

12 October 2022

Department of Cadet Activities
Mark Clark Hall, 2nd floor

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Samples of Club/Organization documents are in the following Annexes

- Annex A. Club Charter Form
- Annex B. Semester Club Financial Report
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Links to all annexes/PDF forms are available on the Cadet Activities website.
<https://www.citadel.edu/root/cadetactivities-clubs-organizations>

1. Introduction

Our intent in the Department of Cadet Activities is to support the school's mission of developing principled leaders through active involvement in clubs and organizations. We organize clubs into one of four categories that match the four pillars: Academic, Character, Fitness and Military.

The Citadel traditionally has over 100 active clubs and organizations that must re-charter each academic year. While some clubs will not charter every year, new clubs with new interests will form as interested parties come together. In order to charter a new club, there must be at least 10 cadet participants and a staff advisor committed to monitor club activities and support club members and activities.

2. Requirements

- **2022-2023 Club Charter Form.** *Sample form in Annex A.* The designated charter form must be submitted to the Campus Club Coordinator (CCC) NLT 15 October. The required items needed for charter submissions are below. *There are no exceptions.*
 - **Annual mandatory club advisor trainings.** Dates of completion of the **Clery Act Overview (CA)** and **Title IX & Sexual Harassment Prevention for Employees (TIX)** trainings are required for the charter form. Both must be current for the academic year. To access trainings, log into **Lesesne Gateway**. Click **Menu** in top left corner for drop down list. Click **Training**. In right column, see **PageUp Portal**. Click **Vector Solutions**. Both mandatory club advisor trainings are available here.
 - Review and understand the *2022-2023 Club Advisor Handbook*.
 - Annual review of **The White Book, Chapter 4, Section 1** This document includes club related policies and procedures. Date of reading and understanding is required for the charter form.
 - Club membership roster.
 - EMS reservation number for club meetings or events. *See 9. Event Management System.*

Club advisors who are not Citadel employees must also submit the [Volunteer Request Form](#) (DocuSign) also found on the Human Resources webpage <https://go.citadel.edu/human-resources/> Click Current Employees > Resources > Hiring Procedures Resources > Volunteer Request Form. Once submitted, a background check must be performed before a non-Citadel club advisor can turn in the mandatory charter form.

Club advisors who are unable to access Vector Solutions or the Volunteer Request Form must contact the Citadel Onboarding Specialist at the Citadel Human Resources Department at 843-953-5379 to make arrangements to complete the required training.

- **Semester Club Officer Performance Reports.** Sample form in *Annex H* Fall semester reports must be submitted to CCC NLT 10 December. Second semester reports must be submitted to CCC NLT 10 May.
- **Semester Financial reports.** Sample form in *Annex C*. At the end of fall and spring semesters before exam period, advisors are required to submit club financial reports.
- **Special Orders.** The advisor is responsible for placing members on special orders as needed. If advisor needs assistance, contact department administrative assistant or CCC.
- **Attendance Rosters.** Events where special orders are generated require sign in/attendance roster. Clubs will keep on file for 3 years and submit to CCC upon request.
- **EMS Bookings.** Instructions in *Annex G*. Reserve rooms/space for all club on-campus events through EMS on Lesesne Gateway. *Reference 9. Event Management System (EMS).*
- **Leadership SPOT Reports.** Sample form in *Annex I*. To provide student-learning opportunity feedback for club members in a SPOT report for exceptional deeds & actions.

3. Guidelines for Club Advising

We ask advisors to support the club by being a knowledgeable resource, sharing valuable input regarding program development, insight and advice regarding college policy and regulations. Advisors will encourage and support continuity from year to year with the club as well as serve as a solid, positive role model for club members.

