

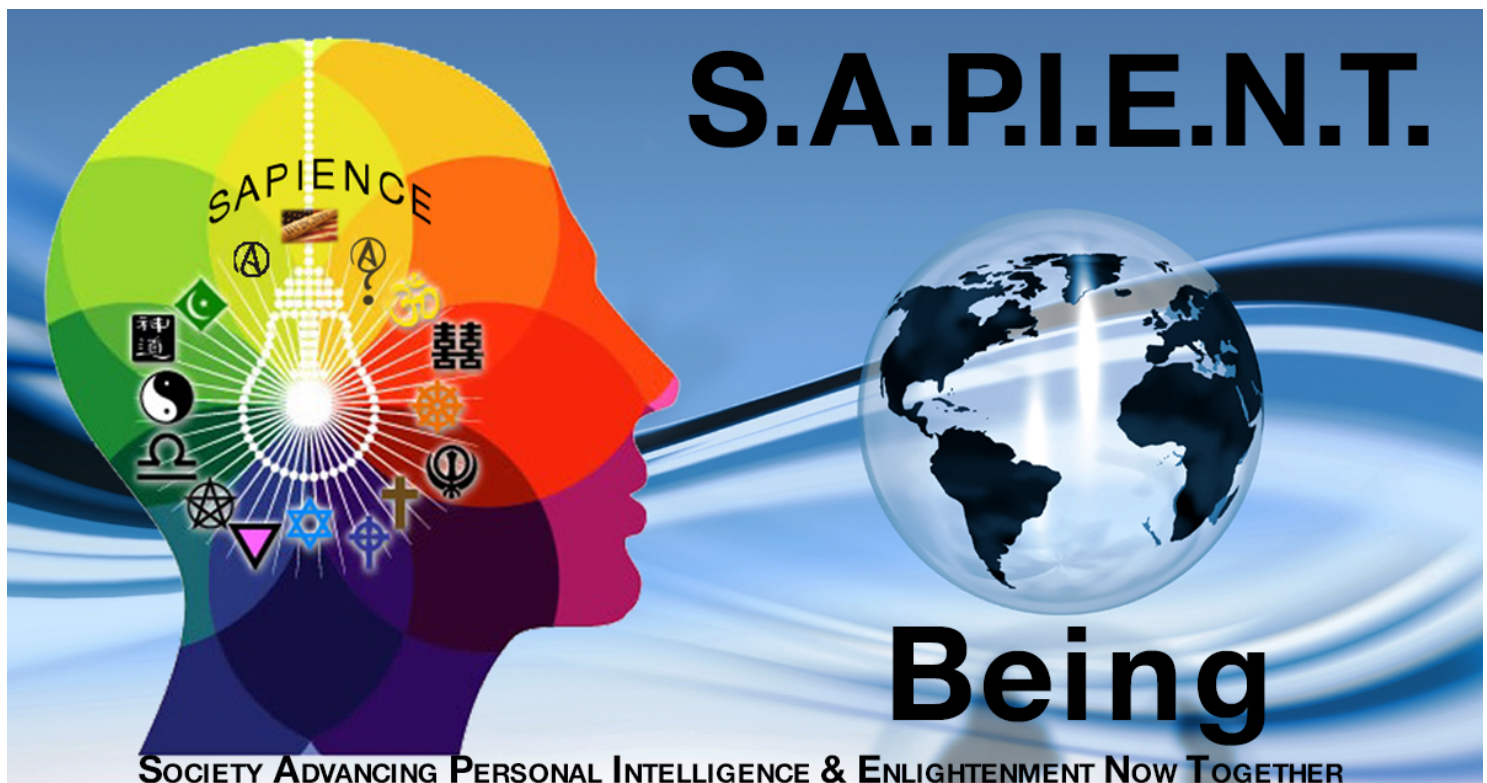
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S.A.P.I.E.N.T. Being

Society Advancing Personal Intelligence & Enlightenment Now Together

CAMPUS ORGANIZATION HANDBOOK



ORGANIZATION HANDBOOK FOR:

Public or Private High School CLUBS

Two (2) Year Community College CHAPTERS

Four (4) Year College / University ALLIANCES

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INTRODUCTION

Are You a Sapient Being?

Sapience, also known as wisdom, is the ability to think and act using knowledge, experience, understanding, common sense and insight. Sapience is associated with attributes such as intelligence, enlightenment, unbiased judgment, compassion, experiential self-knowledge, self-actualization, and virtues such as ethics and benevolence.

Being a sapient being is not about identifying politics, it's about doing what is right and borrowing many of the essential qualities of Centrism that supports strength, tradition, open mindedness and policy based on evidence not ideology. Does this sound like you? Or someone you want to be? If the answer is YES, the SAPIENT BEING might be right for you!

Sapient beings are independent minded thinkers that achieve common sense solutions that appropriately address current and future needs; support the public trust; and serve the common good. They gauge situations based on context and reason, consideration and probability. They are open minded and exercise conviction and willing to fight for it on the intellectual battlefield. Sapient beings don't blindly follow party lines and identity politics.

Their political ideology is based on reason, logic and pragmatism and not necessarily defined by compromise or moderation—but is considerate of them. Sapient beings are about achieving common sense solutions that appropriately address current and future needs; support the public trust; and serve the common good.

What is a SAPIENT Being Campus Organization?

The Society Advancing Personal Intelligence & Enlightenment Now Together (SAPIENT) Being is an educational non-profit that is now creating club, chapter and alliance campus organizations at America's high schools, 2 year community colleges and 4 year university campuses.

It's a new freedom of speech activist organization rooted in the 21st century that is focused on a world view with a humanistic approach to debating and addressing our most pressing issues starting with the suppression and/or restriction of our First Amendment rights.

Acting as a leader, consensus builder and nexus for public policy debates on and off campus, SAPIENT BEING organizations and members can rise above divisive ideologies, and learn, connect and advance their sapient skillsets for the betterment of America, their schools and themselves—and reach a higher state of being in the process.

The SAPIENT BEING is an intellectual habitat, debating venue, and leadership platform for those students who might not be the right fit for other organizations and see themselves belonging elsewhere. They now have another place to thrive and prosper and be rewarded with sapience.

Looking for an organization that welcomes with open minds, arms and hearts the believers and practitioners from all ideologies, faiths and diverse backgrounds with the common goal of making free speech again on campus as well as ensuring and fighting for First Amendment Rights? If the answer is still YES, learn more and become a member—start a chapter—or donate to our cause at www.sapientbeing.org.

Our Objective is to Make Free Speech Again on Campus

The SAPIENT Being's primary goal is to return free speech to college campuses (and high schools too) by assessing and revising (as needed) each school's free speech policy by creating opportunities for open dialogue and self-examination that ensures first amendment rights for freedom of speech and expression are fully enforced. We are a non-profit, non-partisan, non-religious, and non-sectarian organization that subscribes to only one ideology; which is human sapience (wisdom); and welcome with open minds, arms and hearts the believers and practitioners from all ideologies, faiths and walks of life.

Our Purpose is to Ensure and Fight for First Amendment Rights

This is a perfect opportunity for consensus building between liberal and conservative leaning students to come together and openly debate the hottest and most contentious issues facing America and the world today. The SAPIENT BEING also

provides a great venue and resource center for moderates and independent minded students who want to hear both sides of an issue, from any topic, without intimidation. We accomplish this by following the highest standards of civil discourse and debating formats that respect other's ideas, premises and principles without attacking their character with malice and prejudice.

THE S.A.P.I.E.N.T. BEING MOVEMENT

The SAPIENT BEING (Society Advancing Personal Intelligence & Enlightenment Now Together) is a new education based campus organization approved by the IRS on 4-16-19 as a non-profit 501 (c) (3) charity with tax deductible donation status. It's primary project goal on campus is to Make Free Speech Again on Campus by creating the premier freedom of speech and expression activist organization to increase civic engagement and address free speech violations and code ambiguities endemic in many of our educational systems.

Vision and Mission Statements

The SAPIENT BEING'S vision is to return free speech, open dialogue and civil discourse to high school and college campuses without intimidation and threat of violence to those with differences in opinion, ideologies and practices; and encourage open debate and dialogue and free expression of alternative and different viewpoints with the goal of creating a society advancing personal intelligence and enlightenment now together along with leaders to implement and accomplish it.

The SAPIENT BEING'S mission is to provide high school and college students and leaders the opportunity to start SAPIENT Being campus clubs, chapters and alliances where moderate, liberal and conservative minded students can meet safely and debate relevant facts and discover the truth about the important issues facing us today and become leaders in the process by practicing, protecting and promoting free speech and its principles.

What Makes the SAPIENT Being Unique and Beneficial?

The SAPIENT BEING is a new 21st century organization whose philosophical roots and principles of wisdom focus on a world view with a humanistic approach to debating and addressing our most pressing issues. Acting as a leader, consensus builder and nexus for public policy debates on and off campus, SAPIENT BEING organizations and members can rise above political party lines and ideologies, and learn, connect and advance their sapient skillsets for the betterment of themselves, their schools and society in general—and reach a higher state of being in the process.

For a lifetime membership fee of \$25, the SAPIENT BEING can be the nurturing home to those students who are not the right fit for other organizations based on party lines and ideologies and see themselves instead as being above them. Now they have a place to go, thrive and prosper, and become wiser, more sapient, in the process! By becoming a lifetime member of the SAPIENT BEING, you receive a free Kindle version of *The Sapient Being* book, 25% discount on all debate, term/thesis paper, and hot topic publications from Fratire Publishing, the opportunity to be one of the three non-voting Board of Directors (BOD) for the SAPIENT BEING during your academic years, and immediate access to join Fratire Publishing's World of Writing Warriors (WOWW) Program.

STARTING A NEW S.A.P.I.E.N.T. BEING ORGANIZATION

Starting a New SAPIENT Being Club, Chapter or Alliance Organization

Starting a SAPIENT BEING organization is a great way to gain leadership experience, meet like-minded friends, and make a lasting impact on your campus and your country. Our campus organization types are broken down into three separate categories: clubs, chapters and alliances based on your education level.

Regardless of the clubs, chapters and alliances type of organization on campus, all of them must be chartered with SAPIENT BEING HQ and all of their members must be registered as a SAPIENT BEING member. SAPIENT BEING membership is only \$25 and is a lifetime membership with no annual renewal required.

There is no limit on the number of memberships to our organization. However, there is a minimum number of members (4 for high school clubs, 5 for two-year community college chapters, and 6 for four-year university alliances) required to be considered an active and registered SAPIENT Being campus organization.

To start an active SAPIENT BEING campus organization, each organization is required at the time of chartering and/or renewing their yearly charter, to have and maintain the minimum required number of campus members and the purchase at least once a year of a starter Campus Activism Kit at either the \$100, or \$125 or \$150 level depending on your campus type as shown below.

Club Organization Requirements (High Schools)

All clubs must maintain the minimum membership number of four (4) members and are considered active when they sign their charter agreement and purchase a \$100 activism kit. The activism kit and membership count shows SAPIENT BEING HQ and your school that your organization is serious about fighting for and protecting freedom of speech and expression.

