FAU STUDENT INVOLVEMENT

Division of Student Affairs
Florida Atlantic University

Registered Student Organization

Advisor Manual
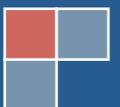
2016-2017

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Introduction

The Advisor Manual is intended to be a tool for advisors to Registered Student Organizations (RSOs) and Interest Groups at Florida Atlantic University. All RSOs are required to have an advisor, but your role is more important than merely a name on a piece of paper. We all know that classroom learning is central to the college experience; however, students also gain valuable skills and knowledge from co-curricular involvement. As an advisor, you will have a great impact on student learning.

In order to best serve students and get the most out of your experience, it is important that you fully understand your role as an advisor and the many ways in which you can encourage student development. This manual was designed to provide information on general advisor roles and functions, best practices, and University policies that relate to RSOs.

Please note that policies and procedures change frequently, so information contained in this manual is subject to change without prior notice. In order to decrease the rate at which information becomes outdated, the sections were written with links to additional information. Student Involvement will try to keep the online text updated, but is not responsible for information that is outdated. RSOs and Interest Groups are strongly encouraged to visit www.fau.edu/involvement and/or contact Student Activities and Involvement to get the most up-to-date information.

Student Activities and Involvement

About Student Activities and Involvement

The mission of Student Activities and Involvement is to develop and empower the students of Florida Atlantic University by enriching the campus experience through leadership, educational and social opportunities while fostering growth through experiential learning.

Student Involvement oversees Student Government, Student Organizations and Activities, and Campus Programs.

Core Values: Integrity, Leadership, Empowerment

Student Government

Student Government serves as the voice of the student at Florida Atlantic University. SG as it is known models the federal and state government in that it is comprised of an executive, legislative, and judicial branch. Student Government officers include the University-Wide Student Body President, Vice-President, the President's Administrative Cabinet, the Judicial Court, the Senate, and Elections Board. Each campus (Boca Raton, Jupiter, and Broward) also is represented by a Governor, the Governor's Administrative Cabinet, and the House of Representatives.

Student Organizations and Activities

Student Organizations are some of the best ways to get involved on campus and SI houses them all! Registered Student Organizations work with our department to form, stay current, plan events, network, develop as leaders, and more. SI advises the Student Government program and the Council of Student Organizations, which advocates for Registered Student Organizations on campus and allocates them resources.

Campus Programs

SI facilitates Campus Programs through the planning and advisement of Homecoming, Student Government, Program Board, the Mascot Program, and more.

Key staff members from the various FAU campuses for student organizations are listed below.

Student Involvement Staff				
Name	**Position**	**Campus**	**Phone**	**E-mail**
Donald Van Pelt	Interim Director of Student Activities and Involvement	Boca Raton	(561) 297-3735	dvanpelt@fau.edu
Aaron Hackman	Associate Director of Student Involvement	Boca Raton	(561) 297-3735	hackmana2015@fau.edu
Allison Rodgers	Assistant Director, Student Government	Boca Raton	(561) 297-3735	rodgersa@fau.edu
Richard Mahler	Assistant Director, Student Involvement	Boca Raton	(561) 297-3735	mahlerr@fau.edu
Devin Herrera	Assistant Director/COSO Advisor	Jupiter	(561) 799-8698	dsieck@fau.edu
Ashley Simmons	Assistant Director/COSO Advisor	Broward	(954) 236-1236	asimmon9@fau.edu
Anthony Ward	Graduate Assistant, Student Organizations	Boca Raton	(561) 297-2934	studentorgs@fau.edu
Mark Sanders	COSO Director	Boca Raton	(561) 297-2336	fau.bocacoso@fau.edu
Rahat Vilma	COSO Director	Jupiter	(561) 799-8043	fau.jupitercoso@fau.edu
Natalie Nieves	COSO Director	Broward	(954) 236-1252	fau.browardcoso@fau.edu
Additional Key Student Organization Resources				
Department	**Campus**	**Phone**		**E-mail**
Leadership Education and Development	Boca Raton	(561) 297-3607		leadandserve@fau.edu
Diversity and Multicultural Affairs	Boca Raton	(561) 297-3959		multiculturalaffairs@fau.edu
Campus Recreation	Boca Raton	(561) 297-4512		campusrec@fau.edu
Student Union, Boca	Boca Raton	(561) 297-3730		unionevents@fau.edu

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General Advisor Information

What is an Advisor?

All Registered Student Organizations (RSOs) at FAU are required to have an advisor. The advisor is a full-time faculty or staff member who volunteers time to assist and support the organization's operation. Advisors can serve in several different capacities or roles with their student organization.

The American College Personnel Association (ACPA) Advisor's Manual outlines some key roles for advisor:

Mentor
Many students will come to see their advisor as a mentor. The success of these relationships can last many years and prove to be very rewarding for both student and advisor. To be effective in this capacity, you will need to be knowledgeable of their academic program and profession, interested in personal and professional development of new professionals, and willing to connect students to a network of professionals.

