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Introduction

Appalachian State University was founded in 1899 as Watauga Academy. It then evolved into a state teacher's college and later broadened its mission to include the liberal arts. Appalachian gained regional university status and in 1971 became part of the University of North Carolina system. Throughout its growth, the University has maintained a strong sense of community.

With instruction as its primary mission, the University is committed to excellence in teaching and the fostering of scholarship. As an academic community, Appalachian takes pride in its tradition of faculty commitment to students both inside and outside the classroom. Mindful of the relationship between the curricular and extracurricular, Appalachian seeks to promote the intellectual, cultural and personal development of its students.

Student organizations play an integral role in the Appalachian educational experience. It is through its almost 300 clubs and organizations that Appalachian is able to maintain this sense of community and afford students the opportunity to pursue the practice of involvement, leadership, and service. The Lee H. McCaskey Center for Student Involvement and Leadership is charged with assisting clubs in meeting their purpose and promoting effective membership and leadership in student organizations. Through its programs, services, and practices, the Center and its staff work with student groups in leadership development, program planning, and other related areas of organizational development.

This manual is one example of that effort. It is not intended to answer all of your questions. It is to serve as a resource. It is one tool in your repertoire of resources. The Center is located in 219 W. H. Plemmons Student Union. You are invited to come by and learn more.



Purpose of Manual

All recognized student organizations are required to have a faculty advisor who is a full-time member of the University teaching or administrative staff. It is an honor to be asked by a student organization to serve as their advisor. It indicates the students' respect and trust in you. Being a faculty advisor also carries with it some responsibilities to the organization.

This manual has been prepared to assist you in understanding and fulfilling these commitments, and whether this is your first year advising or 20th we hope that you will find it helpful. This manual's purpose is to provide general information about advising, its role on this campus, as well as resources available to our organizations and advisors.

This publication is a service of the Center for Student Involvement and Leadership. The manual will be distributed to all campus advisors and will be updated as new information presents itself. The manual, as well as any updates, is available on the CSIL website at www.csil.appstate.edu and on the Club Council website at www.clubcouncil.appstate.edu.



Role and Value of Student Involvement @ ASU

The primary goal of attending a college or university is, of course, the acquisition of knowledge. Involvement in campus clubs and organizations helps to round out the wealth of information and skills one should gain during the college experience. Student involvement has lots of benefits, some of which include:

- ✦ Development and growth of leadership and interpersonal skills
- ✦ The opportunity to explore personal interests and develop personal talents and a passion for issues
- ✦ The chances to apply information learned in the classroom to real world issues and improve problem solving skills.
- ✦ Gain friends and support network.
- ✦ Interact with and provide service to local community organizations and the campus.
- ✦ Studies have shown improved GPA and graduation rates.

As an advisor you have the unique opportunity to ensure that students gain all if not more of the benefits listed above. Your guidance and direction not only helps to develop strong leadership skills, but also create well rounded individuals that can be contributing members to a



Role of an Advisor

Just as student organizations vary in their purposes, objectives, and activities, the role and functions of the faculty advisor will vary within each organization. However there are some basic responsibilities common to every organization. The first of which is to insure that students have completed all necessary paperwork to be in good standing with the university (a detailed list will be included later in the manual), which includes expressing your support of the organization in its endeavors and agreement to provide leadership and guidance to the officers as needed.

One of the more important roles an advisor holds is to act as a resource to the organization. Your experience in planning and organizing, as well as your broader knowledge of the University community gives you an expertise to share with the student leaders of your organization. You can not be expected to know all University policies and procedures; nor can you be expected to have all the answers to all students' questions. You can, however, provide significant directions to students to help them get things done within the University environment. In addition to the hardcopy of the Organization Policies and Guidelines each organization receives, they can be found at www.csil.appstate.edu and www.clubcouncil.appstate.edu.

It will be important to become familiar with the purpose and structure of the organization as well as the personality of the members. Reviewing the organization's constitution and by-laws, attending an organizational meeting, and meeting with the group's officers can give you helpful information about the activities of the group and the role(s) you can assume with the group.

In addition, you should be familiar with the organization's financial structure. Does the group have a checking and/or passbook savings account? Do members pay dues? Or is the treasury derived from fund-raising activities? What is the money used for? Very often the faculty advisor can assist in the development of the organization's budget and play a major role in its execution.