These minimum requirements also make your club eligible for nominating and voting on one club representative for the USA to be elected to the SAPIENT BEING Board of Directors for a one year term. This is a distinct honor for a club member to be the leader and spokesperson for SAPIENT BEING high school club members and organizations by taking part as one of the board of director members.

All club members and organizations in whole shall conduct themselves following the CHARACTER COUNTS® program that utilizes the Six Pillars of Character consisting of: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship as well as the rules, requirements and best practices outlined and specified in the SAPIENT BEING Organization Handbook.

Chapter Members Responsibilities (2-Year Community Colleges)

All chapters must maintain the minimum membership number of five (5) members and are considered active when they sign their charter agreement and purchase a \$125 activism kit. The activism kit and membership count shows SAPIENT BEING HQ and your school that your organization is serious about fighting for and protecting freedom of speech and expression.

These minimum requirements also make your chapter eligible for nominating and voting on one chapter representative for the USA to be elected to the SAPIENT BEING Board of Directors for a one year term. This is a distinct honor for a chapter member to be the leader and spokesperson for SAPIENT BEING community college chapter members and organizations by taking part as one of the board of director members.

All club members and organizations in whole shall conduct themselves following the CHARACTER COUNTS® program that utilizes the Six Pillars of Character consisting of: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship as well as the rules, requirements and best practices outlined and specified in the SAPIENT BEING Organization Handbook.

Alliance Members Responsibilities (4-Year Colleges & Universities)

All alliances must maintain the minimum membership number of six (6) members and are considered active when they sign their charter agreement and purchase a \$150 activism kit. The activism kit and membership count shows SAPIENT BEING HQ and your school that your organization is serious about fighting for and protecting freedom of speech and expression.

These minimum requirements also make your alliance eligible for nominating and voting on one alliance representative for the USA to be elected to the SAPIENT BEING Board of Directors for a one year term. This is a distinct honor for an alliance member to be the leader and spokesperson for SAPIENT BEING college/university alliance members and organizations by taking part as one of the board of director members.

All alliance members and organizations in whole shall conduct themselves following the CHARACTER COUNTS® program that utilizes the Six Pillars of Character consisting of: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship as well as the rules, requirements and best practices outlined and specified in the SAPIENT BEING Organization Handbook.

SAPIENT Being Membership and Benefits

Lifetime membership in the SAPIENT Being is a onetime fee of \$25 which entitles you to many benefits starting with a free Kindle version of the *The Sapient Being* book. It also provides you the opportunity to be elected as one of the 3 non-voting board of directors elected from the SAPIENT Being's high school clubs, 2-year community college chapters and 4-year university alliances.

The SAPIENT Being understands the importance and relevance in providing a voice for the student members in regard to the vision and mission of our organization. They are the front line of defense and activism with ensuring and fighting for freedom of speech every day on their campus and their feedback is critical to the success of our free speech movement.

Your input is extremely valuable and must be heard! High school club members can be as young as thirteen years old and college and university chapter and alliance members can be as young as eighteen years old to serve as one of the SAPIENT BEING'S 8 board members (5 post graduate voting members and 3 student non-voting members). Few organizations offer such an opportunity at a young age for leadership and the chance to be heard and listened to as BOD members. It's also a mark of distinction and achievement that you and potential employers can look proudly upon when listed in your resume or curricula vitae.

Some of the other benefits of SAPIENT Being membership include a monthly newsletter, 25% discount on all of the MADNESS series of reference books used for SAPIENT Being sponsored debates, fact/fake news checking and classroom topics. They're also a valuable resource for authors, student papers, theses, journalists, researchers, grant makers, public policy and news reports seeking alternative subject matter.

The MADNESS series of books are published by Fratire Publishing at www.fratirepublishing.com and provide an opportunity for students and unpublished authors to contribute and be recognized with any of the titles and chapters. Those become part of the bibliographical references and resources will be recognized on the Fratire Publishing website as members of the World of Writing Warriors (WOWW) Program.

If you have any questions or require additional info starting a SAPIENT BEING organization on your campus and/or becoming a member, please contact the SAPIENT BEING HQ at (951) 638-5562 or at sapientbeing@att.net. Please visit the SAPIENT BEING website for frequently asked questions (FAQs) at www.sapientbeing/contact.org.

Complete the Organization Start-up Form from the SAPIENT Being

If you're ready to start a SAPIENT BEING organization please go to the START A CHAPTER page at www.sapientbeing.org and complete and submit the Organization Start-up Form to SAPIENT BEING HQ. The form will request the name of the person making the application for their campus club/chapter/alliance (herein called an organization) and their contact info so the SAPIENT BEING executive team can follow-up within a few days to offer assistance and help you get your organization started so it will be successful.

The contact info for each of the original chartering members (4 for high school clubs, 5 for community college chapters, and 6 for university alliances) must be listed along with their SAPIENT BEING membership ID number for minimum chapter member verification.

Before the organization dues/activism kit is purchased, each organization must first provide their school's name and logo image on a jpeg or jpg file to SAPIENT BEING HQ so a school name template can be agreed upon and used for the organization's custom SAPIENT BEING/(SCHOOL NAME) Logo which will be needed for the group's banner that is included in their activism kit.

The first task at hand will be to recruit and develop your A-Team so your organization is off to a fast and successful start.

Recruit Your A-Team (Officer Team)

The most important step in developing your organization is putting together a strong leadership team (your A Team). The quality of your leadership team will determine the success of your organization. It's that simple.

The #1 reason that organizations fail is because they lack strong, united, and dedicated officer teams. Invest the time in identifying passionate and qualified leaders (as many as you can find) to help you lead your organization.

The SAPIENT BEING requires that each organization have at least four (4) officers: a President, Vice President, Treasurer, and Secretary. The SAPIENT BEING encourages organizations to create and fill additional officer positions as well. The more dedicated people you have on your team, the stronger your organization will be!

Many campuses require certain positions to become a registered student organization. Be sure to familiarize yourself with your school's requirements as you begin the search for officers.

Finding leaders can be difficult, especially on small campuses. If you're struggling to fill your officer positions be sure to try:

- ✓ Posting on social media (let people know you're starting a club and need officers).
- ✓ Talk to similarly minded friends and classmates about SAPIENT BEING.
- ✓ Tabling and clipboarding (look for like-minded students; even if someone doesn't want to be an officer you can build your prospective membership list).
- ✓ Emailing Political Science, Liberal Arts, Economics, and Business and Economics professors (ask for names of students who may be interested).
- ✓ Reaching out to members of like-minded groups.
- ✓ Use Facebook Graph Search to find students on campus who have liked the SAPIENT BEING or other similar freedom of speech pages on Facebook.

Develop Officer Roles and Develop a Plan

As you begin to fill your officer positions it's important to define roles and determine a plan. You will need to determine each person's specific responsibilities and duties, as well as when/how your leadership team will meet and operate.

Regarding all finances, only the President and Treasurer shall have access to the organization's bank accounts, use of a debit card, and the ability to make electronic transfers and payments.

A summary of what each officer role should do is provided below. Feel free to edit, adjust, and add to these job descriptions as you see fit.

President

- ✓ Presides over meetings of the organization
- ✓ Calls meetings of the organization
- ✓ Facilitates officer meetings
- ✓ Appoints committee chairs and/or appointed officer positions
- ✓ Develops plans and goals for the organization
- ✓ Maintains contact with affiliated university
- ✓ Maintains contact with campus advisor
- ✓ Maintains contact with SAPIENT BEING HQ
- ✓ Serves as a spokesperson for the organization

Vice President

- ✓ Assumes the duties of the President in his/her absence
- ✓ Develops plans and goals for the organization
- ✓ Directs constitutional updating and revisions
- ✓ Facilitates election of officers
- ✓ Assists all executive officers as needed
- ✓ Organizes end of the year celebration

Treasurer

- ✓ Serves as primary signatory on financial accounts
- ✓ Pays organization bills
- ✓ Develops and executes fundraising initiatives
- ✓ Applies for and manages activism grants and university funds
- ✓ Maintains financial history of the organization
- ✓ Collects chapter dues (if applicable)

Secretary

- ✓ Obtains appropriate facilities for organization activities
- ✓ Maintains a record of all members in the organization
- ✓ Notifies all members of meetings and events
- ✓ Prepares and maintains organization calendar
- ✓ Keeps and distributes minutes for each meeting
- ✓ Performs other duties as requested by the President

Additional Recommended Positions

Outreach Coordinator

- ✓ Plans and executes outreach initiatives
- ✓ Maintains relationships with like-minded groups on campus
- ✓ Develops strategies for like-minded campus groups to collaborate with the organization
- ✓ Social Media Coordinator/Digital Director
- ✓ Manages social media accounts for the organization
- ✓ Maintains organization website (if applicable)

Historian

- ✓ Takes pictures of organization activities
- ✓ Maintains documented records of organization events
- ✓ Maintains files/documents to share with future officers during transitions

You will also need to develop a plan for your organization's activities. The SAPIENT BEING suggests writing a strategic plan that includes your group's goals, objectives, activism plans, and event plans for the school year. Once goals are established, assign specific projects and tasks to your officer team. This will keep your team accountable and ensure that everyone stays focused on the organization's goals.

Complete and Sign the Organization Charter Agreement Form

The final step to make your organization official with the SAPIENT BEING is to read and sign our Organization Charter Agreement Form. This document needs to be filled out by the group's President, and he/she will need to provide the membership numbers the organization's Vice President, Secretary, Treasurer, and other officers and pay for the first year organization dues which consist of a starter activism kit.

Before the organization dues/activism kit is purchased, each organization must first provide their school's name and logo image on a jpeg or jpg file to SAPIENT BEING HQ so a school name template can be agreed upon and used for the organization's custom SAPIENT BEING/(SCHOOL NAME) Logo which will be need for the group's banner that is included in their activism kit.

The Organization Charter Agreement Form and Organization Obligations can be accessed online at the START A CHAPTER page at www.sapientbeing.org.

Once the Organization Charter Agreement Form is signed, and you activate your organization by the purchase of a yearly Activism Kit at either the \$100, \$125 or \$150 for Clubs, Chapters and Alliances respectively, your group will be considered an official SAPIENT BEING organization for a period of one year. At the end of the first year, provided that all guidelines in the Organization Charter Agreement Form and the Organization Obligations below it are followed along with the purchase of next year's Activism Kit at either the \$100, \$125 or \$150 amount depending on your campus type.

The Purchase of at Least One Activism Kit per Year is Mandatory

The same process will follow every year in order for your organization to be considered active for the second year, and the third, and so. The purchase of at least one activism kit per year is mandatory, and by doing so, it shows to your members, the campus, and SAPIENT BEING HQ that your organization is committed and serious about being a strong leader and active defender of free speech and expression on campus and will invest and utilize the essential activist supplies that the kits contain in order to do so.

Just like freedom of speech, it never comes free, and comes with a cost.

With the wide availability of payment apps on smart phones, the SAPIENT BEING HQ recommends the initial organization members pool their resources together and then use one of the following payment apps PayPal, Venmo, Square Cash, Zelle, Google Wallet and Facebook Messenger for payment pooling between them for use in making the initial chartering payment (which must be an electronic payment as checks are not accepted). For the annual renewal payment, a campus organization bank account (with checking and savings) should already be in place and now be the preferred payment portal for all of your organization's expenses. Regarding all finances, only the President and Treasurer shall have access to the bank accounts, use of a debit card, and have the ability to make electronic transfers and payments.

