



# A Guide to Creating a Texas StreamTeam Student Chapter

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THE MEADOWS CENTER  
FOR WATER AND THE ENVIRONMENT  
TEXAS STATE UNIVERSITY

TEXAS STREAM TEAM

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## Preface

This manual was prepared to serve as a guide to prospective student leaders wanting to start a Stream Team student chapter. This manual was a collaboration between [Texas Stream Team](#) staff and members of the [Bobcat Stream Team \(BST\)](#) student organization at [Texas State University](#).

Texas Stream Team at The Meadows Center for Water and the Environment is a statewide citizen scientist water quality monitoring program, supporting nonpoint source pollution water quality monitoring programs, watershed education, and stakeholder engagement in Texas. Texas Stream Team is dedicated to understanding and protecting the 191,000 miles of Texas waterways. Texas Stream Team brings together community members, students, educators, academic researchers, environmental professionals, and both public and private sector partners to conduct scientific research and to promote environmental stewardship. Texas Stream Team headquarters is located on the Texas State University campus in San Marcos, TX, however many affiliated partners and groups are located across the state of Texas.

Texas Stream Team Water Quality Citizen Scientists are certified by completing a three-phase training course using a test kit that measures physical and chemical parameters of water. Citizen Scientists are members of the public who range from school age to senior citizens, and who are trained to monitor a wide variety of habitats from rivers, creeks, ponds, and lakes to bays, bayous, and estuaries.

Texas Stream Team partnerships are a valuable experience for students interested in engaging in environmental stewardship and leadership across the state of Texas. Having a local Texas Stream Team chapter involves the surrounding community in the protection of regional water bodies, increases water quality awareness, and provides meaningful field-experience to students looking to pursue careers in water resource and environmental management.

Getting students involved with water quality monitoring not only allows them to form lasting connections within the Texas Stream Team community, but also provides an opportunity to develop professional experience that is recognized by the Texas Commission on Environmental Quality (TCEQ) and the United States Environmental Protection Agency (EPA). Texas Stream Team welcomes the devoted work of students around the state and encourages the expansion of student organization chapters.

In this manual you will find a generalized breakdown on registering and maintaining a Texas Stream Team student organization chapter at your institution.

## Getting Established

### Choosing a Faculty Advisor

Most colleges, if not all, require student organizations to have a faculty representative. Faculty advisors help student organizations in many ways, most importantly by serving as a point of connectivity between graduating and incoming officers. According to [Texas State University Student Organizations Council](#), a faculty advisor:

- Provides continuity with the past activities of the organization
- Facilitates the development of the organization and its members through providing opportunities to develop individual skills (i.e. assertiveness, time management, budgeting) and group skills (i.e. problem solving, conflict resolution, decision making)
- Provides assistance, ideas, and expertise with tasks to be accomplished by the organization, including planning a program, running a meeting, holding an election, and publicizing an activity
- Provides knowledge of institutional policies and procedures that affect the organization.

It is recommended to choose an advisor within a department that has a vested interest in the natural environment. Suggested departments include, but are not limited to, Geography, Biology, Chemistry, Environmental Sciences, Agriculture, Horticulture, Sustainability, and more. This makes it easier to coordinate events with the advisor, advertise, and recruit members.

To identify an advisor, check the institution's faculty guidebook within the preferred department and send an email outlining the following:

- Organizations goals (see page 8 for additional guidance)
- Planned activities
- Why that faculty member would be a good fit

If a preferred faculty member is unable to act as an advisor, ask them for recommendations as they may know a faculty member with more availability.

Advisors can take many different approaches to interacting with student organizations. Some advisors prefer to be very involved with events and planning. Other advisors prefer a "hands-off" approach. When choosing an advisor, make sure to communicate with them about organizational goals and expectations.

Once the organization is established, continue to regularly communicate with the faculty advisor about:

- Meeting dates – it is suggested to have them involved in the meeting planning process
- Upcoming organizational events
- Officer turnovers
- Other important information (fundraisers, goals, etc.).

## Registering Your Organization

Note that each institution will have different procedures for registering a new student organization. Generalized criteria for starting a student organization can be:

- Complete a New Student Organization Registration either online or in-person
- Submit a Student Organization Constitution (see page 9)
- Have a minimum number of officers
- Recruit an advisor

The easiest way to meet the criteria is to first check with the institution's policy, as these may vary.

Once the organization has been registered, some institutions may require completion of Risk Management Training. Risk Management Training can be presented in many different forms but usually involves one or more officers attending an information session on institutional policy. Some institutions require Risk Management Training to maintain student organization registration. Check with the institution's student organization council for more information.

## Recruiting Officers

To form a student organization, a President, Vice President, and Secretary are usually the minimum required officers (please refer to page 14 for officer positions and suggestions). To identify potential officers:

- Reach out to classmates in related departments
- Ask the advisor or other faculty members for recommendations
- Advertise the position using social media, flyers, and through email notifications
- Search for enthusiastic students in other environmental organizations

Once officers have been identified:

- Introduce officers to the organization's goals
- Read the organization's Constitution and provide a copy to each officer
  - Note that some colleges will require each officer sign the constitution prior to submitting it
- Familiarize officers with Texas Stream Team and encourage each officer to get trained as a citizen scientist. Additionally, ask that each officer review:
  - [The Texas Stream Team Website](#)
  - [The Texas Stream Team Parameter Videos](#)
  - [The Texas Stream Team Core Citizen Scientist Manual](#)
  - [The Texas Stream Quality Assurance Project Plan](#)
- Ensure each officer is signed-up to receive the Texas Stream Team Quarterly Waterways Newsletter
- Establish several different lines of communication, including email, phone number (e.g. group texts), and upcoming officer meeting dates
- Outline typical expectations for each officer position
- Create goals for each officer and for the semester

Remember that officer turnover rates are generally high in student organizations due to graduations and transfers, so be prepared to frequently train new officers and set-up the organization to be easily transferred to new leadership. Additionally, ask officers to communicate the length of their term to allow for enough time to prepare and recruit.

## **Reviewing Institutional Policy**

Different institutions will have different policies regarding student organizations.

Some important policies to keep in mind may include:

- Food Safety - If an organization wishes to distribute or sell food, additional safety trainings may be required. Officers may have to complete a Texas Food Handler Course. Some institutions allow for temporary food establishments, but this will depend on the policy at the institution.
- Risk Management - Officers may have to attend risk management information sessions to continue as a registered student organization. These sessions usually include information about hazing policies, food safety, event liability, etc.
- Solicitation - The institution may provide guidelines for the selling of goods off and on-campus. Most institutions allow for solicitation on-campus provided that the funds are used for the betterment of the student organization.
- Travel Policies - It is possible that the student organization may want to travel away from campus to participate in training events, river cleanups, or outreach events. Most institutions have policies related to student organization travel, including safety policies and reimbursement instructions. Travel also may only include a distance outside a certain radius.

The institution may have additional policies. It is a good idea to ask for policy resources from the student organization council when registering the student organization.

