

AESNJ

Alliance of Educational Opportunity Fund Students of New Jersey

Chapter Toolkit





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Alliance of EOF Students of New Jersey Governing Council Officers

Chairperson
Vice-Chairperson
Service Opportunities and Benefits Specialist
Administrative Specialist
Community Relations Specialist
Fiscal Officer
Parliamentarian
North Regional Representative
Central Regional Representative
South Regional Representative
AESNJ Representative

Contact Information

statewideaesnj@gmail.com

www.eofpanj.org/aesnj

201-855-9438



BECOMING A RECOGNIZED AESNJ CHAPTER

As an E.O.F. student, you will already be affiliated with the vision that A.E.S.N.J. promises to fulfill. Thus, this vision is a foundation for students who seek to aid their community and who wish to expand their networks. Being an E.O.F. student, you are provided with leadership training opportunities from the E.O.F. Program and therefore have ideas as to what to do in regards to: excelling academically, searching for opportunities not available to most students, managing your time, and networking effectively. As an E.O.F. student or staff member, it is clear that you are already welcomed to numerous opportunities. Not only have you joined an organization that demands students to excel academically, has a political agenda that strives for academic equality, but more importantly you have joined a family. E.O.F. is a family that takes pride in helping others to succeed in any future endeavor. It is our hope that students and staff who join an A.E.S.N.J. Chapter will do the same. Life is a gift, and it offers us the privilege, opportunity, and responsibility to give something back by becoming something more.

AESNJ Mission

To develop strategies and programs that strengthens the social, political, economic, intellectual, and the spiritual welfare of the E.O.F. community.

AESNJ Objectives

- 1) Strengthen the ability of Educational Opportunity Fund Programs and host institutions in acquiring the necessary resources to improve their efficiency in order to meet the needs of E.O.F. students.
- 2) Provide leadership training opportunities for E.O.F. and non-E.O.F. students alike, which enhance self-empowerment, and the ability to relate to and work cooperatively with others.
- 3) Exercise social responsibility through community service and public education initiatives.
- 4) Network with youth leadership organizations that may be college, secondary education, or community agency based in promoting community development initiatives.

It is imperative that students, who are interested in establishing a chapter, follow through with the objectives of A.E.S.N.J. in order to gradually develop leadership skills that will enable them to be ready for lifetime opportunities. With these opportunities, students will inevitably become the future leaders of the world and will soon pave the road for future generations.

AESNJ Chapter Requirements

- Develop a purpose and constitute a brief statement concerning the need of the chapter and what it will contribute to the University/College.
- Create Chapter Gmail account: format institution.aesnj@gmail.com (ex. Saintpeters.aesnj@gmail.com)
- Submit a Chapter Application to receive chapter recognition (link will be emailed to your EOF Programs).



- Submit a Chapter Renewal Form to recertify your chapter each semester (link will be emailed to your EOF Programs). Deadline: **October 1st** (fall semester) and **March 1st** (spring semester) (Attach semester Budget Plan, and Updated Constitution).
- Build an Executive Board with a minimum of 4 or more ambitious students (President, Vice President, Secretary, and Treasurer).
- Draft a Chapter Constitution.
- Promote events during the academic year that contribute to E.O.F. student development and leadership.
- Invite statewide A.E.S.N.J. executive board representatives to at least one Chapter Executive Board meeting.
- Submit Annual Report to statewideaesnj@gmail.com by **April 15th** which provides updates on past chapter activities, events, meetings, etc. (see sample documents pg. 13-25).
- Establish yearly membership intake process (fill vacant positions as needed).

Chapter Expectations and Guidelines

- Select at least one E.O.F. advising staff member.
- Host weekly E-Board meetings, and monthly General Body meetings.
- Host 2 events a year (1 per semester) including co-sponsorship that follows the chapter mission and purpose.
- Minimum 2 E-Board or General Members must attend statewide A.E.S.N.J. events/programs/workshops (i.e. Conferences, Student Day at the Capitol, Summer Institute, and 1 of 3 Jersey Cares Community Service).
- Meet regularly with advisor to review semester/annual goals, budget, and programming initiatives.
- If applicable, apply for the school's student fund board committee to be eligible for funding. (Some chapters receive funding from the institution; others receive funding from EOF Office).

