



# Social Work Club

## *Handbook*



## “THANK YOU”

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# Social Work Club

## *Handbook*

### **Purpose of the Social Work Club:**

To create an official forum where *all Social Work* students can interface with each other in an effort to create learning opportunities that will deepen their understanding and appreciation of the Social Work profession.

### **Goals of the Social Work Club**

1. Develop Social Work student leadership skills.
2. Create a venue in which all Social Work students can actively participate in leadership and service activities outside of class.
3. Design and implement knowledge building opportunities for students in the broad arena of Social Work.
4. To expose students to the diverse career choices within the field of Social Work.
5. Encourage and assist Social Work students in their academic, emotional, spiritual and physical capacities.
6. To promote peer support among Social Work students.
7. To serve as an informational resource for Social Work students (Departmental, School, and professional).
8. To promote community awareness and service.
9. Develop an awareness of the importance of social justice and how this is fostered within the community.

### **Objectives of the Social Work Club**

1. To stimulate students interest and understanding of the profession of Social Work by providing community guest speakers from diverse backgrounds of Social Work.
2. Develop and implement campus projects/events that will deepen student awareness and understanding of Social Work as a profession.
3. To review films pertinent to current Social Work issues and foster discussions on these issues.
4. Sponsor fundraising activities that will support the activities of the Club
5. To establish a Social Work community of fellowship in which Social Work students can get to know other Social Work students, faculty and staff.

6. To encourage students to be more confident about issues related to Social Work.
7. To serve as a spiritual enrichment center for Social Work students.
8. To create a community of aspiring Social Work professionals.
9. To develop *service* opportunities designed to engage Social Work students in activities that will uplift humanity.



### **Expectations of Social Work Club Members**

1. To voluntarily support Social Work club activities both on and in the community. At least one community event each semester.
2. To contribute the annual dues to the treasurer within the designated time frame as established by the Club Executive (leaders).
3. Juniors and seniors will serve as mentors for the freshmen and sophomores. This will include activities such as:
  - a. Maintaining regular contact with their mentee's and serving as a source of spiritual and emotional encouragement.
  - b. Responding to questions they might have about the department, field expectations etc.
  - c. Providing educational support to students when needed.

### **General Requirements for Social Work Club Leaders**

- Persons who genuinely enjoy service, working with people and have a pleasant disposition (based on Disposition Assessment).
- Self-starters *who will* take the initiative to make things happen.
- Persons of high integrity, who are trustworthy.
- Must have a minimum GPA of 2.5 and have been accepted in the Department as a Social Work major.
- Must be clear of any disciplinary action by the school or Department.



**President:**

- The “*voice*” of the Social Work Club
- The public persona of the club
- Responsible for creating and implementing the “vision” of the club for each year.
- Coordinate the overall *leadership* of the club
- Chair’s the Social Work Club Executive meetings and general meetings
- Responsible for ensuring accountability of tasks for all club officers
- Initiates the call for regular Social Work Executive, and general meetings
- Person in which other club officers are accountable to
- Maintains close contact with Sponsor
- Serves as the official liaison with other organizations

**Vice President**

- Second senior club officer
- The second “voice” of the Social Work Club
- Works in harmony with the Club President
- Actively serves in a supportive role with the Club President and club activities
- Will actively serve as the club leader when President is away (e.g. illness)
- Assists president in coordination of events, and accountability of the various club officers

**Secretary**

- Takes the official minutes of all Executive & Club meetings
- Provides copies of minutes at all Executive & Club meetings
- Makes adjustments to minutes that are voted upon by the Club
- Serves as the administrative support person for Club President and Club activities

**Treasurer:**

- Counts and records funds collected
- Deposits all funds to assigned area e.g. bank or Sponsor (area TBD)
- On request of President and Sponsor, shall disburse the expense funds for Social Work Club activities

**Assistant Treasurer:**

- Assists the treasurer in counting and recording funds collected
- Second signature for checks
- Alternate person for deposit of all funds to assigned area e.g. bank or Sponsor (area TBD)