## **Defining Goals**

Having established goals provides a framework for the activities the Texas Stream Team student chapter will provide. A good start to defining goals is to first establish a mission statement for the organization. For example, the Bobcat Stream Team mission statement is:

“To advance student interest in watershed awareness by educational outreach about the importance of water resource protection, provide students with hands-on professional experience that may further their future careers, and help students build necessary professional skills such as organization, leadership, teamwork and communication.”

By referencing this mission statement, goals can be generated to allow the mission to be carried out. For example:

Mission Statement	Corresponding Goal	Event
“advance student interest in watershed awareness by educational outreach”	Provide educational events related to watersheds and water quality	Provide Guest Speaker at Member Meetings
“provide students with hands-on professional experience”	Provide training events where students can become certified water quality citizen scientists	Monthly Texas Stream Team Core Water Quality Citizen Scientist trainings
“help students build necessary professional skills”	Provide students with professional contacts and resources	Resume workshops with professionals in related fields

It’s important to establish goals prior to the official registration of the organization to create events that support the mission statement, increasing the effectiveness of the organization. Goals can also outline the organization’s constitution. This is a good place to provide specific objectives (see the below section).

It is highly encouraged to adopt the Bobcat Stream Team mission statement however, it is understood that the mission may be revised to accommodate the new chapters goals, location, and capacity.

### **Drafting and Submitting a Constitution**

Creating a constitution may be required by the institution prior to registering the organization. Some institutions may have formatting guides or templates that can be referenced. Please refer to Appendix I for a template provided by the student organization council at Texas State University.

The institution may provide its own template or checklist for constitutions. For additional help constructing a constitution, contact the Student Organization Council, ask the advisor, or reference [The Bobcat Stream Team Constitution and Bylaws](#).

Once a constitution has been created:

- Review it with the officers and edit as needed
- Review it with the advisor and make edits as needed
- Have all parties sign the last page of the constitution
- Submit the signed copy of the constitution to the institution’s student organization council (if required)
- Provide printed copies to all parties

## Coordinating with Texas Stream Team

### What Role Does my Chapter Play?

Texas Stream Team student chapters are extremely valuable partners to Texas Stream Team. They expand and increase involvement around the state of Texas allowing for young professionals to become advocates for our water bodies, create connections within their local communities and school establishment, open a vast opportunity for water quality research independently or with professors, and provide reliable and consistent water quality data.

### Collaboration with Texas Stream Team

Texas Stream Team is headquartered in San Marcos, Texas, however, it is essential to maintain communication regarding:

- Upcoming trainings: include time and date, location, type of training and contact information for participant registration
- Requesting supplies – if supplies need to be ordered through Texas Stream Team due to vendor restrictions
- Setting up a [Waterways Dataviewer](#) account
- Issues or questions about the Dataviewer which may be submitted via the case tab in the Dataviewer account
- Officer changes
- Setting up a monitoring site

Texas Stream Team also frequently hosts trainings and other events across the State of Texas, so keep an eye on the Texas Stream Team [calendar](#) for nearby events.

Additionally, student chapters can collaborate directly with local Texas Stream Team partners. This gives students the opportunity to make connections outside of the campus community, network with water quality professionals, and expand their organization's scope of activity. The following is a brief list of examples of the many ways partners can assist student organizations:

- Collaborating on events and trainings
- Assisting with equipment storage or maintenance
- Advertising upcoming events
- Fundraising ideas, support, or assistance
- Coordination with Texas Stream Team

For a list of Texas Stream Team partner contacts, visit [here](#).

Texas Stream Team partners often have at least one member that is a certified Texas Stream Team Trainer. Texas Stream Team trainers are citizen scientists who have received an additional certification to be able to organize, lead, and certify citizen scientists in Texas Stream Team trainings. Texas Stream Team trainers can assist student organizations with:

- Providing trainings to student members
- Certifying officers as trainers
- Assisting with equipment purchase, storage, and maintenance
- Collaborating on larger training events
- Coordination with Texas Stream Team

Although Texas Stream Team trainers are often members of Texas Stream Team partner organizations, it is also possible that your local trainer will be unaffiliated with an organization.

For a list of Texas Stream Team trainers, visit [here](#).  
For a list of Texas Stream Team partners, visit [here](#).

## Contacts

Please feel free to contact Texas Stream Team regarding any problems, questions or assistance you may need at:

Texas Stream Team  
601 University Drive  
San Marcos, Texas 78666  
[TxStreamTeam@txstate.edu](mailto:TxStreamTeam@txstate.edu)  
(512) 245-1346

For additional staff contacts, please visit [The Meadows Center Staff Page](#).

For a list of partner contacts, please visit our [online partner list](#).

For a list of Texas Stream Team trainers, please visit our [online trainer list](#).

## Training Supplies and Documents

### Training Supplies

After the organization is registered, next begins the process of collecting the materials required for conducting Texas Stream Team trainings. These materials can either be bought directly by the organization or borrowed from a local Texas Stream Team partner, if they have the capacity to help.

Resources and prices are often updated [here](#) on the Texas Stream Team website. Below are resources needed to kick-off the Texas Stream Team student chapter:

1. **Standard Texas Stream Team Core Kit** - When conducting trainings, it is recommended to provide *at least* one kit for every two trainees. Note that the trainer will need their own kit to conduct parameter demonstrations.  
For example: 6 people attending the training + trainer = *a minimum of* 4 kits

2. **Conductivity standard** – With the option of a standard value of either 600, 1413, or 2500  $\mu\text{MHOS}$ .  
**Deionized Water Rinse Bottle** – One rinse bottle should be provided for every two kits.
3. **Waste bottles** – Can be purchased, although Texas Stream Team highly encourages upcycling old water bottles, containers, or any other sealable vessel. Provide one waste bottle for every two kits
4. **Gloves** – Provide S, M or L, as needed.
5. **5-gallon bucket** – Securely attach a nylon rope to the handle of the bucket. Texas Stream Team encourages upcycling by using older buckets or containers that would otherwise be discarded.

These materials may be available from a local Texas Stream Team partner. However, if borrowing from a partner, then be sure to provide them advanced notice of scheduled trainings to ensure access to these materials.

## Required Training Documents

Every training must be supplied with the required documents for each trainee in attendance. Having these documents prepared helps them better understand the procedures, encourages them to engage in the process, and provides them follow-up information after the training is completed. Having the necessary documents available for trainers ensure each trainee receives their certification email and allows trainers to be consistent and accurate when presenting information.

Required documents include:

1. **[Kit Checkout Form](#)** – This form is used when kits are stored in public spaces so that there is documentation of who is checking the kits out.
2. **[Training sign-in sheet](#)** – This document is for use by the trainer and should be signed by all attendees at the start of every training event. This ensures that all attendees receive their certification and informs Texas Stream Team of new citizen scientists. This sheet must be completed and returned to Texas Stream Team via their email.
3. **[Texas Stream Team Core Water Quality Citizen Scientist Manual](#)** – This is a document that can be used by the trainer and trainee as a resource for Texas Stream Team information, water quality information, and other useful talking points.
4. **[Monitoring Forms](#)** – This form should be provided to every trainee. This provides trainees with an example form that would be used when monitoring in the field.
5. **[Texas Stream Team Core Water Quality Citizen Scientist Training Packet](#)** – Every trainee must be supplied with a Training Packet. This packet includes the contact/liability form (which must be signed and returned to Texas Stream Team via their email), the monitoring forms for phases I-III, information about the data and parameters measured, and a Measures of Success Survey (which must be completed and returned to Texas Stream Team via email).

