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Welcome, Muir Student Leader!

You have embarked on a journey that will put your leadership skills to the test! Do not fret, for this Muir Student Organization Handbook serves as an introductory manual to your leadership position in Muir. This booklet contains general, yet valuable information that a Muir Organization Head can use to run an effective and successful Muir Organization. However, the best way to learn more about your position is through active learning and experience.
## Muir College Student Organizations

### Councils
- Muir College Council (MCC)
- Muir Resident’s Council (MRC)
- Muir College Commuter Council (M3C)

### Media Organizations
- Muir Quarterly (MQ)
- Muir Movie

### Performing Arts Clubs
- FOOSH
- Muir Musical Ensemble
- School of Arts Revolution at Muir (SOAR)

### Programming Organizations
- Muir Organizing Board (MOB)
- Tribe of Muir Transfers (TMT)
- Weekends at Muir (WAM)

### Special Interest Clubs
- Muir Environmental Corps (MEC)
- Muir Eventual Doctors (MED)
- Muir Art Club (MAC)
- Yo-Yo Muir
- Students Taking Initiative to Crochet Hats (STITCH)
- Judicial Board (J-Board)
- Muir Volunteer Program (MVP)
- Muir Croquet Team (MCT)
- Gourmet Muir

### Advisor
- Patty Mahaffey & John Weng
- Hathiya Chea
- Ann Hawthorne
- John Weng
- Ann Hawthorne
- Justin Glover
- Patty Mahaffey
- Ann Hawthorne
- John Weng
- Hathiya Chea
- John Weng
- Ann Hawthorne
- John Weng
- Justin Glover
- Justin Glover
# Muir Infrastructural Items

<table>
<thead>
<tr>
<th>Items</th>
<th>Check-out Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flood Lights (3)</td>
<td>Muir Student Affairs Office at <a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a></td>
</tr>
<tr>
<td>Sandwich Boards (3)</td>
<td>Muir Student Affairs Office at <a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a></td>
</tr>
<tr>
<td>Coolers</td>
<td>Muir Residence Life Office (Contact in person)</td>
</tr>
<tr>
<td>BBQ Grills</td>
<td>Contact Justin Glover at <a href="mailto:jdglover@ucsd.edu">jdglover@ucsd.edu</a></td>
</tr>
<tr>
<td>Projector</td>
<td>Muir Student Affairs Office at <a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a></td>
</tr>
<tr>
<td>Table &amp; Chairs</td>
<td>Muir Student Affairs Office at <a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a></td>
</tr>
<tr>
<td>Speakers-Microphone</td>
<td>Contact the A.V. HA’s at <a href="mailto:jmc.av.team@gmail.com">jmc.av.team@gmail.com</a></td>
</tr>
<tr>
<td>Portable Canopy</td>
<td>Contact Muir Volunteer Program at <a href="mailto:muirvolunteer@gmail.com">muirvolunteer@gmail.com</a></td>
</tr>
<tr>
<td>Camera</td>
<td>Muir Student Affairs Office at <a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a></td>
</tr>
<tr>
<td>Student Org Lockers</td>
<td>Muir Student Affairs Office at <a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a></td>
</tr>
</tbody>
</table>
## Available Spaces

### Within John Muir College (Reservation)

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Dome Lounge</td>
<td>Student Affairs (<a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a>)</td>
</tr>
<tr>
<td>Mariposa Room</td>
<td>Student Affairs (<a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a>)</td>
</tr>
<tr>
<td>Sequoia Room</td>
<td>Student Affairs (<a href="mailto:mdeansoffice@ucsd.edu">mdeansoffice@ucsd.edu</a>)</td>
</tr>
<tr>
<td>Middle of Muir (M.O.M.)</td>
<td>College Center (<a href="mailto:jdglover@ucsd.edu">jdglover@ucsd.edu</a>)</td>
</tr>
<tr>
<td>Muir Quad (In Front of M.O.M.)</td>
<td>College Center (<a href="mailto:jdglover@ucsd.edu">jdglover@ucsd.edu</a>)</td>
</tr>
<tr>
<td>Glacier Point</td>
<td>College Center (<a href="mailto:jdglover@ucsd.edu">jdglover@ucsd.edu</a>)</td>
</tr>
<tr>
<td>Tioga Conference Room (11th Floor Tioga)</td>
<td>Muir Residential Life (<a href="mailto:muirreslife@ucsd.edu">muirreslife@ucsd.edu</a>)</td>
</tr>
<tr>
<td>In Front of Pines</td>
<td>Muir Provost Office (<a href="mailto:j1villegas@ucsd.edu">j1villegas@ucsd.edu</a>)</td>
</tr>
</tbody>
</table>

