

Student organization & advisor handbook

2009-2010

Student Organization Resource Center (SORC)

Arizona State University, Tempe campus

asu.edu/clubs

480.965.9665

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Editor Note:

This publication is intended to provide all student groups with useful information regarding the University, SORC, organizational privileges and responsibilities, and program planning. While this guide is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

1. It is not a complete statement of all procedures, rules, and regulations of Arizona State University;
2. The University reserves the right to change, without notice, any procedures, policies, and programs that appear in the SORC manual; and
3. The various colleges, schools, and departments of the University may have their own procedures and policies that apply to student organizations.

WELCOME

Dear student organization members and advisors:

This information packet has been developed to introduce you to the many services and resources available to registered student organizations at Arizona State University, as well as policies that impact your organization. More detailed information is available at the SORC website at www.asu.edu/clubs.

We encourage you to bookmark and frequently check this website. The site includes information about club registration, FAQs, downloadable forms, recognition events, etc. The SORC also sends out a weekly e-newsletter to all clubs. Please be sure to check for updates and upcoming activities.

Please review the materials provided in this manual and pass this information on to the members of your organization. If you have any questions, call SORC at (480) 965-2255, or stop by the Sun Devil Involvement Center on the 3rd Floor of the Memorial Union.

Best wishes for a successful year!

SORC Staff

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Student organization registration

<http://www.asu.edu/aad/manuals/usi/usi1302-01.html>

The purpose of registered student organizations at ASU is to complement students' academic programs of study and to enhance their overall educational experience through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities.

Registration is facilitated through the SORC—Student Organization Resource Center (located on the 3rd floor of the Memorial Union). The center will maintain a list of all registered student organizations as public information.

Registration of student organizations is an annual process and must be completed each academic year. A representative from the organization is required to attend a mandatory information session conducted by the SORC prior to registration. The following documents are required for registration:

- A completed registration form (**to be completed on OrgSync**).
- Roster of members comprised of at least 3 ASU students and a faculty or a staff advisor.
- A constitution that outlines how the organization will govern itself. A sample constitution is available for reference - <http://www.asu.edu/studentaffairs/mu/clubs/docs/constitution.doc> (This is not a clickable link. Please copy and paste this link in your browser).

Registration deadlines and information session dates are available online at www.asu.edu/clubs. Registration of an organization does not constitute university endorsement or approval of the organization's policies and activities. However, it does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university and the Board of Regents.

Membership and Officer Requirements

1. The organization must be created and controlled by currently enrolled students of ASU.
2. A minimum of three currently enrolled ASU students is required to register a student organization.
3. Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at ASU. Faculty, staff, alumni, and others may participate in the activities and programs of student organizations as guests. Guests may not vote and may not have the same privileges as a member. The number of ASU student members shall always exceed the number of guest participants.
4. All officers of a registered student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.
5. All officers must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as an organization member.

6. At least one officer must either participate in a mandatory organization information session or meet with an appropriate staff person prior to registration.
7. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Eligible organizations are permitted to register and maintain registration during the academic year unless the university finds that the organization:

- seeks to accomplish its objectives, goals, purposes, or activities through the use of violence; or
- engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others; or
- seeks personal gain; or
- engages in activities that present a danger to property, personnel, and/or orderly function of the university; or
- refuses to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents' policy, or university rules and regulations.

In denying or revoking registration, Arizona State University considers among other factors:

- Individual members' past conduct;
- Organization's past conduct;
- Organization's stated objectives;
- Failure to meet financial obligations to the university.

If registration is denied or revoked by the SORC, the organization may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct. For more information visit www.asu.edu/srr

Registration process for 2009-2010

Beginning fall 2009, Student Organizations at all of ASU's campuses will be able to register their clubs online through OrgSync. OrgSync is the new software adopted by ASU to help student organizations manage their membership and improve communication within the organization as well as with the SORC.

Student organization members of new and existing clubs must attend a mandatory information session as part of the Fall Registration Fair. OrgSync registration instructions will be provided in these information sessions. Student organization officers and advisors will also receive information on campus resources and policies, fundraising, student risk management and FAQ's to help you get the year off to a great start! Sessions are listed below:

Fall Information session dates

Date	Time	Location
September 02	12:00 PM - 1:30 P.M.	MU 230
September 08	12:00 PM - 1:30 P.M.	MU 230
September 09	5:00 PM - 6:30 P.M.	MU 230
September 14	12:00 PM - 1:30 P.M.	MU 230
September 16	5:00 PM - 6:30 P.M.	MU 230
October 07	12:00 PM - 1:30 P.M.	MU 230
November 05	12:00 PM - 1:30 P.M.	MU 230

RSVP your club for an information session at <https://orgsync.com/forms/show/15230>.

2009-2010 registration will close on NOVEMBER 14.

OrgSync training schedules are posted on www.asu.edu/clubs under registration. Student Organization Resource Center (SORC) will be offering additional training sessions and materials as the OrgSync implementation process continues. If you would like to check out OrgSync, visit: <https://orgsync.com/solutions/students> or <https://orgsync.com/solutions/officers>.

What is OrgSync?

Besides enabling student organizations to register their clubs online, OrgSync can also help clubs manage their membership and improve communication within their organization as well as with the SORC.

OrgSync also offers student organizations an array of online options including:

- A customizable page for your organization where you would be able to post upcoming events and meetings, your organization mission, welcome message etc (much like a webpage)

- Improved communication within members through wall posts, mass text messaging and discussion boards.
- Storage of important organization files including your constitution and bylaws, meeting minutes, sponsorship information, notes from past events, etc.
- Better organization, through event and meeting tracking (attendance tracking), distributed news and to-do lists, and paperless forms.
- Improved membership and retention. Inviting new members to join is as simple as a click of a button. This is also a great tool to keep in touch with graduated members.

If you would like to check out OrgSync, visit: <https://orgsync.com/solutions/students> or <https://orgsync.com/solutions/officers>

Club need-to-knows

Reservations

To reserve a room in the MU (policies subject to change)

1. The Memorial Union (MU) offers meeting/dining rooms with a wide variety of possible setups and amenities. You can make a reservation for a room in the following ways:
 - Via telephone @ (480) 965-3406;
 - Via fax @ (480) 965-5834;
 - Via e-mail @ MUReservations@asu.edu;
 - Set a personal appointment with an event coordinator;
 - Walk in during regular business hours (8:00am-5:00pm, M-F). Event and Meeting Services is located on the first floor of the MU, behind the information desk.
2. When making a room reservation you will need to know the following details:
 - Date of the event with back-up dates;
 - Number of persons in attendance;
 - Set-up and audio/visual equipment needs;

- Time of event – ending and beginning/ whether or not early access is needed;
 - Food/beverage needs.
3. Use of glitter, confetti, tapes or candles is prohibited in the MU. Glitter and confetti does not easily come out of the carpet or off the chairs, tape can cause damage to the walls and doors and candles can cause fires. Groups should work with their MU event coordinator.
 4. There is no charge for a student organization to reserve a room in the MU, unless the organization plans to have donations, auctions or charge admission for the event or when 50% of the attendees are not affiliated with ASU.
 5. Registered student organization officers and advisors are permitted to reserve rooms on behalf of the student organization. It is recommended that organizations bring a current list of officers to Event and Meeting Services when they make their initial reservation.
 6. Requests should be made as far in advance as possible. Late requests for space submitted less than 2 full working days of the event will be charged a late fee of \$10.00.
 7. A minimum of two full working days is required to book a room, add equipment, or change the room set. For rooms that can accommodate more than 40 people the cancellation window increases to 14 days and for Alumni and the ballrooms 30 days.
 8. Changes, additions and cancellations not made within the allotted timeframe (30 days, 2 weeks or 2 full working days based on the room reservation) will incur a late fee. Failure to use a reserved room will result in a no-show fee based on the category of the room reserved.
 9. Due to liability issues, groups are not allowed to re-arrange the furniture in a room. Charges will apply to groups that change the set themselves. Groups should contact the MU staff if they would like the room set in a particular way.
 10. Representatives making reservations for their organization need to be sure of the group's desired meeting date and time. Once a reservation has been confirmed, a change of room or time results in a \$25.00 fee.
 11. Registered student organizations are allowed to book 1 meeting room per week, up to 4 hours per meeting including any set-up and tear down time. Additional rooms can be reserved within one week of the event, pending availability.
 12. The reservation will usually be processed within 24 hrs of your request. The reservation will be confirmed when all the requested information has been verified and a contract has been signed. For information on major events/dances, please see <http://www.asu.edu/studentaffairs/mu/clubs/docs/CAMPUS%20DANCE%20POLICY.doc> (This is not a clickable link. Please copy and paste this link in your browser).

To reserve a room in an academic facility/classroom (policies subject to change)

Send an email request to classroom scheduling at rooms@asu.edu with the following information:

- Organization Name;
- Requester Name;
- Advisor Name;
- Additional organization members authorized to make reservations.

You will be provided with instructions for the web based reservation system. Once the reservation is complete, you will receive a confirmation. PLEASE forward that confirmation to your advisor! If you encounter any problems or have questions please call classroom scheduling at (480) 965-6578. Note: Use of academic facilities is a privilege available to registered student organizations. **Food and beverages are not allowed in classrooms.** Please be respectful and adhere to all policies to allow for future use of this privilege.

General Classroom Hours

7am-10pm Monday through Friday

7am-8pm on Saturday

8am-9pm on Sunday

There are certain buildings like BA, BAC, BYAC, CPCOM, COOR, and all student mediated rooms that close earlier on Friday/Saturday and all day on Sunday.

To reserve a table on the mall (policies subject to change)

1. Decide if your organization wants to do an activity on the mall.
2. Stop by MU Events & Meeting services or go online at http://www.asu.edu/studentaffairs/mu/events/docs/Outdoor_Event_Request_Form.pdf for an Outdoor Event Request Form. Special restrictions apply for amplified and large scale events (see sound guidelines).

NOTE: An Outdoor Event Form can be used to reserve a table for a maximum two-week period. If you are interested in having a table on the mall beyond a two- week period, then you will be required to submit a new request.