Responsibility to your Organization



Specifically some of the roles that an advisor may play include, but are not limited to, the following:

1. To play an active role in helping the students set up a meaningful program that is consistent with the organization's purpose and mission
2. To insure organizational compliance with University policies and procedures as they relate to student conduct and organizational activities
3. To provide support to the officers by encouraging them in their endeavors, advancing their leadership role to the general membership, and promoting the organization's activities within and outside of the membership
4. To be well informed about all plans and activities of the group
5. To provide continuity for the group and to be familiar with the history
6. To help motivate and empower students
7. To attend club meetings and events when possible
8. To provide assistance in the planning and evaluation of the overall program
9. To assist the group in setting realistic and attainable goals and objectives each academic year



Making your Expectations Clear

It is extremely important for you to clarify with your organization what the members expect from you and what you expect from them. Before the year begins, you will need to sit down with all the members and discuss these expectations. To assist you with this conversation is a Role of the Advisor Interactive Activity included in the appendices. It is quite helpful to put these expectations in writing for later reference. Also, reviewing with your members those responsibilities associated with being an advisor is helpful in making expectations clear, and may help some members adapt to your advising style.

The manner in which you participate with the organization will depend on your personality, how you interact with the student leaders, and the needs of the student leaders in the organization. At different times, with different students and in different situations, you may find yourself in a more dominant role than in others. As you become more familiar with the group and its leaders, you can assess the appropriate advisement style. Begin your advising relationship by having a conversation with each new executive member about expectations of the advising role. Some ways to assess group needs are:

- Establish a regular working relationship with group leaders.
- Clarify leader and group perceptions of advisory involvement.
- Observe officer leadership styles.
- Determine clarity of current and long-term group objectives.
- Determine consistency of leader perceptions with membership needs and expectations.
- Assess leaders' and members' willingness to take responsibility and follow through tasks.
- Develop a contract that is signed by you and the organization's executive board.



Responsibility to Members

1. To encourage members to participate and plan group events
2. To assist members in finding a balance between academic and co-curricular activities.
3. To encourage members to accept responsibility for specific parts of the program thus promoting ownership within the organization



Responsibility to the University

1. To guide members in decisions as they relate to University policies
2. To attend organizational meetings when deemed necessary
3. To provide supervision of the financial procedures of the organization.
4. To assist the University in the implementation of the policies for student organizations



Organizational Structure

As an advisor, it is important for you to understand the structure of your organization. Appalachian State University requires each organization to have a current Constitution on file. Constitutions are good resources for clubs that define the structure (e.g., purpose, qualifications for membership, committees, officers) and the general responsibilities of all elected officers. This section discusses responsibilities as they are generally defined for major officers, but your organization's constitution may require other duties not presented here. In all cases, however, it is essential that both the officers and general membership remember that, although the officers are the leaders of the organization, they serve the membership and must be accountable to the group.

President

The chief executive officer, generally called the president, is representative of all that is good and bad about the organization. This person is regarded by those who elected him or her, and by the general University community, to be the director / planner and chief coordinator of all activities for the group. These two functional responsibilities expand to include communication within the organization, involving the membership by delegating specific tasks, and – after each meeting or activity (and ultimately the year itself) – assessing the positive and negative aspects of what has transpired.

The president has a lot of responsibility, but also a lot of opportunity to get people excited about the organization and to feel good about their participation with it. The leader who believes in the purpose of the organization and can get other people excited about its programs and genuinely be appreciative of their participation will be successful. The president should challenge the group with enthusiasm and by a willingness to do things differently from the way they have always been done.

Vice President

A misconception of organizational structure is that the vice president only performs in the absence of the chief executive officer. As a result, many Constitutions do not spell out specific duties and responsibilities for this particular office. Much talent and creativity is lost with this approach.

Generally, the person elected to the position of vice president is the regarded by the membership to be an individual with dynamism and leadership capacity. No organization should be short changed by electing a person to a position that has no specific and meaningful responsibilities. The vice president needs to play an active leadership role with the group. The specifics of the role will vary from organization to organization.

