

# **Student Organization** **ADVISOR HANDBOOK**



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# Advising Student Organizations

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Dear Student Org. Advisor,

Thank-you for your willingness to help shape campus culture and student leadership development at Calvin University. We have over 60 faculty and staff who are partnering with over 270 student organization leaders to invest in the project of student organizations.

*“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

The definition of advisor varies depending on the context of the relationship. As I reflect on my work with student organizations over the past 20 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

# Advising Student Organizations

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## 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, seeing their gifts and passions in a new light. It also offers students the ability to learn in a co-curricular environment, outside of the classroom walls and integrated into other parts of their lives.

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## 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

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## 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 budget.**
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. **Beyond persuasion, you sometimes have a more formal role in 'approval' of on- and off-campus events, including invitations to outside speakers.**
12. **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.**

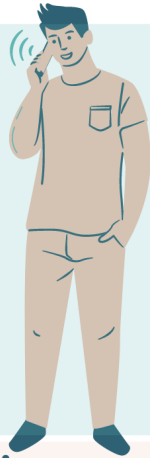
# Procedures for Student Organizations under Covid-19

*Calvin University is committed to ensuring students, staff and faculties safety during this pandemic. Student Organizations need to do their part to ensure we slow the spread of COVID-19.*

## On-line vs. in person

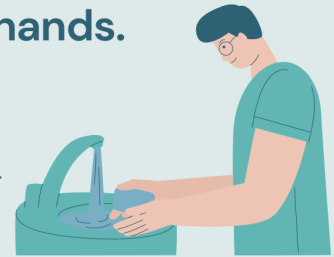
Can your event be a successful event online?

*Please contact us for a zoom link we can provide.*



## Wash your hands.

Encourage participants to washing their hands with soap and water or using alcohol or hand sanitizer.



## If an inperson event is needed, complete two important forms.



### 1. Safe Return Form

[www.calvin.edu/go/safe-event](http://www.calvin.edu/go/safe-event)

### 1. Student Org. Event Form

<https://docs.google.com/forms/d/e/1FAIpQLSfvC59ey8tDlJQVt8DWPONMnttAJdU8nyl7t1afpmqshg/viewform>

## Use Campus Clear!

Ask all students who attend to show their Campus Clear Good to go screen

# Campus Clear



## Know Your Numbers

Right now in Michigan, we can have no more than 10 people inside and no more than 100 people outside.

*This is for non-academic meetings/events*

**10**  
**100**

## Practice social distancing.

At your event ensure you are six feet apart at all times and wear masks always inside and outside unless you can guarantee more than 6 feet apart.



## Snacks and Food

Please limit offering food at events. This is the preference. If you do have food, it must be individually wrapped and served by a single person wearing mask and gloves to each person. No lines! No Grabbing food out of a box.



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## Advisor Expectation Checklist

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

- Explain and support University's policies and procedures, as detailed in the Student Handbook
- Be responsible for encouraging leadership development within your leadership team (Tap-in's)
- Be familiar with college resources (AV, printing services, student-news, etc.)
- Encourage the student organization leadership team to develop programs and events that add to the educational mission of the college.
- Help maintain continuity from year to year by reviewing the student organization's charter and goals setting by the leadership team.
- Encourage and assist the leadership team in creating a hospitable environment fostering an acceptance and diversity of people, opinions, and experiences.
- You have the right (and responsibility) to postpone a publication or event, if you deem it inappropriate, until it is brought to the Associate Dean for Campus Involvement and Leadership. In particular, you should be aware of outside speaker requests and ensure the group has followed the proper protocols for these invitations.
- Actively assist in the orderly transition of responsibilities between old and new leadership
- Sign-off on Finances and Forms
- Sign-off on all external speakers and know our policies



# 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

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## Student Org Timeline

### Fall Semester:

1. Leadership Kick-Off Meeting (September)
2. Cokes and Clubs (September)
3. New Student Org Meeting (September)
4. Sport Orgs Meeting (September)
5. Finance Meeting (September)
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 a financial check-in and budget meeting (December)
11. Submit Mid-Year Self Evaluation (December)

### Spring Semester:

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

# Advising Student Organizations

## FINANCE

### Student Org Numbers

<https://docs.google.com/spreadsheets/d/17zx9AgXtkCEO2kvwvSyYiMgC2YENlnZt7rDnsSs54vQ/edit?usp=sharing>

