Advisor Manual

Marian University

Provided by the Office of Student Activities and Orientation

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**Introduction**

From the Office of Student Activities and Orientation, we want to extend our greatest thanks to you for taking time out of your busy schedule to serve as an advisor to a Marian University club or organization. We truly cannot thank you enough. To show you just how grateful we are, we have compiled a plethora of information to ensure that you have a great experience being a club advisor. In this binder, you will find information about our office, the different types of clubs and organizations on campus, and many helpful tips on how to make this year a great one. If you have a specific question and cannot find the answer in the binder, please contact Candace Henslee, Student Activities Coordinator. Her office is located on the first floor of Clare Hall, room 125, and she can be reached at extension x6335.

**General Information**

**Why advise?**

Being the advisor for a club or organization here at Marian University can do great things not only for your professional development but also for the students’ leadership development. Working with students outside of the classroom or office gives you an opportunity to bond with them. The students will have a chance to see you as a person instead of the professor of their History of the Modern World course, and oftentimes, advising leads to long-term mentoring. Many other reasons that make advising desirable are as follows:

* Advising is fun;
* It keeps you in the loop about campus events;
* It builds community;
* You know you are making a difference;
* Students appreciate your work;
* It provides you with tools to enhance your professional development such as:
  + Stronger communication with students
  + Time management skills
  + Creative thinking
  + And many more!

Overall, advising is a positive learning experience for both you and the students you will advise. The students most certainly appreciate it, and so do we in the Office of Student Activities and Orientation.

**The Office of Student Activities and Orientation**

**& Student Government Association of Marian University (SGA)**

Our office and the Student Government Association officers can help you if you ever have any questions about your role as an advisor or anything your club/organization may need. Here is a list of information about the offices.

**Student Activities and Orientation**

* Candace Henslee, Student Activities Coordinator
  + Office: Clare Hall, Room 125
  + Phone: 317.955.6335

The Office of Student Activities and Orientation and SGA of Marian University can help you and your organization with the following things:

* Budgeting questions and forms
* Leadership development resources
* Referrals for outside vendors
* Advisement on policies such as apparel
* Service engagement forms
* OrgSync tips
* Advisement on emergency procedures
* Any questions you may have!

**Types of Clubs and Organizations**

There are two types of recognized clubs on the campus of Marian University: non-funded and funded clubs. As stated in the bylaws of the constitution of SGA, a non-funded but recognized club must have the following:

* A unique purpose
* The founding membership must have a president, treasurer, and an advisor on the board
* The founding officers must submit a constitution and organization registration to the Office of Student Activities and Orientation. The constitution of said club cannot conflict with the SGA constitution, and it must include a name for the club, the club’s unique purpose, non-discriminatory membership, a system of organization with duties and responsibilities outlined, meeting guidelines, annual election procedures completed by April 1, and succession procedures of officers.

In order to be a recognized club and funded by SGA, the club must fulfill the requirements as follows:

* The club must have a current constitution and organization registration form on file with the Office of Student Activities and Orientation
* Maintain the offices of President, Treasurer, and Advisor at all times
* Complete at least one service project each semester in accordance with current guidelines
* Participate in the Student Activities Fair
* Actively attend all SGA Senate Meetings (Every other Tuesday from 5-6pm)
* The completion of these requirements for funding does not guarantee that SGA or the Office of Student Activities and Orientation will fund your club or organization.
* Upon completion of the above guidelines, the club or organization must submit a completed budget request form to SGA via OrgSync.

**Expectations for Clubs and Organizations**

General:

* Club officers must use their Marian email as it will be the main mode of communication with SGA and the Office of Student Activities and Orientation.
* All clubs and organizations must complete and submit a registration renewal of their Organization Portal on OrgSync

**Funding**

* In order to receive funding, clubs must submit a budget requests completely and in a timely manner
* Clubs and organizations must submit a budget request in order to receive money from SGA. SGA will not reimburse for unauthorized funds, nor funds spent beyond the allocation.
* Receipts from requested money should be turned in to the Business Office within one week of the event
* At the end of each semester, all budgets should be completed and submitted for the following semester

**Publicity**

This policy applies to all on campus advertising at Marian University. All fliers must be stamped “Approved by Student Affairs” or if they are ministry related, “Campus Ministry Approved”

* Fliers will only be approved for recognized student organizations and MU departments. The name of the sponsoring student organization or campus department must appear clearly. The name of the event, day, date and time must be displayed clearly. A contact person name and email and/or phone number must be included.