Secretary/Historian/Webmaster

Communication is the most essential activity of any group of two or more people. Communication connects people. All organizations have at least one person responsible for correspondence, recording minutes and maintaining a historical archive (e.g. scrapbook, files, etc.) These people are vital to involving the membership with the organization. The tone and content of notices about meetings helps to set the attitudes of those who attend; the flavor of the minutes of the meeting confirms the importance of the assembly; and the nature of historical records builds pride in the traditions of your group. The stronger your systems for communication, the stronger your organization.

Treasurer

The treasurer is responsible not only to collect and spend money, but also to work to make sure that a sound budget plan is prepared for the upcoming year. The treasurer must also understand the budget and programs established by the out-going officers. The treasurer is responsible to the general membership (not the president or other officers).

Committee Chairs

Almost without exception constitutions stipulate *standing committees* (those specified in the constitutions which exist from year to year) and *ad hoc committees* that may arise from time to time to meet particular needs of the organization. Committees are excellent means for members to become active in the organization. Selecting committee chairs requires thought to the purpose of the committee and the ability of the candidate for chairperson to work effectively with a group.

The primary responsibility of any committee chair is to involve the committee members. The chairperson must be organized, be able to plan, and know how to effectively delegate work to others (as well as be willing to do some work) to be successful.

Other Officers

Your organization may have other officers besides or in addition to the ones discussed here. Regardless of the nomenclature, never appoint people to positions until the responsibilities have been clearly defined and explained. Honorary positions deserve the dignity of honor; do not “name” people to “positions” in an attempt to meet your need or their needs to have a title.



Officer Orientation/Transition



Although your organization is probably aware, new officer orientation is absolutely necessary for the survival of an organization from one year to the next. The most important last thing out-going officers can do is take time with the newly elected officers to help them organize and understand the information they need to be effective leaders for your organization. To assist with the transition, Club Council holds a Transition Workshop in the spring semester. New officers and/or individuals planning to run for office are encouraged to attend. To learn more about the workshop, visit the Club Council website at www.clubcouncil.appstate.edu. It may also be exciting and effective to hold a retreat. If as an advisor feel your organization needs guidance in this area, here is a checklist for suggested content of an orientation:

1. Give job descriptions of positions to the new officers and discuss duties.
2. Give bank account numbers, mailing addresses, etc. to new officers
3. Give name, address, and phone number of the faculty advisor to the new officers. Introduce the advisor and the new officers.
4. Transfer organization files to the new officers.
5. Give key or combination to office, file cabinet, etc. to new officer
6. Give complete roster of members, with phone, email, address, etc. to new officers.
7. Give a copy of the organization constitution, charter or by-laws to new officer.
8. Explain the organizational leadership to new officers.
9. Give copies of helpful handouts, handbooks, etc. to new officer. Introduce the new officer to resources around campus that could be helpful.
10. Explain organization finances and financial responsibilities to new officers.
11. Discuss things that should be done over the summer with the new officer.
12. Explain the organization's mission or purpose to the new officer.
13. Explain the history of the organization to new officers.
14. Explain the organization's working relationship with administration, other organizations, university governance, etc.
15. Give a list of useful names and phone numbers on campus to the new officers.
16. Introduce the new officer to the resources and staff available in the Center for Student Involvement and Leadership. (219 Plemmons Student Union)
17. Explain the purpose and importance of leadership development conferences and workshops to the new officers. Visit www.csil.appstate.edu for on-going leadership opportunities.
18. Submit any changes in contact information to the Center for Student Involvement and Leadership to insure the organization receives important information. Substitute the name of the new officer at state or national level of the organization if necessary. Give the officer an opportunity to lead a meeting and attend an executive board meeting this year.
19. Show the new officer effective methods of planning organization events.
20. Show the new officer how to make a meeting agenda.
21. Review the university student life policies with the new officer (ex: posting policies, reservations policies, funding, etc.)
22. Tell the new officer all the things you wish you had been told when you were a new officer.



New Member Orientation/Transition



Just as officer orientation is vital within an organization; new members also need to be properly oriented. Orientation for new members is a process to tell them some of the history of the organization and to explain the current programs and workings of the club. It is one of the most overlooked methods of helping new members feel a part of the group.

Take time at meetings and other activities to have the members introduce themselves and be introduced by others. Frequent introductions of members are very helpful.

A free resource offered by the Center for Student Involvement and Leadership is the Leadership Team. The Leadership Team is a group of peer educators that can come to your organization meeting and conduct a variety of workshops such as team building, ice breakers, goal setting, etc. To schedule the Leadership Team or for more information, contact CSIL at 262-6252.



