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Background

Purpose
The Honors Student Advisory Board (HSAB) acts as the student leadership organization for a variety of Honors student activities. The board will primarily:

- Organize and conduct Honors Program student events;
- Attend bi-weekly board meetings;
- Communicate effectively with their fellow board members;
- Work with campus and community members in event coordination;
- Serve as an ambassador for the Honors Program;
- Assist in the recruiting & retention of prospective students to the Honors Program;
- Give input and direction to Honors Program decision-making;
- Help shape a welcoming environment for all students in the Honors Center.

Qualifications

- Interested students must apply prior to the deadline as announced by the Honors Program Coordinator.
- HSAB students must be currently enrolled at Weber State and in the Honors Program.
- HSAB members should make adequate progress towards pursuing the Honors distinction of their choice during their term of service.

Composition & Selection

- HSAB will consist of a minimum of 4 and maximum of 6 members.
- The Honors Staff and the previous year’s president will appoint a president, who will work with the other HSAB members to determine other positions as necessary.
  - If the current HSAB president is re-applying, they will not participate in the selection process.
  - Should the HSAB president be selected for the board again and have adequately served as president, they will be offered the position again at the Program Coordinator’s discretion. If accepted, they may appoint their Vice President. If declined, they may offer a suggestion for another member to be president based on past experience or by review of the applications.
  - Should the newly appointed President decline to appoint a VP, positions will be open for election. A call for nominations will be emailed to board members to nominate either themselves or others for the positions. Once compiled, the final ballot will be emailed to all students and a decision announced by the Program Coordinator.
Rules
We ask everyone to follow these simple rules:

1. Racism, sexism, ableism, homophobia, transphobia and all other forms of hate speech will not be tolerated, regardless of intention or used as “humor”. Refrain from using slurs or offensive language in any written or spoken correspondence.

2. Do not insult, belittle, berate, or ridicule other members and do not participate in inflammatory behavior.

A minor offense will result in a first-time warning, while second-time violations will result in removal from the board. A major offense will result in immediate removal from the board and possible removal from the Honors Program at the Honors Program Director’s discretion. If necessary the Dean of Students and/or Title IX Coordinator will be contacted concerning further disciplinary action.

Replacement of Members

- In the event a member of HSAB is removed or resigns during his/her term of service, the position will be re-advertised by the Honors Staff if there is a significant amount of the term remaining in the academic year. The same qualifications for service in HSAB will apply to any new applicants.

- A member may be removed if they consistently do not attend board meetings, fulfill their duties, or violate the rules of the board.

- The HSAB president will select and notify the new member(s) in consultation with the Honors Staff.

Extenuating Circumstances - a note from the Honors Advisor, Megan Moulding
Everyone is doing the best they can under the circumstances they live in. Sometimes life happens and as the Honors advisor, I understand that your personal life should take priority over any obligation to the HSAB. There are a myriad of reasons big and small that can cause HSAB to fall down your priority list. Please know that I am always willing to work with you. If you are struggling, even if it seems small, please let me know you need to take a break from the board and together we can find a solution to accomplish the task assigned to you, while also giving yourself time to breathe.
Organization

Roles & Responsibilities

In the first meeting as a new board, members will discuss and decide the delegation of roles. The board can choose to either select the non-executive role they wish to fulfill or they can choose to share each role among themselves. If the latter, each member must fulfill each role at least once per semester.

Fixed Roles:

**President** – The President oversees the delegation of tasks to board members and is responsible for executive decisions including but not limited to the direction or focus of board efforts for the year (e.g., focus on student mental health) and management of board correspondence. This includes directing meetings and reporting directly to the Honors Program Coordinator. The President will also be asked to facilitate events, such as Food for Thought or Game Days, and/or speak at events such as the Honors Banquet or Picnic.

**Vice-President** – The Vice President acts in the President’s stead. Additionally, the Vice-President is responsible for maintaining the Honors Program Discord server, which serves as the digital Honors “hangout” space. The Vice-President also serves as Treasurer. The Treasurer oversees the board finances and reports directly to the Honors Program Administrative Specialist regarding available funds, purchases, etc. for purpose towards the board (e.g., swag), events (e.g., food), or marketing/recruitment (e.g., printing costs for fliers or brochures).

Rotating Roles:

**Recorder** – The Recorder is responsible for documenting the outcomes and takeaways from each meeting and notifying board members of their tasks. Additionally, the recorder oversees the digital organization of HSAB files in the shared Google Drive.

