

STUDENT ORG. ADVISOR HANDBOOK

A list of how-to's



**Center for Student
Engagement**

DEVELOP | EQUIP | DISCIPLE

Advising Student Organization

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Letter from Associate Dean of Campus Involvement and Leadership

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Advising Student Organization

Dear Student Org. Advisor,

Thank-you for your willingness to help shape campus culture and student leadership development at Calvin University. We have over 45 faculty and staff who are partnering with over 220 student organization leaders to invest in the project of student organizations.

The definition of advisor varies depending on the context of the relationship. As I reflect on my work with student organizations over the past 25 years I believe that the primary role of an advisor is to serve as a developer - to directly engage student organization leaders to develop in their leadership, communication, organizational and management skills. I hope you can see the vision of you pouring yourself into a small group of students who invest their time and talents into a larger group of students and community, where we create a campus who has actively engaged students, who will be retained, who will thrive and who will graduate from this institution.

Please see the Campus Involvement and Leadership Office as a partner in your work with student organizations and contact us anytime if you have questions or concerns. Again, thank you for your investment in student learning and in making this campus a more vibrant place to learn and live.

Thanks,

John "JB" Britton
Associate Dean of Campus Involvement and Leadership

"Student involvement refers to the amount of physical and psychological energy that the student devotes to the academic experience. Thus, a highly involved student is one who, for example, devotes considerable energy to studying, spends much time on campus, participates actively in student organizations, and interacts frequently with faculty members and other students."

Alexander Astin

Advising Student Organization

WHAT IS A STUDENT ORGANIZATION ADVISOR?

A student organization advisor is a full-time faculty or staff member that assists in supporting the co-curricular learning environment through mentoring and role modeling for student organization leaders and members. The advisor shares insight, gives advice, advises on policy, holds leaders accountable, provides insight from a varying perspective, and supports the organization's members.

4 ROLES OF AN ADVISOR

1. Mentor

- a. This is not just capital M "Mentoring" it can include informal mentoring
- b. Encourage and support student leaders in their whole lives
- c. Listen to students' concerns

2. Resource

- a. Answer relevant and technical questions
- b. Be able to direct student leaders to the appropriate people and offices

3. Guide

- a. Lead from behind and from the side
- b. Ask good questions
- c. Give feedback and advice based on previous years' work

4. Ambassador

- a. You're a representative of the university
- b. Help make decisions based on the policies set in place by the institution and by the Campus Involvement and Leadership Office

Advising Student Organization

ADVISOR EXPECTATIONS

Advisors are critical to the success of Calvin University Student Organizations. An active and involved advisor can help shape student leaders and the legacy of a student organization. Thank you for taking the time to invest in our students this way.

Responsibilities of Calvin University Student Organization Advisors:

1. Provide assistance and direction to the student organization.
2. Encourage the student organization leadership team to develop programs and events that add to the educational mission of the university.
3. Help maintain continuity from year to year by reviewing the student organization's charter and goals set by the leadership team. This is a great way for traditions and yearly programs to continue year to year.
4. Encourage and assist the leadership team in creating a hospitable environment fostering an acceptance and diversity of people, opinions, and experiences. Be sure the organization and student leadership recognizes the opinions and rights of AHANA and LGBT+ students.
5. You have the right to postpone an event, if you deem it inappropriate, until it is brought before the Student Organization Advisory Committee
6. Understand Calvin University policies and procedures, as detailed in the Student Handbook.
7. Assist in the management and oversight of the organization's budget. Sign all financial forms.
8. New advisors must attend at least 1 training.
9. Be responsible for encouraging leadership development within your leadership team (Leadership Insights).
10. Be familiar with the university's resources (AV, printing services, student-news, etc)

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Suggestions for effective advising

Set expectations early. Both you and your organization leaders need to understand what each person expects out of their involvement. Some organizations will need your involvement more than others.

Make yourself available. Being accessible to the leaders really increases your effectiveness. Make sure they can reach you through e-mail or your office phone. Attending regular meetings or events also helps to show that you are willing to participate. Keep in mind, you are not required to attend all regular meetings since the students are responsible for the routine management of the organization.

Encourage the organization to try new and creative programs. Challenge them to not be satisfied with what has been done in the past, but to develop programs that enhance their experiences at Calvin in new ways.