6. **Field Guide Sheet** - This should be given to each trainee as a resource for future monitoring. Ideally, this sheet should be laminated to increase its longevity. This sheet provides a summary of all monitoring techniques that trainees can reference when collecting data.

**Remember, after the training is completed the trainer should have the following forms filled out and ready to return to Texas Stream Team via email:**

- Trainee contact form (frontside of the first page of the Training Packet)
- Signed Liability Release (backside of the first page of the Training Packet)
- Measures of Success Survey (last page of the Training Packet)

All other documents should be given to the attending trainees for guidance and reference.

Please visit [here](#) for more information and additional resources:

Note that once the organization has its own kits, please find a safe and secure place to store them. Ideally, this place would be accessible to members and officers. Include the check-out sheet with the kits.

## Officer Roles

### Positions

It is understood that not all of the suggested officer positions below are able to be filled. The minimum required officer positions are generally President, Vice-President, and Secretary. The maximum officers in the organization are generally President, Vice-President, Secretary, Treasurer, PR Representative, and two Training Coordinators. The below positions are recommended to help the Texas Stream team chapter thrive in the most efficient way:

#### 1. President

- Schedules and presides over all officer and organization meetings
- Provides assistance with administrative paperwork
- Consults with advisor
- Attends Student Organization Council Risk Management training
- Re-registers organization with Student Involvement
- When a position is vacant, the President will fulfill or nominate a member to fulfill the duty
- Supports and advises officers to ensure that the constitution is followed
- Approves and cosigns all financial transactions with treasurer

#### 2. Vice President

- Provides general assistance to the President

- When the President cannot attend a Student Organization Council Meeting, the Vice President will attend unless another officer volunteers on the President's behalf
- Presides over meetings in the absence of the President
- Schedules room reservations for meetings and events

### **3. Secretary**

- Provides general assistance to each officer by coordinating communication between officers, members, and advisor
- Responsible for taking roll, recording minutes, and providing minutes to all officers, members, and advisors via email
- Reminders to follow-up with officer/member's tasks
- Sends reminders about meetings via the organization email account through the college

### **4. Treasurer**

- Maintains financial records
- Reports account balances and expenditures
- Logs all due payments and expenditures in a receipt book
- Makes sure the payee is given a receipt of their dues
- Operates as the fundraiser chair, initiates fundraisers and provides fundraiser details

### **5. Training Coordinator**

- Works with President and Vice President to schedule monthly Standard Core Water Quality Citizen Scientist trainings
- Acts as person-of-contact for potential attendees
- Maintains, updates, and provides list of attendees for each training
- Communicates time, date, and location of training via email with registered attendees at least one week before the event
- Communicates and coordinates with Texas Stream Team staff or other partners to reserve kits for trainings
- Picks up training kits and other supplies before the training
- Leads trainings with help from President, Vice President, or other available officers
- Returns kits and provides documentation to Texas Stream Team for processing

Note that you can have multiple training coordinators (recommended up to 2) depending on the needs of your organization

### **6. Public Relations (PR) Officer**

- Reports to the President and Vice President and helps organize group events and outings for members
- Responsible for coordinating all communication of the events for all members to be aware and participate in scheduled social events
- Responsible for developing and maintaining social media accounts, under the supervision of the President and Vice President

- Responsible for creating and posting flyers for events through social media posts and around campus

The above officer positions have been sourced and adapted from information provided by Texas State University's [Student Support Services](#).

## Officer Logistics

Officers form the core of the organization, and perform the day-to-day activities required to keep the organization running. Each officer has their own specific tasks (outlined above on pages 13-14). To keep the organization running smoothly, the President and Vice President should oversee the integration and training of new officers.

### When to recruit new officers

It is the nature of a student organization to have a constant turnover of officers. Every semester will have a turnover, and if the leadership is not prepared to accommodate for these then it can lead to the dissolution of the organization. Fortunately, it is not difficult to anticipate and prepare for the recruitment and integration of new officers.

For a smaller organization, it's a good idea to consistently identify potential officers throughout the semester, even if officer positions are currently filled. The graduation of officers and subsequent vacancy of officer positions will occur frequently, so it is recommended to identify devoted members willing to step-in as needed. New officers should be recruited based on the following:

- At the end of every semester
- When an officer position is prematurely vacated
- If an officer needs additional assistance fulfilling their role

Note: President transitions should be carefully planned and executed. A current President should have a timeline for when they will have to vacate their role. Try to identify an enthusiastic officer (preferably a freshman or sophomore) who is willing to transition to the role of President, ideally over the course of a few semesters. Sudden President turnover can be a major cause of organization dissolution. Try to engineer scenarios wherein the President does not change more than once per academic year.

### Officer Expectations

When identifying potential officers, look for individuals who:

- Have some familiarity with water quality monitoring and Texas Stream Team
- Have at least a year left before graduating
- Have availability: they **must** be able to attend all officer meetings and most general meetings
- Are reliable and consistent communicators
- Are enthusiastic about being a part of a team

It can be difficult to find the perfect candidate, so allowing for officer flexibility is essential. Remember that every officer has schoolwork and most likely a job as well, so their time is valuable and limited. Be considerate and appreciative with each other and you will be able to build an excellent team of enthusiastic and trusted individuals.

### **Training and Integrating New Officers**

How you train new officers will depend on the role they are taking over. In general, when introducing new officers, start with an in-person meeting between the incoming officer, President, and Vice-President. During this meeting:

- Introduce yourselves
- Describe what the organization goals are, mission statement, and review the constitution
- Describe some of the past events the organization has participated in
- Describe the role they will be taking on, **including their specific responsibilities** and **general officer expectations**
- Obtain their contact information, availability/schedule, and expected graduation date
- Add them to the officer group chat and introduce them to the other officers
- Give them access to the organization email and drive
- **Provide them with goals** to achieve before the next officer meeting

Keep in contact with officers to make sure they understand their role and be available to answer any questions. Offer to meet in-person again if needed.

After the initial meeting, introduce them at the next officer meeting and describe their role to other officers. At the following general member meeting, give time for them to introduce themselves to the members

Please see Appendix A for and Officer Integration template.

## **Structuring Meetings**

### **Meeting Types and Frequency**

There are generally two types of meetings that are regularly scheduled:

- 1. Officer meetings** - can be scheduled as needed, but are generally scheduled once a month, approximately a week before the general meeting is held. During an officer meeting:
  - Prepare an agenda by soliciting topics for discussion from officers
  - Present each officer with a copy of the agenda. Email absent officers a digital copy.
  - Plan and/or review upcoming events, including member meetings and training events
  - Announce any organizational updates (including officer additions, vacancies, etc.)
  - Complete any necessary paperwork

- Assign goals and tasks to one another, including ideal deadlines

Officer meetings are a good time for group brainstorming, collaboration and event planning. Please reference Appendix B for an Officer Meeting Agenda template.

