

# Student Organization Advisor Manual



2007 - 2008

# THANK YOU!

Dear Student Organization Advisor,

Thank you so much for taking time out of your busy schedule and agreeing to serve as a student organization advisor. Often times, advisors do not receive the recognition they deserve; however, we here at the University Commons and Student Activities greatly appreciate all that you do for our students.

Contained in this packet you will find some helpful information about serving as a student organization advisor. If you find that something has not been covered, please feel free to contact me so that we can discuss it.

I thank you again and wish you a productive, fun-filled year. If you have any questions please do not hesitate to contact me.

Sincerely,

*Christine M. Haley*

Assistant Director, Student Activities  
University of West Florida  
University Commons and Student Activities  
Building 22, Room 242  
(850) 474-3369  
(850) 474-3208 fax

## Frequently Called Phone Numbers

Student Activities Office		474-2406
Christine Haley	Assistant Director, Student Activities	474-3369
Donielle Ojeah	Student Organization Coordinator	474-3155
Michael Ogle	Student Involvement Coordinator	474-3155
Ann McKinney	Director, Commons	474-2403
Joy Tompkins	Program Director, Student Activities	474-2402
Bob Alston	Reservation Coordinator	474-2408
Tiffany Jurey	Assistant Director of Service Learning & Volunteerism	474-3114
Office of Diversity		474-2479

## Outdoor Promotional Banner Agreement

### **Safety**

- Students hanging promotional banners on campus do so at their own risk. Caution should be exercised when hanging and removing banners.
- Do not leave vehicles parked in the roadway.

### **Site Restrictions**

- Outdoor promotional must be placed at least 50 feet from the entrances of the University.
- Banners should be at least 150 feet from any crosswalk.
- No banners will be allowed between the electronic sign within the median near the Welcome Center and the Baptist Student Center access drive.
- Banners may be attached to trees with string or twine but may not be fastened to boulevard light or regulatory signage poles.
- Banners are not permitted on the Commons Patio.
- Banners are not to be hung from the roofs of campus buildings.

### **Removal Instructions**

- Banners not advertising a particular event must be taken down after two weeks
- Banners advertising for an event must be taken down 1 day after the event takes place
- Failure to take down banners will result in the following:
  - \* 2 days after event takes place = \$10 fine
  - \* 3 days after event takes place = \$20 fine
  - \* 4 days after event takes place = \$20 fine + \$30 removal fee = \$50 fine

Unregistered sheets will be removed and the sponsoring organization will be charged \$30. Organizations can check out tools from the UC Service Desk if needed for removing sheet banners.

The UCSA staff reserves the right to remove banners that are not in compliance with this procedure that create a potential hazard to personnel or property, or that are improperly displayed or damaged.

In signing the Banner Agreement Log, you attest to the following:

- 1) I have read a copy of the outdoor promotional banner procedure
- 2) I understand I will be fined for hanging banners in prohibited locations and/or for not taking them down by the assigned date
- 3) I must use appropriate care when hanging and removing banners.

# Determining Your Role

Being a student organization advisor requires time and commitment to the organization and its members. The time commitments will be different for every organization and the amount of time you commit will vary throughout the year as the pace of activity ebbs and flows. There is no strict list of duties for an advisor due to the diversity of the student organizations. Your duties will be more or less defined by you and the student members. As an advisor, it is your responsibility to meet with the officers and come to a mutual agreement regarding duties and time demands. A written outline might be a good idea. The following list contains some possible expectations student organizations may have of their advisor. This list is designed to help the advisor and student organization arrive at a clear and mutual understanding of the advisor's role.

The advisor may be expected to do the following (mark all those that apply):

	<b>Duty:</b>
<input type="checkbox"/>	Attend all general meetings.
<input type="checkbox"/>	Attend all executive board meetings.
<input type="checkbox"/>	Call meetings of the executive board when he/she believes it is necessary.
<input type="checkbox"/>	Explain university policies when relevant to discussion.
<input type="checkbox"/>	Make sure student organization registrations forms are completed in a timely manner.
<input type="checkbox"/>	Schedule an appointment with the president before all scheduled meetings
<input type="checkbox"/>	Help the president prepare the agenda before meetings.
<input type="checkbox"/>	Serve as the parliamentarian for the group.
<input type="checkbox"/>	Speak up during meetings when he/she believes the organization is likely to make a poor decision.
<input type="checkbox"/>	Speak up during meetings when he/she has relevant information.
<input type="checkbox"/>	Take an active part in formulating the goals of the group.
<input type="checkbox"/>	Review organization finances with the treasurer before financial commitments are made.
<input type="checkbox"/>	Request to see the treasurer's books at the end of each semester.
<input type="checkbox"/>	Review all official correspondence before it is sent.
<input type="checkbox"/>	Keep any official files/documents in his/her office.
<input type="checkbox"/>	Let the organization work out its problems — do not intervene unless requested to do so.
<input type="checkbox"/>	Inform organization of grade request sheets.

