

UNIVERSITY OF NOTRE DAME

Undergraduate Club/Organization Advisor Handbook 2009-2010



Student Activities Office

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STUDENT ACTIVITIES
SAO
SAO.ND.EDU



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Introduction

The Student Activities Office would like to thank you for the time and energy you are offering to serve as an advisor. We believe that the skills our students learn while serving in a leadership role or being an active group member will help them both in the classroom and in their careers after they leave Notre Dame. We are grateful that you are willing to help foster the leadership and personal development of Notre Dame students by volunteering as an advisor.

The Student Activities Office strives to enhance the overall educational experience of students and serves the campus community through development of, exposure to, participation in, and assistance with intellectual, spiritual, cultural, recreational, social, leadership, and employment opportunities. The Office also fosters an environment which values differences, the freedom of expression and the holistic development of students. With your help as an advisor, SAO can continue this mission of excellence in preparing our students for life after college.

Below you will find the Advisor Handbook. It was designed to aid you in your journey as a club or organization advisor. Additional resources may also be found on our website at <http://sao.nd.edu/> under “Clubs Advisor Resources.” If at any time the Student Activities Office may help you with any questions or concerns, please feel free to contact me. You may call me at 574/631-7308, stop by 314 LaFortune Student Center or email me at mhavlik@nd.edu. I also encourage you to browse *The Source*, our online student club handbook. This handbook will help you understand some the procedures and policies that student groups must follow in order to conduct their business.

Thank you again for your ongoing support of student activities. I look forward to working with you this year.

Best Wishes,

Mary Kate Havlik
Student Program Coordinator



General Information

Who Can Be an Advisor?

Any full-time faculty or administrative staff member may be an advisor to a club or organization at Notre Dame. The advisor must remain on campus and be accessible to students on a regular basis. If you do not fulfill this requirement because you are on leave or sabbatical, please contact the club so they can find a suitable replacement until your return. Contact Mary Kate Havlik if you have any questions about your eligibility as an advisor.

Why Be an Advisor?

Although there is no monetary compensation for all the time and hard work that goes into advising, the returns are still worth every effort. Advising is a unique opportunity to bond with the students at Notre Dame outside of a classroom setting. The environment developed through an advisor-advisee relationship is one that touches on a different level. This experience provides the students the opportunity to get to know faculty and administrators as “real” people, and often leads to long term mentoring. Other reasons for being an advisor include: knowing you are making a difference, having fun, keeping abreast of campus events, building a community, receiving student appreciation, and personal satisfaction.

If at any time you have questions or concerns related to your student club, please contact us at (574) 631-7308. Success to you and enjoy your opportunity to make a difference!



Student Activities Office

Location: 315 LaFortune Student Center

Phone Number: (574) 631-7308

Fax Number: (574) 631-8139

Website: <http://sao.nd.edu/>

Email: sao@nd.edu

Contact Mary Kate Havlik in the Student Activities Office for any questions or concerns about your undergraduate club or organization, or contact one of these other SAO staff members:

Deb Acrey	Student Union Bookkeeper	631-7417
Amy Belke	Sr. Administrative Assistant	631-6912
Brian Coughlin	Assistant Vice President for Student Activities	631-9314
Kathy Dougherty	Sr. Staff Assistant	631-7308
Maureen Doyle	Student Program Coordinator	631-7308
Bob Franken	Print Media Coordinator	631-3671
Brian Fremeau	Assistant Director	631-7308
Amy Geist	Assistant Director	631-7308
Mary Kate Havlik	Student Program Coordinator	631-7308
Chris Hinsberg	Program Coordinator, Legends	631-2944
Peggy Hnatusko	Director of Student Activities Programming	631-7308
Laurie McFadden	Broadcast Media Coordinator	631-9059
Aaron Perri	General Manager, Legends	631-2973
DaShawn Powell	Coordinator of Custodial Services	631-5819
Jonn Shaver	Operations Manager	631-5028
Irene Stines	Sr. Staff Assistant	631-7308
Carol Taylor	Coordinator, Office Services	631-9314
Nancy Walsh	Student Union Secretary	631-7668
Kanika Travers	Manager, Events and Catering	631-2988
Ryan Willerton	Director of Student Activities Facilities	631-4075
Matt Wold	Custodian Supervisor	631-5819



What Can SAO Do For Your Club/Organization?

Budget Advisement: We can help you guide your students in managing club finances, requesting Student Activity Fees from the Club Coordination Council, fundraising ideas, and more!

Group Development: SAO provides many programs to aid group officers and members in their growth, including leadership, creative marketing, website development, and more through Leadership for Clubs and Organizations.