Benefits

- Affiliated with a **Statewide Organization (AESNJ)**.
- Receive breakfast or lunch at community services projects.
- Receive 50% discount for certain events.
- Eligibility for recognition and awards.
- Become spokespersons for your local campus EOF program.
- Develop skills necessary for future career.
- Network with political figures who develop policies that impact students in New Jersey.
- Receive personal invitation to specialized statewide AESNJ leadership and development trainings via conferences, programs, workshops, and training institutes.
- Receive access to academic and professional networking opportunities.



- Receive statewide AESNJ promotion of local chapter events.
- Receive access to statewide advocacy initiatives affecting EOF students and public/private education interests.
- Receive coaching and individualized development in the best practices for organizing a chapter.
- Become a part of a support system.

ANNUAL REPORT GUIDELINES

The purpose of the annual report is to audit individual chapters and ensure they are meeting the standards set forth by the Statewide AESNJ Toolkit. The annual report will allow Statewide AESNJ to assess the needs and progress of each chapter to better serve you. On **April 15th** the annual report is due, which will provide information on the entire academic year completed. Please submit your reports to statewideaesnj@gmail.com.

Instructions: Develop **one** Microsoft Word document that includes the following items

- Updated Constitution
- Fall and Spring Semester Budget Plans
- Agendas
- Minutes
- Event Flyers/Pictures
- Updated Directory

Please follow sample format provided in this Toolkit (see page 12-25).



CHAPTER CHECKLIST

*Please use this toolkit and follow the chapter guidelines set by statewide AESNJ to remain in good standing and qualify for recognition and awards.

- DEVELOP CHAPTER PURPOSE
- SUBMIT CHAPTER CONSTITUTION
- SUBMIT CHAPTER RENEWAL FORM (October 1st and March 1st)

Note: Link will be sent to your EOF Programs.

- DEVELOP BUDGET PLAN
- MAINTAIN 4 EXECUTIVE BOARD MEMBERS
- INVITE STATEWIDE AESNJ MEMBER TO 1 CHAPTER MEETING
- SUBMIT ANNUAL REPORT (April 15th)
- MEET REGULARLY WITH ADVISOR (at least 1 meeting per semester)
- SCHEDULE REGULAR EXECUTIVE BOARD MEETINGS
- CO-SPONSOR EVENTS WITH OTHER ORGANIZATIONS
- PARTICIPATE IN STATEWIDE AESNJ EVENTS (i.e. Conferences, Student Day at the Capitol, Summer Institute, and Jersey Cares Community Service)

Make sure your organization follows listed guidelines to ensure you are impacting your community at a local and state level.



CHAPTER APPLICATION

*All EOF Student Organizations must complete a Chapter Application for the 2013-2014 academic year. The application link will be emailed to your EOF Program. Please identify a counselor/advisor who can complete the form. This application is for the purposes of becoming an official/recognized AESNJ Chapter on a state level. Your chapter must go through the probation period that requires you to follow the guidelines in the Chapter Toolkit developed by the Statewide Alliance of EOF Students of NJ (AESNJ). To start a chapter, you must: submit the Chapter Application, have at least four members (President, Vice President, Secretary, and Treasurer), and submit one Chapter Constitution. We highly encourage that your chapter be advised by at least one EOF Staff Member. For more information, contact statewideaesnj@gmail.com or 201-855-9438. Your chapter must submit a complete application by **March 8th**.

Please follow the link:

<https://docs.google.com/spreadsheets/viewform?fromEmail=true&formkey=dEdsUE5adUVvNXFP0EthYUJmRkIwMIE6MQ>



CHAPTER RENEWAL FORM

*The renewal form is for all established and active chapters. This form should be completed by a Counselor/Advisor to verify a chapter's active status and to update the membership directory. Complete the form by **October 1st** (fall semester), and **March 1st** (spring semester). A link to submit a renewal form will be emailed to your EOF Program. Below is a sample of the renewal form.

DATE: _____

COLLEGE/UNIVERSITY: _____

CHAPTER EMAIL: _____ (i.e. Saintpeters.aesnj@gmail.com)

ADVISOR/COUNSELOR: _____

ADVISOR/COUNSELOR PHONE NUMBER: _____

ADVISOR/COUNSELOR EMAIL: _____

ORGANIZATION NAME: _____

EBOARD MEMBERS NAME & EMAIL:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

WHAT DEPARTMENT FUNDS YOUR ORGANIZATION? (i.e. EOF, Student Activities, etc.)

