

DMSA HANDBOOK

A Collection of Organizational Steps, Details, and Advice for a Promising
Year for Drexel MSA

TABLE OF CONTENTS

[MISSION STATEMENT](#)

[HISTORY OF DREXEL MSA](#)

[CONSTITUTION](#)

[ORGANIZATION INFORMATION](#)

[WEBSITE](#)

[SOCIAL NETWORKS](#)

[GOOGLE DOCS](#)

[UNIVERSITY RESOURCES](#)

[PRAYER ROOM](#)

[MUSLIM CHAPLAIN](#)

[EVENT RESERVATIONS](#)

[SAFAC \(STUDENT ACTIVITY FEE ALLOCATION COMMITTEE\)](#)

[EVENT CATERING](#)

[CONTRACT REQUESTS](#)

[COLLEGIATE LINK](#)

PROMOTION OF ORGANIZATION

T-SHIRTS AND BANNERS

FLYERS

ORIENTATION SESSIONS

ACTIVITIES UNLIMITED

PR TABLING EVENTS

EXECUTIVE BOARD MEETINGS

GENERAL BODY MEETINGS

DMSA SUMMER TEAM

RAMADAN IFTARS

FAST-A-THON

FALL-KICKOFF EXTRAVAGANZA

ISLAM AWARENESS WEEK

FUNDRAISING

SOCIAL EVENT PLANNING

EDUCATION EVENT PLANNING

SERVICE EVENT PLANNING

INTERFAITH EVENT PLANNING

ALUMNI OUTREACH

BIG BROTHER / BIG SISTER PROGRAM

REFLECTION SURVEYS

PHILLY MSA COUNCIL

OVERARCHING THEMES

"A BEST FRIEND" INITIATIVE

"MSA IS THE COOL THING TO DO" INITIATIVE

PUBLIC RELATIONS

UNIVERSITY RELATIONS

APPENDIX

RESOURCE FOR MSA E-BOARD MEETINGS

RESOURCE FOR RAMADAN IFTARS

RESOURCE FOR HALAL CATERING REQUESTS

MISSION STATEMENT

“Read: In the name of thy Lord Who createth” – Qur’an, 96:1

“The seeking of knowledge is obligatory for every Muslim.” – The Prophet Muhammad (peace be upon him), Al-Tirmidhi, Hadith 74

Muslim students are an integral part of the student body at Drexel University. As they make their journey on their quest of knowledge and self-betterment, Drexel MSA aims to support them by being **a force of community and Islamic education on campus** – helping them to maintain and strengthen their Islamic identity while they develop as academic professionals.

From its inception as an apolitical organization in 2000 to its present-day status, Drexel MSA has been committed to fostering unity and brotherhood within Drexel’s Muslim community, through conducting social, cultural, religious, and other activities **in the best interest of Islam**. It has also strived to be a convergence of inter-faith communication, promoting tolerance and understanding by opening channels of healthy discussion and debate with those of other faiths and traditions. By establishing these fora, Drexel MSA intends to build confidence in students’ abilities to express themselves as religious individuals and as members of society, questioning the status quo and shaping the voices of the next generation.

An essential part of Drexel MSA’s mission involves providing students, Muslim and non-Muslim, with opportunities for learning and an outlet for discussion in the form of guest lecturers and Qu’ranic Study sessions. Drexel MSA has also reserved a prayer room for students wishing to conduct their daily prayers on campus, and congregational prayers such as *Jummah* and *Eid* prayers are scheduled. Ramadan Iftars, as well as *Eid* Dinners are also organized to help students cohere through celebration and common experience. Through collaboration with other Philadelphia MSAs on community service initiatives, academic competitions and other important events, Drexel MSA is helping to make Philadelphia an enjoyable and tighter-knit environment for Muslim students.

HISTORY OF DREXEL MSA

An Islamic organization was reestablished on Drexel University's campus in the summer of 2007 after years of being inactive. This student organization was named the Drexel Islamic Society (DIS). Since its foundation, DIS/DMSA went through several stages of development, as noted below. Learning the history of the MSA is vital to understanding the importance of establishing and maintaining an Islamic community on Drexel's campus.

2007-2008 | "A New Beginning":

This is the year that the Drexel Islamic Society (DIS) was recognized as a religious student organization on campus. A group of just a few individuals gathered to create an executive board that planned activities to initiate student involvement.

2008-2009 | "The Story Continues":

This year, DIS received funding from the University to support events and activities. It continued to develop from its initial stages and drew interest to more members. DIS also hosted its first Islam Awareness Week at Drexel this year.

2009-2010 | "The Metamorphosis":

Upon new leadership, the DIS transformed and became newly recognized as the Drexel Muslim Students Association (Drexel MSA). The Drexel MSA grew in membership and also welcomed the renowned Imam Siraj Wahaj during its Islam Awareness Week this year. Overall, the University also began to recognize the needs of Muslim students this year as the MSA began to build connections and better relations with Drexel.

2010-2011 | "Rising Up... Up... Up...":

The development of the MSA progressed this year with a variety of sponsored events, including social, educational, fundraising, and service. Drexel University provided the MSA with space in the newly established Intercultural Center and provided a new prayer room, called *Masjid Al-Salam*.

2011-2012 | "The Legendary Year":

During this year, the spirit of Drexel MSA (DMSA) strengthened greatly and overall, DMSA also developed in various ways, in terms of organization, with a larger, yet effective, executive board. The community within DMSA became evident and the enthusiasm and familial spirit of MSAers this year helped DMSA to make its mark on Drexel's campus and within Philadelphia.

2012-2013 |

2013-2014 | “Making A Difference”

2014-2015 | “Building Bridges”

2015-2016 | “Breaking Barriers”

2016-2016 | “Leave a Legacy”

2017-2018 | “One Campus, One Community”

2018-2019 | “Taking Back the Narrative”

The Future of Drexel MSA:

In the years to come, it is expected that DMSA will continue to grow, in terms of membership, student involvement, and spirit. With the support of the University and all members (new and old) DMSA will undoubtedly flourish as an organization.

CONSTITUTION

The following Constitution (Revised in December 2017) outlines the requirements and guidelines that DMSA has agreed to adhere to as a student organization of Drexel University:

Preamble

We, the students attending Drexel University in Philadelphia, PA, hereby establish the organization to be known as Drexel Muslim Students Association and referred to as Drexel MSA, and have agreed to this Constitution.

Article I: Name of Organization

The name of this organization shall be Drexel Muslim Students Association, abbreviated Drexel MSA, or DMSA.

Article II: Aims and Objectives

- 1) To serve the best interest of Islam and of the Muslims on campus and surrounding Philadelphia community.
- 2) To portray and promote unity and joint action amongst the Muslims on campus.
- 3) To conduct social, cultural, religious, and other activities in the best interest of Islam and the development of our members.
- 4) Arrange and hold congregational prayers and Islamic religious activities at appropriate times.
- 5) To facilitate and support communication and kinship amongst Muslim students.
- 6) To promote open relations between Muslims and non-Muslims.
- 7) Endeavor to make Islamic teachings known to interested non-Muslims.

Article III: Affiliations

This organization is affiliated with Drexel University as a recognized student organization and as such, agrees to abide by the rules, policies, and procedures of Drexel University.

Article IV: Membership

Section 1: Members must be students of Drexel University. Membership of this organization shall consist of full-time, part-time, undergraduate, and graduate students at Drexel University.

Section 2: **Non-discrimination:** Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.