Program Planning: We can sit down with students to brainstorm new events, organize existing events, register events on SAOnline, and point them in the direction of other departments that will help make their event successful.

Imprinting Merchandise: We can aid students in their efforts to imprint merchandise such as t-shirts, promotional items, etc.

Policy Advisement: We can guide students through University policies and procedures as pertains to clubs and organizations.

Prospective Club Process: We can guide students through the Prospective Club process when forming a new club.

And more! Just call 631-7308 – we can help you find the answers to club related questions.

Club Coordination Council

The Club Coordination Council (CCC) of Notre Dame is a subdivision of the Notre Dame Student Government. The CCC is comprised of 18-24 club members elected by their peers to oversee and represent all of the recognized undergraduate student clubs at Notre Dame.

Additionally, the CCC is headed by an executive council composed of the CCC President, Vice President and Controller.

Location: 314E LaFortune Student Center

Website: <http://www.nd.edu/~ccc/>

Email: ccc@nd.edu

Officers (09-10): President – Cameron Shane
Vice President – Kim Ford
Controller – Collin McCabe

Mission: The Club Coordination Council (CCC) shall disseminate information concerning undergraduate club issues and activities, recommend funding allocations for all undergraduate clubs, provide oversight for undergraduate clubs, serve as a representative of all undergraduate clubs, and actively promote cohesive and collaborative club programming.



Types of Student Groups at Notre Dame

Undergraduate Clubs

All undergraduate clubs must be approved by the Student Activities Office and the Club Coordination Council, and must complete all deadlines required by SAO to remain active.

- Academic – Clubs with an academic focus that typically are associated with a particular academic department.
- Athletic – Clubs that compete below the varsity level. Athletic Clubs must also be approved by RecSports, and are jointly managed with this office. Athletic Clubs have an additional account with RecSports, and work with RecSports on all travel and imprinting that relate to competition. If you have any questions regarding a club sport, please contact Dave Brown, Assistant Director of RecSports – Club Sports at dbrown4@nd.edu.
- Cultural – Clubs with a cultural focus. Most clubs are connected with either Multicultural Programs & Services (MSPS) or International Student Services & Activities (ISSA).
- Performing Arts – Clubs that perform (music, theatre, etc). Many clubs are associated with the Music Department and/or Campus Ministry.
- Social Service – Clubs that perform service as their central mission. All Social Service clubs must also be approved by the Center for Social Concerns (CSC), and have the CSC as an additional resource. Please contact Michael Hebbeler, Director of Student Leadership and Senior Transitions at mhebbele@nd.edu, with any questions.
- Special Interest – Includes clubs with a variety of missions, such as religious, political, social, etc.

Graduate Clubs

All graduate clubs must be approved by the Student Activities Office and their respective governing organization (see below), and must complete all deadlines required by SAO to remain active. Graduate clubs have a separate accounting process and altered event registration system, so please contact Mary Kate Havlik for further information regarding graduate clubs.

- MBA – Clubs that serve MBA students as their primary focus. MBA clubs fall under the MBA Association. For more information, please contact Mary Goss, Senior Director of MBA Admissions at mgoss@nd.edu.
- Law – Clubs that serve Law students as their primary focus. Law Clubs fall under the Student Bar Association. For more information, please contact Peter Horvath, Director of Student Services for the Law School, at phorvath@nd.edu.
- General – Clubs that serve other graduate students as their primary focus.

Organizations

All organizations must be approved by the Student Activities Office, and must complete all deadlines required by SAO to remain active.

- Student Government – Groups that serve as governing bodies for their respective constituencies. Groups that fall in this category include the Student Union, Class Councils, Club Coordination Council, Financial Management Board, Hall President's Council, Off-Campus Council, Student Union Board, and Senate. For more information on these groups, please go to the Student Government website at <http://www.nd.edu/~studegov/>.



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- Halls – Residence Hall Councils.
- Businesses – Groups that function as businesses to the Notre Dame community. These groups include Adworks, Irish Gardens, The Shirt Project, and Student Business Board.
- Media – Groups that provide media services to Notre Dame. These groups include The Dome Yearbook, The Juggler Magazine, Scholastic Magazine, NDtv, WSND, and WVFI.
- Other Organizations – These groups include Bookstore Basketball, Debate Team, and Junior Parents Weekend.

Expectations of Club Members

1. The members are joined together for the betterment of the organization.
2. The members take the initiative to set goals and have direction.
3. The officers take their responsibilities seriously.
4. The members are held accountable for their responsibilities.
5. The members attend meetings regularly.
6. The constitution and university policies are followed.
7. The advisor is kept informed as to all organizational activities, meeting times, locations, and agendas.
8. The organization makes no commitments for the advisor without his/her consent.