** Please make sure to attach the chapter's semester budget plan and a copy of the most recent Chapter Constitution (see samples pg. 12, 19).



MEMO TO AESNJ ADVISORS

Advisor Expectations/Guidelines (*Highly Encouraged*)

- Attend Local Chapter Executive Board Meetings
- Assist with Chapter Programming
- Mediate Chapter Conflicts
- Advocate for Local Chapter
- Monitor Chapter Goals
- Read Chapter Minutes
- Reserve Rooms
- Report Updates to Statewide AESNJ
- Review Toolkit
- Encourage Participation in Statewide Events (Ex. Conferences, Student Day at the Capitol, Summer Institute, and Community Service)
- Be the Immediate Liaison between Statewide AESNJ and Local AESNJ Chapter
- Create a Professional Gmail Account
- Use Google Docs, Google Calendar

Benefits

- Network/Build Statewide Support System
- Professional Training
- Provide Direct Mentorship
- Foster Student Leadership Development
- Receive Direct Mentorship
- Promote EOF to Campus Community
- Represent Host Institution
- Connect with EOF Students Beyond the EOF Office
- Meet Political Figures who Influence NJ Higher Education
- Contribute to Statewide Initiatives (i.e. Student Day at the Capitol, Conferences, and Community Service)
- Be the Model State
- Strengthen Engagement at a Local and Statewide Level
- Increase Persistence and Retention on your Campus
- Alleviate Office Responsibilities (ex. Coordinating events)
- Contribute to the Growth of the Statewide AESNJ Organization
- Enhance Campus EOF Program



STATEWIDE

AESNJ ANNUAL CALENDAR

MONTH

TASK

August

1. Conference/Virtual Call
2. E-board Meeting

September

1. Conference/Virtual Call
2. Budget Proposal
3. E-board Meeting
4. Jersey Cares Community Service (Remembrance of 911 Attack)

October

1. Conference/Virtual Call
2. E-board Meeting

November

1. AESNJ Fall Student Leadership Conference
2. E-board Meeting

December

January

1. Jersey Cares Community Service (Remembrance of MLK)
2. Mid-Year Retreat
3. Draft Budget Proposal

February

1. E-board Meeting
2. Conference/Virtual Call

March

1. Advocacy Video Campaign
2. Student Day at the Capitol
3. E-board Meeting
4. EOFPANJ Spring Conference

April

1. Election Nominations
2. E-board Meeting
3. Presidential Dinner

May

1. Annual Report
2. Election Announcements
3. Annual Financial Report
4. Jersey Cares Day
5. EOFSAA Family Picnic
6. E-board Meeting

June

1. Officers Elected/Beginning of Term
2. Social
3. E-board Meeting

July

1. Summer Retreat (Team Building)
2. Recruitment (Summer Program Tour)



AESNJ
Saint Peter's University Chapter
Constitution

Article I:
NAME, MISSION STATEMENT, AND PURPOSE

Section 1: Name E.O.F.S.A

The organization shall be known and cited as the Educational Opportunity Fund Student Association, hereinafter referred to as EOFSA.

Section 2: Alliance of Educational Opportunity Fund Students of New Jersey

This organization shall operate under the umbrella of the Alliance of the Educational Opportunity Fund Students of New Jersey statewide organization hereinafter referred to as AESNJ.

Section 3: Mission Statement

The Educational Opportunity Fund Student Association (EOFSA) leadership is a community of New Jersey College students enrolled in Saint Peter's University. The mission of EOFSA is the development of strategies and programs which strengthen the social, political, economic, intellectual, and spiritual welfare of EOF students operating under the guidance and direction of the Alliance of Educational Opportunity Fund Students of New Jersey.

Section 4: Purpose

EOFSA will pursue the following purposes:

- Strengthen the ability of EOF Programs and their host institutions in gaining the necessary resources to improve their effectiveness in meeting the needs of EOF students.
- Provide leadership training opportunities for EOF students and others, which enhance self-empowerment, and the ability to relate to and work with others.
- Exercise social responsibility through community service and public education initiatives.
- Actively network with youth leadership organizations which may be college, high school, or community agency based in promoting community development initiatives.