How to Contact the SAPIENT Being

If you have any questions or require additional info starting a SAPIENT BEING organization on your campus and/or becoming a member, please contact the SAPIENT BEING HQ at (951) 638-5562 or at sapientbeing@att.net. Please visit the SAPIENT BEING website for frequently asked questions (FAQs) at the CONTACT page at www.sapientbeing.org.

CLUB, CHAPTER & ALLIANCE CAMPUS OBLIGATIONS

Organization Obligations

In order to remain an active SAPIENT BEING organization each group is responsible for:

- ✓ Maintaining an Executive Board/Officer Team with at least three positions: President, Vice President, and Treasurer. More positions may be required by the organization's school.
- ✓ Submitting an Organization Charter Agreement Form found online at the START A CHAPTER page at www.sapientbeing.org.
- ✓ Organizing at least one (1) activism initiative per academic semester.
- ✓ Submit and "End of Year Activity Report" document to SAPIENT BEING HQ by May 30 of each year. The document will be completed online and take approximately 40 – 60 minutes to complete.
- ✓ Remaining in communication with a SAPIENT BEING HQ on a regular basis.
- ✓ Adhering to the SAPIENT BEING'S Organization Code of Conduct and ensuring all operations are in accordance to 501(c) (3) guidelines.
- ✓ SAPIENT BEING organizations may never host a speaker on campus without SAPIENT BEING HQ approval.
- ✓ Before the organization dues/activism kit is purchased, each organization must first provide their school's name and logo image on a jpeg or jpg file to SAPIENT BEING HQ so a school name template can be agreed upon and used for the organization's custom SAPIENT BEING/(SCHOOL NAME) Logo which will be need for the group's banner that is included in their activism kit.

Club, Chapter and Alliance (i.e., Organization) Code of Conduct

Each of the three types of SAPIENT BEING organizations are expected to adhere to the following conduct expectations:

SAPIENT BEING organizations may never endorse any candidates running for public office. Leaders of the organization may endorse candidates in their personal time but may not do so on behalf of the organization.

SAPIENT BEING organizations may never campaign for political candidates or aid political campaigns in any manner (donate money, recruit campaign volunteers, etc.). Leaders of the organization may do these activities in their personal time but may not do so on behalf of the organization.

Organizations may never design, offer, or sell apparel that is not designed and approved by SAPIENT BEING'S HQ.

SAPIENT BEING organizations may never host a speaker on campus without approval from SAPIENT BEING's national headquarters. The application to host a speaker can be found at the RESOURCES page at www.SAPIENTBeing.org. To verify and confirm your speaker, please contact the SAPIENT BEING HQ at (951) 638-5562 or at sapientbeing@att.net at least 4 weeks in advance or the proposed speaking engagement date for approval.

Protecting and Complying With the SAPIENT Being's 501 (c) (3) Status

The SAPIENT BEING (Society Advancing Personal Intelligence & Enlightenment Now Together) is a new education based organization approved by the IRS on 4-16-19 as a non-profit 501 c (3) charity with tax deductible donation status.

Organizations found participating in and/or supporting any kind of election campaign (school or campus, school district or college district, city, county, state and national) activities and endorsements will be disassociated immediately.

Right to Organization Disassociation

If any organization is found to be operating outside the guidelines by the SAPIENT BEING and/or leaders or members of the organization participate in activities or demonstrate conduct deemed inappropriate by the SAPIENT BEING HQ, the SAPIENT BEING reserves the right to disassociate with the organization and revoke the group's right to operate under the SAPIENT BEING name.

GETTING YOUR ORGANIZATION APPROVED ON CAMPUS

Benefits of Being an Official Student Group

While students are usually free to assemble anywhere on campus, there are many advantages to becoming an official student group that is recognized by the school.

Benefits of being an official student group may include official recognition, access to school funding, access to classroom/event space, tabling space, a campus mailbox, listing on your school's student group directory, and much more. It is imperative that every SAPIENT BEING organization works to become officially recognized by the school.

Learn About Your School's RSO Process

The process for becoming a registered student organization (RSO) varies at each school. Some campuses require that you fill out a few forms, while other campuses require meetings, presentations, and several documents. As you begin to make plans for your new organization it's important to research and understand the process for becoming a registered student group on campus.

If you are unsure where to start, begin by reaching out to your school's Student Life or Student Activities department contact. The staff in that department should be very familiar with the process.

It is important that someone from your organization is responsible for following up with the school after the paperwork/application has been submitted. In some cases, schools forget to move the application forward or have long

delays to process the applications. It is best to follow-up regularly so that you know the status of your group's pending approval.

The SAPIENT BEING is committed to helping each and every organization achieve official recognition from their school. If you have any questions about the process at your school or need help navigating the details, please reach out to SAPIENT BEING HQ by calling (951) 638-5562 or emailing sapientbeing@att.net.

Write a Constitution/By-Laws

Most schools require new student organizations to submit a Constitution and/or By-Laws as part of the student group registration process. It is important to familiarize yourself with your school's specific requirements; some schools have very specific guidelines for the Constitution that your club must follow.

The SAPIENT BEING offers a sample Organization Constitution on the SAPIENT BEING website. To access this template navigate to the RESOURCES page at www.sapientbeing.org. It is recommended that you work with your officer team and tailor the template to fit your organization's individual needs.

When your Constitution is complete, feel free to ask SAPIENT BEING HQ to review your document prior to submitting it.

Find and Secure a Faculty Advisor

Most schools require registered student organizations to have a faculty advisor to sponsor and/or sign-off on the club, chapter or alliance.

If you are having difficulty finding a faculty advisor we recommend:

- ✓ Find a faculty member with whom you have an existing relationship with. Any of your student educators from your classes is a potential candidate. Ask them if they can become your advisor after your class or during their office hours.
- ✓ Reaching out to like-minded groups on campus. Ask who they have for an advisor. Some professors will sponsor more than one group or may recommend other professors who may be a good fit for your group.
- ✓ Emailing professors of Political Science, Liberal Arts, Economics, and Business. Ask them if they would like to be an advisor or if they know someone who would.
- ✓ Contacting SAPIENT BEING HQ to see if they can recommend professors to serve as advisors. Don't be afraid to reach out if you need help finding an advisor.

Once you have a faculty advisor, meet with him or her to determine his/her communication preferences and ideal role in your club. In many cases, advisors don't intend to have a major role in the student group's activities. Regardless of your advisor's role in the club, be sure to keep him/her updated with major events and club happenings and reassure them your organization will act responsibly.

Tips for Getting Organization Approval

Most schools require registered student organizations to have a faculty advisor to sponsor and/or sign-off on the club.

- ✓ Take the time to learn about your school's process and make sure everything gets done on time.
- ✓ Be prepared. Sometimes student groups are asked to present in front of a Student Senate meeting and/or prepare a report. Be prepared for whatever may be asked of you; this will show the decision makers that you're committed to your new club.
- ✓ Build positive relationships with the key decision makers. Find out who determines student group approvals, and make an effort to build a genuine, positive relationship with them. Don't be disingenuous (or a suck-up) -- just get to know them and be friendly!
- ✓ Focus on ROI (return on investment). Be prepared to explain how your organization will positively impact your campus and the student body.
- ✓ Contact SAPIENT BEING HQ as needed to help you with the process and get your organization approved.

Answers to Your School's Commonly Asked Questions

When you're applying to register your new student group, the Student Activities Department and/or the Student Government Association may require that you answer a few questions about your new group, its purpose, and its value. Sometimes these questions are asked on a paper application, or sometimes they're asked in a face-to-face meeting. Either way, it's important to be prepared and know how to answer these critical questions. Your answers could determine whether or not your organization is approved.

Every school is different, so if you're unsure how to navigate the process please feel free to contact SAPIENT BEING HQ at (951) 638-5562 or at sapientbeing@att.net. We are here to help!

Some commonly asked questions (and our suggested responses) are below:

1. What is the purpose of your SAPIENT BEING organization?

The purpose of the SAPIENT BEING is to educate students and make them wiser about the benefits of freedom of speech and expression and to return free speech, open dialogue and civil discourse as needed to high school and college campuses without intimidation and threat of violence to those with differences in opinion, ideologies and practices.

2. What kinds of activities would your organization partake in?

Our organization plans to achieve our mission of educating students and promoting our message through tabling and distributing informational materials, providing relevant and non-fake news facts, statistics and public policy recommendations from a diverse range of topics, and hosting thought provoking events such as petitions, panels or debates.

3. How is your group unique and unlike other clubs already on campus?

The SAPIENT BEING is non-partisan and will never partake in campaign activities of any kind advocating for a specific candidate, making political phone calls, encouraging students to participate in campaign events, etc. The SAPIENT BEING does not associate with any political party. The SAPIENT Being is an organization where independent, liberal and conservative minded students can meet safely and freely together to learn the facts and truth about important public policy issues facing us today and how best to debate and address them with sapience.

4. What value will your student group add to the campus?

We believe it's important to offer a non-partisan educational and activism group for students who are moderates, independent minded or have mixed viewpoints. The SAPIENT BEING will offer a forum for debate and discussions on campus and allow a wide variety of viewpoints to be heard. The corollary benefits of membership are civic involvement, free speech wisdom and leadership development.

5. How do you know there will be support for your club?*

Our organization has already prepared a list of {insert number} prospective members and {insert number} officers. These students have signed-up to be part of our organization and/or lead the group if we are approved. *Ideally, you would have already clipboarded or tabled and you have a list of prospective members. At minimum, having a list of dedicated officers is very helpful.

6. How do you plan to ensure that your group succeeds after the first semester?

We have already identified {insert number} freshman and sophomore members who plan to be part of the organization for the rest of his/her college career. Additionally, we plan to recruit new members on at least a bi-weekly basis. With {insert number}+ executive board members and bi-weekly recruitment efforts, our organization is destined to grow and remain sustainable.

Additionally, the SAPIENT BEING's HQ offer a variety of resources to ensure that our organization and is sustainable for a long time. Some of these resources include:

- ✓ Online training at SAPIENT BEING HQ using on-line and webinar support venues including a session on succession planning.

- ✓ Off-campus recruitment and planning support from the executive team.
- ✓ Organization Handbook and other online resources (video, webinar and Google Hangout conferencing).

7. How do you plan to fund your group?

Plan to request funding from the Student Government Association to fund campus-wide events that are designed for the entire student body. Additionally, plan to self-fundraise through {insert ideas such as restaurant fundraisers, bake sales, etc.}.

8. What is your campus organization's relationship with SAPIENT BEING HQ?

The SAPIENT BEING HQ maintains an open dialogue and direct contact with all of their campus organization leaders and provides free publications and downloads, activism kits and campaign topics, promotional items, freedom of speech awards, best management practices, advice and mentoring to help and ensure they succeed.

What to do if Your Organization Gets Denied?

DON'T GIVE UP! Sometimes a SAPIENT BEING organization will get denied by the school when they apply to be a registered student organization.

If you find out that your group was denied because you missed a deadline and/or a key piece of information in your application, make the necessary edits and re-submit your application as quickly as possible.

If the reason was something less specific, ask if you can receive a reason for the denial in writing. Many schools require that this be provided if you request it.

