

Student Organization Advisor Handbook



Fall 2011

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
--	----

Event Planning	17-20
----------------	-------

Student Organization Classifications	21
--------------------------------------	----

Leadership Opportunities	22
--------------------------	----

Resources

Advisor Self-Evaluation	24
-------------------------	----

Opportunities through CSI	25
---------------------------	----

Bibliography of helpful sources	26
---------------------------------	----

Documents & Forms

Links to Online Forms	28
-----------------------	----

Student Group/Advisor Agreement	29-30
---------------------------------	-------

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

Assistant Director, Center for Student Involvement

CHICAGO

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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.

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312.341.2020

Room Set-Ups

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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.

How do you define your role?

- Mentor
- Team builder
- Conflict Mediator
- Sounding board for ideas
- Educator
- Motivator
- Policy Interpreter
- Coach
- Counselor
- Coordinator
- Liaison
- Role Model
- Reference
- Realist

What will you do for your students?

- Act from behind the scenes
- Give direction when needed
- Review requests and overseeing the budget
- Offer ideas and input
- Engage students in conversations examining all sides of an issue
- Make recommendations based on past experiences and facts
- Serve as a point of reference and resource
- Be a troubleshooter
- Assist in students' personal development
- Be a cheerleader

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.
20. 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 2015

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.

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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

This generation of students tends to: Millennials are seen as:

- | | |
|--|-----------------------------|
| • Accept authority more easily | • Optimists |
| • Follow the rules | • Think being smart is good |
| • Identify with parental values | • Special |
| • Place more trust in the government | • Cooperative, Team Players |
| • Expect more parental involvement | • Sheltered |
| • Expect to work in teams | • Confident |
| • Be more involved in service projects | • Conventional |
| • Be more comfortable with technology | • Team-Oriented |
| | • Achieving |

(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

LEAD: Leaders Evolving and Developing; also a monthly leadership series of workshops 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

S.O.S.: Student Organization Success (workshop series)

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 Event Planning guidelines on page 17-19 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.

Student Organization Event Planning Process

**** This section has been included for your reference. The following information is included verbatim in the Student Organization Resource Manual (pp. 8-11). Please hold your organization accountable for this information and use it to guide your interactions with them as they plan events. ****

1. RESERVATION REQUEST AND ROOM SET-UP PROCESS

- a. **Administrative Calendar:** check for room, date, and time availability at <http://intranet.roosevelt.edu/calendars/default.asp> (this is only available through the intranet on-campus).
- b. **Reservation Request:** To start the reservation request process, please complete the online request form at: <http://intranet.roosevelt.edu/forms/RoomReservationRequest.htm> or email the following information to the necessary individuals. All items noted below must be included when submitting a Reservation Request.
 - i. Student Organization
 - Contact person (event coordinator)
 - Contact phone
 - Room requested
 - Name of event
 - Date of Event
 - Time period for event (including set-up and take-down time)
 - Number of participants**
 - Set up needed – Y/N
 - Room as is – Y/N
 - Is this a private event? – Y/N
 - Provide the name and email address of the Event Coordinator and at least one other team member associated with your event.

If attendees are **NOT Roosevelt students, then a faculty/staff advisor must be present at your event.

- c. **Contact Information:** Contact the following individuals depending on what space you want to use. All persons listed prefer you contact them by email.
 - i. Classrooms/Computer Labs for AUD and Gage- *Dustin Levell* at dlevell@roosevelt.edu (**only available 3 weeks after classes begin**)
 - ii. Congress, AUD 232-238, 244, Fainman, Gage Gallery, Gage Commons- contact *Carol Pyron* at cpyron@roosevelt.edu
 1. *Congress area can be enlarged. Be sure to request the adjoining "232 series" if additional space is needed. For safety reasons, opening and closing of the walls must be performed by Physical Resource Staff. This must be coordinated in advance.*
 - iii. Michigan Avenue AUD Lobby and Wabash AUD Lobby- contact *Carol Pyron* at cpyron@roosevelt.edu

- iv. Ganz Hall- *Stephanie Bettig* at sbettig@roosevelt.edu
 - 1. *Special policies apply—limited usage area*
 - v. Library Reading Room- *Linda Irmén* at lirmen@roosevelt.edu
 - 1. *Special policies apply—limited usage area*
 - vi. Schaumburg (all spaces) - *Carol Pyron* at cpyron@roosevelt.edu
- d. **Room set-up:** Once you receive a confirmation number via email, go to <http://intranet.roosevelt.edu/forms/roomres-instruct-chi.htm> to enter into the "Room Reservation Procedure and Setup" forms.
- i. Locate the room you reserved and click on the link
 - ii. Fill out the form for your room and return to Physical Resources in AUD 204. These setups are due upon receipt of the room confirmation
- e. **Security:** If any of the following occur, security must be hired. Contact Mike Pizana at 312-341-4173 for information and charges that will be incurred.
- i. If the expected attendance will be greater than 50 people
 - ii. If the event is going to run after Roosevelt building hours. After hours are Monday through Thursday after 10:00 p.m., Friday after 6:00 p.m., Saturday and Sunday after 5:00 p.m.
 - iii. Requests to cover security costs should be submitted to the CSI by filling out a SAFAC Funding Proposal (See SAFAC guidelines for more details)
- f. **Helpful Hints:**
- i. Be sure to have back-up rooms and dates in mind when requesting rooms
 - ii. Do not place room information on publicity information until the contact person for the event receives a confirmation
 - iii. Keep a copy of all event documents