**2. Member meetings** - meetings can be scheduled as needed, but in general should occur **at least once a month**, and no more than bi-weekly. Keep in mind that training events will also be scheduled at least once a month, so it is important not to overburden scheduled events. Member meetings should generally cover the following:

- General information about the organization, including mission statement, partnerships, departmental affiliations, etc.
- Officer introductions - including name, position, and any other interesting information
- Member dues
- Upcoming training events with information on how to RSVP
- Upcoming events hosted by your organization
- Upcoming events hosted by relevant partners or affiliates
- Organizational announcements, including open officer positions, officer additions/turnovers, open fundraisers, etc.
- Question and answer sessions to cover general questions attendees may have

## Meeting Documents

All the information above can be presented to the members in a variety of ways. It is best to use whatever method feels most comfortable, informative, and professional.

### PowerPoints

PowerPoints are a great way to disseminate information. Adding pictures can help members get excited about the events and show off all the accomplishments of the organization. Texas Stream Team provides a PowerPoint template [here](#) that can be customized.

### Agendas

It is recommended to always have a meeting agenda to keep the meeting organized and on topic. This can be combined with a PowerPoint, or if unable to use a PowerPoint, an agenda can be used as a stand-in. An agenda lists each topic that will be discussed in chronological order and a copy should be printed out and provided to everyone present at the meeting. Note that providing an agenda to each member is a good way for them to remember what was discussed after the meeting. Please reference Appendix C for a member meeting agenda template.

It's always a good idea to send a follow-up email after a member meeting, including an attached agenda, any memorable talking points, and resources for members to follow-up with.

### **Sign-In Sheet**

Member meetings should always include a sign-in sheet, as well as a sign-up sheet for upcoming trainings. Please reference Appendix D for a template.

### **Location**

The best location for the meeting depends on:

- Expected number of attendees
- Accessibility to PowerPoint presentations
- Whether food or drinks will be supplied
- Expected length of the meeting
- Date and time of the meeting
- Accessibility to members

Meetings do not have to be in the same location every time. Sometimes it is good to change the meeting location and have it at a local coffee shop, lounge, etc. This can provide easier parking and accessibility, availability on nights and weekends, convenient food and drink, and a comfortable ambience.

Keep in mind that each location has its own pro's and con's. Determining the best location for your organization's meetings will depend on the specific circumstances and needs.

## **Standard Core Water Quality Citizen Scientist Trainings**

Providing Texas Stream Team Core Water Quality Citizen Scientist Training events are one of the top priorities for student chapters of Texas Stream Team. These certification events can either be student-only or open to the public, depending on your preference and capacity. Organizing and executing Core trainings is the responsibility of the Training Coordinator, Vice-President, and President. These trainings can occur as many times a semester as is possible for the organization and are preferably held once a month. At a minimum, schedule at least one a semester.

### **Qualifications**

To lead a Core training, the trainer must be a certified Texas Stream Team Trainer. The role of a trainer is crucial because the quality of data collected depends upon the quality of training provided. It is recommended that the Training Coordinator as well as the President are Texas Stream Team trainer certified. It would be beneficial to the organization if all officers were certified trainers, but it is not required. However, it is required that at least two officers are certified trainers for back up purposes.

To become a certified trainer, the trainee must already be a Texas Stream Team Core Water Quality Citizen Scientist and have at least six-months experience monitoring a site. The trainer in training must then successfully complete the following three-phase training program:

- Phase I** - Trainer trainee must be a certified Texas Stream Team citizen scientist.
- Phase II** – Trainee assists a certified trainer in planning, coordination, and presenting at one citizen scientist training session.
- Phase III** –Trainee plans, coordinates, and presents all phases of one citizen scientist training assisted by a certified Texas Stream Team trainer (completed trainer’s form is on file with Texas Stream Team).
- Phase IV** – Trainer submits a Texas Stream Team certificate request form for the trainee to Texas Stream Team. The newly certified trainer receives a certificate as a certified Texas Stream Team Trainer.

For more information please reference [Texas Stream Team’s Core Training Packet](#), which must be submitted to Texas Stream Team for the trainer to complete Phase IV.

If you are interested in becoming a trainer, please reference our Texas Stream Team [trainer list](#) and contact your local trainer.

If you are interested in becoming a trainer but have no local trainer to certify you, please contact [TxStreamTeam@txstate.edu](mailto:TxStreamTeam@txstate.edu).

### **Pre-Training Duties**

It is important to prepare for your event to ensure a professional and enjoyable training. This includes, but is not limited to, successfully communicating the expectations of all involved parties (please see Appendix F for email template), finding/reserving a suitable location to hold the training, and properly preparing all the necessary materials. Depending on the number of attendees, training events can take four to six hours to complete. Make sure to inform attendees of the expected duration of the training.

### **Location**

It’s important to reserve a training location several weeks in advance. The optimal training location will have:

- Easy access to a safe, non-turbulent water body
- Tables with shade for participants to work
- Accessible parking
- Accessible routes for attendees who are mobility-impaired

Because of these requirements, hosting a training at a public park with nearby access to a river, pond, or lake is a viable first option.

## Supply Preparation

Depending on availability, provide either one Standard Texas Stream Team Core Kit per attendee or, if need be, kits can be shared between two participants. Remember, one kit is needed for the trainer to serve as a presentation tool. If you are borrowing kits from a local partner, make sure to reserve them *at least three weeks* in advance, but preferably as soon as you schedule your trainings for the semester.

Depending on the location, reach out to local monitoring groups and trainers to partner with or check with your institution for possible assistance with funding. Reference Texas Stream Team's online [partner list](#), [trainer list](#), or Email [TxStreamTeam@txstate.edu](mailto:TxStreamTeam@txstate.edu) for additional help.

Inspect kits before the start of the training to ensure they include all needed equipment, materials and the chemicals are not expired.

Other monitoring materials needed includes:

- 1 bucket with rope securely attached per every 4 people
- 1 deionized water rinse bottles per every 4 people
- 1 waste collection container per every 2 people
- 1 Conductivity Standard solution per every 4 people
- Goggles
- Gloves
- Pens or pencils
- Clipboards

Documentation needed includes (please see pages 14 & 15 for more information):

- Sign-in sheet
- Training Summary Form
- Texas Stream Team Core Water Quality Citizen Scientist training packets for each attendee
- Texas Stream Team Standard Core Trainer Training Packet (only for citizen scientists working to complete the trainer certification)
- Measures of Success (MOS) Survey
- Citizen Scientist Environmental Monitoring Form
- Standard Core Field Guide
- Standard Core Training Checklist (for trainers)
- PowerPoint presentation ready to go on a flash drive

All paperwork can be downloaded from [Texas Stream Team's Trainer Resources](#)

## Duties During Trainings

### When attendees arrive:

- Request each attendee signs-in with their name and personal email on sign-in sheet

- Provide each attendee with a training packet and other documents (see above)
- Instruct attendees to fill out the front page of the training packet, and to **SIGN THE RELEASE STATEMENT ON THE BACK** – if not signed, the attendee cannot receive their certificate

Begin the training by describing each phase and informing attendees of any safety measures. If you require guidance, then be sure to utilize the Standard Core Training Checklist

### **At the end of the training:**

- Make sure attendees have deposited all waste in the waste container
- Check that all materials are returned to the kits
- Collect the front page of the training packet, MOS Survey from every attendee, and the sign-in sheet
- Check that all have signed the Citizen Scientist Commitment Statement, Liability Release, QAPP adherence statement, and Equipment Loan Agreement Form
- Double check that each attendee signed the sign-in sheet
- Inform attendees that the training is over and when to expect their certificates
- Thank them for coming!