### How to get a Calvin Credit Card...

- Complete the credit card request form:  
[https://docs.google.com/forms/d/e/1FAIpQLSd8rCeiwCVI2FS\\_O\\_1QDniREzMC-rtBJ8Q6qk8iAB6mkmG4JA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd8rCeiwCVI2FS_O_1QDniREzMC-rtBJ8Q6qk8iAB6mkmG4JA/viewform)
- Bring your student ID or driver's license, as you will give that to them in return for the credit card. You will receive your ID back when you return the credit card.
- Make sure you know your student org number (you will have to fill out a small paper when you return your receipt and you'll have to write it there).
- Talk to the person at the front desk and ask to check out a credit card.
- Make sure to keep ALL receipts as you will have to turn them in to the CIL office.
- Complete the second half of the credit card request form

### Reimbursement form: Only available to students who work at Calvin University

#### When do I use it?

A reimbursement form is used any time a purchase is made in which a student has paid with their own money.

#### Example:

*Refreshments purchased for an event. In that case, you have already paid for an item and are seeking reimbursement.*

#### How long will it take for me to get reimbursed?

Approximately three-six days. If the reimbursement form is not filled out properly or the proper documents are not attached, the length of the reimbursement process may exceed two weeks.

#### How do I use it?

Make sure you include the following information:

- Log on to workday
- Create an expense report

### Honorarium check request form: Workday Only

#### When do I use it?

An honoraria form is used anytime you want to give a one-time monetary gift to someone who has done something for your organization. Often this person is an outside speaker, presenter or special helper. "Honoraria" also needs to be a line item in your budget.

#### How long will it take to get processed?

# Advising Student Organizations

The honoraria form usually takes as long as the reimbursement form, typically three-six days at the most.

## How do I use it?

Fill it out and make sure you include the following pieces of information:

- Log onto workday

## 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>

This chart showcases the max amount of money the Student Org Council will give you based on the amount of people going.

## Conference Funding Chart

Conference		1-3	4-7	8-12	13+
Food		50%	45%	50%	35%
Lodging		50%	45%	40%	35%
Transportation	Air	50%	45%	40%	35%
	Driving	85%	80%	75%	70%
Conference		60%	50%	40%	30%
Max. Amount per person		\$350	\$250	\$150	\$90

## 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-fKc8ZvUzb-ZMSMOQLKg5Qk5Uo46vpiTpJlcXUVO2gkPA/viewform>

## If your org wants to sell tshirts...

Talk to your Finance Chair

# Advising Student Organizations

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## 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>

# Advising Student Organizations

## 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](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/>

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/vi ewform>

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

# Advising Student Organizations

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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/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](https://docs.google.com/forms/d/e/1FAIpQLSdrfUeQIRARJYChevHX_YjKLYeS3vC2IRC_liwUqqC0XTY9zQ/viewform)

## Enterprise Rules:

Please make the name of renter 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.

# Advising Student Organizations

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## 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
- 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

### 4. Audio-Visual (AV)

- a. Cameras, laptops, HDMI cords, & other equipment are available for rental, Advisor must sign for these
- 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](mailto:jbritton@calvin.edu), x6-6695)
- b. Student Orgs Finance Chairs ([financechair@calvin.edu](mailto:financechair@calvin.edu))
- c. **Leslie Park**, Student Org Council President ([ep39@students.calvin.edu](mailto:ep39@students.calvin.edu))
- d. **Josh Bulten**, Administrative Coordinator ([jrb76@calvin.edu](mailto:jrb76@calvin.edu), x6-8507)



# Advising Student Organizations

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## 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.

# Advising Student Organizations

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## 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:
  - Discuss expectations with your advisor.
  - Schedule regular meetings (at least once per month) with your advisor.
  - Consult with your advisor before making any changes to the policies of the organization.
  - Remember that the success or failure of your organization rests ultimately with the organization, not the advisor.
  - Acknowledge and express gratitude for the advisor's time and energy.
  - Notify the advisor of all major meetings, events and projects the organization is working on, including all outside speaker requests.
  - 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:
  - Meet with the Student Organizations Coordinator in September.
  - Complete the goal setting form in the fall.
  - Request approval for events at least one week in advance using the event and activity form.
  - Participate in an audit in November with the Student Organization Finance Committee.
  - 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 3 in the spring semester.

## Advising Student Organizations

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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.

**The Student Org Council is made up of 16 students (12 student org leaders and three Finance Chairs and the President) and the Associate Dean of Campus Involvement.**

**The Mandate of the Council members are as follows:**

1. represent the networks ideas and perspectives
2. oversee the administrative policy and practice of stud. orgs.
3. oversee the financial policy and practice of stud. orgs.
4. have regular contact with orgs in the network (monthly)