



STUDENT ORGANIZATION GUIDE

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Contents

ONE

Introduction

2

TWO

Should I Start a Student Organizations

2

THREE

Steps to Starting a Student Organization

3



Introduction

Starting a Student Organization is a great way to spread the word about Naked Travel, promote international exposure and gain unique leadership experience to supplement your resume. If you have any questions after reading this guide, Encountour will support you in your work to create a Naked Travel organization on your campus. Please call us with any inquiries you may have.

By starting an organization you will be creating a community of students united around the ideas of international exposure and cross-cultural understanding. You will also be providing past and future volunteers with a way to share and critique their experiences and brainstorm new ways in which they can Naked Travel.

Should I Start a Student Organization?

The first thing you should do is determine whether or not starting a student organization is right for you. Answer the following questions, to help you make your decision:

- Are you excited about volunteering internationally?
- Are you passionate about international and cross-cultural exposure?
- Are you ready to dedicate time and energy into creating a successful organization?

If you answered yes to all three questions, you are ready to start a Naked Travel organization! It is also important to know if a student organization is needed on your campus to facilitate the promotion of volunteer trips.

- Do your school's flyer, chalking or room reservation policies require you to be a part of a student group?

If the answer is yes, we highly recommend that you start a student organization.



Steps to Starting a Student Organization

1. Familiarise yourself with the procedure for starting a new student organization on your campus.

Although most schools have similar procedures every school is a bit different. Be sure to visit your schools website to review what your school requires. Also, be sure to look for any important registration deadlines. You can typically find the student organization page of your schools website through the Office or Department of Student Affairs.

2. Create a Constitution

Many universities require a student organization to create a constitution so that they can review and approve your group and begin the registration process. A constitution should typically include your reasons for starting the group, the group's rules as well as the members of your group.

We have provided you with a template constitution to make it easier for you to start a student organization. Depending on your school's requirements, you should be able to tailor the template constitution to fit with any school's application process.



Constitution of "Naked Travel"

PREAMBLE

We, the members of "Naked Travel" do hereby establish this Constitution in order that our purpose be realised to its fullest extent.

ARTICLE I

Name

Section 1. The name of this student organization shall be "Naked Travel" henceforth referred to as "Naked Travel"

Naked Travel

Section 2. The words "NAKED TRAVEL" shall not be used by any individual or group of individuals without the consent of the officers or the organization as a whole.

ARTICLE II

Purpose

Section 1. *Our purpose is to promote a new level of international understanding by offering accessible travel experiences that allows college students to be exposed to the people, places, and cultures of the world. We want to provide opportunities for students to take-action and volunteer in other countries and really understand the culture and community of a foreign country. This is an international volunteer travel experience. **All volunteers are fully clothed throughout the entire experience.***

Section 2. *The aim of our group is to give everybody an opportunity to volunteer internationally and make everyone on campus aware of international current affairs.*

ARTICLE III***Membership***

Section 1. Membership in this organization will be extended to all undergraduate students at _____ **college/university** who demonstrate interest in the cause and purpose of the group.

Section 2. No person who has expressed interest in membership shall be denied membership

ARTICLE IV***Officers (You May Choose Your Own Officer Positions)***

Section 1. There shall be an Executive Board of Officers, which shall consist of the following: President, Vice President, Treasurer, and Secretary

Section 2. The Executive Board shall be empowered to:

- (1) Conduct the business and affairs of the organization during periods between meetings of the members;
- (2) Act as arbiters in cases of disagreement among members;
- (3) Represent the organization in cases of liability, responsibility or honours.

Section 3. Meetings of the Executive Board or the entire organization shall be held whenever necessary, upon the call of the President or at the request of at least three officers.

ARTICLE V***Election of Officers (You May Determine Your Own Procedures)***

Section 1. Election of the officers:

- (1) The officers shall be elected by the organization at the start of the Spring semester by individual, secret ballot of a majority of the organization, for a term of one year or until the successor for each respective position has been duly elected and has qualified for said position; if a candidate does not receive a majority of the vote, a run-off will be held between the two candidates who received the highest amount of votes.

- (2) Elections shall be held for the following officer positions: President, Vice President, Treasurer, and Secretary.
- (3) The President will preside over all election proceedings and will moderate the discussions; if the President is participating in a specific election, the subsequent officer will preside over the election; the Secretary, or a subsequent officer will tally all votes if the Secretary is participating in that specific election.
- (4) Each candidate will have two minutes to present a speech while the other candidates leave the room; after the speeches have been given, all candidates will exit the room and the President will call for a vote by secret ballot.
- (5) A member shall be awarded a proxy vote with valid reason subject to the approval of the Executive Board.

ARTICLE VI

Organization Advisor

Section 1. Our organisation advisor is _____. **He / She** shall serve as a consultant by meeting with officers to be a resource by providing open interaction and providing new perspectives.

ARTICLE VII

Amendments

Section 1. This constitution may be amended by a two-thirds vote of the entire organization membership present at the meeting.

Section 2. A motion for an amendment to the constitution may be raised at the meeting to elect new officers.

ARTICLE VIII

Ratification

Section 1. This constitution will take effect following a unanimous vote of approval by the existing Executive Board and a three-fourths majority vote by the entire organization.

3. *Find an Advisor*

When looking for an advisor for your organisation try to find a professor or faculty member who would believe in and help promote the mission of “Naked Travel”. If you have a particularly good relationship with a certain professor, don't hesitate to ask the professor for his/her support with your student group. Many times you will need to have the professor fill out a form to formalize his/her support, this can normally found online or through contacting the Office of Student Affairs.

When discussing with your professor, you can explain to them the mission of Encountour, how we want people to learn more about the world, and in that way also learn more about themselves. We want all college students to feel like they should be using their breaks to help others and inspire positive change in the world.

