

Club Training Series

Fall 2009 Workshops

Finance



Maximize your club's money! A member of the Student Government Financial Affairs Committee and a professional staff member will help you learn how to design a budget for your organization and offer tips for managing your money and information about funding sources across campus!

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tue, 9/22	4:00 pm	GSC 214
Tue, 10/13	3:00 pm	GSC 214
Wed, 11/4	7:00 pm	GSC 214

Event Planning



"The devil is in the details" they say! Join a professional staff member and some experienced student planners for tips on how to plan events with ease and build a good reputation for your organization across campus at the same time!

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thu, 9/24	3:00 pm	GSC 214
Tue, 10/6	7:00 pm	GSC 214
Tue, 11/10	4:00 pm	GSC 214

Management



No one said being an officer, committee chairperson or event coordinator was going to be easy! A professional staff member and some experienced student leaders would like to help you get a handle on how to manage the operations of your organization. Once you get that part of the way, you can simply invest in the potential of your membership!

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wed, 9/30	7:00 pm	GSC 214
Fri, 10/16	1:00 pm	GSC 214
Fri, 11/6	1:00 pm	GSC 214

Leadership Summit



Let's see your strength! Find out what you do best and how to develop your potential so that you can better serve your organization. Xavier's 2nd Annual Leadership Summit is a great opportunity for Xavier students and advisors to network with each other, while developing personal and organizational leadership skills!

<u>Date</u>	<u>Time</u>	<u>Location</u>
Sat, 10/3	9:00 am-4:00 pm	Cintas

***Registration required. Visit GSC 320 for details**