

## **Meet & Greet Events**

### *A Guide for Graduate Student Government (GSG) Representatives*

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#### *A. What are Meet and Greet events?*

Meet and Greets are meetings sponsored by Graduate Student Government (GSG) Representatives within their departments. The goal of these meetings is to check in with graduate students in your department, your constituents, to see if they have any questions or concerns about any subject related to Michigan Technological University including but not limited to housing, parking and transportation, shuttle services, Graduate School policies, and healthcare.

#### *B. Why am I required to host a Meet and Greet?*

Meet and Greet events are an essential way that GSG communicates with graduate students across campus. Meet and Greet events are critical to obtaining feedback from graduate students so that we may better serve the interests of the graduate community. Additionally, departmental Meet and Greet events are required of GSG Representatives in accordance with the GSG Bylaws.

#### *C. How many Meet and Greets do I have to host?*

Representatives are required to hold departmental Meet and Greets at least once per year. This means that sometime between the fall and spring semesters, you need to host at least one meeting with your constituents. However, in order to best serve the graduate community, it is highly suggested that each department host Meet and Greet events during both the fall and spring semesters for a total of two meet and greet events. Hosting a meeting each semester

helps to ensure a continuous flow of information between GSG and graduate students, better informing them about important campus issues and possible changes.

#### *D. Who is invited to a Meet and Greet?*

All graduate students in your department should be invited to this meeting. You should also try to have a member of the GSG Executive Board (Eboard) present at the meeting to help answer particularly difficult questions. Due to time constraints during normally scheduled GSG meetings, the Eboard often has to cut some of the details out of our reports. If we are invited to Meet and Greet events, we can use this time to give interested graduate students the full report.

It may also be a good idea to invite your department's graduate program director and department chair, although this is not a requirement. These individuals may have important insight regarding some of the issues graduate students have and they may have the ability to directly solve some issues.

#### *E. How do I organize a Meet and Greet event?*

1. **Set up a meeting time and location.** This should be a location that every graduate student has access to such as a lounge, conference room, or classroom. It is up to you to determine the best time to meet with students in your department. In the past, some Representatives have had great attendance when they schedule the meeting around meal times.
2. **Invite people to your event.** A simple email to your department's graduate student email listserv informing them of the event should be more than adequate. Please remember to invite a member of the GSG Eboard and consider inviting your graduate program director and department chair. Personal invitations to the program director and department chair typically have a better success rate of attendance than emailed invitations.
3. **Purchase snacks for the event.** You can purchase snacks for your constituents to enjoy during the Meet and Greet. You can keep it simple (chips, soda, cookies) or you can offer a little more (pizza, sandwiches, tea). You may choose any items you would like to purchase for this event. However, GSG funds cannot be used to purchase alcohol, apparel, or free giveaway items.
4. **Prepare a list of discussion items.** Peruse the GSG Meeting Minutes from this academic year to remind you of important discussions. These may be good subjects to bring up during your meet and greet event. For instance, living conditions in Daniell Heights, parking fees and availability, healthcare, tuition, stipends, and computer issues tend to be topics that will really get people talking at your event.

## *F. How much money can I spend on a Meet and Greet?*

### **Departments with 1 GSG Representative:**

Departments with 1 GSG Representative can spend up to \$50 on each hosted Meet and Greet event (one each semester). If only one event is hosted during an academic year, the allocated funds may be combined for a total of \$100 for the event.

### **Departments with 2 GSG Representatives:**

Departments with 2 GSG Representatives can spend up to \$75 on each hosted Meet and Greet event (one each semester). If only one event is hosted during an academic year, the allocated funds may be combined for a total of \$150 for the event.

### **Departments with 3 or more GSG Representatives:**

Departments with 3 or more GSG Representatives can spend up to \$100 on each hosted Meet and Greet event (one each semester). If only one event is hosted during an academic year, the allocated funds may be combined for a total of \$200 for the event.

