



Student Organization Advisor Manual 2018-2019

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Introduction

In order for you to best serve the students within the Eastern community, it is important to understand the role of an advisor and be aware of the policies and procedures that govern student organizations. How you shape your involvement with your organization will vary depending on the specific organization, the needs of the students in the organization, and your personal advising style. This manual is intended to provide you with the information to better understand your role as an advisor and to make you and your organization as successful as possible.

Student Activities & Staff

The Student Activities Office provides social and educational activities outside the classroom which enhance learning and personal development. Through engagement, students participate in leadership development opportunities that empower them to become socially responsible leaders.

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Being an Effective Advisor

An advisor is a faculty or staff member who provides support and guidance to students within their organization. The advisor is responsible for providing support to the organization in a variety of different capacities, managing risk and liability in an official University staff capacity, and advocating for the group and members.

Functions of Advising a Student Organization

1. **Education:** Stimulate group members' learning and skills development, contributing to their intellectual development and the enrichment of campus life.
 - Get to know the students in your organization well, provide personal guidance beyond just student organization operations
 - When necessary, play devil's advocate
 - Encourage the group members to take risks, try new things, and assist in their ability to overcome obstacles
 - Sometimes, it is okay to let the group fail, as a learning experience
2. **Policy Enforcement:** Assist students in developing moral and ethical guidelines through understanding and following both the University and the Organization's policies.
 - Be familiar with all necessary policies and procedures
 - Point out inconsistencies in policies and practices
 - Have discussions with students about why a policy was not followed, and what they could have done differently
 - Report policy violations to the appropriate individuals, when necessary
3. **Growth:** Provide advice about activities that improve the operation and effectiveness of the group and help it set and achieve specific goals.
 - Provide continuity for the organization
 - Be familiar with the organizations purpose and policies
 - Encourage consistency and respect of the history of the organization
 - Understand the strengths and talents of the students
 - Assist students in finding a balance between their curricular and academic responsibilities, including skills such as time management
4. **Networking:** Help group members develop new contacts for programming and mentoring.
 - Help students explore new opportunities beyond their tenure at Eastern
 - Encourage the leadership to provide developmental opportunities to all members
 - Encourage groups to seek partnerships with other student organization
 - Help officers delegate responsibilities to other individuals

5. **Maintenance:** Serve to maintain the existence of the student organization and to help provide continuity with the history, activity, and tradition of past years.
- Provide encouragement, be supportive of new ideas and styles
 - Provide recommendations when necessary
 - Be enthusiastic about the work that the group is doing
 - Facilitate effective record keeping, especially year to year or long term
 - Provide expectations for the group

Expectations of an Advisor

The Student Activities Office provides social and educational activities outside the classroom which enhance learning and personal development. Through engagement, students participate in leadership development opportunities that empower them to become socially responsible leaders. As an advisor, you are expected to uphold the mission of the Student Activities Office by assisting in the development of an active, responsible student organization. At a minimum, advisors are expected to have a basic understanding of the purpose and status of the organization they advise.

Advisor Dos and Don'ts

Do

Act as a Resource
Know & Uphold Policies
Suggest Program Ideas
Share Content Knowledge
Provide Historic Information
Advise in Decision Making
Provide Helpful Feedback
Act as a Role Model
Hold Students Accountable for Their Actions

Don't

Run the Organization's Meetings or emails
Assume Responsibility of Projects
Veto Decisions
Make Executive Decisions
Govern Content
Dismiss New Ideas or Programs
Serve as the Organization's Only Recruiter
Solve all Problems

Time Commitment

The amount of time that an advisor spends working with their student organization will depend on the activity level of the organization, the needs of the students who participate in the organization, and the advising style of the advisor. While there are certain tasks that all advisors should complete, some advisors will spend much more time with their organization when attending trips, meetings and other programs. Minimally, advisors should expect to engage with their organization by:

- Attending meetings (executive and all-member, if schedule permits)
- Meeting one-on-one with the president or other executive board members
- Participating in on-campus events or programs
- Attending off-campus trips and events

Risk Management & Liability

No member of a student organization, including the advisor, is empowered to enter into a contract, promise to pay or in any other way obligate their organization or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office. All forms and guidelines related to the purchase of services can be found under the Personal Service Agreements on the Purchasing web site at bit.ly/FiscalAffairsPSA. **Please see the Student Activities staff for assistance before entering into contracts.**

Under no circumstances are any services to be performed without prior approval. Any event may be subject to cancellation if paperwork is not received within the stated time frames.

Students should be extremely careful when verbally agreeing to the provision of services on behalf of their student organization. Students do not have the authority to enter into any agreement that might be binding on the organization or the University. Students who enter into an agreement without going through these steps for approval could be held personally liable for any debt and collection fees.