Certificates are created once the paperwork is processed by Texas Stream Team staff. Citizen Scientists can expect to receive their certificate via email the following month after they completed the training.

### **Post Trainings**

Make sure the sign-in sheet and liability forms are turned into the Texas Stream Team (either in person or via email). Follow up with any attendees who expressed interest in adopting a monitoring site. After approximately four weeks, follow up with attendees to make sure they received their electronic certificate.

For additional questions related to the training process please contact [TxStreamTeam@txstate.edu](mailto:TxStreamTeam@txstate.edu).

### **Education and Outreach Opportunities**

Besides regular member meetings and Core training events, your organization can participate in local outreach events. Community outreach expands the scope of the organization, provides members with incentive to participate, and builds a network of contacts.

### **Community Events**

Depending on where the organization is based, the local scientific and water resource community may host various events. Collaborating can boost the organization's membership and increase community involvement.

The organization can participate in any relevant community event. There are no strict guidelines or limitations to the types of events to participate in. However, some events to consider include:

- **Environmental stewardship events** - These can include river cleanups, litter pickup, monitoring events, and many more. Look for local environmental organizations to partner with. Building connections with local groups is a vital part of maintaining your organization.
- **Education and outreach events** - Educational events are a great way to educate the community about water quality, environmental stewardship, watershed science, and more. Many of these events are hosted by schools or local governments. Consider reaching out to local elementary schools to see if they have any upcoming events.

Participating in community events requires forming relationships with local organizations. For assistance reaching out to local organization, ask the advisor or contact the department for more information. The Texas Stream Team can also be contacted at [TxStreamTeam@txtate.edu](mailto:TxStreamTeam@txtate.edu) for recommendations.

## Campus Events

Participating in campus-sponsored events as a student organization can boost the presence and increase membership across campus. It is also a great opportunity to recruit officers and introduce students to the water quality community.

Some events could include:

- **Student organization fairs** - These fairs are great for recruiting members, spreading awareness, and getting students interested in the mission. Make sure to check with the institution, as these fairs usually require an application.
- **Student organization outreach events** - Bigger institutions may have events organized specifically for members of student organizations. This is a good opportunity to increase presence on campus and connect with other organization leaders.
- **Guest speakers** - Organizations can often reserve several seats for hosted guest lecturers. Consider asking a community or campus leader to guest speak at member meetings.
- **Symposiums** - Offering members the opportunity to volunteer at symposiums can connect them to members in the Water Resource field. This is also a good opportunity to bring awareness to the organization.
- **Department events** - Departments have several opportunities for volunteering as well as promoting the organization. Increasing connections in the department is a great way to grow the organization.

There are many other types of campus events to get involved with. Check with the department calendar or ask the advisor for more ideas.

## Internal Events

Hosting events can be a great way to directly involve members and officers, as well as recruit or fundraise for the organization. Below is a list of events that the organization could potentially organize:

- **River cleanups** - To host a river cleanup:
  - Confirm a date and time with officers
  - Select a site to clean (if the site is located on private property, be sure to get written permission before the event)
  - Gather materials
  - Sign-in sheet
  - Landfill and recycle bags (bring more than you think is needed)
  - Rubber gloves
  - Water bottles
  - Trash-grabbers (not necessary - but nice to have!)
  - Sunscreen
  - Insect Repellent
  - Advertise to members - remember to advise RUBBER BOOTS and LONG PANTS
  - Take a picture of all the trash collected!
  - Make sure there's a place to dispose of the recycling and landfill. Please note it is against the law to use a dumpster without permission. You may need to coordinate with the local city.
- **Guest speakers** - Hosting guest speakers at member meetings is a good way to increase attendance and provide members with connections in the field.
- **Kayak trips** - Kayak trips can be purely recreational or can be combined with a river cleanup. Members can either use their own kayaks or rent them. Make sure to use an experienced and knowledgeable guide and provide each participant with a life jacket.
- **Resume workshops** - Using your connections in the professional community, the organization may host a resume workshop during a regular member meeting, or as a separate event. This is extremely valuable to members and adds extra incentive to remain an active part of the organization.
- **Socials** - Hosting an organization social allows members to meet one-another, strengthens the community, and provides valuable feedback.

## Member Communication

General communication with members is the responsibility of the President and the Secretary. For matters related to training events, the Training Coordinator is responsible for communications. Members should be regularly informed of:

- Upcoming general meetings, including date, time and location
- Meeting summaries, including copies of any documents provided at the meeting
- Officer changes, including any vacant officer positions

- Upcoming training events, including instructions to RSVP
- Upcoming events and volunteer opportunities

## Email

Electronic mail will be the predominant form of communication. Most of the time the above information will be communicated via email. When registering, the organization should be given an official email handle from the institution.

- Note: It's not a good idea to use a personal email address for member communication. This can make it difficult for other officers to communicate with members, especially when previous officers graduate.

When emailing members, it's important for emails to look and sound professional. Contact information should always be given at the bottom of the email.

Note: Email does not typically fall under the umbrella of social media, and therefore it is not typically the PR Officers responsibility to respond to email. Email is usually the responsibility of the Secretary, Vice-President and President. Please see Appendix F for some email templates.

*Note: It's a good idea to include a signature including a logo, contact information, and relevant details at the end of every email.*

## Bulletin Boards

Depending on the institution, the department may provide the organization a bulletin board. This is a great spot to post meeting announcements, upcoming events, and email sign-up sheets. The board should be regularly maintained. To maintain the board:

- Decorate the board with colored background paper, a border, and pictures from the events
- Post upcoming meeting dates and event announcements
- Post relevant job openings, volunteer opportunities, or internships (members will appreciate it!)
- Regularly remove expired posters
- Regularly refresh the sign-up sheet as it gets filled out
- Post profiles of the current officers - including name, position, and a short biography

Make sure that the board is inspected regularly and kept current. Have officers contribute to making it look professional, informative and eye-catching!

## Advertising

There are many ways to advertise events. It's important to market events to increase attendance and member involvement! Take advantage of social media for advertising community as well as social events.

## Flyers

Posting flyers across campus usually requires approval from either the student organization council or the department. To receive approval, take the stack of posters to the relevant authority and explain what they are advertising and why it is relevant to the student body. A few good programs for poster design include:

- [Canva](#), a free, online program that is user friendly, easy to learn and accessible.
- [Piktochart](#), an online program which offers special pricing for students and Nonprofits.
- [PosterMyWall](#), allows you to download posters without first creating an account
- Microsoft Word can also be used to create posters (use the search function to find available templates)

Please see Appendix G for poster templates.