Leadership Topics

Every organization, at one time or another, examines such developmental issues as motivation, team building, decision-making, and conflict resolution. Following are basic guidelines that you as the advisor, might wish to know and share with your organization.

Motivation

Tips to Motivate People

1. Show interest and appreciation for the individuals in your club. Find out what makes them tick.
2. Be courteous and considerate by listening to the ideas of others.
3. Provide constructive feedback to club members in private.
4. Praise club members in public and be sure to give credit where credit is due.
5. People carry out best their own ideas so show confidence in your club by delegating responsibilities and expecting members to do their best.
6. Avoid domination or forcefulness. Make your wishes known through suggestions or requests and try to state your reasons.
7. Keep your club informed and involve members in decisions, particularly those affecting them.
8. Be positive and enthusiastic. Avoid getting upset with little hassles.
9. Be consistent and fair.
10. Admit your mistakes. It happens to the best.
11. Avoid making promises you may not be able to keep. Be careful about you say and how you say it.
12. Give your club a sense of direction and a goal to work toward.

Getting It Done Through Goal Setting

As an advisor, you need to be aware of your organization's goals and visions, because a group will accomplish nothing if guidelines are not set. This goal-setting outline may be a good reference for you organizational leaders to follow if guidance is needed.

Why Are Goals Important?

1. Goals are guides for action, and it is through group goals that the efforts of group members are planned and coordinated.
2. Conflicts among group members are resolved on the basis of what assists the group in achieving its goals.
3. Setting goals gives you an opportunity to review and evaluate what's been done, and discuss problems.
4. Goals provide a measuring stick against which progress can be determined.
5. Goals provide targets toward which efforts can be directed.
6. Goals are the motivating force in the behavior of group members. Without motivation the group takes no action to achieve its goals.

Good Goal Test.

A goal, in order to be fully a goal, must meet the following standards or criteria:

- It must be an accomplishment, an achievement, rather than a program.
- It must be behaviorally clear and specific.
- It must be measurable or verifiable.
- It must be realistic, that is, within your control, within your resources, and environmentally possible.
- It must be adequate, that is, if accomplished, it should in substantive way contribute to handling the problem situation or some part of it.
- It must be in keeping with your values.
- It must be accomplished within a reasonable time frame.

Eight Basic Problems of Goal Setting.

Beware Of.....

1. Lack of commitment and enthusiasm
2. Inadequate time to accomplish a goal
3. Lack of knowledge about goals and an individual's involvement
4. Stressing perfection
5. Lack of flexibility
6. Inability of leader/officers to delegate responsibility to group members
7. Lack of member accountability
8. Lack of group involvement in setting goals

Personal vs. Organizational Goal Setting

Personal goal setting relates to what the individual leader would like to improve, accomplish, etc. as it involves him or herself. These goals may directly impact on the development of the organization or its members, but not necessarily. A leader must take care in insuring that the organization does not have a different set of expectations that might be in conflict with the personal goals of the leader.

Keys To Effective Time Management

Time management may be a simple concept for you, but for some of your organization members, time may never have been something they worried about in high school. If you notice your organization feeling rushed and bogged down, you may want to suggest some of these tips, because before any member can be an effective member, he or she must learn how to plan.

1. Maintain a CALENDAR.
2. Keep a "TO DO LIST": Utilize the ABC method.....work your "A's" off. Don't develop "C" fever! (A's are most important items. C's are least important).
3. Know your MOST PRODUCTIVE TIME: Are you a morning person, afternoon, or evening? Schedule the most difficult tasks during these most productive times.
4. To help yourself prioritize items, ask yourself; WHAT IS THE WORSE THING THAT COULD HAPPEN IF I DO NOT COMPLETE THIS? If the implications are not great, then chances are that it isn't that important....."C" fever!!
5. Keep telephone calls and meetings to a minimum.
6. DO FIRST THINGS FIRST!
7. Set deadlines.
8. Set your watch ahead five minutes.
9. Put up visual reminders.
10. USE GOALS as the driving force for your activity.
11. Schedule and USE relaxation time. TAKE A RELAXATION PRESCRIPTION.
12. Avoid the ACTIVITY TRAP.....this is when being busy is a substitute for accomplishing something.
13. Pay attention to your attention. Don't zone.
14. DELEGATE.....take the monkey off your back!
15. Learn to say NO!
16. Time management is more related to the QUALITY OF EFFORT not quantity of effort
17. Work SMARTER NOT HARDER.

