*This addendum can be completed and submitted along with the standard LSC Student Activity Fee Request to be considered for a student activity fee allocation over $2,500.00.*

Directions: All Student Learning Outcomes below must be outlined in detail in order to be considered for additional funding. The information contained below must come from the current Academic Year (2018-2019). **The MAXIMUM allocation permitted if all below outcomes are met is $10,000.**

Submissions are due to Student Life along with the Student Activity Fee Request no later than March 15. They can be submitted electronically to Kingwood.StudentLife@LoneStar.edu or in-person to SCC 240.

RSO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check One:

RSO Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LSC ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Employee

**Student Learning Outcomes**

**Outcome #1: Communication**

All student organization representatives (club leaders) meet regularly (at least monthly) and attend all member meetings. Meetings are advertised, and RSO members are invited to attend regular meetings on campus (at least monthly). These meetings keep them informed of all events and opportunities. In the below table, please fill in each RSO representatives name and the number of meetings each attended.

|  |  |  |
| --- | --- | --- |
| Club Leader (Student Name) | # of meetings attended | Total # of meetings hosted |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

In addition, RSO members are encouraged to attend Student Government Association General Assemblies. Please provide the name of at least one RSO representative who has attended an SGA General Assembly each semester. This can be confirmed on the SGA meeting sign-in sheet.

|  |  |  |
| --- | --- | --- |
| Club Leader (Student Name) | LSC Student ID # | Meeting Date(s) |
| Fall semester |  |  |
|  |  |  |
| Spring semester |  |  |
|  |  |  |

Outcome #1 is successfully met when:

* Individual officers attend at least 80% of the officer and member meetings. All names must appear on the sign in sheets; and
* RSO attends at least 1 SGA General Assembly (meeting) each semester. There only needs to be one member or officer present, but this person is required to sign in at the SGA meeting. The Office of Student Life will confirm this on the sign in sheet; and
* At least ONE marketing/advertising medium2 has been submitted which promotes the general membership meetings.

**Outcome #2: Community Involvement**

RSO members demonstrate active community involvement through at least two initiatives.

1. List at least 2 community service initiatives that were executed during the academic year. Attach extra pages as needed for additional information.

Initiative #1

|  |  |
| --- | --- |
| Benefactor4 of Initiative (required) |  |
| Date |  |
| Name of initiative |  |
| Number of RSO participants involved |  |
| Number of community members impacted |  |
| Summary description of initiative |  |

 Initiative #2

|  |  |
| --- | --- |
| Benefactor4 of Initiative (required) |  |
| Date |  |
| Name of initiative |  |
| Number of RSO participants involved |  |
| Number of community members impacted |  |
| Summary description of initiative |  |

Outcome #2 is successfully met when:

* There are a minimum of TWO community service3 projects executed with all above information submitted and at least ONE marketing/advertising medium2 is submitted per project.

**Outcome #3: Leadership**

All RSO members are encouraged to pursue a leadership role. (Officer elections, committee chair roles, etc.)

|  |
| --- |
| In what ways were members encouraged to pursue leadership roles? List and explain each one in detail. |

Outcome #3 is successfully met when:

* At least ONE marketing/advertising medium2 has been submitted which promotes the election to the student body or general membership, and
* ONE of the following election-specific records has been submitted:
	+ Officer or mentor brochure
	+ Officer applications (made public)
	+ Mentor applications (made public)
	+ Committee chair application (made public)
	+ Officer orientation or information session sign-in sheet and minutes
	+ Current officers are promoted with bios on the website

**Outcome #4: Critical Thinking**

RSO members will think critically about global issues and solutions. Please attach any official RSO project that deals with global issues.

|  |
| --- |
| In what ways did members engage in global problem solving? List and explain each one in detail. |

Outcome #4 is successfully met when:

* RSO hosts a Guest Speaker or Town-Hall event related to Critical Thinking. Sign-in sheets OR advertising/marketing mediums2 must be submitted; OR
* RSO conducts a community service initiative or fundraiser as a solution to a global issue. Fundraiser approval (if applicable) or advertising/marketing2 must be submitted, AND
* Assessments are conducted to measure their level of development. A summary of these assessments are attached.

**Outcome #5: Record Keeping**

The RSO has access to important documents and records (i.e., past meeting agendas, meeting minutes, sign-in sheets, and member contact sheets). This information is in digital format and is available to the RSO advisor and all RSO representatives.

|  |
| --- |
| Describe where these records are kept, how they are maintained and who is responsible for them? |

Outcome #5 is successfully met when:

* At least 80% of their meetings are documented and evidence of this is submitted in writing; and
* All RSO members and the Advisor have access to these records. Confirmation of this must be submitted in writing.

**Outcome #6: Teamwork**

All student organization representatives (club leaders) participate in a team-oriented relationship whereby responsibilities are shared and delegated fairly and equitably to each team member. Examples of delegated duties to officers could include leading member meetings, taking meeting minutes, recruitment of new members, working with designs-in-print to create marketing flyers, etc.

In the below table, please outline the nature of each representatives responsibilities.

|  |  |  |
| --- | --- | --- |
| Club Leader Name | Position | Function  |
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|  |  |  |
|  |  |  |
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Outcome #6 is successfully met when:

* Each RSO leader has a title and prescribed duties as outlined above; and
* At least ONE RSO officer or member attended the annual Student Life Conference. The Office of Student Life will confirm this on the event check-in list; and
* The RSO partners with other RSOs throughout the year. This must be shown on at least ONE advertising/marketing medium2.

