Effective Use of Quick Reference Series

Center for Student Involvement
University of Wisconsin - Milwaukee

Quick Reference Series
There are more than 20 resource handouts in the Quick Reference Library series covering organizational, leadership and personal development. New topics are continually being developed. Quick Reference titles include (not a complete list):

- 20 Leading Actions
- Advisor
- Bank Accounts
- Brain Storming
- Communications
- Creativity
- Delegation
- Funding
- Fundraising
- General Publicity Ideas
- Goal-Setting
- Ice-Breakers
- Media Contacts
- Meetings & Minutes
- Member Rewards
- Nonprofit Corporation
- Officer Transition
- Program Checklist
- Program Planning
- Tax Information

Why use the Quick Reference Series?
The Quick Reference series is helpful in developing your organization and your own leadership potential. Quick Reference guides can help your organization strengthen weaknesses, gather new and exciting ideas, and become a more cohesive unit. As a leader, you can develop your skills in delegating, running a meeting and facilitating workshops.

When should I use the Quick Reference series?
You should use the Quick Reference series any time your group is planning a program or event, recruiting members, electing new officers, or training officers and members in personal skill areas such as leadership, planning, goal setting, time management, etc.

Who should use Quick Reference Library/series?
You should! Student leaders, student organizations, involved students, students wanting to become involved, or individuals wanting to develop new skills should all use Quick Reference. The Center for Student Involvement itself uses the Quick Reference series frequently for its own development.

Where is the Quick Reference Library located?
The Quick Reference Library is currently available outside the Center for Student Involvement, Student Union Room 363. The Quick Reference Library is also available online at: www.involvement.uwm.edu under “Publications.”

How do I use the Quick Reference Series?
Each Quick Reference is self-explanatory, and several have checklists and guidelines that outline a specific topic or process. One suggestion to effectively use the Quick Reference series in your organization is to have a committee within your organization present a different Quick Reference topic to the group at each meeting. We are confident you will find the Quick Reference series useful, informative and interesting.

Quick Reference Sheets Copy Right Information:
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Center for Student Involvement
University of Wisconsin-Milwaukee
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© 2009 Center for Student Involvement, University of Wisconsin-Milwaukee. This handout is one of over 20 handouts which are part of The Quick Reference Library. Contact our office in the Union, room 363, activities@uwm.edu, or call 229-5780 if you have any additional questions about leadership or organizational development and someone will be glad to consult with you. Professional staff members are available to help you on an appointment or walk-in basis, 8:00 a.m. to 5:00 p.m., Monday, Tuesday, Wednesday and Thursday, and 8:00 a.m. to 3:30 p.m. on Friday.