Section 3: Members shall have full voting rights and an equal opportunity to speak and be heard in all DMSA elections and general body meetings.

Section 4: Reckless or intentional endangerment of health or forced participation in any activity for purposes of initiation or affiliation with DMSA is strictly prohibited.

Section 5: DMSA is not responsible for any member's private activities or actions.

Section 6: Members must be dedicated to fulfilling the principles set forth in this constitution.

Section 7: Membership shall be nullified if a member is unable to fulfill the membership requirements prescribed by this constitution. Membership requires members to participate, serve, and attend functions set for a particular term.

Article V: Officers

Officers of the organization shall consist of:

- A. President
- B. Vice President
- C. Treasurer
- D. Event Coordinator
- E. Education Chair
- F. Social Chair
- G. Public Relations Chair
- H. Secretary

Common Executive Board Responsibilities:

- Share events on social media to maximize attendance.
- Setup and cleanup of all events.
- Attend all mandatory events as set by President.
- Reach out to new attendees at all events and maintain inclusivity with all DMSA members.
- Reach out to other members of Interfaith and Intercultural organizations.
- Train succeeding board member who will continue with your position.
- All Executive Board members MUST comply with Drexel University rules/regulations and policies and represent DMSA in the best manner possible
- All Executive Board members MUST adhere to any potential rules/regulations and specific responsibilities implemented by the President throughout the 2016 - 2017 academic year.

Board Meetings:

All Executive Board members are REQUIRED to attend ALL Executive Board meetings designated by the President. Only absences approved by the President are excusable. If a board member is going to miss a meeting, a 24-hour notice must be sent to the President. The notice must include a comprehensive update of the board member's responsibilities for

that given week. The President reserves the right to implement disciplinary action against any board member not fulfilling their duties. Any such action taken will be in collaboration with the Executive Board. The President is also subject to review by the Executive Board if the President is not fulfilling his/her responsibilities.

GOOGLE DOCS

The Google Docs system is a great way for the E-Board to maintain a record of all DMSA events and to make the event planning process infinitely more efficient. Create a Google Drive Folder accessible by all E-Board members, where event descriptions and details can be edited/revised by E-Board members, as pertaining to their positions. For example, the Events Coordinator uploads a template of an event form for fellow board members to fill out and refer to for approval and planning purposes. It is essentially a great way to keep everyone on the same page (literally).

Google Doc forms can also be used as **sign-ups** for various events. For example, all members can use the spreadsheet to sign-up for a time slot for a fundraising (bake sale) or service (tabling shift) event.

A Google Doc spreadsheet is also **useful for keeping track of budget** and money transactions. Refer to the SAFAC section in University Resources for more information about the DMSA budget.

President

- Exhibit awareness of University policies and procedures regarding DMSA organization.
- Communicate with appropriate University officials regarding managerial needs.
- Organize and lead Executive Board meetings and General Body Meetings.
- Collaborate with Executive Board members to organize Islam Awareness Week.
- President will follow up with Board members for tasks of each event (logistics).
- Manage, organize, and address General Body requirements and concerns.
- Maintain DMSA DragonLink Page, as appropriate. Re-apply for organization recognition through DragonLink over summer.
- Attend SAFAC President and Treasurer training sessions during summer term and inform MSA Board of policies.

Vice President

- Exhibit awareness of University policies and procedures regarding DMSA organization.
- Assist President under instruction to maximize and establish Executive Board synergy, efficiency, and performance.

- Assume responsibility for all Presidential tasks when President is not present and/or unavailable.
- Main point of contact for interfaith and intercultural collaborations. Collaborate with other religious organizations and chaplains to maintain interfaith communication on campus.
- Collaborate with President to ensure Islam Awareness Week planning is executed in a timely and efficient manner.
- Attend President and Event Coordinator training session(s) during summer term and inform President and the MSA Board of policies.
- Organize 1-2 community service events per term along with the Community Service Subcommittee.

Treasurer

- Attend SAFAC treasurer training session(s) during summer term and inform President and the MSA Board of policies.
- Create quarterly budget, taking into account events and all other costs.
- Track finances related to event expenses and present an updated report on the DMSA budget via Google spreadsheet at Executive Board meetings.
- Monitor balances of all accounts
- Submit purchase requests in a timely fashion for all events.
- Advise the board with regards to funding and treasury policies for planned events.
- Collaborate with President to complete SAFAC allocation for the succeeding year.
- Organize 1 fundraising initiative per term.

Education Chair

- Organize 2 Islamic education lectures/events/workshops per term. One event may address professional/leadership development while the other may be spiritually-oriented.
- Organize and maintain schedule of people to lead Friday prayer on campus every week.
- Be prepared to accommodate for last minute cancellations of Friday khateeb.
- Responsible for leading Jumu'ah prayer setup and cleanup every week when Jumu'ah is hosted on campus.
- Organize one series of educational events per term. A series of events could include but is not limited to halaqas (student-led discussions), Quran classes, etc.
- Main liaison between DMSA and Chaplaincy program. Organize one event (single event or series) with the DMSA Chaplain.
- Lead Educational Subcommittee.
- Collaborate with other interfaith/intercultural organizations and Chaplains to set up

interfaith/intercultural events.

Social Chair

- Organize 2 formal social events per term and spearhead all planning and logistics for each social event.
- Organize regular informal events for DMSA members.
- Collaborate with other interfaith/intercultural organizations and Chaplains to set up interfaith/intercultural events.
- Foster a community of Sisterhood and Brotherhood.

Public Relations Chairs

- Spearhead freshman recruitment in the summer before the beginning of the academic year.
- Produce and post flyers for all DMSA events (outsourcing flyer design is acceptable).
- Produce a weekly update flyer and post on all platforms.
- Create and update Facebook event pages for all DMSA events. Maintain and advertise through Twitter, Instagram, and Snapchat, etc.
- Implement methods to attract and maximize attendance at DMSA events, including advertising to neighboring university MSAs.
- Contact University services to provide advertisements for major DMSA events via InfoNET, DrexelNow, official Drexel Events Calendar, Student Center of Inclusion and Culture, etc.
- Ensure DMSA presence during Freshmen Welcome Week as well as Activities Unlimited booths during Fall and Spring terms. Have flyers and/or brochures available.
- Post and advertise a feedback form after every term, and advertise/spread the form.

Secretary

- Take attendance and record meeting minutes at Executive Board meetings.
- Distribute minutes to all Executive Board members within 24 hours of meeting.
- Manage the listserv e-mail on MailChimp.com and keep up with DMSA accounts and emails.
- Primary contact/liaison between Philly MSA Council and DMSA. Attend all mandatory PMC meetings and conference calls. Abide by the rules and principles of the Philadelphia MSA Council.
- Maintain quarterly feedback forms for DMSA events and the overall feedback form.
- Update and maintain Google Calendar for DMSA Board

Events Coordinator

- Responsible for submitting all event forms, including room reservations and catering exemptions, A/V requests, to Campus Engagement.
- Responsible for food catering services from Drexel-affiliated and non-Drexel affiliated restaurants for ALL DMSA events.
- Primary contact liaison between Campus engagement staff, Event Services, and the DMSA, including email-to-email interactions and receiving room and catering Confirmations.
- Collaborate with other board members to confirm logistics for all events
- Submit proposal and bookings for Welcome Week events and tabling at Activities Fairs