Next, contact the SAPIENT BEING executive team and be sure to include the reason for your denial (if it was provided) and any correspondence from the school.

Never worry or feel bad if your organization is denied; the SAPIENT BEING will provide assistance and work with you until your group gets approved!

How to Contact the SAPIENT Being

If you have any questions or require additional info starting a SAPIENT BEING organization on your campus and/or becoming a member, please contact the SAPIENT BEING HQ at (951) 638-5562 or at sapientbeing@att.net. Please visit the SAPIENT BEING website for frequently asked questions (FAQs) at the CONTACT page at www.sapientbeing.org.

INTERNAL & EXTERNAL COMMUNICATION

Internal Communication

Communicating effectively with your members is a critical part of your organization's success. One of the most common reasons a student leaves an organization is because there isn't enough communication. As you prepare to lead your organization, be sure to form a comprehensive internal communication plan to ensure that everyone feels "in the loop" at all times.

Develop and Maintain a Membership Database

From the moment you start your organization it's important to have an organized and accessible membership database. We recommend organizing a membership database on Google Drive in a Google Spreadsheet so that your file is backed up and multiple people can access the database as it's updated.

At minimum, your membership database should contain the following pieces of information for each member:

- ✓ First Name
- ✓ Last Name
- ✓ Email Address

✓ Cell Phone Number

We also recommend the tracking of each member's grade level and/or graduation year. If you're tracking this information on a spreadsheet, be sure to separate each item into a separate column for easy sorting.

Designate an officer to update and maintain the membership database. This person should be responsible for adding new members and updating contact information as needed.

Develop a Membership Communication Plan

Meet with your officer team to develop a membership communication plan. Decide how often you will contact your members (weekly newsletters, bi-weekly newsletters, etc.) and how you will make announcements (emails, Facebook posts, text alerts, etc.).

Make your membership communication plan known to members at the beginning of the semester so they know when and where to expect updates.

Designate an Officer to Manage Internal Communication

Keeping people "in the loop" is an important task. Designate an officer to manage internal communication (this may or may not be the person who manages your membership database).

This person should be responsible for announcing meetings and events, sending weekly newsletters, and providing updates on organization operations (everything from when your organization is tabling to when and how elections will be held). Your members shouldn't have to attend a meeting to know when the organization will be tabling or when the next big event is happening.

Develop an Officer Communication Plan

In addition to maintaining communication with your members, your organization will need a plan for officer communication.

We recommend setting a schedule for in-person meetings (for example, every other Monday at 5:00pm).

Since most people are busy, try to keep meetings to a minimum and use digital communication for quick announcements. When you do host officer meetings, be respectful of people's time and come prepared with an agenda.

Some officer teams communicate via email, while others prefer email for announcements and a Facebook Group or Google Hangouts for brainstorming and discussions. Pick something that works well for your team.

Email Tips & Strategies

Email is one of the most common ways you will communicate with your members. Use the following tips and strategies to maximize your effectiveness at communicating via email:

- ✓ BCC recipients to protect privacy and prevent spamming.
- ✓ Use Gmass or Mail Merge to personalize your emails.
- ✓ Be as brief as possible (without leaving out key details).
- ✓ Use lists and bullet points to highlight key information.
- ✓ Use MailChimp, Wix or Word Press (or other mass email services) for emails out to longer lists.

External and Social Media Communication

Having a plan for external communication is an important part of managing your organization's brand and reputation on campus.

The SAPIENT BEING organizations are encouraged to create a Group Facebook page to communicate with members and the general public. Be sure to create a public Facebook page rather than a private Facebook Group (groups are best for member-only communication).

The SAPIENT BEING requires that Facebook page titles follow this standard format: “SAPIENT BEING at (insert university name here).” An example of a proper page title would be: SAPIENT BEING at the University of Alabama.

The SAPIENT BEING lists each organization’s Facebook page link (and the organization email address if one exists) on the SAPIENT BEING Organization Directory. Facebook messages are an easy way for prospective members to get in touch.

Once you create a Facebook page, be sure to designate an officer to update the Facebook page on a regular basis. An inactive page can make your entire organization look inactive, so be sure to post 1 - 3 times per week and respond quickly to private messages.

To create a Group Facebook page:

Click Create in the top right of Facebook and select Group.

Enter your group name, add group members and then choose the privacy setting for your group.

Click Create.

Once you create your group, you standardize it by uploading your own organization’s custom 851 x 315 pixel size jpg image (called a Facebook cover photo/image) that SAPIENT BEING HQ will provide you. This is an image that has the combined SAPIENT BEING logo on the left and your school’s logo on the right, complete as one file.

Note: We recommend that group admins share any commercial or business affiliations in the group, as well as updating the group if affiliations change. You can update the group by changing the group description and making an announcement.

Organization Email Account

If more than one person will be emailing your members, we recommend creating an organization email account. You can create a free email account at www.gmail.com. The SAPIENT BEING recommends using Google Gmail because of the additional Google apps available such as Google Calendar, Google Contacts, Google Drive, Google Docs, Google Photos, Google Forms, Google Hangouts, etc. Using one common denominator of apps makes integrations easier and more efficient.

Your organization’s email address should be easy to remember. For example, SAPIENTBEINGatCalPolyPomona@gmail.com.

The SAPIENT BEING lists each organization’s email address (and the Facebook page link if one exists) on the SAPIENT BEING Organization Directory. Listing an organization email is a great way for prospective members to get in touch.

Once you set up your organization email account, be sure to designate an officer to check the account and respond to emails on a regular basis.

Organization Website

While most students prefer to get updates via email, phone, or social media, an organization website may be beneficial depending on your school. If most student organizations on your campus have a website, it’s recommended that you create one for your SAPIENT BEING organization.

Some schools offer a website platform to registered student organizations. If your school offers this service we recommend that you create a basic website for your organization on that platform. If you want a website and your school does not provide a service, you can design one for free at Wix.com or Weebly.com. Both of these website services are free and easy to use.

If you create a website for your organization, be sure to assign an officer to update the website on a regular basis.

Media Communication

SAPIENT BEING organizations are permitted to give comments to school press or local press on behalf of their individual organization, provided that comments do not violate SAPIENT BEING’S 501(c)(3) restrictions. SAPIENT BEING organizations are not authorized to give a comment on behalf of the SAPIENT BEING HQ. The SAPIENT BEING prefers that organizations bring requests from national media outlets to the attention of someone at SAPIENT BEING HQ.

How to Write a Press Release

A press release is an official statement issued to media outlets to provide information about the new SAPIENT BEING organization on your campus. When writing a press release, always remember that you are writing a pitch about the SAPIENT BEING goals and objectives on your campus. The quality of your press release will determine whether or not your event is covered.

Suggested Press Release and Story Ideas:

- ✓ New SAPIENT BEING freedom of speech campus organization starting on our campus this (insert semester).
- ✓ Our (campus name) has an unfavorable freedom code ranking. New campus organization helping to improve it.
- ✓ New campus organization leads freedom of expression petition for (your campus) to adopt the Chicago Statement.
- ✓ The new SAPIENT BEING freedom of speech campus organization sets a venue for a public policy debate.
- ✓ New freedom of speech organization forming an alliance with other first amendment champions on campus.
- ✓ New SAPIENT BEING freedom of speech organization debates if there is freedom of speech suppression on campus.
- ✓ New SAPIENT BEING freedom of speech organization debates if there is a liberal bias on campus.
- ✓ New SAPIENT BEING freedom of speech organization debates if our campus has snowflake madness.
- ✓ New SAPIENT BEING freedom of speech organization debates the pros and cons of socialism.
- ✓ New SAPIENT BEING freedom of speech organization debates the pros and cons of progressivism.

Tips for Writing a Press Release

- ✓ Keep it short. A press release should never be longer than one page.
- ✓ Write a short, descriptive, and engaging headline. Your press release is a pitch, and your headline must grab your reader's attention.
- ✓ Get to the point in the first paragraph. Assume that your reader will scan the press release and only read the first sentence or two. Get your message across quickly and use the following paragraphs for supporting information.
- ✓ Use exact dates. For example, state that your event is on "Friday, May 5th, 2017" rather than "next Friday."
- ✓ Make it flawless. Proofread multiple times to avoid spelling and grammar errors.
- ✓ Include contact information. Be sure to list a name, number, and email for someone who can quickly field and respond to requests from the press. Be sure that your contact person is accessible and prepared to take calls and emails.

Sample Press Release

{Organization Logo as Header}

FOR IMMEDIATE RELEASE

Date

Contact: FirstName Last Name, Title, Email, Phone

Descriptive and Engaging Headline

CITY, STATE -- Insert a brief description of your event. Be sure to include the who, what, where, when, and why. Be brief and descriptive.

Provide additional important details in the second paragraph. Do not put any opinion statements here.

"If you have a quote from an authority figure like a professor or a famous person who is coming to your event, put it here. Quotes should be the only location where opinion is expressed," said Famous Person.

"Here's a quote from a leader or member of your organization," said Organization Member. "But don't make it the same person as the Contact at the top of the page."

Provide any additional, less important information about the event here. End with the below footer.

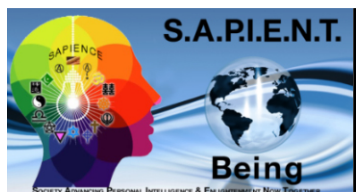
The SAPIENT BEING is one of the nation's fastest growing freedom of speech and expression youth organizations. Learn more at www.sapientbeing.org.

S.A.P.I.E.N.T. BEING ORGANIZATION RESOURCES

Organization Logos

The SAPIENT BEING will provide school-specific logos for each organization. In order to ensure that all SAPIENT BEING organizations have consistent and uniform graphics, it's important that organizations only use the logo provided by the SAPIENT BEING and do not attempt to create their own.

An organization's unique campus logo must be completed first with SAPIENT BEING HQ before your group can order their activism kit. Once it's approved by HQ and your organization, a pdf, jpg or jpeg file we be emailed to each organization for their use. A typical campus organization logo looks like the following with your school name/log image (jpeg or pdf file) added to the right half under the "at -----" section.



at _____

Organization Banners

The SAPIENT BEING will provide the design of the organizations with school-specific 4 ft. wide (club) or 4.5' wide (chapter) or 5' wide (alliance) by 2 ft. high vinyl banners that can be used for tabling and decoration at events. This one banner is included with each activism kit per year. To order additional banners and additional activism supplies as needed, they can be purchased at the SHOP page at www.sapientbeing.org.

Activism Supplies

The SAPIENT BEING offers a wide range of free electronic download resources to organizations such as custom graphics, flyers, sign-up cards, pamphlet's, press release template, business card template and this Organization Handbook at the RESOURCES page at www.sapientbeing.org.

However, non-downloadable merchandise and supplies like SAPIENT BEING referenced books, banners, posters, t-shirts, caps, pens, flash drives, book marks, stickers, buttons, etc. must be purchased at the SHOP page at www.sapientbeing.org.

Social Media Graphics

The SAPIENT BEING offers a wide range of pre-made social media graphics, including cover photos, profile images, and post graphics. These graphics can be used on organizations' social media accounts. To download these graphics please visit www.sapientbeing.org/Resources.