<input type="checkbox"/>	Take an active part in the transition of old and new officers
<input type="checkbox"/>	Recommend programs, speakers, etc.
<input type="checkbox"/>	Be custodian of all group paraphernalia, records, etc. during the summer and between changeover of officers
<input type="checkbox"/>	Attend all group activities.
<input type="checkbox"/>	Inform the organization of infractions of their bylaws, codes, and standing rules.
<input type="checkbox"/>	Keep the group aware of its stated objectives when planning events.
<input type="checkbox"/>	Mediate interpersonal conflicts as they arise.
<input type="checkbox"/>	Initiate teamwork and cooperation among the group.
<input type="checkbox"/>	Represent the group in any conflicts with members of the University staff.

Please add any other expectations you have for the advisor's role:

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Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

President's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Month by Month

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The following outline should help you to know what to expect over the year.

## August

- Review the club constitution and bylaws.
- Review club policies and procedures as outlined in the Student Organization Handbook.

## September

- Establish a regular meeting time with the club leadership.
- Make sure a club leader is attending Club Council.
- Attend club meetings as needed.
- Make sure the officers have turned in the Fall Registration Form and Roster to Student Activities.
- Make sure club signs up for Fall Frenzy.

## October

- Around midterms, watch officers' academics. Are they studying and attending classes?

## November

- Begin discussing with club leadership their plans for spring semester.

## December

- Begin to identify future leadership of club. Encourage current leaders to be preparing other members for leadership roles.
- Meet with officers to evaluate the past semester.

## January

- Review spring semester activities with officers. Have them review plans with the membership.

## February

- Talk with officers about elections of new officers.

## March

- Club officer elections are typically held in March or April. Attend elections.
- Around midterms keep an eye out that officers are studying and attending class.
- Expect an e-mail regarding nominating students for the Annual Student Leadership and Service Awards.

## April

- Assist with officer transitions.
- Evaluate the year with club members. Discuss strengths and areas needing improvements.
- Begin planning for next year.

## Summer (May – July)

- Do a self-evaluation of your role as advisor.
- If you and the officers are around in the summer, begin planning for next year.
- Relax. You earned it!

## Advisor's Self-Evaluation Checklist

Please take a moment to answer the following questions as they relate to your role as a student organization advisor. You can do this at any point throughout your tenure as advisor. Answer the questions based on your opinion of yourself and your work. You or your organization can add other questions, and feel free to skip any questions that are not applicable.

Yes	No	Item
___	___	I actively provide motivation and encouragement to members.
___	___	I know the goals of the organization.
___	___	I know the members of the organization.
___	___	I attend the regularly scheduled executive board meetings.
___	___	I attend the regularly scheduled organizational meetings.
___	___	I attend the events the organization is sponsoring on campus.
___	___	I attend the events the organization is sponsoring off campus.
___	___	I have read the organization's constitution.
___	___	I monitor the organization's financial records.
___	___	I attend conferences/workshops with the organization's members.
___	___	I know where to find assistance when there are problems.
___	___	_____
___	___	_____
___	___	_____
___	___	_____
___	___	_____
___	___	_____
___	___	_____
___	___	_____

[Adapted from: Dunkel, N.W. & Schuh, J.H. (1998). Advising Student Groups and Organizations. San Francisco: Jossey-Bass Publishers.]

# Spaced Out!

## The Top Ten Things to Know About UC Reservations

10. Our office is open 8-5, Monday through Friday. It's located on the second floor of the Commons, across from the Student Activities office.
9. Reservations are made on a first come, first served basis. The Reservations Coordinator can alter your reservation to better suit the needs of the building.
8. Event Registration Forms are mandatory for special events. Be on time!
7. When contacting the Reservations office, prepare a general explanation of what you want to use the room for and how many people will be in attendance.
6. While there are no rental charges for room, please know that there may be situations where a student organization can be charged for equipment or excessive cleanup. After midnight: \$15/hour.
5. The Reservations office is here to help assess your equipment needs based on your event, but have a concise plan for your event before you call us. Charges may apply.
4. If the Reservations Coordinator is not in the office, please see the Conference Services staff with your questions and changes. They will be happy to help!
3. If you need setup for your event, please notify the Reservations and Conference Services office at least two weeks in advance. Any notification after that time can result in charges being assessed.
2. Any last minute additions or changes must be made 48 hours in advance, or you may be subject to charges.
1. When planning your event or meeting, reserve a room **FIRST!** Without a room, you can't have your event.

Just follow this advice and help the Reservations and Conference Services staff make your event a success!

Reservations and Conference Services Office:

474-2408

# COMMON'S KNOWLEDGE

## Top 5 Things to Know....

### **5. Commons building hours for the fall are:**

**Mon – Thurs: 7a – 12a**

**Fri: 7a – 10p**

**Sat: 10a – 10p**

**Sun: 11a – 12a**

**4. If you need assistance during an event, a building manager can be reached in room 101D or at 474-6117, or on their cell 516-3507**

**3. All flyer postings must go through the Service Desk. They will post for you in the Commons and in certain locations around campus**

**2. Posting on walls or glass surfaces is prohibited (please, no double sided sticky tape!)**

**1. To report maintenance or facility issues, contact Julie at 474-2084 in room 239, or the main office at 474-2406, room 245**