

Student Organization Advisors Manual



(Adapted from Meredith College, Penn State University, and Vermont University Organization Manuals)

Dear Student Organization Advisor,

Congratulations on your position as an advisor to a University of Tulsa student organization. Whether you are experienced or new to the position, Student Association looks forward to assisting you. We have published this Advisor's Manual to provide you with information about the available resources for you and your organization. We also encourage you to become familiar with *Student Organization Handbook*. www.utulsa.edu/sa/studentorgs/

The services that we provide to advisors and student organizations are continually changing and improving. If you have suggestions or comments about this manual, or other services that are provided to student organizations, we would be happy to hear them. Thank you for your commitment and dedication to enhancing student life. Best wishes for a great year!

Sincerely,
Steve Denton
Coordinator Student Activities
631-2585
steven-denton@utulsa.edu

1. The Role of the Student Organization Advisor
2. The Role of the Advisor (as viewed by the Advisor)
3. The Role of the Advisor (as viewed by student leaders)
4. Advice for the Advisor
5. Advising Styles
6. Evaluation of the Advisor's Effectiveness
7. Student/Advisor Relationships
8. Motivating Students
9. How Am I Doing as the Advisor?
10. Services Provided by SA
11. Resource Information
12. Co-Curricular Transcript
13. Tips for Programs and Events
14. Important Forms

1.The Role of a Student Organization Advisor

There are many benefits that can result from the advising relationship. Individual students, the organization, and the organization's members share these benefits. Developing a relationship of open and honest communication, sincerity, professional effectiveness and personal approachability provides the adviser and the organization leaders with a chance to grow and succeed. Students and Advisors can gain valuable lessons by working together in an advisor-advisee relationship.

As an advisor you will be rewarded as you observe students develop throughout their years at college. Watching students get excited and passionate about organizations and taking on leadership positions or moving into a fully participating member is also rewarding. At times you may serve as a mentor for these students. This is a great way to keep up with students' development and to continue the advisor relationship. As an advisor, you are connected to other professionals who serve in similar capacities. This creates a network of peers for you to discuss joys and sorrows of advising. It can also rejuvenate your interest in helping the students succeed.

What is the role of an advisor?

The basic purpose of the advisor is to work with the designated leaders and members of a functioning student organization with the intent of:

1. Assisting the leaders and members to fulfill their responsibilities.
2. Aiding the organization to define and achieve its goals and objectives.
3. Integrating the organizational activity with the overall purpose of the educational setting.

Advisor's Roles

• **Financial Management:**

Learn the accounting procedures on campus and make sure that your treasurer(s) are trained in these procedures. Assist your organization in the planning of its budget. Assist students in their decision making on how to use their money wisely throughout the year.

• **Planning, Goal Setting, and Evaluation:**

Provide planning resources and ideas. Assist students by meeting with them regularly to discuss the agenda of upcoming meetings and the details of upcoming events. Guide students by setting goals at the beginning of the year and evaluating them regularly.

• **Motivation and Delegation:**

Provide information on techniques that can motivate organization members. Assist leaders with defining the roles of members (with job descriptions, constitutions and possibly an organizational flow chart) and identifying skills and talents of members.

• **Communication:**

Compile resources on communication skills that can be used by members. Provide members with sample memos, contracts, letters of agreement, and techniques for using the telephone. Encourage students to practice communication skills as a part of the learning process of being a leader or member of an organization.

• **Decision Making and Situational Analysis:**

Assist students in becoming "problem solvers" and being "resourceful." Help students to think through the pros and cons of decisions being made in the organization. Ask that students clarify the issues and focus on the outcomes of their decisions.

• **Initiative:**

Empower the students to take the initiative in all matters concerning the organization, thus helping to instill confidence in their abilities.

• **Support and Approachability:**

Be the CHEERLEADER for the organization, offering encouragement to the students. Be a listener for the students and offer helpful feedback when needed. Always try to be approachable and be open and honest.