**Event Coordinator** – The Event Coordinator is responsible for gathering available meeting times from the board and finding dates and times that work to meet. Additionally, they are responsible for coordinating with speakers for events. The Event Coordinator will work closely with the Marketing & Treasurer members.

**Marketing & Design** – The Marketing & Outreach position is primarily responsible for creating promotional material for events and for the program. This includes both print posters, fliers, social media (Twitter, Instagram, & Facebook) and the Honors website.
**Communication & Expectations**
Board members are expected to adopt the preferred platform (Discord) and respond promptly to communication, particularly concerning scheduling, task management, and event coordination. Members are expected to check student email and Discord at least twice weekly and respond to emails from their board colleagues and Honors Program staff promptly. Members are also expected to contribute to the HSAB Project Management spreadsheet, reporting on each task in board meetings. Failure to respond may force the President, Vice-President, or Program Coordinator to make executive decisions. Chronic despondency may result in the member being removed from the board.

**Honors Program Overview**
As ambassadors to, and representatives for, the Honors Program, the board should have a general knowledge of the program. Below is a brief overview of Honors:

**Foundation Honors** requires students to complete 9 credits of Honors courses and an additional 3 credits in any course with the following designations or prefixes: HNRS, WSU, CEL, CRE, SUS, INT, GBL, or a Wildcat Scholars course. These HIEE courses can be counted retroactively. The requirement for GPA is a 3.5 at time of graduation OR significant improvement of GPA between joining the Honors Program and graduation. Students may graduate with Foundation Honors with either an Associate’s or a Bachelor’s degree.

**University Honors** requires students to complete a total of 18 credits, of which 12 are from Honors courses, 2 are from an Honors reflection capstone, and a minimum of 3 are any courses with the following designations: HNRS, WSU, CEL, CRE, SUS, INT, GBL, or a Wildcat Scholars course.

Additionally, students must complete 2 of the 3 categories:

a) **Habits of Inquiry & Lifelong Learning** (attend 4 Food for Thought events and/or events held outside of their major)

b) **Research & Scholarship** (give a presentation or performance at any local, regional, or national conference or performance venue OR publish an original work in a local, regional, or national refereed journal. Co-authored is okay)

c) **Citizenship, Local to Global** (Engaged in at least 30 hours of community service over a continuous period of time, with a single campus organization or CCEL-registered community partner AND attend any two events, including the Diversity Symposium and/or Intermountain Sustainability Summit. Other events may be submitted for consideration.)

**Departmental Honors** varies from department to department and is largely managed by individual departments with input from the Honors Program. This allows the department advisors to cater the experience to the field of study and the student’s goals.
**Green Department Guidelines**
The Honors Program participates in the Weber State Green Department Program. The Green Department Certification Program is a voluntary and competitive program that supports and rewards departments while helping Weber State achieve its energy efficiency and sustainability goals. The Energy & Sustainability Office provides a series of checklists and resources to help guide Green Teams through four levels of certification:

HSAB will need to work in compliance with the Green Department guidelines when planning events. For example, if the board wishes to purchase giveaway prizes, the Honors Program asks they consider sustainable options. Another example is if the board wishes to print posters to advertise an event, they need to request non-glossy posters so they may be recycled after the event.
Event Overview

Weekly Events

Thursday Bagels & Donuts - Optional
The board does not need to attend every Thursday Bagel/Donut day (~10 am in the Honors Center), but it would be helpful to have some students on hand to run and get the donuts at the library loading dock or the bagels from the Einstein’s in the student union, if that is needed. Additionally, it is useful to have the board present when there is an influx of students in the center just to create a friendly atmosphere and have familiar faces to the board.

Friday Game Days – Optional
Game days are currently very low key and are open to changing direction if the board sees fit. Per the last meeting of 2020-21 year, there was a suggestion to advertise more specifically about game day and also to take it outside on good weather days. This could evolve into just outside social time with the Honors Program. (Mini picnics?)

Monthly Events

Food for Thoughts - Mandatory
The Food For Thought series is a monthly (not quite, it is held in Sept/Oct/Nov and Jan/Feb/Mar of each semester) event where HSAB creates a topic and finds a speaker or speakers to address a topic. The Honors Program provides food (pizza!) and it is usually hosted in either the Honors Center (LI 324) or Hetzle-Hoellein room (LI 321)

HSAB Duties
The HSAB’s responsibilities is to come up with the topic, contact the speaker(s) for the topic, schedule a time and date, email/calendar the event, create advertising for the event, and help set-up/clean-up the event before and after. These details need to be completed in a concrete, not conceptual, way. Additionally, these details need to be determined and executed well in advance. Advertising, for example, should be finalized preferably a solid 2 weeks prior to the date of the event.

