

Student Organization Advisor Handbook



Fall 2012

Table of Contents:

Welcome

Important Names and Numbers	4
-----------------------------	---

Being an Advisor

Who and Why?	6
--------------	---

Roles and Responsibilities	7-8
----------------------------	-----

Tricks of the Advising Trade	9
------------------------------	---

Advising Styles	10
-----------------	----

What about problems?	11
----------------------	----

Understanding Students	12
------------------------	----

Millennials (1982-2001)	13
-------------------------	----

General Information

Terminology/ Acronyms	15
-----------------------	----

Fine Print: Liability, Budgeting, Fundraising, Changing Advisors	16
--	----

Student Organization Classifications	17
--------------------------------------	----

Leadership Opportunities	18
--------------------------	----

Resources

Advisor Self-Evaluation	20
-------------------------	----

Opportunities through CSI	21
---------------------------	----

Bibliography of helpful sources	22
---------------------------------	----

Documents & Forms

Links to Online Forms	24
-----------------------	----

Student Group/Advisor Agreement	25-26
---------------------------------	-------

Thank you!

Thank you for volunteering your time as a student organization advisor and for getting involved in the Roosevelt community. Advising student organizations provides faculty and staff with an opportunity to work with students outside of the classroom, and can be an extremely rewarding experience.

The CSI is here to assist both student organizations and advisors, and throughout the year we provide opportunities to enhance students' leadership and organizational skills through our various workshops.

Please read this manual so that you can guide the students in University policies and procedures, which are necessary for a successful year. Feel free to contact us if you have questions or if you need assistance throughout the year.

Best wishes and enjoy your year!

Sincerely,

Elizabeth Choporis

Director, Center for Student Involvement

CHICAGO

425 S. Wabash Avenue
Wabash Building 323
Chicago, IL 60605
312-341-2015
csi@roosevelt.edu
www.roosevelt.edu/csi

Important Numbers

Please note: CSI is always the main contact for students when planning and facilitating events. This contact information is only to be used in emergency situations on the day of an event.

Roosevelt University Dining Services

Kathleen Mordecai

312-341-6578

catering@roosevelt.edu

Campus Security

312.341.2020

Room Set-Ups

Physical Resources

312.341.3600

Center for Student Involvement

312.341.2015

Student Services

312.341.2004

Multi Media Services

312.341.3650

Being an Advisor

WHO can be an advisor?

The advisor must be a full-time faculty or full-time staff member at Roosevelt University. It is important that the advisor has an active interest in the student organization(s) that they advise. Advisors should also have the flexibility and availability to commit enough time to the position.

WHY be an advisor?

All registered student organizations are required to have an advisor. Advisors are important resources for the organizations; this position provides the unique opportunity to make connections with students outside of the classroom or office. Reasons for being an advisor include: knowing you are making a difference, having fun, keeping abreast of campus events, building a community, receiving student appreciation, and personal satisfaction.

Roles and Responsibilities

Each advisor plays a different role in working with student organizations, and some may be more active than others. The main role of an advisor is to provide support for the organization. This may take the form of providing university context, advising, or more generally helping the organization to be successful. Advisors need to maintain regular contact with their organization so they can stay up-to-date regarding any events or activities that their organization is hosting. Advisors also help ensure organizations are following university rules and regulations.

-

-

Responsibilities...

Of the advisor:

- Assist in the development of the organization
- Empower students to take action
- Interpret institutional policies and regulations and ensure they are followed
- Provide budgetary advice
- Sign the appropriate forms, when necessary (ex: SAFAC requests & fundraising forms)
- Attend some, if not all, organizational meetings
- Attend events that have non-RU students in attendance, occur after building has closed, or that have more than 50 students in attendance
- Meet regularly with members of the executive board
- Be available to the members of the organization
- Remember to *advise*, not supervise

Of the organization:

- Establish and share a job description to establish advisor's responsibilities for that organization
- Notify advisor of all meetings, activities, and programs
- Meet regularly with advisor to discuss organizational matters
- Consult advisor when significant changes are made in policy or organization
- Allow advisor to share thoughts and ideas
- Respect advisor
- Take all advice with an open mind and sincere interest in improving the organization

Tricks of the [Advising] Trade:

1. Know what the students expect of you as an advisor.
2. Let the group and individual members know what you expect of them.
3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the group in setting realistic, attainable goals. Ensure success in the first project undertaken, and then increase responsibility.
5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things need to be accomplished to meet the goal.
6. Assist each member in meeting his or her needs while helping the group achieve its goals. Understand why people become involved. Learn strengths and emphasize on them. Help each person grow and learn through their involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different groups require different approaches.
8. Assist the group in determining the needs of the people the group is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the group's dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of the members.
13. Use a reward and recognition system for work well done.
14. Develop a style that balances active and passive group membership.
15. Be aware of the various roles you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of the chairperson.
17. Be aware of the institutional power structure--both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the group from semester to semester.
19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.

