Dear Student Org. Advisor,

Thank-you for your willingness to help shape campus culture and student leadership development at Calvin College. We have over 60 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 18 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 student 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 Organizations

What is a student organization advisor?

A student organization advisor is a full-time faculty or staff member or alumni 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 members.

4 Roles of an Advisor

1. Mentor
   a. This is not just capital M "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 college
   b. Help make decisions based on the policies set in place by the institution and by the Campus Involvement and Leadership Office

Why be a student organization advisor?

Advising student organizations provides many rewards. It allows both faculty and staff who advise student organizations the opportunity to interact with students in a different context. It also offers students the ability to learn in a co-curricular environment.
What are rewards and challenges of being a student organization advisor?

**Rewards**

♦ Impact on students’ holistic development and engagement in campus life
♦ Serve as a mentor to students
♦ Serve as a liaison between college administration and students outside of your day to day role
♦ Network with colleagues within the college and at other institutions
♦ Participate in an organization whose purpose you enjoy

**Challenges**

♦ Balancing time in relation to work responsibilities
♦ Clarifying your role with student organization leaders and members
♦ Being aware of decisions and actions taken by organizational leadership
♦ Avoiding the desire to control the organization rather than support and encourage
Advising Student Organizations

Best Practices in Advising Student Organizations

Every student organization will differ and may require a different approach by the advisor. The following information can serve as tips and resources for advising your student organization.

1. In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss mission, vision, and purpose of organization and reach a consensus.
2. Be familiar with the organization’s charter and/or constitution.
3. Get to know the members, attend events when you can, and make yourself available so that they know who you are.
4. Be knowledgeable of the College’s and Office of Campus Involvement policies.
5. Assist in the establishment of responsibilities for each officer and member.
6. Develop a strong relationship with the president and other leaders. These students will be your main connection within the organization.
7. Offer feedback and constructive criticism to leaders.
8. Be honest and open with all communication. The students need to know that they can trust you and that you have their best interest at heart.
9. Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail. Know the balance between failure and success when it ultimately affects the student organization’s success long-term.
10. Help the organization see alternatives and provide an outside perspective.
11. Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.
Advising Student Organizations

Advisor Expectation Checklist

Listed below are requirements by the Campus Involvement and Leadership Office for student organization advisors:

1. Explain and support College’s policies and procedures, as detailed in the Student Handbook

2. Be responsible for encouraging leadership development within your leadership team (Tap-in’s/Leadership Academies)

3. Be familiar with college resources (AV, printing services, student-news, etc.)

4. Encourage the student organization leadership team to develop programs and events that add to the educational mission of the college.

5. Help maintain continuity from year to year by reviewing the student organization’s charter and goals setting by the leadership team.

6. Encourage and assist the leadership team in creating a hospitable environment fostering an acceptance and diversity of people, opinions, and experiences.

7. You have the right to postpone a publication or event, if you deem it inappropriate, until it is brought before the Student Life Committee.

8. Actively assist in the orderly transition of responsibilities between old and new leadership

9. Sign-off on Finances and Forms
Advising Student Organizations

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 College’s staff |
| __ Attend all general meetings |
| __ Attend all executive leadership meetings |
| __ Advise organization during discussions in order to encourage good decisions and 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 College 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
Advising Student Organizations

Student Org Timeline

Fall Semester:
1. Leadership Kick-Off Meeting (September 8)
2. Cokes and Clubs (September 8)
3. New Student Org Meeting (September 13)
4. Sport Orgs Meeting (September 15)
5. Finance Meeting (September 15)
6. Complete Goal Setting Form (End of September)
7. Complete Leadership Tap-Ins (3 by the end of the semester)
8. Submit Event Forms (Regularly)
9. Apply for Conference Funding (funding granted on a first-come first-serve basis)
10. Attend Audit Meeting (Early November)
11. Spend 40% of all non-exempted line items (by the end of the semester)
12. Submit Mid-Year Self Evaluation (December)