• **Relationship Building:**

Be a role model for the students by demonstrating appropriate working relationships and being "professional." Discuss with the students your expectations of them and their expectations of you. Help students with conflict management by having them distinguish between personal conflicts and issues related directly to the organization.

2. The Role of the Advisor (as viewed by the Advisor)

- Person of resource
- Friend/counselor
- Picks up pieces when necessary
- Assists in planning
- Able to play "devil's advocate"
- Helps set goals
- Helps maintain direction and provide continuity
- Stimulates creativity and motivates
- Serves as a sounding board for chairpersons
- Facilitator for group process
- Being accessible

3. The Role of the Advisor (as viewed by student leaders)

- Person of resource
- Positive reinforcement and support
- Provides constructive criticism
- Serves as liaison between committee and college
- Deals with legal and contractual matters
- Attends committee meetings
- Advises on specific college procedures
- Easily accessible and available
- Discusses ideas but doesn't dictate
- Able to play "devil's advocate" when needed to
- Has brainstorming skills
- Realizes leaders are volunteers

4. Advice for the Advisor

- Advisors who are able to establish mutually rewarding relationships with leaders and members of the organization generally do so by naturally allowing their experience and expertise to direct them.
- Spend time getting to know the students. Meet for lunch or a break during the day and talk about activities, how you spend your time when you're not at work, recent books you've read, movie likes/dislikes, etc. This is a great way to get to know each other as you begin to build this adviser/student relationship.
- Attending meetings and keeping in touch with the officers on a regular basis keeps the lines of communication open and encourages the adviser to assist in planning and problem solving as needed. Some students need to meet more often than others depending on how often the group meets.
- Failure can also be a learning experience. Nobody expects you to have all the answers. Problem solving involves the whole group.
- Officers and advisers must work to provide each other with a positive experience. Once you build the relationship you need to work at it to keep it together.

5. Advising Styles

The advising style of an organizational adviser varies from person to person, and group to group. If you have done this for more than one year, you will realize that your advising style will vary from year to year - even within the same organization. This is due in part to the changing dynamics of the different students involved.

- Depending on the experience and motivation of the students with whom you work, you may be asked to take either an active or passive role. Likewise, your own advising style will determine how active a role you play.
- Some advisers prefer to be highly involved in the groups they advise by attending all meetings, helping to make the group aware of current situations, and aiding in major financial or programmatic decisions.
- On the other hand, there are advisers who see themselves as resources, or sounding boards for the group. This style of advising seems to be less active, but no less important or effective.
- Between these styles are various levels of involvement, all dependent upon your personal strengths and weaknesses, the group, and the situation.
- What is most important is that the adviser, and the leaders and members of the organization communicate to mutually define your role as the adviser.

6. Evaluation of the Advisor's Effectiveness

It is important for the group advisor to periodically become involved in the evaluation of her/his effectiveness. The evaluation is most helpful when the advisor does a self-evaluation, and the organization members offer feedback. Open, two-way communication is critical in an effective advising relationship. Consider the following items in the evaluation process:

1. Have students and adviser discussed the role of the adviser in the organization?
2. Is the advisor's involvement in different areas of the organization (i.e. programs, meetings, planning) appropriate?
3. Is the advisor an effective resource person? Is he or she familiar with the college's policies and procedures, as well as the special interest areas of the group?
4. Is the advisor adequately available to group members?

7. Student/Advisor Relationships

An advisor and student should have an open, honest relationship and have the opportunity to share ideas, receive feedback, and build trust.

1. The responsibility for building the relationship must be shared between advisor and student. View this relationship as a partnership.
2. The relationship must be based upon open, direct communication. Share needs, responsibilities, and expectations with each other.
3. Both must recognize the other's various roles and responsibilities in/outside of their activity position. Know each other's commitments and let each other know their impact.
4. Both adviser/student are human beings who make mistakes, follow their own value systems, and work in individual, professional, and personal styles. Everyone makes mistakes. Accept, discuss, and learn from mistakes - then move on!
5. Both advisor and the student are continually growing, changing, and learning; each within their own unique stages of development. Challenge and support each other.