4. *Interview Questions*

Sometimes you might be required to take part in an interview or fill out an additional form which requires you to answer additional questions. In answering these questions you should demonstrate the same passion that showed when you applied to become a Student Outreach Director.

- Why are the founders starting the group?
"We are starting this group to promote the idea of Naked Travel and further it along; being part of a student group helps to create a community of passionate members, and makes it easier to promote international volunteering.
- How is the group unique, could there be any similarities to other clubs at your school?
"This group is unique because of the opportunities we are going to provide to work with grass roots non-profit organizations in developing countries and because we will promote intercultural exposure and understanding through meaningful international travel."
- Why does the group need recognition? What resources do you expect to use?
"We would like recognition in order to create a sustainable community on campus. We would post flyers, send emails, and reserve on-campus rooms and hopefully at some point hold events like speeches or cultural events."
- How do you plan to fund the group?
"Through fundraisers, donations and perhaps a school grant."

- What type of events or meetings will the group have?
“The group will have weekly meetings dealing with promoting our cause, informational sessions before a trip and then also pre-trip meetings so that different students can get together and start fundraising for their trip. The group will also have awareness events to let students on campus know about what is happening in other countries. “
- Who is the intended audience of the group?
“The group is open to all students in _____ (your college name), however, I am hoping to mainly target undergraduates who are seeking international opportunities. The group is also trying to influence students that would not originally think of going on an alternative spring break in the first place and convince them of its value.”
- How do you plan to recruit new members?
“I plan to recruit new members by advertising on campus, and letting the student body know what the mission of “Naked Travel” is and by having students that are passionate about travel to sign up and join the movement which I am trying to start.”
- How large do you expect the group to become? Why?
“I expect the group to have up to 10 – 15 students by the end of this school year, and then keep on expanding after that as the movement catches on, as more people will become passionate about “Naked Travel”
- What has already been accomplished?
“So far, I have all the promotional materials I would like to use and the trips have been organised, I know all the information about the trips that will be available. I have also started talking with people informally and there is interest in both volunteering and joining the group.”
- What current clubs have similar purposes or goals, how are you different?
For this question, you will need to research other organizations on your campus and see what they offer. You can talk about “Habitat for Humanity” (if there is one on your campus) and say that your group is different as it allows people to carry on the experience afterwards, and create a community of people who all feel the same. It also provides

connections with unique and safe international community driven projects and NGOs that other organizations don't provide.

- How would your organisation benefit the university?
 "My organisation allows for students to be presented with an opportunity to volunteer abroad. In addition, it fosters and promotes intercultural understanding."

5. *Members*

Universities will often require that there is a minimum amount of members before a student group can be officially recognized. You will need to find this many members to join your organization. Often, there will be certain roles that need to be filled such as the President, Vice President, Treasurer and Secretary. You will assume the role of the President and will then need to find other people to fill other positions in the group.

To find fellow members, the best place is to start with like-minded people such as you; people that you know enjoy travelling and volunteering and would support the mission of Encountour. You can start with your friends and ask them to sign up, and then begin advertising around campus, for other people that might want to help you publicize the event.

You can email professors and heads of departments or other groups that might want to get involved or can forward the message onto others who might be interested. Below is a template email you can use:

Hi _____

I am looking to start a student group on campus which tailors to students who want to volunteer internationally during their spring break. I am representing an organisation that provides students with an international Spring Break experience, which combines volunteering and cultural learning. Students are given the opportunity to travel to either Guatemala or Costa Rica and work with NGOs in a variety of different fields.

These trips gives student the opportunity to practise or learn basic Spanish, understand a different culture, and make friends from other universities. If you would like to join this student group, or participate in a Spring Break volunteer trip please contact me at _____.

I am looking for _____(number) members to start this student organisation with me, I need this amount to get the group registered with the _____ (your equivalent to the student activities office).

Please forward this email on to anyone that you think might be interested in starting this group with me. I look forward to hearing from you soon.

Sincerely,

_____ (Your name)

Some universities require that different positions in a group need to be filled. These positions are President, Treasurer, Secretary and Vice President (only sometimes). It might be necessary for you to fill out job descriptions of the different positions. Here are some guidelines for the responsibilities of the different positions that you might need to fill.

President

- Presides over meetings of the organisation
- Calls special meetings
- Facilitates executive board meetings
- Maintains contact with organisation advisor
- Maintains contact with (inter)national organisation
- Represents the organisation to the university
- Represents organisation at official functions

Vice President

- Assumes the duties of the President in his/her absence
- Facilitates election of officers

Treasurer

- IS familiar with accounting procedures and policies
- Serves as the primary signatory on financial accounts
- Keeps all financial records of the organisation
- Coordinates fundraising efforts

Secretary

- Obtains appropriate facilities for organisation activities
- Keeps a record of all members of the organisation
- Keeps an distributes minutes of each meeting of the organisation
- Maintains attendance at all meetings

6. Budget

You will have to make your own budget proposal with regards to how much you want to spend on fliers etc. and what companies you choose to use. In general, it is best to keep your budget low but realistic. Remember, materials such as flyers will be provided to you or Encountour will reimburse for up to \$75 of your expenses.

Material	Quantity - Smaller	Price
Flyers – stage 1		
Flyers – stage 2		
Flyers – stage 3		
Flyers – stage 4		
T-shirts		
Pens		
Stickers		
Chalk		
Windshield flyers		
TOTAL		

Material	Quantity – Larger College	Price
Flyers – stage 1		
Flyers – stage 2		
Flyers – stage 3		
Flyers – stage 4		
T-shirts		
Pens		
Stickers		
Chalk		
Windshield flyers		
TOTAL		

