William Paterson University
Campus Activities, Service & Leadership
Student Organization Advisor Guide

Introduction:

The Office of Campus Activities, Service & Leadership has compiled this guide to assist in your advising endeavors. Advising an organization can be a rewarding experience in which you are able to serve and engage students and the William Paterson community in a new context. Advisors ensure the success and longevity of organizations by assisting with the development of programming that centers the mission of the organization. This is done through advising, educating, and serving as a resource to the organization. Advisors are required for all Student Government Association recognized Clubs and Organizations as well as Fraternities and Sororities and must be full time William Paterson Faculty or Staff. We hope you find the information provided helpful and encourage you to contact the Office of Campus Activities, Service & Leadership with any question or concerns.

Roles and Responsibilities of Advisor:

1. Be familiar with the organization's mission, constitution, and governing guidelines to assist members and officers with understanding and adhering to them.
2. Attend trainings/information sessions provided by the Office of Campus Activities, Service & Leadership.
3. Maintain an awareness of the activities and programs sponsored by the student organization.
4. Meet with leaders and officers to discuss upcoming meetings & programs, long range plans, goals, etc.
5. Attend general and executive board meetings, and other organization activities such as sponsored or co-sponsored events.
6. Approve the organization's event and financial forms in Pioneer Life in a timely manner. Information about how to use Pioneer Life can be found at: http://www.wpunj.edu/campus-activities/pioneer-life-resources.dot
7. Assist with transition and new officer training.
8. Develop an advising style which allows you to be active and supportive while balancing other responsibilities. Get to know the members of the organization and let them get to know you in a capacity in which all are comfortable.
9. Encourage open and regular communication between yourself, the members and the officers.
10. Schedule time to be available to members and officers.
11. Encourage the organization to meet regularly (i.e. weekly, biweekly, monthly, etc.) and to publicize their meetings to encourage membership growth.
12. Discuss appropriate behavior and procedures for the organization to practice during sponsored and co-sponsored events, activities, and meetings.
13. Address conflict and adversity tactfully and quickly. If assistance or advice is needed, contact the Office of Campus Activities, Service & Leadership.

14. Know the requirements to be a recognized Student Government Association organization (see below).
15. Know the additional requirements for Fraternities and Sororities to remain in good standing (see below).
16. Understand Student Government Association, University, and Campus Activities, Service & Leadership policies to aid the organization to ensure it is in compliance.
17. Counsel the organization in ways to self-evaluate to further develop and grow the organization.
18. Assist the organization with planning and implementing events on and off campus (see below).
19. Talk with the organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior.
20. Maintain contact with the Office of Campus Activities, Service & Leadership.

The Office of Campus Activities, Service & Leadership is a valuable resource that can help with any questions or concerns the advisor or the organization has. Take advantage of our staff's interest and experience!

Related Resources:

Campus Activities, Service and Leadership:
http://www.wpunj.edu/campus-activities/policiesandprocedures.dot

Student Government Association Constitution, Policies and Procedures: http://www.wpunj.edu/sga/

Greek Senate Constitution, Policies and Procedures:
http://www.wpunj.edu/campus-activities/greek-life.dot

Pioneer Life:
https://wpunj.collegiatelink.net/

WP Student Code of Conduct:
http://www.wpunj.edu/student-conduct/student-handbook/the-student-code-of-conduct.dot

Events and Financial Request Review Checklist for Advisors

Here are some general items to remember about student groups planning events, both on and off campus.

General Considerations
- Is the program open to all students?
- Does the program fulfill the student group's mission?
- Is the program organized?
- Has the student group hosted similar programs in the past? Have they been successful?

- Is the program creative?

- Is this program engaging to the student community?

- Has the student group been as conservative as possible with their budget request?

- Is the student organizer knowledgeable about the program?

- Is there enough time to properly plan and promote the program so that student fees are used productively?

- What are the student group's plans for promoting the program, outside of flyers?

Logistical Considerations

- Has the student organization reserved a space? (Please ask to see Room Contract or look in *25 Live*).

- Has the student completed the Event Form (needed for all events regardless of funding) and Financial Request Form (only needed if SGA funds are needed) in Pioneer Life?

- Is all of the logistical information (date, time, location, etc.) complete and correct? If not, the group may be denied or need to resubmit a correct form.

- Does the student organization have all of the financial request information (name, address, tax ID# of payee, etc.) filled out properly? Has the pre-contract been completed for <u>all</u> necessary vendors?

- Does the student have all of the necessary quotes and backup documentation for all vendors? Please refer to SGA Financial Guideline for further details.

- Does the student have a flyer with all of the correct information for the event? Does the flyer say "Funded by the Student Government Association"?

- Have you been added as a Reviewer to the Event Form?