Approval:

* Send a copy of flier as an email attachment to [rspearin@marian.edu](mailto:rspearin@marian.edu)
* You will receive an email response when your flier is approved (please allow one business day)
* Once approved, you may make additional copies, which you must bring in to Student Success and Engagement (SSE) office (Clare 127) for official approval stamp before posting. Upon request, SSE will print up to **twenty** 8.5x11” b/w or color copies of your approved flier.

Posting Locations

* Open bulletin boards in any campus building – avoid boards that are clearly departmental.
* You may leave 4-6 copies in SSE office to be distributed to residence halls.
* DO NOT post on painted surfaces, brick/concrete structures, doors, windows or walls; campus locator signs, lamp posts, trash receptacles, trees, vehicles or windshields; walkways, stairways, entrances, glass surfaces, etc.

Student organizations and campus departments are responsible for the removal of postings after the event or at the expiration date. Unapproved, expired or improperly posted fliers will be removed and recycled.

Violation of this posting policy may result in loss of posting privileges and possibly further sanctions

**Events**

* All club meetings and events must be open to the entire Marian University community.
* Clubs should be mindful of other events taking place at Marian University when scheduling events so there is as little competition as possible.
* Feel free to take advantage of the digital screens on campus by submitting info or flyer to helpdesk@marian.edu

**Knightly News**

* You may advertise your events using the weekly student activities newsletter, Knightly News, but submitting an announcement request. You can submit by submitting the “Knightly News Announcement Request Form” under “Forms” on OrgSync
* Knightly News is sent out each Sunday evening during the academic school year with the exception of major holiday breaks
* Please email Candace Henslee, [chenslee@marian.edu](mailto:chenslee@marian.edu) with questions

**Being an Advisor**

**Getting Started**

If you are new to advising, here is a list of tasks that will help get you started. If you have advised before, make sure you have done all of these things!

1. Review the constitution of the student group
2. Meet with the officers individually and then together
3. Review this entire binder
4. Attend the organization’s meeting and introduce yourself
5. Let the group know and when you can be contacted
6. Discuss expectations with the group
7. Set goals with the organization
8. Have fun!

**The Role of the Advisor**

The role of the advisor contributes to the success of the organization. As an advisor, you may serve an organization in different ways, and each group of students is different from the next. The degree to which you are involved may vary based on both your expectations and the expectations of the group, but here is a list of some roles you may fill as an advisor:

* Motivator
* Enthusiast
* Role Model
* Touchstone
* Counselor
* Troubleshooter
* Engager
* Reviewer
* Generator of ideas
* Friend
* Confidante
* Point of Reference
* Resource
* Recommender

While all of these roles are important, not all of them will be required of you as an advisor. Above all else, know that it is not your role to do the work for students. One of the most difficult parts of advising is letting the students make the decisions, even when you think a better path may exist. Students may take the most away from failing, so let them try new things and forge new paths, even though they may not succeed. It may be the most helpful thing you do for them.

**OrgSync & You**

Marian University has selected a web-based organization management package called [OrgSync](http://www.orgsync.com) to facilitate organization registration/re-registration and provide a portal for each group to have its own online community to share files, manage budgets, post events to a community-wide calendar, host and manage forms, and many other functions.

OrgSync facilitates engagement by connecting your students to organizations, departments, and programs. This web-hosted platform creates an online community for campus, and helps units across the institution improve communication, information sharing, collaboration and reporting with an online tool students want to use.

**Benefits of OrgSync:**

* Manage membership
* Messaging
* Email
* Text message
* Conduct polls/voting
* Discussion boards
* Organization calendar
* Promote to MU community
* Track attendance
* Manage your budget
* Store files
* Access files provided by Student Activities & Orientation staff
* Create To-Do Lists for members
* Host a website

**If you have not previously worked with OrgSync at Marian University**, each individual can quickly and easily create an account on OrgSync – visit <marian.orgsync.com>, click “Sign In”, and you will be able to log-in securely using your MU login information. OrgSync will then guide you through a brief user portal setup. You will then be taken to the MU OrgSync homepage.