Decision Making

Ways to Make Decisions

1. **Consensus:** Everyone agrees with what the decision should be. It is the most effective process for decision-making, however, it also takes the most time.
2. **Majority Vote:** At least 51 percent of the members need to agree with what the decision should be. This method is used most often.
3. **Minority rule:** The organization selects an executive board or ad hoc committee to make the decisions.
4. **Expert member:** The most expert member in the group makes the decision.
5. **Authority with discussion:** The group originates ideas and holds discussion, but the final decision is left up to the group leader.
6. **Authority without discussion:** The leader of the group decides without discussing it with the group.

Team Building

Building A New Team

Who are we? Team members need to know each other by sharing their expectations, needs and desires of the team.

How will we work together? Procedures and guidelines for working together need to be established.

What are we going to do together? Establish the team's goals.

What is going to get in our way? Analyze any possible obstructions to meeting the goals.

How will we achieve our goals? Brainstorm, decide and implement an action plan.

How will we know when we get there? Develop an evaluation to measure the team's success toward meeting its goals.

How did we do as a team? Individual behavior affects the team's effectiveness. Hence, team members should provide one another with constructive feedback in an effort to improve the quality of the team.

Characteristics of an Effective Team

1. Clear, cooperative goals to which every member is committed.
2. Accurate communication of ideas and feelings.
3. Distributed participation and leadership.
4. Appropriate and effective decision-making procedures.
5. Productive controversy.
6. High levels of trust, acceptance and support among its members.
7. High levels of cohesion.
8. Constructive management of power and conflict.
9. Adequate problem solving procedures.

Taken from: Johnson, D.W. and Johnson, F.P., *Joining Together: Group Theory and Group Skills*.

Commandments of Effective Communication

Much time could be wasted in meetings without effective communication among members. If this becomes a weakness within your organization, perhaps a workshop would be beneficial.

1. Seek to clarify your ideas before communicating. The more clearly you analyze the problem or situation/idea to be communicated, the clearer it becomes.
2. Examine the true purpose of the communication. Is it to inform, to initiate action, to change a circumstance?
3. Consider the physical and human setting.
4. Use a minimum of technical or popular jargon.
5. Consult with others when appropriate.
6. Be mindful, while you communicate, of the overtones as well as the basic content of your message. Verbal as well as non-verbal messages are important.
7. Be sure to support your communication.
8. Summarize the main point of the communication.
9. Give the person an opportunity to provide feedback as to their understanding of the communication. Seek not only to be understood but to understand....Be a good listener.
10. Know when to keep quiet or end a conversation.

Developing A Master Weekly Schedule The Basic Planning Rules

At the beginning of each semester, it may be a good idea to recommend to your organization's leaders that each member plan a weekly schedule. This will be beneficial not only to each individual, but for committee chairs who work around schedules to plan meetings.

1. Block out classes and other fixed activities.
2. Add time needed for meals, sleep, job travel, etc.
3. Estimate and list time needed for studying each subject, generally 2 to 3 hours per credit per week. However individuals vary. Some may need more time for certain subjects depending on competency.
4. Find your periods of peak efficiency and periods when you are likely to have the best conditions.
5. Be very sure to use any free hours between classes.
6. Schedule each study period as close to that class meeting as possible.
7. Schedule in time for recreation, exercise, and leisure.
8. Leave several hours of open, unscheduled time.
9. Use this time as a buffer for extra studying, special events, etc. Do not let extra study interfere with scheduled activities.
10. Use all scheduled study time, even if it at first appears unnecessary, e.g. review, work, on large projects.
11. Consider your schedule a firm, but flexible guide, not a hard and fast rule. Exceptions may occur, but afterwards return to your schedule.
12. Check to see that your schedule addresses each of your school and personal needs and objectives for the semester or year. Change it if necessary.

