompt you to include the details on how people will access your event virtually.

As you continue through the event submission, you will also select “online/virtual programming” which will take you directly to the additional questions the SLIC would like to know regarding your event submission.

### Meetings

We strongly encourage you to think through ways that your organization can continue to hold meetings, either for your general body, your exec board, or for special groups and committees. Below are some tips and resources for continuing meetings in a virtual format (resource adapted from [here](#)):

- **Don't over invite.** Remote meetings plummet in quality as size increases; they can be recorded and heard at twice the speed. Let non-essential members off the hook and share the recording. BUT... avoid making them feel excluded; give them the option to attend future meetings.
- **Sharpen the agenda.** Organize the agenda as a set of questions. It creates focus, provides a better sense of who really needs to be there as well as the meeting's success.
- **Active facilitation is key.** Meeting leaders must draw virtual attendees in and keep a tally to be sure all are contributing. Avoid asking, “Any comments?” Instead, call on people individually.
- **Silence does not equal understanding or agreement.** There are some great apps available that allow participants to vote in real time to help facilitators gauge consensus. While it may seem unorthodox, don't encourage participants to mute their phones. Have all users minimize distractions in their physical space and become active participants to increase engagement.
- **If possible, use video.** Video helps create a feeling of “presence” so attendees are actively engaged.
- **Have everyone identify themselves prior to speaking.** Again, this creates presence.
- **Establish some norms about what makes a good remote meeting.** Get expectations out there, such as, keep contributions to no more than 60 seconds so everyone has a chance to speak.
- **Have instant messenger or chat room technology in place.** This way folks can notify you during the meeting if they need to speak or ask for something to be repeated.
- **End meetings well.** Leave a few minutes to spare to clarify takeaways. Identify the directly responsible person for each action item, so no one leaves wondering what was accomplished.
- **Ask people how the meetings are going.** Send a quick survey periodically; ask what is going well, not so well and ideas for improvement. Take the challenge to make your remote meetings different and worth the time invested.

### Connect with voice, video and chat

The following are tools that you might find useful in assisting with moving organizational operations online.

- [Zoom](#) – Zoom is now available to all students, faculty and staff at <https://creighton.zoom.us/>. Log in with your NetID ([netid@creighton.edu](mailto:netid@creighton.edu)) and Blue password and you can begin using it today!
- [Google Hangout/Meet](#) – a service hosted by Google
- Microsoft Office 365 [Teams/Groups](#)
- Create a [listserv](#) to communicate with your group (please note DoIT's highest priority right now is classroom management, so this might not get created immediately)

### ***Team Bonding & Engagement***

- Instagram Takeovers - Assign an officer or member a day of the week to take over the org's account and re-cap "a day in the life of \_\_\_\_"
- Tik Tok - Make a fun video and challenge other orgs to do the same.
- General Q&A - Use social media to allow others to learn more about your organization and how to get/stay involved.
- Story Telling - Share pictures and videos letting others know what you did and accomplished this past year. Share stories of your officers, members, and advisor(s).
- Virtual Ice Breakers – ideas could be found [here](#)
- Conduct a Virtual Examen with your group, as inspired by the Division of Mission and Ministry [here](#)

### ***End of Year Celebrations***

- Celebrate your members who are graduating by posting about them on social media
- Host a virtual "ceremony" to honor them – similar to what you might have done in person
  - Consider "live streaming" on social media so others can tune in
- Mail any recognition items you would have handed out in person
- Create a video/Tik Tok/infographic to recap your club's accomplishments from this year
  - [Canva](#) is an online resource that could be helpful in creating this

### ***Plan Ahead***

- This is a great time to plan ahead for your Fall 2020 schedule
- Centralized Reservations is accepting reservations through [25Live](#) for events happening after April 30, consider putting in your reservations now!
  - As a reminder, **all** events must also be [submitted on CU Involved](#) prior to being put into 25 Live

### ***Elections***

- Set up a virtual election on your club's CU Involved site. Information on how to conduct that can be found [here](#)
- OR, use a [BlueQ survey](#) to conduct elections

### ***Recruiting New Executive Members***

- Create a video or presentation showcasing a different position each day on social media from the outgoing officer to give a brief overview of their role, their favorite part of what they've done, and why someone should apply
- Consider "tapping" a few people for your position that you think would succeed well and writing them a nice email or asking them to set up a virtual meeting to discuss why they would be a good fit.
- Set up a virtual informational session to have people who are interested jump in and ask questions
- Create a survey to seek to understand who might be interested
- Bring it up in a club meeting to see who is interested
- Have members nominate others for roles and then see if they are interested
- Create a document that has each role and their responsibilities – share with the group and then ask for folks to respond if they are interested in any of them

## Officer Transitions

If your organization transitions to new officers before the fall semester, think about how the organization can facilitate a successful transition virtually. Below are some tips and resources for making that transition:

- Refer to the [Transitions](#) Leadership Exchange video for some helpful hints
- Outgoing and new officers meet from afar with web-based video conferencing and online chat platforms such as Zoom, Microsoft Office 365, Google Hangouts, Google Chats, and more.
- Share transition materials and documents through CU Involved, Microsoft Office 365, or Google Drive.
- Remind the new officer of any planning that typically happens during the summer. Share a list of important dates with the new officer including: Student Organizations Showcase, funding timelines, and more.

## Annual Registration

Annual Registration for clubs and organizations will open on April 1. **ALL** clubs and organizations are expected to register annually. Re-registration will happen via your CU Involved page and is due **May 15, 2020**. For more information, see the [How to Re-Register Guide](#).

## Wellness Resources for Members

In this time of stress and uncertainty. We recognize that it might be helpful to have some wellness resources readily available to you or your members.

- [Caring for Caregivers: Tips for Taking Care of Yourself from the CDC](#)
- [Managing Stress and Anxiety: Steps to Self Care from JED Campus](#)
- [Mindfulness Exercises from Student Counseling Services](#)

Other resources can be found here on the [Creighton Mind, Body, and Spirit Website](#).