- The main tasks of advisors are to confirm the interest and need for the formation of a new group or the continuation of an existing group, identify support resources, assist in obtaining a source of income, ensure effective student leadership, and develop methods of system maintenance.
- Effective advisors prepare experiential learning opportunities throughout the academic year; instill leadership development in all aspects of the club's activities, even to those members who do not fill a defined leadership position within the club.
- The advisor should help the group develop goals and plans of action and should know the collective group, the members of the group, and the group's unique needs.
- Advisors should be available and approachable, provide, appropriate feedback, and share in the group's experiences.
- Advisors should participate in activities that help the group exist, such as interpreting policies, sharing information about resources, and serving as the validation signature when necessary.
- Group growth functions should be designed to help the group become more effective in progressing towards its goals through leadership development opportunities that will strengthen the group and the individuals participating.
- Advisors should provide ideas for new programs and should encourage those behaviors that help the group achieve higher levels of self-actualization through pointing out new perspectives.
- The amount of attention organizations need from their Advisor will vary. It is helpful to discuss expectations that the organization has of you, and vice versa, at the beginning of the academic year.
- Mediate between club members and campus officials. Mediator responsibilities include listening, observing and reporting information in regards to the well-being and safety of the students and campus.

The Department of Cadet Activities is available to assist you should any challenges arise. Advisors will take action or respond to particular issues on behalf of the institution.

The Department of Cadet Activities will offer Zoom advisor training opportunities several afternoons in August/September. See Cadet Activities Club/Organizations page for upcoming dates. The training is mandatory for your club to be fully chartered for the academic year. We will be available for consultation as needed throughout the year to discuss policies and club events as well as offer suggestions for improving the organization's activities.

4. Basic Principles of a Club Advisor.

The Citadel requires an appreciation for the dedication to the basic principles of honesty, accountability, integrity, and respect. These principles are fundamental in the ultimate mission of the college; to produce well-educated, wholly prepared graduates who will serve as leaders in our communities, our nation and our world.

All advisors, coaches, and/or religious leaders who oversee a club have an obligation to apply these ethical principles in their duties and responsibilities. Staff and/or faculty advisors will take note of the following principles and apply them to their interactions with clubs and club members.

- **Honesty** - Advisors, coaches, and/or religious leaders are to be truthful and sincere in all interactions with the public, with students, and with each other. They should avoid even the appearance of wrongdoing and should confront and challenge any unethical behavior. They should set an example of personal honor that students can emulate and admire.

- **Accountability** - Advisors, coaches, and/or religious leaders are to take responsibility for their own actions and personal decisions and should protect the institution by following all Policies and Procedures of The Citadel and uphold the constitutions and laws of the United States and the State of South Carolina.
- **Integrity** - Advisors, coaches, and/or religious leaders are to adhere to a personal code of conduct, which fully supports the moral values necessary for good leadership, sets positive example for all students and advances the overall purpose and mission of The Citadel.
- **Respect** - Advisors, coaches, and/or religious leaders are to discharge their duties with care, compassion, and concern for the well-being of all those whom they serve. They recognize the inherent worth and dignity of all persons regardless of race, color, sex, age, religion, national origin, handicapping condition, social or economic status.

5. Managing Your Organization

Keep in mind that you are an Advisor, not the leader. Through your role, you provide guidance, insight, perspective and experience with the students as they work on, and participate in, their common interest. Do not do the work for the students. The students need to make decisions and be accountable for them. They should experience the joy of successes and learn from their failures or shortcomings resulting from group activities.

- Advisors will be aware of all meetings, activities and programs so they are in touch with club developments and can attend when necessary.
- An officer and/or designated person in the organization will meet regularly with the Advisor.
- Consultation is recommended with the Advisor when making significant changes and decisions.
- Members will respect the Advisor, allow them to share their ideas and suggestions, and listen with an open mind. They have the organization's best interest at heart.
- Assist and be involved with the development of the organization's programs/events.
- Discuss the direction and goals of the organization.
- Discuss the financial status of the organization, including issues and potential solutions. Review monthly bank statements. Serve as one of the signatures for the organization's account.
- Discuss any internal organization difficulties/challenges and assist the leadership's resolution.
- Familiarize yourself with the organization's national/international structure if applicable.
- Articulate the college's policies and procedures and assist the organization in understanding and complying with the policies.
- Understand that the affiliation of your role as the Advisor with the students should continue as long as all parties believe the relationship is productive and mutually beneficial.
- Recognize your student volunteers to strengthen your relationship. Provide positive feedback and praise for a job well done, show an interest in the student's life, have an informal and formal thank you opportunities.
- Officer transition occurs from year to year and a successful transfer of leadership can be one of the key elements to a smooth transition for the club as a whole. Transition methods include passing on notebooks, electronic records, updating organization information contact information such as signatures, emails, etc., and having one on one conversations between incoming and outgoing officers.
- Provide leadership development reports on club officers during the spring semester for TAC review. SPOT reports are also helpful for TACs to recognize positive impact on club activities and processes.
- Club officers have their duty positions (as noted by the advisor) annotated on their Leadership Development Transcripts. Advisors will report any changes that occur during the year in club leadership to the CCC so that accurate information is shared with the registrar's office.

