WISHMAKERS ON CAMPUS SET-UP PACKET

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WISHMAKERS ON CAMPUS® SET-UP CHECKLIST

1. Select a few interested friends. You will need a board of officers to run the club.

2. Set-up an appointment with your school’s activities director. You need to find out the school’s/district’s policy on outside clubs (e.g. can you conduct fundraisers on campus)

3. All clubs must have a faculty advisor. You will need to find one to support you.

4. You must develop a “Club Constitution” to submit to your schools’ ASB and activities director for club approval.

5. Plan your strategy for a membership drive.

6. Establish how much your club will charge for dues (if applicable)

7. Ask administrative office how you will handle the deposit of the funds you raise and how to go about getting checks issued for expenses and school year-end disbursement to the Make-A-Wish Foundation® San Diego.

8. Ask your local Make-A-Wish Chapter if you need help!

Make-A-Wish San Diego Point of Contact:
Heather Ginsky
Phone: (619) 279-5215
Fax: (858) 707-9480
Email: hginsky@wishsandiego.org
Address: 2440 Hotel Circle North, Suite 200
San Diego, CA 92108

GOOD LUCK!
CLUBS AND SOCIETIES ADVISOR AGREEMENT FORM

To be considered for official recognition, every student club or society must have a full-time faculty/staff advisor.

Advisor Name: ____________________________

Department: ___________________________ Phone: ___________________________

Title: ___________________________ □ Staff or □ Faculty

As an advisor for ___________________________(club/society name)

I agree to assume a counseling, informational and participatory role in relation to the organization by:

1. Assisting the organization in identifying its yearly goals and aiding in the clarification of member and officer responsibilities within the group.
2. Reviewing event forms and either denying or giving approval for all of the organization’s off-campus and campus-wide events.
3. Attending a minimum of 2 events or meetings of the organization each semester, as well as staying informed of all plans of action.
4. Scheduling specific times during the year in which organization members may consult with you.
5. Reviewing and signing all financial documents for any single expenditure of the organization’s purchases.
6. Serving as a resource person to help in resolving problems confronting the group.
7. Assisting in the transition between incoming and outgoing officers.
9. If the advisor does not adhere to the aforementioned and/or the policies of Make-A-Wish, he or she risks immediate removal from the role of advisor.

I understand that I must inform the ASB Director of Student Relations immediately and in writing if, for any reason, I am unable to continue with my advising responsibilities.

_________________________________________  _______________________
Signature Date
BOARD MEMBER DESCRIPTIONS

**President**
- Be responsible and in control if all events – This does not mean that you must run and organize every event but that you should know what is going on within you’re club.
- Contact Make-A-Wish Foundation® – You are the main link between your club and the Make-A-Wish Foundation, therefore you are responsible for keeping Heather Ginsky updated on the status of the club.
- Attend ICC and other pertinent meeting on your campus – It is important to make sure your club has a good working relationship with your school to better enhance your clubs effectiveness and reputation.
- Run meetings – You need to make sure that all meetings are thoroughly planned, organized and publicized.
- Recognition – Having happy club members is the best way to get and keep their interest, and run a successful club so it is key to make sure that their work doesn’t go unnoticed.
- Train the president elect – For training a president elect, the duties and responsibilities of leading a club is one of the most important things you can do to guarantee the continued success of the club for the future.

**Vice-President/President Elect**
- Help with setting up and running events – To make sure that you know how to successfully run the club next year, you must know the who, what, when, where, why, and how of everything that goes on.
- Help run meetings – Knowing all of the steps and things to consider when planning a meeting is key to being able to keep then fun yet productive.

**Secretary**
- Keep an organized notebook – Creating an organized notebook that contains contact information for all members and board members, minutes of meeting, sign-in sheets, a log of community service hours, information on organizing and running all events, and any other pertinent information is the major role of your position.
- Keeping the minutes of the meeting – Keeping accurate records of what occurs at meetings is important for your records as well as your school’s and Make-A-Wish Foundation’s.
- Summary of all events – Tips, information, contact supervisors, and any other information you feel will be useful to future board members should be compiled into a concise and complete report to use as a reference.
- Writing a newsletter to distribute to the members – Communication through a newsletter is a great way to keep your members aware of what volunteer
opportunities are available as well as giving recognition to those who have helped out at events or those who have raised the most donation funds.