Example Food for Thought

“The Universal Experience of Imposter Syndrome (and How to Combat it)”
Panel Discussion w/ Tracy Covey, Olga Antonio, Juancarlos Santisteban

This was a highly successful event attended by over 60 students. Tyler Browning directed a panel discussion addressing the topic of Imposter Syndrome in an effort to bring awareness to the fact that everyone deals with the realities of Imposter Syndrome. Below is a short list of questions addressed by the panel.
• When was there a time in your life that you experienced some form of Imposter Syndrome?
• Can you talk about how you feel gender or race play a role in Imposter Syndrome?
• Do you think it contributes to toxic masculinity or internalized sexism?
• How do you think social media has affected the prevalence of Imposter Syndrome?
• We often talk about Imposter Syndrome in the context of education but how do you think it affects other areas of our lives (i.e. work, relationships, civic or political engagement, etc.)
• What are some ways that we can combat the feelings of Imposter Syndrome?
• Are there any benefits to experiencing imposter syndrome?

Movie Night in the Afternoon - Optional
Movie nights have variable attendance, usually on the low-side, although not always. The Honors Center will have popcorn and candy and will screen a film with a very brief guest speaker. They are held on the last Friday of every month. If members are available, help set-up seating in center and put out/put away food. This event has been put on hiatus since fall 2019.
**Semester Events**

**Block Party - Mandatory**
Block Party is always the first Friday of the first week of classes. The advisor will reserve a booth and notify the board. Block Party is a great way to advertise for the Honors Program to a wide audience. Block Party is typically from 8 am - 2 pm.

**HSAB Duties**
The HSAB’s responsibilities is to help set-up and break-down the tent, talk to students about the Honors Program, advertise for the upcoming picnic, and be a friendly face to the student body about the Honors Program.

HSAB can work in shifts. As you should know by now, HSAB should not interfere with class or work schedules. If you can only make it for 20 minutes between classes, so be it. Anything helps!

**Tips:**
Bring a water bottle and snack. It gets toasty out there, even in the shade.

**Honors Picnic - Mandatory**
The Honors Kick-off Picnic is a long held tradition in the program. This is a chance to welcome Honors students back from summer break and to invite new students recruited from Block Party to a social get-together. Students, faculty, staff, and family members are all invited.

The HSAB's role in this event is to:
a) gather donations for a raffle giveaway  
b) provide lawn games and entertainment  
c) assist with set-up and clean-up

Lawn games can include good group games, such as volleyball net, bocci ball, beanbag toss, frisbee, card games, etc. The main goal is for everyone to feel welcome, comfortable, and part of a community. Sometimes students can be very shy, so we encourage students to bring a friend or two, and for HSAB to engage them in conversation or introduce them to other students to help build friendships and break the ice.

**Location:** The past 2 years we have held the Picnic at 40th Street Park, just 5 minutes West of campus. To reserve, you have to go to the physical location of the South Ogden City building (yes, really) to fill out a carbon tri-copy paper (yes, really), and put down a safety deposit. The advisor will do this.

**Catering:** Taco cart from Tacos La Tapatia, 801-458-1042, 2549 Washington Blvd, Ogden, UT 84401

**Previous Prize Donors:**
The Front Climbing Gym - 1 Month Free Gym Membership ($80) and 3 Day Passes ($60); Jake’s Over the Top - 5 Free Jr. Shakes ($25); Ballet West Tickets; Utah Symphony; Honors Program swag
Open House – Optional
The open house is a celebration of the end of the semester. It is held on the last Friday of classes in both semesters. We order lots of food and coffee/hot cocoa. Sometimes there is a battle-round of Bananagrams. If you can attend, help set-up or clean-up at the end. In general, just stop by, enjoy, grab a treat, and help create a fun and relaxing atmosphere.

Banquet – Mandatory, if requested by Coordinator
Depending on staff availability, the Program Coordinator may need to rely on HSAB to assist with setting up for banquet events. Rarely does this include needing the board to stay for the entire event, but if they do help, it usually involves a free dinner! (Sodexo, so, meh, but sometimes it is good!)

Service Project – If coordinated, mandatory
Historically, the board has worked with the American Foundation for Suicide Prevention to fundraise for the organization. There is more information in the shared Google Drive on this event, but the board is not obligated to continue this tradition. It would, however, be nice if the board could organize a service project at least once a year.