MAINTAINING YOUR ORGANIZATION

Creating an Organization Plan & Setting Goals

Before the start of every semester, your officer team should meet to set plans, priorities, and goals. We recommend hosting at least one major event each semester and organizing several activism and/or tabling events per semester as well.

Be sure to select realistic, attainable goals. If you try to take on too much, your team will be stretched too thin. If you don't solidify plans early enough, nothing will get done. Take the time to develop a definitive plan and delegate tasks immediately.

Having a plan and realistic goals should motivate your members. Be sure to share your vision with them and allow them to play a role. Whether your goal is to grow your organization by 50 members or bring a big name speaker to campus, find a way for your members to get involved.

Consistent Recruitment

The key to building and maintaining a successful organization is to consistently recruit and expand your membership base. Your group is only as strong as its members, and it's in your interest to have as many members as possible.

One of the primary ways to ensure that your group is always growing is to consistently recruit new members while tabling and hosting activism events. Whenever you organize an organization activity such as a meeting or event, be sure to have a clipboard with a sign-up sheet ready to go that you can download at the RESOURCES page at www.sapientbeing.org. Never miss out on an opportunity to recruit new members.

Tabling Tips & Strategies

The SAPIENT BEING encourages every organization to table on a regular basis. Tabling allows you to educate your peers about important issues, initiate powerful public policy discussions, recruit new members for your club, and have a great time with your members.

Below are some tips to make your tabling experience as positive and effective as possible:

Organize a team of activists to help you.

Tabling is a lot to take on by yourself. Before you organize your tabling event, find a core group of activists to help you. Effective tabling usually requires at least 2-3 people. If you plan to table for several hours, you may want to schedule shifts so that the table is staffed throughout the day and your team doesn't get tired.

Pick a good location.

It's important to select a high-traffic area on campus to set up your table. Some common areas include the quad, the student union, or outside a popular academic building. It is best to table when students are in class. We recommend tabling between the hours of 9 am and 3 pm.

Some colleges and universities restrict where you can table to a "Free Speech Zone." The SAPIENT BEING believes that "Free Speech Zones" are unconstitutional as the First Amendment should apply to every square inch of America.

Many SAPIENT BEING organizations choose to challenge or speak out against Free Speech Zones (petitioning to eliminate the zone, organizing a pro-free speech campaign, etc.).

If you would like help challenging a free speech zone, be sure to first contact SAPIENT BEING HQ for advice, strategy and tactics.

Be prepared with the proper supplies.

Effective tabling requires the right supplies.

The SAPIENT BEING offers a wide range of free electronic download resources to organizations such as [Are You a Sapient Being?](#) (booklet), [Make Free Speech Again on Campus Program](#) (booklet), [Org Handbook for Clubs/Chapters/Alliances](#) (booklet), [Charter Agreement](#), [Constitution Sample](#), [Logos for Clubs/Chapters/Alliances](#), [Proposal Template for](#)

Clubs/Chapters/Alliances, Five-Star Event Checklist, Graphics for Clubs/Chapters/Alliances, Recommended Speakers List, Request a Speaker Form, Sign-up Sheets, Nametags, and Activism Campaigns at the RESOURCES page at www.sapientbeing.org.

However, additional and extra merchandise and supplies not already included in the activism kits can be purchased at the SHOP page at www.sapientbeing.org.

If you're tabling at a big event like your school's annual organization fair, be sure to have hundreds of giveaways, posters, buttons, and stickers. You will go through materials faster than you can imagine! If you need additional supplies, feel free to contact SAPIENT BEING HQ for questions and additional info at (951) 638-5562 or sapientbeing@att.net.

Be sure that your members are well-versed in policy/talking points.

Prior to tabling on campus it's important to ensure that your activists are well-versed in the issues that you will be discussing. Nothing is more unprofessional (or damaging to our movement) than having unprepared activists making illogical arguments. The introduction to this handbook is perfect for this purpose and a good starting point.

Do your research ahead of time so that your team is well-versed and prepared to discuss and debate the issues. Develop a few talking points for everyone to use so that your message is uniform. Be sure to communicate these talking points to everyone who will be tabling. If you're short on time, ask your members to watch a quick video on the topic by F.I.R.E., Campus Reform, Learn Liberty, PragerU and others are great for this. You can also get more ideas from the list of news stories on SAPIENT BEING website NEWS page at www.sapientbeing.org.

Have sign-up sheets ready to go and easy to access.

As you are tabling you will meet students who express interest in your cause and/or group. Be sure to make these students a top priority and collect contact information (name, cell phone number, and email) from each student. You can collect sign-up information on sign-up cards/sheets, a laptop, or tablet. Whatever you do, make sure that your sign-up method is reliable and easy to use.

Stand in front of your table.

Stand in front of your table as you engage students. It is easier to engage people in conversations if you're able to approach them (respectfully, of course).

Think of engaging questions that you can ask students as they pass your table. Some questions we suggest include:

- ✓ "Would you consider yourself a sapient being?"
- ✓ "Are you the kind of person who can rise above political party lines and ideologies?"
- ✓ "Have you heard about our new student organization?"
- ✓ "Are you willing to fight for reason as opposed to identity politics?"
- ✓ "Do you believe that common centric solutions can address public policy issues?"

Be friendly and cheerful to everyone who walks by, even if they disagree with you. It is hard to ignore people who are friendly and kind.

Put your phone away.

If you are texting while tabling you will miss valuable opportunities to connect with students who may be interested in your organization. Students will be much more willing to talk to your team if cell phones are away and everyone looks approachable.

Follow up immediately with your new members.

After tabling be sure to enter each new sign-up into your membership database. Once you have entered the new sign-up information, be sure to follow up with a text or email inviting them to a meeting or event. It is important to follow up within 24 hours before people lose interest or forget their interaction with your members.

Planning and Executing Successful Organization Meetings

Throughout the semester you may need to host general membership meetings to conduct organization business and prepare for upcoming events.

It is important to make your meetings interesting and worthwhile. If students feel that meetings are boring they will stop showing up.

Select a Good Venue

Select a date and time that works well for your officer team. Check your university's calendar to make sure your meeting doesn't conflict with a major campus-wide event.

When selecting a venue, consider your expected attendance and the audio-visual equipment you will need (projectors, screens, laptop connections and cables, etc.). Be sure to pick a room that you know you can fill with people. Standing room only is better than empty chairs. Smaller rooms also offer more opportunity for members to socialize and get to know each other before and after the meeting.

If possible, select a meeting location in a well-known, central location on campus. If your meeting room is hard to find, plan to hang up signage so people can easily find the room.

Promote Your Meeting

Start promoting your meeting as soon as you confirm your venue. Some ways to promote your meeting include:

- ✓ Sending an email (every week and on the day of your meeting) to everyone in your membership database.
- ✓ Sending follow-up text messages to everyone in your membership database (personal follow-up is highly effective).
- ✓ Handing out flyers and/or hanging posters to promote your meeting.
- ✓ Chalking about your meeting on a high-traffic sidewalk.
- ✓ Meetings are a great way to get new members involved. Always encourage your members and officers to bring a friend.

Gather The Right Materials

Start promoting your meeting as soon as you confirm your venue. Some ways to promote your meeting include:

- ✓ Signage for outside the meeting room
- ✓ Sign-up sheets to collect names, emails, and phone #'s from all attendees
- ✓ A/V equipment (if needed) to show slides and/or videos during the meeting
- ✓ "What is SAPIENT BEING?" Slides (if it's your first meeting and/or a new member meeting, download a template from the SAPIENT BEING website and customize the presentation to fit your organization's needs)
- ✓ SAPIENT BEING giveaways (buttons, stickers, rally signs, etc.)
- ✓ Snacks and drinks

Prepare an Agenda

It's important to prepare your meeting agenda ahead of time. Meet with your officer team to develop a list of everything that needs to be covered. Check out our Sample Organization Meeting Agenda below for ideas on what to include.

We recommend making sure that every officer gets a chance to talk (no one wants to hear one person talk for 45 minutes). As you plan your agenda, be sure to designate who will lead each activity and presentation.

The ideal organization meeting is 30-45 minutes in length. Be sure to set time limits on each activity so that your meeting stays on time.

Follow-Up After the Meeting

After your meeting, be sure to add all new members to your membership database. If new people attended, designate an officer to send a personal follow-up/welcome message to the new members. A sample message is below:

Hey (Name)!

Thank you for coming by our SAPIENT BEING meeting last night! It was great to meet you!

I'll be tabling with the SAPIENT BEING on Monday from 1:00pm-3:00pm. If you're available, I'd love for you to stop by so I can tell you more about some events we have coming up!

We're having our next meeting on Thursday, May 4th at 7:00pm in McCormick 301. Will you be able to make it? Thanks again for coming! I hope to see you soon!

In sapience!

(Your name)

Sample Organization Meeting Agenda

1. Sign-In Reminder
 - a. Ask members to sign-in as they arrive. Remind members who didn't sign in to do so before the meeting starts.
2. Officer Introductions
 - a. Introduce the officers.
3. Organization Update
 - a. Provide a brief update on the activities of the organization; summarize the success of previous events and recognize the people who made those events possible.
 - b. Promote upcoming events and activities.
 - c. Invite members to sign up for committees, tabling shifts, and upcoming events.
 - d. Invite members to suggest ideas for upcoming events or activism initiatives.
4. Speaker/Main Activity (ideas below)
 - a. Bring an educational speaker to your meeting to lead a public policy discussion.
 - b. Organize a debate, panel, or video screening/discussion.
 - c. Discuss talking points for an upcoming tabling event. Ask members to contribute ideas.
 - d. Divide members into groups to help make protest signs, hang up promotional posters, or chalk the sidewalks for an upcoming event.
5. Closing/Swag Giveaway
 - a. Take a group picture to document your meeting.
 - b. Close the meeting and invite members to take some SAPIENT BEING swag on their way out.

Dealing with Pushback on Campus

It's no secret that higher education is not always friendly to freedom of speech advocates and activists. If you ever feel that your group is being treated unfairly by your school, a faculty member, and/or the administration, please reach out to SAPIENT BEING HQ immediately. We will review the facts and advise you on next steps.

When organizing activism on campus, be sure to remember your first amendment rights. You and your members should be allowed to freely discuss ideas and principles anywhere on campus, especially on public university campuses. The SAPIENT BEING is here to help and support any and all of our organizations that face pushback on campus. If you have any questions or would like information about how the SAPIENT BEING can help, please reach out at (951) 638-5562 or sapientbeing@att.net.

Working with Like-Minded Groups

The SAPIENT BEING recommends reaching out to like-minded groups on campus that may have a similar mission and/or message. While each student group on your campus has a different purpose, there may be opportunities to work together on events, recruitment, and activism initiatives.

At minimum, you should introduce yourself and your officer team to the leadership of like-minded organizations on your campus. If you are unsure of how to find other groups, start by reviewing your school's organization list, which is usually found on your school's website.

SAPIENT Being Campus Awards

Every semester, each SAPIENT BEING organization's primary goal is to implement the Make Free Speech Again on Campus Program. During that process, there will be opportunities to recognize, vote on, and issue awards to students, administration and faculty who deserve recognition for championing free speech empowerment and protection on campus or its ideals in general in three different categories of public policy leadership, journalistic reporting, and debating excellence as outline below.