### Campus-Wide (Reservation)

For Campus-Wide spaces, please consult this website below.

https://students.ucsd.edu/student-life/involvement/organizations/events/reserve-space.html

### Free-Use Spaces (For small groups only: ~ 6 members)

- Hi-Thai (Study Area)
- Middle of Muir (M.O.M.)
- Price Center
- Price Center Ballroom Lobby
- Tables in front of Pines
- Green Table
- Public Outdoor Areas (Grass areas, lawns, etc.)
Muir Organization Head Responsibilities

**Be Accountable**
Accountability is defined as your willing acceptance of the responsibilities inherent in the position to serve the well-being of the organization; the implicit or explicit expectation that you may be called on to explain your beliefs, decisions, commitments, or actions to other.

**Have a Vision**
Your members need to know what they are working toward. Your job as a leader is to work with your members to set measurable goals with achievable milestones along the way. Your organization members should know your vision for the group as a whole and for them as individuals.

**Be a Good Listener**
Good leaders are attentive to all issues. They pay attention to their intuition, and they also pay close attention to what is not being said. It requires a good understanding of people, and it also means being secure enough to ask for honest communication from others. To be an effective leader, you need to let others tell you what you need to hear, not necessarily what you want to hear.

**Give Feedback Regularly**
A leader shares recognition and power by tapping the capabilities of all members and routinely providing constructive feedback and praise. In an environment of trust, strength lies in diversity of opinions and beliefs. It is important to provide both positive and negative feedback.

**Use Teamwork**
An effective leader usually does not, and should not, work alone. You should communicate with your members, as well as show them how to work well with each other. All members should be encouraged to participate in the group. Through teamwork, a good leader should lead by example, and inspire others to lead.

**Delegate Tasks**
A good leader cannot do the job of several people. A leader who tries to control everything will get bogged down by minor details. This behavior also displays a lack of confidence in others. People need to feel valued and given responsibility. You need to be able to delegate to the right people and intervene only at critical moments.

**Be Adaptive and Resourceful**
Leaders should provide required training and assure that members are prepared for their jobs and responsibilities. You should encourage collective intelligence and working with others, and breakdown any perceived walls within your organization. Leaders should also develop decision making skills, and strengthen critical and creative thinking, especially during a crisis.
Organization Head Responsibilities (Cont.)

Things an Muir Organization Head Should Do (In Practice):

1. **Talk to your Advisor**
   Remember, your Advisor is a mentor who can help your plans and programming become a reality! Your Advisor can help you prepare your budget, acquire needed resources, and contribute suggestions and ideas. Meet with your Advisor frequently to keep him or her updated on your organization!

2. **Stay Organized**
   Try your best to stay organized. A well organized organization lets its members feel more confident about putting their time and effort into it. If you need help getting organized, take a look at the KEEPING ORGANIZED page or talk to you advisor about organization methods.

3. **Practice and Become Comfortable Delegating Tasks**
   As much as we hate to admit it, organization heads cannot do everything alone! Delegating tasks not only helps lessen your workload, but when done with the right mindset, delegation also engages your members and validates their contributions to the organization. Diversifying responsibilities prepare your members for more demanding roles and teaches them valuable skills for your organization.

4. **Reach out to the Muir Community**
   Advertise your events to all Muir students! The more attendees you have, the more impact your event will have. Feel free to reach out to other Muir students for assistance, or to student leaders for suggestions and input. All organizations are invited to help the Muir community grow by participating in Triton Day, Welcome Week, John Muir Week, and many other Muir events. Plan your events near Muir to engage the community. Advertise to Muir students at I-House and at the Village! You can use Muirwords, social media, posters, flyers, or word-of-mouth.

5. **Keep notes and evaluations of your events**
   Not all events are perfect, but evaluations and notes about the event help future event planners understand what should be improved or changed for the next program. Furthermore, notes and evaluations help you or other officers consider hosting the event again. Establishing events as traditional events at Muir help MCC see the importance of providing support to the organization and the event.

6. **Meet Other Muir Organization Heads**
   Mingle and network with other Muir organization heads! Sometimes, many Muir organizations have infrastructure or event ideas that your organization might need! As always, there is always an opportunity for collaboration on programming and event planning. Working with other Muir organizations may also increase the potential of your event; that can range from more volunteers, more funding, or more advertising.

