

Student Organization

Advisor Handbook



CENTER FOR
STUDENT INVOLVEMENT

Table of Contents:

Welcome	3
Important Names and Numbers	4
Being an Advisor	5
Who and Why?	6
Roles and Responsibilities	7
Tricks of the Advising Trade	10
Advising Styles	12
What about problems?	13
Understanding Students	15
How to Relate to Millennials and Gen Z	15
General Information	16
Terminology/ Acronyms	17
Fine Print: Liability, Budgeting, Fundraising	18
Changing Advisors	19
Student Organization Classifications	19
Leadership Opportunities	21
Resources	22
Advisor Self-Evaluation	23
Utilizing CSI Resources	24
Bibliography of helpful sources	25
Documents & Forms	26
Student Organization/Advisor Agreement	27

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.

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,

Jose Marroquin
Director, Center for Student Involvement

CHICAGO
425 S. Wabash Ave
WB 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.

Catering

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

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, and receiving student appreciation as well as 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
- Maintain a presence at events that have non-RU students in attendance, occur after the 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 and their opinions, input, and advice
- Take all advice with an open mind and sincere interest in improving the organization

Process of Applying for Funding

- Print the SAFAC funding proposal from the Docs and Forms page of the CSI website, and **fill out the form completely.**
- Include **specific items and the prices for each item.** For example, don't just write "catering". Prices must be listed **per item**, such as "1 dozen cookies - \$9.99"
- Include the name of any speakers/performers, and include the TOTAL speaker fee (SAFAC will **not** cover any transportation or lodging fees)
- Include quotes and invoices for **all** items that need to be ordered. There must be a price listed for every item. This includes catering, decorations, ATS fees, etc.
- Both the **president and the advisor** MUST sign the form. Forms without an advisor signature (or **printed email included with the proposal**) will not be accepted. If your event has any cosponsors, advisor and president signatures are required for **every org involved.**
- It is highly suggested that you include an example of the advertising materials that will be used for the event
- Turn in the form at least **3 full weeks before the date of your event. All forms and any additional necessary paperwork must be in by Thursday at 5pm** to be eligible to present to SAFAC the following Friday.
- Sign up for **ONE timeslot per EVENT** that you're proposing. CSI recommends that your org limits proposals to a 2 proposal maximum per SAFAC meeting.
- **Turn in any and all supporting documents** (conference descriptions, print-outs of online orders, vendor invoices), including your **room confirmation**, with the funding proposal.
- Select someone from your organization to represent your event at the SAFAC meeting. They will be responsible for accurately **describing your event, making sure it's in line with event policies, and convincing SAFAC that it should be funded.** If your event is being cosponsored, each org must

have **their own representative**. One individual may not represent more than one org.

- At the end of the presentation, the SAFAC Chair will let your representative know what needs to happen next. An email will be sent out to the student org president and the org's advisor by the following Monday regarding whether or not your event was funded.

Tricks of the [Advising] Trade:

- Know what the students expect of you as an advisor.
- Let the group and individual members know what you expect of them.
- Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
- Assist the group in setting realistic, attainable goals. Ensure success in the first project undertaken, and then increase responsibility.
- 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.
- 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.
- Know and understand the students with whom you are working. Different groups require different approaches.
- Assist the group in determining the needs of the people the group is serving.
- Express a sincere interest in each member. Encourage everyone to be responsible.

- Assist the members in understanding the group's dynamics and human interaction. Recognize that at times the process is more important than the content.
- 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.
- Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of the members.
- Use a reward and recognition system for work well done.
- Develop a style that balances active and passive group membership.
- Be aware of the various roles you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
- Do not allow yourself to be placed in the position of the chairperson.
- Be aware of the institutional power structure--both formal and informal. Discuss institutional developments and policies with members.
- Provide continuity for the group from semester to semester.
- Challenge the group to grow and develop. Encourage independent thinking and decision-making.
- Encourage departmental and organization cooperation. Get more people involved to increase attendance, moral, and event success.
- Assist the group with organizing recruitment events to increase enrollment and attendance at events. This can make or break an organization! Membership and event attendance is key!
- Remember that many students are career focused – they are looking for activities and opportunities to help them succeed after graduation. Offering career based insight may be a great help!
- 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:

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
- Retention is low, or drops severely

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

Fundraising Problems

- Organization does not follow or is not properly aware of SAFAC rules
- Members do not fill out SAFAC forms properly or forget advisor signature
- Advisor cannot be located to sign SAFAC forms
- Advisor is not aware of organization's attempts at fundraising, budgeting, and applying for SAFAC funding

Understanding Students:

Here's some context for you...

Millennials and Gen Z

Implications for Advisors:

- May expect more contact with faculty & staff
- Place more expectations on advisors as the "Experts"
- May want clear direction 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
- May respond more positively to individualized recognition
- May be more accepting of new ideas and practices
- May prefer advice and suggestions over concrete and specific directions
- May seek out more realistic and efficient solutions as opposed to a "traditional" one

Advising Millennials and Gen Z

- Be realistic with students
- Ask tough questions
- Make appropriate referrals to help students better understand themselves (Career Development, Counseling Center, Academic Success Center, etc.)
- 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
- Use relatable content to engage students, especially when interest, participation, and morale is low
- Emphasize the power that leadership positions, especially when done well, can have on a student's future, particularly in their career

(Source: Mark Kretoivics, 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

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 University 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 **three full 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. The purpose of a fundraiser is an attempt to gain funds for items that will not be approved by SAFAC (for a complete list of these items, please see the Student Org Manual). To host a fundraiser, your organization must fill out the CSI Fundraising Form located on the Documents and Forms section of the CSI website. You will be notified via e-mail if your event has been approved. Due to Illinois Department of Health regulations, student organizations may not conduct bake sales and/or distribute food of any kind.

Changing Advisors

If an advisor is stepping down, please contact the student organization as well as the 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 within the 2 weeks following the resignation of the previous advisor. Failure to do so will result in termination of the organization's status as an RSO, and possible further consequences. An organization may not apply for SAFAC funding without an advisor and advisor signature.

Starting a Student Organization

Classifications of Student Organizations

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 a Student Organization Training at the beginning of each semester- at least two executive board members must be present.

All student organizations must comply with the Code of Conduct, conduct themselves 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)
- Banner paper
- Organizational consultations/interventions

Greek Organizations

Greek organizations (city-wide or otherwise) are held to the same requirements as all Registered Student Organizations. This includes member requirements and SAFAC funding. Under no circumstances may SAFAC funding be used for closed or recruitment-type events. New Greek Organizations are handled on a case by case basis. Please contact CSI for more information at csi@roosevelt.edu.

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

Leadership Development:

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.

Jose Marroquin

Director, Center for Student Involvement

jmarroquin01@roosevelt.edu

312.341.2243

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 spaces 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>.

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_ga4062/is_200703/ai_n19197734/

Documents & Forms

Additional documents and forms can be found on the CSI website under Student Org Documents.

Student Organization/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 2018-2019 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.

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

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 both the officers of the organization and the advisor maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the organization and their advisor should be directed to the Director of CSI, Jose Marroquin.