## Social Media

Advertising on social media is the responsibility of the PR Officer. At the minimum, it is standard for organizations to have a Facebook page and a Twitter or Instagram. If access to a web designer is available, having a WordPress website is also recommended. This can include:

- Posting meeting announcements and reminders
- Posting upcoming organization or partner events
- Links to RSVP to training events
- Interesting water-related news articles, stories, etc.

There are many other ways to use social media to connect with members. When promoting the organization at events or during meetings, make sure to provide members with links to social media accounts.

- Note: When creating social media accounts for the organization, keep in mind that they will need to be accessible to the following generation of officers. Whenever a transition of power occurs, provide password information or admin access to new officers.

## Miscellaneous Advertising

Miscellaneous methods of advertising can include:

- Making announcements in class (with permission of the professor)
- Asking the advisor and other departmental faculty to make announcements in their classes
- Asking professors to offer extra credit to their students for becoming certified, or incorporate it into their curriculum
- Providing faculty with copies of posters to distribute to students
- Attending local events to promote the organization
- Tabling on campus during class transfers

## Finances

Funding is an important step in growing the organization. It is the job of the Treasurer, President, and Vice-President to establish a budget, record finances, and conduct fundraisers.

### Establishing a budget

Budget needs are based on what events are planned and how they will be promoted by the organization. After the first officer meeting, have a meeting between the Treasurer, President, and Vice President to discuss goals and outline a preliminary budget. When creating a budget keep the following questions in mind:

- What are the goals for the semester?
- What events would the organization like to host? How much is expected to be spent on each event?
- What are the expected sources of income? - These could be dues, fundraisers, donations, grants, etc. (see below for more information).
- What additional information could make the budgeting process more accurate?
- Has the organization secured quotes from local businesses?
- Does the department have any relevant connections?
- What connections do other student organizations have?
- What has worked for the organization in past semesters?

For additional information on student organization budgets, please check out [this article](#) from the American Association of University Women.

Remember:

- Always review the first draft of the budget with the advisor before approving it
- Revise the budget frequently
- Only purchase merchandise from trusted vendors - for help contact the student organization council or talk to the advisor

[Here](#) is a helpful resource from Southeastern Louisiana University with some additional tips for budgeting.

### Budget Tracking

Keeping track of finances is an important job which should be managed by the Treasurer and supported by the President. Finances can be tracked on an excel sheet, which can be formatted to meet specific needs. For a budget template, please see Appendix H.

Make sure a budget tracking form is accessible to all officers, as well as the advisor(s). At the end of each semester, **complete the form and archive it** for future budgeting use.

## Fundraisers and Funding Source Options

Keeping an organization running requires a constant influx of funding. Fortunately, student organizations have many different sources of potential funding.

### Hosting a fundraiser

The treasurer is also responsible for planning, executing, and managing fundraisers. To plan a fundraiser, they will need to:

- Pick an audience. Is the target audience for fundraising students or members of the public?
- Create an incentive (see below). Why are people giving the organization money? What can be done to entice people to spend money?
- Recruit an enthusiastic committee within the organization (this can be officers or members)
- Assign tasks to each member and remain communicative and accountable
- Carry through - remember to communicate with participants about the purpose of the fundraiser

### Fundraising ideas:

Selling of goods	Bake sales, silent auctions, ticket sales, art sales, garage sales, etc.
Performing a service	Car washes, lawn services, dog-walking, etc.
Hosting a competition	Raffles, giveaways, limited access tours, lunch with a special guest, free admission to events, etc.
Hosting an event	Marathons, movie nights, guest lectures, outreach events, cook-outs, river tours, etc.

### Dues

Charging members' dues is a consistent way to generate income. Dues are charged to members at the beginning of the semester and usually involve an incentive such as access to special events or club merchandise (like a T-shirt). Dues usually start at \$20 per semester but can be adjusted according to the organizational needs. To charge member dues:

- Announce the due amount at the first member meeting and give a specific deadline for submitting
- Provide the incentive – for members who do pay, grant them access to more organization perks such as a T-shirt, more trainings, the ability to become a trainer, etc.
- If the organization has a bank account, allow members to write checks. Card readers are also available and can be plugged into phones and tablets, however

that will cost money. If the organization does not have a bank account, specify that only cash and money orders will be accepted.

Make sure to record all dues received in the financial records.

### Donations

Allow members to donate at every meeting and event. Additionally, provide a way for non-member individuals to donate to the organization at education and outreach events. Also provide a link for donations on the organizations' website or social media. Make sure to record all donations in the financial records.

### Funding from Outside Sources

There are several alternative sources to receive funding. Some examples could be:

- **The Student Organization Council** will often provide funding for events, materials, and for new organizations. This may require an application, giving a presentation, and/or sending a detailed quote. To apply for material funding, they may require an itemized list along with the price.
- **Campus Environmental Service Committees** are often established at institutions to promote environmental/sustainability projects utilizing funds collected from student tuition specifically for environmental fees. This committee will sometimes offer funding to individuals or organizations willing to organize and present a proposal.
- **Other campus organizations** will sometimes be well funded and willing to donate items or provide funding for specific events/materials (American Chemical Society, etc.).
- **Local off-campus organizations** are sometimes willing to provide funding for student organizations, especially if they share similar values. The Lions Club will sometimes provide grants for applicable organizations, provided they submit a detailed application.
- **Nonlocal groups** will occasionally have grant opportunities for organizations. Look for grants that reward service and environmental stewardship online.

There are various other ways to obtain funding. Keep your eye open for unique opportunities, reach out to your advisor for ideas, or contact [TxStreamTeam@txstate.edu](mailto:TxStreamTeam@txstate.edu) for recommendations

### Expanding the Scope

Once the organization has stable leadership, funding, and consistent member recruitment focus on expanding the community and campus involvement. There are limitless opportunities to expand, and this is when creativity and engagement really pays off!

## **Partnerships Within Your Institution**

### **Student Organization Collaboration**

Collaborating with student organizations by reaching out to other organizations who share similar values is an excellent way to build connections on campus, increase the scope of the student chapter, and recruit new members or officers. Building relationships between other student organization is one of the easiest, most accessible ways to increase involvement on campus. Environmental, scientific, and geographical organizations are great candidates for collaboration. Two or more organizations can:

- Co-host events
- Collaborate on fundraisers
- Host member socials for multiple groups
- Advertise among each another

### **Department Collaboration**

The department the organization is in will often have events that need student volunteers. This is a good way to get to know the faculty and staff within the department. Departments may also host student organization events, where you can advertise to students within the department alongside other departmental organizations. Getting to know the officers of other departmental organizations is a great way to increase involvement.