These are separate awards as well for clubs, chapters and alliances because it's not fair for high school members to compete with colleges members, and vice versa so the competition should be peer oriented based on the type of campus.

SAPIENT Being Free Speech Activism Awards

The three different freedom of speech awards are the Public Policy Leadership Award, Journalism Achievement Award and Debating Excellence Award. These awards are a great opportunity to recognize achievement for SAPIENT BEING organization members and recognition can also be extended to educators, administrators and staff as well as other campus organizations who have partnered and aligned with the SAPIENT BEING'S primary goal to Make Free Speech Again on Campus Program. As previously mentioned, these are separate awards for clubs, chapters and alliances

- ✓ *Freedom of Speech - Public Policy Leadership Award.* An award each semester for the student, educator or faculty member who demonstrates public policy leadership on campus.
- ✓ *Freedom of Speech - Journalism Achievement Award.* An award each semester for the student, educator or faculty member whose research or stories advance freedom speech and press.
- ✓ *Freedom of Speech – Debating Excellence Award.* An award each semester for the student, educator or faculty member whose debate tactics prove to be the most effective freedom of speech champion.

How to Contact the SAPIENT Being

If you have any questions or require additional info starting a SAPIENT BEING organization on your campus and/or becoming a member, please contact the SAPIENT BEING HQ at (951) 638-5562 or at sapientbeing@att.net. Please visit the SAPIENT BEING website for frequently asked questions (FAQs) at the CONTACT page at www.sapientbeing.org.

CAMPUS EVENTS & ACTIVISIM IDEAS

SAPIENT Being National Activism Campaigns

Every semester, each SAPIENT BEING organization's primary goal is to implement the Make Free Speech Again on Campus Program.

During each campaign, the SAPIENT BEING organizations across the country join together to promote a specific issue, policy, or message on their campus. The SAPIENT BEING'S HQ issues a press release and features the events and activism initiatives being planned by local organizations. Organization members who are participating in the national activism campaign will have the opportunity to give a quote and/or be part of media interviews.

There are numerous ways that an organization can participate in one of the SAPIENT BEING'S national activism campaigns. You can hang up signs, bring a speaker to campus, promote the topic while tabling, host a film screening, or organize another event that relates in some way.

There is no limit to what you can do and a list of them is outlined below and the downloads for each are at the RESOURCES page at www.sapientbeing.org. By participating in our national activism campaigns you can align with other organizations across the country who are advocating for the same freedom of speech and expression issues and principles on their campus.

Activism Ideas

The SAPIENT BEING organizations are required to host at least one activism event each semester. While a basic tabling event would fulfill this requirement, many organizations can do more per the following suggestions. If you need help executing any of these events, please feel free to contact SAPIENT BEING HQ for assistance.

As a general rule for all activism events, make sure you reserve an outdoor space and/or a route in a high-traffic area on campus at least 2 weeks ahead. If the weather is not ideal, it's in your club's best interests to reschedule the event. All of the downloadable supplies for the campaign items can be found at the RESOURCES page at www.sapientbeing.org and any additional merchandise and activism supplies can be ordered at the SHOP page at www.sapientbeing.org as needed for a successful activism campaign.

Are You a Sapient Being? Survey

This is an open question and challenge to students walking by your table where you ask them, "Are you a sapient being?" Many students (and faculty too) who respond might not get the connection at first that sapient means wise, and everyone wants to be considered wise. Right? But can they prove it?

This event will require at least 3 clipboards. Simply hand them a one sheet list of 7 questions on a form that the SAPIENT BEING can provide as a free download at the RESOURCES page at www.sapientbeing.org and print out enough on hand to last you throughout the day.

Make sure you reserve a route in an outdoor space in a high-traffic area on campus at least 2 weeks ahead. If the weather is not ideal, it's in your club's best interests to reschedule the event. You will need at least 1 organization member to help put on this event but 2 more to handle multiple forms and ask the question is best.

Important: If they are interested in getting involved be sure to collect their contact information on the sign-up form and ask them to return to your table for more info.

Hop on the Free Speech Train

This event will require 3 people (minimum) to execute on campus. First, pick a date and time to host your Free Speech Train event. This event needs to be hosted outside, so you may need to re-schedule if the weather is not good. Next, purchase a large 3' X 5' American flag with a pole. You will need 1 person to manage the flag, 1 person to collect sign-ups, and 1 person to take pictures.

Everyone should meet at least an hour prior to your scheduled start time so that you can prepare your handouts and sign-up sheets provide free by the SAPIENT BEING at the RESOURCES page at www.sapientbeing.org. To execute the event, simply walk around campus and inform students of any freedom of speech restrictions or violations on campus and ask them if they want to sign the Petition to Make Free Speech Again on Campus.

Important: If they are interested in getting involved be sure to collect their contact information on the sign-up form and ask them to return to your table for more info.

Spot the Fake News Contest

Freedom of speech and expression cannot flourish if social media, mainstream media and the educational system are complicit to varying degrees in perpetuating fakes news and false agendas. The full spectrum of fake news narratives can inhibit open dialogue and civil discourse and in the process suppress of freedom of speech because in effect they ignore, slants minimalizes misinterprets skews prejudices without merit, deny facts and logic and alternate points of view that are

not aligned with their agendas and ideologies. When this happens, it's an assault against freedom of speech and expression and must be identified and ultimately stopped.

A great way to show this is to display on a large science project poster board the front cover (on 8.5" x 11" preprinted graphics available for download at the RESOURCES page at www.sapientbeing.org of the leading fake news media outlets alongside the other non-fake news media establishments and then have students rate them on a scale of 1 to 5 on a handout form. On the back of the form is ranking by the SAPIENT BEING.

Important: If they are interested in getting involved be sure to collect their contact information on the sign-up form and ask them to return to your table for more info.

Banned Prager U Videos! Why?

Film and video are powerful mediums and so is their impact when available for viewing. The current lawsuit by Prager U against Google for banning 21 (and counting) of their short informational videos on YouTube can make for a perfect freedom of speech and expression issue affecting social media platforms.

Film screenings are a great way to draw people into your club that are not familiar with the SAPIENT BEING and not typically involved in activism events. Movie screenings also double as social events where members of your club can bring their friends and meet new people. This event is a perfect example of free speech restriction on social media.

Check your school's policies on hosting movie screenings, then play videos on a member's laptop to <https://www.dailysignal.com/2016/10/14/watch-the-21-prageru-videos-that-youtube-is-censoring/> and link (dual-screen setting) to a projector or smartboard for viewing. Each of the 21 videos is about 5 minutes long so reserve a 2-hour time frame for this event.

Prior to the event, be sure to reserve a space that will accommodate your anticipated audience. If possible, select a space that has comfortable seating (lounge chairs as opposed to desks). Plan how you will show the short videos and be sure you have the proper A/V equipment (projectors, HDMI cable connection between laptop and A/V console, DVD players, etc.) ready to go.

Next, plan out an agenda for the movie night. It is important to have someone introduce the movie and explain why your group selected to show this particular film. You may wish to host a discussion before or after the event to talk about the themes and draw a connection between the banned videos and our values.

On the day of your videos screening, arrive early to set-up the room, put out snacks for your guests, and test your movie. As students arrive, collect their contact information so you can follow up about future activism events hosted by your group.

Important: If they are interested in getting involved be sure to collect their contact information on the sign-up form and ask them to return to your table for more info.

Free Speech Campus Blitz

One of the most effective ways to get your message across is to blitz or chalk your campus. All you need to do is select your message (for example: Are You a Sapient Being?, Make Free Speech Again on Campus and Fight for Freedom of Speech Rights). If you use the same poster (or a small assortment of posters) your message will be more obvious.

Once you've determined your message for the blitz campaign, stock up on SAPIENT BEING rally signs. You'll need at least 50+ signs to get started and they can be ordered at the SHOP page at www.sapientbeing.org. The 3 signs available for order are: Are You a Sapient Being?, Make Free Speech Again on Campus and Fight for Freedom of Speech Rights.

Next, organize a team of activists to help with this event. It is suggested that you hang up posters in the evening so that they are seen across campus the following morning. It is likely that your school/other students may try to take the posters down, so putting them up at night maximizes your chances of a large number of people seeing them in the morning.

On the day of your campus blitz, bring your SAPIENT BEING posters and lots of tape. Hang up the posters all around campus on bulletin boards and other public areas. Be sure to use tape that will not damage property.

If you can't hang up posters, consider chalking your message on the sidewalks instead.

Important: If interested people return to your table, make sure you have extra members on hand to speak with them and if they are interested in getting involved, have enough contact information forms to be filled out and collected. It is always better to print extra because any unused ones can be reused another day.

The Great Counterpoint Debates

Hosting a debate (between professors, experts, students, etc.) is a great way to spark a thought-provoking conversation on your campus.

First, determine your debate topic. Examples include: Is the Chicago Policy Good for Our Campus? Progressivisms vs. Pragmatism, and Are College Faculties Typically Pro-Liberal and Anti-Conservative?

Next, select your debate guests (or teams). Be sure to pick people that are equally qualified to represent each side (you don't want a professor debating a student). You will also need to find a moderator. We recommend a student from each side, or a professor.

Prior to the debate, you will need to determine the debates rules, guidelines, and structure. Be sure to communicate these details to your debate participants and verify that everyone agrees to the terms. If possible, allow representatives from the opposing side to be part of the planning process.

Promote your debate (refer to the "How to Host a Successful Event" checklist provided in this Organization Handbook). If you have professors involved, they may be willing to offer extra credit. Consider reaching out to your Student Government Association to see if they would promote the event as well (SGA's are much more willing to promote and/or sponsor fair and balanced events like debates).

On the day of your debate, arrive early to set up the room. Be sure to have a table, chair, and microphone for each debate participant, as well as a table and chair for your moderator.

Chicago Statement Petition

Circulating a petition to gain support for this cause can be a highly effective activism strategy for increasing freedom of speech and preserving it. The "Chicago Statement" refers to the free speech policy statement produced by the Committee on Freedom of Expression at the University of Chicago, in July of 2014, that tasked the Committee with "articulating the University's overarching commitment to free, robust, and uninhibited debate and deliberation among all members of the University's community."

When your school adopts the Chicago Statement, it shows that your institution values free expression for all students and faculty. Free speech rights benefit everyone on campus. Whether your goal is to campaign, protest, research, or simply learn in an environment that promotes open inquiry and the free exchange of ideas, the Chicago Statement will help to hold your institution accountable for protecting the free expression rights of its students and faculty.

Your petition page title can be: Protect Our First Amendment Rights, or Adopt the Chicago Statement, or Make Free Speech Again on Campus. A SAPIENT BEING partner organization called FIRE offers sample petitions, resolutions, letters and templates to help strengthen, submit and approve the petition at <https://www.thefire.org/get-involved/student-network/take-action/adopting-the-chicago-statement/>. If you are making your own, be sure to include a place for students to write their name, email address, and phone number.

Once you have your petitions ready, place them on clipboards and gather pens. On the day of your petition event, walk around campus with your clipboard and ask students to sign the petition for your cause. Be friendly with everyone, and if someone doesn't support your issue, use it as an opportunity to educate them about your perspective and viewpoints.

