## Poll Worker Schedule—Monday

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Poll Worker Schedule -- Tuesday

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Instructions

1. Ask voter for Ball State ID
2. Find their name on your printout
3. If they are a student and they are on the printout, highlight their name.
4. Use the printout to know if they live On or Off-Campus.
5. Grab the appropriate ballot. (1/2 sheet = On  Full sheet = Off)
6. Write their ID* (Soc #) on the back of their ballot.
   This is essential for voter verification.
7. Give them the ballot and a pencil (they can keep the pencil).
8. Instruct the voter to fill out the ballot and drop it into the locked box.

Additional Guidelines

A) Candidates are not to be within 50 feet of your poll site.
B) If a student does not have their ID, instruct them to vote by Vax.
C) If a student is not on the printout, ask them to call 285-8631 for Amy.
D) If your printout shows that the voter has already voted, tell them to call 285-8631 for Amy.
E) If your replacement is not here when you need to leave, hold on, Amy will be here soon.
Section 7
Voter Verification and Results

Verification
EVERY VOTE MUST BE VERIFIED! All this means is that the Board must ensure that every vote counted is from a legitimate voter. A system must be devised that will check for students who vote more than once, are not really students or illegally vote on Vax (i.e. vote for someone else). The computer system that is used for Vax voting can take care of this although it is possible to do it all by hand if necessary. The “by hand” method was used in 1997 due to computer problems, but it took about ten hours to verify and tabulate all of the votes. Upon verification, the total number of voters can be released and the counting can begin.

If students are found to be illegally voting, the Board may want to inform these students. In 1997, a letter (included in this section) was sent to all “cheaters” informing them that we suspected they had illegally voted and asked them to contact us if they had any questions. Many of the students did call and with their help, we found a flaw in our Vax system. The system was counting a vote even if the student just logged in and did not make any marks to the on-line ballot. Although the votes did not count in the final tabulation, these students had no intention of cheating and were penalized by not having their vote counted.

Counting
The tabulation may be done in any manner that the Board decides upon. The Elections Code requires that the Board be in a locked room with only the seven members and anyone else that the Chair approves. It may be helpful to have the computer programmer and the Election advisor present. One suggestion that helped in the 1997 election is to work on only one election at a time and double-check one another’s calculations. After looking at ballots for two days and then beginning to count as soon as the polls close, anyone could miscount a vote or two!

Informing Candidates
Candidates should have provided you with a contact phone number for election night. If they have done this, all candidates should be contacted immediately following the tabulation of their race. Of course, winners should be contacted first. If candidates are unavailable on election night, they should be contacted as soon as possible on the next day.

When calling the candidates you should provide winners with information concerning the first meetings or whom to contact if they have questions. In addition, candidates should be given a deadline and reminded that they must submit campaign expenditure reports before their election is official. Also, remind all candidates that the results are not official until Student Senate approves the election reports.
Media

The election reporters and photographers should have provided information concerning how and when they wished to be informed of the election results. Remember that to make the Daily News, the story must be ready to print by 3:00 am. In dealing with the Elections Board tabulation, it is at your discretion to permit or deny media persons.

Senate Approval

Assuming that the election was held on a Monday and Tuesday, you need to present a report to Student Senate on the following afternoon. This report should include any useful information that was able to be compiled. Some areas that must be covered are actual results, total voters, any complaints concerning the administering of the election and the Elections Board recommendation for approval or denial of the report and, consequently, the results contained therein. If the report is approved, the election results are considered valid. However, in the event that the report is denied, the Senate and the Elections Board will schedule the reelection. It can be handled as a run-off election or in whatever manner the Senate approves. The Senate report, if accepted, is the final step in the election process.
April 4, 1997

Shausenca Floyd
720 W. Centennial Apt. 15
Muncie, IN 47303

Dear Shausenca:

According to the records of the Student Government Association Elections Board you attempted to vote more than once in the recent Student Government elections. Their records indicate that you either voted at more than one voting cite or voted both by paper and by electronic ballot. As a result of this action your votes were eliminated from the final tally. However, your vote would not have changed the final outcome of this election. It is important to note that inappropriate or less than honest behavior will not be rewarded in Student Government or in life.

If you feel that an error was made you are welcome to contact Amy Smith, Director of the Elections Board at 284-9397. If there is any problem within the election system we would like to be made aware of the issue.

Sincerely,

Dr. Barbara Jones
Associate Vice President of Student Affairs
## Election Results

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<th>Polling Sites</th>
<th>Slates</th>
<th>Judicial Court</th>
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<tr>
<td><strong>Monday:</strong></td>
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<tr>
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AT-LARGE

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2.) CHRISTINA FAUX 995
3.) MICHAEL STEEL 968
4.) JEFF PRATHER 940
5.) TODD BAUER 867
6.) JAMEY DAVIDSON 815
7.) JEFF SMITH 779
8.) MARTHA BARNETT 776
9.) CHAD CLEVIDENCE 773
10.) DEREK HAMILTON 742

NOT ELECTED

JOHN LIVINGSTON 738
MAC JOHNES 671
THOMAS YELTON 646
DUANE GRAN 607
GREG KLINE 566
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## Election Results

### At-Large

<table>
<thead>
<tr>
<th>Molly Meyer</th>
<th>Heather Menze</th>
<th>Grant Nesbit</th>
<th>Todd Bauer</th>
<th>John Livingston</th>
<th>Megan C. Sullivan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>546</th>
<th>584</th>
<th>592</th>
</tr>
</thead>
<tbody>
<tr>
<td>570</td>
<td>582</td>
<td>525</td>
</tr>
<tr>
<td>1116</td>
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<td>1117</td>
</tr>
</tbody>
</table>

3 2 1

Page 2
Section 8
Statistics

Voters

Total Voters: 2,880
Votes on Paper: 1,901
Votes on Vax: 979

Percentage of voters by class standing:
- Freshman 21.8%
- Sophomores 21.6%
- Juniors 23.9%
- Seniors 13.8%
- Graduate Students 4.2%

Percentage of voters by residence
- 25.8% of On-Campus residents voted
- 13.4% of Off-Campus residents voted
- 64.7% of the voters lived On-Campus
- 27.3% of the voters lived Off-Campus

Where did they vote?
As shown above, 979 of the votes were cast by electronic ballot. The numbers given above only include valid votes. Below are the number of voters at each physical voting site on each of the election days.

<table>
<thead>
<tr>
<th>Site</th>
<th>Total Votes</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher's College</td>
<td>541</td>
<td>345</td>
<td>156</td>
</tr>
<tr>
<td>Lafollette Complex</td>
<td>587</td>
<td>249</td>
<td>238</td>
</tr>
<tr>
<td>Scramble Light</td>
<td>280</td>
<td>142</td>
<td>138</td>
</tr>
<tr>
<td>Architecture/Cooper Science</td>
<td>47</td>
<td>47</td>
<td>N/A</td>
</tr>
<tr>
<td>N. Shuttle/Woodworth</td>
<td>191</td>
<td>191</td>
<td>N/A</td>
</tr>
<tr>
<td>N. Shuttle/Whiting Business</td>
<td>103</td>
<td>N/A</td>
<td>103</td>
</tr>
<tr>
<td>S. Shuttle/Library</td>
<td>252</td>
<td>152</td>
<td>100</td>
</tr>
</tbody>
</table>
What does this tell us?