Under the page header is a button that says “Browse Organizations” – click that and search for the organization; if it does not appear, it could mean the organization is not registered previously (in which case, refer the students to the Student Organization Handbook or the Director of Student Activities & Orientation to complete that process) or the organization is using a different name. The search functionality is similar to Google in that the more keywords in the organization description, the more likely it is to show up – so encourage your student leaders to fully build-out their OrgSync presence.

Once you locate the organization, select it and you will be taken to that organizations ‘portal’ – on the left side will be a “Join Now” button. Select this option and the current administrators of the organization will be notified to approve your join request.

**Advisors on OrgSync**

We encourage advisors to be listed as an administrator on OrgSync so that you can assist in the transition process and help add new officers if the previous officers left without updating the information. Additionally you may find it useful in collecting information that you may need as an advisor for retreat activities, surveys, or budget tracking.

**Registration**

If the student organization you advise is not yet registered, they may do so on OrgSync by setting up their personal account, clicking the “Browse Organizations” link, and selecting “Register New Organization.”

They will then be guided through the process of creating their new OrgSync Organization portal. Once this is complete, Student Activities staff are automatically notified. We will then reach out to the student leader on file regarding completion of the 60-minute Information Session that all new organizations are required to attend.

**Advisor Verification**

When you are listed as the advisor to a student organization, you will receive an email from OrgSync to confirm. The email will come from OrgSync with subject line “Your Approval is Needed” – click the link contained therein. You will receive this request whenever you are listed as a new advisor or when the organization renews its registration annually in April.

**Annual Re-Registration**

While organizations are not required to use the full capacity of OrgSync (although we encourage them to give it a try – most groups who have fully adopted it are very happy with the functionality it allows that does not exist in any other singular service), between April 1 and 15 each year, the outgoing officers should add the incoming officers on as administrators and officers to OrgSync.

The incoming officers then should update the information contained in the “Settings” tab to include their contact information, any updates to the constitution, and advisor contact information (which will then send you the Advisor confirmation email) and click the “Next” or “Finish” button.

Organizations must send at least 1 representative to a scheduled Student Organization Registration Renewal Training (S.O.R.R.T) each April.

**Advisor Guidelines**

As an advisor, you have a handful of responsibilities: to the organization, to the student leaders, and to the University. Keep the following lists in mind as you step into your role as advisor.

**Responsibilities to the Organization**

* Familiarize yourself with the organization’s constitution.
* Learn the appropriate University policies. Apply them to your role.
* Serve as a chaperone on club trips or assist the organization with finding an appropriate person to fill that role.
* Attend the organization’s meetings, when needed/desired.
* Be aware of all of your organization’s events.
* Be present at those events.
* Provide insight and assistance to the organization’s leaders.

**Responsibilities to Student Leaders**

* Be available to the members.
* Meet with the officers on a regular basis (even if it is only once or twice a semester).
* Encourage members to get involved in the decision making process.
* Encourage members to reach out to other students.

**Responsibilities to the University**

* Meet with Student Activities staff members as needed.
* Become familiar with University policies.
* Act appropriately with regards to Title IX and the Cleary Act.

**Responsibilities of the Organization to the Advisor**

* Establish and share expectations
* Notify advisor of all meetings and events
* Provide copies of meeting minutes.
* Meet regularly with advisor
* Consult with advisor prior to making any major structural changes to the organization.
* Allow advisor to share thoughts and ideas.

**Things to Keep in Mind**

* It is not your responsibility to do the organization’s work.
* Let students handle the organization’s finances.
* Spending Requests must be completed via OrgSync and must be signed by SGA Treasurer and Student Org Representative
* That said, student leaders should not wait until the last minute to try and get their spending request approved. Someone may not be available at the exact moment they need their funds so please allow 7 days (14 days for checks)
* Remind your students that earlier is always better than later when it comes to programming.
* Challenge the students in the organization, but support them when they need it.
* Be committed.
* Provide appropriate feedback.
* Share in the group’s successes and failures.
* Be open to learning.
* Have fun!