Article VI: Elections

- 1) This organization shall elect all positions for a term of the succeeding school calendar year (i.e. from Fall Term 11-12 to Spring Term 12-13). Elections will take place during the second half of Spring Term each year.
- 2) The President shall be elected by majority vote of the current Executive Board must be nominated by a fellow MSA member and must be on the current Executive Board or have held an E-Board position in previous years.
- 3) Anyone wishing to vote must be present for the duration of the election for which votes are to be collected (i.e. can only vote for Fundraising chair if present to hear all candidates' speeches) Remote voting arrangements can be arranged (i.e. viewing a livestream or videos of the speeches and voting via a closed link).
- 4) Any member of DMSA, regardless if he/she adopts Islam as a religion or not, is an eligible candidate for the office of all positions provided that he/she is a full time undergraduate student at Drexel during the duration of their service.
- 5) If the office of the President becomes vacant, the Vice President will become President for the remainder of the time left for the position. The resulting vacant office of Vice President will be filled as stated in succeeding section. If any Executive member desires to run for the post of Vice President he/she must resign from their respective position.
- 6) If the office of Vice President becomes vacant, the President shall call for elections for the vacant post in the next general body meeting. The vacant office of the Vice President will be filled by a majority vote of the members present at the general body meeting.
- 7) If the office of any other Executive Board member or an appointed person becomes vacant, the President shall appoint another member to fill the respective position for the remainder of the elected term.

Article VII: Meetings

- 1) Officers must hold an Executive Board meeting at least once every two weeks.
- 2) The Executive Board must hold a general body meeting at least once a term.
- 3) Emergency meetings can be called by the Executive Board.
- 4) DMSA meetings are confidential and are intended to stay within the organization unless specified.

Article VIII: Hazing Statement

Membership should be a valuable and beneficial experience for all students. Leadership of this organization shall provide its new and current members with an experience that is positive, informative and consistent with federal, state, and local laws, and the policies and procedures of Drexel University. Activities which detract from the goal of fostering personal and intellectual development have no place in this organization. Hazing will not be tolerated by or of any member. It is the responsibility of the organization, its leadership and members to report hazing of any kind by members to the proper authority.

Article IX: Amendments

- 1) To ratify the constitution, a majority vote of the Executive Board will be needed. Upon passage it will supersede all previous constitutions.
- 2) Any new amendments must be submitted to the President and submitted as new business.
- 3) An amendment in the Constitution shall first be approved by two-third votes of the active officers and when approved will be automatically voted upon by the General Student Body. Upon approval, it will take immediate effect.
 - a. An amendment that does not change or demand a major change in the structure of DMSA does not need to be voted on additionally by the student body.

Article X: Dissolution

- 1) Notification of the dissolution of the constitution and or DMSA has to be made 2 weeks ahead of time. Details pertaining to date, time, location and nature of the vote must be made.
- 2) Constitution will be dissolved by a majority vote of the Executive Board.

Article XI: Impeachment

- 1) Any elected or appointed officer can be impeached by a vote of no confidence
- 2) The motion to impeach shall be carried by a majority of the Executive Board.

Article XII: Censure

- 1) Members can be censured by the same procedure as in Article X, Section 2.
- 2) The censured members shall be ineligible to vote or run for/hold office in the association for a period of one year from the date the motion is passed.

Article XIII: Advisors

This organization will have a primary advisor to be selected and appointed by the executive board. The organization advisor must be a full-time member of the faculty, administration, or professional staff of Drexel University. The determination process for selecting and appointing the advisor will be on a volunteer to serve basis. The tenure of office for the advisor will be for the duration of the term served by the executive board that appoints the advisor, the incoming executive board may choose to reappoint the same advisor or select a new one. A second choice for primary advisor will be decided upon by the executive board at the commencement of their term, when appointing the primary advisor, for the case of needing to fill the vacancy of the currently appointed advisor.

The duties and responsibilities of the advisor shall be to have basic knowledge as to the history, structure, and purpose of the organization. Be aware of the group's finances and budget, as your approval may be needed for financial transactions. Provide useful guidance to help the student organization identify and attain its goals. Be knowledgeable of University policies and regulations and civic ordinances, as well as state and federal laws that affect the activity of the organization. And maintain ongoing contact with club officers.

EXECUTIVE BOARD MEETINGS

Meeting in person with the entire DMSA Executive Board is the key to getting things done and staying on top of event planning and other organizational aspects of being a student organization on campus. Plan to meet on a weekly or biweekly basis to review everything; it's helpful to keep everyone updated about the ongoings of what's going on in the world of DMSA, in a general sense and with the University and to get useful opinions on certain things. **An agenda is a good way to stay organized, keep a record of all E-Board meeting conversations, and serves as a checklist for all meetings.** A template is available in the *Appendix* for reference. Also, have the Secretary distribute meeting minutes and action items in a timely manner to keep those that were absent updated.

Also, asking a **"Question of the Meeting"** at the beginning of these meetings can help to create a friendly environment for the E-Board. Everyone doesn't have to be friends, but everyone has to learn to work together as professionals, and this is a way to keep things somewhat low-key and fun before getting down to business. The question can be anything from "If you could be an office supply, which would you be and why?" to "What was your most difficult midterm this term?" – just something to keep people engaged and learn about one another throughout the year.

To find a common hour where everyone on the E-Board is available to meet, ask for course/work schedules, and/or set up a when2meet (when2meet.com) or Doodle poll for everyone to fill out prior to the start of the term.

GENERAL BODY MEETINGS

Organize at least one general body meeting per term for all members to gather and learn about upcoming events/activities and touch base about how the Drexel MSA is doing. This can also be a good introduction for new members that join DMSA throughout the term. **Prepare a slideshow, have a sign-up sheet for the meeting, and order light refreshments or pizza!** Also, be sure to **promote these meetings to all of campus**, and really get the word out to students living in residence halls, and encourage current members to bring their friends.

DMSA SUMMER TEAM

The DMSA Summer Team is a group of MSAers that will be on campus during Drexel's Summer term. This is a vital resource for MSA's growth and progress during Summer term, as general body members and members of the executive board may not be on campus or available during this particular term, depending on their schedules. So, reach out to ALL members and welcome them to join the team! **Hold a meeting early on during the Summer term to get everyone on board.** This group of individuals can meet as organizers during the summer to plan informal events, **Ramadan Iftars** (depending on the timing), and actively participate in Drexel's **Orientation Sessions** to spread the word about MSA to incoming students.

WEBSITE

The website is an excellent tool to keep members and the local community updated on upcoming events and activities. It is also a good resource for incoming freshmen and new members to learn what Drexel MSA is all about. Be sure to utilize the website appropriately when promoting DMSA.

SOCIAL NETWORKS

Utilizing Facebook and Twitter is a given. Keep the Facebook and Twitter pages for Drexel MSA updated on a continuous basis for upcoming events and general announcements.

To access the **Facebook** page (www.facebook.com/drexelmsa), you must be added as an administrator by a current member with admin status. Gather event photos, and upload them via Drexel MSA! Create and advertise events as well as monitor our various Facebook groups:

“Our DMSA Family”:

Members may post, and admins may pin important announcements.

Only add DMSA members, alumni, and faculty.

DMSA Freshmen Groups:

Each year, a group is made to welcome incoming freshmen, and assist them with their transition. Search other Drexel Freshmen groups and ask around to find interested members. Add the current Executive Board as well. Once everyone is settled in, ask all members of the group to post an introduction of themselves.