**Public Relations:**

- Responsible for publicizing upcoming events (e.g. flyers, in class announcements)
- Responsible for updating information on the Social Work bulletin boards on a regular basis

### **Newsletter Editor(s)**

- Responsible for producing a once a semester newsletter (November 1<sup>st</sup> and April 1<sup>st</sup>)
- Articles can be obtained from students, faculty, alumni, community and profession of Social Work.
- Articles are submitted to Web-Site Developer for publication



**Club Photographer:**

- Individual must have previous experience in photography
- Responsible for photographing Social Work special events and submitting them to Web-site developer
- Works with Newsletter Editor to provide pictures that coincide with the articles being submitted.
- Responsible for taking pictures that will represent a pictorial yearbook of Social Work club activities

**Web-Site Developer**

- Develops and maintains the club website on facebook.com
- Inputs events provided by various Club officers and faculty

**Sergeant of Arms:**

- To maintain the order between the cabinet members.
- Ensures that everyone's views within cabinet meetings are respected.
- Ensures that the discussion atmosphere remains open, light, and productive for the exchange and reception of ideas.

**Fundraising Leader:**

- Responsible for planning, organizing and with the assistance of club officers and members implementing fundraising ideas for club events.
- All fundraising funds MUST be passed on to the club Treasurer

**Pre-Alumni President:**

- Develop a roster of *current* and *past* social work classes (class 2000, 2001 etc.)
- Maintains contact with Alumni through web page announcements
- Contacts Alumni re: special events and announcements
- Works with Social Work Alumni Committee to plan and implement the Annual Alumni Week-end Social Work Breakfast
- Solicits funds for Social Work Scholarships
- Develops criteria for formal acknowledgement of Alumni of the Year
  - Announced at each Alumni Social Work Breakfast event

**Pre-Alumni Vice President**

- Assists the President in all of the aforementioned duties

**Pre-Alumni Secretary**

- Takes minutes of all meetings and assists in the administrative duties of the Pre-Alumni Committee

### **Chaplin:**

- Promotes the spiritual morale within the Social Work department from freshman to seniors.
- Ensures that a strong emphasis is placed on trust and reliance on Jesus Christ not only to the student body, but to faculty and staff as well.
- Accepts the responsibility of leading a spiritually like minded team in efforts to breaking the barriers of separation in student classification.
- Accepts the responsibility for making themselves available for spiritual encouragement to the Social Work Department as a whole.
- Discovers the spiritual needs and concerns within the student body and actively seeks God's guidance in a formal manner to address these needs.
- Creates bridges to present the message, ministry, and purpose of Jesus Christ in harmony with the Word of God in everyday application to the life of the *Social Worker*.

### **Considerations for this position should include:**

- Chaplain's staff should be nominated, not campaigned for
  - Dept. Chair will initiate a nomination committee which will consist of three members from the student body (senior, junior & sophomore) and a designated faculty member.
  - Prayerfully, group will select an individual to be Chaplain
  - Select a Chaplain's Board made up of one individual from all classifications to support head Chaplain

### **Club Sponsor**

- Social Work Faculty member
- Individual appointed by the Department Chair
- Serves in a "*supportive*" role for the Social Work Executive
- Provides counsel and leadership ideas when necessary to help guide the club in its initiatives
- Meets and completes performance evaluations for the Club officers (once each semester)
- Serves as the liason between the club and the Department





## Social Work Club Officer Evaluation Form

Student: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_ November/March (circle)

Please rate each student on a scale of 1 to 10. A rating of “1” indicates you feel there is a major problem with this issue. A rating of “10” would indicate that you feel this is a major character strength for the student or you never have difficulties with this issue.