Team Builder
When new officers are elected or new members join the organization, you may need to take the initiative in transforming the students from individuals with separate goals and expectations into a team. To do this, you will likely need to conduct a workshop or retreat. Training students in effective team-building techniques will keep them invested in the organization.

Conflict Mediator
Inevitably, students who join the organization with different agendas, goals and ideas about how things should function and what direction they should be taking. When working with students who have come into conflict, you may need to meet with them and have them discuss their issues with each other. In some cases, it requires honest feedback from the advisor to the students.

Reflective Agent
One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, encourage your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Students look to advisors for constructive and honest feedback.

Educator
As an advisor, you will have an important role to play in modeling behavior, guiding the students to reflect on actions, and being there to answer questions. Sometimes your role is to do nothing at all, which can be one of the hardest things to do.

Policy Interpreter
For student organizations to operate, they must understand policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies, the more effective you will be in your advising.

Why Become an Advisor?

There are many benefits associated with becoming an advisor to a Registered Student Organization (RSO). Here are just a few of the benefits:
1. Seeing and helping students learn and develop new skills
2. Watching a disparate group come together to share common interests and work toward common goals
3. Developing a personal relationship with students
4. Furthering personal goals or interests by choosing to work with an organization that reflects your interests
5. Sharing your knowledge with others

Advisor Expectations and Responsibilities

Below is our list of advisor roles and expectations for Florida Atlantic University. All advisors at FAU are required to review these roles and expectations with the student organization president during the formation of a new RSO and every spring during the annual re-registration process.

1. **Understand University policies and regulations relating to registered student organizations**. As an advisor, you should be aware of University Regulation 4.006, the Student Organization Manual, the Student Union reservations policies, event planning policies and procedures, student travel policies, and other institutional guidelines that establish expectations for student behavior and activities. The advisor is the primary connecting link between the University and the organization, and you are expected to assist the officers in following all University regulations and policies.

2. **Understand and be familiar with the student organization's constitution.** Norbert Dunkel and John Schuh (1998) state the "constitution is the most important organizational document. It gives the organization and membership purpose, direction, and guidance… The language should be clear and concise, leaving little to interpretation." Student Involvement requires all student organizations to review their constitutions periodically and make appropriate changes as needed. An updated constitution is required annually during re-registration, so make sure you receive an updated copy.

3. **Meet regularly with the officers to discuss expectations for roles and responsibilities.** To stay connected with the organization, you should regularly attend executive and general meetings. You should also be available outside of those meetings for advice and consultation relating to the operations of the organization.

4. **Make sure you know the students in your RSO.** Leadership changes frequently, so get to know the members of the organization. Student Involvement recommends meeting with the general membership on a consistent basis to stay current with them and to make members aware that you are available to them.

5. **Know when the student organization meets.** If you don't know when they are meeting, chances are that potential new members don't either.

6. **Attend special events.** Student Involvement requires advisors to be present at all special events hosted by the student organization. Special events, defined as events with critical risk factors, have any or all of the following critical risk factors: dance or concert; held at, or continues until any time after midnight; money is exchanged (tickets, admission or a donation); involve 200 people or more;

or are open to the general public.

7. **Assist with program planning and travel planning**. Student organizations have big ideas and need your advice /resources to make their events successful. Additionally, you will need to be aware of any travel plans so that you can assist with the travel planning process required by the University.

8. **Be knowledgeable about your role as a Campus Security Authority (CSA) in regards to the Clery Act**. As a CSA, you are responsible for reporting any potential criminal incident information you receive in a timely manner. For more information, refer to page 10 of this manual.

9. **Be knowledgeable about student organization finances and procedures.** Stay current about your organization's finances, so you will know when a new idea is out of scope, and what the group can financially manage. In addition, you should have the information for any off-campus accounts used to deposit money from dues or fundraisers to help the group transfer financial leadership year to year. By staying current, you will also know when it is time for the annual COSO or GPSA budgeting process.

10. **Motivate students/officers.** Dunkel and Schuh (1998) believe that motivating students is one of the (if not the) most desirable skills of an advisor. They say that "if it isn't evident to you already, you will soon find in your work with students that some of them have what appears to be an innate desire to become involved, work hard, and make a difference in the organization. Conversely, some students do not seem to be ambitious at all. Understanding the range of motivating factors will enable you to help individual students to take on responsibilities and become involved."

11. **Celebrate/recognize the officers and the hard work they put into the organization.** Recognizing the hard work of officers is one way to motivate them and even others. A simple thank you or congratulations will go far. Students often will take on additional responsibilities or the initiative with a project when they realize that others notice their hard work.

12. **Distinguish between advising and supervising.** There is a fine line here. Advisors need to be involved, but not *too* involved. Make sure you are not "doing" things for them. Students should ultimately be running the group; your goal is to guide, direct, and support them. That being said, members must hold other members accountable for goal attainment. While you may guide the goal-setting and decision making processes, the organization should be about student leadership.