After viewing the numbers of voters at each site, the members of the Board and I made some suggestions for future reference. Although we believed that polling sites at the shuttle stops would draw in Off-Campus voters, we were mistaken. Only about 20-30 voters used these sites over the two-day period. The Architecture/Cooper site had one success and one failure. The number of voters at Cooper was terrific while only about 5 students voted at the Architecture building. In fact, we closed that site down about an hour early due to the outrageously low turnout. This was the first year for a site in Woodworth complex and it was also a success. Overall, the Board needs to find a way to accommodate Off-Campus voters. This will not be an easy task. If you and your Board find a solution that seems to work, or try something that fails, remember to include it here. SGA only gets to try this once a year so we never have the opportunity to use the old saying, "practice makes perfect."
Section 9
Debates

Overview
Debates are not a required responsibility of the Elections Board. Therefore, the choice of whether to host them is entirely up to the Board. If the Board decides to hold one or more debates, the format is also at your discretion. This section gives some suggestions to run a successful debate. As always, add on your own ideas, successes and helpful hints.

Types of Debates
Here is a list of brainstorming results regarding various types of debate participants. This is not a complete list and may be used in any manner necessary to conduct successful debates. These suggestions can be done in either a formal manner with panelists or as a forum. A forum is an informal event with questions taken from the audience.

<table>
<thead>
<tr>
<th>Presidential Slates</th>
<th>Vice-Presidential Slates</th>
<th>Secretary/Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/VP</td>
<td>J-Court/V-Senate</td>
<td>J-Court members</td>
</tr>
<tr>
<td>Senators</td>
<td>VP/Secretary</td>
<td>U-Senators</td>
</tr>
<tr>
<td>J-Court members</td>
<td>VP/J-Court</td>
<td>President/U-Senate</td>
</tr>
</tbody>
</table>

Preparation
It is probably best to assign members of the Board to oversee each debate. This way, you do not become overwhelmed with events. Preparation includes, but certainly is not limited to, choosing dates, times and places. Once this has been determined, the Elections calendar should list these events. All candidates must be informed in advance of the debates. Upon reserving a place for the event and all of the necessary equipment, such as tables, lecterns, microphones and chairs, the details of the debate can be planned.

If there will be panelists or moderators for the event, they should be asked as soon as possible. Once they accept the responsibility, the participants should be given all of the details. For example, to whom will they be asking the questions, how many questions should be prepared, how long will responses be, will there be rebuttal and what areas should the questions deal with? It is advisable to give descriptions of the officer positions that will be debated as well.

Also, after all participants have been determined, a program can be completed. Programs often serve a dual purpose. Not only does a program inform everyone at the event, it is also ideal for giving public thanks to sponsors and others who have helped out with the election.

A few days before the debate is to take place, all candidates need to be informed of the evening’s agenda. They must know whether opening and closing statements should be given and how long they should be. Also, candidates will want to know how long they will have to respond to each question and the amount
of time given for rebuttal. The more comfortable the candidates are by knowing what to expect, the less nervous they will be at the event. Hopefully, this lack of tension in the room will help to ensure a successful event.

Publicity

No matter what the format of the debate, publicity is crucial. Debates are not very informative if no one attends them. While the Daily News will help with this somewhat, the ultimate responsibility lies with the Board. If the debate is a forum in which questions will be taken from the audience, publicity is even more important. Offering an incentive to audience members is always a good idea. Also, having the event in an area where students may pass through is an excellent publicity device.

Media Coverage

Generally, the campus media wants to cover the SGA election. Nonetheless, the Board must be sure to reach out to the media sources in order to ensure that ample coverage is obtained. Action must be taken quickly if you wish to air the debates on television. It is highly possible to have the events aired live, at a later time or both. Contact the Telecommunications department for details and contact persons.

Last Minute Details

As with the last minute details for the Nomination Convention, these will only help to catch some of the problems ahead of time. Add any problems that you encounter here to help out future Elections Boards.

Is the room set up correctly?
Do you know how many guests to expect? (Check with candidates)
STOPWATCH?
Do you have cards with the time remaining on them?
Do the camera people have room to set their cameras up?
Are the microphones working?
Again... are all the Board members on time?
Is the reporter there yet?
Where are the candidates? Have campaign managers' numbers handy!
Save some seats for you, the Board members and the candidates who are not participating.
Does everyone have water to drink and something to drink out of?
Do all the panelists know the candidates? Introduce them!
Good evening and welcome to the 1997 Student Government Association Presidential/Vice-Presidential debate. I am Beth Ellis, assistant professor for the department of Speech Communication, and I will be your host for the evening. Joining me this evening are three esteemed panelists. First, we are pleased to have Dean Mikesell, Dean of Students, with us again this year. It seems that his name has become synonymous with Student Government debates. Our second panelist, Daren Mooko (Moh-koh), may be new to Student Government at Ball State but during his collegiate years he served both as a member of student government and as the campaign manager for a presidential candidate at San Diego State. Here on campus, he is currently serving as the Assistant Director of Multicultural Affairs. Our final panelist is Jennifer Jarvis. Jenni is the 1996-97 Vice-President of the Residence Hall Association; she is also a member of SGA's Judicial Court.

Now, let me introduce our 1997 presidential slate candidates. For the Gray slate, Presidential candidate, Jeremy Gray. With him is John Court, Vice-Presidential Candidate, Secretarial candidate Renate Yssel (Ay-sull), and the candidate for Treasurer, Sarah Hiatt. The Green slate is comprised of Eric Green, his Vice-Presidential running mate, Paul Jamison, the candidates for secretary and treasurer respectively are Davena (Duh-vee-nuh) Lewis and Misty Ridgeway. While you can meet all of these candidates next Wednesday at the Slate Forum, tonight we will be hearing from the candidates for President and Vice-President.

Tonight's debate will proceed as follows, beginning with the Vice-Presidential nominees, each candidate will have one minute to address the forum. The panelists will then have fifteen minutes to question the candidates in an alternating fashion. The questions will be addressed to one of the candidates. That candidate will have one-minute to respond. His opponent will then have thirty seconds to offer a rebuttal. Once the fifteen minutes has expired, we will move on to the Presidential candidates. In the same manner as the Vice-Presidential candidates, the
nominees for President will give one-minute opening statements and will then receive questions from our panelists for fifteen minutes. In the final portion of tonight's debate, the Presidential and Vice-presidential candidates will join one another for a twenty minute question and answer period. The slate to which a question is addressed will have two minutes to respond and the opposing slate will give a one-minute rebuttal. At the end of this twenty minute period, each slate will have three minutes to offer closing statements.

Tonight's debate will be televised tomorrow afternoon on WCRH and can also be seen over the weekend on WBSU.

If there are no questions from our candidates or panelists, we will now begin with the first portion of the debate. The Vice-President candidate for the Gray slate, John Court, may now address the forum.