Advising Student Organization

Please use the following list with your student organization leaders in order to discuss the expectations between both the organization and yourself in your role as advisor. Please rank the following from 1-5.

1-Essential Function of the Advisor 2-Advisor Does Often 3-Advisor Does Sometimes
4-Advisor Does Rarely 5-Absolutely Not a Function of the Advisor

- ☐ Represent the organization in any conflicts with members of the University's staff
- ☐ Attend all general meetings
- ☐ Attend all executive leadership meetings
- ☐ Advise organization during discussions in order to encourage good decisions & planning
- ☐ Initiate ideas or purposes for discussion when necessary
- ☐ Recommend programs, speakers, etc.
- ☐ Call meetings with the executive leadership when believed to be necessary
- ☐ Meet with executive leadership weekly
- ☐ Assist leadership in preparing an agenda before each meeting
- ☐ Advise and encourage leadership between meetings
- ☐ Assist in actively developing outcomes and goals for the organization
- ☐ Remind organization of its stated purpose when planning events
- ☐ Veto a decision when it violates the organization's purpose, Charter, or University policy
- ☐ Mediate interpersonal conflicts that may arise among members and leadership in organization
- ☐ Let the organization work out its problems, allow for mistakes, and doing it "the hard way"
- ☐ Insist on an evaluation or program outcomes for each activity
- ☐ Initiate teamwork development and cooperation
- ☐ Review the Org's budget at the conclusion of each semester
- ☐ Review the Org's budget proposal during the chartering process
- ☐ Review and approve the spending of organizational finances
- ☐ Be copied on all official correspondence
- ☐ House all group paraphernalia and records during breaks and through transitions of leadership

Adapted from ACPA Commission for Student Involvement Advisor Manual Student Organization

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STUDENT ORG TIMELINE

Fall Semester:

1. Leadership Kick-Off Meeting (Late August/Early August)
2. Cokes and Clubs
3. New Student Org Meeting (Early September)
4. Complete Goal Setting Form (End of September)
5. Complete Leadership Tap-Ins (1-3 by the end of the semester)
6. Submit Event Forms (Regularly)
7. Apply for Conference, Capital and Grant Funding
8. Attend Audit Meeting (Oct and Nov)
9. Spend 80% of your budget (by the end of the semester)
10. Submit a spring budget
11. Submit Mid-Year Self Evaluation (December)

Spring Semester:

1. Leadership Kick-Off Meeting (Mid Jan)
2. Cokes and Clubs 2.0 (Mid Jan)
3. Complete Leadership Tap-Ins (1-3 by the end of the semester)
4. Submit Event Forms (Regularly)
5. Complete End-Of-The-Year Matrix Self-Evaluation (End of March)
6. Submit Rechartering Form (Beginning of April)
7. Submit Budget Request for Following Year and Attend Budget Hearing (April)
- 8.. Spend at least 80% of all line items (by the end of the school year)

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FINANCE

All budgets are reviewed by the Student Org Council and placed in the Student org folders. Budgets are per semester and do not roll over to the next semester. The treasurer for each org is responsible for tracking all expenses in the budget and being present at two audits per semester.

Use of Debit Cards

All Student Organizations and Departmental Clubs will have access to their own debit card. Cards may only be used for student org purposes.

Request conference funding form:

You can request more money than is in your budget if you have a conference your group would like to attend.

<https://docs.google.com/forms/d/e/1FAIpQLSfNFhCrcnpGYq4x8qhDhxZKKg57Ge6RLG64SAYH65Pq1O1Zbw/viewform>

The CSE will only grant no more than \$100 per person for conferences

Fundraising:

If you want to raise funds for your organization, on or off campus, please fill this out.

<https://docs.google.com/forms/d/e/1FAIpQLScmm-fKc8ZvUbz-ZMSMOQLKg5Qk5Uo46vpiTpJlcXUVO2gkPA/viewform>

Revenue

Your org can collect money via cash, check (made out to Calvin College with your student org's name on the subject line), via the box office, or Venmo.

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If you are accepting venmo, please fill out this form:

https://docs.google.com/forms/d/e/1FAIpQLScV2PcJ10LItuAIZsPKn-_eGPQEA-CRHeLMmpU22d0-L705gQ/viewform?usp=sf_link

You do not need to receive approval from CIL office, we just ask that we have record that this is happening. Once you fill out this form, you are free to accept money.