8. Motivating Students

In Advising Student Groups and Organizations, understanding what motivates students may be your single most desirable skill. "Motives are sometimes defined as needs, wants, drives, or impulses within the individual. Motives are directed toward goals, which may be conscious or subconscious...Goals are often called incentives by psychologists" (Hersey and Blanchard). Some students are motivated by hard work, achievements and by being involved. Other students do not get motivated by any of these ways. Student motivation can be either extrinsic: recognition, money and achievement or intrinsic: desire, value and approval. There is not just one way of motivating students.

9. How Am I Doing as the Advisor?

Use these questions as a way to gauge your role as advisor.

1. How much time have I devoted to my adviser position this semester?
2. Have I given enough/too little time to my position?
3. Have I confronted executive board members on issues and concerns
4. Have I been consistent in reading/answering calls, emails, mail?
5. Have I been enjoying what I am doing?
6. If I were to rate myself from 1-5 (5 being the highest), what would my score be?
7. If the student organization members rated me, what would it be?
8. What one thing about being an adviser do I enjoy the most?
9. What one thing about being an adviser do I enjoy the least?
10. What can I do to help this organization, the members and the leaders succeed?

10. SERVICES PROVIDED BY OFFICE OF STUDENT ACTIVITIES

Student Association is charged with the responsibility of allocating funds, recognizing official organizations, maintaining a record of recognized student organizations, keeping files of their allocation forms, constitutions, and officer rosters, imposing rules/guidelines, and facilitating programs and events for the student body, in accordance with the Office of Student Affairs.

Student Organization Presidents Dinner

To assist student organizations in having a successful year, Student Association provides a required meeting for all student organization presidents each year. The purpose of this meeting is to become acquainted with other student organization leaders, provide groups with valuable information about available resources and to update organizations on any policy changes. Announcements for this meeting (date, time and location) will be sent by e-mail to both the advisors' and student organization presidents listserv. We look forward to meeting your organizations representative and providing them with the tools they need for a successful year.

Activities Fair

At the beginning of the Fall semester, Student Association sponsors an Activities Fair. Student Organizations are encouraged to register for this event that attracts hundreds of students who are looking for away to get involved. Don't let your organization miss this great recruiting opportunity! Announcements for the fair are sent to the student organizations president's and advisor's listserv.

Advisor Listserv

The Office of Student Activities maintains a listserv of all student organization advisors. This list is used to maintain communication with the advisors about upcoming training programs and other issues that affect student organizations and advisors. If you are not receiving this information and would like to be added to the listserv, please call the office: 631-2585.

11. RESOURCE INFORMATION FOR ADVISORS

The following information is covered in the Student Organization Handbook of the services that student organizations frequently use. Funding Events, SA Co-Sponsorship Guidelines, Alcohol Policy, Contracts (for bands, speakers, ect.) Food/Catering, Facility use, Public Ordinances, and University Logos and Trademarks. This information is primarily for the advisors' knowledge to assist the organization, when needed. However, there are certain functions that advisors can perform, if necessary. (www.utulsa.edu/sa/studentorgs/)

Allocation packets will be made available during the Spring semester to request funding for the following academic year. There will be a REQUIRED meeting to discuss the allocation process, then a set deadline for turning the packet back in. Allocation amounts will be announced as soon as they are approved by Senate and will be transferred into your accounts by the business office (hopefully by September 1).

SA Co-Sponsorship

In order for an organization to qualify for co-sponsorship from Student Association in the form of financial assistance, publicity, or manpower, it must meet certain guidelines. Student Association reserves the right not to fund your event.