Be sure to tell students who support your petition about your student group and follow up with all petition signers after the event.

If your petition relates to an issue that impacts your campus and you collect enough signatures, you may consider submitting a copy of your petition to the Student Government Association and/or the school administration.

Important: If they are interested in getting involved be sure to collect their contact information on the petition sign-up form and ask them to return to your table for more info.

Host a Speaker on Campus

The SAPIENT BEING can recommend a wide range of speakers that organizations can invite to campus. A starter list of potential speakers can be found online at the RESOURCES page at www.sapientbeing.org. Organizations are permitted to invite speakers who are not on the list, provided that they are approved by SAPIENT BEING HQ.

Prior to inviting a speaker, be sure to have your organization finances in order. Consider the cost of the speaker's honorarium and travel expenses, as well as miscellaneous event expenses such as food, A/V equipment rentals, and advertising costs. See the "Fundraising For Your Organization" section of this Organization Handbook for advice and guidance on acquiring funds.

A complete overview of how to prepare for a campus-wide event can be found in the "How to Host a Successful Event" section of this Organization Handbook. Abbreviated instructions are provided below.

Once you've decided to host a speaker on campus, select a date and venue. Check your school calendar to make sure there are no major conflicts and be sure to pick a room that you know you can fill (bigger isn't always better). Standing room only is better than empty seats. You'll need to reserve the room a few hours before your scheduled start time, so you have time to set-up. Assume that set-up will take at least one hour.

Prior to your event, you will need to coordinate logistics with the speaker (travel plans, A/V requirements, specific requests, etc.). You'll also need to plan an agenda for your event and designate someone to introduce the speaker.

The most important aspect of preparing for your event is advertising. Be sure to follow the steps in the "How the Host a Successful Event" checklist at the RESOURCES page at www.sapientbeing.org. Consider inviting SAPIENT BEING leaders from nearby schools. Encourage each officer to bring a minimum of three friends.

On the day of your event, arrive early to set-up the room. Be sure that the SAPIENT BEING logo and/or general SAPIENT BEING branding is incorporated into the backdrop. Test any A/V equipment that you're using (microphones, sound systems, etc.). Be sure to collect contact information from every attendee. Events are a great way to get connected with prospective members!

Whenever an organization hosts a speaker on campus, the SAPIENT BEING will assign a trigger scale and warning advisory regarding security measures needed to guarantee freedom of speech is maintained and not un-lawfully shouted down by disruptors. The SAPIENT BEING HQ will ensure that you're taking full advantage of all the resources offered by SAPIENT BEING, your student government association, and campus security as required so you're on track for a successful event.

How to Host a Successful Event

Planning an event can be a daunting task, but SAPIENT BEING is here to help! The checklist below is designed to help you organize and execute a successful campus-wide event. The event planning process takes several weeks, so be sure to start early.

Step 1: SET GOALS

6 – 8 + Weeks Before Your Event

Meet with your officer team to determine the following:

- ✓ What is the purpose of your event?
- ✓ What impact will your event have?
- ✓ What do you want to get out of your event?
- ✓ What does success look like to you?
- ✓ What is your expected event attendance?

Be sure to set realistic goals. If you've never hosted an event before, expecting 300+ people to come for a speaker most people don't know isn't realistic. Set goals that you know you can achieve and involve your Regional Director and Field Director early in the process.

Step 2: PLAN

4 – 6 + Weeks Before Your Event

Meet with your officer team to determine the following:

Discuss the event with the SAPIENT BEING executive team.

- ✓ Tell them your goals.
- ✓ Let them know where you need the most help.
- ✓ In most cases, your point of contact is with SAPIENT BEING HQ and will be your go-to for questions, resources, and advice.

Build a team of activists to help plan and execute the event. It is important to have at least 3-4 people who can dedicate time and help you complete this checklist.

- ✓ Your team doesn't need to be exclusively organization officers; allow organization members to take on a leadership role.
- ✓ Assign specific tasks (from this checklist) to each team member. Write down each person's assignments so you have a record.
- ✓ Assign someone to manage the event and ensure all delegated tasks are getting done. This person should "trust but verify."

Develop an event budget. Be sure to account for:

- ✓ Venue Rental Fees
- ✓ A/V Equipment Rental Fees
- ✓ Food/Beverages
- ✓ Advertising (printing, online ads, etc.)
- ✓ Honorariums/Travel Expenses (if you're having a speaker)
- ✓ Materials and Supplies
- ✓ Invite the speaker AFTER you confirm that your finances are in order.

Develop a plan to raise sufficient funds. Refrain from committing to expenses you may not be able to afford.

- ✓ Request funding from student government
- ✓ Request activism grants if you plan to apply for them
- ✓ Find local or state donors

Select a date and time for your event.

- ✓ Verify that the event date does not conflict with major campus events (check your school's calendar).
- ✓ Pick a date that isn't too close to fall/spring break, midterms, or finals.
- ✓ Coordinate with key players (speakers, partner organizations, officers, etc.). Make sure the date works for people who need to be there.

Invite the speaker and confirm his/her attendance (in many cases, SAPIENT BEING HQ will handle some and/or all of this for you).

- ✓ Confirm the details of the speaker's participation.
- ✓ Will he/she talk then answer questions?
- ✓ Do you want to offer a meet and greet?
- ✓ Do you want to have a photo line-up?
- ✓ Ask the speaker if he/she requires A/V equipment and/or plans to show slides.

- ✓ If the speaker has slides, ask for the files ahead of time so you can test them on the day of your event.
- ✓ Ask the speaker for day-of contact information (and their mobile phone number is a must).
- ✓ Coordinate travel reservations if applicable.

Reserve a venue for your event.

- ✓ Pick a space that accommodates less people than you expect. Standing room only is better than empty seats.
- ✓ Pick a central, well-known location on campus.
- ✓ Be sure that you request the space at least 90 minutes prior to your event start time so you have time to set up.
- ✓ If you plan to offer food, be sure that the venue allows food in the event space.
- ✓ Submit A/V requests to your venue if applicable (microphones, projectors, etc.).

Send the room set-up requests to the venue coordinator at your school. Specify if/when you need the following:

- ✓ Chairs
- ✓ Easels
- ✓ Tables
- ✓ Podiums
- ✓ Plan a way to incorporate SAPIENT BEING branding into the backdrop/stage (project the logo on a projector screen, use banners, etc.).

Place an order for food/beverages if you plan to offer them.

- ✓ If ordering outside food, be sure food is allowed. Some schools require student groups to order from in-house catering.
- ✓ Assign someone to pick up the food if it isn't being delivered to the venue.
- ✓ Assign someone to buy/bring "extras" like plates, napkins, cups, and cutlery.
- ✓ Verify that you'll have tables for the food. If your event is taking place in a theatre or auditorium, you may need to make a special request for tables.

Develop an agenda for your event.

- ✓ Determine when doors will open and who will introduce your speaker.
- ✓ Plan a time for a group picture.
- ✓ Plan a time for a reception/photo line-up (if applicable).
- ✓ Determine if/when you'll make organization announcements.
- ✓ Determine how you'll run Q&A (if applicable).
- ✓ Share your agenda with your team.

Consider adding security for your event (or asking your speaker(s) and your school if they require it). Security can be a large hidden cost and sometimes the school will not tell you that they require it until a few days before.

Gather materials that you'll need for the event.

- ✓ SAPIENT BEING Giveaways (rally signs for each chair)
- ✓ SAPIENT BEING Sign-Up Materials (every attendee should sign-in)
- ✓ SAPIENT BEING Branding Materials (posters for the main stage, etc.)
- ✓ Ask your SAPIENT BEING HQ for additional branding items (photo back-drop walls, pull-up banners, etc.) as a special order if your budget permits.
- ✓ Food/Beverages (and serving supplies and cutlery)
- ✓ Signage (for doors, entryways, etc.)

Assign roles to your team for the day of your event. Consider assigning members to:

- ✓ Greet/pick up the speaker
- ✓ Even if the speaker is reporting directly to the event venue, designate an officer to greet him/her and escort the speaker backstage.
- ✓ Set up for the event
- ✓ Place SAPIENT BEING giveaways on every chair
- ✓ Set-up the check-in/sign-up table
- ✓ Set-up a SAPIENT BEING informational table
- ✓ Manage check-in/sign-ups at the door
- ✓ Staff the SAPIENT BEING Information table
- ✓ Emcee the event and/or introduce the speaker
- ✓ Run audience Q&A
- ✓ Set-up and serve food
- ✓ Take pictures and document the event
- ✓ Broadcast the event on Facebook live
- ✓ Clean up after the event

Step 3: ADVERTISE

3 – 4 + Weeks Before Your Event

Create a Facebook event (or an Eventbrite page if you're offering tickets).

- ✓ Include the event date, time, location, and other pertinent details.
- ✓ Invite all of your friends to attend the event.
- ✓ Ask your officers and members to invite all of their friends to attend the event.
- ✓ Email your members with a link to the Facebook event. Ask them to RSVP.
- ✓ Share the event on your organization's Facebook page.
- ✓ Ask like-minded organizations to share the Facebook event.

Email your membership with weekly reminders.

- ✓ Email your membership once per week to remind them of your event. Include a graphic with the date, time, and location so the details are easy to find. Email your membership with weekly reminders.

Ask each officer to commit to bringing 5 friends.

- ✓ Ask each officer to submit names, emails, and phone #'s for their confirmed RSVP's. This will give you "guaranteed" attendance.

Reach out to like-minded groups.

- ✓ Invite them to attend your event and/or co-sponsor (co-sponsoring leads to higher turnout).
- ✓ Ask them directly to email their membership and/or mention it at a meeting.

Ask professors to help you advertise the event.

- ✓ Email the Political Science, Liberal Arts, Economics, Business, and other like-minded departments with a flyer for your event. Ask them to circulate it to students and post it in their offices/classrooms.
- ✓ Ask professors that may have an interest in your event (regardless of their field) if they would be willing to offer extra credit and/or encourage their students to attend. Attach a flyer with all relevant event details.

Step 4: MOBILIZE

1 – 2 + Weeks Before Your Event

Meet with your officer team and event participants to determine the timeline, member responsibility and clearly defined deliverables as follows:

Canvassing your campus.

- ✓ Cover your campus in posters. Hang posters around campus on bulletin boards, walls, windows, and inside classrooms. Replace posters if they get taken down.
- ✓ Prepare video recording equipment, fully charged smart phones, multiple camera angles as if you were producing and shooting your own movie video. Guess what? You are already doing this!
- ✓ Create a promotional video for Facebook and run ads with the video if you can.
- ✓ Chalk your campus with event details. Cover all high-traffic sidewalks and walkways.
- ✓ Distribute flyers with event details to students as they walk by. This becomes more effective as the event gets closer.

Reach out to and collaborate with your freedom of speech partners on campus.

- ✓ Get the event posted on your SGA calendar and/or TV screens on campus.
- ✓ Ask SGA for access to any and all promotion avenues they may offer.
- ✓ Reach out to Greek Life on campus. Offer to give out service hours to students who help with your event.
- ✓ Invite activists from local SAPIENT BEING organizations. If your school allows outside guests, encourage SAPIENT BEING members from other organizations to attend.
- ✓ Contact SAPIENT BEING HQ if you need help finding nearby SAPIENT BEING organizations contact information.