Advising Dos and Don'ts

Don't:	Do:
- Run the student organization meetings - Assume ultimate responsibility for the group's decisions, problems, or failures - Assume veto power over the group decisions - Govern content and ideas expressed in programs - Serve as primary recruiter for new group members - Step in to solve problems; remember, mistakes can be good learning opportunities - Be afraid to let the group try new ideas - Assume the group doesn't need you - Assume the organization's attitudes, needs, and personalities will remain the same from year to year	- Serve as a resource to the organization - Share specific knowledge in the development and implementation of programs - Attend meetings and special events - Interpret and clarify University policy and procedure to the group - Suggest program ideas - Provide historical continuity for the organization - Serve as a role model - Advise officers in decision-making matters - Help resolve group conflict - Keep your sense of humor and enthusiasm - Help officers set goals - Provide feedback about officers' performance

Advisor Liability and Risk Management

Advisors to student organizations accept an added responsibility. The type of liability or risk varies greatly depending on the situation, so we recommend that advisors help to manage risks associated with their organization's activities. The risk of lawsuits for a student organization advisor is usually low; however, you are not immune from being sued. In general, advisors are not liable for an organization's actions unless they had prior knowledge of the group becoming involved in an illegal or dangerous activity, and/or condoned or participated in such activity.

You should take responsibility for questioning the group's activities and decisions and voice disagreement when you see a problem. Generally, you are expected to act as a "reasonably prudent person" in your actions and involvement with the student group.

If a questionable situation arises, the advisor should do the following:
- Tell your organization's leadership that what it is doing, or planning to do, is wrong, inappropriate, and/or illegal.
- Offer alternative suggestions for activities that may be less risky.
- Warn participants of the risks involved. (Use a liability waiver or informed consent form.)
- Provide for proper instruction, preparation, or training for participants in an activity.
- Act only within the scope of your authority. (Do not sign contracts, give approval for activities, or speak on behalf of the University unless you have been given explicit authority to do so.)
- Cancel the event if the conditions are dangerous or if the group is not prepared to assume full responsibility for the risk involved.

Although it is not necessary, you also have the option to purchase specific insurance that covers your duties as an advisor. Many professional associations offer this kind of insurance for a modest premium. If you belong to any professional associations, inquire about their insurance policies. You are most likely to decrease your liability and chance of an event going awry through good risk management.

Here are some helpful strategies you can process with your organization to reduce risk:
- Provide adequate training and supervision of student organization members.
- Choose only to participate in activities that are low risk.
- Follow industry standards if they are available.
- Assume and prepare for a "worst case scenario" in order to reduce the likelihood of it occurring.
- Use licensed commercial transportation instead of personal vehicles when possible.
- Purchase event liability insurance if applicable.
- Obtain informed consent forms or liability waivers for participants at your event.

Hazing

Registered Student Organizations and their advisors are expected to adhere to and abide by the anti-hazing policy in the FAU Student Code of Conduct:

"Hazing is prohibited. No student or student organization shall conduct, engage in, or condone hazing activities. This policy shall apply to acts conducted on or off campus whenever such acts are deemed to constitute Hazing.

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of Florida Atlantic University.

Additionally, Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

It is not a defense to a charge of hazing that:
1. The consent of the victim had been obtained; or
2. The conduct or activity was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
3. The conduct or activity was not done as a condition of membership to an organization."

Clery Act

Advisors to Registered Student Organizations help enforce the Jean Clery Act. According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (renamed the Clery Act), Florida Atlantic University is required to report "statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a "Campus Security

Authority." A Campus Security Authority (CSA) is defined as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings."

According to this definition, advisors to student organizations are CSAs because you are involved in campus activities and interact with students frequently. As a designated CSA, you are not considered either a security officer or law enforcement official. Your role as a CSA merely involves the process of reporting any potential criminal incident information you receive in a timely manner.

If you hear about a crime that was committed on campus or on a property leased by FAU, it is your responsibility to *immediately* report it via the Incident Reporting Form on the Dean of Students website. You should collect as much information about the crime as possible so that you can fill the form completely. The crime's type and location are especially important.

This form should also be used for Student Code of Conduct violations, to report a student who you feel may be struggling physically or psychologically, or to report any other behaviors of concern.

Depending on the severity of the incident, the FAU Police Department may need to respond quickly to maintain the safety of our campus. Therefore, it is critical that you submit incident reports are submitted as soon as possible when you hear about a crime.

Registered Student Organizations

Responsibilities and Policies

Regulation 4.006

Regulation 4.006 is a University regulation for Student Organizations and Student Government. It outlines the formation and re-registration process for student organizations as well as the officer eligibility requirements. As stated in the regulation, all registered student organizations are required to re-register their organization annually each spring to remain a registered for the following academic year. New student organization formation can occur within the first six weeks of each semester (Fall, Spring, and Summer.)

For an undergraduate student to hold an officer position within his or her organization, he/she must maintain a cumulative GPA of 2.5 and must be enrolled in 12 credits in the fall and spring. For a graduate student to hold an officer position, he/she must maintain a GPA of 3.25 and be enrolled in 6 credits in the fall and spring. Eligibility checks are made within the first two weeks of each semester, and an appeal process is available to interested students.