3. Complete the required information, and have the president of your organization sign the form.
4. Return the completed form to MU Event & Meeting Services, at least **TWO WEEKS** prior to your event.
5. Once your request has been approved and scheduled, you will receive a confirmation report.

6. Tables and chairs are checked out between the hours of **9:30 and 10:30 am** in **PE West Room 110**. Tables are returned to the same location between the hours of **1:30 and 2:30 pm**. First failure to return the equipment will result in a \$25 labor fee to retrieve the equipment, a second occurrence will result in loss of mall privileges for 4 weeks of the academic year. If the equipment can't be located, the organization will be charged with a replacement cost plus \$25 labor fee to search for equipment.
7. Vehicles are not permitted on the mall area with the exception of space 32. Unloading and events may take place in space 41, the Orange street cul-de-sac. Both locations require a reservation and purchase of a parking permit. Click here for a mall area map - <http://www.asu.edu/studentaffairs/mu/events/docs/Mall%20Map%2008.pdf>
8. Please be considerate of other organizations and occupy the zone assigned to your organization. All spaces are marked, and the daily mall activities are posted at the north end of the MU. Failure to show during your assigned dates will result in loss of mall privileges or fines.
9. Be sure to have enough volunteers to staff your table during the lunch hours. You may want to bring information about your organization's meeting schedule, recruitment opportunities and upcoming events.
10. For further information regarding mall use policies, refer to Event and Meeting Services website at www.asu.edu/mu

Food sales and catering

Arizona State University departments and registered student organizations must use authorized catering services for on-campus events. **Due to liability issues it is imperative that individuals representing ASU through university functions ensure that all risk management concerns are addressed by securing approved catering services as outlined in the following information.** Details and additional links are available at <http://www.asu.edu/mu/catering.htm>

Please read the following information to determine how to obtain food and beverages for the specific event that you are planning.

Catering

Aramark/Sun Devil Dining is the exclusive caterer contracted to provide food for events in the Memorial Union and residence halls. Atlasta Catering is contracted to provide food for the University Club. Sodexo Sports and Leisure is contracted with Intercollegiate Athletics. For catering at Gammage Auditorium, Sun Dome and Kerr Cultural Center, contact ASU Public Events. For events taking place in other ASU facilities or outside areas, food service can be selected from an ASU contracted caterer or from a vendor on the approved caterers list available at <http://www.asu.edu/studentaffairs/mu/events/docs/Approved%20Caterer%20List%20IV.pdf>

No home prepared food or drink is allowed. Individual students are allowed to bring their own brown bag or lunch box meal. However, they may not supply homemade food to others.

Special circumstances

Occasionally, events involve special requirements that cannot be fulfilled by ASU contracted caterers or approved caterers. In such instances, food waivers and vendor proof of insurance are required from event organizers. The food waiver application can be found online at <http://www.asu.edu/studentaffairs/mu/events/docs/FoodWaiverReq.pdf>. Below are a few examples.

- **Authorized fundraiser event:** Registered student organizations are allowed to conduct two food and beverage fundraisers per semester. All food, baked goods, candy and beverages must be prepared and pre-packaged/sealed by an insured food manufacturer, supermarket or an approved caterer from the approved caterers list.
- **Donation** (Food and beverage items donated and served at the event): Donations require a letter from each donating establishment (on their company letterhead) explaining the purpose of the donation. The letter must be submitted with the food waiver application. Food and beverage items must be obtained from an insured food manufacturer, supermarket or caterer from the approved caterer list. An insured/authorized food service vendor must dispense donated perishable food items that require preparation, cooking, hot or cold service and storage.
- **Special menu:** In the event Aramark/Sun Devil Catering agrees they cannot adequately provide a desired menu for an event or if a caterer from the approved caterer list cannot prepare a special food or menu item, a food waiver request Application must be submitted. In such cases, the vendor is required to submit the same tax, license, and insurance documents as those caterers on the approved list. All documents must be submitted with the food waiver.
- **Giveaways:** Food and beverage items (including wrapped candy) handed out as an incentive to attract people to an event or display table must be purchased through a food manufacturer, supermarket or a caterer from the approved caterer list and also require a food waiver request application.

Note: A food waiver is not required for food purchased from one of the retail outlets located in the MU

Temporary food service and prepackaged food vending

Registered student organizations may conduct food/beverage sales for sanctioned calendar events such as Homecoming, International World Festival and ASU Pow Wow, after obtaining an approved Temporary Food Establishment Permit. Applications for Temporary Food Establishment Permits are available at the Student Health Center web site at <http://www.asu.edu/mu/catering.htm> Completed applications must be submitted a minimum of **14 days prior** to the event date to:

ASU Campus Health Services

Veronica Oros
PO Box 872104
Tempe, AZ 85287-2104

IMPORTANT:

If you do not use an ASU contracted caterer, you are required to use a vendor from the approved caterer list. When using an approved caterer you must submit a completed food waiver request to the MU Administration Office # M1-82B (Mezzanine Level), 14 days prior to every event. The approved food waiver request must be clearly displayed at the event.

Copies

Canon Express Copy (Union Station in lower level Memorial Union) offers each registered student organization 100 free copies per semester to be used for publicizing club activities, events, and meetings. Copies left unused in the fall semester will not roll over to spring. Limitations: Neither the SORC nor Express Copy is responsible for negligent use of this privilege. Therefore, the only officer authorized to make copies is the club president.

Equipment reservations

ASU faculty, staff, and students can reserve video, computer and audio equipment from one of two classroom equipment circulation offices at [CDS 004](#), and [Farmer 244G](#).

For an equipment list, eligibility and delivery options please visit:

<http://www.asu.edu/it/tempe/classrooms/equipment/index.html> or call (480) 965-3342.

Event and Meeting Services, located on the 1st floor of the Memorial Union behind the information desk, also has equipment available for use by registered student organizations. For information, contact Events and Meeting services at 480-965-3406. Equipment available includes:

- Stage (4' x 8' sections);
- Large sound system (complete with CD player).

Specify equipment requirements on the Outdoor Event Request form -

http://www.asu.edu/studentaffairs/mu/events/docs/Outdoor_Event_Request_Form.pdf and submit to Event and Meeting Services.

Sound guidelines

The current amplification policy seeks to strike a balance between the needs of students to program in the most active areas of campus and the needs of the surrounding classrooms, library and offices to fulfill their academic mission. Policy violations not only put your organization at risk but all groups wishing to program in that space.

Amplification is allowed in Spaces 3 (MU north stage), 6 (Hayden lawn), and 30 (Student Services lawn). Sound must face south in Space 6 and east in Space 30. Click here for a mall area map -

<http://www.asu.edu/studentaffairs/mu/events/docs/Mall%20Map%2008.pdf>

Hours during which amplification may occur are: Tuesday and Wednesday 11:30 am to 1:00 pm not to exceed 85 decibels at 30 feet; Monday, Thursday and Friday 11:30 am to 1:00 pm, Monday to Friday 5:00 pm to 10 pm, Saturday 8:00 am to 10:00 pm not to exceed 70 decibels at 30 feet. Bands with full drum kits and electric instruments are only allowed on Tuesday and Wednesday, and are limited to one of the three amplified spaces per day. Student organizations are allowed one reservation in one of the amplifications zones per month.

Advisement

Have questions? Need help planning an event? Looking for sponsors? If you have need help, contacting the staff in the Student Organization Resource Center (SORC) is a good place to start. The Sun Devil Involvement Center is located on the 3rd floor of the MU.

Starting new clubs

The first step to starting a new campus organization is to do a little research first, to explore whether a similar organization already exists. With over 650+ student organizations at ASU, there are many interest areas being met. Check the website at www.asu.edu/clubs or stop by the SORC office. Also see student organization registration section of this handbook.

Back accounts and federal tax ID forms

The credit union on the lower level of the Memorial Union and most banks allow organizations to set up accounts under the organization's name. Typically, your organization must provide:

- Proof that your organization is an official registered student organization through the SORC. (you can verify if your organization is registered with the SORC by doing an online search for your club at www.asu.edu/clubs. If your organization information pulls up, it is registered with the SORC).
- Two co-signers with photo ID, one of whom must be the club advisor (for transition purposes);
- A copy of your club's meeting minutes with officers listed;
- A Tax ID on file with the IRS.

To obtain a Tax ID or EIN (Employee Identification Number), complete form SS-4 at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

It typically takes 3-4 weeks to obtain your tax identification number, which can remain with the organization even though your officers may change. Your advisor should always be listed on the account and should receive all bank statements.

Campus vendors

Vendors sponsored by registered student organizations provide a great opportunity to fundraise! Registered student organizations are allowed a specified number of fundraising activities per semester. Detailed information on sponsoring a vendor on campus is available at MU Event & Meeting services, located behind the information desk on the main level of the MU.

Movies on campus

Video tapes, DVDs, or downloaded video that is available for rental or purchase are for **home viewing purposes only**. This means they can only be viewed in your private living spaces (e.g., residence hall room, apartment, or private residence). Therefore, anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchases for a film currently costs between \$300 and \$600 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. [Swank Motion Pictures](#) is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability, contact 1-800-876-5577.

There is an exception to the public performance fees for college and universities, but that exception is only in the case of face-to-face classroom instruction by a faculty member. This screening should only be for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; therefore library screening rooms, residence hall or student union lounges or cafeterias do not qualify.

FAQ: *Can I borrow a video from the ASU library for use in a program sponsored by a student group or a residence unit, or for use in connection with similar academic projects and programs outside of the classroom?*
Yes, if the title has been purchased by the library with public performance rights and if there are no license conditions prohibiting such use and if the intended use is educational and non-profit in nature. The cinema works (popular movies) in the collection generally do not have public performance rights, and may not be borrowed for use outside the classroom except for private use.

Where else can I find answers?

Each semester, a series of information sessions are scheduled for all student organizations. Attendance at one session is mandatory for at least one organization representative, but all club members are welcome. These sessions provide you with specific information about your rights and responsibilities as a registered ASU student organization, resources available, and other important information. Visit us at www.asu.edu/clubs to check out dates and deadlines.