DMSA Brothers/Sisters Groups:

Verify members and keep content within group. Use as needed to discuss gender specific topics or events.

To access the **Twitter** page (www.twitter.com/drexelmsa):
Log-in and tweet away!

To access the **Instagram** page (www.instagram/drexel_msa):
Post picture of events, flyers and videos!

UNIVERSITY RESOURCES

The following subsections elaborate on resources provided to DMSA by Drexel University. Understanding their value and knowing how to access them are key to the success of DMSA events/activities and the overall reputation of Drexel MSA with the University.

PRAYER ROOM

Currently, the Drexel MSA prayer room, called *Masjid al Salaam*, is accessible in the basement of the Intercultural Center (located on Arch Street across from Buckley Field). This room is accessible 24 hours as long as your ID is added to an open access list. Set up scheduled times for prayer, and in general, promote the use of this space, as it is a great resource for students/faculty that require a place to pray on campus during the day.

Be sure to reserve a space for Jumuah before the start of each term if the existing prayer space does not accommodate the crowd.

MUSLIM CHAPLAIN

The Muslim Chaplain position officially became established at Drexel University in March 2012. Drexel welcomed Marc Manley to take on this role. In 2017, we brought on Mufti Niaz Hannan as our official Chaplain. Having a Chaplain on campus is an extremely valuable resource for students. The Chaplain has scheduled office hours every week on multiple days and is also available to prepare a Khutbah for Jumuah as needed. During office hours, students are welcome to come by the Chaplain's office (currently located in the basement of the ICC) to chat and really talk about anything to help further their personal and spiritual development.

EVENT RESERVATIONS

Event planning requires details, such as event locations! Use the following steps to reserve on-campus locations for events/activities. The earlier, the better, is key for working with Event Services.

Go to the DMSA page on DragonLink and submit an event form. Below is a template with all the information you will need to gather prior to filling out an event form. Be sure to consult the treasurer if any costs are associated, and get the SAFAC account number from them, and send them the event ID when you are done so they can make any necessary purchase requests.

Event Title (will be shown on Dragonlink): _____

Event Description (will be shown on Dragonlink):

Date: / /	Time:	Number of attendance:
Location Information		
Name:		
Room number:		
Space Set up		
Materials/Equipments Needed:		
Setup Needed:		
Catering		
Food type:		
Exemption Form (yes/no):		
Restaurant/store Information:		
Vendor or Speaker Information		
Vendor Company or Speaker Agency name:		
Vendor or Speaker name:		
Vendor or Speaker's Agent email/phone number/address:		
Cost (if any):		
Costs		
Estimate overall costs:		
Catering costs:		
Account type:		
Additional Notes:		

Use the following link to **view the availability of spaces** (including campus facilities available in every available space), so that requesting spaces goes smoothly:

<http://ems.drexel.edu/BrowseForSpace.aspx>

To request the use of a speaker/mic system, e-mail DUST at dusttech@drexel.edu with event details and an Event Services reservation confirmation number. Typically, Speaker system A will suffice and is free for all student organizations to use. This service is now included within the DragonLink event form, so only contact DUST separately in case of emergency.

A projector and many other useful supplies can be reserved at SORC (Student Organization Resource Center) located in the basement of the Creese center. The form to request an item is available online on DragonLink as well as in paper at SORC.

SAFAC (STUDENT ACTIVITY FEE ALLOCATION COMMITTEE)

Every year, Drexel MSA is allocated money as a student organization. This money is accessible via DMSA's SAFAC, or "**17-**" **Account**. These funds must be used before the end of the school year.

Other monies (donations, etc.) are accessible via DMSA's "**71-**" **Account**. These funds roll-over.

It is recommended to **use a Google Doc Spreadsheet to keep budget information updated**, at least on a weekly basis. You can also always e-mail safac@drexel.edu to request an update to ensure that the University's information matches with DMSA's spreadsheet.

For reimbursements, fill out the Cash (or Check Request for reimbursements over \$100) Reimbursement Form; this form is searchable online. Any student can be reimbursed if the funds are available in either the 17- or 71-accounts. Be sure to submit the form in a timely manner (i.e. within two weeks of purchase) to the SAFAC office in the SORC, located in the basement of Creese Student Center.

EVENT CATERING

To view Drexel University's catering options and to request an order, refer to the following link:

<http://www.chestnutstreetcaterers.com/menus.html>

Fill out the "Catering Request Form" link available at the webpage linked above.

Halal Catering:

Drexel MSA is able to obtain exemptions from using Drexel's catering services by requesting Halal-certified food. Fill out a Catering Exemption form (found on the Drexel catering site) and submit it in the initial event planning stages (i.e. at least two weeks before the event), to order from an external caterer. This external caterer must also be approved by the University. This

process will also be available for completion within the DragonLink event form. Refer to the *Appendix* for an **attachment to be submitted with the Catering Exemption Form**.

Collegiate Link or DragonLink

Drexel University implemented the CollegiateLink system (available under the Campus and Community tab in DrexelOne.com) to be utilized by student organizations as a tool for managing organizational information, and encouraging the growth and professional development of students engaged in co-curricular activities. Within Drexel MSA's DragonLink page, students are able to request membership to the organization. DMSA's mission statement and Constitution are available on DragonLink, as well. Online trainings for executives and important organizational updates from the University are also provided in this system. Encourage students to sign-up to be an MSA member through this system to appropriately record membership and provide additional resources pertaining to DMSA.

PROMOTION OF ORGANIZATION

The following subsections cover items that help to promote DMSA as an active student organization on campus, as well as its events and activities.

T-SHIRTS AND BANNERS

A good t-shirt design makes DMSA cooler! Encourage members to get involved; particularly artsy, graphic design majors that love doing this kind of stuff. Using SAFAC funds are no problem when it comes to t-shirts as long as they are not being sold for profit. Be sure to fill out a Request to Purchase form and Check Request form – searchable online.

Banners are also a great way to promote DMSA and larger-scale events, such as Islam Awareness Week at Drexel. Follow the same steps as above to create a banner, and be sure to inquire into printing options provided by SORC.

FLYERS

This goes without saying, but an eye-catching flyer is bound to draw more interest and attention to DMSA events across campus. There are always students that don't open up e-mails and/or are not on Facebook, etc. **Post event flyers in Creese Student Center, on the door of the prayer room, in the Intercultural Center, in the residence halls, the library, and wherever else possible to attract attention to DMSA.** Also, special requests can be made to the **halal lunch carts on campus** to promote DMSA events. Flyers can be printed for 5 cents a page using the copy code (username is the same as the password: 5554) in the SORC, located in the basement of Creese Student Center, and DMSA will be charged directly by SAFAC. Printing in Drexel's Copy Center (1st floor of MacAlister Hall, next to the bookstore) is another option for larger items, such as posters; in the Copy Center, printing charges can also be charged directly

to Drexel MSA's 17- or 71- accounts. At the Drexel Copy Center, charges vary depending on the type of paper used and whether or not it is in color or black and white. SORC provides us with 50 free regular sized prints each term, as well as a free 24"x36" poster, with subsequent posters within the same term costing \$5 each. If needed, you can always tap into board members' complementary commuter printing at SORC or Honors printing privileges if applicable and necessary.

Be sure to get flyers approved/stamped at the Creese Student Center front desk. Flyers for residence halls postage can be approved at the RLO office located on the 1st floor of Towers Hall. The amount of flyers allowed to be posted at a location are limited, so be aware of these restrictions beforehand.