For more information, please visit www.fau.edu/regulations/chapter4/index.php.

Re-Registration Process

Registered Student Organizations need to re-register annually each spring to remain a recognized and active organization at FAU. The intent of re-registration is to ensure that the University has accurate contact information for each group. Below are the requirements for re-registration for 2015-2016:

Spring 2016
- **Re-Register** student organization online through OwlCentral by May 13, 2016
- Have organization **advisor** complete the Advisor Roles and Expectation Form by May 13, 2016

Fall 2016
- Have **president and vice president** complete the Online Hazing Prevention Module by September 30, 2016
- Have **president and vice president** complete the Online Training by September 30, 2016
- Have the **treasurer** attend a Fiscal Training session by September 30, 2016*
- Have at least TWO officers attend the i**LEAD Student Leadership Conference** on September 17, 2016**

Student organizations that do not use COSO allocated funds (A&S Fees) do not have to be fiscally certified.

*** Each student can only represent ONE student organization at the Student Leadership Conference.*

Any existing student organization that does not successfully re-register by fulfilling the requirements above will lose its registered status, all A&S fees allocated to the organization, and all rights and privileges granted by the registration process. If that student organization wants to register after the

deadline, it will have to do so as a new student organization and adhere to any additional requirements as deemed by Student Involvement.

Event Registration

Registered Student Organizations (RSOs) can reserve University facilities for events.
On the Boca Raton campus, RSOs are encouraged to use the space in the Student Union where the staff is very helpful and eager to assist in planning events. The Student Union Event Planning office offers services including, but not limited to: venue reservation, event review, coordinating sound and light personnel and equipment, furnishing and arranging of room setups and coordinating event staff and University Police where indicated. Should you need assistance with the event planning process, please contact the Student Union Event Planning office at (561) 297-3730, or visit Student Union room 203.

The first step in completing an event registration is to submit the event request on OwlCentral. The "Create Event" button is found on the student organization's page, under the "Events" tab. This button will only be visible to officers of the organization who have been authorized to submit events. It is important to note that the event request is simply a request for space and not a guarantee. The campus event services staff in the Student Union will work with your organization to find a space for the event if the requested venue is unavailable. The event registration will take students through several questions about their event to determine which policies are applicable. The event will be approved after all relevant campus reviewers have approved it.

The RSO will be asked to name their advisor on the event registration form to indicate that you are aware of the event, so it is important that you stay informed on the event planning and assist with planning logistics and risk management if applicable. As noted on page 7 of this manual, Student Involvement requires advisors to be in attendance at special events. Student Involvement defines special events as having any or all of the following critical risk factors: dance or concert; held at, or continues until any time after midnight; money is exchanged (tickets, admission or a donation); events with 200 people or more; or events open to the general public.

*Please note that RSOs may not hold events during Finals Week or Reading Days. Events that are registered during this timeframe will not be approved, unless the event is related to finals preparation.

Contracts

If your student organization is planning to bring entertainment to campus (e.g., DJ, musician, speaker, comedian, lecturer, etc.), a contract must be processed. The Student Activities and Involvement office on your campus will assist in the processing of this contract for you. Contracts must be processed at least four weeks in advance of an event. To begin this process, please complete the Contract Worksheet found under "Campus Links" on OwlCentral. No student, student organization or student organization advisor can sign contracts on behalf of FAU.

COSO Funding

Registered Student Organizations are eligible for funding through the Council of Student Organizations (COSO) through the Annual Budget Process and Emergency Funding.

Annual Budget Procedure
All RSOs must go through the annual budgeting process in order to receive funding for the next academic year.

- Annual budget packets are available in mid-November and can be located on OwlCentral or COSO's website here: http://www.fau.edu/involvement/clubhouse/coso/index.php
- The maximum increase in dollar amount (regardless of request) that can be allocated through the annual budget process is a 10% increase from either the previous year or the year before that, whichever is greater.
- The maximum dollar amount (regardless of request) that can be allocated through the annual budgeting process is $10,000.
  - A student organization is NOT eligible for this maximum unless they have been consistently registered for more than three academic years.
- If an Annual Budget Request is submitted within a 48-hour period after the original deadline, the organization must submit a Justification for Late Submission to the COSO Director, which will then be either approved or denied by the COSO Executive Board by a majority vote (50% +1).
- Any submission after the 48-hour grace period will not be accepted.

Emergency Funding Procedure

Emergency funding is defined as monies allocated for circumstances that are beyond the scope and/or control of the registered organization. Examples include unexpected security costs related to a program that has already been budgeted through the annual budgeting process, or an organization that was not funded due to the previous officer's negligence.

- Organizations that are registered after the annual budgeting process are not eligible for emergency funding.
- Emergency funding requests are due two business days before the funding meeting with all justification attached.
- Each organization requesting funds must attend the funding meeting in order to be allocated funds.
- The organization requesting funds shall be granted time to make a statement to the Executive Board, and answer any questions the board deems necessary.
- The Executive Board will then proceed to vote on an amount to allocate the organization.
- If the request has been tabled for more than two meetings, it is automatically tabled indefinitely.