Renting movie screens at the SRC

The SRC now has an outdoor, inflatable movie screen that could be rented for dive-in and pool movies, outdoor movies on the grass, Super Bowl parties, video game tournaments, outdoor fundraisers, holiday parties, etc!

- Student Organizations : \$250* per event**
- ASU Departments: \$350 per event
- Outside Organizations: \$500 per event

* (Plus \$10.25 per hour for an SRC staff member to set-up/take-down the screen and run the projector)

** (up to four hours)

Rental includes inflatable screen (12x7 ft) with tie downs and blower, LCD projector, DVD player, outdoor power speakers, auto mixer and wireless microphone.

Please contact Daryl Shreve, 480-965-8902, Daryl.Shreve@asu.edu for more information or to make a reservation.

Computing services

Creating a shared email account

Student organizations can utilize a public folder as a shared email account, where e-mails are accessible by many and can be responded to by many. All students who need to have access to this shared email account would need to set up an ASU Exchange account. To acquire an Exchange Public Folder, simply create a ticket using the website <http://www.asu.edu/support>, giving the following details:

- Name of the folder
- Desired location of the folder (starting at All Public Folders)
- Who will be the owner of the folder (can add/remove permissions)
- Who will need initial permissions, and what permissions they will have
- An email alias for the folder (example, public@asu.edu)
 - Be aware that the alias you choose will accept mail from all internet addresses, choosing this wisely can ensure that your email address only receives email that is legitimate
- Include the ASURITE UserID of any user who will require "send as" permissions to the folder address.

For information on creating a shared email account, visit http://help.asu.edu/Collaboration_and_Shared_Email

Blackboard for student organizations

ASU student clubs can request a blackboard organization site if they are officially registered with the SORC. Blackboard organizations are an online shell that can be used for group collaboration on a project, sharing documents and general communication between groups.

To request an organization shell for your group, please use this Organization Request Form, being sure to complete it carefully and completely to expedite your request. Please note, only those persons affiliated with the University will have access to a Blackboard organization. <http://asu.edu/alti/ltlab/mailforms/orgform.html>

To see examples of groups using Blackboard for their organizations:

- Please log into my.asu.edu
- Choose the link to **myASU Courses**
- Choose the **Organizations** tab
- Browse the organization catalog to see examples

Club Listserv

To create a club listserv, you will need to submit a Request for a Listserv form from <https://forms.asu.edu>.

Section 1 of the form will be automatically populated with your information.

In Section 2, complete the area for listservs. Be sure to supply a listserv name that is 5-8 characters in length as well as the purpose of the list. If possible, include an alternate name for the listserv, just in case the desired name is already in use.

Section 4 MUST contain the ASRUTE ID of a faculty or classified staff member who will act as the secondary contact for the listserv. This person will be contacted if the owner of the list leaves the University so that we can continue to offer uninterrupted service to the listserv members.

NOTE: The "owner" of a listserv and the "sponsor" of a listserv CANNOT be the same individual.

Information on the administration and use of Listserv lists is available at <http://lists.asu.edu/> if you need additional assistance with the administration or use of this listserv, please submit a question ("case") online at ASU Support or call the ASU Help Desk at 480.965.6500. If you are new to Listserv, you can obtain documentation from links at <http://lists.asu.edu/>

For more information on listservs, visit <http://help.asu.edu/node/177>.

University policies

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[Grievance policy](#)

[Sales and solicitation regulations](#)

[Raffles](#)

[Misuse of university assets](#)

[Advertising and posting policy](#)

[Trademark and licensing regulations](#)

[Alcohol policy](#)

[Insurance policy](#)

[Student organization travel](#)

Hazing policy

<http://www.asu.edu/aad/manuals/usi/usi104-03.html>

Hazing is prohibited. Any solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited.

All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any university employee who knowingly permitted, authorized, or condoned hazing activity is subject to disciplinary action by the university.

“Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the university and
- The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority, or other similar group that is affiliated with the university and whose membership consists primarily of students enrolled at the university. “Organization” includes a local chapter, unit, or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.

“Student” means any person who is enrolled at the university, any person who has been promoted or accepted for enrollment at the university, or any person who intends to enroll at or be promoted to the university within the next 12 calendar months. A person who meets the definition of a student shall continue to be defined as a student, for the purposes of this policy, until the person graduates, transfers, is promoted, or withdraws from the university.

Grievance policy

Complaint against a student organization: Below are steps to file a formal complaint against a student organization:

- The concerned party should file a complaint at the SORC and document the situation.
- The program coordinator of the student organizations will contact the organization's advisor and ask for a recommendation on the situation;
- If necessary, the student organization will be referred to the department of Student Life for code of conduct issues.

Complaint against an advisor: Below are steps to file a formal complaint against an advisor of a student organization:

- Student should file a complaint at the SORC and document the situation.
- The SORC will review the complaint and follow-up with the appropriate individuals or department.

Sales and solicitation regulations

Sales and solicitation are allowed on Cady Mall, Hayden lawn, and the Student Services lawn as described below.

- Registered student organizations or university departments are allowed to sell services or commodities and solicit funds if proper paperwork is submitted to the MU Event and Meeting Services office.
- Off-campus companies or groups are prohibited from selling services or commodities unless under agreement or contract with the university or sponsored by a registered student organization.
- Individuals seeking personal gain are not allowed to sell services or commodities.

Registered student organizations or university departments must submit an outdoor event request form to Event and Meeting Services, Room 182 in the Memorial Union (MU), at least **2 weeks** prior to the event to sell services or commodities or to solicit funds on campus. If the request is approved, the organization may sell or solicit for a designated time, as determined by Event and Meeting Services, during a regular five-day class week. Only approved members of registered student organizations may sell or solicit on the mall. Event and Meeting Services requires a new request form from an organization that wishes to extend sales or solicitation beyond one week.

Sales and solicitation by off-campus companies or groups: To become approved vendors, businesses must register by submitting proper fees and paperwork to the MU Event and Meeting

Services office.

Sales of food items: To ensure that a food request does not conflict with existing university food contracts and meets all health and safety regulations, registered student organizations must obtain approval for sales of food-related items or contracted service-related items. A signed food waiver request form must be approved by ASU's Office of Environmental Health and by the Memorial Union Administrative Office prior to the event.

The food waiver request form is available at Event and Meeting Services, Room 182 in the MU; in the SORC located on the third level of the MU; and at

<http://www.asu.edu/studentaffairs/mu/events/docs/FoodWaiverReq.pdf>.

Freedom of expression

ASU recognizes and supports the rights of students to engage in lawful free speech activity including: peaceful demonstrations and circulation of petitions that do not disrupt the normal educational and administrative function of the University, or interfere with the legitimate rights of others. Additional information about the University's commitment to free speech is available on the Campus Environment Team website at <http://www.asu.edu/president/cet/>

Raffles

The Arizona Attorney General has determined that ASU and its departments and administrative units are **NOT** permitted to conduct raffles. Using an actual raffle ticket for a door prize is permitted, as long as attendees are not required to pay for the raffle ticket. Some other non-profit groups are legally permitted to conduct raffles, however, subject to the limitations described below.

Per Arizona law, unless you are a tax-exempt organization as recognized under A.R.S. §43-1201, paragraphs 1, 2, 4, 5, 6, 7, 10, or 11, you may not conduct a raffle or any other form of amusement gambling unless the event is registered with and approved by the Arizona Attorney General's Office, 1275 West Washington Street, Phoenix, AZ 85007, (602) 542-3881. To register, you must complete a written Amusement Gambling and Raffle Registration Form for approval by the Attorney General's Office. If you are a tax-exempt organization as recognized under A.R.S. §42-1201, paragraphs 1, 2, 4, 5, 6, 7, 10, or 11, then you do not need to register with the Arizona Attorney General's Office but you still have to meet the conditions as specified in A.R.S. 13-3302, B. The ASU Foundation satisfies this condition and is eligible to conduct raffles. An organization, such as a student organization or other ASU affiliated organization, cannot legally conduct a raffle unless the organization meets this condition.

Violating these laws may create liability for the university and for the individuals involved. Any group planning a raffle should become familiar with the law and should contact the Office of the Arizona Attorney General for additional information.

<http://www.asu.edu/counsel/brief/raffles.html>

For ASU policies concerning gambling and hosting casino nights, visit

<http://www.asu.edu/counsel/brief/gambling.html>

Misuse of university assets

Misuse of university assets is a violation of policies of the Arizona Board of Regents (ABOR), the Academic Affairs Policies and Procedures Manual (ACD), the Staff Personnel Policies and Procedures Manual (SPP), the Student Code of Conduct, and other policies of the university (collectively “board and university policies”). Therefore, this policy is in addition to, but does not substitute for other laws and policies governing employees and students at the university, whether currently in effect or whether established after the adoption of this policy. Employees and students are required to be familiar with all policies governing the appropriate use of university assets

Disciplinary action against employees or students for misuse of university assets will be pursued under one or more of those policies, using the procedure applicable to that category of employees or students in connection with those policies. The policy is available at <http://www.asu.edu/aad/manuals/acd/acd123.html>.

Advertising and posting policy

Materials may be posted on kiosks around campus without prior approval. Student organizations must follow the procedures below prior to advertising on the kiosks.

- All advertising must be factual, and should not mislead or misrepresent the real nature of event, activity, service, or commodity advertised.
- Advertisements posted on University property by registered campus organizations or an off-campus company or group may not imply sponsorship or endorsement by the University.
- All advertisements must bear the names of the sponsoring organizations.
- Campus organizations are permitted to post 2 notices per kiosk, and off-campus organizations are permitted to post 1 notice per kiosk.
- Posting on kiosks is for a 2 week period only. Your organization is responsible for removing advertisements after that 2 week period. Failure to remove advertisements may result in loss of posting privileges.
- Advertising must avoid the promotion of excessive use of alcohol and must make reasonable effort to avoid demeaning, sexual or discriminatory portrayal of individuals or groups.

