



PHILADELPHIA
UNIVERSITY

The Office of Student Activities and
The Student Government Association

ADVISOR'S HANDBOOK

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Accounts

Every registered club or organization can set up their own account at the University. This account can be used to deposit funds into or to withdraw monies.

To set-up an account a "Clubs and Organization Application for Account" form must be obtained from the Department of Student Activities. This form must be filled and returned to the Director of the Campus Center and Student Activities. The form will be processed and an account number will be assigned. This process can take up to several weeks to be completed.

If you are unsure if an account exists for your organization please inquire with the Director of the Campus Center and Student Activities. The Director can also provide account balance information to approved individuals within the organization who are responsible for taking care of the groups financial affairs.

Banner Policy

Clubs and organizations are permitted to hang banners up on the campus. All banners must adhere to the University's Posting Policy as outlined in this document. Clubs and organizations wishing to hang a banner must coordinate that through the Director of the Camous Center and Student Activities located in Kanbar 301. Coordination of the hanging of the banner(s) as well as the location will be planned in conjunction with Physical Plant.

All banner displays in the Kanbar Campus Center must be scheduled and approved through the Assistant Director of Student Activities for Operations located in Kanbar 301. Each club and organization is allowed to display a banner for one week.

The Kanbar Campus Center Staff will hang the banners. The banners may not be larger than 40 feet long and 60 inches wide. Any size less than that is acceptable.

The Kanbar Campus Center staff will take down the banner after the reserved week is up. If the department, club, or organizations would like to keep the banner, arrangements must be made prior to the removal of the banner.

Banners are only allowed on the balcony above the Living Room in the Kanbar Campus Center. Banners may not be hung in other areas of the building. Any alternate locations must be approved by the Director of the Campus Center and Student Activities.

Violations of these policies can result in a suspension of advertising privileges. Clubs and organizations in consistent violation of this policy can have their advertising privileges as well as have their registration with the Department of Student Activities jeopardized.

Budget Committee

For information regarding obtaining funding from the Student Government, please refer to the SGA Constitution.

Contracts

Students at Philadelphia University are not to sign contracts on behalf of their organization or the University for any reason. Students are not approved to commit funding on behalf of the University. All contracts should be reviewed by the club's advisor and/or the Director of the Campus Center and Student Activities. All contracts should only be signed by the Director of the Campus Center and Student Activities.

Copyright Infringement

By law, as well as by intent, the pre-recorded videocassettes, DVD's and videodisks available for rental and purchases from stores and suppliers throughout the United States are licensed by the copyright owner "for home use only." Any type of showing or exhibition that goes beyond this may infringe upon the performance rights that, through the U.S. Copyright Act and related laws, are owned exclusively by the copyright owner.

An example:

Suppose you invite a few personal friends to your home for dinner and a movie. You purchase or rent a copy of your favorite movie from your local video store and you and your friends view the film in your home that evening. Have you violated the copyright law by illegally having a "public performance" of that movie. Probably not. But, suppose that you took the same videocassette and showed it to 25 people in a common area on campus, like a residence hall lounge. In this instance, you have infringed on the rights of the movie copyright holder.

Another example;

Suppose a faculty member has placed a movie in their lesson plan for educational use. If the faculty member shows the movie to their class and invites the general public to view the movie after class hours in a common area on campus; would this be a violation of copyright law? Yes. In this situation in order to avoid violating the copyright law the faculty member can show the movie at a different time as long as the movie is shown to his/her specific class, and is restricted to general viewing. The faculty member would need to purchase a public performance license in order to show the movie to the general viewers and class.

Other examples of an Unlawful "public performance" would be:

- Showing cartoons at a church's Christmas party
- Broadcasting a videocassette over a close-circuit system
- Playing a movie to entertain children at a nursery school
- Having a "movie night" in a residence hall lounge

These and other are all examples of a "Public Performance". Only the owner of the copyright a motion picture has the right "to perform the copyrighted work publicly." (United States Code, Title 17, Sections 101 and 106)

Drop Box Policy

Often times when clubs and organizations have a "drive" of some sort (food, clothing, etc.) they will use drop boxes to place around campus. When planning your drive it is best to check with the Department of Student Activities before the placement of those boxes to assure they are placed in the approved areas. If an area is in use for a pre-scheduled event the placement of additional boxes may not be approved. Clubs and Organizations must provide their own boxes as well as provide proper signage to explain what the box is for. Understand that all signage must adhere to the University's Posting Policy as outlined in this document. It is the responsibility of the sponsoring organization to monitor the boxes throughout the event and to keep the area orderly and neat. It is also the responsibility of the organization to remove all boxes at the end of the scheduled event. If an organization fails to adhere to the policy they may not be approved for future requests.

All drop off boxes (examples: food and clothes drives) within The Kanbar Campus Center must be scheduled and approved through the Assistant Director of Student Activities for Operations in the Student Activities Office (Suite 301) in the Kanbar Campus Center. Two clear, plastic boxes will be provided for each club, organization.

Drop off boxes in The Kanbar Campus Center are allowed to be placed outside Mail Services (in the Green Lobby) on the second floor and by the Information Desk. Boxes are not allowed to be placed in any other area of the building. Unapproved boxes or boxes in unapproved locations will be removed.

Boxes will not be monitored by Kanbar Campus Center Staff. Loss or theft of items in the drop off boxes are the responsibility of the sponsoring organization. We recommend emptying the boxes each night to reduce the possibility of losing items.

Violations of these policies can result in a suspension of advertising privileges. Clubs and organizations in consistent violation of this policy can have their advertising privileges as well as have their registration with the Department of Student Activities jeopardized.

Email Creation Policy

All registered clubs and organizations can have a club email account set up for their group. In order to do this you must contact the Director of the Campus Center and Student Activities with your request. Please include the name(s) of the individual(s) who will need access to that email account. * It is best to keep the number of email administrators to as few as possible. The Director will then place a work order with OIT. When the Work Order is completed the information will be sent to the email administrator(s) to explain how they access that mailbox. If you are unsure as to whether you have an email account or not please contact the Department of Student Activities.

Email Mass- Distribution Policy

The Department of Student Activities, as a service to our clubs and organizations, will distribute mass emails to the campus community. This service is provided only to clubs and organizations recognized and in good standing with the Student Government Association and the University in general. The Department of Student Activities reserves the right to deny any email that does not support the University's mission and/or goes against any policy as laid out in the Student Handbook. The following procedures and guidelines apply:

- All emails must be sent to the Director of the Campus Center and Student Activities at StudentActivities@PhilaU.edu . Emails are reviewed and then forwarded on to the campus student community. Minor edits may be made at the Director's discretion. If there are any questionable edits and/or significant changes required the email will be returned to the sender for editing. The Director will do their best to be as specific as possible with any returned emails.
- It is expected that emails will read and look exactly as they are to be forwarded. It is the responsibility of the organization to develop the emails and not the Director of the Campus Center and Student Activities. The Director may assist with appropriate messages in the email "subject" line.
- Emails that are sent for distribution will be sent out one time. If an organization has an announcement that they wish to go out on multiple days, they must send that email to Student Activities each day they wish for it to be sent out.
- Only emails from SGA recognized clubs and organizations will be considered. This includes Student Activities, SGA and it's standing committees.
- Only emails that publicize on-campus events and/or meetings will be considered.
- Only emails for events and/or meetings that are open to the entire campus community will be considered.

- Emails should be as thorough as possible, brief and edited for correct information. Emails will not be approved if they advertise or promote alcohol, illegal substances, use vulgar language or show graphic sexual and/or violent content.
- The Department of Student Activities will NOT forward emails from organizations and/or clubs not recognized by SGA and/or the University, individual students, emails from faculty or staff, personal emails, sales or solicitation emails, emails from individuals outside of the University community.

Event Policy (Classified as Large-Scale)

The following guidelines are to be used by Clubs and Organizations when planning events at Philadelphia University that may involve attendance from individuals outside of the campus community or classified by Student Activities as a “large-scale event”. These guidelines are to be strictly adhered to. The Director of the Campus Center and Student Activities, prior to the event, must approve any changes to these guidelines.