Organizational

1. Developed by the organization by consensus
2. Must be related to the organizations purpose
3. Measured by activity
4. Focus is usually on the organization
5. Must be embraced by the membership
6. Conflict is possibly with the group/others
7. Personal strengths and weaknesses come into play, but the emphasis is primarily on the groups development

Personal

1. Developed by the individual
2. May be related to the organizations purpose
3. Usually measured by impact
4. Focus is usually on the person
5. May be shared with the organization/ membership
6. Conflict is resolved individually or worked out among the organization members
7. Personal strengths and weaknesses come into play in developing goals



Measuring Stick for a Mature Group

According to F.S. Haiman, author of *Group Leadership and Democratic Action*, a mature group or organization should practice the following 20 techniques. (When your organization seems to be experiencing problems, you, as the advisor, could examine and evaluate this list with your organization).

1. Has a clear understanding of its purposes or goals.
2. Makes progress toward its goals with a maximum of efficiency and a minimum of wasted effort.
3. Is able to look ahead and plan ahead.
4. Has achieved a high degree of effective inter-communication.
5. Is able to initiate and carry on effective, logical problem solving.
6. Has achieved an appropriate balance between established ways of working together and readiness to change its procedural patterns.
7. Is objective about its own functioning; can face its procedural-emotional problems and intelligently make whatever modifications are called for.
8. Strikes an appropriate balance between group productivity (socio-group functions) and the satisfaction of ego needs (psyche-group functions)
9. Provides for the diffusion and sharing of leadership responsibilities.
10. Achieves an appropriate balance between content and process orientation.
11. Has a high degree of cohesiveness or solidarity but not to the point of exclusiveness or the point of stifling individuality.
12. Makes intelligent use of the differing abilities of its members.
13. Faces reality, and works on the basis of fact rather than fantasy.
14. Provides an atmosphere of psychological freedom for all the expression of all feelings and points of view.
15. Is not over-dominated by its leader or by any of its members.
16. Has achieved a healthy balance between cooperative and competitive behavior on the part of its members.
17. Strikes an appropriate balance between emotionality and rationality.
18. Can readily change and adapt itself to the needs of differing situations.
19. Recognizes that means are inseparable from ends.
20. Recognizes the values and limitations of democratic procedures.



Keeping your Organization Informed

Your organization will not be strong if the only time members receive communication is at meetings. The officers need to keep the members informed of ideas they have and plans they are making. Members need to share with each other special information about themselves (awards received, etc.) and activities in committees. It takes time and effort to prepare newsletters and public announcements, but it enhances the perception that your organization is enthusiastic and active. You may want to suggest such forms of communication to your officers.



Keeping your Organization Informed (Cont.)

Websites

The Appalachian server will host organization websites if they comply with all University policies and guidelines. There are two options for format. A traditional html format or the php Website. Organizations are required to have a “webmaster” that builds the site and then a meeting can be scheduled with Tina Parlier in the Center for Student Involvement and Leadership in order to get the site up and running.

Newsletters

Too many clubs do not correspond with active members at all; many others only send notices of upcoming meetings to members. Newsletters are simple to put together and allow organizations to highlight the accomplishments of the organization, it's members and upcoming events. E-Newsletters allow the organization to keep in touch with little or no expense.

Campus Information

The Appalachian ads are good ideas for large campus wide programs. However, they are not always cost effective for smaller programs. The Center for Student Involvement and Leadership will announce upcoming organization events in the weekly President/Advisor email. Events can also be submitted to the Club Council website for listing.
www.clubcouncil.appstate.edu

Fliers and *table cards* are cost effective ways to advertise to the campus. Make sure you follow the posting policies. Organizations will be held responsible for posting violations.

Mailings. Organizations are allowed one campus-wide mailing per year and one organizational mailing per semester. The mailing must be approved for content in the Center for Student Involvement and Leadership. It is a good idea to get the mailing approved prior to making copies. A return address must be visible on the mailing. For more information on mailings, contact CSIL.

EXPOS

There is an expo at the beginning of each semester. These are good times to utilize organization membership and recruit new members. Information about upcoming Expos can be found on the Club Council website.

STUDENT DEVELOPMENT RECORD

The Student Development Record needs to be updated each semester. The Student Development Record is an official Involvement Transcript much like an Academic Transcript. It is the president's/advisor's responsibility to confirm each members involvement in a club.



ASU Guidelines for Organizations

The following serves as a quick reference guide and is in no way an alternative for reading the student organization guidelines booklet in its entirety. Clubs and organization will be held accountable for all policies, rules, and regulations presented with in the guidelines book.