Materials may be posted on bulletin boards or message boards inside buildings subject to the requirements of the department that maintains the board. No materials may be posted or placed on any other objects or surfaces, including vehicles, buildings, classrooms, parking structures, trees, plants, planters, trash receptacles, benches, signage, light poles, or sidewalks. No signs will be allowed on lawn areas, windows, doors, buildings, or turf areas. Signs in planters shall be arranged so they do not damage the plant materials. Prior to placing signs or posters in the planters, please contact Ground Maintenance at 480-965-7284 or 480-965-8137.

Chalking is strongly discouraged for two reasons. The mall areas are cleaned on a regular basis and you can spend hours chalking one day only to find it washed away the next. Secondly, an overzealous member of your club could chalk on buildings and sidewalks which is prohibited.

Students, student groups, or organizations that violate the posting policy may be subject to sanctions under the *Student Code of Conduct*. ASU Police Department also may cite individuals who violate this policy for violations of Arizona law.

Decisions regarding the permissibility of posting or distribution will not be made on the basis of content, except that materials that contain illegal content or that violate university or Board of Regents' policies are not permitted. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, or that disclose confidential information without appropriate authorization.

Trademark and licensing regulations

All logos, seals, names, symbols and slogans associated with Arizona State University are trademarks and are the exclusive property of Arizona State University. Any individual, organization, or company wishing to use Arizona State University's logos and trademarks must obtain the right to do so in writing from the university. ASU Trademark Management is responsible for protecting the use of Arizona State University trademarks and for licensing commercial use of these trademarks.

Students and student groups may not use the ASU sunburst logo or the seal. The University reserves the ASU sunburst logo for institutional uses and the seal of the University for official and ceremonial uses. Uses and modifications of the University's trademarks are governed by the Arizona State University Graphics Standards manual available at www.asu.edu/gsm. Any exceptions to the manual must be approved by the President's office. Additional information is available at <http://www.asu.edu/purchasing/tm/>

The official ASU mascot, Sparky, is reserved for use by athletics and officially registered student organizations. Student organizations registered with the SORC-Tempe campus, may use Sparky on fliers or t-shirts by following steps outlined below:

- First contact the SORC office at sorc@asu.edu or via phone at 480-965-9665.
- SORC determines if the student organization is registered.
- If registered, the SORC communicates this information to the Trademark Management office.
- The Trademark office will then provide the download to the student group.

Note: A student group wishing to alter Sparky is first required to obtain general permission through steps outlined above and then contact Stephanie Tyson at the Trademark office at stephanie.tyson@asu.edu or 480.727.7848 for directions.

Alcohol policy

To host events with alcohol, all ASU registered student organizations must adhere to the following policies:

1. Student organizations must be in compliance with all federal, state, county, city and university regulations (including STA 106–03: Alcohol and Other Drugs on Campus; ABOR 5-108: Sale and Consumption of Alcoholic Beverages on Campus; DPS 202–03: Sales and Service of Alcoholic Beverages on Campus, and, STA 104-01: student code of conduct and student disciplinary procedures) as well as any national organization alcohol/risk management policies that apply.
2. Student organizations must also be in compliance with Arizona State University Tempe campus “Procedures for Student Organization Events with Alcohol.”
http://www.asu.edu/studentaffairs/mu/clubs/docs/Hosting_events_with_alcohol_procedures_for_reg_orgs.pdf
3. The university expects usage of the following third party vendor checklist as a way to effectively manage off-campus events with alcohol.
http://www.asu.edu/studentaffairs/mu/clubs/docs/Third_party_vendor_checklist.pdf. No bring your own beverage (BYOB) events are permitted.

Insurance policy

In most cases, ASU does not provide insurance for student organizations. Registered student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property would need to be covered by the personal insurance of the participants.

ASU provides students participating in off-campus university activities such as course study field trips and student organizations field activities with limited medical/health insurance coverage. However, students are encouraged to maintain their own adequate levels of health/medical insurance. Students should be asked to sign the Release, Indemnity, Assumption of risk and Consent to medical treatment form containing emergency information, notification, and show proof of adequate medical insurance coverage before attending a group activity. This form is available at http://www.asu.edu/studentaffairs/mu/clubs/docs/Travel_Release_Form.pdf

In addition, if the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance by contacting ASU Insurance Services at 480-965-1851 for guidance. The required insurance coverage, liability limits and additional insured endorsement is outlined on the web at http://uabf.asu.edu/insurance_services

Student organization travel

Student organizations travel for many purposes including retreats, conferences, competitions, and social events. ASU recognizes that travel is integral to students' collegiate experience and can be extremely beneficial to advancing the mission of the organization. However, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel!

Student Organizations should consult with their organizational advisor prior to undertaking any trip. Organizational leadership should consider transportation options, lodging options, insurance requirements, and cost before planning a trip. A travel worksheet and trip itinerary should be completed with the assistance of the organizational advisor no less than 7 days prior to departure. Student organizations should also have participants submit a copy of the Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form. If personal vehicles will be used, all drivers must submit a photocopy of their current drivers' license, registration and insurance to the advisor. A post-trip evaluation should be completed after the trip to consider what was successful and what could have been improved. This will assist with future planning.

Here is a summary of forms that would need to be completed prior to travel. Please submit these forms to your club advisor.

- Assumption of risk/release: Complete a Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form and submit with organizational advisor. By completing this form, travelers acknowledge the risks involved in the travel activity and assume responsibility for liability for themselves and the passengers traveling with them. http://www.asu.edu/studentaffairs/mu/clubs/docs/Travel_Release_Form.pdf
- Travel worksheet: Complete a travel worksheet stating purpose of trip, destination, and contact information and transportation details. Attach a manifest of traveling students and advisors. If flying, include a copy of the flight itinerary. Download the travel worksheet at http://www.asu.edu/studentaffairs/mu/clubs/docs/Travel_Worksheet_for_Advisor.pdf
- Driver details: If using personal vehicle, submit a copy of current drivers' license, insurance and registration with your organizational advisor.
- Travel code of conduct template: Have participants sign a code of conduct form <http://www.asu.edu/studentaffairs/mu/clubs/docs/Travel%20Template.doc>
- Conference travel agreement: If university funds are used for travel, have participants sign a travel agreement http://www.asu.edu/studentaffairs/mu/clubs/docs/Student%20Conference_Travel%20Agreement.doc
- Post trip evaluation: Complete a post trip evaluation with your advisor.

IMPORTANT: Starting Fall 2009, if funds have been appropriated by the Undergraduate Student Government (USG) for student organization travel, a representative of the student club is required to schedule a risk-analysis meeting with a SORC staff member at least **14 days** prior to travel. Call 480.965.9665 for details.

Renting a vehicle

Travelers renting a vehicle must attend defensive driver training within 3 years prior to vehicle rental. Per University policy, "Individuals who operate a state or other university-owned and nonuniversity-owned, leased, or rented vehicle on state business must attend a defensive driver training program approved by Environmental Health & Safety (EH&S) as identified in this policy and wear seat belts in all vehicles that make them available."

<http://www.asu.edu/aad/manuals/ehs/ehs119.html> Information about defensive driving training options is available at http://uabf.asu.edu/ehs_defensive_driving_training

Chartering a bus

Whenever possible, student organizations should use chartered bus/van service for transportation. ASU has contracts for group transportation with 5 different companies. Contact information can be found at the following website: http://uabf.asu.edu/buying_sunmart_bus

Use of personal vehicle

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Drivers and all passengers should follow the following guidelines when using personal vehicles:

- Drivers and all passengers are expected to follow University policy and all federal, state, and local laws and posted signs.
- Drivers must have a valid operator's license.
- Drivers must possess adequate auto insurance as required by law.
- Drivers must possess current vehicle registration.
- Drivers and all passengers shall have access to and use seatbelts and/or other approved safety restraint devices.
- Drivers and all passengers shall not possess, consume or transport alcohol and/or illegal substances.
- Drivers should take considerable care to allow for adequate rest periods and drive times.
- Drivers should take care to assess the safety of the vehicle they are driving.
- Drivers and passengers should have proper communication and emergency plans in place.

Due to safety concerns, organizations should note the **use of large passenger vans defined as 12 and 15 passengers vans is prohibited at Arizona State University.** Student organizations and student groups are not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans.

Guidelines for Student Organization travel outside the of the United States

ASU does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose.

Student organizations that wish to travel outside of the United States should consult with staff from the Student Organization Center (SORC) no less than 14 days prior to departure. The organizational President and or appointee can schedule an appointment with a staff member with the SORC by calling (480) 965-2255 or emailing the SORC at sorc@asu.edu. A travel worksheet must be completed prior to departure. In addition to the travel worksheet, student participants should provide the SORC with copies of the Indemnity, Assumption of Risk and Consent to Medical Treatment form no less than 7 days prior to the trip. Finally, if personal vehicles will be used for transportation, all drivers must provide the SORC with a photocopy of their current driver's license and insurance, including all appropriate licenses, certificates and insurance as required by the country in which the travel occurs. All documentation must be left with the SORC and a copy should be provided to the organizational advisor.

An important note about U.S. passports: As of January 31, 2008, all travelers must show proof of identity and citizenship when entering the United States from Canada, Mexico, Bermuda, and the countries of the Caribbean by land or sea. Acceptable documents include a U.S. passport, U.S. passport card, trusted traveler card, or enhanced driver's license. U.S. citizens who do not have a single document verifying identity and citizenship must present both an identification and citizenship document i.e., driver's license and a copy of a birth certificate or naturalization certificate.

Additional safety information, along with guidance on how to register one's travel with the State Department and how to obtain a U.S. passport book and/or U.S. passport card, can be found at the Bureau of Consular Affairs web site at travel.state.gov.

Resources for student leaders

[Fundraising and financial management](#)

[Officer transition](#)

[Membership/recruitment tips](#)

[Publicity options on campus](#)

Fundraising and financial management

Fund raising events can be a lot of fun for all involved. It is important to make the fundraising project a group effort and to get as many people involved as possible. Not only will you have more help to accomplish your goals, but you will also get more people interested in giving money. The key to being successful in fundraising is to be creative and to keep your goal in mind. Members of your organization will not get excited or interested in your fund raising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure that the reason you are raising money is a legitimate cause, and let everyone know why you are raising funds.