Responsibilities of the Student Group to their Advisor

The responsibilities of Student Organizations to their advisor include, but are not limited to...

- Establishing and sharing a job description for the advisor that clearly defines his/her responsibilities and anticipated lines of communication anticipated.
- Notifying the advisor of all meetings, activities, and programs. Establishing an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with your advisor to discuss organization matters.
- Consulting the advisor prior to making significant changes to the structure of the Organization.
- Consulting the advisor when any significant organization policy changes are made.
- Allowing the advisor to share their thoughts and ideas.
- Showing respect and value for the advisor whom the organization chosen to serve as guide and mentor.
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs.



Officer and Member Responsibilities

All approved and registered student clubs and organizations must abide by *du Lac*, and *The Source Online* Student Organization Handbook. Both of these can be found online at the following links:

- *du Lac: A Guide to Student Life* – Notre Dame Student Handbook (pages 148-158)
<http://orlh.nd.edu/dulac/index.html>
- *The Source Online* – Student Organization Handbook
<http://sao.nd.edu/studentleadership/thesource/indexnew.shtml>

Group Finances

As advisor, you have a responsibility to help the group maintain their account. An important part of the learning process is for the group to maintain the account, but you should be available as a resource for budgeting, tracking, etc. In addition, the advisor must:

- Sign all receipts for reimbursement
 - Check receipts for items that do not seem right, such as an event you did not approve on SAOnline (events that have not been approved will not be reimbursed), or items such as alcohol or tobacco products, which will not be reimbursed.
- Approve the budget
 - In February, the CCC will send the blank Microsoft Excel Budget requests to undergraduate clubs. Clubs must attend the Budget Allocation Meeting, complete the budget, and send to you for approval. The budget **MUST** be approved by you and emailed to the CCC by the deadline for the club to be eligible for funds.
 - An email explaining the process will be sent to you from SAO as the process begins. Please pay attention to this email and make arrangements with the club for approval, especially if you will be unavailable around the deadline.
- Be familiar with Student Union Treasurer Office Policies
 - Please see the next section for these policies.



Student Union Treasurer Office Policies

All financial transactions (with the exception of deposits) must be processed through the Student Union Treasurer's Office.

Our office is open Monday through Friday from 8-4, during the academic year. We are located in the Club Resource Center in 314C LaFortune. Please contact us at 631-7417 or at acrey.1@nd.edu with questions, our forms can be found at <http://www.nd.edu/~fmb>.

A club/organization has the opportunity to access funds in several ways. Please be aware that General Accounting and the IRS set strict policies and procedures for checks.

To obtain a copy of your groups financial transactions for the year please send an email request to acrey.1@nd.edu and a spreadsheet will be sent to you. As a safety measure no hard copies are printed out.

Checks

Generally it takes a week for a check to be printed by the University.

1. Receipts:
 - a. General Accounting can only accept original receipts - no copies!
 - b. For clubs all receipts/invoices must be signed by your club advisor.
 - c. All receipts must be itemized - including restaurant receipts.
2. Once you have obtained the original receipts you will need to fill out an Application for Funds form (located outside 314C LaFortune or online at <http://www.nd.edu/~fmb>).

Direct Charges On-Campus

Any on-campus expenditure can be charged directly to your account number. This includes Anthony Travel, Inc., Bookstore, Catering, Fedex Kinkos, Dining Halls, Educational Media, General Services, OIT, The Huddle, Reckers and Student Activities. This way an individual won't have to pay with his/her own money.

Direct Charges Off-Campus

We offer special off-campus charge requisitions for Gordon Food Service/GFS and Martin's Supermarket (State Road 23). See our office with the following information.

- A list of the items you plan to purchase and an approximate total cost. It is important to estimate accurately since your club/organization will not be allowed to exceed the amount specified on the purchase requisition.



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Interdepartmental Transfers

These are done when two university clubs/organizations or a department needs to pay one another. Our office will simply process a Journal Entry and transfer the funds between accounts. You will need to know both your account number and that of the club/organization/department you will be paying. This can be done through e-mail acrey.1@nd.edu.

Event Cash Advance

Event Cash Advance forms are available outside 314C LaFortune or at <http://www.nd.edu/~fmb>. An event cash advance is only for making change; it cannot be used for making purchases. A cash advance must be re-deposited within two business days after the event to the NDFCU.