Court's opening statement

Thank you, we will now hear from Paul Jamison, the Green slate Vice-Presidential nominee.

Jamison's opening statement

Turning to our panelists, the first question will be addressed to the Gray slate by Dean Mikesell.

Question 1

See schedule for the rest of this section.

Watch Bill for the end of this session.
Question 2
Daren Mooko to Paul Jamison

Question 3
Jenni Jarvis to John Court

Question 4
Dean Mikesell to Paul Jamison

Question 5
Daren Mooko to John Court

Question 6
Jenni Jarvis to Paul Jamison

Question 7
Dean Mikesell to John Court

Question 8
Daren Mooko to Paul Jamison

Question 9
Jenni Jarvis to John Court

Question 10
Dean Mikesell to Paul Jamison

Question 11
Daren Mooko to John Court

Question 12
Jenni Jarvis to Paul Jamison

Question 13
Dean Mikesell to John Court

Question 14
Daren Mooko to Paul Jamison

Question 15
Jenni Jarvis to John Court
We have reached the end of our first portion of debate, I'd like to thank John Court and Paul Jamison for starting us out this evening. We will now take a short break and when we return, the Presidential candidates, Jeremy Gray and Eric Green will join us for part 2 of the 1997 President/Vice-President Debate.

5 minute break

Beginning with Eric Green, each candidate will have the opportunity to give a one-minute opening statement. Begin whenever you are ready.

Eric's Opening statement

Jeremy Gray of the Gray slate will now address the forum.

Jeremy's Opening statement

The question and answer session will now begin with a question from Daren Mooko to Eric Green.

Question 1
Question 2
Jenni Jarvis to Jeremy Gray

Question 3
Dean Mikesell to Eric Green

Question 4
Daren Mooko to Jeremy Gray

Question 5
Jenni Jarvis to Eric Green

Question 6
Dean Mikesell to Jeremy Gray

Question 7
Daren Mooko to Eric Green

Question 8
Jenni Jarvis to Jeremy Gray

Question 9
Dean Mikesell to Eric Green

Question 10
Daren Mooko to Jeremy Gray

Question 11
Jenni Jarvis to Eric Green

Question 12
Dean Mikesell to Jeremy Gray

Question 13
Daren Mooko to Eric Green

Question 14
Jenni Jarvis to Jeremy Gray

Question 15
Dean Mikesell to Eric Green

Question 16
Daren Mooko to Jeremy Gray
After another short break, we will return for the final portion of our debate when the Presidents and Vice-Presidents of each slate will answer questions together. Thank you Jeremy and Eric, we'll see you again in just a few moments.

5 minute break

Welcome back. We will now begin the final portion of our debate. Panelists will alternate questions to each slate. The candidates will then give a two minute answer and a one-minute rebuttal. Jenni Jarvis will begin this portion of the debate with a question for the Gray slate.

Question 1
Question 2
Dean Mikesell to Green

Question 3
Daren Mooko to Gray

Question 4
Jenni Jarvis to Green

Question 5
Dean Mikesell to Gray

Question 6
Daren Mooko to Green

Question 7
Jenni Jarvis to Gray

Question 8
Dean Mikesell to Green

Question 9
Daren Mooko to Gray

Question 10
Jenni Jarvis to Green

Question 11
Dean Mikesell to Gray

Question 12
Daren Mooko to Green

Question 13
Dean Mikesell to Green

Question 14
Daren Mooko to Gray

Question 15
Jenni Jarvis to Green
That will end our question and answer period. Each slate may now address the forum for a three-minute closing statement. The Green slate may begin.

Green closing statement

Thank you, the Gray slate may now address the forum.

Gray closing statement

The Elections Board would like to thank all of the participants in tonight's Presidential/Vice-presidential debate. Remember that this debate can be seen tomorrow afternoon on WCRH and this weekend on WBSU. A special thank you to _________ and ___________ for taping this event for us.

Each slate will be at next Wednesday's slate forum in the Student Center Tally at 8:00. All questions will be taken directly from audience members. Finally, do not forget to vote on March 3rd and 4th at the polling sites across campus or by Vax.

Thank you for your attendance tonight and have a great evening.
stop
Section 10

Recruitment

Should it be done?

Recruitment is not a responsibility of the Board. In fact, some have argued that recruitment efforts are a conflict of interest in order for the Election Board to remain unbiased. On the other hand, without some form of recruitment, there may not be any candidates in the election. Thus, the Board’s charge to facilitate a successful election would not be met.

The choice should be left to each Elections Board. If you choose to conduct recruitment efforts, there are some suggestions and documents included in this section. The Spring 1997 board, through a comprehensive recruitment plan, was able to hold races in four of the five positions being elected. The fifth was filled with no additional nominations at the convention. This was the most contested race in at least fifteen years. If your Board chooses to conduct recruitment efforts, please add your ideas and documents to this manual.

Descriptions of the documents that follow:

Document 1: Sent to all student organization mailboxes--Labels can be obtained from the Office of Leadership and Service Programs

Document 2: Schedule form used in setting up organizational visits.

Document 3: Outline that was given to all presenters making visits.

Document 4: Sent to all professors in the Speech Communication and Political Science departments. You may wish to send to additional departments.

Document 5: These were handed out to all members of the organization’s we visited

Document 6: Fliers were posted everywhere for election day publicity. They were printed on yellow, use any color that is not associated with a particular campaign.

These documents are all on the 1997 Spring Election disk that is included.
January 13, 1997

Dear Organization President,

As involved students, you and the members of your organization have contributed to Ball State's active campus community. By their involvement, the members of your group gain the skills needed for success in an organization such as Student Government Association. SGA needs motivated people like your group's members. Because of its outreach capabilities, Student Government has an impact on many of the activities on campus. For this reason, we challenge you to sponsor at least one member of your organization in the upcoming election.

There are many different opportunities to become involved in campus government. The positions in the upcoming election are the following: University Senator, Judicial Court Justice, SGA At-Large Senator, SGA Off-Campus Senator, and SGA Executive Board.

The first step in becoming a part of Student Government Association is to pick up an Elections Packet at the Student Government office, SC Room 223. These packets will be available starting February 29. If your group needs more information about student government or the elections process, a member of the Elections Board would be delighted to attend one of your meetings. Please contact Adam Guyot at 287-1931 to arrange a visit. If you have any other questions, please contact Amy Smith or Erin Kennedy at 284-9397.

Sincerely,

Student Government Association Elections Board
### Monday, January 27

<table>
<thead>
<tr>
<th>Student Organization</th>
<th>Time of visit</th>
<th>Visitor</th>
<th># of Members</th>
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</table>

### Tuesday, January 28

<table>
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<tr>
<th>Student Organization</th>
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<th>Visitor</th>
<th># of Members</th>
</tr>
</thead>
</table>
### Wednesday, January 29

<table>
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<tr>
<th>Student Organization</th>
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<th># of Members</th>
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</table>

### Thursday, January 30

<table>
<thead>
<tr>
<th>Student Organization</th>
<th>Time of Visit</th>
<th>Visitor</th>
<th># of Members</th>
</tr>
</thead>
</table>

etc.
1. Introduce yourself and thank the organization for allowing you to speak.