1. Set a goal
How much money does your group need or want to raise? A fundraiser without a goal is like an arrow without a target. Ask for suggestions from members. What do members want to do? Brainstorm for ideas.
2. Develop a plan
Calculate how much each member of your group must raise in order to reach your group's goal. Include a timetable for each member to reach his/her individual goals. Select a fundraiser that your group can and will participate in and support.
3. Develop a budget
Create an accurate budget reflecting the all of the major expenses and income anticipated. Include costs of materials, personnel, etc. as necessary, as well as revenue you expect.
4. Make a fundraising schedule
A schedule means a calendar of your events. Plot out your key dates: Pre-Launch, Drive and Conclusion.
5. Do one fundraiser at a time.
Doing many fundraisers does not mean raising more money. Doing a few fundraisers and doing them well produces better results.
6. Create excitement and enthusiasm!
These are the two key ingredients that every fundraiser needs. Be excited and be enthusiastic – It really works!!
7. Promote
Promote your fundraiser every minute of every day during your fundraising drive. Press releases, posters (at local businesses), prizes, reminder letters to friends and parents, etc.
8. Run the business
Your fundraiser is a “mini” business. Treat it as a business. Make good business decisions. Use good accounting practices. Remember, you are doing the fundraiser to make a profit!
9. Thank supporters!
Send “thank you” notes to people, business, organizations that sponsor your drive. Recognize everyone involved in the planning and implementation of the fundraising project. Make certificates, ribbons, or other type of small rewards for everyone who volunteered for the project. Give your big donors some kind of tangible reminder of how they contributed to a good cause. Create and maintain good will with these contributors, because they will tend to help in the future.
10. Evaluate
Complete a written evaluation or report. Make sure you include contact names, addresses, and phone numbers; time lines and important dates; and suggestions of things to do differently.

Fundraising ideas

- **ASASU AND CET:** The Undergraduate Student Government (USG), Graduate and Professional Student Association (GPSA) and the Campus Environment Team (CET) each has funding to allocate to student organizations. Visit their respective websites for funding calendars, applications, and deadlines.

USG – www.asu.edu/usg

GPSA – www.asu.edu/gpsa

CET – www.asu.edu/cet

- **Vendors on campus:** Sponsoring a vendor on campus is an excellent way to raise funds for your organization. Talk to vendors that your club members do business with, and let them know that it is a great opportunity to set up on ASU's campus for a very nominal fee. Traditionally, student organizations charge \$75 per day that vendors are on the mall. http://www.asu.edu/studentaffairs/mu/events/docs/Outdoor_Event_Request_Form.pdf. Detailed information on sponsoring a vendor on campus is available at MU Event & Meeting Services.
- **Sodexo Sports and Leisure Concessions:** Sodexo Sports and Leisure provides opportunities for student clubs to staff concession stands during special events and get paid per person that works. Events include but are not limited to ASU football, ASU basketball, ASU baseball and Gammage. Contact Michelle Kubik at (480)965 9137 or via email at Michelle.Kubik@sodexo.com for details.
- **Stadium cleanup:** Stadium cleanup after major games is yet another way to raise funds. Contact Travis Lambert at Crystal Cleaning at (602) 415-0777 for details.
- **Percentages at popular restaurants:** Try to get the owner of a restaurant to give you a certain percentage of the sales if your members and friends bring in a flier when they purchase on a specific night. There are already restaurants near campus that participate in this type of fundraiser.
- **Pre-sell car wash:** Pre-sell tickets to car wash to your friends, faculty, staff and family on the mall at ASU. In many cases, they may not even get their car washed but you still make the money!
- **T-shirt sales:** Your club can also raise money by designing and selling T-shirts. If you are planning to use any university names or logos, you must first contact ASU Trademark and Licensing at 965-5499.
- **Letter campaign:** A letter campaign to relatives, friends, and co-workers is another efficient way to do grassroots fundraising. You should try to send a letter to as many people as possible. Send a detailed letter explaining the program and what you plan to accomplish with it. Ask for a specific amount of money. You may want to break your supporters into

two, three or more groups, sending a custom letter to the group based on your relationship with them.

- **Rummage sale:** A rummage sale is a good way to sell your possessions and raise funds for your cause.
- **Collaborate with other groups:** By creating partnerships and sharing resources, you may be able to pool resources for a more successful event. There are many coalitions and councils registered with the SORC. These groups serve as umbrella organizations for similar interest groups, and may even have their own funding sources. Check them out at www.asu.edu/clubs.
- **Membership dues:** Collecting membership dues is yet another easy and obvious way to raise funds for your club. Set an affordable amount for your dues, and collect them early in the semester.

There are many other ways to fundraise for your student organization. Check the SORC e-newsletter for other ideas.

USG Appropriations

The Undergraduate Student Government (USG) typically has two appropriation cycles every year; in the fall and in the spring. Be sure to check the USG website at www.asu.edu/usg for the appropriation calendar, applications and deadlines. Upon appropriation of funds by USG, follow these simple steps:

- Your first step is to contact the ASASU business office for a consultation. Many times, they can pay for your expenses directly avoiding a time consuming reimbursement process. The ASASU Business Office is located in MU 310C.
- All requests must have a completely filled out RFF (Request for ASASU Funds). In the case of a reimbursement, the RFF must have the person or group that actually paid for the expense listed as the one being reimbursed.
- Any request involving food must include a completed Business Meals form and a list of attendees of the event. Any food purchased must have an itemized receipt. If you are using Aramark, ASASU can pay this expense directly for you.
- If your group is being reimbursed and they have never been paid before in the accounts payable system, USG will need a substitute W-9 in order to add this group to the vendor tables.
- If a speaker or performer is being paid, USG will need a DPSO form (Departmental Professional Services Order). Per accounting policy, USG must pay the speaker or performer directly. A student or group is not allowed to pay for their honorarium/expenses and then be reimbursed. They will also need a W-9 for the speaker or performer.

- Any groups receiving funds toward travel expenses also need to work with the ASASU business office before they make any travel arrangements so that proper procedures can be followed and it can be determined which expenses can be paid directly.

NOTE: Starting Fall 2009, if funds have been appropriated by USG for student organization travel, a representative of the student club is required to schedule a risk-analysis meeting with a SORC staff member at least **14 days** prior to travel. Call 480.965.9665 for details.

- Student organizations may use an ASASU purchasing card (P-Card) for certain purchases. To use a P-Card, please make a reservation with the ASASU business office 24 hours in advance. You will need to have all your paperwork completed and signed by an USG officer before you are allowed to check out the P-Card. The P-Card cannot be kept overnight.
- Please review the list of prohibitive expenses for the University at <http://www.asu.edu/aad/manuals/fin/fin401-03.html>. Regardless of what has been appropriated, the University cannot pay for certain items. Examples include: flowers and live plants; gifts and/or gift certificates; charitable organization donations and their events; and, parking fines.

Recommended cash and inventory procedures

Cash handling and inventory control are two high-risk areas for any organization. Student organizations are no exception. The following guidelines have been developed to assist student leaders with establishing controls to reduce the risk associated with cash handling and inventory.

Inventory Control: recommended actions

- Verify the quantity and quality of merchandise received immediately upon delivery (e.g., T-shirts). For larger orders, take the help of your advisor. Sign paperwork to document quantity received. Submit receipt to club treasurer.
- Limit the number of persons having access to merchandise.
- On the day of the sale, issue merchandise items only to preauthorized persons after verifying the quantity, type, and size of items.
- Return unsold merchandise back into the inventory. Remember to count, document, and sign for items returned.
- Perform a physical inventory count periodically. Determine quantities to be ordered based upon physical inventory counts.

Cash handling: recommended actions

It is imperative that organizations maintain proper cash handling procedures. Any time an organization receives income from fundraisers, sales, dues, or other organization activities, all money should be deposited in the safe at the end of the day. Under no circumstances should organizations maintain a significant amount of money in an unsecured location or in the possession of any member.

- Designate one person to be responsible for the funds. Limit the number of persons having physical access to cash during sales events.
- If organizations are selling tickets from a cash box, the cash box should be emptied each night and the contents deposited in the safe. Keep only enough money in the cash box for making change during the next day's sales.
- Be sure to not have the cash box in plain sight during public events. Students involved with the sale of merchandise in public places should be educated in safe conduct in the event of a robbery.
- Have only authorized personnel check out cash funds from the student organization account (cash for change, etc). Document transfers to other club members if the change fund is subdivided and issued in smaller increments.
- Maintain a written record of authorized check signers. Such authorizations should be approved by the organization.
- Do not have the same set of members responsible for issuing T-shirts and collecting cash, as this can get confusing and too overwhelming. Work in sales teams to segregate cash collection and the issuance of merchandise to customers.
- Issue receipts to customers.
- At the completion of a sales event, transfer cash and inventory on-hand to a secure location where:
 1. Cash on hand is counted, documented, and transferred back to member with primary cash responsibility (typically the club treasurer). The treasurer then reconciles the change in inventory and cash collected.
 2. Cash is deposited in the student organization bank account in a timely manner.
 3. The original change fund is secured and returned to the student organization account in a timely manner. The transfer shall be documented and signed by both parties.
- Bank statements should be sent by the bank to an identified individual who is not an authorized check signer (typically your advisor).
- Accurate and complete financial records must be maintained by all organizations. A receipt book shall be kept to record any money received, the date, and source from which the money is obtained should be stated. An expenditures book shall be kept in the same fashion as the receipt book listing the date, purpose, and recipient of the funds.

Officer transition guidelines

- Update your student organization officer information BEFORE summer break. Email club updates to sorc@asu.edu with the following information -
 1. ALL officer names, email address, and phone numbers.
 2. Advisor name and contact information (department, mail code, phone, email).
 3. Changes to mission statement, club email or website url.

- Updating your club information in the summer is **NOT** the same as registration. Registration is an annual process. Clubs must re-register each school year to remain active. Starting fall 2009, clubs will be able to register online. Check the SORC website at www.asu.edu/clubs for details.