1. The University will review all events and reserves the right to deny any event that does not support its mission, could become a Public Relation/Community Relations issue or has the potential for a high degree of liability.
2. The Director of the Campus Center and Student Activities must approve the Event(s) and if necessary, will seek counsel of senior University administrators.
3. The requesting organization must be in good standing with the University and the Student Government Association.
4. The requesting organization must provide a financial plan and demonstrate their ability to pay for the event.
5. All appropriate paperwork and documentation must be completed and approved.
6. The event may be reviewed with Campus Safety and Security to determine the need for Security personnel (University officers & McGinn security guards) to be in attendance. Security costs will be incurred by the organization.
7. Proper work orders must be placed through Philadelphia University’s Physical Plant.
8. All entertainers or outside vendors must be contracted and approved by the University through the Student Activities Office.
9. It is preferred that not cash is exchanged at events. Tickets sales and or door charges must be approved by the Director of the Campus Center and Student Activities. All exchange of cash must be planned appropriately in order to ensure proper security and procedure is provided.
10. Individuals attending events from outside the campus community must be a guest of a current student, faculty, alumni and/or staff. Those guests must arrive to the event with PhilaU community member.
11. Events that are open to individuals outside of the campus community, who are not guests of a current faculty, staff, student and/or alumni, must have all outside attendees “guest listed” prior to the event. In other words, events are not open for people outside the community to just show up. When events are advertised they must state that an RSVP to the appropriate office is required. This is to ensure adherence to capacity and fire codes. All exceptions to this need be approved through the Department of Student Activities.

12. The Organization's Advisor and/or approved Philadelphia University Staff must attend the event. That individual must confirm their attendance with the Director of the Campus Center and Student Activities.
13. Following the event, the venue must be cleaned and returned to the condition it was found. If not, the group will be charged for a fee for clean up determined by Housekeeping.

Fund Raising Policy

Fundraising is defined as an event that raises money for a registered club or organization or as any event that raises money/items for a charitable organization.

Only registered clubs and organizations are approved to fundraise on campus.

All fundraisers must avoid demeaning sexual, racial or other discriminatory references, and will not promote the abuse of alcohol.

Registered campus organizations that have a history of running a specific fundraising event will get priority for that event year-to-year. If an organization requests a similar or conflicting activity they will not be approved unless the organization with priority gives approval.

Clubs and Organizations must fill out a Fundraiser Application Form. The form must be approved and signed by the Director of the Campus Center and Student Activities prior to the start of their event.

Proper reservations must be made to reserve event areas and/or table areas. This information and paperwork can be obtained from the Information Desk in the Kanbar Campus Center.

All requests must clearly state where funds will go. In the event of a charitable group, the Department of Student Activities has the right to check on the validity or reputation of a charitable group. Clubs should consult with the Coordinator of Community Service Programs to connect with reputable organizations.

Types of fundraising and things to consider:

- Charity Tie-Ins: Soliciting funds and or items for charity fundraisers. This includes food drives, clothing drives, etc.
- Raffles: Raffles may offer cash as a prize. Other gambling type fund-raisers (such as 50/50 splits, etc.) are acceptable. Casino Nights can be approved if participants are not exchanging cash in anyway.
- Sales: Sales of products or food by PhilaU organizations is permitted. We recommend that if food is made by the group or purchased outside it is advertised as such. Please be aware of food allergies.
- Pledge Based: Pledge based fundraisers such as bowl-a-thons, Jog-A-Thons, Walks, etc.
- Contracted Sales: PhilaU clubs and organizations may contract with outside vendors for on-campus sales subject to approval by the Department of Student Activities where such sales are consistent with guidelines publicized by that office. Sales of insurance and credit cards are NOT permitted.

- Services: Service fundraisers involve a service for donation such as car washes, vacuum-a-thons, etc.

All monies collected must be deposited into the organizations account and/or distributed directly to the Charitable Group. This should be processed through the Department of Student Activities and through a University check. If these guidelines are not followed the organization and/or individuals can be investigated for mismanagement of funds. This could lead to disciplinary actions.

Hazing Policy

The purpose of the Hazing Policy is to protect the safety and rights of all students of Philadelphia University who choose to join a sorority, fraternity, club or other organization which is associated with the University. It applies to all such organizations whether its facilities are located on or off the University campus. Hazing of a student by any organization or group of its members is absolutely prohibited.

1. For the purposes of this policy, hazing is defined as: any action or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: paddling in any form; use of alcohol; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; the wearing of public apparel, which is conspicuous and normally not in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and late work sessions or any activities which are not consistent with the policies and regulation of Philadelphia University. Hazing also includes any action or situation, which requires or encourages violation of public law. The foregoing definition is based on the definition cited by the Fraternity Executives Association and the Commonwealth of Pennsylvania.

2. Any alleged violations of the non-hazing policy by students will be referred to the Student Conduct Committee, which may impose such penalties including suspension or expulsion from the University, as it deems appropriate.

3. Any alleged violations by an organization will be referred to the Student Government Association and to the student judicial system, which may impose such penalties, including suspension or revocation of recognition status as a University organization, as may be deemed appropriate.

The Student Government Association and the University administration will not tolerate hazing. The Greek system and all student clubs and organizations enhance community life, the University and its members. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

Kanbar Campus Center

The Kanbar Campus Center is truly the HUB of activity at Philadelphia University. This building will be the center of most of the activity for clubs and organizations. It is very important that clubs and organizations are aware of the policies and procedures for the usage of the building and understand how to use the space(s). This includes placement of table tents, candle usage, banners and very important information as to what is available.

Information regarding the use of the Kanbar Campus Center can be found online at <http://www.philau.edu/studentactivities/StudentCenter.html>

Laser Printing Policy

- Clubs and Organizations will be able to use the computer stations located in KCC 306 to print out items for their clubs and organizations.
- Print jobs are sent to the printer in the Student Activities suite (ivy/studentActivities2) located in Kanbar 301. The printer is a black and white laser jet printer with capabilities for *Letter* and *Legal* size jobs.
- This service is meant for the convenience of short-run jobs (agendas, flier originals, etc.) and is not meant for large quantities of printing. Clubs and Organizations will still need to utilize photocopying services offered out of Student Activities.
- Each organization is allowed no more than 20 copies for any one job.
- After a job is sent it can be picked up by the club by seeing a Student Activities staff person or office assistant.
- All jobs will be logged before handing out.
- Printing jobs can be picked up between the hours of 9am-7pm Monday through Friday.
- If jobs are sent through during the evening hours they can be picked up the next morning. Job sent over the weekend can be picked up on Monday.
- If a print job is to be turned into a photocopy job please send an email to the StudentActivities@PhilaU.edu with an explanation of the flier/job, number of copies needed and color paper needed. The job will be completed within on full business day and ready for pick-up. If there are any issues you will be contacted.

Media Services Requests

Whenever a registered club or organization reserves a space on campus for a meeting or event is essential that a Media Service Request is placed for any Audio and/or Visual needs. This may be for use of a microphone, speaker, projector, screen, etc.

These requests can be placed online at www.PhilaU.edu/OIT/MediaServices/

Photocopying Policy

As a service to Clubs and Organizations the Department of Student Activities, in conjunction with the Student Government Association, provides photocopying services. The following are the policies and procedures.

- Only clubs and organization registered with the Department of Student Activities and in good standing can utilize photocopying services through the office.
- The office can only provide black and white photocopies, no color. The office can photocopy onto Letter 8 ½ x 11, Legal 8 ½ x 14 or Tabloid 11 x 17.
- Photocopy jobs should be left with a Student Activities staff. There should be a post-it note or sheet of paper attached that explains the request.
- Please be specific as to the number of copies and the color of paper and include a contact phone number or email.
- Examples of jobs include agendas, fliers, constitutions, etc.
- The office will not provide photocopying that is considered excessive. This includes requests to photocopy items to stuff campus mailboxes or requests to photocopy fliers that far exceed the amount of posting options on campus.
- All job requests are usually finished within one business day.
- When jobs are completed they will be placed into the clubs mailbox in Kanbar 306 or left in the office to be picked up.
- If there are any issues and/or questions the group will be contacted using the info provided.

Physical Plant Work Orders

Whenever a registered club or organization reserves a space on campus for a meeting or event is essential that a work order is placed to assure that the room is properly set for your reservation. Understand that there is no guarantee that a room will be set properly without work orders. Also, it is not appropriate that, unless pre-arranged / approved, a group come in and set-up a space on their own. Although the help may be appreciated the room may have been set-up for an event following yours.

All work orders can be placed online at www.Philau.edu/Plant/

Posting Policy

- Postings must be approved and stamped by the Department of Student Activities. This includes clubs and organizations from the Philadelphia University community, any student wishing to post something on campus, any individual or organization outside the University community wishing to post something on campus.
- Postings sponsored by offices or departments within Philadelphia University do not need an approval stamp.
- Postings and advertisements will not be approved if they advertise or promote alcohol, illegal substances, use vulgar language or show graphic sexual and/or violent content.
- Postings regarding the rental of houses and/or apartments will not be approved.
- Individuals and/or organizations outside the university community will not be permitted to distribute information through Philadelphia University's mailroom unless approved by the Director of the Campus Center and Student Activities.
- The placement of anything on cars on Philadelphia University property is prohibited.
- The use of chalk on buildings and/or sidewalks is prohibited.
- Postings should only be placed on specified bulletin boards. General postings should only be placed on boards specified for general use. Approved general posting areas include:
 - *Down's Hall hallway.*
 - *Hayward Hall Lobby and stairwells.*
 - *Guttman Library main lobby*
 - *Outdoor kiosks at Hayward Hall and Ravenhill Dining Hall.*
 - *Ravenhill Mansion / Mott thruway.*
 - *Search Hall Stairwell*
- All postings within the Residence Halls at Philadelphia University must be approved by the Residence Life office.
- Any boards assigned to clubs, organizations or departments within Philadelphia University, should be maintained by those groups. The Department of Student Activities will not be responsible for the maintenance of those boards.
- Postings are not to be placed on windows, doors, sidewalks or painted surfaces. An exception will be made for postings that are hung the day of a program and/or one-day prior. Those postings must be removed after the program is complete. This exception is only made with posted material on or in the building that the program is happening.
- Postings will be stamped for no more than 2 weeks at a time or for one day following the date of the program.
- Clubs and Organizations are required to remove their postings after they have expired.
- The Department of Student Activities will do a board cleaning twice a month. All expired postings and/or postings that are not approved will be removed immediately.
- Violations of this policy can lead to the suspension of posting privileges. Clubs and organizations in consistent violation of this policy can have their posting privileges suspended as well as have their recognition with SGA jeopardized.
- ***Kanbar Campus Center Posting Policy:***

- Three general boards are available for posting with the Kanbar Campus Center. These boards are maintained by Kanbar Campus Center Staff.
- If a department wishes to post a flier on the board, three flyers may be left in the Student Activities Suite (Room 301) or at the Welcome and Information Desk. Kanbar staff will distribute the fliers and remove the fliers.
- All postings will be dated and removed after the event date has passed. Postings that have no event date will be posted for no more than one month.
- Clubs and organizations must have their posters approved through the Director of the Campus Center and Student Activities. Three posters will be given to the Kanbar Campus Center to be posted. Fliers will be removed after the stamped date.

Registering an Organization

What if I am interested in starting a club organization?

If you are interested in starting a club or organization it would help to set up a meeting with the Director of the Campus Center and Student Activities. Please come with your idea(s) and as much information as possible. After working through ideas and options the office will assist you as you set up interest meetings and promote the idea to assess student interest in forming a group. Once the interest group is organized they can move into the registration process.

Why be Registered?

- The club or organization is officially registered and recognized at the University.
- The organization will receive posting approval for the campus.
- The organization will receive a mailbox in Kanbar 306.
- The organization will receive computer access in Kanbar 306.
- The organization can reserve space on campus.
- The organization can create email and a web site specific to their group.
- The organization will receive photocopying privileges through SGA.
- The organization will receive printing and plotter privileges.
- The organization can gain access to the Club resource room in the Kanbar Campus Center.

How do I register an organization?

- Obtain the appropriate paperwork from the Department of Student Activities. Complete it and return it to the Director of the Campus Center and Student Activities.
- All organizations must have one representative present at scheduled SGA Presidents Council meetings.
- Every organization must have a faculty or staff advisor that is employed by Philadelphia University.
- A member of the organization must attend "Treasurer's Training" with SGA and/or arrange a training with the Department of Student Activities.
- The organization must obtain a copy of the "Clubs and Organization Handbook" as provided by the Department of Student Activities.
- A current copy of the club's constitution must be handed in with this form and/or on file in the Office of Student Activities. If an organization does not have a constitution they will have 1 semester to produce one.

Residence Hall Lounge Reservation Procedure

The Residence Coordinator's manage the reservations for the use of lounge space in the residence halls by persons outside of Residence Life. Residence Hall Lounges are used primarily for floor meetings and RA Programs. RA staff are asked to reserve their space in this booklet to avoid scheduling conflict. Reservations are asked to be made at least one week in advance of the event. RA events will take priority if there is a scheduling conflict.

A Special Events guest log will be kept to register attendees at these events. All visiting students, staff, and faculty are asked to sign-in at the desk and show proper I.D.

Non-Philadelphia University affiliated groups are not permitted to reserve common area space in the Residence Halls unless given permission by the Director of Residence Life. Alcohol is not permitted to be served (in any quantity) at events in the Residence Halls. Groups found violating this policy will not be permitted to use the space for future events.

Resource Room Policies and Guidelines

- To enter the Resource Room, Kanbar 324, students must be approved to use their ID card in the swipe card system.
- Only students in a club and/or organization approved by SGA and Student Activities will be allowed access to the Resource Room.
- Students are expected to clean up their work area when finished, and put all supplies away.
- Do not misuse any property or equipment. Organizations found responsible for damages will be assessed replacement costs.
- Do not remove any supplies, markers, or equipment from the Resource Room.
- Do not prop or hold the door open. Please enter the room and let door close.
- Please make sure that the door is shut and secure when leaving.
- Students should notify the Student Activities office when supplies are low, or if there are any problems or damage to equipment.
- If you have any questions, or need assistance, please see one of the Student Activities staff or office assistants.
- The computer located in the Resource Room is only to be used for plotting. This computer is not be used for personal use. Clubs and Organizations are to use the computers located in the Clubs and Organization space in KCC 306.
- The plotter can only be used between the hours of 9am-5pm.
- Only students who are named and approved by their organization can use the plotter.
- No one can use the plotter unless they are properly trained. Training will b set up through the Office of Residence Life.
- To use the plotter you MUST set-up an appointment with the Secretary in the Residence Life Suite, Kanbar 317.
- Failure to abide by these policies can result in fines and/or loss of usage privileges.
- Understand that this is shared space for clubs and organizations as well as both RA's and CA's. Please respect everyone's need to use this space.

Room Reservation Policy and Procedures

The facilities of Philadelphia University exist for the primary purpose of education and use of the University community. Priority for the use of academic facilities is given first to the University classroom needs and second to the programs and activities of University groups. University groups are defined as any group sponsored by faculty, staff or students. It also includes offices, departments and/or schools at PhilaU. The decision to permit or restrict the use of facilities by

University groups will be based first on prior academic classroom commitment, then prior reservation by another University group. Reservations requested by University groups are taken on a first come first serve basis. University groups are defined as consisting almost entirely of students, clubs and organizations, faculty, administrators, staff or alumni of the University, whose primary activities are based at or directly related to the University.

All groups using University facilities must comply with University standards and policy. It is the responsibility of the University Reservationist, Director of the Campus Center and Student Activities and the sponsoring group to make sure those standards are being met. Those groups failing to meet the standards or comply with regulations may be denied future use of University facilities. Those groups causing damage to University facilities will be charged accordingly.

The University will only reserve facilities to outside organizations that are affiliated with and/or sponsored by a University group. Approval of the reservation will depend on the appropriateness and/or fit of the event with the larger mission of the University. The sponsoring group will then accept responsibility for the organization and/or program. The sponsoring group must then carry out all reservation procedures. Alumni of the University are required to use the Alumni Office as the University Sponsoring group. Groups sponsoring activities judged to be unrelated to the University but permissible under the policy governing the use of University facilities may be charged appropriate fees (i.e. set-up fees, catering fees, media service fees, etc.).

The Department of Student Activities is not responsible for the reserving of space for weddings at Philadelphia University. Requests for facilities for weddings will only be approved through the Alumni Office during the Summer months. Alumni Relations will then be considered the sponsoring office and follow the appropriate guidelines as stated throughout this document.

Room Reservation Procedures

- All facility/room reservations must be made through the University Reservationist located in the Kanbar Campus Center, extension x5346 or at Reservations@Philau.edu .
- A Room Reservation form must be submitted to the Reservationist for a request to be considered. Room Reservation forms can be found online at Specifics on filling out paperwork can be obtained from the Reservationist upon request.
- Inquiries regarding room availability over the telephone and/or by email do not confirm a reservation nor do they guarantee the retention of the space for the event.
- A room reservation is not confirmed by submitting the form. A reservation is confirmed when confirmation is returned to the requestor by the reservationist.
- A space may be put on "HOLD" over the phone and/or by email at the discretion of the Reservationist. The Requestor then has 5 business days to submit the appropriate form. If after the 5 days a form has not been received the space will be released.
 - If a request is placed within 5 days of the requested date, a form is due immediately and a "HOLD" will not be placed.
- Any space considered a classroom, lab and/or design space can be reserved through the reservationist if the request is outside regularly scheduled classes. That information is first confirmed through the Office of the Registrar.
- The Ravenhill Chapel is considered a classroom, display and/or lab space and is reserved through the registrar's office during the Fall and Spring semesters. During Summer I and Summer II sessions the Ravenhill Chapel is reserved through the Alumni Relations Office only.

- The procedures governing the use of campus facilities shall apply to the reserving and use of outdoor spaces on University property. Location of the event, time of the event, City ordinance and the proximity of the event to community neighbors, classes and offices in use impact approval and control of outdoor events.
- Utilization of campus facilities for the Philadelphia University community is free. Special setups and unusual cleanups are subject to charges.
- No campus-wide social programming will be approved on reading days and the final exams period at the end of each semester.
- The Director of the Campus Center and Student Activities must approve all events sponsored by a student club or organization at least 2 weeks prior to the event. Please be as thorough as possible with the information provided so not to slow the process down. A meeting to clarify event details may be required before final event approval.
- It is the responsibility of the sponsoring organization to make specific arrangements for services with Dining Services, Physical Plant and/or Media Services.
 - All Physical Plant information as well as information on placing Work Orders can be found at <http://www.philau.edu/plant/>
 - A Work Order must be placed in order to have the room set for your event. If a work order is not placed for room set-up there is no guarantee the room will be set appropriately for your event and/or that the appropriate furniture will be available when you arrive. When reserving a space please allow for an appropriate amount of time for set-up and break down.
 - All Dining Services information as well as information on placing Catering Requests can be found at <http://www.philau.edu/dining/>
 - When reserving a classroom for a catered event, during the Tuesday and Thursday break period, please allow at least a half an hour before and after the scheduled time to allow for set-up and breakdown. If not, Dining Services and/or Physical Plant have the right to refuse their services.
 - All Media Services information as well as information about placing a Media Services Request can be found at <http://www.philau.edu/OIT/mediaservices/>
- Reservation requests can be placed for future events and/or series of events. Requests can be placed for no longer than 1 semester ahead of time. All exceptions for requests further out on the calendar will be made by the Director of the Campus Center and Student Activities.
 - Requests for spaces considered academic spaces cannot be approved until academic calendars and schedules are confirmed.
- If an event is cancelled, postponed and/or the location of your event is moved please contact the Reservationist immediately so that they can cancel and/or adjust the information in the system. It is also common courtesy to do the same for any special service requests that have been placed with Physical Plant, Dining Services and/or Media Services.
- In the event of a conflict, priority will always be given to the group who has the reservation confirmation and has received the proper paperwork. As stated in the policy above, "Reservations requested by University groups are taken on a first come first served basis". If a group wishes to use a space that is already reserved they must do the following:

- Contact the University Reservationist with the request.
- The requestor must then contact the organization that holds the current reservation to request the release of the space.
- If the sponsoring organization agrees they must contact the Reservationist to inform him/her of their decision and work out the details of moving to another space.
- If there is still a conflict regarding the situation, all concerns can be directed to the Director of the Campus Center and Student Activities who may consult with the Dean of Students on decisions.

Sponsorship

Clubs and Organizations may seek sponsorship from outside organizations for their group or for an event that they are planning. When receiving sponsorship in the form of items, gift cards, etc. it is important to make sure the sponsor is properly recognized. If your club is receiving a monetary sponsorship and/or a gift that is considered "sizable" it is required that you work through the office of Institutional Development located in the White House. This will ensure the money is being processed appropriately (as laid out by the sponsor) and that the organization is being recognized appropriately by the University.

Vending Table Reservation Policy

This policy pertains to clubs, organizations, offices and/or departments at Philadelphia University that wish to reserve vending table space on campus.

- All table reservations must be made through the Campus Reservationist at the Kanbar Information Desk. X5346.
- A Table Reservation form must be completed to honor any requests. Forms can be obtained from the Campus Reservationist.
- Requests are valid only when confirmed by the Campus Reservationist.
- All Tables Reservations are on a first-come-first-serve basis.
- Tables can be reserved for the following areas;
 - Hayward Hall Lobby
 - Kanbar Campus Center (Ted's Stairwell landing)
- Tables in the Ravenhill Dining Hall must be requested through Dining Services.
- Any student vendors wishing to reserve space in the Residence Halls must receive permission from the Director of Residence Life.
- **Hayward Hall Lobby**
 - Tables will only be reserved in Hayward Hall Lobby Monday through Friday.
 - No more than 2 groups will be reserved per day.
 - Groups will not be booked together when vending similar items.
 - Use tables available in Hayward Hall Lobby.
- **Kanbar Campus Center**
 - No more than 2 groups will be reserved per day.
 - One on-campus Club or Organization, One outside Vendor
 - Two on-campus Clubs or Organizations
 - Weather permitting, vending tables will be available outside on the Living Room Patio.
 - Information tables must be staffed at all times. Tables may not be left unattended.
 - Tables can be reserved for the entire day or for certain hours of the day.
 - Groups will not be booked together when vending similar items.
 - Groups are allowed to reserve up to four weeks at a time.

Any questions, concerns or feedback should be directed to the Campus Reservationist in the Kanbar Campus Center Room 205A, ext. 5346.

Web Page Creation Policy

All registered clubs and organizations can access space on the University's server to develop a web page for their group. In order to do this you must contact the Director of the Campus Center and Student Activities with your request. Please include the name(s) of the individual(s) who will need access to that web page. * It is best to keep the number of web page administrators to as few as possible. The Director will then place a work order with OIT. When the Work Order is completed the information will be sent to the web administrator(s) to explain how they access that page. It is important to understand that the club's web page is developed and updated by the club or organization. Please have the page developed before requesting space on the server. If any organization's web page is found to have inappropriate content, the University does have the right to remove it from the server. If you are unsure as to if your organization has a web page, please contact the Department of Student Activities.

Section II Constitutions

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Tips For Writing Your Constitution

Here are some tips to help you avoid some of the most frequent problems clubs have when writing their constitutions.

- Your purpose is *the most important* part of your constitution. Spend some time really thinking through the wording and phrasing of your Purpose article. This can really help the University decide if your club deserves a place on campus, but it also is the singularly most important article from your constitution. Therefore, it is time well spent to establish a well-stated and accurate purpose for your club.
 - Your purpose does not need to be in the numbered format shown in the constitution template form. It can also be written up as a short paragraph. However, do not submit long-winded purposes because they are unmanageable to read.
 - Many creators of campus clubs feel a sense of posterity when submitting a constitution, and therefore are inspired to submit lengthy descriptions of the club's long-term intentions and the motivations behind its creation. This is entirely inappropriate for your written constitution, which serves as a formal document for the Department of Student Activities and SGA. However, you may feel free to submit an addendum to your formal constitution that chronicles anything you wish future leaderships of your club to know.
- Please DO NOT include the name of your faculty or staff advisor (if you have one) in your constitution. This is so that in future years, when faculty or staff move on or are no longer advisors to your club, your constitution does not need to be changed. Please also note that advisors are NOT required by any means, yet the mandatory form listed on the outline allows your club flexibility through the years with the adoption or assigning of advisers.

Questions?

Please contact:

Timothy J. Butler

Director of the Campus Center and Student Activities
butlert@PhilaU.edu
X2599

Example #1

- Article I Name: The name of the organization should be stated.
Example: The name of this organization shall be the Middlebury College Activities Board.
- Article II Purpose: State the group's purpose.
Example: The purpose of the organization is as follows:
1. ----
2. ----
3. ----
- Article III Membership: Membership must be open to all Philadelphia University students.
- Article IV Officers: List officers and duties, which correspond to them. State that officers must be PhilaU students. Designate a treasurer and specify their role as the formal liaison between your student organization and the SGA.
- Article V Elections: Describe methods of election. A quorum (the necessary percentage of members to be present at the election) and a majority (i.e. simple, 2/3, etc.) must be defined in this article.
- Article VI Meetings: Describe frequency and nature of meetings.
- Article VII Committees: Describe committees, if any, and enumerate their duties. If no standing committees exist, it may be desirable to grant power to the president of the organization to appoint temporary committees as the need arises.
- Article VIII Faculty Advisor:
The membership agrees to maintain an advisor from the faculty or staff, as required.
- Article IX Affiliations: List any affiliations with local, state, national or international organizations and describe your organization's relationship with these affiliates. Please also include the discrimination policies of your affiliate organizations. If no affiliates exist, note accordingly.

Example #2

CONSTITUTION OF:

(Club name)

ARTICLE I

NAME

Section 1. The name of this organization shall be _____

ARTICLE II

PURPOSE

Section 1. The purpose(s) of this organization shall be _____

ARTICLE III

MEMBERSHIP

Section 1. Membership is restricted to all currently enrolled student of Philadelphia University.

Section 2. A person is a member in good standing when he or she _____

Section 3. The rights of voting and holding an office are reserved for club members only.

ARTICLE IV

OFFICERS

Section 1. The officers shall be – (name & title of officers):

Section 2. The club shall be organized with the following structure: _____

Section 3. The Club shall select a member to represent the club on the SGA President's Council.

Section 4. To be eligible for office, candidate shall _____

Section 5. Officers shall be elected/appointed (select one)
(example: upon election, when, on May 15, in spring semester, etc)
and shall take office _____
Elected officers must receive _____ of votes to be elected
(example: majority, plurality, 2/3 etc.)

Section 6. Vacancies in office shall be filled by (example: by appointment, by election, etc.)

ARTICLE V

MEETINGS

Section 1. Regular meetings shall be held _____

Section 2. Special meetings may be called by _____

Section 3. A quorum of _____ (example: 2/3, 1/2, 2, etc.) of the members and officers shall be necessary to conduct business. (NOTE: A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions. Select number, which allows you to do business regularly, but which prevents a small number of members or officers from controlling the club.)

ARTICLE VI

SOURCE OF POWER

The source of power of this club is the President of Philadelphia University, the legal representative of the Board of Trustees, who delegates PhilaU powers as are appropriate to the Department of Student Activities, which recognizes each club to conduct its power business. In accepting this constitution,

(Club name)

agrees to abide by the Philadelphia University policies and regulations, which apply to students and student clubs.

ARTICLE VII

AMENDMENTS AND RATIFICATION

Section 1. The constitution shall be ratified by a _____
(Majority, 2/3, etc.) Vote of the members attending a meeting with a quorum.

CLUB BY-LAWS

ARTICLE I

RULES OF PROCEDURE

The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the by-laws or constitution.

ARTICLE II

DUTIES OF OFFICERS

The duties of the officers shall be:

President's Council Representative:

- a) Attends SGA'S PC meetings
- b) Coordinate club events with campus calendar
- c) Participate in SGA PC activities

The President shall:

Section III Financial Information

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Application For Account Form

The "Application For Account" form is used by registered clubs and organizations to set up an account of their own on campus. This account can be used to deposit and withdraw funds from. This form should be filled out and given to the Director of the Campus Center and Student Activities. The Director will complete the paperwork and send it through for approval. When the process is complete the account number will be sent to the Director and they will pass that number along to the organization. This process can take up to 2 weeks. If you are unsure as to if your organization currently has an account, please contact the Department of Student Activities.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after "Treasurer's Training".

Clubs and Organization
Application for Account



Organization Name: _____ A _____

Philadelphia University Staff Member Responsible for account

Name: _____ B _____ Campus #: _____ C _____

Title: _____ D _____

How will funds be generated?: _____ E _____

What will these funds be used for?: _____ F _____

Date of Application: _____ **G** _____

Approval Signatures

Director of Student Activities _____

Dean of Students _____

Business Office Approval _____

Account Number and Name _____

Filling Out Application for Account

- A- The name of your organization.
- B- The name of your advisor.
- C- Your advisors contact number.
- D- Your advisors Title.
- E- How do you plan on getting money to put into the account? (Fundraising, dues, etc.)
- F- How do you plan on using the funds?
- G- The date you hand in the application.

Cashier Transmittal Form

The "Cashier Transmittal" form is for registered clubs and organizations to use to deposit funds into their Philadelphia University account. Funding may come from fund raising activity, dues, etc. This form, as well as monies, should be filled out and taken to the Cashiers Window in Archer Hall 1st floor. When the money is deposited / posted a receipt should be sent to the individual listed on the form. Please note that it could take up to several days before money is posted into your account.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after "Treasurer's Training".



Cashier Transmittal Form

Date: _____ A _____

Description of Deposit: _____ B _____

Amounts: Cash: \$ _____ C _____
Checks: \$ _____
Credit Card: \$ _____

Total Transmitted for Deposit \$ _____

Account # _____ D _____ E _____
\$ _____

Please Send Receipt to:

Name: _____ F _____

Department / Office _____

Filling Out Cashier Transmittal Form

- A- The date of the transmittal.
- B- What is the deposit for or how was it generated?
- C- Breakdown of monies.
- D- Your account number.

- E- Total being transmitted.
- F- Name of person who will receive the receipt and their location.

Purchase Requisitions


The Purchase Requisition is Philadelphia University’s method by which to request a check to be cut. This is the main way in which you will access your organizations account. It can be used to pay bills, reimburse individuals or request check advances for your organization.

PLEASE NOTE that receipts, invoices, etc. must always accompany this form. The money must always be accounted for. If you request a check advance the check stub must be returned with all receipts and monies returned. **NO EXCEPTIONS!** In the event you are paying someone a stipend or honorarium or something that does not provide an invoice, a letter/memo should be attached explaining what the money is being used for.

The Purchase Requisition must be filled out in its entirety and 2 copies are to be given to the Director of the Campus Center and Student Activities, accompanied by any receipts, invoices or relevant documentation.

Please allow up to 2 weeks for bills to be paid or checks to be cut. All Purchase Requisitions should be handed into Student Activities no later than the end of the day on Thursdays. PR’s will be processed by the end of the day Fridays. When checks are completed they will be sent to the vendor upon request or sent directly to the Student Activities Office. Groups/Individuals will be contacted when the checks are available for pick-up.

Below is a copy of the form and instructions on filling it out. A copy of this form can be obtained from the Department of Student Activities and is typically available after “Treasurer’s Training”.



PHILADELPHIA
UNIVERSITY

**PURCHASE
REQUISITION**

_____ A _____

Suggested Vendor B Payee

DO NOT WRITE IN THIS SPACE					
P.O. NO.					
DATE					
DATE		DATE NEEDED		SHIP TO	
C		D		E	
ITEM	QUANTITY	UNIT	DESCRIPTION		TOTAL
			F		G

- D- This is the date on which you need the check. "ASAP" is fine in this field. Understand that it could take up to 2 weeks to cut a check and checks are available and/or are mailed towards the end of the week.
 - E- It is fine to put "The Above Address" in this field or to put an office or department.
 - F- Please give a complete discription of the purchase, cost or purpose.
 - G- Place costs here. Total cost will be tallied at the bottom of the column.
 - H- Whomever fills out the form should sign here.
 - I- Please put your organizations name.
 - J- Please put your organization's account number here.
- Do not put anything here. This is for other signatures.

Section IV Advisor Resources

Advising

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“What Kind Of Advisor Are You?”

*“Strategies for Establishing and Maintaining
Successful Advisor/Student Relationships”*

Advising

What Kind of Advisor Are You?

By Jason A. Chapman , Southwestern University (TX)

It's Crucial to Know Your Roles and the Challenges and Rewards that Come with the Job

During my first year as a student activities professional, I was given the role of advisor to the University Programming Council at my school. Unfortunately, I did not understand how difficult this role was going to be and figured I would be a great advisor. Halfway through that year, I began to realize I was doing things all wrong and I needed to change my view of what an advisor is and what an advisor does. Luckily for me, and the students, I now have a better understanding of my role as their advisor and the time and effort it takes to be good at it. Whether the role of advisor is one we choose freely or one assigned to us, it is important to understand the function and roles involved, as well as the challenges and rewards that come with it. The role of advisor is never the same; different groups require different types of advisors. It's hard to create a unified blueprint for being an advisor, but there are a few things every advisor needs to know. A large part of being a good advisor is finding the style that best fits that organization. Many advisors are comfortable with the traditional role of advising: attending meetings and organizational functions and providing a signature when necessary. However, a good advisor provides assistance beyond the needs of the organization and provides personal development, as well.

Four Primary Roles

An advisor plays numerous roles while working with a student organization. It is important to understand all of these roles and the importance of them. They include: Mentor, Supervisor, Teacher and Leader (Dunkel and Schuh).

Mentor

Every advisor serves as a mentor to those in their organization. They role model proper behavior and have dialogue with their students. Mentors are characterized as individuals who:

- * **Have a knowledge of their profession.**
- * **Enthusiasm for their profession.**
- * **Warmth and understanding with students.**
- * **A high, yet achievable standard of performance.**
- * **Honest emotional rapport.**
- * **Many other characteristics.**

There are five qualities that characterize good mentors (adapted from a citation in Schuh and Carlisle, 1991, p. 505):

- * **Good mentors have been successful in their own professional endeavors.**
- * **They behave in ways worthy of emulation.**
- * **They are supportive in their work with subordinates; they are patient, slow to criticize, and willing to work with those who are less well developed in their careers.**
- * **They are not afraid to delegate tasks to colleagues and are not threatened by others who exhibit talent and initiative.**
- * **They provide periodic, detailed and honest feedback to the protégé.**

Supervisor

A good advisor also serves as a supervisor to their organization. There are six areas in which a supervisor is most helpful:

- * **Team building**
- * **Performance planning**
- * **Communication**
- * **Recognition**

- * **Self-assessment**
- * **Evaluation**

A good supervisor works with group leaders to create team building activities. These could include team building retreats or workshops, which help establish trust among members of the organization.

Performance planning includes setting goals and expectations, as well as writing position descriptions. This helps members realize what is expected of them and what they expect from their advisor, as well.

The supervisor's role in communication is to make students aware of different types of communication they can use, both verbal and non-verbal. A good advisor teaches their students to use memos, letters, agendas, minutes, resolutions, Web pages, discussion boards and e-mail.

Recognition of members is also important within an organization, so members know they are doing a good job and are being noticed. A good advisor not only recognizes students for positive work, but also recognizes student behavior, emotions and characteristics.

Self-assessment consists of asking students to complete verbal or written self-assessments of how they are doing. This allows students to reflect on their own strengths and weaknesses. It's also important for a good advisor to complete their own self-assessment every once in a while.

The final stage is evaluation, in which the students are asked to complete a formal evaluation. This provides an opportunity for everyone to provide feedback to the organization about an event.

Teacher

A good advisor knows that learning does not take place exclusively in the classroom and that being a part of a student organization can be one of the best learning experiences a student can have. This puts the advisor in the role of teacher; they teach students how to:

- * **Handle budgets.**
- * **Be part of a team.**
- * **Communicate effectively.**
- * **Develop many other skills they will use well beyond their time in school.**

Leader

The advisor also plays the role of the leader of an organization. This role requires the advisor to not only lead by example, but also provide leadership opportunities for the students in the organization. Kouzes and Posner (1987) identify the five fundamental practices that are found in leaders. They:

- * **Challenge the process by seeking ways to improve the organization.**
- * **Inspire a shared vision by creating an image of what the organizations can become.**
- * **Enable others to act by involving students in activities on committees and task forces.**
- * **Model the way by setting standards and assisting other students through their problems and concerns.**
- * **Encourage the heart by recognizing members for their achievements and by motivating members to achieve their goals. It is important to understand that no matter what the motives of the student organization might be, students require guidance and direction in order to succeed.**

Another Important Role

Motivator

Perhaps the most important role an advisor may play is that of motivator for students. Student motivation can be divided into two categories: extrinsic and intrinsic.

* ***Extrinsic Motivation***

There are three types of extrinsic motivation for students:

- * **Recognition**
- * **Money**
- * **Achievement**

It is important to recognize students for the hard work that they put in, but it is even more important to realize that using one type of recognition will not work for all members. In order to best recognize members, it is essential to get to know them and what they enjoy. Recognition is the category of motivation that most advisors use.

Many advisors struggle with the question of whether or not to pay students, but many organizations do not have that ability. However, if an organization does make the decision to compensate students, it can take several forms:

- * **Conference cost reimbursement**
- * **Summer jobs**
- * **Room and board**
- * **Academic credit**
- * **Salaries**
- * **Parking**
- * **Other stipends**

Students who are motivated by achievement are driven to take on more responsibility and authority. They will be willing to take on tasks other students may not because of their difficulty. It is important to work with those students to find a role of increasing responsibility or authority for them. These students can often lose motivation, get frustrated or refuse to involve others, so you must work closely with them.

* ***Intrinsic Motivation***

The three types of intrinsic motivation are:

- * **Desire**
- * **Value**
- * **Approval**

Students become involved in activities and organizations that provide a desirable outcome for them. If a student knows that being part of an organization or holding a specific role is desirable, they will be more likely to consider it.

The student who perceives value in participating in an organization, attending a conference, or holding an office will be motivated to become involved. Advisors can work with students to determine the particular value of being involved and holding an office.

Some students may get involved because earning a sense of approval from others motivates them. It is imperative to identify the students motivated by approval and give them a pat on the back, a kind word or another form of approval.

Motivating students will help keep them happy, which will keep the organization running smoothly.

Challenges and Rewards of Advising

Being an advisor brings many challenges, but also great rewards.

Challenges

The greatest challenge for any advisor is managing their time and not becoming overcommitted. You may be asked to do several things for the organization on top of your job and other commitments. You need to set expectations early as to your ability to attend organization meetings and events.

Another challenge many advisors face is defining their role with the organization. Students may have their own ideas as to the advisor's role, so you should discuss your role as soon as possible following the election of new officers.

Yet another challenge is to avoid becoming overly controlling of the organization's business. A student organization is "for the students and by the students," so advisors need to stay out of it as much as possible. An advisor should serve as a supervisor and step in only when needed.

Being aware of all the decisions and actions taken by the organization is also a challenge. Sometimes advisors are not able to make meetings and, consequently, miss some of the decisions being made. However, it is the advisor's responsibility to be aware of the actions of the organization so they may respond to questions, ensure that any legal and financial issues are properly addressed, and better understand the climate of the organization and its members. Weekly meetings with the president and making sure to read minutes are two ways to stay informed.

Additionally, an advisor can be challenged to be patient with students and the organization. It may seem easier to make a decision for the organization and provide solutions for students. However, if you allow students the opportunity to solve problems for themselves, they and the organization will benefit.

Rewards

There are many rewards of being an advisor, and one of the most gratifying is being able to observe the development of students during their time in college. You may have the opportunity to work with many students during their first year and it is rewarding to watch them move from membership to leadership, or from being reserved to fully participating.

Another reward for advisors is to be recognized by the institution, organization, students or professional organizations for a job well done. While this reward is seldom sought, it is a nice perk.

You should feel flattered in serving as a reference for students. If asked by a student to be a reference, that means they respect you and you have developed a relationship with them.

One of the most fulfilling aspects of being an advisor is serving as a mentor for students. Advising also provides an opportunity to teach, lead and coach students involved in organizations.

Yet another reward is the opportunity to participate in an organization whose purpose you truly enjoy.

Finally, there is the opportunity to form networks with colleagues who serve as advisors for similar organizations. Traveling to conferences or meetings allows the opportunity to visit with colleagues in similar situations. These trips not only rejuvenate you, but also help you create a network to rely on for information and support.

Being the Best Advisor You Can Be

Advisors can be separated into three different categories:

- * Those that don't
- * Those that wish they could

*** Those that do (Rotz and Pesco)**

Those that don't will never attend meetings, don't know what actions or decisions the organization is making and are hard to find. The students don't know who their advisor is and have to search for their contact information.

Those that wish they could meet with the organization every once in a while, support only a few of the programs, are contacted only when it's time to sign paperwork and show up only at budget and election time.

Those that do meet with the group weekly, attend events on a regular basis, contribute to the legacy of the organization and offer support and guidance when needed. If you are not the advisor that does, there are steps you can take to become a better advisor.

The dream advisor is one who has a vested interest in the organization. They attend meetings and events, participate in retreats and trainings, offer advice and counsel students, and support the effort of the organization.

Here are 10 steps to become a great advisor:

1. Discuss your role with everyone in the organization.
 2. Attend all meetings possible.
 3. Attend all events possible.
 4. Schedule weekly one-on-one meetings with the president or executive board.
 5. Get copies of agendas and minutes of all meetings.
 6. Be involved in all financial areas, not just signing check requests and reimbursements.
 7. Be involved in all constitutional or charter rewrites.
 8. Make sure to be included in the election of new leaders.
 9. Have fun with your committee members.
 10. Finally, recognize your members for their good work.
- It's never too late to be a dream advisor. Start now!

Strategies for Establishing and Maintaining Successful Advisor/Student Relationships
By Erin Morrel, MA Albertus Magnus College (CT)

Sometimes we may feel that the challenges and obstacles we face as student organization advisors outweigh the benefits and rewards. Many advisors can become overwhelmed and frustrated while working with students and student groups; however, learning to seek advice from others can be extremely beneficial. If an advisor feels they do not have the proper tools to guide them in being a successful and effective student organization advisor, perhaps some of these strategies will point them in the right direction. One of the most daunting tasks you have as a professional or graduate student advisor is learning that you may not always have the answer, but you can certainly seek ways to get the answer.

Establishing Effective Advisor/Student Leader Relationships

An advisor can either be assigned to or chosen by a given student organization. Therefore, all advisors should have a working knowledge of how the organization operates, as well as the history of the group and how it was established. Roles should be defined so that there is no confusion as to what each person thinks the other is doing.

It is important to keep in mind that there is a difference between advising and supervising. Student organization members and those in leadership positions, for the most part, take initiative

and are highly motivated. Advisors should encourage, support and be a resource for leaders and the student organization. Supervisors exert control and give direction, as well as take responsibility if or when things go wrong. When a problem arises, advisors assist the students in reflecting and assessing the events and how to improve upon them for the future.

In both cases, when working with a new group of students, it is important to set goals and expectations. This encourages individuals to grow and learn without feeling pressured to please others.

Establishing Identity as a Student Organization

Student organizations should have a mission and purpose that will guide them in their efforts to improve student life on campus. Create a connection among the members of the organization through trainings and retreats and student leaders will learn to trust each other and their advisor. If the organization plans to do something, it is crucial to follow through, all the while gaining respect from the campus community and each other. Once an organization feels it has established an identity, it will help to define and direct what they execute.

Investing in the Organization

Investing time and interest in the organization can be a great way to interact with your student leaders and help them to develop their skills. Try to attend as many of the regular meetings and events as possible to demonstrate to students that you want them to succeed. Encouraging student leaders to have trainings and retreats will allow the group to create a sense of ownership while learning their positions. As an advisor, you can offer advice and support the efforts of the student organization.

Gaining and Maintaining Respect

Advisors are expected to maintain a professional relationship with their students. Students will respect you if you show them the appropriate way to behave as an advisor. Respect is a two-way street, though. It is also important for student leaders to gain respect on campus, as well.

Advisors should set limits as to when students should expect them to be working, and advisors, in turn, should respect students' personal time. Being available and approachable to students builds rapport and trust. Advisors have the responsibility to know when it is time to have fun and when it is time to be serious. As the advisor, you set the example. Starting out as an advisor can be stressful, but if you set expectations and follow through, students will listen. If you find that your expectations are too high, you can always relax them. It is much easier to start off running a tight ship and ease up later, if necessary. Sometimes showing some "tough love" to your students will get them to understand where you stand, as long as you continue to listen and give honest feedback when they need it.

Balancing and Prioritizing Your Job Responsibilities

Learning when to use the word "no" is the best advice one advisor can give to another. There will be times when student leaders will, sometimes without even realizing it, take advantage of their advisor if the advisor allows it. It is also important to realize that you have specific responsibilities, and taking on extra projects and commitments without more available time may be foolish if you have to complete them hastily.

Taking time to figure out a system that works well for you and your advising style will help you balance all your work responsibilities. For example, make to-do lists, identify days and times for specific tasks and learn to take "me" time.

Sometimes that may mean saying no to a student who wants to have a meeting at 10 pm and asking them to meet earlier in the day. From time to time there will be situations students deem as needing immediate attention, and it will be up to you to determine how desperate the

circumstances actually are. But once you are familiar with your responsibilities and workload, you can lead a balanced work and personal life.

Establishing Boundaries—Advisor vs. Friend

There is a difference between being a friendly advisor and being a friend. Advisors are responsible for setting the boundaries between themselves and students they advise. It is important to tell students they are being inappropriate if they exhibit behavior that violates boundaries; otherwise, your silence will tell them it is acceptable. Be up front with your students about what you are and are not able to do with them. Keeping your interactions with students limited to work and school-related activities should clear up any confusion as to your role.

Dressing professionally makes a statement to students that you are a working professional. It is natural to be friendly and even caring as an advisor, but remember to maintain appropriate relationships.

Training of New Members

When advising a student organization, especially if it is the first time you are involved with the group, it is ideal to have a retreat or planning session with the entire group before the semester begins. This gives everyone a chance to set expectations for themselves, as well as for their advisor. It is a great time to review policies and procedures, as well as changes to any of them since last year.

Pairing up new student leaders with experienced student leaders gives new members the opportunity to make a connection with someone who has been involved before, but also gives them someone to go to with questions and concerns they might have. Student leaders are constantly learning and developing new skills. Work with your experienced student leaders to train incoming members and transition them into their positions and help them learn the expectations for that position.

Finally, allow time in training sessions for students to have “free time” together and get to know each other, such as going out to eat, to the movies, bowling or other group activities. This will help to create a team that is bonded and wants to work together, as opposed to a group that is forced to work together.

Dealing with Difficult Students

If you find yourself dealing with a difficult student, or group of students, establish goals and deadlines for them to be accomplished. Trying to see their perspective and understanding where they are coming from will create a better working relationship and, in the long run, make life easier for all.

If you feel they are exhibiting a challenging behavior, address it and explain the impact they have on others when they behave that way. You can also attempt to make a personal connection with the student by finding a common interest, which would show them you are making an effort to know them, which, in turn, means you care and want to build a working relationship with them.

To Be a Successful Advisor:

- * **Establish relationships with students, based on appropriate boundaries and limits.**
- * **Help the student organization establish its identity on campus.**
- * **Invest time in the organization.**
- * **Set expectations and encourage respect.**
- * **Balance and prioritize your responsibilities.**
- * **Provide effective training for new members.**
- * **Establish goals and deadlines for difficult students and strive to understand their perspectives.**
- * **Create recognition opportunities.**
- * **Help students manage multiple leadership roles.**
- * **Keep your students—and yourself—motivated and strive to avoid burnout.**

*** Recognize the challenges and rewards of advising.**

Creating Recognition Opportunities

Hosting an end-of-the-year celebration or recognition banquet is a great way to not only end the year, but to celebrate the accomplishments of student leaders and student organizations. It helps students feel they have contributed and made a difference on their campus and that the work they have done has had an everlasting effect at their school.

If you work with other advisors, creating and distributing an advisor handbook or set of guidelines will assist them in their position and help them feel more connected to the student organization. Advisors often dedicate their free time to work with a student organization and, therefore, should also be recognized each year for their continued support.

Managing Students with Multiple Leadership Roles

Having the ability to truly listen is one of the best traits you can possess as an advisor. Students often will tell you what you want to hear, but you can listen for underlying information that will help you to better understand them.

It is important to assist student leaders in managing their time well and help them to not become overwhelmed by their responsibilities and obligations. Regularly check in with them by asking how they are doing, how their classes are going or how the big exam went. Even asking how their weekend at home went will give you a sense of whether or not a student is balancing everything while still having time for themselves.

Motivating Others, as Well as Yourself

*** *Motivating Others***

As an advisor, you can find it difficult to motivate students while keeping yourself going day after day, event after event. Motivating others can be a challenge, but there are things you can do to keep morale high in your student organization. Always have a smile on your face—it might seem to be a small thing, but it goes a long way. Recognizing others' accomplishments gives individuals a sense of belonging. Lastly, being a positive role model who does their best to make work fun will also help create a highly motivated crowd.

*** *Keeping Yourself Motivated***

Being content and satisfied in your job can be difficult for many to achieve, so if you do like your job, it's crucial to stay fresh and motivated. Self-motivation only contributes positively to others' motivation. If students see that you are dragging, they will think it's fine to slack off, whereas, if you stay motivated and keep going, they will also forge ahead with full steam.

*** *Avoiding Advisor Burnout***

One of the biggest challenges we sometimes face as advisors is trying to avoid burnout. The field of student activities, more often than not, requires extra hours, most of which are outside the typical workweek. Keeping a positive attitude and an open mind can really make a difference on the job. Be sure to take time for yourself, and if it seems like you are always sacrificing your personal life for work, try to re-prioritize what is really important and what can wait until tomorrow.

Sometimes professionals can become frustrated with the way things are accomplished on their campuses, or the red tape they may endure, but if you find someone with whom you can vent, you will feel much better and make your days less stressful. In our field, there is always going to be change, and there will always be a new group of students each year. Do your best to take time for yourself, especially during breaks and the summer, and you will feel rejuvenated when the new year begins.

Recognizing the Challenges and Rewards of Advising Student Organizations

There are times when advisors realize there are many variables that are out of our control; but recognizing these factors is the first step to overcoming them. There are going to be members of the organization who do not see your position, or you personally, as a valuable asset. Typically, there is a high turnover of members each year. But rather than looking at this as a challenge, advisors can treat it as a blessing. New members and new ideas can be the lifeline of a student organization. It is imperative to know the past and learn from it, but it is also essential to realize that change is inevitable and should be embraced.

Advising students is a privilege that can and does really make a difference in the lives of students. Think of yourself as the coach of a team. It is your job to be concerned about students in terms of academics, their personal lives and how they contribute to the team.

Students should always hold their academic careers as the top priority. It is very easy for student leaders to overextend themselves and become overwhelmed. Letting our students know we are there for them and care about them and their success as students is extremely important. Caring about our students comes naturally and can really make a difference to them today, tomorrow and in the future.

Section V Event Planning

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Programming 101:

Programming 101: Back to the Basics of Program Planning

By Melissa R. Frank, Stonehill College (MA)

Campus programming runs the gamut from working with associate members to book acts, attractions and speakers to planning programs ourselves completely from scratch. No matter what route we take in producing a program, it is imperative to remember the basics of programming to make sure we are on the right track and take care of all essential details. Sometimes, though, we overlook the basics and that's where our events start to go awry.

What are the basics of programming and how can we be sure to stay on track? Journalists follow the "Who? What? Where? When? Why? and How?" rule in constructing news articles. However, this fundamental concept also applies to programming.

Who?

It may seem obvious, but when planning an event it's important to determine your target audience. While this is apparent to many, sometimes we lose sight of exactly who our programming is designed to reach. This is the time the committee needs to figure out exactly who your programs are geared to attract. Are you offering a campus-wide program for students and the rest of the college community? Or, are you planning an event for seniors—perhaps a 21-plus event—or something that is designed to help students to prepare for life after graduation? Maybe your event is for first-year students who are trying to get adjusted to the new realities of living away from home? It could be a commuter-focused program, too. Who? is an important question to ask, as it will help determine what type of program you are planning, how to promote it and where to hold it.

What?

What is your program going to be? Now that you've decided who you are trying to reach, what are you going to program for them? Sometimes the What? can come before the Who? and often, they may be discovered simultaneously.

When? and Where?

If you are planning an event from scratch, you can probably schedule it on any available date. However, if you are booking an attraction through an agent, you might be tied to a specific date or range of dates.

When picking a date, consult your advisor and your campus calendar. Make sure you aren't putting your event up against another major campus event or that you aren't scheduling it during the height of midterms, when your attendance is not likely to be as large as you'd like.

Be sure to follow whatever procedure is in place on your campus pertaining to venue reservations to make sure you secure the facility you need on the date you have selected. One of the biggest blunders in event planning is scheduling a program and not having a place to hold it. Be sure to also consider your target audience when selecting a location. It wouldn't make much sense to plan a commuter program in a residence hall lounge at 10 pm, would it?

Why?

One of the most important aspects of programming events on campus that we sometimes fail to keep in mind is Why? Why are we planning this program? What is its purpose? I often discuss this with the students I advise. Why are we bringing the latest star from MTV's *The Real World* to campus? What added value does it bring? Are we having this event for pure entertainment or is there an educational value attached to it? Not every event we hold needs to have a deeper purpose than offering a few laughs and a good time, but wouldn't it behoove us to vary the Whys? of our programs? Wouldn't this broaden our audiences by appealing to different groups on campus?

How?

How are we going to pull this event off? We all know that budgets are slim and money is scarce. We have this great idea for a new program—now, how are we going to make sure we can afford it? Every school is different when it comes to student organization finances, but I'm sure we are all the same in the sense that we need to sometimes be a little creative with how we spend our money.

Co-sponsorship, co-sponsorship, co-sponsorship. That is a great way to ensure the money you need is available. If your program is educational, perhaps you can gain additional funding by co-sponsoring it with an academic department that supports the program topic. On the other hand, your program might be purely social and this approach won't work. These are all things you need to consider when determining How? you are going to have your event.

A Basic Programming Checklist

After working at several different schools with many diverse students and different systems of planning events, I've been able to develop a simple pre-event checklist that can be modified for almost every program. I encourage you to adapt it to the specific needs of your campus and to use it when planning your next event. It should help keep you and your committee organized, focused and on track in your planning.

Pre-Event Checklist

1. Brainstorm ideas that might work on your campus.
2. Call several agencies to find out availability/pricing—always find the best bang for your buck!
3. Create a budget and make sure there are funds to cover all production and performer expenses.
4. Pick a date and get approval from your organization advisor, as well as your office of student activities.
5. Choose a venue and reserve it through the appropriate campus office.
6. Make sure all pertinent offices have been contacted:
 - Student Activities
 - Facilities Management—Complete room set-up diagram two weeks in advance and make sure your facilities department has it.
 - Campus Police or Public Safety—Request parking passes (if needed) for performer and equipment vehicles through your campus police or security office. Also, request detail officers if your event requires them.
 - Residence Life
 - Student Affairs
 - Catering—Order catered meals or snacks early. Contact your food service provider to know how far in advance they need counts.
 - Media Services—Make sure you share any contract riders with your media services department to ensure you can provide what the artist is asking for.
7. Contract—Be careful not to verbally commit to any performer without first consulting with your organization's advisor. At most institutions, students are not authorized to sign contracts.
8. Contract Rider—Make sure everything on the rider is taken care of, including hotel rooms and transportation.
9. Publicity—Brainstorm creative publicity ideas. Printed materials need two weeks for design and production. Event advertisement should be posted at least two weeks in advance.
10. Check Requests—These should be made at least two weeks prior to the event if the performer's check is needed the night of the event. This will differ depending on the university.
11. Worker Lists—Prepare a sign-up list for workers to set up, usher and clean up.

12. Day Before the Event—Make sure you touch base with the agent or act to confirm arrival times and any last-minute needs.
13. Day of the Event—Bring copies of all pertinent information to the event.
14. Evaluation—Keep complete records of attendance, income, expenses, publicity used and future suggestions for your files.

Don't Forget to Plan Ahead

No matter what course you pursue in program planning, be sure to PLAN AHEAD. It's important to start program planning the moment your idea is formed. Don't brainstorm in a committee meeting, then put off program research and facility reservation until the last minute. Stay organized throughout your planning process and always keep in mind the Who, What, Where, When, How and Why of programming. They will keep you on track. Never forget the basics—they can serve as guidelines for all your campus programs.

Event Checklist

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

CHECKLIST

___ **Information Gathering-** Have we discussed this event with the organization? Have we spoken to our advisor about the event? Have we spoken to the Department of Student Activities regarding this event? Have all preliminary questions been answered?

___ **Budget-** Do we have a budget set for this event? Can we pay for it?

___ **Reservations-** Has the venue been reserved and confirmed?

___ **Work Orders-** Have all of the work orders and set-up requests been completed through Physical Plant? Is everyone clear on room/venue set-up needs? Does Physical Plant have room layouts (if necessary)?

___ **A/V Requests-** Are all of our A/V requests completed through Media Services? Is everyone clear on our needs with sound, lights, projection, etc.? Have we thought through and expressed how we want the event to run?

___ **Catering-** Has all catering been ordered and confirmed through Dining Services? Are they clear on head counts? If we are doing the catering ourselves has the food been ordered and confirmed? Do we have cups, plates, serving spoons, napkins, etc.?

___ **Checks-** Have all checks and bills been processed? Are the checks going to be ready for the event? Is everyone clear on when they will be paid?

___ **Contracts-** Have any performers or special guests been contracted? Do they need to be contracted?

___ **Marketing-** Has publicity been distributed for this event? Have we done a timeline for proper promotion of this event?

___ **Security-** Has campus Safety been contact (If Necessary)? Has proper security been arranged for?

___ **Evaluation-** Have we evaluated the event after the fact? How did things go? What worked? What didn't work? Do we do this event again? What might we change for the next time?