2. Tell them why you are here
   - Give you election updates—what's going on?
   - Help you get started in the election process
   - Give you ideas to cut costs/increase involvement level
     individually and as an organization

3. What offices are being elected?
   - At-Large Student Senators (10) & Off-Campus Senators (17)
     **Duties:** Attend weekly meetings-Wed 3:15-5:00
     Serve on 1 of 7 committees
     Serve in respective caucus (At-Large or Off-camp.)
     Represent students in your constituency
     **Advantages:** Gain small and large group leadership experience
     Increase communication skills on all levels
     Attempt to improve BSU community
   - University Senators (5) Must have at least 45 credit hours
     **Duties:** Attend monthly meetings-Thurs 4:00-5:20 (at latest)
     Represent entire student body with vote among administrators,
     faculty and staff
     **Advantages:** Meet and work with BSU leaders
     Minimal time commitment
     Issues in U-Senate effect entire university
   - Judicial Court (5) Must have at least 45 credit hours
     **Duties:** Evaluate about 3 hearings each semester
     Hearings for grade appeals/violations of Student Code
     Attend one general meeting/training each semester
     **Advantages:** Learn about inner-workings of the university
     Practice confidentiality and fairness
     Gain interviewing skills (as the interviewer)
   - Executive Slate (1 slate) Pres., VP, Secretary, Treasurer
     Contact Jim Fields, Kirk Tebo or any Elections Board member with questions

4. How to get involved? (Pass out little slips)
   Work individually or combine efforts
   - possible joint campaigns (4 members of your organization—1 for
     each office or any other combination)
   Run for more than one office
   (University Senators can also be on Judicial Court or Student Senate)
   **PICK UP ELECTIONS PACKETS IN SC 223**
   **ATTEND NOMINATION CONVENTION FEB. 17**

5. Give the group a challenge based on the size of the organization.

6. Thank them again.
Please announce in your classes!

1997 Spring Election Packets are now available in SC 223. Students can get involved in Student Government Association in five different areas:

- Judicial Court
- University Senate
- At-Large Senator
- Off-Campus Senator
- Executive Slates

For more information, please contact Amy Smith at 285-8631.
SGA Spring Elections! FIVE different offices will be elected: 1 Executive Slate, 5 Judicial Court Justices, 17 Off-Campus Senators, 10 At-Large Senators and 5 University Senators. Call 285-8631 with questions.

What to do:
1. Pick up your packet in SC 223
2. Attend Nomination Convention on Feb. 17
3. Tell everyone to vote for you.
4. Win on March 3rd and 4th!
Section 11
Board Decisions

Bond Payments
The purpose of bond payments is that the Board has some money in case a candidate is fined for violation of the Elections Code. The checks and money orders are never to be cashed without notifying either the candidate or campaign treasurer that a fine has been issued. The candidate may choose to pay by other means rather than having the bond payment utilized. A deadline needs to be set for candidates to pick up their bond payments.

Expenditure Limits
Limits are to be set for all candidates before Election Packets become available. This information should be included in the Candidate Information Letter and reiterated at the Nomination Convention. The Expenditure Report must be included in the Elections Packet. However, it is not turned in until the close of the election. The report, as outlined in the Code, should provide all expenses, receipts and donations of the candidate. It is the responsibility of the Board to check these reports and ensure that candidates did not exceed the pre-determined amounts. Failure to turn in the Expenditure report may result in disqualification from the office to which a candidate was elected.

Fines: What for and how much?
This is also an area that is entirely at the discretion of the Elections Board. The 1997 Board set a base amount for all fines and released that amount to the public. We also created a list of possible fines and the amounts that would be charged to violators. This helped to keep board decisions unbiased to one particular candidate.

The election budget
SGA has an overall budget with a line-item for the election. In 1997, the total budget was one hundred dollars. This amount did not include copying charges or supplies because these items have separate operating budgets for all areas of SGA. Therefore, we had very few expenses and did not even spend all of the money allotted to the election.
Section 12
Leadership Development

Stress Relief
Everyone handles stress differently. Included are two web pages designed to give you ideas to relieve some stress. The election has a tendency to be a high stress situation, but it doesn't have to be stressful. Remember that you are never alone in your efforts. There are six other members who will help you out, there are advisors who will lend a hand and there are plenty of SGA members and staff to help with whatever you need.

Delegation and Teamwork
These two items are the key to a successful election. Without delegating authority to the members of the Elections Board, I assure you that the stress relief section will be your best friend. Teamwork is the ability to take on each task in force and assist one another through the completion of the task. Included are some helpful hints for delegating and a handout on leadership qualities that will improve any team.

Brainstorming
This is my personal favorite technique to use in meetings. Brainstorming is especially effective in early meetings when there are many decisions to make. Also, this technique, if used correctly, will help all members to feel that they are a part of the group and that their input is necessary as well as valued.
Are you STRESSED?!! Tripod members have some advice for you. We received hundreds of tips, but these are the thirty best -- a Happy Massager goes out to each of these Tripod members for providing us all with a little stress relief:

**swampgirl:** Refuse to worry about those things that you can't do anything about. If you missed the 7:15 train, and have to settle for the 7:45, go with it. Don't get upset. You can't turn back time and make the 7:15. You'll get there when you get there. Accept the reality of the situation. Save your worry energy for things that you can actually change. I've done this and the level of stress in my life has absolutely plummeted. I never realized how much time I spent everyday worrying and stressing over things I couldn't change. If I have to live with a stressful situation, I may as well live with it without the stress rather than live with it with the stress.

Also, remind yourself that you can't control other people's actions (nor is it your responsibility). People will always do something unexpected. Roll with it and don't freak out. During an argument, do something or say something funny. Make a joke. Lighten the atmosphere. You'll lower their stress level as well as yours. If you have financial stress, contact a non-profit consumer credit organization (avoid the profit making ones). You pay them, they pay all your bills. It's an instant stress killer. No more worrying about forgetting a bill. No more worrying about which bill to roll over until next month. Failing all of the above, leave your immediate physical surroundings and take several deep breaths.

**hottie:** I always get an ice cream cone, because people eating ice cream cones are always happy people. People eating half gallons of ice cream are always crying in them. So, when I become stressed, I get an ice cream cone because I feel happier.

**candyman:** What do I do to help deal with stress? I give others a massage usually lasting between fifteen minutes and two to three hours depending on how stressed they are and if I have to be anywhere soon. My fingers can get real tired and sore so the Happy Massager would help me reduce stress in my family and friends.

**naw1973:** When I feel stressed, I try to find a very private place to go. When I get to this place, I raise my arms in the air, take a deep breath and scream for as long as I can! It may feel embarrassing at first, but I think that if people hear you they will understand!

**Greg12:** First, beat the crap out of a stuffed dog. Second, look through the phone book and find someone with a stupid name. Third, call them up and make fun of them. This will boost your morale and help you to relax and be happy.

