

PAACH Resource Guide for Asian Pacific American Student Organizations

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I. UNIVERSITY RESOURCES

Pan-Asian American Community House (PAACH)

3601 Locust Walk

<http://www.vpul.upenn.edu/paach/Home/index.php>

PAACH is a resource center at the University of Pennsylvania dedicated to supporting Pan-Asian American community at Penn and in the Philadelphia area. PAACH's facilities include a computer lab, lounge with tv/vcr and a conference room that can be used by any student or community organization.

Other services offered by PAACH are:

- Advising for students and student organizations
- Filing space & mailboxes for affiliated student organizations
- Identifying conferences targeted towards the Asian Pacific American community
- Leadership training opportunities through the Asian Pacific American Leadership Initiative (APALI)
- Wide-range of programs which include speakers, performances and forums to discuss issues impacting the Pan-Asian American community
- Connecting students and Philadelphia community members
- Advocating for issues of concern to the Pan-Asian American community
- Co-sponsorship of activities that support PAACH's mission.

Staff:

June Chu, Director	jychu@pobox.upenn.edu	746-6048
Dharma Naik, Program Coordinator	dnaik@pobox.upenn.edu	746-6049
Kusum Soin, Administrative Assistant	kusums@pobox.upenn.edu	746-6046

Albert M. Greenfield Intercultural Center (GIC)

3708 Chestnut Street

<http://dolphin.upenn.edu/~gic>

GIC is an eighteen-year old resource center that has supported and initiated multicultural and intercultural endeavors at Penn. GIC facilities include a lobby with a large screen tv/vcr/stereo, patio room (can be used for rehearsals and classroom space), patio, two conference rooms, student lounge, video and book collection, kitchen, and computer lab.

GIC houses programs that promote cross-cultural understanding and education. The following are GIC programs:

- Program for Awareness and Cultural Education (PACE) – a graduate level course offered through the School of Education is open to undergraduates interested in addressing cross-cultural awareness and in learning how to facilitate workshops after graduating from the course. Some of the issues addressed through PACE include sexual orientation, class, gender, race and religion.
- Alliance and Understanding – brings together students from the Jewish and African American communities for an open discussion and exploration of issues between the two communities.
- Seeking Common Ground – a joint venture with the Lesbian Gay Bisexual and Transgender Center (LGBTC) to address lgbt issues within communities of color.

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GIC serves as resource for anyone who is interested in supporting its mission. Some programs in the past have included Manning Marable, Hanan Ashrawi, Asian Pacific American Heritage Week, Unity Week and Festival Latino.

Staff:

Valerie DeCruz, Director	decruz@pobox.upenn.edu	898-3357
Karlene Burrell-McRae, Assoc. Director	bones@pobox.upenn.edu	898-3357
Tiffany Anderson-Purvy, Office Manager	andersot@pobox.upenn.edu	898-3357

La Casa Latina 3601 Locust Walk

<http://dolphin.upenn.edu/~lacasa>

La Casa Latina is a resource center dedicated to supporting the Latino community at Penn as well as to educating the Penn community on Latino issues. La Casa Latina's facilities include a library/video collection, tv/vcr lounge and computer lab. Some programs offered through La Casa Latina are:

- Latino Heritage Month
- Day of the Dead
- Festival Latina

Staff:

Ana Maria Cobo, Director	acobo2@pobox.upenn.edu	746-6043
Maritza Santiago-Torres	maritzas@sas.upenn.edu	746-6043

Counseling and Psychological Services (CAPS) 133 S. 36th St., 2nd Floor, Mellon Building

<http://dolphin.upenn.edu/~caps>

CAPS offers confidential and free services to help you. Their goal is to assist undergraduate, graduate, and professional students to develop greater understanding of themselves and others, and to promote personal well-being and academic performance. To enhance your counseling experience, efforts are made to match you with a clinician with whom you feel comfortable. The staff of CAPS is composed of psychologists, psychiatrists, and social workers of diverse backgrounds who specialize in working with college students.

CAPS offers:

- Individual counseling
- Group counseling
- Career testing
- Psychological testing
- Learning disabilities screening
- Workshops
- Referral
- Consultation

If you would like to be referred to a counselor, please feel free to speak with PAACH and GIC staff members.

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Lesbian, Gay, Bisexual and Transgender Center (LGBTC) 3907 Spruce Street

<http://dolphin.upenn.edu/~center>

The LGBT Center, one of the oldest and most active programs of its kind in the country, supports PENN lesbian, gay, bisexual, and transgender students, staff, alumni, and faculty and increases the general PENN community's understanding and acceptance of its sexual and gender minority members. Established in 1982, the Center provides a variety of services throughout the year for and concerning PENN's lesbian, gay, bisexual, and transgender community.

Some programs sponsored by the LGBT Center are:

- New Student Orientation events
- "Out in the Workplace" series
- B-GLAD (Bisexual Gay Lesbian Transgender Awareness Days)
- National Coming Out Days
- LGBT Center Film Series
- Lesbian Gay Academic Union - presentations by prominent scholars

Staff:

Bob Schoenberg, Director	bobs@pobox.upenn.edu	898-5044
Erin Cross, Associate Director	ecross@pobox.upenn.edu	898-5044
Ninah Harris, Program Coordinator	ninah@pobox.upenn.edu	898-5044

Office of Student Life (OSL) 200 Houston Hall

<http://dolphin.upenn.edu/~oslaf>

The Office of Student Life serves as the hub for university-wide events and student organizations including the Undergraduate Assembly and the Social Planning and Events Committee. Organizations may register with the Student Activities Council (SAC) for membership each year and apply for annual funding. Student organization representatives must then attend meetings throughout the year on budget related issues as well as general student organization meetings deemed by SAC.

Some programs sponsored by OSL:

- Leadership Retreat – applications are taken from sophomores, juniors and second-semester freshmen for this weekend retreat offered every semester to explore leadership styles and skills as well as build relationships with other student leaders.
- No Place Like Penn – held at the beginning of the academic year to help students become acquainted with the various resources available
- Spring Fling

Staff:

Fran Walker, Director	walker@pobox.upenn.edu	898-4340
Victoria Nastri, Associate Director	vnastri@pobox.upenn.edu	898-2753
Rodney Robinson, Associate Director	rodneyr@pobox.upenn.edu	898-5339
Andrew Zitcer, Program Coordinator	awz@pobox.upenn.edu	573-6107
Lynn Moller, Budget Administrator	moller@pobox.upenn.edu	898-6795

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Department of Academic Support Programs - Mentoring **102 Harnwell College House** **3820 Locust Walk**

<http://dolphin.upenn.edu/~dasp/mentor.html>

The Department of Academic Support Programs offers a variety of services to students ranging from tutoring to sessions on time management. They also offer a mentoring program for all incoming freshmen of color. The mentoring program pairs freshmen with upperclassmen based off of their academic interests and also by ethnic group. There are special programs for under-represented students in Pre-Med and Pre-Law.

Delores Hill

dhill@pobox.upenn.edu 898-6440
mentpro@pobox.upenn.edu

Penn Women's Center **3643 Locust Walk**

<http://pobox.upenn.edu/~pwc>

The Penn Women's Center is a campus resource for a variety of women's issues with special expertise in the areas of educational equity, violence against women, personal and community safety, health and sexuality, diversity and human relations, and community building, among others.

Elena Marie DiLapi, Director

dilapi@pobox.upenn.edu 898-8611

Gloria Gay, Associate Director

gay@pobox.upenn.edu 898-8611

II. COMMUNITY RESOURCES

AIDS Services In Asian Communities (ASIAC) **1201 Chestnut St., Suite 501**

<http://www.asiac.org>

AIDS Services In Asian Communities is a non-profit organization dedicated to providing culturally sensitive and language appropriate HIV-related services to Asians and Pacific Islanders and their partners, friends, family members, and service providers in the Philadelphia area.

Ron Sy, Executive Director

info@asiac.org 215-563-2424

Laura Lau, Program Operations Coord.

laural@critpath.org 215-563-2424

Asian Americans United (AAU) **913 Arch Street**

<http://www.aaunited.org>

Asian Americans United is a community organization founded in 1985 so that people of Asian ancestry in Philadelphia exercise leadership to build their communities and unite to challenge oppression.

Ellen Somekawa, Executive Director

aaunited@critpath.org 215-925-1538

Asian Arts Initiative (AAI) **1315 Cherry Street**

<http://www.asianartsinitiative.org>

Asian Arts Initiative is a community arts organization dedicated to supporting artistic expression in the Asian American community through its workshops and youth initiatives.

