Guidelines for Evaluating Petitions/Portfolios to Obtain Membership

Student organizations that:

✓ Increase awareness of the similarities and differences that exist between cultural groups;
✓ Promote cultural understanding and tolerance;
✓ Celebrate the diversity of the campus community

...are welcome to join the AICA General Council.

Below are guidelines and criteria that will help you or your designee evaluate Petitions to Obtain Membership.

Consider the following guidelines as you read the portfolio and listen to the presentation.

<table>
<thead>
<tr>
<th>Petition to Obtain Membership: Portfolio</th>
<th>Presentation/Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 (Poor)</strong></td>
<td><strong>3 (Average)</strong></td>
</tr>
<tr>
<td>Portfolio is unorganized and missing items; does not follow the required sequence (a-o); Written responses are limited, vague, incomplete and contain numerous grammatical errors; Does not address the central questions related to the criteria.</td>
<td>Portfolio is moderately organized and somewhat follows the required sequence (a-o); written responses include some specificity and provides partial answers to parts of the questions. Contains some errors.</td>
</tr>
<tr>
<td><strong>1 (Poor)</strong></td>
<td><strong>3 (Average)</strong></td>
</tr>
<tr>
<td>Presenter seems confused and uninformed about the portfolio and the details related to obtaining membership. Unable to adequately answer follow up questions.</td>
<td>Presenter is somewhat knowledgeable and able to answer a few questions, but not clear about everything related to the portfolio.</td>
</tr>
</tbody>
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Types of questions to ask include but are not limited to:

- Please elaborate further your reasons for wanting to join AICA: Why AICA? Why now?
- What are two or three specific cultural aspects we should know about your group?
- How does your club increase awareness about the similarities and differences that exist between cultural groups?
- How does your club promote cultural understanding and tolerance?
- How does your club celebrate the diversity of the campus community?
- How stable is your student organization?
- What kind of fundraising have you done or plan to pursue?
- What have been your club’s significant successes? Why?
- What are your club’s biggest needs or problems?
- How will you address these needs or respond to problems?
- Tell us more about your goals, planned or current activities, etc. – elaborate/explain

Updated on 8/14/2014
New Member Evaluation Guidelines

Name of Student Organization: ____________________________________________________________

Name of Presenter: __________________________ Date: __________________________

Please evaluate the Portfolio and Presenter based on these ratings:

1 2 3 4 5
(Poor) (Excellent)

(a) **Summary/history** of the organization is clearly captured and explained

1 2 3 4 5
(Poor) (Excellent)

(b) **Organizational goals** are clearly written and are culturally relevant

1 2 3 4 5
(Poor) (Excellent)

(c) **Rationale** for joining AICA corresponds with AICA core principles

1 2 3 4 5
(Poor) (Excellent)

(d) **Presenter/Portfolio clearly explains how organization will benefit** from AICA membership

1 2 3 4 5
(Poor) (Excellent)

(e) **Presenter/Portfolio clearly explains how AICA and campus community will benefit** from granting membership to the organization

1 2 3 4 5
(Poor) (Excellent)

(f) **Organizational budget** is easy to read and understand

1 2 3 4 5
(Poor) (Excellent)

(g) **List of planned and current activities** is easy to read, understand, and appropriate for AICA

1 2 3 4 5
(Poor) (Excellent)

(h) **Proposal was well written** (minimal grammatical errors)

1 2 3 4 5
(Poor) (Excellent)

(i) **Presenter was knowledgeable and could answer questions**

1 2 3 4 5
(Poor) (Excellent)

Prepare at least 3 questions that are related to the criteria for the presenter.

Updated on 8/14/2014