For example,

- Alumni reunions
- Department picnics
- Symposiums
- Guest lectures

### **Professor Collaboration**

Reach out to professors who share an interest in water quality, watershed services, aquatic ecosystems, and other related fields. These professors will often be happy to let an organization representative speak to their classes. Occasionally, they may ask for assistance obtaining data or training prospective monitors. Some examples of potential collaboration could be:

- Asking professors to offer extra credit to students who attend a Core Training
- Approaching professors about potential research projects that could integrate Texas Stream Team data
- Asking professors to announce upcoming events or trainings to their students
- Propose that professors integrate Texas Stream Team Citizen Science activities into parts of their curriculum
- Ask professors if they would allow an organization representative make a short presentation about Texas Stream Team and the student chapter during their classes

## Community Partnerships

Expand the scope beyond campus by collaborating and promoting off-campus organizations who share the love of water resources and the environment. Some examples could be:

- Local Texas Stream Team partners
- Local Texas Stream Team trainers
- Local Lions Club chapters
- Local nature centers (such as botanical gardens, aquariums, hiking trails, etc.)
- Local Master Naturalist chapters
- Local Keep Texas Beautiful chapters
- Advocacy and outreach groups
- Other environmental organizations

To reach out to an organization, find their contact information and email them with the name of the organization, mission statement, and why collaboration is important. You can also include specific ideas for events or collaborations.

## Other Expansion Ideas

There is no limit in the ways to expand the organization. Expansion can be through partnerships and collaborations or can focus on growing the organizations expertise and projects. Involve officers, members, and advisors in brainstorming and executing ideas, such as:

- Collaborating on a research project with a professor
- Create a report on the sites the organization is monitoring
- Starting a water-related podcast (including guest speakers!)
- Help grow Texas Stream Team student chapters in partner institutions to enhance water quality monitoring efforts in the area
- Partnering with other Texas Stream Team student chapters across the state (email [bobcatstreamteam@txstate.edu](mailto:bobcatstreamteam@txstate.edu))

Make sure to keep Texas Stream Team in the loop on any new or reoccurring projects the organization is implementing. Texas Stream Team appreciates the work and forward thinking our citizen scientists are doing and would love to showcase these projects!

## Conclusion

This manual is a basic guide to setting up and maintaining a Texas Stream Team student chapter. However, there are many other subtleties of day-to-day management that were not covered in this manual. Fortunately, student organizations have countless resources available to them. For additional help, contact the student organization council, reference the college's website, meet with the organization advisor and officers, or email Texas Stream Team at [TxStreamTeam@txstate.edu](mailto:TxStreamTeam@txstate.edu).

Additionally, some of the information given in the manual is specific to Texas State University. Other institutions may have different policies related to the registration and maintenance of student organizations. If it's not clear how your institution's policy may differ, then make sure to check the institution's website or speak to a member of the student organization council.

By forming a Texas Stream Team student chapter, not only will it enrich your community and campus, individuals will learn valuable professional skills, and gain an incredible leadership experience. The water quality citizen scientists across the state of Texas gives Texas Stream Team the ability to monitor and protect the 191,000 miles of Texas waterways. Texas Stream Team appreciates and supports our partners across the state, and we look forward to collaborating with new student chapters!

# Appendices

## Appendix A

### New Officer Introduction Checklist

[Organization Name]

Name of incoming officer: \_\_\_\_\_

Position of incoming officer: \_\_\_\_\_

Length of Term: \_\_\_\_\_

#### Incoming officers must be provided with:

- A copy of the Constitution and Bylaws
- Access to the Google Drive (or another database)
- Admin access to [insert organizational email]
- Access to current calendar (including events and meetings)

#### A note on introducing officers:

The process of officer introduction should ideally occur with:

1. A meeting between the president, vice president and incoming officer.

During this meeting, the incoming officer should be provided with a copy of the constitution. The basics of the organization's role on campus and its relationship with affiliates should be clarified. The president's copy of the constitution should be read and signed. Lastly, their role and expectations within the organization should be stated and understood between all parties. This is somewhat up to the discretion of the president and vice president.

2. Introduction of the officer at an officer meeting.

At this time, their role and title should be explicitly stated. By the first officer meeting they should also have access to the google drive and email account. Ideally, they will have familiarized themselves with the structure of the google drive and learned how to access the email on their own.

3. Introduction of the officer at a member meeting.

The new officer should attempt to attend the first meeting from after their integration within the organization. Allow them to introduce themselves to the members present and provide their role. And any additional information they feel is beneficial. This would also be an ideal time to introduce them to affiliates at Texas Stream Team, The Meadows Center or [other relevant partner groups].

**Note:** From this point on, all officers are expected to attend every officer meeting, and, if possible, member meetings. Officers should be provided

*with an organizational shirt (if available) and there should be multiple channels of communication between them and the existing officers (this may include swapping phone numbers, emails, schedules, etc.)*

## **Appendix B**

### **Bobcat Stream Team Officer Meeting Agenda Template**

[insert date of meeting]

- I. Upcoming General Meeting**
  - A. Next Upcoming General Meeting- Reminder
    1. Time, Date and Location
    2. Major talking points
    3. Officer duties
      - a) Who will be speaking?
      - b) Should officers bring anything?
- II. Upcoming Training**
  - A. Upcoming BST training reminder
    1. Time, Date and Location
    2. Establish the lead trainer
    3. Coordinating the event
      - a) Who is picking up the kits & materials?
      - b) What time are the trainers meeting?
      - c) Who will be the main point-of-contact for RSVP's?
- III. Upcoming Events**
  - A. Event Reminders
    1. Example Event 1
      - a) Time, date, location
      - b) Officer expectations (where to meet, when, who is responsible for what things, etc.)
    2. Example Event 2
      - a) Time, date, location
      - b) Officer expectations (where to meet, when, who is responsible for what things, etc.)
- IV. Officer check-in**
  - A. President
    1. Current priorities
    2. Goals
  - B. Vice President
    1. Current priorities

- 2. Goals
- C. Secretary/ Treasurer
  - 1. Current priorities
  - 2. Goals
- D. Training Coordinator
  - 1. Current priorities
  - 2. Goals
- E. PR Officer
  - 1. Current priorities
  - 2. Goals
- V. Updates from the President/VP**
  - A. Organizational announcements
    - 1. Outgoing/incoming officers
    - 2. Current funding goals, sources, etc.
    - 3. Other miscellaneous information
  - B. Affiliate announcements
    - 1. Announcements from the advisor
    - 2. Announcements from TST
    - 3. Announcements from the Geography Department
- VI. Goals**
  - A. Short term
    - 1. Goals before next member meeting
    - 2. Goals before next officer meeting
  - B. Long term
    - 1. Goals for the semester
    - 2. Goals for the Academic Year
- VII. Open Floor**

## Appendix C

### Bobcat Stream Team General Meeting Agenda Template

[insert date of meeting]

#### I. Events

- A. Example Event 1
  - 1. Time, Date & Location
  - 2. Description
  - 3. RSVP information
  - 4. Additional information (if necessary)
- B. Example Event 2

## **II. Trainings**

- A. Nearest upcoming BST training
  - 1. Time, Date & Location
  - 2. Brief Description (core? Probe? etc.)
  - 3. RSVP information
    - a) How many spots are open?
    - b) Where can people RSVP? (email or in person?)
    - c) What is the RSVP deadline?
  - 4. Any additional instructions for attendees
- B. Nearest upcoming TST trainings
  - 1. Time, Date & Location
  - 2. Contact information for lead trainer
- C. Nearest upcoming partner trainings
  - 1. Time, Date & Location
  - 2. Contact information for lead leader

## **III. Organizational Announcements**

- A. Officer updates
  - 1. Incoming/outgoing officers
  - 2. Open officer positions
- B. Dues
  - 1. Amount
  - 2. How to pay
- C. Any other updates for members (ex: announcements from the advisor, departmental announcements, funding updates, etc.)