**tony:** In my place of employment, I am in charge of an intern. When I'm stressed I take my carpal-tunnel-preventing wrist pad, which is made of thick rubber, and proceed to beat the intern senseless. I feel much better after that. After he gets out of the hospital, I usually take him out for a beer to show him that it wasn't personal.
Kimmy: I take one entire day where I promise to do nothing, eat little, and just focus on breathing and meditating. On this day, I resolve to do no planning for the week ahead and no worrying about problems, just breathing. It is amazing how revitalizing and refreshing this is.

Ishoberg: Stress. It's something I try not to deal with that often, but when I start getting stressed, the first thing I do is hit the gym. While working up a sweat, my body starts to release tension, and I take my aggression out on the machines (both cardio and weights - not counting the aerobics classes), not on my family and friends. Almost one hundred percent of the time, I will leave the gym calmer and less stressed than before. Whatever was on my mind has been "worked out." After the gym, I'll go home, have some ice cream and go to bed. By the next morning, whatever was bothering me does not seem like a big deal anymore.

misoniest: My suggestion is to have a blanket in the trunk of your car marked to be used in stress emergencies. To use, drive to nearby nature area, spread the blanket, loosen the tie and/or appropriate clothing and take a mini-vacation!

smifs: Do something you like to do so that you concentrate on that particular function and forget about the problem or the stress factors. If what you like to do involves a lot of physical exercise, it will be a better stress reliever. For me, these are the three best methods to relieve stress:

1 - Playing Soccer: Playing soccer makes me express all my anger inside and forget temporarily about my problems. After playing, I'll feel better and recharged enough to tackle and solve my problems.

2 - Listening to Techno at high volume and dance: My favorite music is Techno and Underground and hearing this music either at home or in a disco/club makes me concentrate on the music and usually dance (thus do P.E.). The higher the volume the more relaxing and fun it is!

3 - Help others and make my friends laugh: After helping someone I feel satisfied and feel much more able to face my problems. Similarly, being funny and making my friends laugh has the same effect as above. A few months ago, I asked a girl to come out with me but she refused. I was very sad and full of stress since my thoughts always dwelled on her rejection. Three days later, I had a holiday with my university friends and I really did some funny things, the funniest being running in the streets at night semi nude (with just a panty on) for about 15 minutes. I have photos if you don't believe me! Anyway the fact that I made my friends feel better and happy, also made me happy, and I eventually stopped worrying about that girl and experiencing self-doubt. I gained confidence and became aware again of my good qualities. The stressful problem vanished.

JAWS: My favorite technique for relieving stress is what I call a mini-break. It is a simple biofeedback based relaxation exercise using dual visualization. The only equipment it requires is a simple small thermometer which can be taped (I use a Velcro loop) to a finger with the bulb touching the skin. Tape the thermometer loosely but securely. I've graduated to an electric indoor/outdoor thermometer and use the outdoor probe as the sensor attached to the finger. This way, I can monitor the temperature changes and my progress without moving around too much, thus possibly destroying the effect.

First I visualize my breath entering as I breath in first in one nostril then the other and finally both. I do each phase for 10 - 15 breaths, breathing slowly and rhythmically. I use the picture of the breadth as a wisp of fog entering my nostrils.
The second visualization is to see or imagine my hand being warmed by the rays of the sun on a warm spring day.

Once you've mastered this technique, it takes about five minutes to achieve a good result. I can change my hand temperature by five degrees using this technique. By the way, it also works wonders for headache sufferers who master it.

**ryansim:** Well, just lie back, with your palms up, and try to melt from your toes up. Concentrate on each part of your body, making each part turn to Jello until you fall asleep!

**moroni:** Stress is a simple thing to get rid of. When life is getting you down, just go back to your childhood days. I am sure you remember when you were young and you would build a fort in the living room by hanging sheets and blankets over your mother's chairs which you dragged out of the kitchen. Do it again and put a big pillow or bean bag inside. Next, settle down with a good book of your choosing. I prefer Dr. Seuss. If a beach is handy, go build a sandcastle. If there's no beach within a ten hour drive, find a sandbox in a park. Stay there awhile and swing on the swings. If there is a nice hill in the neighborhood, stop by the 7-11 and pick up a block of ice. Next, go to the park with a hill. Go to the top of the hill, put a towel on the block of ice and sit down and slide down the hill. You can have hours of great fun this way.

**widel:** This is a surefire way to cure stress: take a nice long drive in your car (about 2 hours). Urban areas offer the most relaxation if you keep your windows up so you don't choke to death, yell at the top of your lungs when the old hag in front of you cuts you off (remember you window is up so noone but you has to know what you said and how loud you said it), and hit your dashboard as hard as you can without activating airbags. If urban driving isn't good for you try a nice long fast drive on the interstate. The faster your car goes the more stress you release. If urban driving and interstate driving are not your cup of tea try a drive in the country. I do all three.

**SnarkyBoy:** Whenever someone manages to drag me into some potentially stressful situation, I just strip them naked in my mind and take a look at them. Now tell the truth, would you want just anyone to see you buck naked, warts and all? The thought of seeing this other person naked is so hysterical that I just can't help but laugh at them mentally!

**Hirai:** I'm wound up at work. Meep, meep! Danger Will Robinson!

I clean off everything on my desk. I go buy a big fat burrito (bean + cheese, with hot sauce, black beans). I plunk the burrito down on my desk and delight in the taste, with a nice bottle of Snapple to drain it all down.

This last part is a bit geeky I admit, but I like to sit down at my workstation and read something friendly or non-controversial. I sometimes read a nice Web page (like Tripod - and this isn't even a plug!) or a newsgroup with chatty folks like misc.consumer.frugal-living (you wouldn't believe the amount of "support" message there are on that group!).

In the 80s, folks used to zone out and relax in front of a TV with a beer. In the 90s, you get something non-alcoholic, relax in front of a Web page and read a joke or read someone's great triumph at finding a great bargain at the local thrift shop. I kid you not!
ANGELKILLER: Take a bath with your clothes on. Look at yourself in the mirror. Now, did that put a relaxing smile on your face?

ethan: I'm big on mindless violence as a source of stress relief. Rather than risk assault convictions, I recommend buying yard sale china. A big box of chipped and cracked china often runs about five dollars. After purchasing this china, spend half an hour hurling it against a wall, preferably in a basement, and you will save a fortune in psychiatrist bills.

MerkinX: A massage therapist I know told me that applying pressure to the skin between your thumb and index finger about half an inch into your hand will relieve stress headaches. For a major headache, massage a portion of the bottom of the foot using the knuckles of a closed fist. I am a stress addict and all of these things work.

groove: I look at pictures of old girlfriends and throw the weights around! I must do at least twice as much weight when I am really angry. Rage can be good sometimes, if you can deal with it!

CAHarkness: To handle stress, I make a "To-do" list every day. When the stresses of life get really bad, though, focus on something outside of the stressful situation. Like when I'm at school and I'm headed for a final that I know has my entire grade riding on it, I will instead think about a favorite song or funny part of a book I've been reading. Most of my stress comes from the fear of not being prepared for something and completely making a fool out of myself, so I try to be as prepared as possible and then force myself to think of other things when the going gets really rough.

smilo: The best stress reliever I know is sex. It takes your mind off whatever is bothering you, it gives you a great workout, and it makes you and somebody else very happy. With all those positives going on, you won't have time to worry about whatever is stressing you out. Finishing off with a Happy Massager session would be nice too.

gypsy: When I get completely stressed out, which is often since I am a college student, I go out to the middle of nowhere, take along some good brew, and sing the Sesame Street theme song at the top of my lungs until I feel better, which is usually about the same time the brew runs out. It's better to do this one alone, because some people might think you are strange if you still know the theme to Sesame Street.