Co-sponsorship Fund Guidelines are listed in the document center online. (<http://www.utulsa.edu/sa/studentorgs/>)

Business Office Guidelines

1. An Agency Resolution form must be on file in the Business Office. This form includes the signatures of the current officers and Faculty sponsor. **This must be updated as often as you change officers.** These will be the only authorized signatures accepted on check requests and reimbursements thru the business office.
2. Each Student organization will be assigned a 15-digit account number. All account numbers will follow this pattern: 70-9-7000____-23001. The 3 blank #'s will be unique to each organization
3. Deposits should be brought to the teller window in McClure Hall. Any resale of retail items will be subject to sales tax. Sales tax on such items will be deducted from your account and deposited in the TU Sales Tax Account. Please take this into consideration for fundraisers and group purchases.

4. Check request forms are available from Room 106 in McClure. Reimbursements for expenses should be submitted on a check request form with original receipts attached. The check request form must be signed and approved by two officers or one officer and the Faculty sponsor. These signatures are verified against the Resolution form on file. Please fill out the check request legibly and include all fields of information. **It takes approximately seven days for a check to be processed.**

5. Advances for such things as hotel reservations for conventions, prepayment for t-shirt orders, etc. should be presented in check request form, similar to check reimbursements. A copy of the registration, order form, etc. must be attached to the request. Advances will be considered outstanding until proper receipts are presented to the Business Office. All advances must be cleared within seven days of the event. The advanced funds become the responsibility of the cash recipient and will be charged to the student's account if left outstanding.

6. Cash advances under \$75.00 can be submitted for things such as supplies for a meeting, refreshments, etc. Cash advances should also be presented on a check request form with the proper signatures, similar to reimbursement requests. Cash advances will be outstanding until the proper receipts are turned into the Business Office. Cash advances must be cleared within three business days of the event. The advanced funds become the responsibility of the cash recipient and will be charged to the student account if left outstanding.

7. To verify your account balance, please call the Business Office at x2208. To expedite the request, please have your account number and a phone number where you can be reached. The office will do their best to respond the same day. If you need a detailed printout of all account activity, please allow 24 hours to fill your request.

8. If you have any questions concerning these guidelines or your account, call Linda Martin at x2603.

If you have an invoice from a business or event, take it to the Business Office to process a check request. The University will mail a check to the vendor; students cannot pick up checks for any business or performer. TU typically does not pay deposits.

What you need on an invoice:

1. Who the check/payment should be made out to
2. Federal Tax ID # or Social Security # (also part of the W-9 form)
3. Billing address
4. Services rendered
5. Total amount due
6. Signed and dated by vendor

12. Co-Curricular Transcript

The CCT is comparable to a student's academic transcript, but will instead list the extra-curricular activities the student has participated in while at TU. This includes membership and leadership positions in various student organizations as well as highlighting skills acquired and developmental aspects one has experienced while participating. The CCT will be available online through Campus Connection. After logging in, you'll find the "Co-Curricular Transcript" option under the Services tab and also under "Personal Stuff"; this will take you to your personal CCT page with your activities. With an online form, you will add campus activities and leadership positions to your transcript throughout the year. Once you've chosen your activity to be added and click "Save", the activity moves to "pending" status. When a student completes this step, an email is generated to the Advisor of the organization, notifying them that a pending activity is awaiting their approval.

Advisors of organizations will need to log in to Campus Connection and find the list of pending activities – they can select "Approve" or "Reject" and then "Save" their selection. The officers of the organization can make this much easier for the advisor by keeping a roster each semester and updating the advisor as necessary. Ultimately, the decision of whether or not to verify an activity rests on the advisor of the group. It is recommended that the officers and advisors discuss and come to a consensus on how this will be handled.

We hope that this program will enhance a student's resume, graduate school or national scholarship application as well as encourage participation in campus organizations. This will be an exciting and beneficial addition to the University and we thank you for your support!

13. Tips for Programs and Events

The advisor can be a valuable programming resource by encouraging the officers and committee chairs to work for programs, which are of high quality and in good taste; remind them that a few good programs are more desirable than many mediocre ones.