7. **Use the Muir-Org-Head Listserv**
   The Ambassadors maintain a Muir-Org-Head listserv to facilitate communication between Council ambassadors and other Muir organization heads. Watch for important announcements affecting your organization and e-mails requesting your opinions. If you want to make an announcement over the listserv or request help from other Muir Org Heads, do not hesitate to contact the listserv at muir-org-head-l@ucsd.edu. Feel free to use this to assist you in reaching out to other Muir organization heads like mentioned in number 6!

8. **Use this booklet**
   This handbook was created to assist you in running your Muir organization! Utilize the resources described in this booklet assist you in improving your organization in a variety of different ways.
# How to Run an Effective Meeting

1. **Prepare an agenda!** Know what you would like to discuss in the meeting. Sharing your agenda with your members will help them follow the order of business.

2. **Plan an icebreaker** or a quick, small activity at the beginning to engage members for the meeting, especially with new attendees. Having new attendees be comfortable with the group help them bond better with the organization and with other members.

3. **Track attendance** Knowing who attends your meeting regularly not only help you see which members are committed to the organization, but also help you decide which members need more encouragement.

4. **Record and distribute minutes** This helps keep members accountable. Members can check the minutes to reference what was discussed or decided.

5. **Find a proper meeting space** MOM and Muir Woods have a better ambiance for small groups of three or four. If your meeting is large enough, reserve a conference room or larger a meeting location. Simple snacks and refreshment are also great way to make meetings more enjoyable.

6. **Delegate tasks** If some discussions last too long, committees can be formed reserve more time of the general meeting to other issues. Moreover, you can also delegate the solving of the issue to volunteers to keep them involved the organization.

7. **Engage everyone in the discussion** A well-represented diversity of opinion maintains a healthy discussion. Minority opinion should not be ignored! Engaging members help them feel comfortable to voice their opinions, and help them connect to the organization.

8. **Review deadlines and tasks** Ensure all delegated tasks are carried out and all deadlines are met. Give officers and members opportunities to present reports or updates of their assignments.

9. **Facilitate discussion** Guide the discussion forward. Keep off-topic discussion to a minimum. Make sure people are contributing to the discussion constructively. Use body language, hand motions, facial expressions, eye movement, visual aids, audio clips, digital presentations, and other tools to improve communication and group dynamic.

10. **Summarize the main points** Frequently, debates move in a circle without advancing the discussion. In such situation, it is helpful to summarize the main points and ask for new inputs to minimize repetitive speeches. At the end of the meeting, a summary of what was decided helps refresh everyone’s memory.
## Keeping Organized

<table>
<thead>
<tr>
<th>Physical Organization (Paper)</th>
<th>Digital Organization (Online/Digital Files)</th>
</tr>
</thead>
<tbody>
<tr>
<td>When choosing to keep organized through physical means, here are some things to keep in mind:</td>
<td>When choosing to keep organized through digital means, here are some things to keep in mind:</td>
</tr>
</tbody>
</table>
| - Where will the paper copies be stored?  
  + Binders and filing folders are good places to keep papers organized and available | - What platform will you be using to keep organized?  
  + Microsoft Office is a very common software, but other software can be found online  
  + Online platforms (Google Drive, Dropbox, etc.) have become more popular thanks to their accessibility |
| - How will other org members have access to these papers?  
  + You can choose a public place (org lockers) to store your papers or you can give each relevant member a copy of the information | - How will you keep your files accessible to other members?  
  + Emailing documents to other members allows them to keep their own records  
  + Using a shared account for online resources will allow members access at their own convenience (i.e. One main Google account for an organization) |
| - Will the physical copies be a good resource for those who have them?  
  + Sheets with information (sign-ins, ideas, etc.) would be good things to keep  
  + Sheets such as old flyers, illegible notes, etc. may only be valuable to certain members of your organization | - Using categorization/folders so files are easier to locate  
  + Creating folders for documents will help members find certain documents easier (i.e. Folder for “Camping Trip” includes all documents regarding that event) |
| - Be sure to keep accurate records of important documents  
  + Important documents such as waivers, budgets, receipts and etc. should be kept in safe places  
  + Scanning or photocopying these types of important documents are highly recommended in case of emergency | - Mixing physical and digital organization is not a bad thing  
  + When access to a computer isn’t reasonable, paper copies are always a good go-to  
  + Scanning paper copies also allows for more comprehensive digital organization (Scanning waivers, sign-in sheets, sign-up sheets, etc.) |
The Art of Advertising

Advertising is one of those things that can never be perfected. With limited budgets, impacted schedules, and lack of human capital, advertising can be a struggle. Although frustrating, advertising is the best way to engage the Muir community and encourage students to attend your events. The more Muir students at your event, the larger the impact that your event has on John Muir College and the community as a whole. Below are some tips and facts to keep in mind when advertising:

**Getting Started**
- Posters can be made by checking out poster paper, markers, and the poster making table from the Middle of Muir
- Photocopies (only black and white) can be made by checking out the copy card from the Student Affairs Office (HSS 2126)
- Social media (Facebook, Instagram, etc.) is a good method to reach a lot of students quickly
  + Make sure to ask members and friends to share the event as much as possible!