General Deposits

Deposits must be made to NDFCU in the lower level of LaFortune. All checks need to be endorsed with your club/organization name and stamped for deposit only (the stamp is available in 314 LaFortune). Complete deposit instructions and slips are available in 314 LaFortune.

Donations

Clubs are not permitted to make donations with Student Activity Fees. However, a club/organization may sponsor a fundraising event for the purpose of raising money for contributions. Only net profits may be used for contributions. In this case an SAOnline form would need to be completed and approved by Student Activities.

Gifts / Prizes

Any tangible gift over \$90 is considered taxable income, therefore a name and NetID would need to be obtained or a name and social security number. For any gift card the name and NetID and name and social security number would need to be obtained.

Special Travel Considerations

The following relates to financial implications for travel.

1. The responsibility to observe the guidelines rests with the student traveling and the Club President and/or Treasurer and Advisor.
2. The University encourages travel arrangements to be made through the University's official travel service, Anthony Travel, Inc. located in the lower level of LaFortune 631-7080.
3. Vehicle rental can be handled through ND Transportation Services 631-6467.
4. Itemized receipts are required for all meal charges. Student activity fee funds shall not be used for the purchase of alcoholic, pharmaceuticals, tobacco products, firearms, and fireworks or for any other product that is contrary to the University standards of behavior, as outlined in du Lac.
5. Tolls and parking are reimbursable. Obtain receipts for these expenses.



Being an Advisor

How to Get Started

1. Review the constitution of the student group. Email Mary Kate for a copy.
2. Meet with the officers individually and then together.
3. Review *The Source* online for important information.
4. Attend the organization's meeting and introduce yourself.
5. Let the group know how and when you can be contacted.
6. Discuss with the group your expectations of them.
7. Allow them the opportunity to discuss with you their expectations of you.
8. Set goals with the organization.
9. Familiarize yourself with SAOnline.

Role of the Advisor

The role of the advisor is critical to the success of the organization. An advisor serves the group in an array of different capacities. These roles include but are not limited to the following:

- Being behind the scenes
- Giving direction when needed to the organization
- Refusing to do the student's office work
- Reviewing and approving SAOnline requests, and overseeing the budget
- Offering ideas and input
- Engaging students in conversations examining all sides of an issue
- Making recommendations based on past experiences and facts
- Serving as a point of reference and resource
- Being a counselor, but knowing when to refer to a professional
- Being a troubleshooter
- Assisting in the personal development of the organization's members
- Being a motivator
- Being an enthusiast
- Being a friend to, but not a friend with, the organization's members
- Being a role model to the students



Advisor Guidelines

As an organization/ club advisor, you play an integral role in the development of student leaders. As a University administrator working in an advisory capacity, you have various responsibilities. These responsibilities have been divided into the three following areas:

I. Responsibilities to the Organization

1. Be familiar with the organization/club's constitution (Constitutions are filed electronically in the Student Activities Office. To request an updated copy, e-mail sao@nd.edu).
2. Learn about pertinent University policies and procedures and advise officers on adhering to them.
3. Provide SAOnline request approvals in a timely manner.
4. Agree to be a University representative to the student group (meet with University administrators, if needed; work to ensure University policies and procedures are explained to the organization/club).
5. Serve as university representative on club trips when needed, or assist club in identifying an appropriate representative.
6. Attend organization/club meetings and/or executive meetings, as needed.
7. Be aware of all plans and activities of the group, including programming, trips, expenditures, etc.
8. Be present at the events or activities sponsored by the group, especially off-campus events.
9. Authorize all financial reimbursements made to organization/club members by signing receipts the organization/club submits to you (please be sure to review all items which have been purchased to ensure they are not violations of Student Union fiscal policies, which are included below).
10. Approve the CCC Budget Request by forwarding the Excel Spreadsheet to the CCC (more detailed instructions can be found in this Handbook).
11. Verify that the students listed as officers are the actual officers.
12. Provide insight and assistance with the orientation of newly elected student leaders.
13. An advisor should not hesitate to engage in the general discussion of organizational matters at meeting. However, he/she normally should not dominate discussions or become the focus of attention.
14. Complete the Advisor Role Activity at the end of this handbook with the student leaders.

II. Responsibilities to Student Leaders

1. Be available to the members of the organization/club. At times, they will need advice, guidance, or just a sounding board to bounce off their ideas.
2. Talk early with new organization members to determine what roles, style, and functions you may use that year, and the expectations both parties have to each other.
3. Meet with organization/club officers on a consistent basis to gain an understanding of the club's progress toward its goals and learn how you can foster leadership development. If you don't know how to help, just ask the club leadership - they'll tell you!
4. Encourage members to play an active role in the governance of the organization/club.
5. Encourage all members to be part of the planning process and supportive of group decisions.
6. The voluntary association between advisors and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, contact Mary Kate to discuss options.