- Create and share an organization binder – What do you need to transfer? An outgoing officer should think back to his/her first few weeks as an officer. What could have been used to do the job better? Try to transfer as much information as possible either electronically or on paper. This is critical if the outgoing officer is graduating, etc. Typically, an organization binder would contain the following:
 1. Copy of constitution and by-laws.
 2. Governing organization constitution and by-laws if applicable (PHC, IFC, etc).
 3. Mission, philosophy, goals and purpose of the organization.
 4. Position description of officers and members.
 5. Member and officer contact list.
 6. Contact information of important people/offices on campus.
 7. Meeting minutes and agendas.
 8. Financial records and access to accounts.
 9. List of basis annual procedures and/or calendar of annual events.
 10. Web page and webmaster information. How do you maintain the site?
 11. Listservs, email, blackboard group logins and passwords. Who has access? How do you transition accounts?
 12. SORC handbook.

13. Name and contact information of outgoing officers.
 14. Unfinished project information and pertinent correspondence.
- Transition Meeting – Before the newly-elected officers of your organization officially assume their responsibilities, it is a good idea for the old and new officers to get together for a “transition meeting.” Through such a transition meeting, the new officers will be able to learn from the experience of the outgoing officers. The following outline can help you make your transition meeting flow as smoothly as possible.
 1. Goals – Review the group’s goals for the previous year. How well did you do on each goal; which goals need to be carried on this year; which goals need to be changed?
 2. Programs and activities – Were programs and activities consistent with goals? Did you have a good balance between programs and activities? Which programs and activities do we want to repeat?
 3. Officers and organizational structure – Are officer roles and responsibilities clearly described? Is there two-way communication between officers and members? Did officers work as a team, or is there more teamwork needed? How do the members feel about the officers?
 4. Organizational operations – Were finances adequate for your group, and managed properly? Were meetings run effectively? Was their frequency adequate? Did the committee structure work? Did you have scheduling conflicts with other groups or activities?
 5. Advisor involvement – Evaluate both quality and quantity. See ‘Advisor Feedback Tool’ in the advisor section of this handbook.
 6. Public Image – How do other groups perceive your organization? How do you see yourselves? What can your organization do to enhance your image on campus?
 - Plan a retreat – Don’t just drop off a binder and leave a note that says “Good luck”. Retreats are a fun way to transition new officers. Topics to consider on a retreat include: goal setting, idea brainstorming, group development and direction of the organization.
 - Review budgets and funding – Update bank accounts!
 1. What is the financial status of the organization?
 2. Where did the organization get money from this year?
 3. Did the organization apply for ASASU funding (USG or GPSA) and receive funding?
 4. Which fundraisers worked – which didn’t?

5. If the club has a bank account, who has access? Remember to submit change of officer form with your bank.
 6. Does the advisor receive bank statements?
- Review a calendar for the year – Take out a calendar of the current school year and review it together. What were the busy times? What kinds of things should the new officer anticipate? You may not remember everything you did, but looking at your calendar may jog your memory.
 - Review past and future organization events.
 1. Which events were successful this year? Which should be continued?
 2. When should the planning start?
 3. Which events didn't go well? Should they be revamped and tried again or just dropped?
 4. Were there any pitfalls or things that could have been improved?
 - Book meeting rooms and dates.
 1. Where were meetings held? What worked? What didn't?
 2. Rooms book quickly; Register quickly and plan ahead!
 - Make introductions to resources – Schedule time to walk around campus together so the outgoing officer can make introductions to the important people who can serve as resources to the incoming officers (SORC, Events and Meeting Services, ASASU, Facilities Management). Make sure new officers meet with the organization advisor as well.
 - Create a “To Do” list – Work together to make a list of “things to do” for the incoming officer. Which items need their attention now? Make this list together so the outgoing officer can help with direction. Be sure to trade contact information so that the outgoing officer can be a resource in the year ahead.
 - SORC information session – As a registered student organization at ASU, you have numerous benefits and resources available to you, as well as responsibilities. A series of information sessions in the fall and spring will cover “Frequently Asked Questions”. These FAQs are also available online.
 - Bookmark and frequently check the SORC website – The SORC website has important information and resources to help your organization throughout the year. The site includes information about club registration, FAQs, downloadable forms, recognition events, etc. www.asu.edu/clubs. The SORC also sends out a weekly e-newsletter to all clubs. Please be sure to check for updates and upcoming activities.

Membership/recruitment tips

As members graduate or move on to other projects, student organizations are faced with the challenge of recruiting new members and retaining them. Here are a few tips to get potential members excited to join your student organization.

- Remember that a personal contact is always better than 1000 flyers and newspapers advertisements. People join organizations because they like the people they find there. Nothing can replace the simple act of getting to know someone and asking them to join the organization.
- Co-sponsor campus events so that your organization name gets out there more. Be sure to have information about your club at each event.
- A great way to recruit new members is at Passport to ASU during fall welcome week and spring organization fair.
- Don't expect a person to come to a meeting in a room full of people he/she doesn't know. Offer to meet the student somewhere and go to the meeting together. Then make sure you personally introduce that person to others in the group.
- Have a membership drive.
- Table on the mall. Tabling if done effectively can be an excellent way to recruit new members and publicize upcoming events.
- Feed potential members. College students are attracted to free food.
- Recruit people by the issue that interests them. There are people very interested in one issue; you can recruit them to head up a program on that issue.
- When someone has expressed an interest in getting involved to any degree in your organization, immediately get them involved and give them a meaningful task to do.
- Go out of your way to make new members or potential members feel like "players" right away.
- Talk to students in your class about your organization and invite them to come to an event later in the week.
- Hold meetings and events in comfortable, visible, easy-to-come-to places.
- Make a list of all of the advantages of being a member. This could include public speaking opportunities, etc. Use this list of advantages as your major selling points for new members.

- Always take photos at meetings and events, and then put together a scrapbook for prospective members to see.
- Create a display that you can set up in a residence hall (remember to get permission first!)
- When working to recruit members, always try to think in terms of “what’s in it for them.”
- Rent a video camera and make your own recruitment video. It’s ok if it’s amateur and sloppy, just make it funny! Show your group members at an event. Show a few minutes of a typical meeting.
- Print up business cards for your members to carry. Be sure to have a place for members to write his/her own name and number, but the card should also say, “Open meetings! Please come!”

(Adapted from Dathe, T. and Tumbarello, T. “Advising 101” UMR-ACUHO, 1999)

Publicity options on campus

Getting the word out about your event on a campus as large as ours can be challenging. In deciding on what publicity options would work best for your organization, consider the following:

1. Who is the target audience you are trying to reach (graduate students, athletes, women’s studies majors, etc);
2. How many people do you anticipate/need at the event for it to be successful?
3. What is your publicity budget?
4. How far ahead do you need to start publicizing your event for it to be effective (typically, two weeks out is considered optimal)

Having taken into account the above factors, here are a few options for publicizing your event on campus. A combination of several of these would work best in most cases.

- Advertising in the State Press – Take advantage of discounted rates for student clubs. Classified advertising phone contact: 480.965.6735 or Display advertising phone contact: 480.965.6555. Cost for the ad depends on size and is per day.
- State Press calendar – The State Press prints a list of campus events in its daily calendar as a service to the ASU community. Requests are accepted on a first-come first-served basis and are printed as space permits. Submissions should be emailed to spcalendar@asu.edu, with “Calendar” in the subject line. This is FREE and will only run the day of event.

- Signs in planters on campus – Signs on stakes can be placed on planters around campus. Note that stakes cannot be planted in the lawn areas. Prior to placing signs or posters in the planters, please contact ground maintenance at 480-965-7284 or 480-965-8137.
- Flyers on kiosks and department bulletin boards – Student organizations can post notices on kiosks and designated bulletin boards with permission from the respective departments.
- Advertising in the MU – Registered student organizations can advertise in the MU through the following five methods: banners, display cases, poster cases, postings, and LCD displays. For more information on advertising in the MU, visit http://www.asu.edu/studentaffairs/mu/advertising_banners.htm
- Class announcements – Take advantage of the downtime as students walk in or out of classes as a time to announce your event (with the professor’s permission). Write it on the board before the professor walks in.
- Visiting other organization meetings – Swing by other organization meetings of students who might be interested in your event. Ask for a quick five minutes just to pitch your event to the group. For campus organizations, visit www.asu.clubs and click on the organization you want to visit. There, you will find the contact information of the president. You can e-mail her/him to ask to attend the group’s next meeting.
- Social networking sites – Announcements on Facebook, MySpace, and Twitter can be an effective way to create buzz about your event.
- Newsletters and listservs – Send a catchy e-mail out to your entire listserv talking about the event. Then forward it to the heads of other groups on campus and ask them if they’d send it out their lists and or newsletters.
- Table on the mall – Registered student organizations may reserve tables and chairs with MU Event and Meeting Services. Tabling can be an excellent way to recruit new members and publicize upcoming events.
- State Press articles – Contact the State Press, if you would like to have information about your event or your student organization to appear in the State Press article. (No guarantees. Stories must be newsworthy.) Email state.press@asu.edu
- ASU events calendar – Work with your advisor to submit events on the ASU events calendar at <http://asuevents.asu.edu/submit> Please note that it might take anywhere from a few days to couple of weeks for your event to be posted. Be sure to submit your event well ahead of time!
- Advertising on other campuses – For contact information, email the SORC at sorc@asu.edu

Resources for advisors

[Advising a student organization at ASU](#)

[Setting mutual expectations](#)

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Advising a student organization at ASU

To adjust to the changing dynamic of higher education, and to advance a proactive risk management strategy at Arizona State University, the SORC believes it is important to provide clear guidance and support regarding the expected role you will play as a student organization advisor.