6. Club Charter

In order to be an officially sanctioned Citadel club or organization, the following criteria must be met. *See The White Book, Chapter 4, Section 1, III. Procedures, 1.3 Club Charters.*

- The group must have at least ten Citadel students as members.
- Clubs must have an advisor who is a Citadel staff or faculty member approved by the Campus Club Coordinator (CCC). Religious Clubs and Fitness clubs may have a non-Citadel volunteer only if approved by the Chaplain of Cadets or Fitness Club Coordinator.
- A club charter must be completed and submitted before any club activities can take place.

Campus Club webpage

2022-2023 Club Charter Form. Click this link to complete your clubs charter. Sample charter found in *Annex A* of this document.

7. Managing Finances

Prior to final exams each semester, a **Club Financial Report** must be submitted to the Campus Club Coordinator. Pertinent information is listed on the form. Example of report with information needed can be found in *Annex C*.

Club finances will be done through an account in The Citadel's Financial Services department. The **Request to Establish an Agency Fund Form** that must be completed and submitted in order to establish a club agency fund. To submit, **1)** deliver the hard copy to Bond Hall 247 or, **2)** electronically submit to sjackso8@citadel.edu. *No private bank account will be used for any club funds.* Sample account establishment request is in *Annex C* of this document.

Funds are deposited into the agency index in the Treasurer's office with a deposit form. The index number will be the agency fund number beginning with a "9" and the account number will be 590400 – Miscellaneous Revenue.

To get money out of the agency index you will need the assistance of the administrative personnel in the department that sponsored the club. Departments have different procedures so you should check with your specific sponsoring department to find out how you request funds. Members can be reimbursed via petty cash if under \$250 or by check if over that amount. You will need to provide itemized receipts for any reimbursement. The printable forms to use are **Cash/Check Receipt TFAMISC Annex D** form and the **Credit Card Transmittal Receipt Annex E**. Hard copies are available treasurer's office.

Club treasurers will issue receipts for all funds received and spent. Expenditures must be approved by the club advisor. Dues from members and funds received from other sources, such as fundraisers, will be properly recorded, and the transactions will be shared with the advisor. The club advisor will conduct a review of the organization's financial records each semester, and the review will include all funds received and spent, the beginning-of-the-academic year balance, and the current or end-of-the-academic year balance. The advisor will submit a copy of the review to the CCC at the end of fall and spring semesters.

8. Fund Raising

Fund Raising Form. All club fund raising activities and events must be requested and approved by the CCC via the fund raising form found on the club webpage. Once approved, the club will have a copy of the form present at the event. Sample copy is in *Annex F*.

The fund raising form is a fill in the blank form requiring details of the intended event such as the location, time and date of event, approval from the facility manager of the intended location, and approval from Sodexo staff if the event includes food or beverage sales.

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- Sale of merchandise - If merchandise is being sold, photos of the merchandise will be attached to the request form. The form is to be completed and turned in to the CCC at least five business days prior to the intended event date. Do not create merchandise without approval from our office.
- Sales opportunities - Clubs may arrange to sell items at football games in the concourse of the stadium. The DCA's fund raising form is required. The Athletics Office has their own forms and policies/procedures regarding this opportunity. Contact Facilities and Operations in the Athletic Department for more details about this opportunity. Clubs will be charged \$50 per season to set up at the stadium. Please note that space is limited and that space is allocated to clubs on a first come-first serve basis. *Stadium sales requests must be submitted to Athletics by September 6.*
- Use of Citadel logos - A club that wishes to use any Citadel logo or mark on a product to sell, the club will become acquainted with the material at the school's [Brand Assets Policy](#), Memorandum number 7-006, Dated 5 March 2021 which can be found here. website. The guidelines presented in this toolbox ensure a basic level of consistency across college communications and provide students the latitude to develop projects that meet their specific needs. This toolbox provides specific directions for the proper application of our logo and related elements.

9. Event Management System (EMS)

- You are required to book space for your club meetings and events through EMS. To access, log into *Lesesne Gateway* using your Citadel network login credentials. Click on *Menu* in top left corner for drop down list. Click *Campus Life*. Look for the box to the left that is labeled *Room Reservation & Event Management*. Directions to book your event on campus are in *Annex G*.
- Useful links –
 - o [Use of Citadel Facilities Policy, 6-404](#), revised 9 November 2017.
 - o Room/Space reservations are made through Event Management System (EMS, VirtualEMS).
 - o [User resources for Virtual EMS](#)
 - o If you do not already have EMS access, contact the [Office of Event Management](#) to be given the ability to make room requests in the system and instructions. Utilize the [Online Event Inquiry](#) form.

10. Institutional Planning Committee (IPC)

Fund raising activities and general club events may also require approval from the school's Institutional Planning Committee and possibly from the school's legal department depending on the size, attendance and nature of the event. The IPC directions and flowchart to determine if consideration and approval is required. [IPC Request for Review form](#).

The IPC oversees all activities on campus and seeks to deconflict situations where campus resources are unable to support proposed activities or events. IPC review and approval may be required for club events on campus. Thresholds for IPC Review are noted below.

Events that meet at least ONE of the following criteria must be reviewed by the IPC:

- Require attendance by The Citadel President, Provost, or any of the Vice Presidents
- Include a high profile guest / VIP in attendance.
- Media coverage is desired for the event.
- It is a recurring event.
- Is an Advisory Board.
- The event is open to the public.
- Shutdown or interruption in service: power, steam, buildings, common areas, parking, roads, internet service, IT systems, Banner

- Camps, non-Citadel athletic events, lecture series, conferences
- Funeral services

Advisors will use their best judgment in analyzing the impact of an intended event, and the CCC will be available to discuss logistics, impact, and best practices for events as needed.

The IPC request form helps the committee understand the who, what, where and when of proposed activities on campus. When completing the IPC request form, please note that you will need the EMS reservation number in order to submit the request.

11. Leadership Development Reporting

Club advisors will use club leadership positions to provide and report on experiential learning opportunities and leadership development for members of the club. Club advisors will, at a minimum, write a leader development report for the Club President/leader and the club president may write a leader development report for each junior officer/leader of the club. The advisor will also make SPOT reports as necessary to provide feedback on the leader development of any club member.

The Semester Performance Report for Club Officers and SPOT Reports forms are available on the Cadet Activities webpage.

[Semester Performance Report for Club Officers](#) – The Leader Development Report sample can also be found at *Annex H* of this document

[Leadership SPOT report](#) - The SPOT Report sample can be found at *Annex I* of this document

Reports are forwarded to the cadet's TAC for use in cadet leader development counseling. A club may use the report listed on the Cadet Activities website or they may develop their own unique leader development report and submit it to the DCA for approval. In addition to the documents required by the CCC, advisors may be required to submit reports specified by the Chaplain of the Corps of Cadets; the Chair of the Department of Health, Exercise & Sports Science, an ROTC Department; or other Academic Department; or national headquarters as required.

12. Club Patches

If a club has an active patch, a PDF image of the patch is now required as a part of the club charter submission.

All Club patches are approved by the Commandant of Cadets through Cadet Activities. Requests for patch approval will be submitted only by the club advisor to the CCC.