ORIENTATION SESSIONS

Drexel hosts several orientation sessions for incoming freshmen and transfer students over the summer in the months of July, August, and September. During these sessions, incoming students are exposed to all the different student organizations on campus. These sessions are super useful for promoting DMSA. **Sign up for all of them!** Everyone deserves the chance to learn about DMSA, what it's all about, and how much of an impact it can have on one's college experience and life. So definitely don't miss out on giving this opportunity to others. Utilize the **DMSA Summer Team** to sign 2-3 people up for a 1-2 hour shift at these sessions. **Provide a sign-up sheet, video/slideshow of pictures, some flyers/palm cards that provide contact and website information, DMSA t-shirts, and of course, the DMSA banner!** Go out of your way to encourage people to sign up and make them feel welcome (*that's right – look out for those bearded guys and hijabified gals! – it's almost too easy!*). Add new sign-ups to the mailing list ASAP so that they are able to stay updated on upcoming events/activities.

ACTIVITIES UNLIMITED

Activities Unlimited is essentially the same deal as the orientation sessions, but for a different audience. This time, you're targeting current students to get involved. Same process, in terms of promotion – there are at least two of these sessions held throughout the year (usually during the first two weeks of Fall and Spring terms). Encourage E-Board members, committee members (and even general body members) to sign up for 1-2 hour shifts at these sessions. Don't forget a sign-up sheet and the DMSA banner (and maybe some goodies to give out)!

PR TABLING EVENTS

Public Relations (PR) is a big deal when promoting any organization, and especially Drexel MSA. People need to know what DMSA is and what it does for a person to want to get and stay involved. First things first – get the word out by having 1-2 PR tabling events throughout a given term. Utilize Drexel Catering to give out free pretzels or hot chocolate to encourage students/faculty to come out and at least stop by the table, and be sure to **reserve a central location**, such as the Dragon Statue on 33rd and Market Streets for large crowds. A bake sale in the library can also help with this, as people are always attracted to sweets. Again, have that

sign-up sheet and DMSA banner ready to go! Events catered to this will pop up throughout the year, for example, the Global Fair, so take advantage of these!

RAMADAN IFTARS

Spending Ramadan away from home can be a challenge for students. Fortunately, MSA can make this time enjoyable for its members and local community. Stay organized – **set up a Google calendar and share it with all Iftar organizers/volunteers** so that everyone knows what's going on and where to be and when – this will help to make iftars go as smoothly as possible. Refer to the steps below for ways to get started, and also check out the *Appendix* for some useful resources.

- 1) Utilize the **DMSA Summer Team** – a group of MSAers that will be on campus during the Summer term
- 2) Meet to discuss the following:
 - a. When will iftars be held? (i.e. every Monday to Thursday per week)
 - i. Note: PMC often organizes Ramadan iftars, so be sure to collaborate with them, there may be days when iftar is not held on Drexel campus.
 - b. Where will iftars be held?
 - i. It is best to reserve one space on campus for consistency
 - ii. Reserve space(s) at least one month before Ramadan
 - c. How many people are expected to attend?
 - i. Consider attendees from other Philly MSAs
- 3) Assign at least 2-3 students to set-up/clean-up for each iftar
 - a. This includes setting up water, dates, plates, cups, and utensils, Maghrib, tazkeer
 - b. Stock up on supplies (paper/plastic ware, water, dates, etc.) prior to Ramadan
- 4) Donations
 - a. Write a letter addressed to DMSA alumni and current students, potential sponsors, and the local community to collect donations for iftars
 - i. **Refer to Appendix for sample letter**
 - ii. Send letter out to alumni/students mailing lists
 - b. Encourage MSAers to reach out to their families for donations
 - c. Collect donations online via DMSA's PayPal Account
 - i. Cash donations for ease of use and to have them on hand
 - d. Set-up a donation box during iftars to collect cash donations
 - e. E-mail and/or mail out thank you notes to everyone who donated towards iftars
- 5) Organize a group of people to reach out to local Halal restaurants to provide food for iftars at discounted prices
 - a. Keep expected number of attendees in mind
 - i. Over-estimate attendance for the first and last iftars

- b. Consistency is good; generally, restaurants are more willing to cater for less money if they are given the opportunity to cater multiple iftars (i.e. NY Gyro on Wednesdays)
 - c. Contact each restaurant 1-2 days before their sponsored iftar as a reminder to them
- 6) Advertise and create awareness for Drexel Iftars via:
- a. Facebook
 - b. Mailing Lists
 - c. Flyers
- 7) **Enjoy Ramadan!** ☺ Gather fellow MSAers to go to taraweeh prayers together at the local *masjid* and make a trip to Manakeesh afterwards for tea and late night snacks!

FAST-A-THON

Hosting a Fast-a-Thon is a great way to expose individuals in the non-Muslim community about Islamic ideals, with a focus on giving charity and fasting. Essentially, this is one large iftar dinner, where everyone is encouraged to fast for one day. During the event, money is raised in support of a local hunger-related charity, such as a soup kitchen. Refer to the steps below for planning this event:

- 1) Set-up date/time/location for dinner event
 - a. Reserve space at least one month prior to event
 - b. Expect 80-100 people to be in attendance
- 2) Choose a local hunger-related philanthropy for donations
 - a. Contact group leader/member(s) of philanthropy to speak at dinner event
- 3) Set-up pledge-to-fast form online to gauge number of attendees
- 4) Advertise event via Facebook event, mailing lists, flyers, InfoNET, etc.
- 5) Contact local restaurant to provide dinner/dessert for event
- 6) Donations
 - a. Collect donations online prior to dinner event
 - b. Set-up a donations box to collect donations during dinner event

FALL-KICKOFF EXTRAVAGANZA

The Fall-Kickoff Extravaganza is likely the first exposure that many incoming students get to Drexel MSA. **Kickoff the start of a new year for DMSA with a variety of events and activities during the first two weeks of Fall term.** Break down events for each week – create a main Facebook event page for the entire event series, and then provide event pages for individual events, noting the days and times for each. Variety is important – you want to show people different aspects of DMSA in one go. See below for a list of ideas for this event series:

- 1) General Body Meeting (GBM) on campus with pizza
- 2) Movie Night with snacks/candy
- 3) Philly Cheesesteaks and more at Saad's Restaurant

- 4) *Jummah* on Campus
- 5) Student-Led Discussion/Halaqa with refreshments
- 6) Sports Night at Buckley Green
- 7) Dessert Night + Explore Center City
- 8) Ongoing Service Activity (i.e. canned food drive)
- 9) DMSA T-Shirts Sale at all events

Be sure to take care of event reservations and catering requests and food orders prior to the start of the term. **Promote the event series with extra PR** to get everyone excited and enjoy the start of a great year with old friends and new!

ISLAM AWARENESS WEEK

What is Islam Awareness Week (IAW)? It is an exciting week (planned by MSAs world-wide on various weeks throughout the year) - full of events, talks, exhibitions, and anything that will **give students on campus a real insight to Islam and what being a Muslim entails**. All of the (Muslim + non-Muslim) student body, faculty/staff, etc. are invited and encouraged to attend all events. Creative ideas and thoughts are encouraged for the IAW event series.

In past years, we have had consistent tabling each day of the week in a high traffic location like the Dragon Statue. Volunteers are gathered and assigned to groups separated by day of the week. Each day has two Freshmen leaders who spearhead the efforts for that particular day, and at least one E-Board member to be of assistance as needed. This encourages Freshmen to get involved and consider running for the board next year.