EOFSA will seek to accomplish these purposes by:

- Demonstrating leadership of the organization, ascertaining EOF student concerns, serving as a liaison between AESNJ and EOF students at Saint Peter's University.
- Advocating on matters of funding for the EOF program, legislation, and the policy decisions which impact the affordability of higher education and the quality of supportive services.
- Participating in community service activities involving health, educational, environmental and civil/human rights in the community.



- Sponsoring leadership-training initiatives in the areas of self management and organizational skills, which will prepare the EOF student community to assume leadership roles within their communities.
- Assisting other youth/student organizations in mutual support in one another's activities which address the general purposes of EOFSA and that particular organization.

Article II:
ORANIZATIONAL GOVERNANCE

Section 1: Membership

The membership of EOFSA shall be open to all students enrolled under the auspices of the Educational Opportunity Fund program at Saint Peters University. The current EOFSA executive board and the advisors will select nominated candidates to become part of the EOFSA executive board for the following academic year based on Article III.

An executive board member in good standing is evidenced by the following:

- a. Commitment and full responsibility to their position.
- b. Consistent attendance to all physical meetings and phone conferences.
- c. Attending all events and community services throughout the year with the exception of emergency related issues.

Section 2: The Administrative Body

The administrative body of EOFSA shall be known as the Executive Board.

Section 3: Composition of the Executive Board

President, Vice- President, Secretary, Community Service Specialist, Treasurer, Public Relations Specialist.

Section 4: Powers of the EOFSA Executive Board

The executive board shall have the supreme oversight in all matters pertaining to the organization as interpreted in this constitution.

The executive board shall be vested with the power to legislate and supervise the constitution.

All constitutional revisions must be approved by a 2/3 majority of the executive board.

The executive board is vested with the power to approve the organization budget and regulate dues.

The executive board shall perform such duties and discharge such responsibilities as may be provided for in other Articles of this constitution.

The executive board of EOFSA may call special meetings at any time by its own motion and initiative. The president of EOFSA, must, upon receipt of the written application of one quarter of the members in good standings/or voting members call a special meeting. Notice of special



meetings shall be sent to all members and shall indicate the purpose for which the meeting is being called.

Article III **SELECTION OF OFFICERS**

Section 1: Selection Procedures for Returning Officers (Executive Board)

The returning members of the EOFSA Executive Board shall be considered for the vacant positions before making new elections.

The returning officers shall nominate themselves for the position of their choice. Upon this nomination the Board shall take a confidential vote during the meeting in April before the new elections. The member who gains the majority of votes will assume such position.

Section 2: Selection Procedures for new members

After the final general body meeting for the Spring Semester voting will take place for the new E-board members. This will take place every Spring Semester.

Section 3: Installation of Selected Executive Officers

All executive elective officers shall begin office on the 1st of June of the election year, and be announced to the membership by the 30th day of May. In the interim between elections and inductions, the incumbent officers will be required to provide the necessary resources to the newly elected officers to ensure a smooth transition. Any officer may be removed from office for cause by a majority of vote of the voting members.

Section 4: Tenure of Selected Executive Officers

1. The President shall serve a term of two years. He/ She may not serve as president for more than 4 consecutive years.
2. The Vice President shall serve a term of two years. He/ She may not serve as vice president for more than 4 consecutive years.

Article IV **DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS**

Section 1: President

The president shall be the chief executive officer of EOFSA. The president shall preside over all general membership and executive board meetings, EOFSA conferences or any other executive board meetings that may be called.

He/ She shall have the authority to appoint committees once his/her recommendations have been approved by the executive board. The president shall have, with the concurrence of a simple majority vote of the executive board members, the authority to appoint members to fill vacant executive board positions. The president will be the official representative to communicate with other professional groups, organizations, and educational institutions.



After a vote for any amendment or application of the EOFSA constitution, the president shall interpret the constitution and by-laws of EOFSA and either accept or veto the decision of the executive board members. The president's decision shall be final, except upon an objection being raised and sustained by a $\frac{3}{4}$ vote of the general membership.

The president shall have the power to cause an Executive Order, only in such instances that it is apparent that the Association's welfare is in jeopardy. The Executive Order must be a declaration in the best interest of the association, and can only be implemented if circumstances are such that leaving said action to normal legislative procedures would have the effect of condoning improper actions or cause extreme hardship or detriment to the association.

