

DETERMINING ADVISOR INVOLVEMENT



This form is designed to support communication between advisors and student officers and assist in determining levels of involvement.

DIRECTIONS

The advisor and officers (at minimum, the President) should review the below checklist together and determine the level of involvement. There are two types of advisors: assigned advisors by university departments/units, and voluntary advisors who support the organizations outside of their standard job requirements. For any items on the checklist that are determined not to be the advisor's responsibility, it would be valuable to clarify which student officer/leader will assume that responsibility. You can use the scale below to help complete the document. It is recommended to fill out this form after every executive board transition.

1= Agree, 2= Unsure, 3= Disagree, 4= Not Applicable

LEVEL OF INVOLVEMENT

- Participate as an active member of the organization (except for voting).
- Review the financial records at the end of each semester.
- Review meeting minutes before distribution.
- Receive copies of the official correspondence (cc'd in emails).
- Review organization officer transitional documents and processes.
- Advisors keep organization supplies in their office.
- Aware of the constitution, bylaws, and standing rules, and inform the group as needed.
- Support in the event planning processes.
- Aware of University facilities, services, and procedures for group activities.
- Recommend programs, speakers, and activities.
- Support and mediate conflicts that may arise within the club.
- Responsible for or assist with planning workshops, training, or retreats.
- Understand the expectations of the advisor role and communicate with members.
- Establish recurring check-in meetings with student leaders.
- Support in creating an assessment tool for club operations.
- Serve as a resource during organizational elections.
- Serve as an on-site resource for significant and/or on-campus events.
- Awareness of University policies related to student organization travel, waivers, working with minors, and Clery reporting.
- Support in the annual re-registration process.



END OF YEAR ADVISOR EVALUATION



DIRECTIONS

Please answer the following questions as they relate to your role as a student organization advisor. 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 provided motivation and encouragement to members
- I knew the goals of the organization
- I knew the group's members
- I met regularly with the president
- I attended regularly scheduled executive board meetings
- I attended regularly scheduled organizational meetings
- I met regularly with the officers of the organization
- I attended the organization's special events
- I assisted with the orientation and training of new members
- I helped provide continuity for the organization
- I addressed and supported in resolving the negative behavior of members
- I understood the importance and principles of group development
- I understood the principles of organizing productive meetings
- I made professional recommendations that supported the club's mission
- I was aware of the organization's financial records
- I understood the processes for requesting funding and submitting payment requests
- I encouraged DEI initiatives that are aligned with university standards
- I knew how to support organizations when conflict arises
- I knew the steps to follow in developing programs, events, and activities
- I could identify what members learned by participating in the organization
- I knew where to find resources and assistance when I encountered problems
- I read the group's constitution and encouraged accountability



ADVISOR RESOURCES

Below is a list of ideas, icebreakers, and activities to help foster a better working relationship between advisors and student leaders.



PROMOTING COMMUNICATION AND COLLABORATION:

1. **Monthly Check-Ins:** Schedule regular meetings to discuss goals, progress, and concerns.
2. **Peer Mentoring:** Pair experienced student leaders with new ones, encouraging knowledge sharing.
3. **Building Institutional Knowledge:** Foster conversations with student leaders inspire them to pass on their practical knowledge and insights to upcoming leaders. Each organization has to have a transitional document of some kind.

BUILDING TRUST AND UNDERSTANDING:

1. **Advisor Introduction to Workshops:** Introduce student leaders to the annual/semester's lineup of Leadership Workshop Series and make the connection of the applicability of these skills beyond their college education.



2. **Define Expectations and Goals:** Establish precise objectives/goals or targets for the academic year. Outline the expected level of advisor involvement. Use this document to help!

TEAM-BUILDING ACTIVITIES:

1. **Leadership Retreats:** Plan retreats for in-depth discussions and team-building purposes.
 - a. **Off-Campus Ideas:** Hoffman Challenge Course, Cayuga Nature Center.
 - b. **On-Campus Ideas:** Book a classroom or programming space, create activities that focus on reflection, goal setting, and relationship building.
2. **Ice Breaker Resources & Ideas:**
 - a. **Escape Room Challenge:** Create your own or utilize virtual options to create an activity that promotes problem-solving, communication, and teamwork.
 - b. **Outdoor Scavenger Hunt:** Organize a scavenger hunt on campus or in a nearby park. Teams work together to solve clues and complete challenges, fostering collaboration and creativity.
 - c. **Leadership Challenges:** Set up a series of leadership challenges and scenarios that require teams to make decisions and solve problems. These challenges can be designed to mirror real leadership situations, enhancing decision-making and leadership skills.
 - d. **Link for ideas:** [20 Classroom Icebreakers For College Professors](#) [Plus: [Free List of 50 Icebreakers](#)]
 - e. **Search online:** Search online what exactly you're looking to achieve with your group! Search for "small group teambuilders", "trust activities", "listening group activities", "group activities for learning about differences", etc.



ADVISOR RESOURCES CONT.











CELEBRATING ACHIEVEMENTS:

- 1. Recognition Events:** Acknowledge outstanding achievements and contributions.
- 2. Awards & Personalized Certificates:** Create personalized certificates of appreciation or achievement for student leaders, acknowledging their specific contributions.
- 3. End-of-Year Banquet:** Host a formal banquet at the end of the academic year to celebrate student leader achievements and hand out awards.

ADVISOR RESOURCES:

Big Red Guidebook for Student Organizations is an excellent combination of information and resources that can serve as an “everything you need to know” about advising and running a student organization.

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|-------------------------------------------------------------------------------------|-------------------|-----------------------------------------------|
|  | CHAPTER 1: | Org Registration |
|  | CHAPTER 2: | Important Policies |
|  | CHAPTER 3: | Event Planning |
|  | CHAPTER 4: | Diversity & Inclusion Toolkit |
|  | CHAPTER 5: | Funding Guidelines & Opportunities |
|  | CHAPTER 6: | Campus Resources |
|  | CHAPTER 7: | Student Officers |
|  | CHAPTER 8: | Club Advisors |