2. CATERING, MMS AND SAFAC FUNDING PROCESS

- a. Funding requests for catering, multi-media services, or other event needs requiring funds should be submitted to the CSI by filling out a SAFAC Funding Proposal form.
- b. Student Organizations must submit completed and signed funding proposal and accompanying documents to the CSI Office by the applicable deadline (3 weeks prior to your event). Proposals are available online at www.roosevelt.edu/csi/orgs
- c. After all funding proposal documents have been submitted, sign up for a SAFAC meeting time in the CSI Office.
- d. A representative from the Student Organization will meet with the SAFAC board to discuss event details and answer any questions.
- e. SAFAC will inform each Student Organization of the funding decision via email within 24 hours of the SAFAC meeting.
 - i. Catering requests will not be placed until room reservation information is emailed to the SAFAC account.
 - ii. CSI is responsible for submitting the MMS set-up requests AFTER funding has been approved. Please itemize your MMS needs on your SAFAC form.
- f. Please see the SAFAC Guidelines (also located on the CSI website) for more funding policies and procedures.

3. **RU CONTRACT PROCESS (only for events that include an outside speaker or performer)** *Note: your event CANNOT take place without submittal of the proper Contract and Certificate of Insurance or Waiver.* This process takes time and it is recommended that you begin this process AT LEAST 3 weeks in advance of your event.*
YOU MUST ATTACH THE CONTRACT ROUTING FORM TO ALL CONTRACTS

FUNDING MUST BE APPROVED BY SAFAC PRIOR TO BEGINNING THE CONTRACT PROCESS

- a. All on-campus events must use the RU Contract for outside vendors (ex. speakers, dancers, deejay, band, musicians, etc). Contracts are available online at www.roosevelt.edu/csi . Print out **2 originals** of the RU contract and fill in the highlighted areas only. No changes can be made to the RU Contract. If you are unsure of which contract to use, please contact CSI.
- b. Attach a description of services the vendor is providing to RU and any equipment needed (microphone, computer, other Multi-Media Services, etc).
 - i. No legal jargon should be included in this attachment
 - ii. Student Organizations may not accept contracts or agreements from outside vendors
- c. Attach a Certificate of Insurance or Waiver of Liability (Long Contract only). A one million dollar Certificate of Insurance (COI) is needed for all vendors giving active performances on Roosevelt property (see Exhibit C Insurance Addendum in the Entertainer Performer Agreement).
 - i. For a non-active performance by non-RU faculty, staff, and students, a waiver form (included in the RU Contract) must be signed- A waiver can be used in place of a Certificate of Insurance when an individual guest speaker is not an employee of a business and/or he/she does not have liability insurance
- d. Submit the RU Contract, and accompanying documents to the CSI Office at LEAST TWO WEEKS before the event.
 - i. THE CONTRACT SHOULD NOT BE SIGNED BY ANYONE AT THIS POINT
- e. The CSI will confirm that funding was approved, review the contract and return all documents to the student organization that will then mail both originals of the RU Contract to the vendor or performer for their signature. Vendor or performer must sign and return both originals to the RU student organization contact.
 - i. **Student Organization representatives are not eligible to sign the contract for Roosevelt**
 - ii. Once the contract is returned, take both originals of the contract to the Associate Vice President of Administrative Services (AVP) for a final signature
 - iii. If changes need to be made to the attachment portion of the contract, the Student Organization will be contacted
 - iv. Send Certificates of Insurance/Waivers to gmontalbano@roosevelt.edu.
 - v. Pick up one final signed original RU Contract from AVP
 - vi. AVP will keep other signed original for records
 - vii. Make 2 copies: one should stay with the student org & the other provided to CSI
 - viii. Sent the other original back to the Vendor for their records.

- ix. Faxes and scanned copies are not allowed. This requires the use of regular mail.
Please allot for this extra time

****Please note that if the RU Contract is not used for events, your event will be cancelled by university officials and refunds will not be available.***

4. PAYMENT

- a. Types:
 - i. Reimbursement
 - ii. Internal Transfers
 - iii. University Checks or Purchase Orders

- b. Reimbursement
 - i. This means that you must pay out of pocket and then will be reimbursed via University check.
 - ii. You must submit the check requisition form in CSI with original receipts
 - iii. You will not be reimbursed for tax. Please pick up a Tax Exempt letter prior to making purchases
 - iv. CSI will approve and submit
 - v. Submit within 30 days of the event
 - vi. Takes at least 2 weeks to receive your check
 - vii. Keep a copy for your records!

- c. Internal Transfers
 - i. Catering & MMS
 - ii. You'll be approved and then CSI takes care of the billing

- d. University Checks or Purchase Orders
 - i. The University will not pay outside vendors until AFTER the event
 - 1. University checks:
 - a. Submit Check Requisition (available in CSI) to CSI with supporting receipt or invoice.
 - b. For amounts \$499.99 and UNDER
 - 2. Purchase Orders
 - a. Cost is \$500.00 or OVER
 - b. Must be submitted at LEAST 2 weeks prior to the event
 - c. Come to CSI and we'll assist you with this process

- e. Reminders:
 - i. Budget paperwork: check requisition with original receipts
 - ii. A W-9 completed by vendor/performer
 - iii. Copy of the Contract signed by all parties
 - iv. Payment will be processed within 30 days after the event pending proper documentation

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.

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.

S.O.S. (Student Organization Success) Workshop Series

Organization leaders and general members may attend these monthly workshops each focused on a different skill or strategy to build the success of the group. The workshops feature a guest presenter, activities, and group discussion with other campus leaders. Dates and topics are posted on the CSI website.

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.

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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.

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- University of Florida. (2004). *Faculty Advisor Manual*, 2004. www.union.ufl.edu/sac/handbook/
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www.students.missouri.edu/%7Eesomt/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

Assistant 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.