Dorolei: One of my favorite ways to relieve stress is to get up early in the morning while it is still cool and peaceful for some "quiet time." The running water, trees, and wildlife help me to center myself for the upcoming day.

Galapagos: The Web is one of the greatest stress reducers I've found. Building a web page provides a creative outlet and is both productive and fun. I have Tripod to thank for giving me space to publish my page!

aoife: My stress story is that my son, aged four, was diagnosed last year with a rare brain disorder. The disorder is not curable, but also not fatal. I won't go into all the details. Anyway, in the same year, I moved into a new house, changed jobs, helped my husband set up a new company, and had major grief with my car (now ex-car). All these things caused me to end up on Prozac. Prozac helped me over rough patch. Now, I work out everyday in the gym. The workout gives me more energy. I also eat well (consciously) and am studying really hard for my exams. I am too busy to be stressed. Going for a really long cycle also helps. Even though I have my son on the back, I can't hear him wailing! Vitamin B also helps with stress, as does eating...
bananas. Whether that is psychological or not, I don't know, but it works!

frugalrachel: My favorite stress relief tips:

#1- Take a long, warm bubble bath, making sure to lock the bathroom door so that I can't be disturbed by anyone or anything.
#2- Take the phone off the hook.
#3- Either watch a comedy show, funny movie or read jokes on the web.
#4- Sit down, get a cup of coffee or tea and hand the kids off to Daddy for an hour.
#5- Turn on the radio and dance with my four year old.
#6- Tickle my eight month old and make her giggle.
#7- Take an aspirin.
#8- Read a story to my four year old.
#9- Read a book.
#10- Listen to the rowdiest radio station in the area.
#11- Check out alt.humor, and alt.humor.best-of-usenet.
#12- Rearrange furniture.
#13- Call my sister.
#14- Hug my fiance.
#15- Take a day off from wedding planning.
#16- Take a few hours off for "vacation" with my fiance.
#17- Remind myself that "Every mother is a working mother."
#18- Look at my "words to live by list" which contains inspiring phrases.
#19- Emotionally remove myself from a situation for awhile and deal with it when I'm better able to.
#20- Think happy, sappy thoughts
#21- Sit down, relax and work on some plastic canvas.
#22- Exercise.
#23- Fill out stress surveys in order to win happy massagers.
#24- Get some fresh air.
#25- Take a walk.
#26- Write.
#27- Write a lot.
#28- Help my four year old draw pictures and learn to write.

Boersma: Ah, stress... how do I deal with it? One word: EXERCISE. No matter what kind of day it was at work, no matter how many problems are weighing on my mind, going jogging, shooting hoops, lifting weights, or throwing the football with the guys, end up releasing my tension and give me that so called "runner's high" that makes you feel like a Maharishi who just received communion with the eternal. When I don't have time to put in a full exercise routine, there is one other thing that relaxes me. Now don't laugh, but, drinking one cup (and only one) of good, gourmet coffee really does the trick. Call me crazy, but it somehow mellows me out and makes everything seem very manageable.

G_Money: There isn't much that a good cup of tea cannot cure. Make sure it's served in a big mug that you can get your hands around. Be sure to put milk in the tea and use only "British Breakfast" brand tea. Just sitting down for long enough to savor the cup allows you to sort through your mind, slow down and get things in perspective.

MarkyM: I find that it really helps to carry your stressful situation to ridiculous extremes. For example, if I am really stressed about a deadline that I have to make, I think, what would happen if I missed the deadline? My boss would get really pissed off. He would yell at me. The very worst he could do would be to fire me. Then I
wouldn't have a job and I would get really depressed and I wouldn't be able to find another job. I would have no money and I wouldn't be able to eat so I would start to fade away. People wouldn't recognize me anymore. That's only one of the things that could happen. But after imagining that, anything else will seem pretty good.

**STRESS!**

QUIZ: are you stressed? what is it? what causes it?
Stress can be challenging or defeating depending on how we learn to view it. The most effective way to avoid defeat is to learn a number of skills known collectively as stress management. Stress management -- mental and physical -- consists primarily of finding balance in our lives. We balance rest, relaxation, exercise, nutrition, work, school, family, finances.

**WEB RESOURCES:**

**Stress Relief Tips:**
Tripod members share their favorite stress relief tips: have sex, pretend to be jello, build a fort, and more.

**Interview with the Author:**
Rebecca Donatelle shares some stress management tips. Hear it in Real Audio!

**Herbs Aren't For Nerds:**
**Herbs to Cure Stress**
Herbal remedies for the stress monster.

**Stress Busters:**
Tips for reducing stress in the workplace.

**The Stress Space:**
A rare stress site; he's not trying to sell you anything.

**Usenet - alt.backrubs**

**Taking Mental Action:**
Stress management calls for mental action in two areas. First, positive self-esteem, which can help you cope with stressful situations comes from learned habits. Successful stress management involves mentally developing and practicing self-esteem skills.

Second, because you can't always anticipate what the next distressor will be, you need to develop the mental skills necessary to manage your reactions to stresses after they have occurred. The ability to think about and react quickly to stress comes with time, practice, experience with a variety of stressful situations, and patience. Most of all, you must strive to become more aware of potential threats to your stress levels and act quickly to avoid or to deal with potential stressors. Rather than seeing stressors as adversaries, learn to view them as exercises in life.

**Changing the Way You Think:**
Once you realize that some of your thoughts may be irrational or overreactive, making a conscious effort to reframe or change the way you've been thinking and focus on more positive ways of thinking is a key element of stress management. Here are some specific actions you can take to develop these mental skills:

- **Worry constructively:** Don't waste time and energy worrying about things you can't change or things that may never happen.
- **Look at life as being fluid:** If you accept that change is a natural part of living and growing, the jolt of changes may hold much less stress for you.
- **Consider alternatives:** Remember that there is seldom only one appropriate action. Anticipating options will help you plan for...
Therapeutic Massage:
 Massage your way to health and fitness

Migraine Boy:
 And you thought you were stressed.

Taking Physical Action:
Adopting the attitudes necessary for effective stress management may seem to have little effect. However, developing successful emotional and mental coping skills is actually a satisfying accomplishment that can help you gain confidence in yourself. Learning to use physical activity to alleviate stress helps support and complement the emotional and mental strategies you employ in stress management.

Exercise:
Exercise is a significant contributor to stress management. Exercise reduces stress by raising levels of endorphins -- mood-elevating, pain-killing hormones -- in the bloodstream. As a result, exercise often increases energy, reduces hostility, and improves mental alertness.