New Organization Funding Request Procedure

- Any club that becomes officially recognized as a student organization after the annual budget deadline is eligible for new organization funding.
- New organization funding requests are due two business days before the COSO Funding Meeting with all justification attached.
- Each organization requesting funds must attend the COSO Funding Meeting in order to be allocated funds.
- The organization requesting funds shall be granted time to make a statement to the Executive Board and answer any questions the Executive Board deems necessary.
- The Executive Board will then proceed to vote on an amount to allocate the organization.
- If the request has been tabled for more than two meetings, it is automatically tabled indefinitely.

Fundraising

Fundraising is a great way for student organizations to raise money for their organization or for charity. Additionally, fundraising can help inform the community about your organization and its purpose.

A successful student organization fundraiser will typically:
- Appeal to a large, broad audience.
- Perform a needed service or meet a need.
- Be well-publicized through various media.
- Bring the organization and the community together.
- Encourage people to interact.
- Capitalize on the talents of your organization.

FAU Registered Student Organizations (RSO) may engage in fundraising activities under certain circumstances. Any proceeds of these fundraising activities must be donated to an IRS-qualified organization (such as a Section 501(c)(3) charitable organization) or used for the activities and projects of the RSO itself, in furtherance of its goals and objectives. **All** fundraising activities by an RSO on or off campus are subject to the following guidelines:

General Fundraising Guidelines:

1) All RSOs wanting to fundraise must obtain approval from both their advisor and the Assistant Director of Student Organizations and Activities. This approval process is accomplished through the online event registration submission process through OwlCentral.

2) RSOs may not solicit tax deductible donations or issue gift receipts to donors for the deduction of such donations. Contributions are deductible only when made to IRS qualified organizations, and most (if not all) RSOs have not applied to the IRS to become a qualified organization.

3) All fundraising activities that involve the exchange of money must have the RSO advisor in attendance.

4) All fundraising activities and merchandise sales that are part of such fundraising activities must conform to University regulations and policies and Florida and Palm Beach County ordinances and laws. For example, raffles are restricted by state law (see Florida Statute, Section 849.0935), and date/service auctions are limited by University policy (see Guidelines for Date/Service Auctions). Additionally, the following activities are not permitted on FAU's campuses: bake sales, car bashes, electronic bashes, eating/drinking contests, raffles or gambling.

5) Sales of merchandise that are part of fundraising activities on FAU campuses may not conflict with or violate University contracts with existing campus vendors. RSOs may not use A&S fees to fundraise for the benefit of their organization or any charitable organization. All RSOs wanting to hold a fundraiser that requires any financial expenditure must have sufficient non-A&S funds to cover these expenses.

6) Monies raised and/or collected from RSO fundraising activities must be deposited into the appropriate RSO off-campus bank account within 72 business hours after completion of the fundraising activity. Any checks received as part of the fundraising activity may only be made out to the RSO or the charitable organization for which the fundraiser is held.

7) No fundraising activities will be allowed for the financial gain of individual(s) outside of the common or charitable interests of the RSO or the charitable organization for which the fundraiser is held.

8) The RSO must use a two-part revenue/receipt book when collecting funds for the sale of merchandise (a two-part receipt book will be provided by Student Involvement or COSO). A receipt should be written, with a copy given to the purchaser of the merchandise and a copy kept by the RSO. The receipts should be kept on file by the treasurer of the RSO for a minimum of four (4) years for auditing purposes.

9) The RSO must have a collection box or bank bag with a lock on site to store the collected funds.

10) At the location of the fundraiser, the RSO must post in a visible location the fundraising disclaimer (see below).

   Disclaimer: This fundraising event, and any organizations involved, do not represent Florida Atlantic University, its interests, or its opinions or indicate FAU's endorsement or support of either the fundraising organization or the charitable organization for which the fundraiser is held. Florida Atlantic University has provided no direct financial assistance for this fundraising event nor will Florida Atlantic University receive any funds from this fundraising event. Monies donated are collected and distributed solely at the discretion of the fundraising organization or the charitable organization for which this fundraiser is intended. Florida Atlantic University is not responsible for overseeing, receiving or distributing funds collected.

11) It shall be the responsibility of the RSO to monitor, clean up, and remove all materials at the site of the fundraiser when it is concluded.

12) Any RSO hosting a fundraising activity for the benefit of FAU must comply with FAU Policy 9.1 (University Gift Solicitation and Acceptance). Any funds donated to FAU must be coordinated with and handled directly by the FAU Foundation.

13) Violation by an RSO of any University regulation, policy, rule, or procedure while conducting the fundraising activity may result in a loss of RSO privileges or other measures deemed appropriate.

Off-Campus Bank Accounts

RSOs are able to open an off-campus bank account for self-generated funds. This account is primarily used for money your RSO raises through fundraising and membership dues. It is highly recommended that you, as the advisor, are involved in the process of creating an off-campus bank account.