The president shall prepare with the assistance of the executive board an annual report which will present information on the association's activities, fiscal condition, and progress/fulfillments of the goals and objectives. This report will be made available to the General Membership. The report is to be completed at the end of the spring semester in May.

Section 2: Vice President

The vice president shall assume the powers of the president in his/her absence. If the president cannot complete his/her term, the vice president shall assume the presidency, at which time he/she will appoint a new vice president who must be approved by a simple majority vote of the executive board members.

The vice president shall oversee all committees created by the president. The vice president shall perform other such duties as may from time to time be assigned by the executive board president and shall act on the president's behalf when so requested.

Section 3: Secretary

The secretary is the official record keeper of all executive board minutes and proceedings. The secretary will receive all minutes and proceedings of all sub committees established by the president, record the minutes and shall make all records available to the General Membership.

The secretary shall also take attendance at all meetings of the executive board and general membership.

He/she shall keep on file all records, reports, correspondence and information necessary to the function and purpose of the organization. He/she shall prepare such reports as the association may direct.

One week before the scheduled meeting, the secretary shall send the minutes of the previous meeting to all executive board members via email. If the president for any given reason asks the secretary to send the minutes or any document before hand for any additional information added or pre-approval, he/she shall do so.

Section 4: Treasurer

The treasurer will be responsible for receiving all revenue monies. He/she shall chair the fundraising committee. He/ She shall be responsible for collecting all fees associated with activities of the association and any other purchases.

Treasurer shall prepare all required invoices for all revenues collected. He/she shall be responsible for the proper accounting and safeguard of all monies, funds and securities of the association.

Treasurer shall submit a detailed accounting auditing report on a monthly basis to the executive board and makes a written annual financial report available to the general membership. Shall



account for and collect all prescribed payments made to the association. Shall be responsible for keeping permanent records of all funds and expenditures, and make an annual financial report at the end of the spring semester in May. He/she shall also present a proposed budget for the upcoming year by the end of the semester in May.

All disbursement in any manner must be approved by a majority vote of the executive board members and co signed by the executive board president and/or vice president.

Section 5: Public Relations Specialist

The Public Relations Specialist shall be responsible for the preparation, publication, and dissemination of information as directed and approved by the executive board. He/she shall be in charge creating flyers and publicizing our conferences, community service events, and any other social events etc.

He/ She shall be the person manages social media and any other tools approved by the committee.

Section 6: Community Service Specialist

The Community Service Specialist shall establish/maintain a community service directory/data bank which identifies public and non- profit agencies, advocacy groups, and professional associations for the purpose of identifying volunteer service opportunities for EOFSA.

He/she shall serve as the EOFSA liaison to organizations presenting volunteer service opportunities. Shall recommend methods and strategies for providing program/activities, which recognize membership contributions to the fulfillment of the EOFSA mission, these may include awarding of mini-grants to chapters based on special projects, academic and leadership scholarships, community service awards, and awards granted based upon exemplary educational and legislative advocacy efforts. He/she must serve as the chair of the community service committee.

Section 7: Private Sector Representative (Will Change According to Region)

The private sector representative shall be in communication and informed with any events the private university with EOFSA chapters have. He/she must communicate all private institution of EOFSA events and community services. The private sector representative shall arrange dates and times for EOFSA members to host workshops and meetings at the private universities.

He/she shall help reestablish or establish EOFSA chapters at the private universities within the EOF community that do not have a chapter. He/ She shall also provide executive board with a monthly report on updates with EOFSA chapters and/or reestablished or established chapters. The report should include a list of the chapters and their contact information which can be kept under the account of EOFSA and can be updated as necessary.

Article V COMMITEES

Section 1:



The President shall have the power to appoint committees as necessary to implement the purposes of the organization such as committees for fundraising, housing, public relations, data collection, etc.

These committees shall have the power and duties designated by the Chairperson, and shall give advice and make non-binding recommendations to the Board.

Article VI **MEETINGS**

Section 1: Procedures

All executive board meetings will be conducted in accordance with Robert's Rules of Order (latest edition). When the Robert's Rules of Order conflict with the association's constitution and/or by-laws, the constitution and/or by-laws of EOFSA shall govern.

