

Student Organization Quick Guide

GROUP COMMUNICATION

COMMUNICATION... at a glance

- ⇒ Hold regular meetings.
- ⇒ Keep everyone “in the loop.”
- ⇒ Let each member have a voice in the organization.
- ⇒ Maintain a consistent channel for group communications.

COMMON CONCERNS

- ⇒ Goals: Your members need to understand and contribute to organizational goals.
- ⇒ Focus: Meetings that are poorly run or over-booked can lead to a lack of focus; have a clear agenda!
- ⇒ Overload: Keep members up to date, but don't over-do it.

SUCCESSFUL COMMUNICATION

- ⇒ Hold Meetings
Student organizations should hold regular meetings to keep members up to date on current events. This is the best way to keep members involved.
- ⇒ Multiple Channels
Some information needs to be sent out electronically. Each student relies on different technologies to stay updated. Try to send out important information on many different channels.
- ⇒ Meaningful
Each message should have meaning for members to which it is sent. Students start to ignore all messages when most (or some) do not apply to them!
- ⇒ Don't forget CSI!
If you don't keep the Center for Student Involvement up to date, your organization could be found in violation of the Code of Conduct. Be sure to share our expectations with your members.

COMMUNICATION CHANNELS

- ⇒ UD Hosted Website
- ⇒ 1850
- ⇒ Email
- ⇒ Facebook
- ⇒ Twitter
- ⇒ Snapchat
- ⇒ Instagram
- ⇒ Digital Signage
- ⇒ Weekly Leaders Email
- ⇒ UD Calendar