Your organization is responsible for keeping track of the account. BB&T, our on-campus banking provider, is willing to work with your organization, but you may choose any bank that you would like. It is important to understand that Student Involvement has absolutely no jurisdiction over, or involvement with, off-campus bank accounts and will not get involved in matters concerning off-campus bank accounts. It is up to your student organization to monitor these funds and their proper use. NO ACTIVITY & SERVICE FEES CAN BE DEPOSITED INTO THIS ACCOUNT.

Updated 6/2016

In the event that a RSO decides to open an off-campus bank account, the following requirements apply:

- The RSO is required to obtain an Employee Identification Number (EIN)/Tax ID number from the IRS.
- The bank account must have two signatories.
- The bank account name cannot include "Florida Atlantic University."
- Update information with the bank when officers or advisors change.

If you have additional questions regarding the use of off-campus bank accounts, please contact Student Involvement.

Travel

FAU students who wish to travel to conferences or competitions for their student organization are eligible to do so thanks to Student Government. Through an application process, students and organizations can receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, trainings, competitions, and educational experiences. Students and organizations who have received this funding in the past have represented FAU around the world, presenting research at international conferences, attending exclusive training or educational programs in specialty fields, and receiving honors and awards at various clubs/sport competition. Students who want to travel on behalf of FAU- whether they are requesting funds or not- must submit a travel packet to the Activity & Service Accounting and Budget Office. This form must be signed by the organization's advisor.

For more information on student travel, visit www.fau.edu/sg/services/student_travel/.

Logo Policy

Registered Student Organizations are permitted two options for logos. The first option is a standard logo available to all FAU RSOs, which may not be altered and must appear as shown in the Student Organization Style Guide.

The second option is for RSOs to create their own logo, as long as it does not infringe upon existing FAU trademarks, such as the name of the University or its logos, institutional marks, or spirit marks. The RSO logo must include the statement "A Registered Student Organization at FAU®." All logos must be approved by Student Involvement and should be emailed to siadmin@fau.edu. For more information and for the Student Organization Style Guide, please refer to the Student Organization Manual.

Organizations with national affiliation, such as Dance Marathon and Habitat for Humanity, may use the nationally recognized and trademarked logo with FAU mentioned, as long as it is sent to siadmin@fau.edu for approval prior to use.

Sport Clubs that are advised by the Department of Campus Recreation and recognized by the Sports Club Council may use the FAU spirit marks on uniforms and related gear when participating in league competition and must include an identifying statement adjacent.

Resources for Registered Student Organizations

Council of Student Organizations (COSO)

The Council of Student Organizations (COSO) is a Student Government program that provides an official voice for student organizations, informs all students of council activities and opportunities, and objectively allocates A&S Fees granted by the Campus Budget Committee in accordance with COSO's statutes and procedures. It is broken down into five different councils, and every student organization is placed into a council that best fits their purpose. The five Councils are Academic, Multicultural/Spiritual, Fraternity and Sorority, Sports Club, and Special Interest. COSO is located in the Club House on the second floor of the Student Union in Room 227. For more information about COSO and student organization funding opportunities, visit http://www.fau.edu/involvement/clubhouse/COSO/

Graduate and Professional Student Association

The Graduate and Professional Student Association (GPSA) represents FAU's graduate and professional student population. GPSA advocates for the interests of graduate and professional students University-wide and strives to enrich their experiences.

GPSA provides and advocates for:
- Academic support resources
- Social programming
- Professional and leadership development
- Conference travel funding
- Networking opportunities
- Support Services for Graduate and Professional Student Organizations (GPSOs)

Student Organization Training

RSOs are required to go through training each year as part of the re-registration process. The training includes reading over a "cheat sheet" and then taking a quiz to test their knowledge of student organization policies and procedures. This cheat sheet is actually available for your review year-round on Student Activities and Involvement's page on OwlCentral under the documents tab.

Weppner Center for LEAD and Service-Learning

The WCLSL staff strive to assist students in taking their skills into the community as evolved leaders. Students will continue to reflect, integrate, and expand on what they have learned to improve the worldwide community in which we all live. The Mission of the Dr. Daniel B. Weppner Center for LEAD and Service-Learning (WCLSL) is investing in students to become change agents.
This occurs through programs and services that empower students to lead and serve their communities, in and out of the classroom.

WCLSL is committed to providing an atmosphere that fosters learning, personal growth, and exploration of individual and group leadership skills. These skills include the understanding and celebration of diversity which thereby enables their learning to take place. These ideals are consistent to that of the University's mission.

Diversity and Multicultural Affairs

The Office of Diversity and Multicultural Affairs promotes the academic and personal growth of traditionally underserved students. The office collaborates with the campus community to create an

institutional and community climate of social justice. We promote access and equity in higher education and offer programs that educate the campus about diversity. In addition, we incorporate student learning and development; enhance student overall educational experiences; provide access to academic, social, cultural, recreational and other group activities; provide opportunities for intentional interaction and engagement; and integration.

