



**WILLIAM JAMES
COLLEGE**

Dean of Students

WILLIAM JAMES COLLEGE

DOS REGISTERED STUDENT GROUPS 2024-2025

FAQs: HELPFUL INFORMATION & TIPS FOR SUCCESS

What are the expectations for an active DOS Registered Student Group?

Meet at least four times throughout the academic year and create a sense of community and belonging for your group members.

Create and present at least one program or activity for the WJC community during the academic year. This event or activity can be educational, social, service-oriented or a combination of any of the three.

How do student group leaders set up a group listserv?

During the week of September 16, there will be a WJC Virtual Student Group Fair. During this time, students will be invited to read the mission statements of our diverse student groups and express interest in joining a group (or multiple groups) by sharing their email address. On Monday, September 23 student group leaders will receive an emailed list of the students who have expressed an interest in joining their group. Once you receive this list, you can reach out to the WJC IT department at support@williamjames.edu and they can help you set-up a listserv to help you easily communicate with your group membership.

How do student group leaders book a room on campus for a meeting?

Student group leaders can reach out to Melissa Lane, Operations Coordinator for the Dean of Students Office at melissa_lane@williamjames.edu for help with booking a meeting space on campus.

What are some tips for conducting a successful first group meeting?

- First, don't forget introductions!
- Icebreakers
- Review your group's mission statement
- Discuss the role of your adviser – will they be a Mentor or Supervisor?
- Brainstorm ideas for possible events/activities
- Give your members a takeaway – ask them to bring back an idea or a new member to the next meeting!

What are the steps for planning a WJC community program or activity?

Brainstorm ideas with your group members.

Once you decide on an idea for a program or activity reach out to Meridith Apfelbaum, Director of Student Life & Student DEI at meridith_apfelbaum@williamjames.edu to schedule a meeting to discuss your idea and expected expenses. If your idea and budget are approved by the Dean of Students Office, you can move forward with planning.

Choose a date and time for your program. Best to give yourselves 3 to 6 weeks to plan and present the program/activity. Also, be advised that the best times to present a program are Monday through Thursday from 12:00 pm – 1:00 pm or 6:00 pm – 8:00 pm. Be sure to confirm your program/activity date with Meridith, as she manages the master program calendar.

Once your program idea/budget/date are confirmed, reach out to Melissa Lane, Operations Coordinator for the Dean of Students Office at melissa_lane@williamjames.edu for help with booking a program room, confirming your room set-up, confirming your IT needs, and ordering any food or supplies.

Once your above logistics are confirmed, you can begin promoting your program/activity. Best to start promoting your program or activity 2 weeks before the program/activity date.

Four helpful ways to promote your program/activity:

- Create a flier and hang on the bulletin boards around the building.
- Submit your program information to [What's Up Monday](#) – note the deadline is Thursday morning at 9:00 am.
- Submit your program information to be included on the [Digital Screens](#) around the building.
- The Dean of Students Office sends a monthly student bulletin to all students during the first week of every month. If the timing of your program/activity allows, you are welcome to email the promotional details of your event or a copy of your flier for inclusion in the bulletin. Email: deanofstudents@williamjames.edu

Do DOS Registered Student Groups have a budget?

For the 2024-2025 academic year, each Student Group, and the ACES/LEAD of each academic department will receive up to \$500 for group activities. Unexpended funds will not carry over from year to year.

Funding is to be used for student-lead programs and activities that will meet the needs and interests of the student body. To receive funding, all events and programming must be open to the entire student body with the exception of ACES/LEAD-sponsored departmental programs. Meetings for group members do not qualify as planned events thus meetings do not qualify for funding.

In addition, groups are encouraged to co-sponsor events with other student organizations and/or offices at William James College. To receive funding from the Dean of Students Office, you must be authorized as an officer for the registered student group or a ACES/LEAD team member for your department.

Example items that may be eligible for funding include food or supplies for events. EX: Student lead expressive arts therapy activity offered to the student body. The DOS funded the art supplies.

To apply for funding, see instructions above under **What are the steps for planning a WJC community program or activity?**

Will the Dean of Students Office need any information from Student Groups at the end of the academic year?

Throughout the academic year, the Dean of Students Office may check-in with student group leaders at various points. During the month of April, the Dean of Students office will ask for a yearly report from student groups. The report will be brief, explaining what the group accomplished during the academic year, what programs/activities they may have managed or hosted, and any other type of engagement they may have had with the William James College community or the community at large.

It is our hope that your involvement in co-curricular student groups will provide you with rewarding and enriching experiences.