SGA Recognized Clubs and Organizations

Requirements for student organizations recognized by the Student Government Association: (http://www.wpunj.edu/sga/)

- <u>Membership</u>: Each SGA recognized student organization must have a minimum of 15 members, with at least 4 recognized officers that meet the GPA requirements. All undergraduate student leaders / officers are required to be enrolled for 9 credits or more and must maintain a minimum GPA of 2.3 or higher. Members must maintain a 2.0 GPA or higher.
  http://www.wpunj.edu/dotAsset/146aba19-ead5-4237-8958-ad416beee384.pdf
- <u>Roster</u>: Each organization must submit a roster each semester in Pioneer Life that includes all officers, members and the advisor. Organizations must update the roster as needed (i.e. Officer changes) or requested.
- <u>Advisor</u>: Each student organization must have a WPUNJ full-time faculty or staff advisor.

- <u>Leadership Academy</u>: At minimum, the organization's e-board must attend Leadership Academy. It is recommended that other members who may be involved in event planning also attend. Presented by the SGA Treasurer, SGA Financial Manager and Campus Activities staff, Leadership Academy is the basic training workshop that allows access to the Pioneer Life System to request events, funding, and manage the organization. Leadership Academy is held several times each semester.
- <u>Club Council Meetings</u>: All SGA recognized student organizations must attend the monthly Club Council meetings to be recognized and be eligible to hold events and receive funding. Club Sports organizations will attend the Club Sports Council meetings instead of the general Club Council Meetings.
- <u>Reports</u>: Each organization will be required to complete an end of the semester report for SGA. After each event, a club member must fill out a post evaluation form that will let SGA know how an event turned out.
- <u>Fundraisers</u>: All fundraising and solicitation activities MUST be approved by Campus Activities, Service & Leadership at least 2 weeks prior to the commencement of said activities. Depending on the activity, there may be a need to involve Institutional Advancement and seek their approval as well, in a case such as this we may need more time. Policy and forms are available to students and advisors.

Miscellaneous Items:
- <u>Mailboxes</u>: Student Organization mailboxes are located in the SGA Office, UC 319. Office hours are 9am-5pm Monday thru Friday. It is suggested that Officers should pick-up materials weekly.
- <u>Workshops</u>: Student Leadership Conference and workshops are organized by Campus Activities each semester. Club leaders are invited and workshops includes practical information as well as leadership development activities for all student leaders.
- <u>Club Fairs</u>: All clubs are invited to participate in fall and spring club fairs.
- <u>Badges</u>: All officers and those attending Leadership Academy and other leadership workshops will be entered into the *Leaders in Action* digital badge curriculum program in Pioneer Life.
- <u>Financial Guidelines</u>: http://www.wpunj.edu/dotAsset/4eddfe26-dd96-4c91-a751-113e5586494a.pdf

<u>Fraternities and Sororities</u>

In addition to following SGA guidelines in regards to financial processing and programming, Fraternities and Sororities have some additional requirements in order to remain in good standing and be permitted to engage in activities on campus.

1. <u>Insurance</u>: All chapters must provide their own liability insurance coverage with a minimum of $1,000,000. Chapters must provide to the Office of Campus Activities, Service & Leadership the certificate of insurance that shows William Paterson University named as additionally insured. It is the responsibility of each chapter to make sure that insurance is kept up to date, as any lapse in coverage will result in an immediate halt of all chapter programming and activity on campus.
2. <u>Roster:</u> Updated roster information must be completed and provided to CASL within the first two weeks of every semester. This information includes both executive board and general member

rosters. Paperwork must have all required information and signatures in order to be considered complete.

3. <u>Greek Senate</u>: All chapters must remain in good standing with the Greek Senate and complete all requirements set forth by the body.

4. <u>Greek Pillars</u>: All chapters must successfully meet the standards established by the "Greek Pillars" program and submit required reports by the annual deadline. Categories that are covered in the Pillars packet include: Scholarship, Leadership, Citizenship, Sisterhood / Brotherhood and Accountability. Details on packets will be distributed to the chapters at the beginning of the academic year and will be collected in April of the same academic year. If the Advisor and/or chapter need further clarification on anything with the packets, an appointment can be made with a CASL staff member to go over the packet.

5. Be in compliance with all university policies and reconcile all outstanding bills in a timely manner.

6. All programs and fundraisers must be approved by the Office of Campus Activities, Service and Leadership with all paperwork submitted by their required deadlines.

Working with Student Leaders

1. Do not direct the activities of the organization. This is the time for students to develop their leadership skills and to succeed or fail. Allow students to make their own decisions and learn from their experiences. Your job is to advise and support this process.

2. Failing is part of the learning process. Mistakes and poor decisions will happen. While it may be your first reaction to intervene and fix all the mistakes you see, this is not the role of the advisor. You can help students to think through their actions and to consider various possibilities, but the final decisions must be theirs. Take advantage of failures and use them as teachable moments with students.

3. It is your responsibility to help students understand the consequences for their decisions. Be pro-active when a controversial situation arises but let them make the decision. Help students take ownership of their decision and responsibility for any consequences that may follow.

4. Share in their successes! Let them know they did a great job and the impact it had on the organization and the community. Let others know about the wonderful accomplishment of the organization and encourage the organization members to continue to achieve more.

For any questions or support in working with student organizations please do not hesitate to contact the Office of Campus Activities, Service & Leadership:

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