**Style and Design**
- Color is something to consider when making flyers
  + The Student Affairs Office back room has a variety of colored paper options to choose from
  + An alternative to color paper is to use color on white flyers (more costly, but effective)
- When advertising or creating flyers, make sure to include key information such as WHAT, WHEN, and WHY, somewhere visible
- Being students, you all know what would get you to attend events; use that information to encourage students to attend your events! (i.e. Free food, networking, giveaways, etc.)

**Keeping Your Focus in Mind**
- When placing posters and posters or when sharing an event, try to consider what audience you are targeting
  + Some examples: When targeting transfer students, advertise at the Village or I-House or share to certain groups on social media
  + Muir College Posting Policy will be page 10 and 11 of this handbook
- Where advertising is placed is a key component to the effectiveness of the poster/flyer
  + Residence halls, apartments, M.O.M., the Student Affairs Office, etc. are all high-traffic areas, meaning more student will see your posters/flyers!

The last thing to keep in mind is that advertising is an art, it can’t be perfected and you shouldn’t be discouraged if an event doesn’t have a great turnout. Continue practicing and it can only get easier.
## John Muir College Posting Policy

Only publicity materials for University-affiliated and/or sponsored programs, events and opportunities may be posted on Muir College property.

All advertisements must include:
1. Nature of the event
2. Sponsoring group
3. Event date, time and location
4. Contact information

_Programs/events sponsored by Muir College will be given priority and take precedence over other program/events._

Only blue painter’s tape may be used to post advertisements
Flyers 8½ inches x 11 inches or smaller
Posters = 11 inches x 17 inches
Banners = 3 feet x 5 feet

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>PERMISSIBLE POSTING TYPES</th>
<th>APPROVAL REQUIRED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulletin Boards inside Muir Advising &amp; Student Affairs Hallway (HSS Building) (A)</td>
<td>Flyers</td>
<td>Muir Student Affairs &amp; Muir Academic Advising (HSS 2126)</td>
</tr>
<tr>
<td>Pedestrian Bridge between AP&amp;M and Biology Buildings (B)</td>
<td>Posters (1 per org/candidate)</td>
<td>Muir Student Affairs (HSS 2126)</td>
</tr>
<tr>
<td>Kiosks (do not post on glass): 1. Between AP&amp;M and Biology Building (C) 2. Outside of Ledden Auditorium (D) 3. Outside of College Center (E) 4. Between Tenaya and lower Muir parking lot (F) 5. West side of Mandeville Center next to the University Art Collection (G)</td>
<td>Flyers NO POSTING ALLOWED Flyers &amp; Posters Flyers &amp; Posters</td>
<td>Muir Student Affairs (HSS 2126) Director of the College Center No Approval Needed</td>
</tr>
<tr>
<td>Framed Posting Areas: 1. Alcove next to Glacier Point/across from MOM (G) 2. Framed Stairwell walls next to and across from Roots (H) 3. West side of Glacier Point facing Tioga Hall (I &amp; J) 4. North side of Glacier Point facing Tenaya Hall (K)</td>
<td>Flyers &amp; Posters</td>
<td>No Approval Needed</td>
</tr>
<tr>
<td>Stairwell walls below Pines/next to Roots</td>
<td>Flyers &amp; Posters</td>
<td>No Approval Needed</td>
</tr>
<tr>
<td>Muir College Center/Middle of Muir (MOM): 1. MOM Desk 2. Outside Windows 3. Digital Sign</td>
<td>Flyers Posters *Limited to preapproved special events Digital Flyer *Priority given to Muir events &amp; programs: <a href="http://muir.ucsd.edu/collegecenter/digital-sign.html">http://muir.ucsd.edu/collegecenter/digital-sign.html</a></td>
<td>Director of College Center Coordinator of Student Activities</td>
</tr>
<tr>
<td>H&amp;SS Cement Columns</td>
<td>POSTING IS NOT PERMITTED</td>
<td>Posting is not permitted</td>
</tr>
</tbody>
</table>
General Posting Information
- Advertisements may not be placed on cement pillars, trees or sidewalks.
- Postings must be removed within 48 hours following the publicized event, or within seven (7) days of posting. It is the responsibility of the sponsoring group/organization to remove postings.
- The John Muir College staff reserves the right to remove any advertisements not in alignment with the College’s and/or University’s outlined posting policies and UC San Diego’s Principles of Community; including those deemed inappropriate or offensive.