See below for a few event ideas to get started:

- 1) Islamic Architecture Lecture event: "Blueprints in Islam: The History of Islamic Architecture"
Speaker: Dr. Mark Brack (brackml@drexel.edu)
- 2) Arabic Calligraphy Event: "Vivid Inscriptions: The Art of Arabic Calligraphy"
Artist: Faraz Khan (burraaq@gmail.com)
- 3) Lecture Event: "Bridging the Gap: Historical and Theological Similarities of Faith"
Speaker: Tariq Scherfen (Contact Sister Rubina: rtareen@verizon.net)
- 4) *Jummah* Outside: "Open *Jummah*: Invitation to Attend Congregation"
Khateeb: Marc Manley (marc@marcmanley.com)
- 5) Media-Relations Event: "'You Deserve to Know More': The Reality of the Other 1.7 Billion"
- 6) Movie Screening of *FORDSON* or *Mooz-lum*
- 7) Event with popularly known speaker (i.e. Imam Siraj Wahaj)
- 8) Dawah table with WhyIslam flyers, and a booth set up to promote IAW and Islamic literature
- 9) Interfaith Discussion Panel between Priest, Rabbi, and Muslim Chaplain of Drexel

Generally, IAW takes place during Spring term at Drexel University. It is recommended to **host IAW within the first three weeks of the term to reach a larger audience** that is generally more available and not too occupied with studying for midterms, projects, etc.

Consider the following steps for executing an effective and popular IAW event series:

- 1) Develop an overarching theme for the week (or choose “Islam” to be the theme)
- 2) Determine a set budget for all events and the entire event series
- 3) Finalize a schedule of events with the entire DMSA E-Board at least a month prior to IAW
- 4) Assign 2-3 E-Board members to be responsible for each IAW event along with the Freshmen leaders of the day the event is taking place
- 5) Determine speakers for all IAW events
 - a. Contact/confirm speakers and determine honorarium fees, if applicable
- 6) Prepare event descriptions for all events
- 7) Confirm room/space reservations and DUST requests for all events
- 8) Confirm all catering requests and food orders and submit required contracts/paperwork
- 9) Submit contracts for paid and non-paid speaker requests
- 10) Submit Drexel Announcement mail request and Triangle article about IAW as soon as schedule of events for IAW is confirmed (at least a month prior to IAW)
 - a. First, submit a request to the Drexel VP (Vice President Robert Francis - raf47@drexel.edu)
 - b. Add events to the University Calendar:
<http://www.drexel.edu/events/submit/event/>
- 11) Design t-shirts and a banner for promotion of IAW
- 12) Obtain speaker biographies
- 13) Prepare thank you cards for speakers
- 14) Design IAW flyer for event promotion – spam campus with these flyers
- 15) Reserve a table for at least two days the week prior to IAW for promotion of event series
 - a. It is recommended to reserve the space at the Dragon Statue on 33rd & Market Streets to target large crowds
 - b. Be sure to submit a catering request for water ice or pretzels to encourage people passing by the IAW table to stop by
 - c. Don't forget the IAW banner!
 - d. Encourage E-Board members, as well as general body members to sign up for 1-2 hour tabling shifts using a Google Doc spreadsheet
 - e. Prepare flyers and/or palm cards to distribute at the table
 - f. Obtain Qur'ans to distribute for free, as well
- 16) Update DMSA Facebook Page and Twitter for IAW events
 - a. Create a main FB event page for IAW and then individual event pages for each event in the series
- 17) Set-up a Question Board in the Intercultural Center a week prior to IAW for people to post questions about Islam/Muslims, etc. and schedule an event during IAW to address these questions
- 18) **Encourage all members to invite ALL friends** to the Facebook event pages and in general, encourage members to bring their friends to the events

FUNDRAISING

To support DMSA events and activities, having additional funds is definitely a plus. Making events free or subsidizing costs for members will also encourage more attendance and get more people involved with DMSA. Plan a couple fundraising events throughout each term to make some extra cash. Set up a GoFundMe page that is linked on all social media platforms and weekly emails. Advertise this along with regular donation seeking during Jumuaah each week. Bake sales are always a good go-to and also **get members of the general body involved**. Other popular ideas include a Top Chef or Bake-Off Competition that incorporate entry fees to raise funds, or an Alumni Dinner. In general, also **keep location in mind** – a good location for bake sales is one that gets a lot of traffic (i.e. the 1st floor lobby of Hagerty Library or the Dragon Statue on 33rd and Market Streets). If you're able to make the events catchy and new, you're sure to draw a good crowd!

SOCIAL EVENT PLANNING

Social events are the backbone of keeping any MSA active. Generally, it's good to have various types of interactions with fellow MSAers, whether it's on a professional level or a social level. **Making friends within the MSA will keep people wanting to come back**. Understand that students join the MSA for a variety of reasons, including wanting to join an Islamic community on campus, to be a part of a group of individuals that share similar values and faith, and to interact with these same individuals socially. Having social events is also a good way to encourage friends and peers of the Islamic community on campus to feel welcome within the MSA. Host events that allow for interaction, introduce the city of Philadelphia, involve games, and overall, provide an all-around good time (and lots of food!). Don't be afraid to think big and venture off campus.

EDUCATION EVENT PLANNING

Planning Islamic Education events that draw the interest of MSAers help to fulfill the purpose of having an MSA on campus. In this manner, DMSA becomes a crucial resource for the development of individuals that enter college from various backgrounds – some having had no exposure to Islamic ideals and values outside of cultural practices, others having a significantly mature understanding of these ideals, and of course, a moderation of the two backgrounds. Regardless, **it is the goal of MSA to act as a resource for individuals of all faiths and practices to have the opportunity to learn about Islam and how it can be a source of impact in their lives**. Hosting weekly halaqas or discussions for brothers and sisters allows students to accommodate a regularly scheduled event into their weekly lives. Also, inviting local speakers/scholars a few times each term to come speak about an interesting topic can also act as a good reminder and break for students from their hectic schedules. In general, these types of events help to make MSAers more *deen*-conscious individuals.

SERVICE EVENT PLANNING

Incorporating a service aspect within DMSA allows for this organization to be a well-rounded one. Service is certainly an ideal that is stressed in Islam itself, so it makes sense to embrace it and include events throughout the term that provide MSAers the opportunity to get involved in service activities. Whether it's collaborating with other service organizations to plan events or collecting donations for a charity, **it is important that MSAers learn to value the importance of benefiting themselves while also bettering the lives of others.** Building relationships with local organizations that are in need is a great way to initiate such activities. Partnering with a local Islamic school or *masjid* (i.e. *Quba Institute* or *Masjid Al-Jamia*) for the year is good for being able to host regular service events. It may also help to contact the surrounding MSAs, including the Temple MSA, UPenn MSA, and USci MSA, to allow for larger scale community service events. It can be challenging to motivate students to take time out of their schedules to do these things, but **stressing the importance of service and its impact early on can help to spread the desire to stay involved.** Freshmen can also be motivated to partake in these events in order to fulfill their civic engagement requirement, so be sure to get at least one event approved by the Lindy Center for Civic Engagement at Drexel to accomplish this.