Additional information can be found under the paperwork section of this manual.

Alcohol and Other Drugs

Consumption or usage of alcohol or other drugs prior to or during meetings or events by any participant is prohibited. As an advisor, please be familiar with the University's Alcohol and Drugs Policy found in the Student Handbook at bit.ly/ECSUHandbook.

Hazing

Eastern defines hazing as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership, in a group or organization. Hazing in any form is a violation of the University's student code of conduct and is subject to judicial procedures as set forth in the University's student handbook. As an advisor, you are responsible for reporting any incidents of hazing to the Director of Student Activities or other University official immediately. Organizations that are found in violation of this policy are subject to:

- All university judicial sanctions
- Review by the Director of Student Activities or designee(s)
- Immediate suspension
- Written record placed in their file
- In cases involving an athletic organization, could result in suspension of the program for a designated period of time

Event Planning

Student Leaders are given the following protocol to assist in planning both on and off campus events for their Student Organization. As an advisor, it is important that you assist in this process, making decisions, and help the leaders of your organization to complete paperwork. The next sections of this manual detail a step by step process that your students will need to complete while planning events. All forms are available at bit.ly/EasternForms.

Event Request Form

An Event Request Form must be completed before any on- or off-campus event is planned by a Student Organization that is recognized by the Student Government Association *prior* to planning the event. After the Office of Student Activities has reviewed the event proposal, an e-mail will be sent to the organization's e-mail indicating whether or not the event has been approved. At that time, the organization may begin planning the event by following the steps outline below. The Event request form must be submitted at least two weeks before the event date, and can be found at <http://bit.ly/ClubEventRequest>

On-Campus Events

1. Event Request
 - Submit an Event Request at least 2 weeks prior to your event. You will receive an email confirming approval or denial of your event.
2. Requesting Space
 - To reserve space on campus, complete the new Online Facilities Request Form through EMS. If you are planning an event in the Student Center and need Tech Setup, complete the Tech Crew Event Setup Form.
3. Food
 - To purchase food from Chartwells, submit a voucher, quote from Catering, and minutes to Student Activities before the event.
 - To purchase food from off-campus vendors, you must complete a SABO Voucher and hand it in the Student Activities with minutes from your organization. A limit of \$150 can be spent with off campus vendors.
4. Goods
 - Purchasing Card (P-Card): The easiest way to purchase goods is with the P-Card. Please check out the google calendar and simply fill out the online survey to reserve the P-Card. Submit a Voucher with minutes to the Student Activities office. If the P-

Card is available it can be used the same day the voucher is submitted. (M-F 8am-5pm)

- **Purchase Order:** Many businesses allow you to purchase goods without sending payment until after the goods are received. This provides more protection for your organization as the Purchasing Department will not send payment unless the goods were received and you are happy with your purchase. If the vendor accepts purchase orders, submit an official quote from the business, a Purchase Requisition Form, and minutes to the Student Activities Office at least 1 week in advance.
- **Cash Advance:** If you are purchasing goods from several vendors, you have the option of getting a cash advance. Submit a Voucher and minutes to the Student Activities office at least 2 weeks in advance. A check will then be cut in your name (Max \$300).
- **Card Reader:** You must Submit this form at least 3 business before your event. You will only be approved for the request if the sale of the item is more than \$5 or is a large scale event where you expect significant amount of people in attendance. If your event does not meet this criteria, your request will not be approved.

5. Services

- When hiring a business for services (DJ, speaker, etc.) an Entertainer Template must be completed along with a non-discrimination form, W-9, SABO voucher and minutes. Please see Joshua Sumrell in Student Activities before completing this process. Please note that this paperwork can take up to 2 weeks to process so please plan accordingly.

Off Campus Events

Please note that Out-of-State or Over-Night events require an Advisor be present for the event and to be listed as the traveler name on the TA.

1. **Travel Authorization Form:** A TA (Travel Authorization Form) is required by all student organizations when traveling as an organization activity, whether it is in state or out of state, even if there are no expenses incurred. When a student organization is going out of state or when staying overnight on an in state trip, an advisor must accompany the group. A TA form must be completed by the student organization (and authorized by the student organization advisor). Attached to the form, there must be a roster of all the individuals traveling and itineraries and/or schedules, which provide the necessary detail for each vendor. If the trip is out of state, the Advisor going must be named on the TA. Only if these forms are completed and fully signed before a trip is undertaken will payment for travel related expenses be made. All forms are available at bit.ly/EasternForms.
 - All expenses for your travel will be paid by using the Travel Authorization TA. These expenses have been broken down into several areas below. Please attach all additional documents (if applicable) to the TA and submit to the Student Activities office at least 2 weeks in advance.