Spring Semester:
1. Apply for Additional Funding (January)
2. Leadership Kick-Off Meeting (First week of February)
3. Cokes and Clubs 2.0 (First week of February)
4. Complete Leadership Tap-Ins (2 by the end of the semester)
5. Submit Event Forms (Regularly)
6. Complete End-Of-The-Year Matrix Self-Evaluation (End of April)
7. Submit Rechartering Form (End of April)
8. Submit Budget Request for Following Year and Attend Budget Hearing (End of April)
9. Attend Presidential Cookout (May)
10. Spend at least 80% of all line items (by the end of the school year)
Advising Student Organizations

Resources Available to Student Organizations

1. Event Services
   a. Room Reservations
      i. All event/room reservations must be submitted on an "Activity Form" (available online) to be pre-screened by a CIL staff member and is then forwarded to Event Services

2. Physical Plant: Transportation
   a. For any approved student org off-campus events or conferences
   b. All student org transportation requests are submitted via the Student Org Transportation Form to the Student Orgs Coordinator who then submits the official request to Physical Plant
   c. Reservation fee is charged to org account

3. Creative Dining: Catering
   a. There are specific policies on having off-campus catering on campus
   b. Creative dining can do snacks/hors d’oeuvres and meal orders
   c. Fee will be charged to student org account
   d. Contact: Nicole Cosby, Assistant Catering Manager (nac3, x6-6684)

4. Audio-Visual (AV)
   a. Cameras, laptops, HDMI cords, & other equipment are available for rental
   b. Poster boards, butcher paper, and other art materials available for use
   c. Can charge to student org account
   d. Location: Hiemenga Hall 226

5. Printing Services
   a. Print posters and other promotional materials
      i. Poster and Chalk policy available online
   b. Can charge to student org account

6. Campus Involvement and Leadership Staff
   a. John “JB” Britton, Assoc. Dean of CIL (jbritton@calvin.edu, x6-6695)
   b. Jesús Delgado, Student Organizations Coordinator (jsd34@calvin.edu, x6-8457)
   c. Ju Pyung “JP” Chung, Student Orgs Finance Chair (financechair@calvin.edu)
   d. Sara Klassen, Administrative Assistant (sjk49@calvin.edu, x6-8507)
Advising Student Organizations

Student Organization Guidelines and Responsibilities

Each organization must:

1. Seek to reflect the educational mission of the college and provide benefit to Calvin students and the campus as a whole.

2. Have at least fifteen active members. The student organization’s activity should be of potential benefit to the entire student body or to a large enough group of the student body to justify the use of Calvin resources for its activities.

3. Welcome any interested Calvin student. In addition, Calvin faculty and staff may be invited to participate in the activities of a student organization.

4. Record and report its operations and activities on a regular basis to the Student Organizations Coordinator and Student Life Committee (SLC) through self-evaluations and interaction with the Campus Involvement and Leadership Office.

5. Plan, promote and execute at least one event per year open to the whole campus.

6. Select a leadership team.

7. Complete the registration process each year.

8. Apply for funding from the student organization budget based on the SLC’s approval of the organization’s charter and a satisfactory annual review.

9. Limit the level of student organization activity on Sundays in keeping with Calvin’s Sabbath observance.

10. Meet the following criteria if it is a sports-related student organization:

   1. Must have a recreational focus. Competitive aspects of an organization must be limited to no more than 10 competitions per academic year.

   2. Must have limited liability for the college, ensuring that no additional insurance coverage is needed.

   3. Must be in the purview of the student organization’s advisor and not require the use of a coach.

Responsibilities of student organization leaders:

1. Participate in Cokes and Clubs during the first week of classes to recruit new members and to advertise your organization to the Calvin community.

2. Set a yearly vision and goals for the organization.
3. Create a hospitable environment fostering an acceptance and diversity of people, opinions and experiences.

4. Promote and maintain the organization’s active presence on Calvin’s campus.

5. Develop a proactive relationship with your organization’s advisor:
   o Discuss expectations with your advisor.
   o Schedule regular meetings (at least once per month) with your advisor.
   o Consult with your advisor before making any changes to the policies of the organization.
   o Remember that the success or failure of your organization rests ultimately with the organization, not the advisor.
   o Acknowledge and express gratitude for the advisor’s time and energy.
   o Notify the advisor of all major meetings, events and projects the organization is working on.
   o Consult with the advisor if an event or publication has the possibility of being perceived as inappropriate before the publication is produced or the event is scheduled.