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III. Responsibilities to the University

1. Meet with Student Activities staff members, as needed.
2. Review account activity. Contact the treasurer's office (631-7417) with any accounting questions you may have.
3. Become familiar with University policies and procedures.

IV. Suggested Advanced Responsibilities

1. Attend organization/club officer meetings to provide advice and guidance during discussions and become acquainted with other members of the organization/club.
2. Attend the club advisor reception/coffee break offered by the Student Activities Office during the fall semester. Meet other advisors and learn about the "ins and outs" of policies and procedures.
3. Provide reflection sessions for organization/club officers and/or members. Encourage students to reflect on what they have learned from being a part of a student group.
4. Meet with the organization/club treasurer and educate them on accounting procedures with the University. Encourage students to plan in advance so they do not rely on reimbursements.
5. Assist the club in its CCC allocation process. Provide historical information and feedback, when necessary.
6. Attend the Club Awards banquet -- meet other organization/club advisors and student leaders.
7. Coordinate club assessment tools to provide constructive feedback to the student leadership.
8. Meet with related offices which may be able to assist with the club's development.

V. Something to Keep in Mind When Working With Student Leaders

1. Please do not direct the activities of the organization/club. Allow students to make their own decisions and learn from those experiences.
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 of the mistakes you see, this is not the role of the advisor. Take advantage of failures, and use them as teachable moments with students. On the other hand, while it may be easy to sit back and say "everything is a learning experience, I won't interfere with what they say or do," it is your responsibility to ensure that students understand what the consequences could be for a decision they make. In other words, be proactive when a potentially controversial/policy-related situation/decision arises.
3. Most groups prefer an active advisor. Being active does not mean serving as the leader, but it does mean being invested in the mission, purpose, and goals of the group as well as taking an interest in the development of group members. In order to be effective, the advisor should serve as a resource person. The most effective advisor is one who is able to convey his/her experience to the group while respecting the unique perspective each student brings to an organization.
4. Let the students control the finances of the organization/club. Part of the educational experience students learn in leadership positions is how to formulate a budget and maintain records of expenditures. Your primary role regarding finances will be to monitor the expenses, provide feedback on the budget, and approve reimbursements for expenditures.
5. Organization/club members must have original, itemized receipts in order to get reimbursed. Please keep in mind that the University will not reimburse clubs for alcohol or alcohol-related paraphernalia (alcoholic beverages, shot glasses, beer mugs, etc.).



Most Frequent Advisor Responsibilities

This handbook provides detailed information on all of an advisor's responsibilities. But what is the day-to-day of an advisor's life like? Here is a list of the most common responsibilities:

- Attend club meetings
 - These meetings may vary from once a week to once a semester. Complete the Student Group/Advisor Agreement for your club's expectations for meeting attendance.
- Meet with the President on a regular basis
 - In order to keep tabs on the group, we recommend keeping in touch with the president to ensure you are kept up to date on important issues and can provide guidance when necessary
- Approve SAOnline requests
 - SAOnline is an all-inclusive online system that connects student leaders of ND clubs and organizations with the people and departments that approve student group events and activities. To use the system, students simply log-in and submit a request. Requests are then automatically routed to the Club Advisor for approval, and subsequently to any campus individuals and departments assigned to approve the details of the request.
 - SAOnline is used by student group leaders to request approvals for all of the following:
 - Facility and Outdoor Grounds reservations
 - Food Service Approvals
 - Imprinting Merchandise Approvals
 - Fundraising Approvals
 - Solicitation Approvals
 - Petition Approvals
 - Student Group Travel and Transportation Approvals
 - Concession Stand Approvals
 - Dance Approvals
 - ... and more
 - You will receive an email with the subject "SAOnline Alert :: Club Advisor/Rector Notification" when a new request has been submitted by your club.
 - Log in with your own Net ID and password. Any active requests will be on the front page, ready for you to approve, deny or add comments.
- Receive CLUBLINE emails
 - CLUBLINE is a newsletter created by the Notre Dame Student Activities Office for undergraduate club officers and advisors. It is updated on a regular basis, and includes important information regarding club policies, deadlines, resources and leadership opportunities.



The Advisor's Role – Month-By-Month

The following outline should give you an idea of what to expect through the year.