The procedures of all Sectors shall, as closely as possible, imitate those of the Executive Board. However, no distinctions shall be made for executive members' powers other than those required in order to fulfill their responsibilities.

Section 2: Attendance

Attendance shall be taken by the Recording Secretary at the executive board and general membership meetings. All sectors will also take attendance at their meetings.

There must be a quorum of no less than $\frac{1}{2} + 1$ of the voting members for all entities within the alliance structure for an official meeting to take place where voting is conducted.

If a member misses 3 in one semester, the impeachment process will be initiated.

If a member misses 2 meetings in one semester, the person shall receive a written warning. A majority of board members constitutes quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting and re-schedule for another date.

Section 3: Tardiness

Members shall be on time to all meeting/phone conferences, and events. If the executive board member is late without proper notice, he/she will be given a warning. 3 or more tardiness will result in one absence.

Article VII **IMPEACHMENT PROCEDURES**

Section 1: Rules and Regulations

To begin the impeachment process, an executive board member must provide justifiable evidence, in writing, as to why the accused E-board member is being demoted from his/her position. A copy of the indictment should be sent to the accused at most five business days (5) prior to a group meeting (weekly). Therefore, the defendant would also have the ability to defend him/herself from any wrong accusations. Within ten (10) days, in writing, the affected member is to discuss his/her ability to maintain their E-board position. After twenty days (20), a rebuttal must take place. The document written by the accused E-board member, must be examined by a president in EOFSA. A two /thirds dismissal vote from the executive board is required for an executive board member to be impeached.

Actions which qualify as grounds to begin impeachment procedures are:

- a. Illegal activity which is proved in a court of law.



- b. Acts which bring down the integrity of the executive board and/or of the Association's name.
- c. Failure to fulfill the responsibilities of the respective position and any other such circumstances which bring to question the commitment of the executive board member.
- d. Habitual missing of meetings without justified cause.

Article VIII
AMENDMENTS TO THE CONSTITUTION

Section 1: Voting

Any member of the EOFSA Board may request an amendment to the By-Laws of the EOFSA Constitution. All requests shall be made in writing to the President. These requests shall be announced to the entire Board members at least one week in advance. At the next meeting, the amendment shall be called to a vote.

Section 2: Voting

This constitution shall be amended by a vote of no less than $\frac{1}{2} + 1$ of the voting members in good standing present at any meeting provided quorum is present.

Date Revised: August 30, 2012



AESNJ

Alliance of EOF Students of New Jersey
Saint Peter's University Chapter

SEMESTER BUDGET PLAN

Name: Ricky Nirwan

AESNJ Budget Semester: Fall 2012

Event Title: Domino Night Date: 12-13-2012

Event Description: Social Event

Students will engage in the game of Dominos and enjoy one another over pizza and music.

Purpose:

To make students aware of AESNJ, promote upcoming events, and relieve stress during finals.

Budget Break Down: *(Item, Price, Quantity, Estimated Total)*

Food (Pizza)= \$5

Quantity= 40

Total= \$200

Event Title: Relationships 101 Date: 2-13-2013

Event Description: Educational Event

Students will examine healthy relationships.

Guest Speakers will present and dinner will be served.

Purpose:

To expose campus community to diversity, and practice relationship skills.

Budget Break Down: *(Item, Price, Quantity, Estimated Total)*

Food/Drinks= \$5

Quantity= 100

Total= \$500



AESNJ

Alliance of EOF Students of New Jersey
Saint Peter's University Chapter

October 11, 2012

AGENDA

- A. Treasury
 - a. Overall Budget: \$1300
 - b. Masquerade Budget: \$ 650
 - i. Who is purchasing the masks?
 - ii. How much will be spent for the masks?
 - c. EOF Conference: \$420 (not EOFSA account, treasurer must sign off on check)

- B. Community Service
 - a. Paper work to Eric Sekel.
 - b. Liz will speak about the community service she has talked to Eric about.

- C. Public Relations
 - a. What is the strategy for promoting Masquerade Ball?
 - b. Send reminder to J. Cole about Email Blast to Campus Community

E.O.F.S.A. Meeting Recap:

* Fame meeting T/Dates/ Events specialty confirmations.