**Advising Styles**

There are many different ways to advise. Here is a list of four different advising styles.

**Developmental**

* Focuses on developing leadership skills
* Provides challenge and growth opportunities
* Provides guidance in the decision making process
* Serves in a “hands off” capacity that allows exploration (and failure) of students’ own ideas

**Administrative**

* Organizes events for the group
* Focuses on policies and budgets

**Programmatic**

* Provides skill development for students
* Helps best with 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)

Additional Resources

NA Model of Quality Leadership Development Programs

16 Best Practices

1. Engage participants in building and sustaining a learning community
   1. Attract diverse, engaged students
   2. Use experienced, committed practitioners
   3. Have educators model leadership
      1. “…Students will emulate educators who are open and accessible, empower students, and demonstrate integrity and care” (NCSL 2011).
   4. Use small groups
   5. Help participants foster a challenging but supporting culture
   6. Help participants cultivate one-on-one relationships
2. Make learning student-centered and experiential
   1. Have students practice leadership alone and together
   2. Use reflection activities to connect theory to experience
   3. Ask students to apply leadership concepts at meetings
   4. Use discussion to help make meaning of leadership
   5. Let students encounter “episodes of difference”
   6. Ask students to engage in service
   7. Use retreats to foster self-discovery
3. Engage in continuous, research-grounded program development
   1. Use flexible program design to accommodate student interests
   2. Use content anchored in modeled leadership values
   3. Apply systems thinking to continuously improve the program

“It’s important to remember that assessment, evaluation, and improvement together are an ongoing process. In fact, the strongest, most effective programs view assessment and improvement as automatic parts of what they do each day rather than only setting aside time for sporadic, discrete assessment projects.” (NCSL 2011)

Steps to continuous assessment:

Assess

Ideate

Plan

Implement

Reassess

Repeat

Risk Management for Student Organization Advisors

* “You will need to consider the following four major issues: authority, duty to care, negligence, and tort liability.” (NCSL 2010)
* “…duty to care is different than duty of care. Duty of Care is the appropriate legal term based on litigation/case law nationwide. Duty to care is an intentional modification of the legal term. This modification allows for discussion of risk management outside the legal realm for those of us who are not lawyers. It also speaks to the internalization of appropriate risk management. Risk management in student affairs should and can come from a place focused on caring rather than simply wanting to protect against being sued. We have a duty to care for those in our organizations and on our campuses.” (NCSL 2010)
* “When advisors simply say ‘No’ to a student organization request, everyone loses a teachable moment to find a way to undertake new endeavors through proactive risk management.” (NCSL 2010)

**Guidelines for Budget Preparation**

**SGA funded Clubs & Organizations**

**Pointers:**

* Glance back from prior years to get an idea of what your club/organization has done and how much you requested.
* Remember annual events that clubs/organizations usually participate in (don’t forget to budget for them):
  + Call Out Meetings
  + Activities Fair
* Spend what you ask for.
* Remember, each organization is required to do a service project each semester. If this will cost money, remember to budget for it.
* If driving is needed for something, be sure to add in gas and tolls to your request. If you are renting a vehicle to drive to the event, be sure to check with Dale Selbe regarding rental costs.
* Be sure to fill out one budget category PER event. Do ***NOT*** put your entire semester budget on one budget request category. Within that category be as specific as possible with budget line items.
* Be realistic.