- **August/September**
 - Read the club constitution (e-mail sao@nd.edu to request an updated copy, if needed) to review its operating procedures.
 - Be aware of important dates for club officers, including Activities Nigh, Club Information Meetings, Concession Stand Management Training and Group Travel Training.
 - Establish a regular meeting time with the club leadership.
 - Begin attending club/officer meetings, as needed.
- **October**
 - Around midterms, keep an eye out for officers with academic eligibility concerns.
- **November**
 - Begin discussing the club's plans for the spring semester.
 - A Fall Officer Workshop will be held for all club/organization officers looking for advanced training and leadership.
 - Advisor Coffee Breaks will be held in late November/early December.
- **December**
 - Begin to identify future leadership of club. Talk to the president about elections/transition.
 - Recommend promising freshmen for the Leadership Institute, which begins in January.
 - Meet with club officers to evaluate the past semester.
- **January**
 - Review spring semester activities with club officers.
- **February**
 - Be aware of important dates for club officers, including Club Information Meetings (which are mandatory for all clubs) and CCC Budget Allocation Meetings and Interviews.
 - Be on the lookout for more information on the budget process and your role.
- **March**
 - Club officer elections are typically held in February/March/April. Attend elections to ensure a fair, democratic process.
 - A Spring Officer Workshop will be held for all club/organization officers looking to start their terms off on the right foot.
 - Nominate your club or officers for a Club Award at <http://www.nd.edu/~ccc>.
- **April**
 - Assist with officer transition.
 - Attend the Club Coordination Council Club Awards Banquet.
 - Be aware of your role with Club Registration which will take place mostly online.
- **May**
 - Begin planning for the following academic year.
 - Review the club's financial standing to ensure they have not overspent.
- **June**
 - Self-evaluate your effectiveness with the club over the past academic year. What were your strengths? What areas could use some improvement?
 - After you evaluate, relax...you deserve it!



Tips for Being an Effective Advisor

Ten Guidelines for Effective Advising:

1. Be an educator/a challenger (realize the components of group dynamics and the decision making process).
2. Know or help develop the goals of the group.
3. Know the members of the organization and their needs.
4. Be sincerely committed to the organization.
5. Be available and approachable to the members.
6. Provide appropriate feedback.
7. Guide the group to success - share in their successes/failures.
8. Be open to learning yourself.
9. Know resources available.
10. Have fun!

(Source: <http://www.bgsu.edu/downloads/sa/file51306.pdf>)

Tips for a Good Advisor/President Relationship

1. Clear understanding of each other's role on the organization
 - a. Clarify in writing what those roles are.
2. Clear expectations
 - a. Verbalize what it is you expect and clear up any misconceptions.
3. Realistic relationship.
 - a. Friendship should not be an expectation; if it happens, it should occur naturally.
4. Advisor should encourage president to set specific goals.
 - a. Always be supportive of these goals and remember that the president often has the least defined role.
5. Support each other.
 - a. Provide positive feedback for things well done.
6. Have a sense of humor.
 - a. The ability to laugh at yourself and see the humor in situations can make the job a lot more fun, especially if the humor is not demeaning or negative.
7. Practice open and honest communication.
 - a. This helps you establish a trusting relationship and helps avoid problems with hidden agendas.
 - b. It also helps when you have differing viewpoints.
8. Respect each other.
 - a. It is important to respect both the person and their position.



Do's and Don'ts

Do...

Allow others to fail
Allow others to succeed
Know your limits
Be visible
Be constituted with your actions
Trust yourself with the group
Learn when to speak/when not to
Direct the group where to find answers
Teach the art of leadership
Be available

Don't...

Control the group
Manipulate the group
Take ownership for the group
Close communication
Be afraid to try new ideas
Know it all
Take everything so seriously
Give the answer
Be the leader
Miss the group's meetings and functions

Advising Styles

The style you choose as an advisor is affected by many factors: campus demographics, type and size of the organization, familiarity with organization's purpose, your position at the university, etc. More importantly, advising style depends on the students and their needs. When deciding what type of advisor to be, consider the following approaches:

Developmental

- Focus is on developing leadership skills
- Provide challenge and growth opportunities
- Provide guidance in the decision making process
- Serve in a "hands off" capacity that allows exploration (and failure) of students' own ideas

Administrative

- Organization of events for the group
- Focus on policies and budget

Programmatic

- Providing skill development for students
- Event planning

Other

- Combination of developmental, administrative, and/or programmatic
- Situational

(Source: Danielle M. De Sawal, *Creating Intentional Learning Relationships Through Student Organization Advising*, NASPA 2009.)