The venmo handle is @Calvinstudentorgs. In the comment / subject line of the payment, you must put the name of the student org and what the payment is for.

Capital Items Request Form

If you need to purchase jerseys or a one time purchase that will be used for years to come and you do not have money in your budget, fill out this form.

<https://docs.google.com/forms/d/e/1FAIpQLSeOnzNBGGP6wxMkTZtXngoCPVXsWwZrTb9oM3R6CgPOUR-BUQ/viewform>

PLANNING AN EVENT

Are you putting up posters around campus?

Read through Calvin's publicity policy:

<https://calvin.edu/directory/policies/publicity-policy>

Submit a poster request form:

https://docs.google.com/forms/d/e/1FAIpQLSex8t4i623j5sB_mh3G9cIEjAmHmo1KRmHRroVuQCStxrOpdA/viewform

Once this request form is approved, you can go ahead and print off the posters.

You can print it through printing services:

<https://calvin.edu/offices-services/printing-services/submit/>

Or you can print it through uniFLOW

<https://calvin.edu/offices-services/printing-services/posters/>

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Once they are printed, you must go to the CIL office and get them stamped so you can hang them up. You may hang them up in dorms or around campus anywhere that the signs say you may.

When planning an on campus event...

Take a look at the campus wide calendar to make sure there isn't anything else major going on that could take away from your event.

<https://calvin.edu/calendar/>

Reserve a room:

Make sure you fill this out at least a week in advance.

<https://docs.google.com/forms/d/e/1FAIpQLSfvC59ey6tD1jQivT8DWP0NMntNtJAdU8ny1I7tlafpmqshhg/viewform>

Food for an event:

You may purchase your own food / snacks (with a CIL credit card) or you may have Calvin cater.

If you are holding an event in Prince, Johnnys or the Dining Halls, you *must* have Calvin cater.

To have Calvin cater:

<https://calvin.edu/offices-services/event-services/catering-dining/>

TRANSPORTATION

Need transportation to an event / conference?

You will need to have a Calvin authorized driver.

Read over Calvin's requirements:

<https://calvin.edu/offices-services/physical-plant/transportation/authorized-driver/>

Driving Release Form:

How to become a Calvin certified driver. This charges your student org \$50 under the transportation line item.

https://docs.google.com/forms/d/e/1FAIpQLSeUIXAxBF4-e_VKCG_fKJcoleKmkzNysyNkb8bsVLNcQTAuvQ/viewform?c=0&w=1

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Various travel policies:

https://calvin.edu/offices-services/travel/policies/?_ga=2.90123935.588438988.1559058264-1144820494.1515109738

<https://calvin.edu/offices-services/facilities/transportation/?dotcmsredir=1>

Request a vehicle:

Fill this out at *least* a week prior to the event.

https://docs.google.com/forms/d/e/1FAIpQLSdrfUeQIRARJYChevHX_YjKLyeS3vC2IRC_liwUqqC0XTY9zQ/viewform

Enterprise Rules:

Please make the name of the Calvin faculty or staff, even if they are not the driver.

Watch for a follow up email from Autumn at Enterprise that will say, “all set”. Her reply confirms that the vehicle is set up for delivery to Calvin. If you don't receive a reply from Autumn within 1 day of, the delivery request may have been missed and you should reply to her and ask for confirmation that this is set up as a delivery.

Please keep this email and reply to Enterprise after you've returned the rental, so they know to come pick up. If you fail to inform Enterprise of the return, you may be billed for extra days.

The keys will be picked up & returned inside the door of Campus Safety. The Enterprise vehicle will be delivered to Calvin in the north end of Lot 8.

All vehicles must be returned with a *FULL TANK*. If Enterprise refuels, the price per gallon is nearly double.

Please note that Calvin is tax exempt in the state of Michigan, so when reconciling your expenses, make sure your Enterprise rental was not charged sales tax.

Before you depart with your vehicle, please check it inside and out for anything that could potentially be considered damage. Look for scratches, dents, loose parts, working power windows, etc. If anything is found, please take pictures or video and email Autumn at Enterprise so that there is documentation before your departure.