



SGA Recruitment

CCSLA Student Government Leadership Series 2025-26

Dave Kelly | America's Student Leadership Trainersm

I. Recruitment

A. Recruitment Committee

1. _____ individuals – not all Executive Board members – who focus on recruitment.
2. The committee prepares a semester-long and year-long recruitment _____ based on these ideas and other best practices.
3. Serve as an _____ for interested students.
4. Can also work to _____ students to run for elective and/or higher office.

B. Tabling

1. No _____!
2. Be in _____ of the table
3. _____ your SGA (Tri-board, scrapbooks, videos)
4. Wear proper _____ (t-shirts) or a _____ look.
5. Several _____ should participate.
6. Have a defining _____ statement or question:

C. What You Need on the Table

1. Sign-up information - Use _____,
_____, or _____ to a Google Doc or
similar platform. Get this info:
 - a. Student _____
 - b. _____ Status
 - c. _____ number
 - d. _____ address
 - e. Areas of _____
 - f. _____!
2. Create an informational _____. It should contain
the following:
 - a. _____ of the organization
 - b. List of activities, programs, and _____ to be
involved.
 - c. List of typical _____
 - d. List of _____ within the organization
(including the advisor)
 - e. _____ addresses
 - f. Meeting _____, _____, and
place/platform
3. _____!

D. Think Outside of the Box

1. Ask your current members for _____ and
_____.

2. Post current members testimonials and _____.
3. Have a “_____” section on your website or social media pages where students can request information – usually it is “Contact Us”
4. Meet your SGA members on _____.
5. Ask potential _____ for their ideas – then put them in _____ of it
6. Provide fun and meaningful membership _____, such as certificates, induction ceremony, name badges, etc.

II. SGA Basics, Roles, and Responsibilities

A. What is SGA?

1. Student governments (SGA) are the organizations on college campuses that _____ students, serve as their voice, and exist to enhance the educational experience for everyone that attends their college or university.
2. SGA is not something to be _____ by, but to be _____ in.
3. SGA is the first line of _____ against proposals and items that students would not want, and also the first line of _____ for things that they do.
4. SGA is about putting _____ above _____. If you’re asking what’s _____ for me, you’re asking the _____ question.

B. Governing Documents

1. The Constitution defines the _____ and principles of the organization. It provides a _____ and framework for

the organization such as _____ of government, line of succession, and creation of the _____.

2. The Bylaws are the document that sets forth _____, policies, regulations, _____ and responsibilities, and duties of officers, the executive board, and the other members of the SGA.
3. As the Constitution and/or Bylaws are the foundational and structural document of the organization they _____ be suspended by the SGA. Ever. (*per Robert's Rules of Order*)
4. Roberts Rules of Order, Newly Revised is typically defined as the resource for anything _____ in the governing documents.
5. Code of _____: Spells out _____ SGA members have to the organization and the _____. It should be _____ by each member for _____ and to confirm their _____.

C. Basic Roles and Responsibilities

1. **President:** The Chief _____ Officer of SGA. Typically _____ meetings of the Executive Board and the Legislative branch or body. Serves as _____ for the SGA and works with faculty and administration.
2. **Vice President:** _____ in line of the SGA, responsibilities vary from school to school. Usually run the meetings if the President is _____ and assumes the role of the President should they be _____ to continue to serve.
3. **Secretary/Scribe:** Is the _____ of SGA. Keeps the _____ of meetings and distributes them

to members, students, faculty, administration, and others. (Minutes are a record of what happened at meetings, they are not a word for word _____) May also track _____ including excused and/or unexcused absences. *Minutes template available for free at <https://bit.ly/3HFLxeI>*

4. **Treasurer:** Chief _____ Officer of SGA. The Treasurer is responsible for all money matters including _____, funding requests, and monitoring _____. They report on the financial _____ of SGA at meetings of the Executive Board and the Legislative branch or body.
5. **Parliamentarian:** Assists meeting chair(s) with maintaining _____, adherence to _____ of Order, and _____ with the governing documents.
6. **Senators and/or Members:** Make up the _____ branch or body. They make _____, confirm _____, and keep in regular _____ with the student body, including clubs, groups, etc.

For more specific roles and responsibilities for your campus, review and discuss your constitution, bylaws, and any other governing documents.