Be creative and innovative. Keep a sense of humor!

Advising Styles

The style you choose as an advisor is affected by many factors: campus demographics, type and size of the organization, familiarity with organization's purpose, your position at the university, etc. More importantly, advising style depends on the students and their needs. When deciding what type of advisor to be, consider the following approaches:

Developmental

- Focus is on developing leadership skills
- Provide challenge and growth opportunities
- Provide guidance in the decision making process
- Serve in a “hands off” capacity that allows exploration (and failure) of students' own ideas

Administrative

- Organization of events for the group
- Focus on policies and budget

Programmatic

- Providing skill development for students
- Event planning

Other

- Combination of developmental, administrative, and/or programmatic
- Situational

(Source: Danielle M. De Sawal, Creating Intentional Learning Relationships Through Student Organization Advising, NASPA 2009.)

What about Problems?

It is inevitable that groups of people will run into problems. As the advisor, you are in a position to intervene, counsel, and help the members of your student organization learn and grow. Below are some examples of problems that may arise:

Potential problems

Leadership Problems

- Leader does not consult with the organization before making significant decisions
- Leader appears to lack self-confidence, is not self-assertive, and lacks interest in organization
- Rivalry exists between leaders
- Leader has work overload, and too many time-conflicts

Membership Problems

- Low attendance at meetings
- Members have low satisfaction and morale, are bored, do not communicate well, or they feel left out
- Members compete for attention
- An individual member's goals differ from those of the organization
- Lack of trust exists among members
- Programs fail
- Lack of ideas

Organizational Problems

- Meetings are disorganized
- Meetings are too long
- Organization suffers from financial problems
- No continuity from one year to the next
- Organization has no plan of action

Inner-organization Problems

- Disagreement between an organization and other student organizations
- Disagreement with institutional policies and procedures

Advisor Problems

- Organization members avoid the advisor
- Members do not pay attention to advisor's advice
- Advisor is overwhelmed by their responsibility
- Advisor assumes a leadership function

Understanding Students: Here's some context for you...

One way to understand how to work with the students in our student organizations is to understand where they are coming from. Following is an excerpt from the Beloit College Mindset List for the Class of 2015. This list, released annually, gives faculty and administrators an idea of the world in which 18 year-olds have grown up. (Source: <http://www.beloit.edu/mindset/2014.php>)

The Beloit College Mindset List for the Class of 2016

Andre the Giant, River Phoenix, Frank Zappa, Arthur Ashe and the Commodore 64 have always been dead.

Their classmates could include Taylor Momsen, Angus Jones, Howard Stern's daughter Ashley, and the Dilley Sextuplets.

1. There has always been an Internet ramp onto the information highway.
2. Ferris Bueller and Sloane Peterson could be their parents.
3. States and Velcro parents have always been requiring that they wear their bike helmets.
4. The only significant labor disputes in their lifetimes have been in major league sports.
5. There have nearly always been at least two women on the Supreme Court, and women have always commanded U.S. Navy ships.
6. They “swipe” cards, not merchandise.
7. As they've grown up on websites and cell phones, adult experts have constantly fretted about their alleged deficits of empathy and concentration.
8. Their school's “blackboards” have always been getting smarter.
9. “Don't touch that dial!”...what dial?
10. American tax forms have always been available in Spanish.
11. More Americans have always traveled to Latin America than to Europe.
12. Amazon has never been just a river in South America.
13. Refer to LBJ, and they might assume you're talking about LeBron James.
14. All their lives, Whitney Houston has always been declaring “I Will Always Love You.”
15. O.J. Simpson has always been looking for the killers of Nicole Simpson and Ronald Goldman.
16. Women have never been too old to have children.
17. Japan has always been importing rice.
18. Jim Carrey has always been bigger than a pet detective.
19. We have never asked, and they have never had to tell.
20. Life has always been like a box of chocolates.
21. They've always gone to school with Mohammed and Jesus.
22. John Wayne Bobbitt has always slept with one eye open.
23. The Communist Party has never been the official political party in Russia.
24. “Yadda, yadda, yadda” has always come in handy to make long stories short.
25. Video games have always had ratings.