		Strongly Disagree	Strongly Agree								
1.	Demonstrates an ability to relate to people with warmth and empathy, communicating feelings appropriately.	1	2	3	4	5	6	7	8	9	10
2.	Demonstrates an openness to change in themselves and others.	1	2	3	4	5	6	7	8	9	10
3.	Demonstrates a capacity to develop self-confidence and initiative in working with people.	1	2	3	4	5	6	7	8	9	10
4.	Demonstrates an ability to handle problems appropriately and effectively deal with stress and reality.	1	2	3	4	5	6	7	8	9	10
5.	Demonstrates the ability to accept constructive criticism and suggestions in good faith by persons qualified to provide feedback.	1	2	3	4	5	6	7	8	9	10
6.	Demonstrates consistent attendance at meeting.	1	2	3	4	5	6	7	8	9	10
7.	Demonstrates a strong work ethic in the completion of tasks.	1	2	3	4	5	6	7	8	9	10
8.	Demonstrates a willingness to effectively work with others.	1	2	3	4	5	6	7	8	9	10
9.	Communicates with other Club officers.	1	2	3	4	5	6	7	8	9	10
10.	Produces quality work in their assigned area.	1	2	3	4	5	6	7	8	9	10

**Total Points =     /100**

**Comments:**

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**Signature of Sponsor:** \_\_\_\_\_

## Timeline for Social Work Club Activities

Third Week in March	<p>Special Chapel - Room 206, Green Hall</p> <ul style="list-style-type: none"> <li>➤ Introduce new Club Handbook</li> </ul> <p>President will announce election process to students</p> <ul style="list-style-type: none"> <li>➤ Intent Forms dispensed to all students</li> <li>➤ Forms due: April 2nd at 5:00 p.m.</li> </ul>
1 <sup>st</sup> Week of April	<ul style="list-style-type: none"> <li>➤ Students should begin to think about how they can use advertisements to publicize their campaign (e.g. posters)</li> </ul>
2 <sup>nd</sup> Week of April	<p>Sponsor/President informs students that their application form was accepted</p> <ul style="list-style-type: none"> <li>➤ Students prepare to campaign</li> </ul>
3 <sup>rd</sup> Week of April	<p>Campaign Begins</p> <ul style="list-style-type: none"> <li>➤ Signs are posted</li> <li>➤ Election Platform Day             <ul style="list-style-type: none"> <li>○ Formally called Social Work Club meeting, where all Social Work students are expected to attend</li> <li>○ Candidates (students) are given an opportunity to share their vision for the position in which they are running.</li> <li>○ Question and answer period with candidates and club members</li> </ul> </li> <li>➤ Announcement of election date and process of voting</li> </ul>

4 <sup>th</sup> Week	<p>Voting Day till 6 p.m.</p> <ul style="list-style-type: none"> <li>➤ Students vote</li> <li>➤ Votes are tabulated</li> </ul> <p>Results Posted</p> <ul style="list-style-type: none"> <li>➤ Winners announced in Social Work classes and on bulletin boards</li> </ul> <p>Celebration Party in the Social Work Lab</p> <ul style="list-style-type: none"> <li>➤ Celebratory party inviting all Social Work students <ul style="list-style-type: none"> <li>○ Purpose to allow victory speeches for new officers and thanks to the departing officers</li> </ul> </li> </ul>
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**Suggestions for the club:** Creating a social issues box, especially for the club and faculty to network together to come up with solutions to the problems presented. Second, the chaplain and staff should create a box to accept the prayer request of the club, department, and student body as a means of bridging the gap.





## Social Work Club

### *Student Intent to Run Form*

Period: \_\_\_\_\_ Academic Year

Name: \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Major: \_\_\_\_\_

Classification: \_\_\_\_\_

I have been interviewed and accepted into the Social Work Department: \_\_\_\_\_ Yes \_\_\_\_\_ No

Current GPA \_\_\_\_\_

I have no pending or current disciplinary action against me by the Social Work Department or School  
\_\_\_\_ Yes, I do \_\_\_\_\_ No, I do not have any actions against me

Position you intend to run for: \_\_\_\_\_

*Please return this form to the faculty club sponsor by April\_\_ at 5:00 p.m.*