**Policies:**

* **The Sponsorship Line:** SGA will devote 5% of its total allocation toward a ‘sponsorship line‘. Meaning on a $42,000 budget, $2,100 will be set aside for (1) events that come up mid-semester that clubs/organizations had not budgeted for and would like SGA to sponsor, and (2) funding for new clubs and organizations. These funds will be available for all clubs/organizations that have met the expectations set forth by SGA.
* **Fundraising & Donations:** SGA funds cannot be donated to charity. So, if you would like to donate money to (for example) Rebuilding the Wall, you would need to raise that money on your own. SGA can sponsor the startup cost for this endeavor. However, all startup costs must be repaid prior to a donation being made. Note: the Office of Advancement must approve all fundraising projects *prior* to the time you begin fundraising. Please see the SGA Advisor, Ruth Rodgers, for more information about this.
* **Apparel:** Before ordering any apparel, you must complete the MU Apparel and Promotional Item Policy form that can be found under “Files” on OrgSync in the Student Life portal. It requires an advisor signature, Bookstore signature, and Office of Marketing and Communication signature.
* **Food:** As a general rule, SGA will not pay for meals or food for conferences or other events requiring travel (SGA will pay for conference registration, lodging, and travel). Please submit a Food Waiver if you plan to have outside food brought in to campus for an event. That form is located under “Files” on OrgSync in the Student Life portal.
* **Travel:** All forms can be found on the Student Life OrgSync portal under “Files” in the “Travel Forms-Undergraduate” folder. Be sure to fill out the appropriate forms (local, domestic, and international), as well as a Student Conduct acknowledgement, and emergency contact form. Please see “MU Student Travel Policy” document under “Files” for complete details.
* **Rental Cars**:
  + For Vans:
    - 12 passenger max
    - Drivers must be 25 years or older with valid Driver’s License
    - Must complete a safety video to drive (can be picked up in Business Office)
  + SUV/Car
    - Drivers must be 21 years or older with valid Driver’s License

If possible, we encourage advisors to drive.

* **Races:** Please note that in the case of a race in which you raise money or are required funds in order to participate, SGA will help out with HALF of the costs of registration to the race.

**Budgeting Procedures:**

Requests:

* Each organization is allowed one budget request per semester
* Log-in to OrgSync, go to your organization portal, on top of portal click on “More” and Click on “Treasury” on drop down menu. Click “Manage Budget”. Click on the appropriate budget period in the drop down box (semester you requesting funds for). On the right click green box that says “New Budget”
* Be as complete and thorough as possible.
* Be as specific and detailed as possible when requesting funds using the Budget request form. *\*Uploading a letter, previous budgets, or documentation to support your budget request will increase your likelihood of approval\**
* When inputting your numbers, be sure to break down each event and describe what each portion is going for.
* For Example: SGA is requesting $500 for semester
  + $200 for Fall Festival
    - $100 decorations
    - $50 apple cider
    - $50 for raffle prizes
  + $100 Call out meeting
    - $50 for catering (2 chicken wing platters)
    - $50 for giveaway buttons
  + $200 t-shirts
    - 15 shirts at $10.50/per + $42 tax and shipping
* This will allow the governing board to have a better understanding of what the request entails and will help the approval process.

Payment Requests:

In order to request to spend the money, you must follow these steps on OrgSync:

1. Log in to [www.marian.orgsync.com](http://www.marian.orgsync.com)
2. Search for your organization’s portal on the top search bar
3. On the top of your portal page hover over the word “More” next to “News” on the top panel
4. Click on “Treasury”
5. Click “Manage Budgets” under the Budgets category
6. Using the drop down menu, click on current period
7. Under the budget item you requested these specific funds in click on the Item Title of your request (It will be hyperlinked in blue)
8. At the bottom of the page click on the box “Request Payment Authorization”
9. In the blue box, please indicate the amount of money you would like to spend/withdraw
10. In the dropdown box, indicate the form of money you would like
11. **BEFORE YOU SUBMIT, in the comment section, please indicate whether you would like when you need the funds by. Do not wait until the last minute.**

Once you have submitted your request, SGA VP of Finance, Caleb Gmyrek, will review your request and fill out a Request for Funds paper. When it is complete and approved, you will receive a notification via OrgSync email. You can come to the SGA Desk (Alumni Hall) during office hours or Clare Hall 125 MWF 8-4pm to sign it and take it to the business office for processing. If it is a credit purchase, you can make an appointment with Candace Henslee to use card online (faster process). Be sure to bring any receipts and change back to the Business Office.

**Acknowledgments**

The following resources were used to compile this Advisor Handbook:

* *Undergraduate Club/Organization Advisor Handbook* (2009-2011). University of Notre Dame.
* “NA Model of Quality Leadership Development Programs” 2011. NCSL.