Arrange for security to prevent disruptors from stopping the speaker from speaking and ruining/cancelling the engagement.

Your organization put a lot of thought, time and effort into this event and lined up a speaker and the last thing you need is at the last minute is it to be cancelled or shut down due to disruptive forces and freedom of speech inhibitors.

- ✓ Be on alert for disruptors and watch/secure your venue perimeter if possible at all times. Be observant for suspicious behavior and agitate students attending the event.
- ✓ Organize your members to form a “Freedom of Speech Peacekeeping Brigade” to prevent disruption and/or alert campus security there are disruptors attempting to disrupt the event, the participants and the speaker.
- ✓ Form a line of defense around the speaker if necessary and prepare them to be armed with air-horns (for blasting upwards only) and the use of the verbal slogan “Let Them Speak!” (to be shouted at the disruptors if necessary).
- ✓ Alert campus security, free speech activists and independent observers, and social media warriors that freedom of speech is being violated and to record it as it happens.
- ✓ DO NOT get into any physical altercation unless physically under attack to protect yourself.

Step 5: EXECUTE

Days Leading Up To + Day Of Your Event

Check off your final to do list and verifying nothing got missed.

- ✓ Send a day-of reminder to your email list and like-minded groups.
- ✓ Personally text or Facebook message each RSVP to confirm that they’re attending.
- ✓ Arrive early to set up your event space.
- ✓ Test all A/V (microphones, video sound, projector quality, etc.).
- ✓ Take pictures of your event. Post the best pictures on social media.
- ✓ Collect contact information from everyone who attends your event.

- ✓ Import sign-ups from your event to your organization membership database. Email all attendees to thank them for attending.

SAPIENT Being's Campus Speaker Policy

The SAPIENT BEING requires that organizations request approval from SAPIENT BEING HQ prior to hosting a speaker on campus. They must approve the event before the organization books the speaker. SAPIENT BEING has a list of our partner's potential speakers for your group to invite to campus and can view this list at the RESOURCES page at www.sapientbeing.org.

Organizations are always permitted to host speakers who are not part of the Recommended Speakers list provided that the speaking event has been approved by SAPIENT BEING HQ. The best types of speakers to bring are people who can speak to the importance of freedom of speech and expression and/or educational speakers who have insight to give on a relevant topic or current event. Speakers who represent campaigns and/or people who are currently running for a political office are not permitted and will not be approved.

Ground Rules for Freedom of Speech, Open Dialogue and Civil Discourse Behavior

The SAPIENT BEING believes there is an urgent call to civility and community regarding the fundamental principles of the First Amendment and this calling is essential to the security of individual rights and perpetuity of free government.

Being concerned about growing incivility in our civic and public settings we call upon the people of Utah to return to fundamental principles that will lead to greater civility and a new spirit of community. Among our "inherent and inalienable" Constitutional rights is the fundamental right "to communicate freely about our thoughts and opinions", and yet we are also "responsible for the abuse of that right." In that context we believe that there must be a renewal of respectful discourse and behavior in civic and public settings on campus (and America in general).

This is not an appeal for us all simply to get along. We recognize that there are profound differences among us, and that spirited debate is a vital part of American democracy. Participation in American civic and public life does not require us to sacrifice our deepest convictions; rather we best protect our own rights by protecting the rights of others and adhering to high ethical standards.

With that in mind we propose the following ground rules of civic and public engagement that recognize the important place of the rights, responsibilities and respect inherent in our civic and constitutional compact.

1. Remember the Importance of Rights and the Dignity of Each Individual. Our society is founded upon the proposition that all people are born free and equal in dignity and rights, and that freedom of conscience and expression are at the foundation of our rights.
2. Responsibly Exercise your Rights While Protecting the Rights of Others. Each of us should be responsible both in the exercise of our rights and in protecting the rights of others. Especially on matters of personal faith, claims of conscience, and human rights, public policy should seek solutions that are fair to all.
3. Respect Others. All people - especially our leaders and the media - should demonstrate a commitment to be respectful in discourse and behavior, particularly in civic and public forums. Respect should also be shown by being honest and as inclusive as possible, by mindfully listening to and attempting to understand the concerns of others, by valuing their opinions even when there is disagreement, and by addressing their concerns when possible.
4. Refrain from Incivility. Public discourse can be passionate while maintaining mutual respect that reaches beyond differing opinions. Intimidation, ridicule, personal attacks, mean spiritedness, reprisals against those who disagree, and other disrespectful or unethical behaviors destroy the fabric of our society and can no longer be tolerated. Those who engage in such behavior should be brought to light, held accountable and should no longer enjoy the public's trust.
5. Rekindle Building Community. Our social compact "of the people" and "by the people" is "for the people." Each one of us has a responsibility to build community. On divisive issues, areas of common ground should first be explored. Effort should be given to building broad-based agreement, giving due regard to the concerns of minority points of view.

How to Contact the SAPIENT Being

If you have any questions or require additional info starting a SAPIENT BEING organization on your campus and/or becoming a member, please contact the SAPIENT BEING HQ at (951) 638-5562 or at sapientbeing@att.net. Please visit the SAPIENT BEING website for frequently asked questions (FAQs) at the CONTACT page at www.sapientbeing.org.

FUNDRAISING FOR YOUR ORGANIZATION

Running an impactful SAPIENT BEING organization takes money, and fundraising can be a daunting task. With proper planning and a thorough understanding of all the resources available to you, your organization can secure funding for big events and impactful activism and activism kits as well depreciated supplies and merchandise.

Creating an Organization Bank Account

If your organization plans to make financial transactions (which most do), it's important to set up a bank account for your group. A bank account will make it easier for your group to receive funds, pay for organization expenses, and manage organization funds in a responsible manner.

Some schools have an on-campus bank that will work with student organizations. Check with your Student Life/Student Activities department if you are unsure. If your school does not recommend any particular bank, you may go to a banking institution of your choice.

To set up a checking account, most banks only require your group to have an organization constitution, two co-signers (your treasurer and faculty advisor), and an Employer Identification Number (EIN) for your group which can be created here: <https://sa.www4.irs.gov/modiein/individual/index.jsp>. You will not be able to use SAPIENT BEING'S EIN number for your bank account.

Remember to make arrangements with your bank to update signers and debit cards when you transition annually your organization's leadership.

School/Student Government Association (SGA) Funding

Have you ever noticed that fee tacked onto your tuition bill called the "Student Activities" fee? At most schools, students are required to pay a fee (typically ranging from \$40 - \$500) for "Student Activities." These fees typically go to the Student Government Association (SGA) on campus who then manage and allocate the funds to various student groups. Take advantage of this incredible resource and request funding from your school.

SGA's often manage a funding application process in which student groups can apply for funding for events, initiatives, and special projects. SAPIENT BEING organizations should ALWAYS start the fundraising process by requesting money from the school/SGA. Just think of it, if you don't use that funding, someone else will. Don't pass up on this fiscally prudent opportunity.

Tips for Securing SGA Funding:

Make your request early! Most schools require you to submit funding requests at least one (1) semester in advance.

Follow all of the necessary application steps. Some organizations miss out on massive funding opportunities because they don't follow instructions or complete all of the (often tedious) steps. Take the time to learn about your school's funding application process and make sure everything gets done on time.

Build positive relationships with the key decision makers. Find out who determines funding allocations, and make an effort to build a genuine, positive relationship with them. Don't be disingenuous (or a suck-up) just get to know them and be friendly!

Make the case for ROI (return on investment). Be prepared to explain how your event or initiative will positively impact your campus and student body.

Some schools offer general funding to every official student group on campus. This is not always well-advertised (you either claim it or lose it). Check with your Student Life or Student Activities department to find out if this benefit is offered at your school.

School Resources

Be sure to take advantage of perks and benefits offered by your school that can help you save money. Some schools offer free printing, free poster board and craft supplies, and other money-saving benefits to official student groups. Contact your Student Life/Activities Department to find out what perks and benefits your school offers.

PARTNER ORGANIZATION RESOURCES

The SAPIENT BEING is proud to partner with a wide range of freedom of speech organizations and some of the leading and most active freedom of speech organizations are listed below. For a full list of our partners and their websites addresses, please visit www.sapientbeing.org/Partners. If you're interested in bringing one of their speakers to your campus, please request the speaker on SAPIENT BEING'S [Request a Speaker Form](#) at www.sapientbeing.org/Resources.

Foundation for Individual Rights in Education (F.I.R.E.)



FIRE's mission is to defend and sustain the individual rights of students and faculty members at America's colleges and universities. These rights include freedom of speech, freedom of association, due process, legal equality, religious liberty, and sanctity of conscience—the essential qualities of liberty. Please visit <https://www.thefire.org> for more information.

Heterodox Academy



We are a non-partisan collaborative of more than 2,500 professors, administrators, and graduate students committed to enhancing the quality and impact of research - and improving education - by promoting open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning.

Leadership Institute



The Leadership Institute (LI) offers one-of-a-kind grassroots trainings at their headquarters and on campuses across the country. If you're interested in hosting an activist training at your school or requesting an activism grant for an upcoming event, please visit www.leadershipinstitute.org for more information.

PragerU



PragerU offers 100+ short, factual, and entertaining educational videos that your organization can use at meetings and trainings and/or share on social media. Visit www.prageru.com to learn more and access their free video resources.

The Heritage Foundation



The Heritage Foundation offers Pocket Constitutions to SAPIENT BEING organizations. Any student can request Pocket Constitutions from The Heritage Foundation by writing an email request to YoungLeadersProgram@heritage.org with their name, contact information, amount of pocket constitutions, and address for mailing.

Turning Point USA



Turning Point USA's mission is to educate students about the importance of fiscal responsibility, free markets, and limited government. Through non-partisan debate, dialogue, and discussion, Turning Point USA believes that every young person can be enlightened to true free market values. Please visit <https://www.tpusa.com> for more information.

CONCLUSION

Thank you for considering being a SAPIENT BEING member and/or starting or joining a SAPIENT BEING organization on your campus. It is concerned citizens and campus leaders like you who make our national student movement possible.

Throughout the course of your involvement with the SAPIENT BEING, it's imperative that you remember why you're part of this organization. We believe that campus restrictions on freedom of speech and expression have gone too far and students are uninformed about the dangers of these restrictions to the development of vibrant and flourishing democracy. issues. Without freedom of speech, open dialogue and civil discourse, our democracy will fail. Despite its failings, lessons learned, and turbulent past, the United States of America is still the greatest nation on earth and due to its Constitution and Bill of Rights it has protected and benefitted humankind like no other nation or people in history.

The Make Free Speech Again on Campus Program and movement is about education and empowerment, not partisan politics. Through grassroots organization, face-to-face conversations, and thought-provoking activism, we can make a difference on every campus in America.

The gradual erosion of freedom of speech and expression has been happening for far too long on our college campuses. It's time for us sapient beings to reverse the trend and ensure our students participate actively in the freedom of speech process without fear and intimidation. Please let me know if there is anything we can do to help your SAPIENT BEING organization succeed. Thank you for being part of this movement!

In sapience,

A handwritten signature in black ink that reads "Corey Lee Wilson".

Corey Lee Wilson

Founder & CEO