Copyright© 2011 Beloit College
Mindset List is a registered trademark

Millennials

Implications for Advisors:

- May expect more contact with faculty & staff
- Place more expectations on advisors as the “Experts”
- May want to be told what to do next and enjoy structured activities
- May want to be told what courses to take & when
- Peer mentors/leaders may be more plentiful in the future
- May prefer small group activities
- May prefer more active or hands- on learning
- Expect more frequent feedback

Advising Millennials

- Be realistic with students
- Ask tough questions
- Make appropriate referrals to help students better understand themselves (Career Center, Counseling Center, Academic Support)
- Be aware of students who are struggling due to their lack of critical thinking, decision-making and problem solving skills or are overwhelmed, unmotivated
- Students may expect a prescriptive rather than a developmental advising style

•

(Source: Mark Kretovics, Advisor Education Workshop, May 19, 2007, Mount Union College)

General Information

Terms and Acronyms:

City-Wide Chapters: Greek organizations that have members at more than one Chicago-area college or university

CSI: Center for Student Involvement

Grad Extern: current graduate students, studying Higher Education administration, employed in the CSI part-time to work with student orgs, programming, and leadership.

Greek Life: Social and Multicultural Fraternities and Sororities on campus

E.L.I.: Emerging Leaders Institute; a six week leadership workshops series focusing on leadership development

ERS: Eleanor Roosevelt Society, an intensive six month program for students interested in exploring the connection between leadership and social justice

Org: Organization

SAFAC: Student Activity Fee Allocation Committee

SGA: Student Government Association

SPEED: Student Programming for Enrichment, Enlightenment, and Development

RSO: Registered Student Organization

The Fine Print:

Liability

As the student organization advisor, you are also the university representative. It is important to give sound advice and follow RU rules, as well as local and state laws. The Roosevelt student handbook has a list of university rules that students are required to follow.

Roosevelt has guidelines in place that should be followed for safety purposes. For any student organization that is having an outside entertainer, speaker, performer, etc., a Roosevelt contract must be used.

Please see the student organization manual for specific details regarding the Roosevelt contract process.

Budgeting

Registered student organizations are allowed to request funding from the Student Activity Fee Allocation Committee (SAFAC). The students must follow the SAFAC guidelines that have been laid out in the Student Organization Resource Manual. **Before the student organization representative meets with SAFAC, the advisor must sign the paperwork to approve the requested funding and ensure that the organization has collaborated with their advisor before receiving funding for an event.**

Fundraising

Registered student organizations have the ability to fundraise to supplement funding from SAFAC, for items not covered by SAFAC, or for philanthropic purposes. The organization must fill out the **Student Organization Fundraising Form and return it to the CSI a minimum of two weeks before the fundraising project.** This form requires the advisor's signature. Fundraising can be a useful tool for an organization, and advisors are encouraged to be engaged in the process.

Changing Advisors

If an advisor is stepping down, please contact the student organization as well as the Assistant Director of the CSI to inform them of this change.

The student organization will need to locate a new advisor and fill out a new Student Organization Registration Form to be turned in to the CSI as soon as possible.

Starting a Student Organization

Classifications of Student Organizations

There are two classifications of student organizations: registered and recognized. It is important to know which classification your organization holds before they attempt to request funding from SAFAC.

Registered Student Organizations (RSO's) must fulfill the following requirements:

- The organization must fill out registration forms, complete with all contact information and signatures.
- The organization must obtain the names, and contact information of at least seven members (All members must be current students with 3 credit hours or more).
- The organization must be advised by one or more faculty or staff advisor(s). Advisors must be **full time** employees of Roosevelt University.
- The organization must attend the Student Organization Round-Up at the beginning of each semester- at least two members must be present.

Recognized organizations are those that do not meet **all** the required guidelines to be considered a RSO.

If you are a new organization (brand new or not on campus for 3 or more semesters), you will receive all of the privileges of a *recognized* student organization until you meet the requirements to become a *registered* student organization.

All student organizations must comply with Code of Conduct and conduct oneself respectfully and portray Roosevelt University in a positive light. All organizations must also follow the guidelines set for contracts concerning outside entertainers, speakers, etc.

Benefits and Privileges

Registered Student Organizations

Access to *Student Activity Fee* funds for programs and events
Reservation of University facilities (dependent on availability)
Promotion on CSI bulletin boards throughout campus
Promotion on CSI Publications and on the CSI Paper/Online calendar
Access to a copy machine (20-30 copies at a time)
Fax machine
Banner paper
Organizational consultations/interventions

Recognized Student Organizations

All of the above privileges *except* access to Student Activity Fee funding.