Most of us have experienced relief from distress at one time or another by engaging in some aggressive physical activity: chopping wood when you're angry is one example. Exercise performed as part of an immediate response to a distressor can help alleviate stress symptoms. However, a regular exercise program usually has more substantial stress management benefits than does exercise performed as an immediate reaction to a distressor. Engaging in 25 minutes of aerobic exercise three or four times a week is the most beneficial plan of action. But even simply walking up stairs, parking farther away from your destination or standing rather than sitting helps to conserve and replenish your adaptive energy stores. Plan walking breaks with friends. Stretch after prolonged periods of sitting at your desk studying. A short period of physical exercise may provide the stress break you really need.

Relaxation:
Like exercise, relaxation can help you to cope with stressful feelings, to preserve adaptation energy stores, and to dissipate the excess hormones associated with the way your body reacts to stress. Relaxation also helps you to refocus your energies and should be practiced daily until it becomes a habit. You may find that you even actually enjoy it. Some useful and easy relaxation techniques are demonstrated here. (link to graphic, facial stretches etc.)

Once you have learned some relaxation techniques, you can use them at any time. If you're facing a tough exam, for example, you may choose to relax before it or at intervals during it. You can also use relaxation techniques when you face stressful confrontations or assignments. When you begin to feel your body respond to distress, make time to relax, both
to give yourself added strength and to help alleviate the negative physical effects of stress. As your body relaxes, your heart rate slows, your blood pressure and metabolic rate decrease, and many other body-calming effects occur, allowing you to channel energy appropriately.

**Eating Right:**
Have you ever sat down with a glass of warm milk or a cup of hot chocolate to try to relax? Have you ever been told, "Eat -- you'll feel better"? Is food really a de-stressor? Whether foods can calm us and nourish our psyches is a controversial question. Much of what has been published about hyperactivity and its relation to the consumption of candy and other sweets has been shown to be scientifically invalid. High-potency stress-tabs that are supposed to provide you with resistance against stress-related ailments are nothing more than gimmicks. But what is clear is that eating a balanced, healthful diet will help provide you with the stamina needed to get through problems and may stress-proof you in ways that are not fully understood. It is also known that undereating, overeating, and eating the wrong kinds of foods can create distress in your body.

**Time Management:**
Time. Everybody needs more of it, especially students trying to balance the demands of classes, social life, earning money for school, family obligations, and time needed for relaxation. The following tips regarding time management should become a part of your stress management program:

- Clean off your desk. According to Jeffrey Mayer, author of "Winning the Fight Between You and Your Desk," most of us spend many stressful minutes each day looking for things that are lost on our desks or in our homes. Go through the things on your desk, toss the unnecessary papers, and put papers for tasks that you must do in folders.
- Never handle papers more than once. When bills and other papers come in, take care of them immediately. Write out a check and hold it for mailing. Get rid of the envelopes. Read your mail and file it or toss it. If you haven't looked at something in over a year, toss it.
- Prioritize your tasks. Make a daily "to do" list and try to stick to it. Categorize the things you must do today, the things you have to do but not immediately, and the things that it would be nice to do. Prioritize the Must Do Now and Have to Do Later items and put deadlines next to each. Only consider the Nice to Do items if you finish the others or if the Nice to Do list includes something fun for you. Give yourself a reward as you finish each task.
- Avoid interruptions. When you've got a project that requires your total concentration, schedule uninterrupted time. Unplug the phone or let your
answering machine get it. Close your door and post a Do Not Disturb sign. Go to a quiet room in the library or student union where no one will find you. Guard your time and don't weaken.

- Reward yourself for being efficient. If you've planned to take a certain amount of time to finish a task and you finish early, take some time for yourself. Have a cup of coffee or hot chocolate. Go for a walk. Start reading something you've wanted to read but haven't had time for. Differentiate between rest breaks and work breaks. Work breaks simply mean that you switch tasks for a while. Rest breaks get you away for yourself.

- Reduce your awareness of time. Try to ignore the clock rather than be a slave to it. Get rid of your watch, and try to listen more to your body when deciding whether you need to eat, sleep and so on. When you feel awake, do something productive. When you are too tired to work, take time out to sleep or to relax to try to energize yourself.

- Become aware of your own time patterns. For many of us, minutes and hours drift by without us even noticing them. Chart your daily schedule, hour by hour, for one week. Note the time that was wasted and the time spent in productive work or restorative pleasures. Assess how you could be more productive and make more time for yourself.

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**QUIZ:** are you stressed? what is it? what causes it?

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The purpose is to get out as many ideas, on a given question, as possible, utilizing all the resources of the group without stopping to discuss or judge the worth of any of the ideas during the actual brainstorm session.

The time required varies from 10 to 20 minutes depending on the size of the group and the complexity of the question.

The size of the group we find best is between 3 and 15 persons. One person can brainstorm alone and sometimes 2 people can do well if this seems necessary or desirable.

Recording the ideas is very important. One person can do this or the responsibility can be shared. It helps to have large sheets of flip chart paper and a broad tip felt pen, so that the ideas can be seen going on the sheet and can be easily read afterward.

The question to be brainstormed about must be one to which all the participants can speak, e.g.,

- all the ways to recruit volunteers
- all the ways to improve our meetings
- all the ways to give information other than through speakers, etc

There are 4 rules that help group members to do productive brainstorming. Have these rules available to the group through a verbal listing and/or posting them in easily seeable written form:

1. List all the ideas anyone has
2. Do not discuss
3. Do not judge - all ideas are go!
4. Repetitions are O.K. (just put the idea down again)

A helpful hint is to say to the group that if they hit a plateau or silent periods: "Just enjoy your silences because often the best ideas come after the silence."

After the brainstorm it is possible to do a variety of things with the product(s). For instance:

1. Encourage group members to look over their list and star the 4 or 5 priority items and report those.
2. If several groups are brainstorming the same question, put the lists on the wall with masking tape and have participants mill and read each other's and mark on each other's sheets those they find most exciting or feel are priorities.
3. Or have them check all the items they feel they could do easily (such as ways to improve their meetings).
4. You'll find other uses.

Just be sure that there is a use made of the brainstorm product(s). Most people love to brainstorm and enjoy seeing their ideas recognized and utilized. It is one of the best ways to help non-participants become active.
Leadership Qualities

1. Communication
2. Genuine concern for entire group/individuals
3. Goal setting abilities
4. Knowledge of the rules of the institution under which the group participates.
5. Time management
6. Have a recognizable system; BE ORGANIZED!
7. Accept constructive criticism with an open mind; "Okay, I see your point."
8. Positive attitude/self confidence essential to earn respect.
9. Lead by example; i.e., dress, honesty
10. Possess a sense of humor, not unbridled silliness.
11. TACT!!!! Leaders can get an idea across without offending others.