**Treasurer**

- Handle money – You must be responsible for all the money that is handled by the club, this include donations, reimbursements, deposits, and all money that is received from fundraisers.
- Dues – It is your job to make sure that dues are recorded as well as continually collected throughout the year. This includes finding out which members have not paid and ensuring that they do if they wish to continue to be an active member and participate in activities.
- Reimbursements – Reimbursements should be recorded and received in a timely manner.
- Fundraisers – You must make sure that all money is collected and accounted for during a fundraiser which means that if you cannot attend a fundraiser you must appoint a member of the board to be acting treasurer for the day.
- Handles school account – Keeping a friendly relationship with the treasurer on your campus office who handles the school’s accounts for all programs is important. Your club needs to be responsible when using the school’s account (if applicable).

**Historian**

- Takes pictures at all events – It is important to take pictures at all events so that you can use them for publicity purposes as well as creating displays and a visual record for your club. Katie also appreciates seeing what your club is doing and uses these pictures in Make-A-Wish newsletters.
- Create visual for display – Making a display that you can show to potential members, school administration, and interested citizens of your community is important so that you can boost your clubs reputation and help spread the Make-A-Wish story.

**Publicity**

- Signs, Posters, Flyers – Making visually catching signs, posters, and flyers, is very important to create effective communication with your club members and members of your community to ensure the success of your fundraisers and events.
- Announcements – Placing announcements that are both informative and interesting over your schools PA system or school newspaper is a great way to let your entire school know about events.
- Reminders – Your members are busy people so sending reminders to them about meeting or events is important.
BOARD MEMBER
APPLICATION

Name______________________________________________
Major__________________________________ Year__________
Email Address_________________________________________
Phone #________________________________________
Living  On-Campus / Off-Campus

Desired Position____________________________________

1. How long have you been a member of the Make-A-Wish® Club? Have you had any position thus far?
________________________________________________________
________________________________________________________
________________________________________________________

2. Why did you join the Make-A-Wish Club? What did you gain from this experience?
________________________________________________________
________________________________________________________
________________________________________________________

3. Why do you want to be an officer? What benefits will the club receive from your leadership?
________________________________________________________
________________________________________________________
________________________________________________________

4. From your experience in the Make-A-Wish Club, what do you think can improve for next year?
________________________________________________________
________________________________________________________
________________________________________________________
5. Have you had any other prior experience as an officer of other clubs, or in other leadership positions outside of school? 

6. What extracurricular activities are you involved in? 

7. Are you willing to attend all of the activities of next year’s Make-A-Wish clubs if you are elected an officer? How much time are you willing or able to devote to the club? 

8. Is there any additional information you would like to add? Helpful skills or talents?

Thank you for taking the time to fill out this application. If qualified for the desired position, you will be notified for an interview shortly. Good Luck!!!
# BALLOTS FOR BOARD MEMBER ELECTION
## PRIMARY ELECTION

<table>
<thead>
<tr>
<th>Position</th>
<th>Candidate</th>
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<tbody>
<tr>
<td>President</td>
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<td>Vice President</td>
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<td>Secretary</td>
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<td>Treasurer</td>
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<td>Historian</td>
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<td>Publicity</td>
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# BALLOTS FOR BOARD MEMBER ELECTION
## FINAL ELECTION

<table>
<thead>
<tr>
<th>Position</th>
<th>Candidate</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>John Smith</td>
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<tr>
<td>Vice President</td>
<td>Jane Doe</td>
</tr>
<tr>
<td>Secretary</td>
<td>Kim Chang</td>
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<tr>
<td>Treasurer</td>
<td>Jessica Lee</td>
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<tr>
<td>Historian</td>
<td>David Park</td>
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<td>Publicity</td>
<td>Karen White</td>
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<td>Howard Knight</td>
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<td>Larry Smith</td>
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<td>Address</td>
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<td>Weekly Availability</td>
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<tr>
<td>Club Suggestions</td>
<td>____________</td>
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<tr>
<td>Do you want to run for a club officer position?</td>
<td>YES / NO</td>
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<tr>
<td>If so, which one(s)?</td>
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CLUB CONSTITUTION *SAMPLE*

Article I: Name
The official name for this organization shall be ______________________
Example: “Make-A-Wish Club” or “Wishmakers at [University Name]”

Article II: Purpose
Section 1) The purpose of the club shall be as follows:

To fundraise money through various events to donate to the Make-A-Wish Foundation® of San Diego and increase awareness of Make-A-Wish’s goal to grant the wishes of children with life-threatening medical conditions.