Chalking
Please refer to the UCSD Policy and Procedures Manual Section 510-1, IX and XII for regulations regarding the use of chalking as a form of publicity. Chalking is only allowed on sidewalks of the university grounds that are exposed to weather elements and not covered by a roof or overhang. Chalking on other surfaces is prohibited.

Compliance
If an individual/group fails to comply with the College’s posting policies, their flyers/posters will be removed and their posting privileges may be affected.

Failure to adhere to the posting policy may result in any or all of the following actions:
- Removal and disposal of postings
- Violations by UC San Diego student organizations may be reported to the Center for Student Involvement
- Suspension of posting privileges for a defined period of time
- Disciplinary action for individual(s) or student organization(s)

Please contact the Muir College Student Affairs Office with any questions you may have regarding the College’s posting policies: mdeansoffice@ucsd.edu or (858) 534-3587.
Reimbursement and Purchasing

**Procedure**

Consult with your Advisor on items needed to be reimbursed.

Obtain approval from your Advisor before purchase.

Purchase items (with the Advisor if appropriate) and keep ALL receipts (must be itemized).

Have attendees sign Event Sign-In Sheet if applicable.

Fill out Activities Reimbursement Form, and attach all itemized receipts, Sign-In Sheet, and Event Evaluation Form.

Submit all papers to your Advisor within 72 hours of the event.

**Things to Keep in Mind:**

- All receipts must be clean, itemized, and clear. Your credit card statement will not be accepted in place of an itemized receipt.

- No personal items will be reimbursed. All special offers and advertisements should be removed from the receipt.

- If you collect any money, it must be given to your Advisor the same day. Consult with your Advisor on proper procedures.

- Items from UC vendors (Bookstore, Outback Adventures, Imprints, Parking Services, MOM, etc) should be recharged; consult with your Advisor prior to purchase to obtain your Recharge number.

- Consult with your advisor before purchasing clothing or booking performers.

- Obtain approval from your Advisor before using organizational funds to purchase food for the meeting, 5-5-7, and BBQ.

- Items on the Internet must be purchased by your Advisor.

- All items must be shipped to your Advisor unless further instruction is provided.

- When you obtain funds from other sources other than MCC, alert your Advisor and the Business Office immediately!

- If you are unsure about anything, consult with your Advisor!
**Funding From MCC**

There are two main methods of acquiring funds from MCC: general budget and allocation request. Both methods are used frequently to provide financial support to Muir organizations.

### General Budget

*Muir organizations have an opportunity to submit a detailed budget request for their organization for the following academic year. The proposal includes liens (money designated to a specific event), infrastructure (money designated to equipments or instruments for Muir organizations and college), and lump sum (an organization’s budget to cover all other expenditures).*

- **Muir College Council calls** for budget requests after Spring Quarter Week 5.
- **Prepare** the budget request, detailed into the three categories: lump sum, liens, and infrastructure.
- **Consult** with your respective MCC Ambassador for any additional instructions or announcement.
- **Finalize** your budget request with your advisor.
- **Submit** your budget request to Muir College Council by the deadline.
- Muir Financial Advisory Board will **review** the budget request, and Council will **vote** on it.
- Your MCC Ambassador will **inform** you of the approved budget.

### Allocation Request

*Other funding requests can be initiated any time during the academic year for programming, budget support, infrastructure, or general needs. An itemized budget would be presented to Muir College Council by a representative from the organization, followed by questioning and discussion, and a conclusive Council vote. The procedure to release liens held by Muir College Council is similar. Consult with your Ambassador for proper Council procedures.*

- **Consult** with your advisor on whether allocation request is needed.
- **Inform** your respective MCC Ambassador about your allocation request.
- **Create** an itemized budget including explanation of the event, event time and location, approximate cost for each item.
- **Finalize** your allocation request with your respective MCC Ambassador.
- **Present** your allocation request at a Council meeting, followed by questions and discussion.
- Council will **review** and **vote** on the allocation request.