Gayle Isa, Executive Director

gayle@asianartsinitiative.org 215-557-0455

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IV. VENDORS

Payment

All vendors will be paid through the Penn system, therefore, you must make sure the proper paperwork is filled out in a timely manner. For vendors who have filled out tax forms already, checks will be cut in 2 – 3 weeks. For new vendors, after they have returned the tax forms, the processing will take 4 – 6 weeks.

Please contact your advisor for the tax forms.

Anyone asking for your budget code will need to contact Lynn Moller, OSL, directly.

Contracts

Students and student organizations are NOT permitted to sign contracts.

Contact your advisor and send a copy of the contract to Fran Walker at the Office of Student Life for approval.

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V. TOP TEN WAYS TO HAVE A SUCCESSFUL YEAR

10. Have a mission statement & vision you can remember. One sentence ones always work.
9. Plan ahead. Then you won't be scrambling to get things done for an event when you have a midterm the next day.
8. Build relationships with other student leaders on campus and beyond. It's a great way to gain perspective when things get rough.
7. Build relationships with faculty and staff.
6. Gather as much information as possible before making a decision.
5. Delegate.
4. Laugh. A lot. Try not to take yourself too seriously.
3. Resolve conflicts immediately without involving a lot of people who have nothing to do with the situation.
2. Keep your meetings short. (See section on meetings.)
1. Take time to remind yourself what motivated you to be in the organization in the first place. And remind others.

VI. MEETINGS

Tips for a Successful Meeting

1. Start on time. Everyone is busy so the sooner you start the sooner you finish.
2. End on time. Try to set a time limit to the meeting (Recommended: 1 hour – 1 ½ hours).
3. Have someone on the board facilitate the meeting to make sure everyone says what they want to say and that no one person dominates the discussion.
4. Prepare an agenda beforehand and have it available at the meeting.
5. Be flexible enough to deal with last minute issues but rigid enough to stay on task.

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VII. CONFLICT

- If you have an issue with another board member take it up with that person privately.
- Be mindful of what is put in print (especially email).
- If you feel like the issue would be better handled with a third party, contact your advisor to recommend a facilitator/mediator.
- Try to keep personal issues separate from organizational issues.

VIII. FUNDRAISING

When doing fundraising activities, please take into consideration the costs and benefits of the event before moving forward. For example, bake sales tend to make very little (\$50) while taking a lot of effort (purchasing materials, baking and selling). Unless you are looking for a team-building social event for your organization, this would not be the most effective way to raise money.

Corporate Sponsors

If you are soliciting donations from corporate sponsors, you must submit information well in advance to your event. Outline what the company would receive in return as well as a range of sponsorship you are looking for. If possible, look for personal contacts from friends and family. For the non-profit identification number, direct the company to Lynn Moller (OSL).

Non-profit/Community Organizations

These organizations are typically in the same position you are. Unless you know they are financially fruitful, you may just want to ask them for publicity support and at the most \$25 - \$50.

Restaurants/Small Businesses

When soliciting funds from businesses, the best way would be to ask them to purchase an ad for one of your events. Let them know how many people it would reach and the range of ads they could purchase.

University Resources

Try to give as much notice as possible to the resource centers and departments if you are asking for co-sponsorship. Reach out to the ones who would be interested in the particular program you are raising money for. Example: If you are bringing a speaker such as Secretary Norman Mineta, Secretary of the U.S. Dept. of Transportation, you would contact PAACH, GIC, Connaissance, Political Science Department and Department of Urban Studies. You could also contact other student groups such as College Democrats and College Republicans.

To ask PAACH for funding, fill out a funding request form at the office.

Social Events

These can sometimes be the most costly or the most successful fundraisers of the year. When planning your social events to raise money, try to keep the expenses to a minimum. To keep your expenses to a minimum:

1. Find a friend to DJ for free or negotiate with a DJ for no more than \$200/night,
2. Be resourceful with decorations if you want them,
3. Find an inexpensive, if not free, venue,
4. Refrain from printing tickets or if you do, use a lighter weight paper and number them to keep copies from being made,
5. Stay away from multi-colored, glossy, card-stock flyers/handbills – they are *really expensive*.