Western Regional Honors Conference (WRHC) – Optional
The Western Regional Honors Council (WRHC) is a professional organization of faculty, administrators and students dedicated to the promotion and advancement of undergraduate honors education. The WRHC represents honors programs and honors colleges at institutions of higher learning across the 13-state Western Region through an annual conference. Through sharing information about honors programs, honors colleges, and best honors practices region-wide, the WRHC hopes to create an intellectual, programmatic and administrative network of resources aimed at helping the region’s honors programs and honors colleges grow and thrive.

The board is invited to attend the WRHC either as presenters or attendees. Registration, transportation, and hotel rooms are paid for by the Honors Program. Students are responsible for covering the cost of food. (But the conference usually has at least a couple complimentary meals!)
**Timeline**

- Block Party – Friday of the first week of the school year
- **Honors Picnic**
- September Food for Thought
- September Movie Night
- October Food for Thought
- October Movie Night
- November Food for Thought
- November Movie Night
- **TriAlpha Banquet**
- **Fall Graduate Honors Banquet**
- January Food for Thought
- January Movie Night
- February Food for Thought
- February Movie Night
- March Food for Thought
- Western Regional Honors Conference
- March Movie Night
- **Spring Graduate Honors Banquet**
- Weekly Donut/Bagels
**Marketing Guideline**

*Poster tips & guidelines:*

1. Always include the following information:
   a. “Honors Program” (not department)
   b. “Food for Thought”
   c. Date, time, where, who
   d. If it is in the Honors Center, make sure to have “Honors Center, LI 324”
   e. If it is being held in the library #321, make sure to list “Hetzel-Hoellein, LI 321”
   f. “Food will be provided”
   g. If using an image, make sure it is not a copyrighted image.

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*Complements to the Primary Colors*

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**HSAB Budget & Purchasing**

**Budget Overview**

The HSAB has access to funding through student fees and through other budget accounts in the Honors Program. Each year the board has **$500** to use however they choose. However, if the money is drained, additional funds will not be available until the following year, so please spend wisely! It is the role of The Treasurer, in conjunction with the Honors Administrative Specialist, to maintain the budget and records for the board.

**Compensation & Evaluation**

While The Honors Program does not provide a tuition waiver, there will be compensation at the end of each semester for board members based on participation. See chart below. This is based off of a *roughly* $10/hour rate, (except for the peer evaluation portion):

<table>
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<th>Task Description</th>
<th>Compensation</th>
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<tr>
<td>Attend HSAB meeting</td>
<td>$10</td>
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<tr>
<td>Assist at Block Party</td>
<td>$10</td>
</tr>
<tr>
<td>Provide raffle prize for Picnic</td>
<td>$15</td>
</tr>
<tr>
<td>Attend and/or assist with Honors Orientation</td>
<td>$10</td>
</tr>
<tr>
<td>Attend Food for Thought</td>
<td>$10</td>
</tr>
<tr>
<td>Plan/host Food for Thought <em>(Event Coordinator)</em></td>
<td>$10</td>
</tr>
<tr>
<td>Record minutes for HSAB meetings <em>(Recorder)</em></td>
<td>$10</td>
</tr>
<tr>
<td>Design or distribute Honors poster <em>(Marketing &amp; Design)</em></td>
<td>$5</td>
</tr>
<tr>
<td>Regularly participate in Discord</td>
<td>$10</td>
</tr>
<tr>
<td>Assist with recruiting events, (class visits, tabling events, etc.)</td>
<td>$10</td>
</tr>
<tr>
<td>Attend/assist with the Honors Open House</td>
<td>$10</td>
</tr>
<tr>
<td>Assist with set-up or clean-up for banquets</td>
<td>$15</td>
</tr>
<tr>
<td>Plan/host service project</td>
<td>$30</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$10</td>
</tr>
<tr>
<td>Adequately fulfills responsibilities HSAB, as determined in peer/advisor evaluation.*</td>
<td>$0- 50</td>
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</table>
*An evaluation will be reviewed by the Honors Program Coordinator. Each individual will receive $10 for an adequate rating, $5 for a somewhat adequate rating, and $0 for inadequate ratings in the following categories:

1) Contributions & Attitude;
2) Cooperation with Others;
3) Team Role fulfillment;
4) Communication;
5) Quality of Work.