## *G. How do I pay for a Meet and Greet event?*

1. **Econo Card:** There are multiple Econo Cards in the Treasurer's office in Admin 405. These cards work like a debit card and can only be used at Econo Foods in Houghton. When you make a purchase, the funds are taken directly out of the GSG account and you are not personally charged for any purchases. These cards are located on the desk by the door in the Treasurer's office. Please sign---out the card when you take one and be sure to sign---in the card when you bring the card back. There is a sheet available for this by the Econo Cards. Please turn in your Econo Foods receipt with your full name, M number, and department name written on the receipt for the Treasurer's records when returning the Econo card.
2. **Reimbursement:** You are not required to purchase food at Econo Foods for your Meet and Greet event. You can order pizza, sandwiches, or other items for your event. However, you must personally pay for these items up front. After your Meet and Greet event, please take all receipts to the Treasurer so that they can reimburse you for your purchases. Please write your full name, M number, and department name on each receipt. If this information is not included on the receipt, the Treasurer cannot reimburse the purchases. This reimbursement process may take several weeks, especially during busy times of the year.
3. **Department Assistance:** Sometimes your graduate program director or department chair may have some available funds to help sponsor a bigger event. You have the option to discuss this with them, but this is not a requirement. If they do fund all or some portion of your event, please be courteous to extend an invitation to your event.

## *H. What should I talk about at this event?*

The Bylaws state that you should announce GSG activities, share current discussions from meetings, and solicit questions and concerns to report to the GSG. Sometimes it helps to prompt your constituents with questions. The following are examples of questions typical of Meet and Greet events:

- If you could make one change on campus, what would it be?
- What do you not want to change on campus?
- How do you feel about healthcare offered by the University?
- Do you have any opinions regarding parking or shuttle services?
- How are the living conditions in Daniell Heights?
- Have you heard about the Apartments' Residence Council?
- Are there any policies you would like to change within the department?
- Are you happy with the amount of classes available to graduate students in the department?
- Do you have any computer or networking issues?

## *I. Okay, I've successfully hosted a Meet and Greet! Now what?*

Thank you for hosting a Meet and Greet event within your department! Please organize all feedback from the meeting and submit them to the GSG Secretary in our online submission form: <http://gsg.students.mtu.edu/MeetNGreetForm.html>. Please be prepared to report some of this feedback during our next regularly scheduled GSG meeting. The GSG Eboard reviews all feedback from the Meet and Greet events and they work to find solutions to all issues. If you feel that concerns from graduate students in your department are not being properly addressed, please do not hesitate to discuss this with an Eboard member.

If you have any receipts from your Meet and Greet event, please be sure to turn them in to the Treasurer with your full name, M number, and department name written on the receipt. These receipts are used for the Treasurer's records and are also used to reimburse you for your purchases, as necessary.

Now that you have met with graduate students in your department, you should try to keep them updated on a periodic basis concerning important discussions and policy changes.

## **Purchasing Guide for Department Representatives**

As a representative there may be occasions that you will have to make purchases for your committee or your department Meet and Greets. In most cases you are going to use an allocated budget in some way, and there are a couple methods of spending it. If you have questions on the budget please contact the GSG Treasurer or the Committee Chair you are working with.

There are a few rules for your Meet and Greet purchases:

- No Alcohol
- No Giveaways
- No Apparel

Tax Exempt Card:

GSG does not have tax exempt coverage. If you are coordinating with your department for food, please ask them to borrow their tax exempt card.

### **1. Econo-Foods Card:**

You can avoid out of pocket expenses by checking out a card at the GSG office which will allow you to go to Econo Foods and get the food tax free. The purchase is billed directly to GSG, but you must submit the receipt. Make sure to write your name and the event on the receipt.

### **2. Purchase then get Reimbursed:**

If you would rather make the purchases yourself, you can submit the receipts for the expenses and then get reimbursed. Some additional information is necessary. Please fill out the reimbursement request form (<http://gsg.students.mtu.edu/assets/docs/Resources/ReimbursementForm.pdf>) and submit it with your receipts. Missing information will lead to delay in reimbursement.

If you have questions, please contact the GSG Treasurer.

**Graduate Student Government**

**Reimbursement Request**

*Please fill out this form and drop it off at the GSG office.*

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

M Number: \_\_\_\_\_

Amount Spent: \_\_\_\_\_

Location Spent: \_\_\_\_\_

Reason for Reimbursement:

Attach the receipt(s). *Use back, if needed.*