1. Be aware of programs or materials which will be viewed by a large audience; these often have a more complex set of details which may need special attention.
2. Encourage students to establish a time line (set goals and identify specific deadlines) as part of their planning process; this aids them in visualizing appropriate time for requesting facilities and services, program advertising, contract approval, etc. Included in the back of this manual is an Event Plan of Action Handout to help your students with the details.
3. Insure that there is active participation by the members of your organization. If you have only one or two people actively involved, it is not beneficial for the organization.
4. Remind students to observe policies, listed in the student handbook.

For more info about the alcohol policy go to:

www.utulsa.edu/studentaffairs/policies/policies.asp#Alcohol%20Policy

RELEASE FROM LIABILITY AND HOLD HARMLESS AGREEMENT THE UNIVERSITY OF TULSA

I am a student of the University of Tulsa. Through _____
(organization) at the University of Tulsa, I have been offered the opportunity to
attend _____
(Name of activity)

On _____. Attendance and participation are not required for me to
complete my course of (date) studies but are made available to me on a voluntary
basis. For personal reasons, I may prefer to arrange for and provide my own
transportation at my cost. The organization will provide transportation to this event
at no cost to students. I know that there are risks inherent in traveling, and
additional risks in traveling on my own. I am willing to assume those risks. In
consideration for being allowed to attend and participate in the above-described
conference and the activities related to it, I declare that I am aware of the risk
factors that may be present. I acknowledge that attendance, participation, and travel
associated with the event carry certain risks including those risks inherent in any
comparable travel to a large city, including but not limited to risk of theft, assault,
vehicle crash, or other accident which may result in loss of personal property, bodily
injury, or even death. I choose to participate as above described, and acknowledge
that I am not required to do so for credit or any other aspect of my formal
educational program at the University. I promise to conduct myself in a way that will
not bring discredit to the University of Tulsa. Further, I declare that by my signature
below that:

1. I assume full responsibility for all the risks associated with my choices as
described above;
2. I declare that TU, its employees, its agents, trustees, or its assigns will not be
held liable for any damages or injuries to me or my property which may occur during
my separate transportation or arise from my choice regarding participation in the
opportunity as described above;
3. I declare that I will hold harmless TU, its employees, trustees, and its agents for
any claims, including claims by third parties, and for all costs (including attorney fees
and damages) associated with defense of any claims arising out of my choices as
described above;
4. I declare that my signature is similarly intended to bind my family members,
spouse, heirs, assigns, and personal representatives.
5. I am at least 18 years of age and fully competent; and I execute this agreement
for full, adequate, and complete consideration, fully intending to be bound by the
same.

PARTICIPANT DATE

(Please print clearly)

(Signature)

EMERGENCY CONTACT

Name: _____ Phone: _____

Contract Agreement Form

Contract Agreement between _____
and the University of Tulsa.

Sponsoring TU organization: _____

This contract binds _____ (the
artist/performer) to a performance as scheduled and agreed upon by both
parties.

Performance event:

Time and date:

Location:

Length of performance:

Set fee for performance:

Remit payment to:

Any other included fees (airfare, hotel, etc.):

Stipulations or special circumstances:

The University of Tulsa organization (please initial those that apply):

_____ Will provide sound equipment

_____ Will provide stage

_____ Will provide lights

_____ Will provide transportation

Additional comments:

Signature and Date: Artist/Performer Signature and Date:

The University of Tulsa Contract Approval Routing Form

Event: _____

NOTE: Only authorized officers may sign contracts obligating The University of Tulsa. Officers expect to be able to rely on representations of those responsible for contract review. This form is to be signed by an authorized representative at each level shown below, indicating that the person signing has reviewed all terms and conditions and approved them on behalf of the designated level. Forward after signature to the next individual. Any comments should be attached. If legal, environmental, or ADA review is necessary, the contract should be sent to the appropriate office prior to Vice-President signature and with enough time to allow revision.