Patch requests will be submitted in the form of a memo (example in *Annex J*). Requesting approval and includes **1)** A JPG file clearly displaying the artwork for the patch, **2)** A brief statement about the meaning of any symbols and the colors used, **3)** Acknowledgement that the club patch will be no larger than 4x4 inches. **4)** A statement indicating that all artwork is original and that there are no known trademarks being used in the artwork, or if the patch uses a known trademarked logo, a statement that the club has obtained required approval to use the trademarked logo from the holder of the trademark holder.

The CCC will consolidate patch requests and submit them for the Commandant's approval at the end of each month. If the patch is not approved, the advisor will be notified and will have five business days to re-submit based on feedback from the Commandant.

After the Commandant approves the new patch design, the club leader will coordinate with an outside source to produce the patch and make it available to authorized cadets.

- All costs associated with the creation of a new design and purchase of the patch will be the responsibility of the club.
- Only clubs that have been chartered and active for one full year may request patch approval.

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- Clubs that have let their charter lapse may not request a patch for one complete year following the submission of their re-charter paperwork. Clubs that allow their charter to lapse for one full year will have their patch de-commissioned and must have their patch re-approved by following the patch approval process from the beginning.
- Club patches may be no larger than 4"x4" in accordance with *The White Book*.
- Cadets requesting the Tailor Shop sew a patch on their field jacket must present the approved patch request. The cost of adding the patch to the field jacket is included in the cadet's tuition under alteration fee.

ANNEX A. CLUB CHARTER FORM

I. CLUB NAME. _____

II. PRIMARY CLUB ADVISOR. _____ Department _____

Department Head _____ Email _____

Office phone _____ Cell phone _____

✦ **Clery Act Overview.** Date on which training was most recently completed. _____ (date).

✦ **Title IX & Sexual Harassment Prevention for Employees.** Date on which training was completed most recently on _____ (date).

✦ **2022 – 2023 Club Advisor Handbook.** Date on which club advisor read and understood the club information in handbook most recently was _____ (date).

✦ **The White Book,** Chap 4, Sect 1. Date on which club advisor read and understood the information in the section recently was _____ (date).

✦ Non-Citadel employee advisor submitted the **Volunteer Request Form** most recently on _____ (date).

The names and information above for other club advisor(s) must be included as part of this document. That information is required on a separate sheet of paper submitted with this form.

III. CLUB OFFICERS. *Club officers for the current academic year. CWID is mandatory.*

President _____ CWID _____ Email _____

Vice-President _____ CWID _____ Email _____

Secretary _____ CWID _____ Email _____

Treasurer _____ CWID _____ Email _____

IV. CLUB FINANCES. *On campus agency account or department fund.*

Club name on account _____ Account # _____

Department name on account. _____

V. CLUB MEETINGS. *Official club meetings should be reserved through the EMS system for review.*

When (day/time) _____ Location _____

Frequency: *weekly; monthly; other* _____ EMS reservation # _____

VI. DUES. Cost _____ for _____

Frequency: *monthly; per semester; annually; other* _____

VII. CLUB WEBSITE _____

VIII. SOCIAL NETWORK PLATFORM LINK _____

IX. PURPOSE/STUDENT LEARNING OUTCOMES

What is the reason for your club? What are your members to gain from membership? What will your members learn from the experience in regards to the four pillars: Academic, Character, Fitness: Military? *If more space is needed, complete your answers on a separate page & submitted with this charter.*

X. REQUIREMENTS TO BE A MEMBER OF THIS CLUB.

XI. POWERS AND DUTIES OF CLUB OFFICERS

President

Vice-President

Secretary

Treasurer

XII. CLUB PATCH. Should your club wish to submit a new patch or design for approval, read *The White Book*, Chap 4 – Sect 1 – Part V. Clubs

List requirements for members to receive and wear the club patch.

If your club has a previously approved club patch for cadet field jacket, add the PDF patch image here.