INTERFAITH EVENT PLANNING

Part of being a successful MSA involves interaction with other organizations, including other faith organizations. **It is not taboo to reach out to the executives of Hillel or COEXIST and attend events hosted by these groups.** In fact, it is beneficial to the growth of DMSA to interact with individuals of these organizations and also encourage and welcome them to attend MSA events and participate in MSA activities. These interactions present to the campus and local communities that MSA, an organization representing and promoting the Islamic faith, consists of individuals that are open-minded and genuinely desire to **promote a good-natured and friendly environment and community on campus. Take the time and effort to co-sponsor events with other organizations** and also get the word out there about DMSA! The interfaith Thanksgiving potluck is a tradition started by the DMSA, and even something as simple as an interfaith game night is a valuable endeavor.

ALUMNI OUTREACH

With an established community on campus, it's not too difficult to keep alumni wanting to come back for more DMSA! Keep in touch with DMSA alumni and fill them in at least once a term on the ongoings of Drexel MSA via an Alumni mailing list. The DMAN, Drexel Muslim Alumni network is a good place to start, reach out via their Facebook group as well as get in touch with their executive board. Also, host an alumni event or two throughout the year to welcome DMSA alumni back to campus. **When alumni see that the MSA is continuing to grow and do bigger and better things each year, they will be encouraged to support this cause** because it is after they have graduated and left Drexel and DMSA when they will be able to fully reflect on the impact that DMSA had on them and their entire college experience. **It doesn't**

hurt to receive that support in the form of monetary donations! So, definitely encourage monthly or term-based donations to help support DMSA events and activities.

MENTORSHIP PROGRAM

Encourage MSAers to participate in DMSA's Mentorship Program by being a mentor to an incoming freshman! As a Big, this person will be his/her little's go-to, guide, mentor, and FRIEND throughout their college career. **This is a great opportunity to build great bonds within DMSA** and to form a meaningful relationship with each big-little pair.

Create a Google Doc Form for upperclassmen in DMSA to fill out, as well as one for incoming students, and request the following information:

- 1) Full Name
- 2) Email Address
- 3) Cell Number
- 4) Current Status (i.e. freshman, transfer, sophomore, etc.)
- 5) Major/Concentration/Program
- 6) Comments/Preferences (i.e. same major)

Once this information is gathered and a sufficient number of Bigs and Littles have signed up for the program, you can begin matching pairs based on preferences or randomly. This should be done before the new school year starts in the fall to allow enough time for the Freshmen to become acquainted with Drexel.

REFLECTION SURVEYS

Prepare surveys for MSAers to reflect on the past term or past year's events. Encourage members to take a few minutes to evaluate and comment on the effectiveness of DMSA in serving its members and the undergraduate and graduate community at Drexel. **This feedback is super useful and can help to guide the efforts of DMSA's executive board to fulfill the organization's needs for future terms.** Create a Google Doc Form and consider the following when requesting information from MSAers:

- 1) Provide a list of the past term/year's events as a refresher for those filling out the form
- 2) Ask MSAers to rate each of the following on a scale of 1 to 10:
 - a. The quality of and/or information provided on the website
 - i. 1: Not user-friendly; I don't know where to find anything
 - ii. 10: Very useful and informative
 - b. The quality of and/or information provided on the Facebook page
 - i. 1: I don't use the Facebook page
 - ii. 10: I actively use the Facebook page to stay informed about upcoming events

- c. The advertisement and promotion of events/activities
 - i. 1: I didn't receive notification of any events via e-mail/FB/flyers, etc.
 - ii. 10: I was very aware of all events that took place
 - d. The quality of and/or information provided in weekly e-mails
 - i. 1: I never read the e-mails
 - ii. 10: I read all e-mails and they kept me informed about upcoming events
 - e. The organization of events/activities
 - i. 1: Incredibly disorganized
 - ii. 10: Super organized
 - f. The effectiveness of DMSA in providing community (brotherhood/sisterhood) and Social events/activities on campus
 - i. 1: No community, whatsoever
 - ii. 10: I met a lot of people/made new friends!
 - g. The effectiveness of DMSA in providing Islamic teachings and Educational events/activities to students
 - i. 1: Many events were not oriented with providing Islamic teachings
 - ii. 10: I gained a lot of Islamic knowledge by participating in these events
 - h. The effectiveness of DMSA in participating in Community Service activities
 - i. 1: Many events did not incorporate a service aspect
 - ii. 10: I felt that I was able to serve the local/global community in many events/activities
- 3) Ask the following questions to gather feedback on overall performance:
- a. Which events from this past term/year were most enjoyable/beneficial?
 - b. Which events from this past term/year were least enjoyable/beneficial?
- 4) For scheduling purposes for the following term, ask the following:
- a. Please indicate your preferences for the scheduling of events/activities to help maximize attendance
 - i. Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
 - b. Please indicate your preferences for the timing of events/activities to help maximize attendance
 - i. Early Morning (8-10), Late Morning (10-12), Early Afternoon (12-2), Late Afternoon (2-5), Evening (5-7), Night (8pm and beyond)
- 5) Last, but certainly not least, ask for general comments:
- a. Please feel free to comment below on anything pertaining to DMSA. This is your chance to say what you liked, what you didn't like, what you would like to see, etc. You're welcome to write as little or as much as you would like!
 - b. Also, **give MSAers the opportunity to contact the President/VP personally to address any concerns in person** by providing an e-mail address for contact information

Mail out the survey via the mailing list and also distribute it using a Facebook event page and the DMSA Facebook page.

Share the results of the survey with the entire E-Board and together, brainstorm new ideas and also keep the feedback in mind when planning future events and activities.

PHILLY MSA COUNCIL

The purpose of the Philly MSA Council is to work and communicate as one unified MSA within the Philadelphia region to share ideas, publicize events, and collaborate with one another in an effort to serve MSA's purpose to strengthen the *ummah* in Philadelphia.

Currently, Philly Council consists of MSAs of the following universities:

- 1) Drexel University
- 2) University of the Sciences in Philadelphia
- 3) Temple University
- 4) West Chester University
- 5) La Salle University
- 6) Bryn Mawr
- 7) Penn State Abington

Philly Council acts as an umbrella organization to individual MSAs within Philadelphia and is therefore, a resource and connection for large scale events, such as Battle of the MSAs, amusement park trips, and *Eid* dinners.

OVERARCHING THEMES

The following subsections primarily elaborate on overarching goals for DMSA that, if implemented effectively, can really help shape the organization's impact on the campus community, and of course, the individuals that become directly involved with MSA during their college careers.

"A BEST FRIEND" INITIATIVE

Finding a niche in college can be quite challenging. That's why the Drexel MSA is here to help make the transition from home to college go as smoothly as possible. It's extremely important that each individual feels comfortable in the MSA setting and has friends at each gathering. **Each member should have a best friend (or multiple) in the MSA that allows them to feel comfortable and accepted into the group.** Having a positive influence from the MSA can help steer individuals away from the temptations of college by constantly providing individuals with a good, halal environment. Often times, the best friend initiative responsibility may fall on the senior members of the group since those members have already become established in the

niches of Drexel. The upperclassmen should extend a helping hand to new members and facilitate conversations among the group. Initially, it may be awkward, as are most new encounters with new people, but that initial awkwardness will disappear as people begin to learn about each other more. This initiative can be accomplished by including everyone in gatherings which include playing sports together, movie nights, or going out to eat somewhere. It's recommended to use Facebook or a mass texting app to keep everyone up to date with what's going on each night. The **MSA should become a family away from home**, so much so that when members are at school they don't ever want to leave.