President of Organization:

Signature: _____ Date: _____

Advisor of Organization:

Signature: _____ Date: _____

Yolanda Taylor, Dean of Students

Signature: _____ Date: _____

Dr. Roger Sorochty, Vice President of Enrollment and Student Services

Signature: _____ Date: _____

ADDENDUM TO CONTRACT

The following addendum is provided by the University of Tulsa:

1. This contract shall be performed in the state of Oklahoma. Therefore, any disputes arising from the performance of this contract shall be resolved in the court of competent jurisdiction in Tulsa County, Oklahoma.
2. The performer shall be required to indemnify and hold harmless The University of Tulsa against any claims arising out of the performer's, the performer's agents, or the performer's employees acts and shall be responsible for all damages and costs resulting from such claims, including attorney's fees.
3. Payment in fulfillment of this contract shall be after completion of performance and only in accordance with the terms of this contract.
4. The University of Tulsa shall preserve the right of cancellation of the performance due to causes beyond our control (inclement weather, disaster, etc.) without financial penalty and with the understanding that the event will be rescheduled at a mutually convenient time and place.
5. Performer warrants that it will have obtained all necessary copyright and other permissions prior to performance.
6. No Amendment to this agreement is valid unless in writing and signed by both parties.

Agreed and Accepted:

Signature of Artist (or Representative Date
for the Artist)

Signature of Purchaser (Dr. Roger Date
Sorochty, VP of Enrollment and Student Services)

Alcohol Event Registration Form
Event Information

Name of Event: _____ Sponsoring
Organization: _____

Date of Event: _____ Description Purpose of Event:

Location: _____ Off-Campus: ____ On-Campus:
____ Begin Time: _____ End Time: _____

Attendance Information

Means by which invited: _____ Expected

Attendance includes (x), Members only: _____ Members & Guests _____ All Campus
_____ Others _____

Please explain:

Step 1: Policy Awareness

The "University Alcohol Policy Governing Students" is printed in the Student Handbook and is available in the Office of Student Affairs. This policy is in addition to organization policies governing alcohol (i.e. Residence halls, sororities, and fraternities). All members of The University of Tulsa community are responsible for adhering to the policy.

Food and non-alcoholic beverages must be provided at all social events/functions where alcohol is present. Identify specific items that will be present (consult Party Planner's Guide):

Food (must be complimentary): _____
Beverages: _____

Step 2: Organization Responsibility

The officers of the above-named organization, whose signatures appear below, personally and for our organization indemnify and hold harmless The University of Tulsa in the event of accident or injury or regard to the above-described activity. We, the officers and members of the organization, take full responsibility for conducting this event within university policy. By our signature, we each represent that we understand that our organization may be held financially responsible if accident or injury results and further acknowledge that the university may take punitive action if university policy has not been followed.

We have received, read, and will adhere to the "University Alcohol Policy governing Students."

Position Title	Print Name	Signature	ID#
Address		Phone#	

President: _____

Social
Chair: _____

Advisor: _____

Step 3: Security Confirmations

All events where alcohol will be consumed are required to have at least one security person present. If attendance is anticipated to exceed 100 people, another security person will be required for each additional 50 persons. Contact the University Safety & Security Department **at least seven (7) days in advance** to arrange university-approved security staff.

Signature of Director/Assistant Director of Security: _____ Date: _____

Step 4: Event Registration

Return this completed form to The Office of Student Affairs *at least seven (7) days prior to event.*

The University of Tulsa does not discriminate on the basis of personal status or group characteristics including, but not limited to the classes protected under federal and state law in its programs, services, aids, or benefits. Inquiries regarding implementation of this policy may be addressed to the Office of Legal Compliance, 600 South College Avenue, Tulsa, OK 74104-3189, (918) 631-2423. Requests for accommodation of disabilities may be addressed to the University's 504 Coordinator, Dr. Jane Corso, (918) 631-2334. To ensure availability of an interpreter, five to seven days notice is needed, 48 hours is recommended for all other accommodations.

For Office Use Only--Do Not Write in this Box

This form has met (x) _____ has not met (x) _____ The University of Tulsa requirements.

Explanation: _____

Dean of Students Signature: _____

Date: _____