An additional $50 will be awarded for members who go above and beyond.
<table>
<thead>
<tr>
<th></th>
<th>Advanced - exceeds expectations ($10)</th>
<th>Competent - meets expectations ($5)</th>
<th>Progressing - does not fully meet expectations ($2)</th>
<th>Beginning - does not meet expectations ($0)</th>
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<tr>
<td><strong>Cooperation with Others</strong></td>
<td>Did more than others. Highly productive. Works extremely well with others. Tries to keep people working together. Is very self-directed.</td>
<td>Did own part of workload. Cooperative. Works well with others. Does not cause problems in the group.</td>
<td>Could have shared more of the workload. Has difficulty. Requires structure, directions, and leadership. Must be prodded and reminded to keep on task.</td>
<td>Did not do any work. Does not contribute. Does not work well with others. Lets others do the work.</td>
</tr>
<tr>
<td><strong>Team Role Fulfillment</strong></td>
<td>Participates in all group meetings. If unable to attend meeting, gives adequate notice. Assumes leadership role if applicable. Does the work that is assigned by the group.</td>
<td>Participates in most group meetings. Usually provides notice if unable to attend. Provides leadership when asked. Does most of the work assigned by the group.</td>
<td>Participates in some group meetings. Sometimes provides notice if unable to attend. Provides some leadership. Does some of the work assigned by the group.</td>
<td>Participates in few or no group meetings. Does not provide adequate notice. Provides no leadership. Does little or no work assigned by the group.</td>
</tr>
<tr>
<td><strong>Ability to Communicate</strong></td>
<td>Always listens to, shares with, and supports the efforts of others. Provides effective feedback. Relays a lot of relevant information. Always responds promptly in communications, both written and verbal.</td>
<td>Usually listens to, shares with, and supports the efforts of others. Sometimes talks too much or too little. Provides some effective feedback. Relays some basic information that relates to the topic. Usually responds promptly in communications, both written and verbal.</td>
<td>Often listens to, shares with, and supports the efforts of others. Usually does most of the talking. Rarely listens to others. Provides little feedback. Relays very little information that relates to the topic. Often responds promptly in communications, both written and verbal.</td>
<td>Rarely listens to, shares with, or supports the efforts of others. Is always/never talking and never listens to others. Provides no feedback. Does not relay any information to teammates. Rarely responds promptly in communications, both written and verbal.</td>
</tr>
<tr>
<td><strong>Quality of Work</strong></td>
<td>Work is complete, well-organized, error-free, and done on time or early.</td>
<td>Work is generally complete, meets the requirements of the task, and is mostly done on time.</td>
<td>Work tends to be disorderly, incomplete, inaccurate, and is usually late.</td>
<td>Work is generally sloppy and incomplete, contains excessive errors, and is mostly late.</td>
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Budget Forms

HSAB Purchase/Reimbursement Request

Date: ___________________________  Date Needed: ___________________________

Name: ___________________________  W: ___________________________

Email: ___________________________  Phone: ___________________________

Amount: ___________________________

Are you requesting a purchase or reimbursement? ___________________________

Activity or Purpose: ___________________________

Requestor’s Signature: ___________________________

HSAB VP’s Signature: ___________________________

*There are required procedures and several different methods of using Honors Program money. Please consult with the Honors Manager, to discuss payment options. You will not be reimbursed if the guidelines are not followed. Please prepare and plan ahead so that the required funds can be made available.

✔ All requests must be submitted to administrative specialist TWO WEEKS before the purchase will be made.

✔ Requests can be submitted by email or in person (Library room 324).

✔ All requests must be signed by the requestor and the HSAB President before being submitted.

✔ Be sure to obtain WSU’s tax exempt number from the Honors Administrative Specialist before purchasing any item.

✔ Do not spend your own money and assume you will be reimbursed. All expenditures must be pre-approved.

✔ Reimbursements will NOT be made unless receipts are provided.

QUESTIONS?
Contact the Honors Program Administrative Specialist at 801.626.7591 or honors@weber.edu
Sodexo Form when picking up Bagels:

Facsimile Transmittal Form

Date: 

Name: 

Department: Honors Program

Fax Number: N/A  Mail Code: 2904

Phone Number: 801-626-7336

Please sign below for being billed for usage on Retail Product Food Purchase.

Cost Code: ______________

Amount: ____________

Signature: ______________

Date: ____________

From: Christy Anderson
Controller
Sodexo Campus Services

Phone number: (801) 626-8062
Fax number: (801) 626-6482
Address: 2115 University Circle, Ogden, UT, 84408