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IX. INSTITUTIONAL MEMORY

The importance of institutional memory is that it keeps the community moving forward. Rather than constantly starting from scratch in pursuing initiatives, new generations can use what has already been done and build on past efforts. This can be accomplished through:

1. Mentoring
2. Transition Process in Organizations
3. Good filing and record keeping (paper and disks)

Sharing information with people who will be here after you leave (i.e. younger classes, faculty and staff) is vital to the continued growth of any organization.

X. MENTORING

Once your term is over, someone will need to step up to the leadership post. Look for people you can be a mentor to and “show them the ropes” throughout the year. Get to know the younger generation on a personal level and see what they are interested in. Introduce them to other people who will be able to help them during their time at Penn. Encourage them to pursue their interests. Some suggestions:

- weekly lunches/coffee/dinner
- outings to cultural events

Another way to mentor is to participate in a mentoring program, such as the one offered through the Office of Academic Support. Contact Delores Hill, mentor@pobox.upenn.edu for more information.

XI. TRANSITION

Following the election for new officers, allow for a transition period of a month where the old officers hand over information to new officers. Things to keep in mind:

1. Old minutes, contact information, notes for events, costs for events
2. Introduce the new leadership to other student leaders, community organizations, faculty and administration who would be helpful in their term
3. Share information such as:
 - i. History of the organization
 - ii. What do you wish someone had told you prior to getting into the position?
 - iii. What was the greatest challenge during the year?
 - iv. What was the best part?
 - v. Who were the people easiest to work with? Why?
 - vi. Who were the most difficult? Why?
4. Any other advice you can offer to make it easier for those who follow.

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XII. RESERVATIONS

When making room reservations, try to place the reservations as soon as possible to make sure you receive the space you want. Reservations can be taken for the following semester half-way into the previous semester. For example for Spring 2002, reservations will be taken October 2001. All spaces managed by Perelman Quadrangle and Office of Student Life is free to student organizations. The expenses will come through equipment rental (tables, chairs, microphones, etc.).

Performance spaces such as Irvine, Zellerbach and Annenberg have a venue rental fee, as well as fees for labor. Please keep these fees in mind when deciding where to hold your events.

For room reservations in facilities managed by Perelman Quadrangle, visit:

<http://www.upenn.edu/perelmanquad/reserve.html>

For room reservations elsewhere on campus managed by PQ, OSL or Performing Arts, visit:

<http://www.upenn.edu/perelmanquad/mars/spaces.html#other>

For room reservations managed by other sources on or near campus, visit:

<http://www.upenn.edu/perelmanquad/mars/spaces.html#near>

For room reservations in ARCH, 3601 Locust Walk, follow the guidelines:

PAACH Suite – contact paach@dolphin.upenn.edu

Auditorium – visit the website for Perelman Quad and write in ARCH Auditorium.

Fireside Lounge – contact Rebecca Dunne, dunne@pobox.upenn.edu

Third Floor Rooms – contact Ty Furman, kusums@pobox.upenn.edu

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Available rooms and reservation processes for space in the ARCH

*Note: Building Hours for the ARCH are Monday through Thursday 9 am – 11 pm
Fridays 9 am – 5 pm and Sundays 3 pm – 11 pm*

Available Spaces	description	Reservation process
313	holds 35 lecture style	email kusums@pobox
317	holds 15 conference style	email kusums@pobox
301	holds 10 lecture style	email tyf@pobox
Fireside Lounge	holds 45	email dunne@pobox
Arch Auditorium (Memorial Hall)	large aud. Seats 300	VPUL OnLine request
	http://www.upenn.edu/perelmanquad/reserve.html	
ARCH Lobby	main lobby	Contact your advisor for approval.

All rooms/areas should be kept neat. They should be cleaned thoroughly after use, trash placed in appropriate receptacles, furniture replaced to original location and position, and windows shut. DO NOT shut and lock doors on the third floor.

Any problems or concerns should be reported to Ty Furman the Building Administrator at tyf@pobox or 8-2312.

Third floor rooms are prioritized for resident organizations, that is any organization that is a part of PAACH, Makuu, La Casa Latina, GIC, CURF or Student Performing Arts. Regular meeting times can be set at the beginning of each semester. Short notice requests will be accommodated when possible.

Do not consider any reservation confirmed until you have written confirmation from the appropriate office.