Understanding Students

One way to understand how to work with the students in our clubs is to understand where they are coming from. Following is an excerpt for the Beloit College Mindset List for the Class of 2013. This list, released annually, gives faculty and administrators an idea of the world 18 year-olds have grown up in.

Beloit College's Mindset List® For the Class of 2012

If the entering college class of 2013 had been more alert back in 1991 when most of them were born, they would now be experiencing a severe case of déjà vu. The headlines that year railed about government interventions, bailouts, bad loans, unemployment and greater regulation of the finance industry. *The Tonight Show* changed hosts for the first time in decades, and the nation asked “was Iraq worth a war?”

Members of the class of 2013 won't be surprised when they can charge a latté on their cell phone and curl up in the corner to read a textbook on an electronic screen. The migration of once independent media—radio, TV, videos and CDs—to the computer has never amazed them. They have grown up in a politically correct universe in which multi-culturalism has been a given. It is a world organized around globalization, with McDonald's everywhere on the planet.

1. For these students, Martha Graham, Pan American Airways, Michael Landon, Dr. Seuss, Miles Davis, *The Dallas Times Herald*, Gene Roddenberry, and Freddie Mercury have always been dead.
2. Dan Rostenkowski, Jack Kevorkian, and Mike Tyson have always been felons.
3. They have never used a card catalog to find a book.
4. Margaret Thatcher has always been a former prime minister.
5. Tattoos have always been very chic and highly visible.
6. Rap music has always been main stream.
7. Babies have always had a Social Security Number.
8. They have never understood the meaning of R.S.V.P.
9. American students have always lived anxiously with high-stakes educational testing.
10. The European Union has always existed.
11. McDonald's has always been serving Happy Meals in China.
12. The American health care system has always been in critical condition.
13. The nation's key economic indicator has always been the Gross Domestic Product (GDP).
14. Their folks could always reach for a Zoloft.
15. They have always been able to read books on an electronic screen.
16. Women have always outnumbered men in college.
17. We have always watched wars, coups, and police arrests unfold on television in real time.
18. Phil Jackson has always been coaching championship basketball.
19. Elite American colleges have never been able to fix the price of tuition.
20. Britney Spears has always been heard on classic rock stations.
21. They have never been Saved by the Bell
22. Natalie Cole has always been singing with her father.
23. Two Koreas have always been members of the UN.
24. Official racial classifications in South Africa have always been outlawed.
25. Nobody has ever responded to “Help, I've fallen and I can't get up.”

(Source: <http://www.beloit.edu/mindset/2013.php>)



Millennials

This generation of students, often referred to as “Millennials,” display certain characteristics. They tend to...

- Accept authority more easily
- Follow the rules
- Identify with parental values
- Place more trust in the government
- Expect more parental involvement
- Expect to work in teams
- Be more involved in “service” projects
- Be more comfortable with technology

Millennials are seen as...

- Optimists
- Think being smart is good
- Special
- Cooperative, team players
- Sheltered
- Confident
- Conventional
- Team-Oriented
- Achieving

Implications for Advisors

- May expect more contact with faculty & staff
- Place more expectations on advisors as the “Experts”
- May want to be told what to do next--structured activities
- May want to be told what to take & when
- Peer mentors/leaders may be more plentiful in the future
- May prefer small group activities
- May prefer more active or hands-on learning
- Expect more frequent feedback

Advising Millennials

- Be realistic with students
- Ask tough questions
- Make appropriate referrals to help students better understand themselves – Career Center, Counseling Center, Academic Support
- Be aware of students who are struggling due to their lack of critical thinking, decision-making and problem solving skills = overwhelmed, unmotivated
- Students may expect a prescriptive rather than a developmental advising style

(Source: Mark Kretovics, *Advisor Education Workshop*, May 19, 2007, Mount Union College)



Student Group/Advisor Agreement

CLUB/ORGANIZATION NAME: _____

ADVISOR NAME: _____

The members of this club/organization, by the selection process outlined in our constitution hereby select the above named as our advisor for 2009-2010 academic year.

Notre Dame has the following basic expectations of all club/organization advisors:

- Meet with the executive board as often as necessary
- Meet with Student Activities staff members, as needed.
- Provide continuity for the club/organization from year to year.
- Become familiar with University policies and procedures and provide assistance in explaining policies to members.
- Intervene when group violates the law or Notre Dame policies.

The following is intended to clarify the role of advisor by providing both the organization/club and the advisor the opportunity to decide the extent to which the advisor will be involved with the organization/club.

Directions

Using the scale below, the advisor and organization/club officers complete this activity individually. After completing the inventory, compare responses to develop a stronger relationship between the advisor and the organization/club. Answers which vary more than 2 points either way should be discussed immediately.