As an advisor you agree:

- That you are an employee (person employed by the university on a full or part-time basis, including academic professionals, administrators, classified staff, faculty, and service professionals) at Arizona State University and that you will notify SORC immediately if your employment status changes.
- To assist your student organization in developing realistic goals for the academic year. This will enable the educational and personal development of the students involved.
- To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
- To attend executive office, general meetings, and organization events when possible.
- To receive and review monthly financial reports from the organization's treasurer.
- To encourage the officers of the organization to share information with all the members.
- To assist in the orientation of new members and with the transition process each year.
- To be familiar with the Arizona Board of Regents Student Code of Conduct and other institutional guidelines that establish expectations for student behavior and activities. http://www.asu.edu/studentaffairs/reslife/outreach/abor_code.htm
- To guide the group and its officers to established policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

Setting mutual expectations

Because student leaders and advisors may imagine the advisor's role and appropriate advising differently, the student leaders and advisor should discuss and agree upon the specific responsibilities of the advisor. Listed below are some expectations student leaders may have of their advisor. The advisor and leaders should each respond to the following items then discuss answers and resolve differences. For some items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the statements, determine whether the function is:

- 1 – Essential for the advisor to do
- 2 – Helpful for the advisor to do
- 3 – Nice, but advisor does not have to
- 4 – Would prefer the advisor not do
- 5 – Absolutely not an advisor's role

The advisor should:

- ___ 1. Attend all general meetings.
- ___ 2. Attend all executive committee meetings.
- ___ 3. Call meetings of the executive committee when she or he believes it is necessary.
- ___ 4. Explain University policy when relevant to the discussion.
- ___ 5. Explain University policy to the executive committee and depend on officers to carry them out through their leadership.
- ___ 6. Explain University policy to the entire membership at a general meeting each year.
- ___ 7. Have a meeting with the organization president before each meeting.
- ___ 8. Help the president prepare an agenda before each meeting.
- ___ 9. Serve as parliamentarian for the group.
- ___ 10. Speak up during discussion when he or she has relevant information.
- ___ 11. Speak up during discussion when he or she believes the group is likely to make a poor decision.
- ___ 12. Be quiet during general meetings unless called upon.
- ___ 13. Exert his or her influence with officers between meetings.
- ___ 14. Take an active part in goal formation of the group.
- ___ 15. Initiate ideas for discussion when he or she believes they will help the group.
- ___ 16. Be one of the group, except for voting and holding office.
- ___ 17. Attend all group activities.
- ___ 18. Require the treasurer to clear all expenditures with him/her before commitments are made.
- ___ 19. Request to see the treasurer's books at the end of each semester.
- ___ 20. Check all official correspondence before it is sent.
- ___ 21. Get a copy of all official correspondence.
- ___ 22. Inform the group of infractions of their bylaws, codes, and standing rules.
- ___ 23. Mediate interpersonal conflicts that arise.
- ___ 24. State what his or her advisor responsibilities are, or as he or she sees them, at the first meeting of the year.
- ___ 25. Let the group work out its problems, including making mistakes and "doing it the hard way," as long as such decisions do not violate university policy or are not illegal.

- ____26. Take the initiative in creating teamwork and cooperation among the officers group.
- ____27. Represent the group in any conflicts with members of the University staff.
- ____28. Be familiar with University facilities, services and procedures that affect group activities.
- ____29. Recommend programs, speakers, etc.
- ____30. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
- ____31. Cancel any activities when she or he believes they have been inadequately planned.

Responsibilities of the student organization to the advisor

The responsibilities of student organizations to their advisor include, but are not limited to -

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

Some information provided by Jon Kapell, Associate Director of Campus Activities, Drexel University.

Advisor roles

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an advisor. As groups vary in their expectations and needs, it is important that advisors develop an understanding with the organization as to the nature of their involvement (also see previous section on setting mutual expectations). Following are some of the roles that may be assumed by an advisor:

Mentor

Many students will come to see their advisor as a mentor. These relationships can last many years and be rewarding for both the student and the advisor. The advisor may be asked to assist in the student's professional development if the student is seeking an education and a career in the advisor's field. To be effective in this capacity, the advisor will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. The advisor may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field. At times, students will seek out someone to assist with their personal development. Students may want to talk to the advisor about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects. In this capacity, an advisor will need to have a basic understanding of student needs and perspectives and the ability to listen to students' verbal and nonverbal communication.

Team builder

Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times. To accomplish the goal of creating an effective team, it is necessary to conduct a workshop to engage students in this process. (If the advisor and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned). Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

The Student Recreation Complex (SRC) offers team challenge programs designed to promote teamwork, communication, leadership, trust, sensitivity, diversity, conflict management and just plain fun! For more information, contact the SRC at 490.965.8900 or visit <http://src.asu.edu/>

Conflict mediator

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. The advisor can ask them how they think they can work

together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective agent

An advisor is an ideal resource for students to reflect on how they think they are performing, their strengths, and their weaknesses. The advisor should let them know when he/she agrees with their self-perceptions and in a tactful manner let them know when he/she disagrees. Any criticism that the advisor provides students should be constructive with concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, the advisor should ask them how they can improve those areas and how he/she can help them. Students usually have the answer to what they need; they just don't like to ask for help.

Educator

The advisor's role of educator will often come through the role modeling of behavior and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. The advisor should sometimes allow the students to make their decisions even if they do not agree with the advisor's ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

Advisors may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. Advisors will need to be their "cheerleader" to keep them excited about all of the potential successes they will experience. Advisors can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences at ASU to the experiences they will have in the community.

Policy interpreter

Student organizations at ASU operate under ASU policies and procedures. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more an advisor is familiar with these policies the better advice he/she can give to the students. For important policies pertaining to student organization activities, refer to the 'University Policies' section of this handbook.

An advisor will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that an advisor provides guidance, insight, and perspective to students as they work on projects, but he/she should not be doing the work. Students will learn if they are engaged. Students should make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

Advising do's

Each advisor and organization leadership should openly discuss what kind of role the advisor should play with the organization. It is up to the organization and the advisor to set the parameters of advisor involvement. With that in mind, the following list is a guideline to the “do’s” of student organization advising:

- At the beginning, develop clear expectations about the role of the advisor and your relationship to the organization.
- Assist officers with procedural matters. Be knowledgeable of the organization’s purpose and constitution and help members adhere to them.
- Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. See the “University Policies’ section of this handbook for a quick reference of pertinent policies.
- Empower students to take action and to take satisfaction in seeing the student organization succeed. Allow the group to succeed, and allow the group to fail.
- Learn when to speak and when not to speak. Remember to let the students make the decisions while you provide guidance and advice.
- Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. student organizations) for assistance.
- Get to know all of the members on an individual level. Learn what they want to get out of the organization. Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one).
- Develop a strong working relationship with all the officers. Meet with individual members of the organization who need additional guidance in their officer or committee positions.
- Discuss concerns with officers in private and praise them in public.
- Help officers set organizational goals. Encourage the executive board to disseminate reports (such as financial reports) to all the members on a regular basis.
- Orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.
- Be visible and choose to attend group meetings and events. At the same time, know your limits. Establish a mutually agreed upon attendance schedule at organization meetings.

- Know your group's limits. Help students find a balance between activities and their academic responsibilities.
- Keep your sense of humor and enthusiasm. Share creative suggestions and provide feedback for activities planned by students.
- Serve as a resource person. The advisor does not set the policy of the group, but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can serve as a continuity factor for the group.
- Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.
- Be available in emergency situations.
- Head off situations that might give rise to poor public relations for the student group or University.
- Introduce new program ideas with educational flavor; point out new perspectives and directions to the group.
- Carefully review monthly financial reports from the organization treasurer or business manager. Familiarize yourself with the group's financial structure, from where funds are derived (dues, fundraising), for what the money is used, how money is allocated, and how the money is budgeted; assist in budget development and execution.
- Learn the strengths and weaknesses of the group. Offer support when necessary; but also allow people to make their own mistakes and learn from them.
- Encourage feedback and the evaluation process.
- Plan and encourage attendance at leadership training.
- Provide support. Give the group autonomy but offer feedback, even when it is not solicited. Let the group work out its problems, but be prepared to step in when called upon to assist.

Once again, this list is not meant to be totally inclusive or applicable to every organization, but it may serve as a guideline when determining what role as an advisor. It is also important to bear in mind that the job of an advisor is not always an easy one. At times you may have to make a difficult decision or take an action which is not popular with the organization. It is important to realize that your first responsibility is to the health and well-being of the students and to uphold campus and community policies and regulations. It may be necessary on occasion to use your authority to ensure that you meet these responsibilities.

Adapted from the 2005 ACPA manual.

Advising don'ts

- Be the leader or “run” the meeting.
- Know it all.
- Say I told you so.
- Manipulate the group, impose, or force your opinions.
- Close communications.
- Tell the group what to do, or do the work of the president or other members of the executive board.
- Take everything so seriously.
- Take ownership for the group, be the “parent,” or the smothering administrator.
- Miss group meetings or functions.
- Be afraid to let the group try new ideas.
- Become such an advocate that you lose an objective viewpoint.
- Allow the organization to become a one-person organization.
- Be laissez-faire or autocratic.
- Assume the group handles everything okay and doesn't need you.
- Assume the organization's attitudes, needs and personalities will remain the same year to year.

Some information adapted from Schreiber, V. and Plethora, E. “Supervising vs. Advising”, UMR- ACUHO, 1999

Advising styles and skills

ADVISING STYLES

Advisors will need to vary their style based on their assessment of the students/groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

- Directing: The advisor provides specific instructions and closely supervises task accomplishments. This style is effective with students/groups that are at a low level of readiness.
- Supporting: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. This style can be adopted with students/groups that are just starting to understand the concepts that will lead to success – group is just starting to “get it”.
- Coaching: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. This style can be used with groups that have a few leaders that are at a higher readiness level but will need advisory support with the rest of the group to get things accomplished.
- Delegating: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. This is for groups that are at a high level of readiness.

ADVISING SKILLS

- Flexibility: Advisors must be able to move from one style to another to meet the needs of the different types of students and multiple circumstances he/she will encounter.
- Diagnosis: Advisors have to learn how to diagnose the needs of the students they advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response – it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.
- Contracting: Advisors have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style the students seek. This is a valuable lesson for assisting students with understanding the rules of engagement.

Information provided by Jon Kapell, Associate Director of Campus Activities, Drexell University.

Advisor's self-evaluation checklist

Advisors can use the following checklist to determine the extent of their involvement in the student organizations they advise.