Section 2) [List the ways in which you intend on accomplishing you purpose]

We intend on doing various fundraising events to raise money to donate as well as volunteer work both at the Make-A-Wish Foundation® of San Diego and as community outreach liaisons.

Section 3) List special activities you intend on accomplishing throughout the school year.

Example:

• Believe Letter-Writing Campaign
• Walk for Wishes – April
• [A Creative On-Campus Event]

Article III: Officers
Section 1) Please name the elected officials and their positions

a) President: ____________________________
b) Vice President: ________________________
c) Secretary: _____________________________
d) Treasurer: ____________________________
e) Historian: _____________________________
f) Publicity: _____________________________

Section 2) Describe the way in which your officers shall be elected/selected.

We have a democratic election with a primary and final ballot process where all active members are allowed to vote.

Section 3) The term for officer shall be the entire school year unless otherwise noted.

Section 4) The club must remain active and the club president (or other representative if the president is unavailable) must attend all Inter Club Council meetings.
Section 5) The active club president shall be elected at the last regularly scheduled meeting of the school year unless otherwise noted.

Article IV: Advisor
Section 1) Advisor must be a staff member of (School)
Section 2) The advisor agrees to abide by the board policy stipulation that no student can belong to a club with less than a “C” average.
Section 3) The advisor for this club shall be (Name). This advisor agrees to be at all club functions and will open their classroom for meetings.
Section 4) The advisor or board member of the club must notify the ICC president to have a guest speaker.

Article V: Members
Section 1) Will there be dues to be paid when joining the club, and if so how much will they be?
   Yes, there will be dues of $5.00 each semester.
Section 2) This club shall meet
   a) Weekly
   b) Twice Monthly
   c) Monthly
   d) Certain Days (list on back)
Section 3) The ASB President will randomly attend meetings. If the ASB President sees that the club is not fulfilling its purpose or is not abiding by the laws of the Club Constitution, the club president and advisor will be given a warning. If the club is still not in cooperation with the laws or is not fulfilling its purpose after the warning then the ASB President or Board will disband the club.

By signing this, you agree to abide by all of the rules of the (Club Name) Club Constitution and accept the consequences if you choose to do otherwise. If any section presented in this constitution is not carried out, the ASB President will disband the club.

______________________________  ______________________________
Club President               Club Advisor
WISHMakers On Campus® Accounting Report  
2018 – 2019 Semester 1

School Name__________________________________________

Opening Balance as of (Date): $__________

   Number of Members: _______
   Dues/Membership Fee: $__________

   Total Dues Collected: $__________

Fundraiser No. 1________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Income Earned</th>
<th>Expenses Paid</th>
<th>Net Profit (Income Earned – Expenses)</th>
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<th>Income Earned</th>
<th>Expenses Paid</th>
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Other Club Charges/Income

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Closing Balance as of (Date) $__________
WISHMAKERS ON CAMPUS ACCOUNTING REPORT
2018 – 2019 SEMESTER 2

School Name_________________________________________________________

Opening Balance as of (Date): $___________

Number of Members: _______
Dues/Membership Fee: $___________

Total Dues Collected: $___________

**Fundraiser No. 1**

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<tr>
<th>Date</th>
<th>Location</th>
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MEETING MINUTES

1. Date of the Meeting

2. Time it Starts

3. Who's Present

4. Who's Absent

5. If Advisor is Present

6. Any Spending of Money Must be Voted on and Approved

7. Any Major Dates of Activities

8. Motion to Adjourn Meeting and What Time it Ends

Parliamentary Procedures:

- A Motion: constitutes an action that will be put to a vote by the club. “Motion to…”
- Motions must be seconded by another voting member. “I Second that Motion.”
- Vote: Presiding individual call for a vote. All in Favor say “I” Any Opposed
- Secretary records if Motion Passed (Majority/Unanimously) or Motion Didn’t Pass
T-SHIRT DESIGNS

Having t-shirts is a good way to build and show unity amongst your club members!

If you choose to create your own t-shirts there are certain restrictions that you must comply with. If you chose to use any Make-A-Wish logos, please refer to the “Fundraising Rules” in the Welcome Packet.

All t-shirt designs must be submitted to your local Make-A-Wish chapter for approval BEFORE you print them.

Please email proofs to hginsky@wishsandiego.org