6. Facilitate regular communication with the Student Organizations Coordinator:
   o Meet with the Student Organizations Coordinator in September.
   o Complete the goal setting form in the fall.
   o Request approval for events at least one week in advance using the event and activity form.
   o Participate in an audit in November with the Student Organization Finance Committee.
   o Submit a student organization mid-year self-evaluation.

7. Attend Leadership Meetings throughout the semester.

8. Complete 3 tap-in assignments in the fall semester and 2 in the spring semester.

9. Maintain thorough and accurate financial records, requesting assistance from the Student Organization Finance Chair when necessary.

10. Maintain good academic standing and exercise good judgment consistent with the student conduct code.

11. Attend the presidential cookout at the end of the year.
2016-2017 Matrix Assessment

Each student organization’s performance is evaluated based on the matrix. The matrix will help indicate whether or not the student organization is in good standing to recharter for the following academic year.

<table>
<thead>
<tr>
<th>Student Organization Name</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaders and Titles</td>
<td></td>
</tr>
</tbody>
</table>

**Fulfillment of Responsibilities as a Student Organization**  
SCALE /15

- Attendance at Campus Involvement and Leadership Meetings (1 point/attendance = 5 points)
- Leadership Tap In’s (2 points/tap in = 8 points)
- Completion of the Mid-Year Self Evaluation (2 points)

Comments:

**Fulfillment of Organizations Goals and Objectives**  
SCALE /20

- Achievement of goal number one and objectives (5 points)*
- Achievement of goal number two and objectives (5 points)*
- Achievement of goal number three and objectives (5 points)*
- Achievement of goal number four and objectives (5 points)*

Comments:

**Did the Organization Have at Least One Campus Wide Event**  
SCALE /10

- YES (5 points)
- NO (0 points)
- Number of attendees (>25 = 1 point, 25-75 = 2 points, 76-125 = 3 points, 126-200 = 4 points, 200+ = 5 points)

Comments:

**Did the Organization Have an Active Promotional Presence**  
SCALE /10

- Active Facebook page, Webpage, Twitter, Instagram, etc. (7 points)*
- Promotional presence through posters, table toppers, etc. (3 points)

*active is defined as >3 posts per month

Comments:
# Advising Student Organizations

## Did the Organization Manage Their Budget Effectively

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/15</td>
<td></td>
</tr>
<tr>
<td>Ø</td>
<td>Spent +100% of allotted budget (0 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Spent &lt;80% of allotted budget (3 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Spent &gt;80% and &lt;100% of allotted budget (6 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Participation in the Audit process (2 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Received less than two cuts during Interim (2 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Maintained good financial records (3 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Does your organization fundraise for the more than 25% of the org's budget (2 points)</td>
</tr>
</tbody>
</table>

### Comments:

## Interactions with Advisor

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/10</td>
<td></td>
</tr>
<tr>
<td>Ø</td>
<td>Monthly email communication with Advisor (2 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>1-3 meetings for the year (2 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>4-6 meetings for the year (5 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Advisor attend student org. events (1 point per event attended up to 3 points)</td>
</tr>
</tbody>
</table>

### Comments:

## Number of Active Members

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/10</td>
<td></td>
</tr>
<tr>
<td>Ø</td>
<td>0-15 active students (0 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>16-25 active students (4 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>26-40 active students (6 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>41-60 active students (8 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>+61 active students (10 points)</td>
</tr>
</tbody>
</table>

### Comments:

## Organizational Distinctiveness

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/10</td>
<td></td>
</tr>
<tr>
<td>Ø</td>
<td>Has your organization experienced a &gt;20% growth this year in membership or event attendance? (2 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Did your organization participate in/coordinate a service related event/activity (2 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Student organization operates for 7-8 months of the academic year (4 points)</td>
</tr>
<tr>
<td>Ø</td>
<td>Is your student organization diverse* – gender, ethnicity, sexual minority, majors (4 points)</td>
</tr>
</tbody>
</table>

*One or more of the following

### Comments:

## Overall Rating/Comments

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/100</td>
<td></td>
</tr>
</tbody>
</table>

### Comments: