

# STUDENT ORGANIZATION ADVISOR GUIDE

STUDENT INVOLVEMENT OFFICE

## ADVISOR ROLE

An advisor is someone who offers advice, support and perspective to an organization. They serve as a mentor and guide and to use their knowledge and experience to offer help to others. Each organization has its own needs and its own relationship with its advisor. Some advisors play very active roles - attending meetings, working with student officers, and assisting in program planning - while others maintain a more distant relationship to the organization. Every organization is required to have an OWU faculty or staff advisor who play a vital role in their success and development.

## RESPONSIBILITIES OF AN ADVISOR

- Be familiar with general information and policies of the Student Involvement Office, University and Student Handbook to help organization leaders find and learn these policies.
- Inform students of important dates and upcoming deadlines.
- Encourage organization members to hold themselves to a professional standard and take responsibility for their actions as individuals and as an organization.
- Help members learn from unsuccessful initiatives and improve future projects.
- Help the organization to set realistic goals to continue to grow and develop.
- Support and provide resources to develop skills related to planning and organization, delegation, decision making, financial management, adaptability, stress management, and initiative.

## ADVISOR BENEFITS

- Develop personal relationships with students and connect both in and outside of a classroom setting.
- Serve as a mentor to help students to learn, grow, and develop as students as well as support as they transition into their professional lives.
- Be recognized for service to the organization from the student members.
- Watch a group come together to grow and evolve over time to impact our campus and community.
- An opportunity to connect, share experiences, and build community with an organization with similar interests.

#### WHAT AN ADVISOR SHOULD DO

- Make suggestions based on knowledge and experience.
- Work with the executive board and members in a professional manner.
- Help to ensure that all members are heard and considered.
- Facilitate a relationship that supports growth, development, and cooperation.
- Serve as a resource to the organization's members.
- Attend meetings and programs.
- Be visible and available.
- Know when to get involved and when to step back.
- Ensure members are held accountable for their actions.
- Allow students to make mistakes from time to time and turn them into teachable moments.

#### WHAT AN ADVISOR SHOULD NOT DO

- Tell the organization what to do.
- Do the work of the president.
- Allow one person to do the work of the entire group.
- Assume everything will be the same year to year such as the organization's needs, goals, ideas, etc.
- Just sign papers and forms.

## POLICY INFORMATION

As a student organization advisor it is important to be familiar and also inform the student organization of policies and resources at OWU. These are just some of the common policies related to student organization but all policies can be found in the [OWU Student Handbook](#) or on the OWU website.

- Academic Freedom and Free Expression
  - <https://www.owu.edu/about/offices-services-directory/office-of-the-provost/academic-freedom-and-free-expression/>
- Behavioral Intervention Policy
  - <https://catalog.owu.edu/content.php?catoid=26&navoid=689&hl=behavioral&returnto=search>
- Diversity, Equity, and Inclusion Policy Statement
  - <https://www.owu.edu/about/diversity/diversity-equity-inclusion/>
- Fire Safety Policy
  - <https://catalog.owu.edu/content.php?catoid=26&navoid=696&hl=posting+on+campus&returnto=search>
- Hazing Policy
  - <https://catalog.owu.edu/content.php?catoid=26&navoid=694#hazing>
- Report a Concern
  - <https://www.owu.edu/about/offices-services-directory/office-of-student-conduct/report-a-concern-or-incident/>
- Social Gatherings with Alcohol
  - <https://catalog.owu.edu/content.php?catoid=26&navoid=693>
- Student Conduct Resolution
  - <https://catalog.owu.edu/content.php?catoid=26&navoid=700>
- Posting on Campus
  - <https://catalog.owu.edu/content.php?catoid=26&navoid=694&hl=posting+on+campus&returnto=search#posting-on-campus>
- Title IX and Clery
  - <https://www.owu.edu/about/title-ix-clery/>

## ADVISOR EXPECTATIONS

Every organization will have different needs and expectations of their advisor. The organization leadership and advisor should connect annually to establish the agreed upon role and expectations for the year. The OWU Campus Advisor Form is used to guide the conversation and should be completed and returned to the SIO by the third week in the semester.

### OWU Campus Advisor Agreement Form

I, \_\_\_\_\_ confirm I am the advisor for \_\_\_\_\_.  
(Print Advisor Name) (Print Organization Name)

- I confirm I am currently an employee of Ohio Wesleyan University. *Recognized student organization advisors must be current, full-time employee at Ohio Wesleyan University.*
- I have been informed of the expectations concerning advisors explained in the organization's constitution. *The membership agrees to the relationship between the advisor and the group. Details are outlined below.*
- I agree to assist with the development of the organization and individuals. *The advisor can serve in many capacities including a mentor, supervisor, teacher, facilitator, and a guide to inform members of University policy and procedures.*

Please indicate the advisor responsibilities and expectations mutually agreed by members and the advisor. Please add any additional responsibilities. Check all boxes that apply.

- Inform and advise students about University policies and procedures
- Attend organization meetings and events
- Meet individually with organization members
- Facilitate officer transition activities
- Help prepare the organization's budget
- Review and edit organization communications
- Provide historical context for the organization
- Share university information with members
- Mediate inter-personal conflict
- 

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

## FALL CHECKLIST

This is an overview of important items advisors and RSOs need to complete, review, and establish as the new academic year begins:

- Confirm the organization is re-registered on Engage
- Update Engage roster with organization's members
- Review and update the organization's constitution and bylaws
- Register for the fall Student Involvement Fair
- Be familiar with the Good Standing Policy
- Complete the Advisor Agreement Form and return completed form to the SIO
- Register 2 members for GO! OWU in September
- Mark important dates on the calendar (Student Involvement Fair, GO! OWU, BMS Training, Supplemental Funding and Spring Budget deadlines, last day for registered events)
- Establish executive and general member meeting times
- Review organization's budget for the academic year
- Prepare to discuss liability, risk management procedures, and OWU Student Handbook
- Review the goals, events, and plans for the organization
- Be familiar with Student Involvement Office location and staff
- Review the resources provided by the SIO
  - SIO website and How to at OWU Guide
  - Student Organization Success Framework
  - SIO supplies
- Review the following procedures for student organizations
  - Purchasing (SIO Student Purchasing Coordinator appointments, credit cards, contracts, check requests, reimbursements)
  - Registering events with/without alcohol
  - Travel
- Prepare a spring budget
  - Ensure the organization treasurer attends a Budget Management System (BMS) Training
  - Review previous year's budgets to see how much money was requested and how much was allocated
  - Assist the treasurer to submit the budget on Engage
  - Discuss any fundraising ideas to make up any gaps in funding allocation.

## SPRING CHECKLIST

This is an overview of important items RSOs need to complete, review, and establish during the spring semester:

- Register for the spring Student Involvement Fair – January 29 from 11am-1pm in the HWCC Atrium
- Ensure at least 1 member is registered for the OWU Summit on February 15
- Update Engage roster with organization’s members
- Mark important dates on the calendar (Student Involvement Fair, OWU Summit, collaboration meetings, BMS Training, Supplemental Funding and Spring Budget deadlines, last day for registered events)
- Prepare a fall budget
  - Ensure the organization treasurer attends the spring Budget Management System (BMS) Training
  - Review previous year’s budgets to see how much money was requested and how much was allocated
  - Work with the treasurer to submit the budget on Engage
  - Discuss any fundraising ideas to make up any gaps in funding allocation
- Prepare for the transition of officers
  - Meet 1:1 with the new president and any other officers
  - Schedule a time for the outgoing and incoming executive boards to meet
  - Consider scheduling the first executive board and/or general body meeting for the following semester
  - Schedule time to review institutional processes related to tasks such as accounting, purchasing, reserving space, ordering food, etc.
  - Give new officers access to any systems or documents located online (e.g. Engage, Google Drive)

## RESOURCES

The SIO provides all the following resources at [www.owu.edu/sio](http://www.owu.edu/sio)

- Club and Organizations
  - List of Clubs and Organizations
  - New Club Process
  - Signature Events & Traditions
  - Marching Band
  - Student Government (WCSA)
  - President's Club
  - Campus Programming Board
- How to at OWU Guide
  - Good Standing Policy
  - Funding & Purchasing
  - Event Planning
  - Rentals
  - Speakers, Performers, & Film Screenings
  - Advisors
  - Student Handbook
- Leadership
- Fraternity and Sorority Life
- Student Recognition
- Policies and Procedures
- Services & Resources
- SIO Staff