## **IV. (Optional) Guest Speaker**

- A. Short introduction from President or Vice President
- B. Presentation
- C. Questions from members

## **V. Open Floor**

- A. Questions
- B. Comments
- C. (Optional) Brainstorming





## Appendix F

### **First email for a new semester:**

Hey Stream Teamers!

I hope everyone had a relaxing and productive summer/winter break!

Bobcat Stream Team is kicking off again for the [insert semester and year], with lots of upcoming meetings and events!

For starters, our first monthly member meeting will be taking place [Day of the week] the [date] at [time] in [location].

Make sure to attend the first member meeting to hear all about Bobcat Stream Team, citizen scientist activity in the San Marcos Area, and how you can become a certified water quality monitor! This is a great opportunity to meet some people working in the water quality field and to share your passion for water, the environment, and citizen science!

We will also be announcing lots of upcoming events, including opportunities to become a certified water quality monitor, and volunteering opportunities from Texas Stream Team and the Geography Department.

Hope to see everyone there!  
Sincerely,

[insert signature]

### **Meeting Announcement:**

Hey Stream Teamers!

Our next member meeting is coming up on [Day of the week, date and time]. We will be meeting in [location (include address if off campus)]. [If applicable: Our meeting will also feature [name] as a guest speaker. [Info blurb about guest speaker]]

Please join us for updates about our upcoming events, including [insert event] and [insert event]. We will also be announcing community and department events, as well as more information on how to get involved!

Lastly, a reminder that Water Quality training events are first come-first serve, so the quickest way to get on the list is to attend a member meeting and RSVP in person! Our next upcoming training is [day of the week, date and time]. More information will be provided at the meeting, or you can email [bobcatstreamteam@txstate.edu](mailto:bobcatstreamteam@txstate.edu)

Light snacks will be provided.

Hope to see everybody there!

Sincerely,  
[Insert Signature]

**Training Reminder:**

Hello,

If you are receiving this email then you are RSVP'd for Bobcat Stream Team's Core Water Quality. The training will occur this [day of the week, date and time]. We will be meeting at Ramon Lucio Park at Pavilion C (see map at the bottom of email).

You should bring:

- a pen
- sunscreen
- a water bottle and a snack

All other materials will be provided. The training will most likely last around 3-4 hours and will consist of three phases:

- Phase I: intro to the monitoring techniques and basic watershed, water quality and citizen science information
- Phase II: practice of the monitoring techniques with help from the trainers
- Phase III: practice of the monitoring techniques with little or no help from trainers.

After you complete your training, you will be certified to monitor Texas waterways! Before you arrive at the training this Sunday, please consider whether or not you would like to be assigned an active monitoring spot on the San Marcos River. More information about monitoring in San Marcos will be given at the training.

If you'd like to remove your name from the RSVP, please email us back at bobcatstreamteam@txstate.edu ASAP so we can open the spots up for other attendees.

Let us know if you have any questions or need additional information.

Thanks,  
[Insert Signature]

**General Inquiry Response:**

Hi [name],

Thank you for your interest in Bobcat Stream Team!

Bobcat Stream Team is the Texas State University chapter of Texas Stream Team, a statewide monitoring network devoted to understanding and protecting Texas's

191,000 miles of waterway. Our student organization focuses on involving the student body in the Texas Stream Team mission by providing water quality training events, education, and outreach.

Our next upcoming member meeting is [date, time and location]. The best way to get involved is to attend the monthly member meetings so you can meet our officers and sign up for upcoming events.

If you won't be able to attend, please email us back at [bobcatstreamteam@txstate.edu](mailto:bobcatstreamteam@txstate.edu) and we can provide a brief rundown of what we talked about, as well as some upcoming events that you can sign up for!

Please check out our website for additional information: [bobcatstreamteam.org](http://bobcatstreamteam.org)

Let us know if you have any other questions!

Thanks,

[insert signature]

**Appendix G**  
**Member Meeting Poster**

# **BOBCAT** **STREAM TEAM**

*Please join us for our [month] member meeting!*

**[MONTH] [DAY], [TIME]**  
**[LOCATION]**

Insert specific info about meeting  
(can include guest speakers,  
important topics, event  
announcements, etc)

*Please join us to get involved with upcoming river cleanups, Water  
Quality Citizen Scientist trainings, community events and more!*

For more information contact [bobcatstreamteam@txstate.edu](mailto:bobcatstreamteam@txstate.edu)

# BOBCAT STREAM TEAM

Water Quality Citizen Scientist training  
*Become a certified water quality Citizen Scientist!*

**[weekday], [month] [day]  
[start time]-[end time]**

[location name]  
[location address]



Please RSVP to attend the training at  
**[bobcatstreamteam@txstate.edu](mailto:bobcatstreamteam@txstate.edu)**  
Attendance is capped at 12 participants  
RSVP is required to secure a spot





## Appendix I

### Guidelines for a Student Organization Constitution

Please use the following outline as a guide to complete your constitution. Be sure to **reflect the name change of the university in your constitution** (Texas State or Texas State University). In addition, **only Sport Clubs are allowed to use Texas State at the beginning of their group name**. Any other student organization that wishes to include Texas State in their name must use it at the end. (ex. Club at Texas State **not** Texas State Club)

- Article I.** The official name of the organization
- Article II.** A detailed declaration of purpose of the proposed organization
- Article III.** A statement of affiliation with an external organization, national, regional and/or local (if appropriate)
- Article IV.** The criteria for selecting membership
- Article V.** The criteria for voting membership (only Texas State students, faculty and staff qualify as voting members, three-fourths of the voting membership must be students)
- Article VI.** The duties and privileges of membership
- Article VII.** The establishment of officers, their duties, and authority
- Article VIII.** The procedures for selection and removal of officers (All officers must be current, regularly enrolled students in good standing at Texas State; President, VP and Treasurer must have a 2.25 Texas State GPA)
- Article IX.** The frequency of meetings
- Article X.** Dues of the organization, including how they will be collected and a provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership (organizational dues are strongly encouraged)
- Article XI.** The procedures for decision-making (i.e., the use of parliamentary procedures and the process of voting) in the name of the organization (must include the definition of a quorum)
- Article XII.** Establishment of committees, if applicable

**Article XIII.** Provision for the selection and replacement of faculty/staff advisor

**Article XIV.** Provision of disbursal of organization assets, should the organization become defunct. Money can only go to program, activity or charity

**Article XV.** A process to consider and approve amendments to the constitution and/or to add By-Laws and additional rules

**Article XVI.** Statement of Ratification for this document (i.e. by a 2/3 vote of the membership on date)