Fill in the blanks in front of each question using the following scale:

5 = **all the time**

4 = **most of the time**

3 = **some of the time**

2 = **almost never**

1 = **never**

_____ I actively provide motivation and encouragement to members.

_____ I know the goals of the organization.

_____ I know the group's members.

_____ I attend regularly scheduled organizational meetings.

_____ I meet regularly with the officers of the organization.

_____ I attend the organization's special events.

_____ I assist with the orientation and training of new officers.

_____ I help provide continuity for the organization.

_____ I confront the negative behavior of members.

_____ I understand the principles of group development.

_____ I understand how students grow and learn.

_____ I have read the group's constitution and by-laws.

_____ I recommend and encourage without imposing my ideas and preferences.

_____ I monitor the organization's financial records.

_____ I understand the principles of good fund raising.

_____ I attend conferences with the organization's members.

_____ I know the steps to follow in developing a program or an event on campus.

_____ I know where to find assistance when I encounter problems I cannot solve.

Advisor/student feedback tool

Advisors can use the following tool to gather feedback from the student organizations they advise. Student leaders/organizations use a scale of 5-1 to rate their answers, 5 being the best score.

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

Comments:

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

Comments:

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

Comments:

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

Comments:

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

Comments:

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

Comments:

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

Comments:

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

Comments:

9) Our advisor challenges me to think. 5 4 3 2 1

Comments:

10) Our advisor encourages me to make and execute decisions. 5 4 3 2 1

Comments:

Resource provided by Jon Kapell, Associate Director of Campus Activities, Drexel University

Student risk management

[Purpose](#)

[PREFFS worksheet](#)

[Programming/event planning timeline](#)

Student risk management

www.asu.edu/studentrisk

Purpose

The purpose of student risk management is to assist student organization leaders, members, and advisors in learning to identify the potential and perceived risks involved in their activities. The University will play a collaborative role and encourage students to develop prudent judgment skills within the purview of state, federal and local laws; ASU Code of Conduct as institutional policies, and the educational mission of Arizona State University. The goal is to help student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

Services offered for students and student organizations

To support this distributed model of student risk management, in which advisors serve as a first point of contact for student groups, the SORC will provide the following resources and services:

- Web-based resources for student organizations.
- Event planning checklists/guides.
- Fundraising and money management.
- Planning safe travel.
- Advisor and student development series, offering topic-specific workshops.
- Targeted outreach to academic engagement units and departments.
- Advisor network meetings and listservs providing additional training opportunities.
- Linking students with campus/community resources via the SORC website and newsletter.
- Assistance with identifying and navigating university policies, procedures and protocols.

PREFFS Worksheet

List potential risks/problem areas associated with each activity and the action steps your organization will take to mitigate them. Answer the following questions for *each identified risk* to help in determining how mitigation is possible.

- What can you do to mitigate this possible risk?
- How does this actually mitigate the risk?
- What resources will you need to make this happen?
- Who will be responsible for making sure this is done and by when?

<p>Physical</p> <p>Physical risks can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel-related accidents.</p>	
<p>Reputational</p> <p>Reputational risks are those things that may result in negative publicity for your organization, ASU, your advisor and/or the venue where you are holding an event.</p>	
<p>Emotional</p> <p>Emotional risks are those things that can cause a participant at your event to feel alienated, or negatively impact the feelings of a member or members of the ASU community.</p>	
<p>Financial</p> <p>Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event.</p>	
<p>Facilities</p> <p>Facility risks are those things which may cause property damage; prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event).</p>	
<p>Sustainability</p> <p>Sustainability risks are those posed to the environment at large (use of non-environmentally friendly products like plastic, inadequate trash disposal, etc)</p>	

Programming/event planning timeline

NOTE: This timeline is to be used to spark ideas and reminders for you to create your own timeline specifically tailored to suit your organization's needs. Note that many of the items can be done in advance of their deadline, or, if in a rush—after they should have been completed.

One semester in advance

- Do you have a target audience built-in? Phone/paper surveys
- Establish budgets
- Determine audience: campus-only, open to general public, all-ages, family, etc
- Choose events – Does it meet your mission? Does it move your organization forward? Does it serve/help your target audience?
- Check other calendars for conflicts.
 1. Your own organization;
 2. Other student organizations (Greek, governing organizations);
 3. Athletics;
 4. Academic calendar (Avoid finals, Spring Break, etc.);
 5. Holidays (school, religious (more than just Christian)
 6. Reserve locations/venues (include as many details as possible – and remember that the earlier submitted, the more likely you'll get your first choice!).
- Reserve an alternate location for outdoor events in case of rain.
- Contact agent/performers – get all necessary information, but be careful not to verbally commit to anything.
- Consider risks associated with event. Meet with your organization advisor or SORC staff member for a risk assessment.
- Identify fundraising avenues and possible co-sponsors. Decide upon need for tickets, costs, etc
- Create event checklist with specific dates and people responsible for each item on list. Consult the event planning guide for important campus contacts at <http://www.asu.edu/studentaffairs/mu/clubs/docs/EPG%20-%20Revised.doc>

Two/three months in advance

- Contract performers NOTE: Contracts can be complicated legal documents. **No student organization may make/sign a contract on behalf of ASU.** Consult a SORC staff member before signing any contracts.
- Reserve accommodations for performers.
- Arrange for performer payment (if applicable).
- Order supplies – decorations, awards, T-shirts.
- Identify target marketing groups.
- Identify ticket outlets if applicable.

One month in advance

- Start promotion for event – announcements to media, teaser campaign.
- Arrange all technical considerations.
 1. Sound – microphones, tape decks/CD players, amps, speakers, cords, stands.
 2. Lights – bulbs, dimmers, wiring.
 3. Staging – platforms, seating for audience, caution tape.
 4. Special needs – projectors, screens, recording equipment, musical instruments (piano will need to be tuned), music stands, lecterns, furniture (couch, side table, etc.), mats, access to water. To see equipment list, visit <http://www.asu.edu/it/tempe/classrooms/equipment/equip-list.html>
 5. Remember to schedule a time for training with a classroom support staff member at 480-965-3342.
- Order food for event. Consider how many people you expect to attend and what can you afford.
 1. Meals for performer(s) and crew. Don't forget vegetarians!
 2. Meet with campus contracted catering to arrange food order (e.g.: Aramark in the MU). Submit a food waiver to Cindy Wilson at the MU Administration Office – M1-82B (Mezzanine Level), if necessary.
 3. Seek donations if appropriate. Submit a food waiver for all food donations.

- Confirm security (if applicable as in the case of large public events).
- Arrange for parking - http://uabf.asu.edu/parking_transportation
- Talk with State Press for advertising and coverage of event.
- If open to public, contact other local schools, organizations, etc.
- Start determining volunteer needs – be specific with duties and responsibilities.
- Use committees – delegate responsibility and authority.
 - PR crew, photographers, ticket-takers, ushers, security, load-in crew, load-out crew, film projectionists, master/mistress of ceremonies, welcome committee, and drivers.
- Delegate creation of signage needed (“No photos/recording devices”, directional signs).

Three weeks before

- Distribute promotional materials/advertising.
- Pick up supplies (obtain cash advance if necessary/able).
- Start ticket sales.
- Finalize volunteer staff (you cannot do it all!).

Two weeks/one week before

- Second round of publicity including word of mouth campaign.
- Pick up performer’s check and lock in safe place. Confirm performer itinerary with agent (if applicable).
- Make sure all committee members and volunteers will be attending the program.

Day of event

- Get there early – make sure supplies are ready to go.
- Place signs and decorations.
- Hand out flyers/handbills.
- Everyone wear event t-shirt if possible.

- Make sure someone is at venue to greet guest if they are driving in on their own.
- Make sure all appropriate persons are there for sound check (security, performer, tech crew); and all volunteers are in place.
- Make sure performer is introduced at beginning and thanked at end of program.
- Keep event on schedule.
- Make sure volunteers have breaks if they are working during the entire event (delegate this responsibility).
- Thank attendees/guests for coming at the end of the program/event before they leave. Ask attendees to fill out event evaluations.
- Clean-up following performance.

Post-event

- Return all rented or borrowed equipment.
- Remove all advertising displays and posters.
- Turn in receipts; deposit cash.
- Restock/order supplies if necessary.
- Thank advisor, members, volunteers, etc. for job well done. Send thank-yous to agent, performer along with photos. Clip and send reviews to agent or performer.
- For file and future programs
 1. Jot down event attendance numbers;
 2. Assess whether program met goals;
 3. Identify strengths/weaknesses;
 4. Evaluate personal and audience response to performer;
 5. Make copies of thank-you's, reviews, evaluations;
 6. Write up recommendations for new procedures, additions to event checklist – ideally with input of committee and volunteers.

Adopted from the 2005 ACPA Manual

SORC Hall of Fame awards

 <p><i>Excellence in Leadership, Programming, and Service</i></p>	<p>“Hall of Fame” Awards ceremony will take place April 14, 2010. This ceremony provides the SORC with an opportunity to recognize and award outstanding organizations, individuals and advisors in various categories. Join us for this evening of celebration and recognition as we salute your accomplishments.</p> <p style="text-align: center;">Congratulations 2008-09 recipients!</p>
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LEADERSHIP	<p>Outstanding Student Organization Hispanic Business Student Association Black Graduate Student Association</p> <p>Outstanding Paraprofessional Student Organization African American Men of ASU (AAMASU)</p> <p>Outstanding Student Leader Steven Tran, Sigma Phi Beta</p> <p>Most Promising New Organization Sun Devil Quiz Bowl</p> <p>Outstanding Advisor Lara Klinkner, Panhellenic Council Rachael Priddy, Gamma Phi Beta</p> <p>Excellence, Access & Impact in Action John Johnson</p> <p>ASU Community Footprint Award Health and Counseling Student Action Committee</p>
PROGRAMMING	<p>Collaborative Programming Award Sigma Phi Beta and Sigma Alpha Mu</p> <p>Outstanding Annual Program Devilpalooza by Programming & Activities Board</p> <p>Best Web Design LGBTQ Coalition & FACES in Health Professions</p>
SERVICE	<p>Individual Achievement in Service Alexander Persky, Alpha Phi Alpha</p> <p>Social Consciousness Award HEAL International</p> <p>Outstanding Group Service Participation Sigma Phi Beta</p>