Greek Organizations

Greek organizations (city-wide or otherwise) are held to the same requirements as all Recognized and Registered Student Organizations. This includes member requirements and SAFAC funding. Under no circumstances may SAFAC funding be used for closed or recruitment-type events.

Room reservations for Greek organizations are subject to approval by the Center for Student Involvement. "Parties" of any kind are not permitted at Roosevelt University.

Leadership Development:

Do you know a leader? We think all students are. We believe there is a leader within each and every one of our students. Being a leader begins with self discovery and in the Center for Student Involvement we're here to help students reveal the leader within.

Eleanor Roosevelt Society

The society incorporates leadership workshops, community excursions, weekly journaling, and a culminating leadership project. This program is designed to be an intensive six month program for students interested in exploring the connection between leadership and social justice. New society begins Fall 2011. Please encourage your students to consider this opportunity for next year.

Leadership Summit

An off-campus weekend retreat to promote leadership development, self-reflection, social justice, and to overall build better partnerships between students and administrators. The 2011 Leadership Summit will be held February 4-6, 2010 at Camp McLean in Wisconsin.

Student Leadership Awards

Each spring, the Center for Student Involvement coordinates the Student Leadership Awards program to recognize outstanding students, student organizations and members of the campus community who significantly enhance learning outside the classroom.

Resources for Advisors

Advisor Self-Evaluation Checklist

Please answer the following questions as they relate to your role as a student organization advisor.

Fill in the blanks in front of each question using the following scale:

5 = all the time 4 = most of the time 3 = some of the time 2 = almost never 1 = never

- _____ I actively provide motivation and encouragement to members.
- _____ I know the goals of the organization.
- _____ I know the group's members.
- _____ I attend regularly scheduled executive board meetings.
- _____ I attend regularly scheduled organizational meetings.
- _____ I meet regularly with the officers of the organization.
- _____ I attend the organization's special events.
- _____ I assist with the orientation and training of new officers.
- _____ I help provide continuity for the organization.
- _____ I confront the negative behavior of members.
- _____ I understand the principles of group development.
- _____ I understand how students grow and learn.
- _____ I understand the principles that lead to orderly meetings.
- _____ I have read the group's constitution and by-laws.
- _____ I recommend and encourage without imposing my ideas and preferences.
- _____ I monitor the organization's financial records.
- _____ I understand the principles of good fund raising.
- _____ I understand how the issues of diversity affect the organization.
- _____ I attend conferences with the organization's members.
- _____ I know the steps to follow in developing a program.
- _____ I can identify what members have learned by participating in the organization.
- _____ I know where to find assistance when I encounter problems I cannot solve.

Utilizing the Center for Student Involvement (CSI)

At the Center for Student Involvement, we encourage all participants in student organizations, students and advisors, to take advantage of the staff and other resources provided in the CSI. What can the CSI do for your organization?

CSI Staff:

CSI staff members are available to schedule a meeting with students or advisors at any time. They have experience in campus programming, student life, leadership, funding and fundraising, and many other useful skills and strategies. Please feel free to meet with someone regarding any aspect of your role as an Advisor.

Elizabeth Choporis

Director, Center for Student Involvement

echoporis@roosevelt.edu

312.341.2243

Karla Talley

Graduate Extern, Center for Student Involvement

ktalley01@roosevelt.edu

312.341.2428

CSI Resources:

The CSI office itself is a resource for organization leaders, members, and Roosevelt students. In the office, copy paper, art supplies, marketing tools, copy facilities, as well as work space are provided for use at any time. Please encourage your students to visit the CSI and explore the opportunities that are available to them.