- **Flights:** All flights must be reserved through Sanditz Travel Agency (1-800-858-4456). When calling for quotes, let them know it is for Eastern business. They allow you to hold a reservation for 24 hours without actually booking the flight. Be sure to have the correct names (as it appears on state ID) as well as the date of birth for everyone traveling.
 - **Hotel:** If you are booking a hotel for your trip, obtain an official quote as well as a W-9 from the hotel. The university has the ability to hold rooms on the university purchasing card if you don't feel comfortable doing so with your personal card.
 - **Food:** All money for food when traveling can either be paid by way of a check cut directly to the vendor or a check cut to the name is on the TA.
 - **Registration:** If there are registration fees associated with your trip, obtain a quote from the vendor as well as their W-9 and attach it to the Travel Authorization form.
 - **All Other Expenses:** Any other expenses that you will incur during travel can be put into the "other" portion of the Travel Authorization form.
- 2 **Submission:** After attaching all documents to the TA and an advisor signature, submit to Joshua Sumrell in Student Activities (Student Center 224).
 - 3 **Van Request:** If a University Van is required for your travel, make sure to indicate this in the event request. Please note, a TA must be submitted before a van request can be processed.

If the students of your organization fail to abide by the following during off-campus trips, they may be referral to the campus judicial system.

- All ECSU rules, regulations and policies are in effect while participating in official student organization travel.
- Cohabitation is prohibited.
- The presence and/or use of alcoholic beverages is prohibited.
- The use of profane language is prohibited.
- The advisor(s) on each trip is the person(s) in charge and they are present to
 - Maintain a proper educational environment
 - Ensure all rules and regulations are followed
 - Act as the person "In Charge" in all situations including emergencies.
 - State vehicles should be used only for the purpose of the trip and not for an individual participant's personal use.

Expectations

Ultimately, the student organizations are student-driven and are a valuable learning laboratory. While we certainly want trip advisors/chaperones to assist where needed with trips, the bulk of the coordination and management is the responsibility of the student trip coordinator(s). Potentially, this may involve them making some decisions that you would not make if you were the leader of the group, and/or them taking a longer time to arrive at certain decisions than you would take. **If their decision will result in a hazardous situation, it is expected that you will step in and suggest a different approach.** Otherwise, we encourage advisors to let the students figure things out for themselves.

Faculty/Staff Trip Advisors are:

- Responsible for adding their valuable experience to the trip and its participants whenever possible.
- Not meant to micromanage the trip, but provide leadership in the event of a crisis and help ensure all students are abiding by expectations and the student code of conduct.

Expectations of the Trip Chaperone/Advisor

- Participate in pre-trip information meetings (if applicable).
- Be available as a sounding board to trip coordinators during the trip.
- Communicate and collaborate effectively with trip coordinator(s).
- Be prepared to facilitate conflict resolution strategies.
- Be familiar with the student code of conduct and university policies/expectations
- Assist students in the event of an emergency.

Incident/Accident Reporting

In an effort to receive consistent information regarding situations that may arise during student organization events or trips, the Student Organization Incident/Accident Reporting Form should be completed by the organization's advisor after an accident or incident occurs. If you have any questions regarding this form, please contact Joshua Sumrell at sumrellj@easternct.edu.

The reporting form can be found at bit.ly/StudentOrgReporting.

This report will ask for information including the names of students involved, specific dates and times of events, a description of the incident/accident, actions taken, police/department information, doctor/hospital information, symptoms and injuries. Please be sure to collect this information during the incident/accident.

Crisis Protocol

It is important to note that only in the rarest of instances should you be required to use this protocol. Issues of this magnitude on trips are extremely infrequent.

1. Address Immediate Situation and Document:

- Ensure safety and well-being of participants
 - Bring to appropriate treatment center (hospital, police, etc...)
- Keep calm and keep others calm
- Begin Incident Report: See Page 3

2. Notify Emergency Contacts (as soon as possible):

- Call emergency contacts listed on emergency documents until you speak to a person
- Leave a message on all numbers with how you can be reached

3. Discuss Next Steps with Emergency Contacts & Student Leaders/Participants:

- Make decisions together to decide if situation warrants students being sent home, staying in lock down in safe location, altering travel plans, contacting host organizations, emailing or contacting student parents/families, or other appropriate response.

4. Considerations in Deciding Whether to Send a Student Home:

- Can student continue with trip?
- What is their physical or mental condition?
- Immediate threat: Are they a risk to themselves or others?
- Is there a potential to be arrested or have legal action taken if they remain?
- Availability of seats on a flight? Cost: Eastern will cover the cost and charge student account later.