Just to confirm:

1. Sodexo - Completed
2. Maintenance- Completed
3. Security- Completed
4. Dance team - Completed
5. Fame-
6. Flash Mob- Completed
7. DJ/Lighting- Completed
8. Photography- Completed
9. Email Blast to Campus Community-
10. Petty Cash-
11. MC (Giovanna Roman)- Completed
12. Agendas Printed-
13. Decorations-

**Great job team! We are ahead of time with the preparation of this event.*



AESNJ

Alliance of EOF Students of New Jersey
Saint Peter's University

November 14, 2012

Began: 12:05PM

Ended: 12:35PM

MINUTES

- Franchesca will ask Blanca about the flyers. Franchesca will also be providing the information to E-Board via email.
- Since the CROP WALK was cancelled, Alberto spoke to Fr. Rocco and he will be giving credit and letting Erik know we participated in the donations for Hurricane Sandy... (mention you're from E.O.F.S.A.)
- I received an email from J. Cole letting us know our budget is **\$620.73**

Events

- Movie Night - Darrielle and Alberto will be donating for the cupcakes. The budget set up for movie night is \$125.00
- It will be held in McIntyre (Alberto has new information regarding the event!)
- Relationships 101 we will be using \$450 including the money given by Title V.
- Carnival is our biggest event. We are going to start trying to get other student associations to participate in this event in order for it to be more successful. The associations we are trying to incorporate in our event are *SEB, Salsa Club, Italian Club, and Sociology Club*. We will also let AESNJ know about the carnival. (if I missed any let me know)
- For the carnival, we set a budget of \$1,500.00 including money given from other clubs.
- Our budget alone for this event was said to be \$300.00
- Amanda will send out an email regarding the t-shirts that the club may be willing to buy with out of pocket money.

***** E-BOARD members have a meeting with J.Cole on Tuesday, November 20, 2012 at 1:00pm**



AESNJ

Alliance of EOF Students of New Jersey
Saint Peter's University

MASQUERADE EVENT BUDGET

BUDGET				
ITEM			PRICE	
<i>ENTERTAINMENT</i>				
	DJ		\$100	
<i>FOOD</i>				
	SODEXO		\$230	
	DRINKS		\$60	
	DELIVERY CHARGE		\$25	
<i>SECURITY</i>				
	CAMPUS SAFETY		\$120	
<i>MISCELLANEOUS</i>				
	PETTY CASH		\$115	
				TOTAL: \$650



A.E.S.N.J

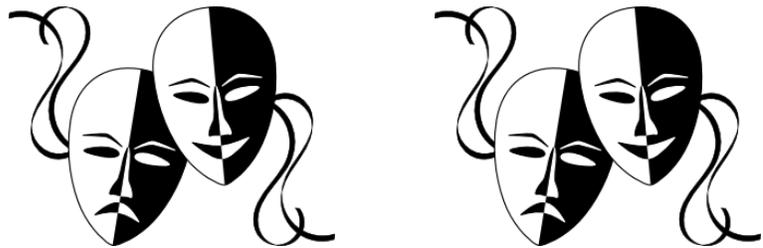
Presents to you:

*The Masquerade
Ball*



OCTOBER 19TH,
8 PM - 11:30 PM
MCINTYRE
LOUNGE
ATTIRE IS
SEMI-FORMAL!
(DRESS TO
IMPRESS!!!)

FEATURING
SAINT PETER'S UNIVERSITY
F.A.M.E. & DANCE TEAM
RAFFLE, FOOD, MUSIC, AND DANCING
DOORS WILL CLOSE AT 8:45 P.M.



BRING YOUR MASKS IN YOUR HAND. YOU WILL NOT
BE ALLOWED TO WEAR THEM WHEN ENTERING. AT
11PM REVEAL YOUR TRUE IDENTITY.



EVENT PROGRAM

AESNJ & F.A.M.E

PRESENTS TO YOU:

THE MASQUERADE BALL

**FEATURING ...
SAINT PETER'S UNIVERSITY
DANCE TEAM**

OCTOBER 19, 2012

8:00PM-11:30PM



On behalf of the Members of the Alliance of EOF Students of NJ, F.A.M.E., and Saint Peter's University Dance Team, we would like to thank all of those that came out to support our event.

**THANK YOU
ONCE AGAIN !**