Bibliography of Helpful Sources

- American College Personnel Association, Commission IV, Student Involvement
www.myacpa.org/comm/student/index.htm
- American College Personnel Association. (1994). *The student learning imperative: Implications for student affairs*. Alexandria, VA.
- Click, J.W., and Kopenhagen, L.K. (1993). *College Media Advising: Ethics and Responsibilities*. Memphis, TN: College Media Advisers.
- Dunkel, N.W., and Schuh, J.H. (1997). *Advising Student Groups and Organizations*. San Francisco, CA: Jossey Bass.
- Morrell, E. (2006). Advising student organizations: Strategies for establishing and maintaining successful advisor/student relationships. *Campus Activities Programming*. www.naca.org. Available at [http://www.k-state.edu/osas/advisor/Nov %2006%20Advising%20Student%20Orgs.pdf](http://www.k-state.edu/osas/advisor/Nov%2006%20Advising%20Student%20Orgs.pdf).
- National Clearinghouse for Leadership Programs www.nclp.umd.edu
- Torok, T.N. (1999). *Advising Student Governments: Models for Practice and Strategies for Success*. Columbia, SC: National Association for Campus Activities.
- University of Florida. (2004). *Faculty Advisor Manual*, 2004. www.union.ufl.edu/sac/handbook/
- University of Missouri. (2002). *Columbia Advisor's Handbook*. www.students.missouri.edu/%7Esomt/docs/advisor%20handbook.doc
- Whittington, M. S., & Cano, J. (2007). Advising the undergraduate student organization: This worked for us!. *NACTA Journal*. http://findarticles.com/p/articles/mi_qa4062/is_200703/ai_n19197734/

Documents & Forms

Copies of the following forms are available online:

[Student Organization Resource Manual](#)

[Student Org Registration Form](#)

[SAFAC Guiding Principles](#)

[SAFAC Funding Proposal Form](#)

[Contract Checklist](#)

[Student Catering Guide](#)

[Student Catering Menu](#)

Student Group/Advisor Agreement

ORGANIZATION NAME: _____

ADVISOR NAME: _____

The members of this organization, by the selection process outlined in our constitution or tradition, hereby select the above named as our advisor for 2010-2011 academic year.

Roosevelt University has the following basic expectations of all organization advisors:

- Meet with the executive board as often as necessary.
- Provide continuity for the organization from year to year.
- Become familiar with University policies and procedures and provide assistance in explaining policies to members.
- Intervene when group violates the law or Roosevelt University policies.

The following is intended to clarify the role of advisor by providing both the organization and the advisor the opportunity to decide the extent to which the advisor will be involved with the student organization.

Directions

Using the scale below, the advisor and organization officers complete this activity individually. After completing the inventory, compare responses to develop a stronger relationship between the advisor and the org. Answers which vary more than 2 points either way should be discussed immediately.

Org Advisor

Attendance

- | | | |
|-------|-------|--|
| _____ | _____ | Attend all regular meetings of the organization. |
| _____ | _____ | Attend officer meetings. |
| _____ | _____ | Attend organization's campus-wide activities and events. |
| _____ | _____ | Attend organization's internal activities and events. |

Meeting Involvement

- | | | |
|-------|-------|--|
| _____ | _____ | Assist in the preparation of meeting agendas. |
| _____ | _____ | Ability to call emergency meeting of officers, if deemed necessary. |
| _____ | _____ | Interrupt during meetings to inform members about possible violations of University policy. |
| _____ | _____ | Interrupt during meetings to inform officer/members about violations in constitution/bylaws. |
| _____ | _____ | Present personal point of view during discussions at meetings. |
| _____ | _____ | Be quiet at meetings unless asked for input. |
| _____ | _____ | Review minutes for accuracy before distribution. |

Goal Setting

- | | | |
|-------|-------|--|
| _____ | _____ | Participate in goal setting process. |
| _____ | _____ | Provide feedback to officers on progress towards goals. |
| _____ | _____ | Require committees to follow up with advisor on progress towards frequent updates. |

Organization Development

- _____ Coordinate leadership development workshops on topics created by officers.
- _____ Research and present leadership development opportunities available on campus, etc.
- _____ Explain University policies and procedures to general org membership.
- _____ Cancel events when he/she believes they are poorly planned.
- _____ Take the initiative to instill teamwork, cooperation and collaboration within the org.
- _____ Use influence with organization officers between meetings to get things accomplished the right way.

Representation

- _____ Speak on behalf of the organization to the campus community.
- _____ Speak on behalf of the organization to the general public.
- _____ Assist with mediating conflicts with the University administration, other groups, offices, etc.

Elections

- _____ Attend all elections, interviews, etc.
- _____ Provide organization officers feedback on each candidate.

Additional Roles

- _____ Receive copies of all official correspondence.
- _____ Review/proof all official correspondence (newsletters, proposals, letters, etc) before mailing
- _____ Other: _____

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties.

Signatures:

I have met with the organization and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

Advisor Signature

Date

Organization President

Date

Director, CSI

Date

A copy of this document will be maintained in the CSI and made available to the group upon request. It is also recommended that the officers of the group maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the group and advisor should be directed to the Assistant Director, Elizabeth Choporis.