5. Make appropriate arrangements for group, for example:

- Call travel agent/airline
- Stay with sick or injured student

6. Debrief with appropriate parties:

- Debrief with Office of Student Activities staff upon return to campus
- Assist in deciding if student disciplinary action is needed.

State Vehicles

Mechanical Issues

Any and all mechanical or physical problems with any of the vehicles should be reported promptly to University Police and the University Vehicle Coordinator so that appropriate work orders may be submitted.

Every effort will be made to provide an alternate vehicle in case of a sudden mechanical or physical problem, but may not be possible given scheduling conflicts. If a vehicle is removed from service for a mechanical or physical problem, as much notice as possible will be given to those affected by its removal. If available, a substitute vehicle will be provided. This is not always possible, however due to the large volume of requests.

Accident or Damage

1. At the scene:

- Call police.
- Get other driver information (license, registration number, and phone numbers).
- Collect insurance information.
- Document any damage or injuries – take photographs if possible.
- Report to University Police at 860.465.5310 for towing and emergency transportation needs.
- If the vehicle must be towed, be sure to get the name of the towing company and the address of where the vehicle is being towed to.
- Obtain a copy of any written accident report to provide to the University Police.

2. Immediately following:

- Report the accident to your direct supervisor.
- Complete at DAS Vehicle Incident/Accident Report, available at bit.ly/DASreport, (any damage, no matter how minor, must be reported). This form must be submitted to the State of Connecticut DAS Office of Fleet Operations and the Comptroller's Office within 48 hours.
- Complete the Student Organization Incident/Accident Reporting Form online at bit.ly/StudentOrgReporting.

Event Publicity

- **Posting Policy:** All forms of publicity are subject to the University's Posting Policy, which can be found at bit.ly/PostingPolicy.
- **Printing:** The University Copy Center will print color or black and white copies of publicity for your organization at no cost. If you are interested in taking advantage of this free service, follow the steps below:
 - Design and print a copy of your publicity
 - Bring to the Student Activities office and receive a Copy Center Request Form
 - Bring The Copy Center Request Form and your publicity to the Copy Center.
 - The copy center will usually turn jobs around in 24-hours.
- **University Relations:** In addition to promoting your own organization's event, University Relations will also assist in promoting a Student Organization's event when the organization completes a request form at bit.ly/URPublicity.

Paperwork

Entertainer Template

An Entertainer Template is a binding contract between the organization and a person or group providing a service. This form must be submitted 2 weeks prior to the event with the payee's signature along with the organization minutes which must include the resolution authorizing the expense, a W-9 for the person/company whose name is to appear on the check in addition the non-discrimination form. All of the documents should have the same name on them. Organizations submitting an Entertainer Template should plan to meet with a member of the Student Activities Staff to discuss their event. After the engagement takes place, an authorized signature authority must verify that services have been rendered. To request the payment, a voucher must be completed and submitted to SABO for processing. If payment is required on or before an event, it must be noted. (NOTE: It is the responsibility of the requesting organization to notify SABO if the scheduled contract is not completed, and return the check if necessary).

Budget & Management (BAM) Policies

BAM has the ability to fund a number of Student Organization activities on a first come, first served basis. The following are guidelines to help ensure consistency of allocations:

- Conferences: Limit of one per academic year.
- Dues: For up to ten members can be funded 100% to a national organization.
- Fundraising: \$150.00 will be allocated to every organization at the beginning of each semester into an organization fundraising. This helps the organization with startup costs for fundraising programs.
- Banquets: \$18.00 per member will be allocated. Additional funds must come from the organization's fundraising account. Limit to one per academic year.
- DJs for Events: Maximum of \$700.00 will be allocated. Additional funds must come from the organization's fundraising account.
- Promotional Items: BAM does not fund promotional items.

The following items cannot be requested by student organizations:

- Alcoholic beverages
- Advertising in University or area publications or other media
- Flowers, gifts, awards, etc.
- Speaker fees or honorariums to University employees or students
- Clothing unless it is deemed exclusively for uniform/costume use.

Full policies can be found at [//bit.ly/SGABAMGuidelines](http://bit.ly/SGABAMGuidelines).

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The reporting form can be found at bit.ly/StudentOrgReporting.

Additional Resources

Additional resources for advisors and student leaders in subjects such as financial management, programming, promotion, meeting effectiveness, team building and leadership training can be found on the Student Activities Office website at bit.ly/SAresources.

Advisors who wish to improve their skills or have specific questions are encouraged to communicate with other advisors for peer advice or contact any staff member in the Student Activities Office.