The Office of Diversity and Multicultural Affairs advises all student organizations that fall under the Multicultural/Spiritual Council. For more information, visit www.fau.edu/oma/.

Campus Recreation

The Department of Campus Recreation enhances the quality of life of the Florida Atlantic University community by encouraging active and balanced lifestyles and to facilitate student learning through participation in Campus Recreation programs, services and facilities. To accomplish this mission, the department will:

- Offer high quality programs and services that are diverse and innovative;
- Maintain progressive and well managed facilities in a safe and enjoyable environment;
- Provide experiential learning and foster the development of leadership, social and management skills through employment and participation opportunities;
- Effectively and ethically manage human, financial and physical resources;
- Recruit, develop and retain a committed, high achieving staff.

The Department of Campus Recreation also oversees student organizations in the Sports Club Council. For more information about the Department of Campus Recreation, visit www.fau.edu/campusrec/.

Student Government

The Mission of the Department of Student Government is to educate, train and develop student leaders to practice responsible and ethical leadership in an environment of shared governance. The Department of Student Government (SG) provides many services to the student body through the utilization of A&S fees, including travel awards to promote students' educational and professional development.

Travel awards are available to registered students, both graduate and undergraduate, and Registered Student Organizations (RSOs). Through an application process, RSOs can receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, trainings, competitions, and educational experiences. RSOs that have received this funding in the past have represented FAU around the world, presenting research at international conferences, attending exclusive training or educational programs in specialty fields, and receiving honors and awards at various clubs/sports competitions.

For more information about Student Government, visit www.fau.edu/sg/

Student Union

The Florida Atlantic University Student Union is the center for community and leadership on the Boca Raton Campus, facilitating student learning and involvement, through a variety of programs, facilities, and services. As a student-centered organization and building, the FAU Student Union provides a home for students, faculty, staff, and guests, who seek cultural, social, business, educational and recreational

experiences in an environment committed to excellent service.

The Student Union is home to a wide selection of rooms and services that are available for Registered Student Organization events and club meetings. For more information about the Student Union Event Planning office, call 561-297-3730, visit Student Union room 203, or go to www.fau.edu/studentunion/.

Advisor Tips

Assisting with Officer Transition

One of the most important functions you will fill as an advisor is to assist in the transition from one set of student organization officers to the next. As the stability of the student organization, you have seen changes, know what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers. The key to a successful transition is making sure new officers know their jobs before they take office. Expectations should be clearly defined. The following examples demonstrate two commonly used methods of transition:

The Team Effort

The team effort involves the outgoing officer board, the advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:
• 	Past records/notebooks for their office and updating those together;
• 	Previous year projects that have been completed;
• 	Upcoming/incomplete projects;
• 	Challenges and setbacks; and
• 	Anything the new officers need to know to do their jobs effectively

Your role as advisor may be to:
• 	Facilitate discussion and be a sounding board for ideas;
• 	Organize and provide the structure of a retreat;
• 	Offer suggestions on various issues;
• 	Refrain from telling new officers what they should do; and
• 	Fill in the blanks.

If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information he or she doesn't have. Your role is to provide historical background when needed, help keep goals specific, attainable and measurable; and provide advice on policies and procedures.

One-on-One Advisor Training with Officers

Ideally the outgoing officer team will assist in training the incoming officers; often, however, it is left up to the advisor to educate the incoming officers. In this case, there should be a joint meeting of the new officers. You should then meet individually with each officer and examine the notebook of the previous officer (or create a new one).

The notebook should include items such as:
• 	Forms the officer may need to use;
• 	Copies of previous meeting agendas; and
• 	A copy of the student organization's constitution and bylaws.

Note: Bylaws are an organization's internal document that supplements the constitution with guidelines for the organization. The constitution is the only document that is a requirement of registration.

In this meeting, you and your officers should talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the student organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

Adapted from the ACPA Advisor Manual, 6.2009

Conflict Resolution and Strategies

As an advisor, you can help the student organization deal with conflict in positive ways. Students come from different backgrounds, have different leadership styles, and operate with different perceptions; therefore, it is important that group members identify and work through problems to balance the group.

Here are some tips to help with managing conflict within your student organization:

1. Analyze the conflict: Identify the nature and type of conflict the group is dealing with.
2. Once you have a general understanding of the conflict, determine the strategy to be used and with whom they will be working.
   a. If you are working with "Avoiders," let tensions cool and then discuss.
   b. If you are working with "Accommodators," be reasonable.
   c. If you are working with "Competitors," talk about standards and expectations.
   d. If you are working with "Collaborators," solve joint problems.
   e. If you are working with "Cooperators," work on equal ground.

3. Work out problems in small groups before the entire organization gets involved. Sometimes the officers can discuss their perspectives and give direction to follow.
4. Always take time to deal with conflict – even small problems can lead to an explosion that hurts the entire organization.
5. As an advisor, you must balance negative comments with positive ones so that the group continues coming to you for advice.

Adapted from the Wartburg College Student Organization Guide.