XIII. MEMBERSHIP ROSTER. *Should your club have more than 40 members, submit their names and information on a separate sheet of paper with this charter document.*

	Last name - First name	CWID
1		
2		
3		
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	Last name - First name	CWID
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ANNEX B. SEMESTER CLUB FINANCIAL REPORT

SAMPLE

Name of Club	
Name of Club Advisor	
Name of Club Treasurer	
Campus Agency Fund #	
Club and Department associated with Agency Fund	
Department Fund # <i>(if used)</i>	
Department associated with Department Fund	
Date of report	
<i>Semester Account Activities</i>	
Beginning Balance	
Amount Collected from Fund Raising Events	
Expenditures. <i>Entry must begin with (-)</i>	
Donations	
Funds from The Citadel Foundation	
Other -	
Ending Balance	

ANNEX C. REQUEST TO ESTABLISH AN AGENCY FUND

SAMPLE

Name of Club: _____

Club Advisor's name: _____

Club Advisor's Department: _____

Department Head of Sponsoring Department: _____

Purpose of Club:

All spending from Citadel agency funds will follow Citadel disbursement policies. Cash withdrawals will not be permitted. Spending can be accomplished through the use of direct pays or petty cash reimbursements. Spending activities and the monitoring of account balances and budgets is the responsibility of the department. Direct pay requests should be initiated at least 7 business days before a check is needed to ensure it will be processed on time.

Banner Finance access will not be provided to the agency fund owner. The departmental secretary should be able to provide the available balance and transaction detail to the agency fund owner or designee on an as needed basis.

If, for whatever reason, an unrecoverable loss occurs in the agency fund, the department requesting the fund will be responsible for covering the loss and returning the fund to a zero balance.

To submit, 1) Deliver a hard copy to Bond 247. 2) Email completed form to sjackso8@citadel.edu

Signature of Club Advisor _____

Email & phone number of Club Advisor _____

Signature of Sponsoring Department Head _____

Save a copy of fully completed form to your club file on your computer for future reference.

Financial Services Approval: _____ Date _____

Agency fund/index number assigned: _____ Date _____

THE CITADEL

CASH RECEIPT

TFAMISC

CASH AND CHECKS ONLY

Date: May 16, 2022

Organization: 41001 FINANCIAL SERVICES

Prepared by: _____

BANK 3 Wells Fargo Deposits

Rec #	INDEX	FUND	ORG	ACCOUNT	Account Description	Amount
Total Deposit:						0.00

Total Cash _____
Total Checks 0.00

The Citadel Transmittal Form
CREDIT CARDS ONLY

Date: _____

Organization: _____

Prepared by: _____

RECEIPT#	INDEX	ACCOUNT	VISA/MC	AMOUNT

TOTAL DEPOSIT: \$ _____

ANNEX F. FUND RAISING FORM

SAMPLE

Completed form must be submitted for approval to CCC NLT 5 dates before fund raising event.

Date _____

1. The _____ Club requests permission to conduct a fund raising event on _____ (date(s)) at _____ (time(s)) at _____ (location(s)).
2. These funds will be in direct support of our club charter. *(Explain the proposed use of the funds and how it supports the club)*
3. The fundraising event will be conducted as follows *(How are fund being raised? What is cost to club for merchandise to be sold to buyer? If merchandise is being sold, attach item description(s), pricing and merchandise photos to this form):*
4. The following preliminary approvals have been obtained:
 - a. **Club Advisor** *(printed name and signature)* _____
Club agency fund# _____
 - b. **Facility Manager** *(printed name and signature)* _____
(i.e. SFC Rich for Mark Clark Hall, SFC Greene for Jenkins Hall, Mr. Bennett for MFH or Johnson-Hagood)
 - c. **Sodexo Staff member** if the event involves food or beverages *(signature)* _____
5. The following club member is the **POC for the event:** *(name, company, club leadership title, phone#, email)*

Signature of requestor _____ Club Position _____

Approved – or – Disapproved Shelton Milner, Campus Club Coordinator

Below must be submitted to CCC NLT 5 days after fundraising event.

1. **Items sold** - # of each item sold.

2. **Dollar amount earned at event.**

3. **Date earned funds deposited into club account.** *Copy of deposit receipt required*

ANNEX G. DIRECTIONS ON HOW TO BOOK ROOM/SPACE THROUGH EMS.

Clubs are encouraged to book space for club meetings and events through. Your Reservation ID is required in the 2022-2023 Club Charter form.