**Outcome #7: Recruitment**

The RSO participates in campus wide events aimed at recruitment (i.e., Club Rush), and continues to promote recruitment outside of those events. Please attach any recruitment or marketing materials used. Must attend all 6 mandatory events: (1) Fall Club Rush, (2) Oktoberfest, (3) Fall Congress of Clubs, (4) Spring Club Rush, (5) Spring Fling and (6) Spring Congress of Clubs.

|  |  |  |
| --- | --- | --- |
| Recruitment Initiative | Date | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Outcome #7 is successfully met when:

* All 6 mandatory events were attended by RSO members. The Office of Student Life will confirm this on the event check-in list; and
* At least THREE advertising/marketing mediums2 have been submitted which advertise recruitment to events and general meetings.

**Outcome #8: Campus Event Planning**

The RSO coordinates at least TWO campus events per year open to all registered students. These events are held on campus, are advertised using multiple mediums, are coordinated through the Facilities Department and the Office of Student Life, and have some assessment method built in. Please attach all advertisements, assessment method and any support documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| Event Name | Date | Location | Description |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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Outcome #8 is successfully met when BOTH events:

* Are advertised on campus using at least TWO advertising/marketing mediums2. Advertisements are attached.
* Coordinated through Facilities department. Attach R25 requests or TMAs for all above listed events.

**Outcome #9: Member Development**

Through RSO involvement, members enhance and develop their communication, leadership, presentation, problem solving, critical thinking and project management skills. Please attach assessments used to measure this.

|  |
| --- |
| What methods does the RSO employ to develop members’ skills? |

Outcome #9 is successfully met when:

* Members have attended or participated in at least FOUR member development opportunities1. Sign-in sheets or advertisements2 must be submitted for EACH event; and
* Assessments are conducted to measure their level of development. A summary of these assessments are attached.

**Notes**

***1Member Development Opportunities*** *may include: Annual Student Leadership Retreat, Workshops hosted by the Office of Student Life, Annual Student Life Conference, presentations to administration or faculty, member access to scholarship and/or internship database, writing workshops, personal branding workshops, and RSO hosted workshops geared toward leadership development.*

***2Advertising/Marketing Mediums*** *can be a printed flyer, social media post, campus email, listing in “The Happenings,” advertisement in school planner or employee calendar, website listing, newspaper press release, or TV monitors on campus.*

***3Community Services Options*** *must fall into one of the following categories: donation drive, fundraiser for registered 501c3 non-profit organization, volunteering at a state agency, private school or assisted living community, or social services agency, or community clean up.*

***4Benefactors*** *of community service initiatives can include students, although it should not be anyone affiliated with the RSO.*

**\*\*STOP!\*\* BEFORE YOU SUBMIT YOUR MATERIALS, REVIEW THIS CHECKLIST.**

*Note: Some required documentation may satisfy more than 1 category.*

* Sign-In sheets from:
	+ All regularly scheduled meetings.
		- (Outcome #1 – Communication. Officers have attended 80% of meetings)
		- (Outcome #5 – Record Keeping. Records are kept for at least 80% of meetings)
	+ Speaker or Town-Hall event related to Critical Thinking. *Note: Advertisements2 will also suffice instead of sign-in sheets.* (Outcome #4 – Critical Thinking)
	+ 5 Member development events1 *Note: Advertisements2 will also suffice instead of sign-in sheets.* (Outcome #9 – Member Development)
* Roster of leadership team and their prescribed titles and duties. (Outcome #6 - Teamwork)
* Advertising/Marketing Materials2 for:
	+ General Meetings. ONE required. (Outcome #1 – Communication)
	+ 2 Community Service3 Initiatives. ONE required for each initiative. (Outcome #2 - Community Involvement)
	+ Elections. ONE required. (Outcome #3 – Leadership)
	+ Deliberative dialogue/Q&A Session/Guest Speaker/Fundraiser related to Critical Thinking. ONE required. (Outcome #4 – Critical Thinking)
	+ RSO Partnership. ONE required. (Outcome #6 – Teamwork)
	+ Member recruitment. THREE required. (Outcome #7 - Recruitment)
	+ 2 Campus Events. ONE Required for each. (Outcome #8 - Campus Event Planning)
	+ 5 Member development events1.ONE required for each initiative. *Note: Sign-in sheets will also suffice instead of ads.* (Outcome #9 – Member Development)
* Fundraiser approval for global problem solving. *Note: sign-in sheets or ads for a critical thinking event will suffice.* (Outcome #4 – Critical Thinking)
* Assessment or Survey Data:
	+ Demonstrating student development with critical thinking issues. ONE required. (Outcome #4 – Critical Thinking)
	+ Demonstrating student development at a member development1 event. ONE required. (Outcome #9 – Member Development)
* R25 requests or TMAs for TWO RSO-sponsored events. (Outcome #8 - Campus Event Planning)

*The following records will be verified by Student Life with internal records:*

*(1) The RSO attended at least ONE SGA General Assembly each fall and spring semester. (Outcome #1)
(2) The Student Life Conference was attended. (Outcome #6)
(3) All 6 mandatory Student Life events were attended. (Outcome #7)*