"MSA IS THE COOL THING TO DO" INITIATIVE

The common perception among students is that MSAs are boring – that a bunch of hijabis and bearded men get together to host religious events all the time. That couldn't be any farther from the truth! Here at Drexel, the MSA is much more than that. All types of events, ranging from religious, social, cultural, and informal gatherings are frequently held. Movie nights, sports nights, halaqas, etc. should all be frequently held to help change the perception and to show what the MSA is truly about. Each event should be so epic that each person cannot wait until the event comes. After the event, they should be bursting with anticipation for the next event, as well! **Participating in MSA events should become the cool thing to do**, which everyone wants to be included in. This can be achieved by having exciting and novel events, motivated people at each event, and a detailed plan of events for each term. The events should be diverse and spaced out to cater to all types of people. The **MSA should be the place to be** regardless of whether it's a weekday or weekend!

PUBLIC RELATIONS

It is important to remember that individual actions by members of the MSA are not just representative of the organization itself, but are also representative of Drexel University and the greater Muslim *ummah*, as well. Misguided actions can harm the relationship Drexel and Muslims have with other groups in the area. Therefore, **sound moral conduct and friendly relationships must be maintained**. It is important to note that this organization is entirely apolitical. No strong stance or statements should be taken regarding anything resembling a political nature, unless it is something that pertains to the betterment of the Muslim condition. However, any demonstrations or participation in the like should be conducted in a peaceful manner, with no malicious intent or feelings towards other groups. The MSA should seek to maintain good public relations with all organizations through friendly, timely, and permissible actions according to rules defined by Drexel University and the Philadelphia area.

UNIVERSITY RELATIONS

It is imperative that the MSA maintains good relations with Drexel University. Drexel University provides the funding and venues for each of the MSA's activities so **it is essential that the university views the MSA favorably**. A healthy relationship with the university also serves to

provide the MSA with more funding for the upcoming year and a better chance of obtaining additional resources for events. A good relationship with the university can be maintained by submitting paperwork in a timely manner, promptly notifying the University of the actions/changes of the MSA, and providing the Student Organization Resource Center (SORC) with feedback on what they can do to improve their assistance to student organizations.

APPENDIX

RESOURCE FOR MSA E-BOARD MEETINGS

E-Board Meeting Agenda Template:

MSA E-BOARD MEETING AGENDA – 05/23/2012

ATTENDANCE:

- 5:00 – 5:10** QUESTION OF THE MEETING
- 5:10 – 5:15** PREZ/VP REPORT
- + Spring Term E-Board Meetings: 5pm Wednesdays – Creese Conf. Rm. D
 - + Google Doc for Spring Term Event Details
 - + Election for DMSA President 2012-2013
 - + Online Reservations System: <http://ems.drexel.edu/BrowseForSpace.aspx>
- 5:15 – 5:30** REVIEW / CONFIRM SCHEDULE OF EVENTS + TASK DISTRIBUTION / SET DEADLINES
- + Alumni Event: Raise Awareness about Chaplain Funding Opportunity (Sara/Zain)
 - + Special Topics Lecture 1: Thursday, 05/10 @ 6pm in ICC Sanctuary (Yusuf)
 - + Khateeb Workshop Date/Time (Yusuf)
 - + Elections for DMSA Executive Board 2012-2013: Monday, 05/14 @ 7pm
 - + Taboo Night on Tuesday, 05/15 from 8-10pm
 - + Bake Sale on Tuesday, 05/15?
 - + Chaplain Office Hours on Wednesdays 6-7pm and Thursdays/Fridays 5-7pm
 - + Sisters Halaqa Program on Thursdays, 1-2pm (Sara/Maryam)
 - + Syria Awareness on Monday, 05/14 – TIME? (Umar)
 - + DMSA Dinner w/ Family & Friends – Friday, 06/01, 5:30pm
 - + DMSA Big Brother / Big Sister Program (Ali/Hamid)
 - + Service Event/Relations w/ Quba Institute (Sara/Umar)
- 5:30 – 5:32** CHECK-INS
- + Budget Update/Reimbursements (Shafi)
 - + info@drexelmsa.org account (Faizaan)
 - + *Jummah*/Donations (Yusuf/Shafi)
 - + Tajweed/Memorization Sessions on Mondays/Weds, 8-9:15pm, ICC (Hamid/Faizaan)
 - + Alumni Newsletter (Zain)
 - + Google Calendar (Zain)
 - + DMSA Informational Pamphlet (Soha/Muz)
 - + DMSA Twitter Account (Muz)
 - + ICNA Conference: May 25-28 – Bus for Philly-to-CT (Ali)
 - + Philly MSA Council Updates (Bilal)
 - + Collection of 2011-2012 Photos for End-of-Term Slideshow (Maryam)
 - + Website/E-mail template (Sara)
 - + MSA Handbook (Sara)
- 5:32 – 5:37** DISCUSSION
- + FB Polls (Faizaan)
 - + DMSA Big Brother/Big Sister Program (Maryam/Ali/Hamid)
 - + Social/Fundraising Event Ideas (Asad/Aqsa)

+ Tajweed/Memorization Sessions for Sisters (Maryam)

5:37 – 5:40 OPEN FLOOR
 QUR'AN RECITATION

RESOURCE FOR RAMADAN IFTARS

Iftar Donations Letter/E-mail:

The Virtues of Ramadan | Drexel MSA Iftar Donations

Prophet Muhammad (peace be upon him) said: *“He who feeds a fasting person within this month (Ramadan) gets the reward of that person’s fasting without decreasing the reward of the fasting person.”*

Assalaamu alaikum Brothers and Sisters,

Drexel University’s Muslim Students Association (MSA) has quite an agenda planned for the upcoming year, including service, social, and Islam-oriented events. This year, our MSA will also be having regular Iftars during the month of Ramadan, Insha’Allah. In addition to these Iftars, Drexel MSA will be hosting a Fast-a-thon to raise awareness about the Holy Month of Ramadan, with a focus on hunger issues prevalent in today’s world. All of our non-Muslim peers, students, and faculty members will be encouraged to fast the entire day with us, as well as to fundraise money to donate to a local charity. This event, in particular, is meant to reflect the purpose of fasting and donating to the needy during Ramadan.

In order for these Iftars to be successful, it takes a considerable amount of planning, dedication, and commitment – in terms of time, effort, and funding. As Ramadan is approaching quickly, we are contacting you on behalf of Drexel MSA to request your support of our organization in the form of a monetary donation. The rewards for feeding a fasting person are abundant, and we hope that by assisting our efforts to provide Iftars on campus, you will feel gratified for this opportunity.

In order to donate online, please visit the Drexel MSA website at: www.drexelmsa.org
If you would like to make a cash or check donation, please e-mail info@drexelmsa.org for more details. Any amount of donation will be graciously accepted.

For more information about the MSA at Drexel, feel free to contact us with any questions, or visit our website or Facebook page.

Jazak’Allah khair for your consideration and support of Drexel MSA.

Sincerely,
Drexel MSA Executive Board

RESOURCE FOR HALAL CATERING REQUESTS

Submit the following in an attached document with the catering exemption form for Halal catering:

Re: Catering Exemption

To whom it may concern at Drexel University's Retail Management Office:

The Drexel MSA (Muslim Students Association) would like to get an exemption for our catering for the following reasons:

- The food served during our event must conform to Halal standards
- The desired food is not available through Chestnut Street Caterers

Thank you for your consideration.

Sincerely,
Drexel Muslim Students Association