Motivating Students

A student may be motivated by a variety of factors, and no form of motivation will be 100% effective. The following is a list of different forms of motivation. Some of the examples are extrinsic (motivation coming from an outside source) while others are intrinsic (motivation that stems from the internal desire or goal of the student).

Recognition:
Recognition is used frequently by advisors. Recognize a member's contribution verbally or in print, in front of the organization or alone. This is an easy and effective way to motivate someone. Almost everybody appreciates a "Thank you!" or recognition of a job well done. Also note who enjoys public and private recognition.

Achievement:
A student motivated by the need for achievement may have a tendency to overcome obstacles, to exercise power, or to strive to do something difficult as well and as quickly as possible. Achievement is

often tied to positive recognition from outside sources. In a few cases, there can be an internal desire for achievement, so the person would be satisfied by completing a task to the best of his/her ability.

Desire:
Some students are interested in becoming members of organizations or organizations that will lead to a desirable outcome. So, if the outcome of organization activity is known to be desirable, the student may be more likely to participate.

Value:
If the student perceives value in participation, he/she may be more motivated to participate (friendship, professional goals, personal interests, etc.).

Peer Approval:
A student can perceive approval and may be more likely to participate if provided with appropriate recognition.

Caution:
There are some students who join organizations to gain approval/acceptance from their peers to cover up personal issues. Watch for students who are struggling with self-confidence or who stop showing up. Follow-up with students who leave to make sure they are all right, and ask them back if appropriate.

Adapted from: Dunkel, N.W. & Schuh, J.H. (1998). Advising Student Groups and Organizations. San Francisco: Jossey-Bass Publishers.

Appendix

(Pages 25-28)

The following handouts are designed to assist you in your
work with student organizations

An Advisor's Role: An Exercise in Communication and Expectations

Sometimes students and advisors have different ideas and expectations of what role the advisor plays in a student organization. This exercise is designed to begin the discussion of the advisor's role and involvement in the student organization. Give one copy to the organization officers and one copy to the advisor. After both parties have finished the exercise, they should discuss the similarities and differences and then create a job description for the advisor based on the similarities they have discovered.

Advisor Role Questions	Agree	Disagree	Not Sure
ATTENDANCE			
Attend all regular meetings.			
Attend all officers meetings.			
Attend organization's campus-wide activities.			
Attend organization's off-campus activities.			
Attend organization only activities.			
Attend controversial events.			
MEETING INVOLVEMENT			
Assist in preparing the agenda.			
Ability to call emergency meetings of the officers, as needed.			
During meetings, inform officers and members about possible violations of University Policies.			
Provide personal viewpoint during discussions at meetings.			
Be quiet at meetings unless asked for input.			
Review minutes before they are distributed.			
GOAL SETTING PROCESS			
Participate in goal-setting process.			
Provide feedback to officers on progress toward goals.			
Require committees to follow up with advisor on progress toward goals.			
ORGANIZATION DEVELOPMENT			
Coordinate workshops based on topics chosen by the officers.			
Research and present leadership development opportunities available on campus.			
Explain University policies and procedures to the membership.			
Cancel events when advisor believes they are poorly planned.			
Instill teamwork, cooperation, and collaboration within the officers and membership.			
Engage in conflict mediation when conflict arises among officers or membership.			
REPRESENTATION			
Speak on behalf of the organization to the campus community.			
Speak on behalf of the organization to the general public.			
Assist with mediating conflicts with the University administration, other organizations, or other entities.			
ELECTIONS			
Attend all elections.			
Provide officers feedback on each candidate.			
Count all ballots with non-candidate student.			
ADDITIONAL RESPONSIBILITIES			
Receive copies of all official correspondence.			
Review and proof all official correspondence before it gets distributed.			

Student to Advisor Evaluation

Please take the time to share your thoughts on the questions and statements listed below. Your feedback is valuable to my professional development. Please use a scale of 5-1 to rate your answers, 5 as the best score.

1) I am satisfied with the amount of time our advisor spends with our group.   5 4 3 2 1
Comments:

2) I am satisfied with the quality of time our advisor spends with our group.   5 4 3 2 1
Comments:

3) I am satisfied with the amount of information our advisor shares with our group.   5 4 3 2 1
Comments:

4) I am satisfied with the quality of information our advisor shares with our group.   5 4 3 2 1
Comments:

5) Our advisor is familiar with the goals of our group.   5 4 3 2 1
Comments:

6) Our advisor advises our group in a way consistent with our goals.   5 4 3 2 1
Comments:

7) Our advisor adjusts his/her advising style to meet our needs.   5 4 3 2 1
Comments:

8) Our advisor is a good listener.   5 4 3 2 1
Comments:

9) Our advisor understands the dynamics of our group.   5 4 3 2 1
Comments:

10) Our advisor models balance and healthy living.   5 4 3 2 1
Comments:

11) Our advisor challenges me to think.   5 4 3 2 1
Comments:

12) Our advisor allows me room to make and execute decisions.   5 4 3 2 1
Comments:

Additional Comments (use the back of this sheet if necessary):