1. Long into Lesesne Gateway
2. At the homepage, look to right at **Links** and click *Submit a Room Reservation Request (EMS)*
3. In top right corner, click **Welcome, Guest**. Login using your campus credentials.
4. In left column, click **CREATE A RESERVATION**. Click **book now** for the room type you wish to book.
5. Chose the date & time on which you would like to book. Look towards the bottom on the column for **I Know What Room I Want** and add the requested room name.
6. **Attendance** and **Setup Type** are required. Click **add room**.
7. Click *Next Step* and enter all reservation details. At bottom right of page, click **Create Reservation**.

Should you have questions or concerns about making a room/space reservation, gain information by visiting:

- a. **Office of Event Management** at <https://www.citadel.edu/root/eventmanagement> and
- b. **Planning Policies & Resources for Citadel-Related Events**
<https://www.citadel.edu/root/eventmanagement-forms>

*Click for dropdown menu

The Citadel			
PERFORMANCE REPORT FOR CLUB OFFICERS			
Name of Cadet/Student	CWID	Leadership Position *	Semester *
Company *	Club Name	Club Advisor	Appraisal Date
Quality Ratings on Job Duties	Rate 1 - 5	Comments	
<i>Objectives and Characteristics</i>	<i>1=bad; 5=good</i>	<i>(Use additional sheets as required)</i>	
1. Planning/Organizing/Controlling:			
Achieves desired results; plans ahead for productive growth of program; uses subordinates effectively and communicates effectively.			
2. Delegating/Motivation:			
Monitoring activities, establishes and maintains control/uses staff effectively; provides clear leadership and instructions; creates a climate to obtain best performance.			
3. Versatility/Creativity/Decisiveness:			
Keeps informed of agency changes; adopts solutions to problems/makes decisions appropriate to situation.			
4. Dependability/Initiative/Self-Control:			
Accomplishes commitments on time; initiates actions to accomplish requirements; responds constructively to challenges/criticism.			
5. Attitude/Judgment/Tenacity:			
Maintains "can do" attitude; accepts military program; takes actions and makes decisions based on common sense and sound reason; pursues goals until attained or no longer reasonably attainable.			
6. Other (Specify):			
Name of Reporter		Reporters affiliation with this club &/or cadet?	
Additional Information. <i>Use another sheet if needed.</i>			

Club Member Leadership SPOT Report

Cadet: _____ CWID: _____ Club: _____

General description of action: Please provide a brief description of the observed behavior. The more specific the description, the better able the TAC will be to quantify the behavior

Name of person making report and contact information:

Name: _____ Email: _____ Phone: _____

Please choose from any of the options below and expand on the behavior in the area below that option. Continue on a second page if needed.

Demonstrated leadership, laudatory teamwork, or particular effectiveness in addressing a club charter, mission, or unique problem.

Demonstrated willingness to go beyond standard membership requirements in participating in a club activity.

Proposed a new role or mission for club that would further leadership development opportunities or substantively improve some aspect of The Citadel.

Serve as an example and role model for peers and cadets placed under his/her supervision.

Other



12 November 2022

MEMORANDUM

SUBJECT: Request for Knitting Club Patch

1. The Knitting Club is requesting a patch to represent those members in good standing within their ranks.
2. The Knitting Club is fully aware that the proposed club patch will be no larger than 4x4 inches.
3. The Knitting Club patch contains the following:
 - a. The piece depicted, is an example of a knitted quilt. A quilt is an example of an item that can be knitted.
 - b. The quadrangle design is based on the red & white tiles inside the barracks. The checkerboard design is a variety of colors including red, yellow, blue, orange green, purple, as these are examples yarn available. The colors have no particular meaning.
 - c. "The Citadel Knitting Club" name is just below the tile design. The club name will be royal blue as we are a Citadel club.
4. All art within the design is original was created by Cadet John Smith, Umbrella Co. The patch proposal is being used with his permission.
5. A PDF copy of The Knitting Club patch is attached for review.
6. The POC for this memorandum is the undersigned who can be reached at (843) 953-0000.

Fred Brown
 Knitting Department Professor
 Knitting Club Advisor

PDF of The Citadel’s Knitting Club patch for review.