<table>
<thead>
<tr>
<th>Don't</th>
<th>Do</th>
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<tbody>
<tr>
<td>&quot;Shut up!&quot;</td>
<td>&quot;Could I have your attention?&quot;</td>
</tr>
<tr>
<td>&quot;That's a dumb idea.&quot;</td>
<td>&quot;I understand what you're saying, but I</td>
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<tr>
<td></td>
<td>think this may be better. What do you</td>
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<tr>
<td></td>
<td>think?&quot;</td>
</tr>
<tr>
<td>&quot;No!&quot;</td>
<td>&quot;Let's consider what that would entail.&quot;</td>
</tr>
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A leader is meant to help guide or influence a group--not exert totalitarian ideals, i.e., "I'm the leader and I know best." Delegation of authority helps to give the members of a group a sense of responsibility. When everyone in a group feels responsible for the success/failure of an organization, the group is more cohesive as well as dedicated. A good leader does not try to shoulder all responsibilities like a martyr hungry for the praise which comes with success, but rather looks to share the experience with as many as possible.
Guidelines for Effective Delegation

1. CHOOSE the appropriate people by interviewing and placing your members carefully. Consider their time, interest, and capabilities. Specific responsibilities to be delegated to a particular person must be appropriate for the growth or developmental needs of that person at that time.

2. EXPLAIN why the person(s) was (were) selected for this task.

3. DELEGATE segments that make sense; not bits and pieces of a task.

4. DISCUSS the task at hand. Discuss ideas; mutually set possible goals and objectives. Whenever possible, give those who will be responsible for carrying out a program a voice in the decision-making. Do not lower standards: Don't insult your people.

5. DEFINE clearly the responsibilities being delegated to each person. Explain what is expected of the person(s) and what the bounds of authority are. Be sure agreement is reached as to areas where the person can function freely.

6. GIVE accurate and honest feedback. People want to know how they're doing and they deserve to know. This is both an opportunity for giving satisfaction and encouraging growth. Allow for risk-taking and mistakes.

7. SUPPORT your officers and chairpersons by sharing information, knowledge, and plans with them. It is incredible how many errors are made simply because of lack of information. Share their failures as well as successes.

8. REALLY delegate. Most responsible people do not appreciate someone looking over their shoulder, kibitzing or taking back parts of their assignment before they have a chance to do it. As the leader, it's hard for you to let go. You want to be the doer--or you can't just throw them out there to sink or swim. Let them do the job! Delegating does not eliminate work, it simply changes it. As you delegate appropriately, a multiplier effect occurs: the time spent doing a job can be spent enabling several people to do numerous jobs.

9. STRESS the importance of evaluation: You must not overlook the need to evaluate and measure the extent to which your actions conformed to your plans, if the plans went well, or if the original plans were appropriate and worthwhile.

NOTE: Your members are your greatest resource. Let them create, let them put their creativity into action!
DELEGATING responsibility (the art of spreading the work around) is an indispensable concept which must be grasped by any leader who expects to be successful.

DELEGATION is important because it:

1. Allows more people to be actively involved.
2. Distributes work load.
3. Motivates members by giving them value and importance.
4. Helps organizations run more smoothly.

WHAT and WHEN to delegate:

1. Matters that keep repeating themselves.
2. Minor decisions made most frequently.
3. Details that take up large chunks of time.
4. When you feel someone else has particular qualifications which would suit the task.
5. When someone expresses interest in the task.

WHAT and WHEN NOT to delegate:

1. Situations where you have to change someone's behavior.
2. A decision that involves someone else's morale.
3. The "hot potato."
4. Something that involves trust or confidence.
5. Something you yourself would not be willing to do (the menial work).

Methods for delegating:

1. Ask for volunteers—interest and belief in something is one of the greatest motivators for success.
2. Suggest—someone you feel would be good for the task. Silence in response to a request for volunteers does NOT necessarily mean lack of interest. Often, a person won't volunteer because he/she lacks self-confidence.
3. Assign—the task to someone. The person can always decline. Spread the good tasks around—'good' jobs give people status and value. Make sure the same people don't always get the good tasks.
Attitudes and Capacities of a Successful Leader

1. A successful leader has to see himself as a LEADER.
2. The successful leader must have a compelling vision, in that he has the capacity to translate that vision into reality.
3. The successful leader must be powerful. He/she must have the ability to move people and resources to get things done.
4. The effective leader must exemplify the highest values of the organization.
5. A good leader must earn the trust of his followers through being authentic.
6. The new leader must provide imagination for their organization.
7. Today's leaders must be creative individuals - anticipators and risktakers.
8. The truly effective leader is a transforming leader. The leader engages with his followers, brings them to a better understanding, and in this process converts many followers into leaders in their own way.

A summary of the elements involved in being a successful leader.

The good leader will be . . . .

- A person with wholeness of purpose - a compelling vision - with almost a spiritual quality to it.
- A person who is empowering - sensitive, empathic, compassionate.
- A person with high integrity - and authenticity - earning the trust of his followers.
- A renewer - a creative person, encouraging his followers to risk and remain independent.
- A teacher - a transformer - capable of directing his followers through fundamental personal change and growth.

Good leadership is an art - and transforming leadership is the highest form of that art.
Section 13
Additional Items

Advisors
While the SGA advisor will serve as the Election advisor, a graduate student will also be assigned to serve as the principle advisor for the Board. This student can serve in whatever manner you feel is most appropriate. Often, the advisor will help by working at polling sites or counting votes. Nonetheless, the foremost responsibility is to serve as a sounding board for ideas and provide guidance to the Board.

Food for Election Days
Because many poll volunteers and Board members will work long hours during election days, it is a good idea to have food available for the poll workers. For the 1997 election, the Board was able to solicit donations for election day. If the process is begun a couple of weeks before election days, there should be no problem in getting food sponsors for the event. In return for their generosity, we advertised for the restaurants on some of the election materials.

Recognition
Plain and simple, people are more willing to help if their efforts are recognized. Recognition comes in many forms: Thank you cards, publicity, public recognition, names in programs or even a personal thank you. Any of these recognition devices can help in retaining election volunteers and gaining new ones. Never take volunteerism for granted, you will need as many volunteers as you can get.

Name tags & Notebooks
The SGA Secretary can provide you with each of these things. It is best to wait and order name tags after officers of the Board have been appointed. Also, it might be a good idea to make notebooks that will be passed on to future members of Elections Board.
Thank you
A special thank you to the people who
“helped me, help you”
(Jerry Maguire)

The 1997 Spring Elections Board:

Shannon Bopp, You never let them see me sweat.
Michael Dart, for always helping out, even at 2:00am
Adam Guyot, who always brought a smile to my face
Amanda Holman, my right hand woman and the 2nd best chair ever
Erin Kennedy, who always sought perfection from each of us
Bill Uhl, for questioning us every step of the way

My advisors and mentors:
Barb Shipley, always ready to lend an ear and a hand
Dr. Barb Jones, for all your guidance and advice for three years
Dr. Michael Corbett, who never questioned my procrastination or
promptness
Dr. Joanne Edmonds, for approving this and always returning
phone calls to 205 South Dill—the home of Thesis writers

All of the members of Student Government Association, especially:
Jim Fields, Kirk Tebo, Renate Yssel and Melissa Mataway
The 1996-97 Executive officers who never let me down
The Senate, who approved all of my ideas and changes without
blinking an eye
Kathryn Hahn, Senator extraordinaire and my roommate who
always helped with those “last minute details”

The Candidates, without whom, the election would not have occurred.
Especially: Presidential Candidates, Jeremy Gray and Eric Green
for running the “cleanest, classiest campaign ever”