-2 Strongly Disagree -1 Disagree 0 Neutral +1 Agree +2 Strongly Agree

Club Advisor

Attendance

- | | | |
|-------|-------|---|
| _____ | _____ | Attend all regular meetings of the organization/club. |
| _____ | _____ | Attend officer meetings. |
| _____ | _____ | Attend organization/club's campus-wide activities and events. |
| _____ | _____ | Attend organization/club's internal activities and events. |

Meeting Involvement

- | | | |
|-------|-------|--|
| _____ | _____ | Assist in the preparation of meeting agendas. |
| _____ | _____ | Ability to call emergency meeting of officers, if deemed necessary. |
| _____ | _____ | Interrupt during meetings to inform members about possible violations of University policy. |
| _____ | _____ | Interrupt during meetings to inform officer/members about violations in constitution/bylaws. |
| _____ | _____ | Present personal point of view during discussions at meetings. |
| _____ | _____ | Be quiet at meetings unless asked for input. |
| _____ | _____ | Review minutes for accuracy before distribution. |

Goal Setting

- | | | |
|-------|-------|--|
| _____ | _____ | Participate in goal setting process. |
| _____ | _____ | Provide feedback to officers on progress towards goals. |
| _____ | _____ | Require committees to follow up with advisor on progress towards goals, with frequent updates. |



Undergraduate Club/Organization Advisor Handbook (2009)

Club Development

- ____ ____ Coordinate leadership development workshops on topics created by officers.
- ____ ____ Research and present leadership development opportunities available on campus, etc.
- ____ ____ Explain University policies and procedures to general organization/club membership.
- ____ ____ Cancel events when he/she believes they are poorly planned.
- ____ ____ Take the initiative to instill teamwork, cooperation and collaboration within the club.
- ____ ____ Use influence with club officers between meetings to get things accomplished the right way.

Representation

- ____ ____ Speak on behalf of the organization/club to the campus community.
- ____ ____ Speak on behalf of the organization/club to the general public.
- ____ ____ Assist with mediating conflicts with the University administration, other clubs, offices, etc.

Elections

- ____ ____ Attend all elections, interviews, etc.
- ____ ____ Provide organization/club officers feedback on each candidate.

Additional Roles

- ____ ____ Review all SAOnline requests, approving those that follow the mission of the organization/club and do not violate University policy.
- ____ ____ Receive copies of all official correspondence.
- ____ ____ Review/proof all official correspondence (newsletters, proposals, letters, etc) before mailing
- ____ ____ Other: _____

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties.

Signatures:

I have met with the club/organization and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

_____ Advisor Signature	_____ Date	_____ Campus Address
_____ Club/Organization Leader	_____ Date	_____ Campus Address
_____ Student Program Coordinator	_____ Date	_____ Campus Address

A copy of this document will be maintained in SAO and made available to the group upon request. It is also recommended that the officers of the group maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the group and advisor should be directed to the Student Program Coordinator, Mary Kate Havlik.



Additional Resources

For more information on being an advisor, planning a program, SAO policies and more, check out *The Source* online and the Club Advisor Resources webpage at <http://sao.nd.edu>. These pages include great information like:

- Student Group Listings
 - See the most up to date list of all of Notre Dame's clubs and organizations!
- Club Information Meeting Notes
 - Read the same information that all clubs must learn at Club Information Meetings!
- Leadership for Organizations and Clubs (LOC)
 - LOC was created to provide officers and members of the over 250+ clubs and organizations on campus the tools necessary to successfully organize and run their groups. All sessions are free and open to any student.
 - Programming Guide
- Group Development Tools such as:
 - Brainstorming
 - Budgeting
 - Motivation
 - Recruitment and Retention
 - ...and more!

Acknowledgements

The following resources were utilized in compiling this Advisor Handbook: *The Source 2006*, University of Notre Dame; *Beloit College's Mindset List® For the Class of 2013*, <http://www.beloit.edu/mindset/2013.php>; *Organization Advisor Handbook*, John Carroll University; *Advisor Education Workshop*, Mark Kretovics, May 19, 2007, Mount Union College; *Student Organization Advisor Information 2007*, Miami University; *Office of Student Activities and Organization Leadership Advisor Handbook*, Southern Illinois University Edwardsville; *Residence Hall Federation Handbook 2004-2005*, Virginia Tech; *Advisor Manual*, ACPA Commission for Student Involvement <http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf>; *Club Advisor Manual 2008-2009*, Fordham University http://www.fordham.edu/images/student_activities/advisor_handbook_fall08.pdf.