◆ **All organizations recognized by the University, through the CSIL, have access to the following:**

- Use of the ASU name
- Use of campus facilities and support services
- Funding for educational activities through Club Council
- Permission to enter into solicitation and fund-raising activities according to university policy
- Use of a post office box and access to free on campus mail services
- Ability to develop a web site using university resources
- Inclusion in university publications, web and events
- Participation in Recognition Programs such as the Monthly Marvel Program and the Annual University Clubs and Organization Awards
- Use of state vehicles for travel to educational events

◆ **Maintaining Recognition**

- Register with the Center for Student Involvement and Leadership by the deadline each fall
- Attendance by a representative of the organization at the Club president's meeting held at the beginning of each semester
- Submit a one page summary of events and activities completed by the club each year to the Club Council
- If for some reason a club becomes inactive, the funds for the organization should be maintained in a passbook savings account by CSIL

◆ **Facility Usage (outside of the Student Union)**

- Classrooms are reserved through Business Affairs (828) 262- 2030 and are not available on the weekends.
- No smoking, other drugs, or alcohol.
- No food or drinks unless okayed by Business Affairs, and the organization is responsible for clean-up
- If furniture is rearranged, it must be put back in prior arrangement before leaving.

◆ **Student Union Facility Usage Policy**

- All reservations for rooms in the Student Union are made through the Student Programs Office located on the second floor of the Plemmons Student Union

◆ **Vehicle Usage Policy** *This includes cars, vans, and buses*

- Submit the request form to Office Manager in CSIL at least 10 days prior to the scheduled event.
- Reason for travel is compatible with purpose of organization
- Vehicle usage includes those events on campus and in the Boone community, but can be arranged to use outside of the area is driver from motor pool is hired or organization's advisor is in attendance
- All drivers must either be full or part-time employees of the University
- Prepayment of projected mileage is made to CSIL office



ASU Guidelines for Organizations (Cont.)

◆ **Solicitation and Fundraising Policy (pg. 20-22)**

- Solicitation must be sponsored by a student club or organization
- Solicitors (s) must provide all requested documentation to the CSIL office 5 working days prior to the event
- Solicitation should occur only in approved locations
- Solicitation permit must be prominently displayed
- Solicitors may not call out or request individuals in vicinity to respond to the solicitation
- Solicitation is limited to facility rules, but should not exceed 10 working days per semester
- Student organizations sponsoring non-University entities as a fundraiser must receive a minimum of 20% of any sales.

◆ **Allocation Policy**

- Funding is available for service projects, education travel and programming available to all ASU students and community.
- Submit allocation request to the Club Council Advisor in CSIL. Forms can be picked up in CSIL or downloaded at www.clubcouncil.appstate.edu (*Organizations are encouraged to submit requests as early as possible in the academic year.*)
- Provide a current copy of the most recent bank statement
- The full club must have been in existence for at least 1 semester
- Clubs may not receive more than \$475 a year
- All funding request must be submitted 10 prior to the last day of classes each semester



Role of an Advisor - Interactive Activity

Finding the right balance toward students and advisors can be challenging. The following exercise is intended to bring the issue of advisor involvement to the attention of the organization leadership.

DIRECTIONS

1. Read each statement carefully.
2. Have the organization president / officers check the box which best represents its view on the statement regarding the involvement of the organization advisor.
3. After the organization officers have completed this, the advisor should do the same exercise.
4. After both parties have completed the worksheet, someone should tally both the organizations and the advisors answers on one worksheet.

Agree	Disagree	Unsure	<ul style="list-style-type: none"> ✦ The first box represents agreement with the statement ✦ The second box represents disagreement with the statement. ✦ The third box indicates no opinion on the statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key			

MEETING INVOLVEMENT

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have input in meeting schedule.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assist in the preparation of meeting agendas.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ability to call emergency meetings of officers, if deemed necessary.



Role of an Advisor - Interactive Activity

	Agree	Disagree	Unsure	
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interrupt during meetings to inform officers / members about possible violations of University policies.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Present personal point of view during discussions at meetings.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Be quiet at meetings unless asked for input.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review minutes for accuracy before distribution.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CLUB DEVELOPMENT

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinate leadership development workshops on topics created by club officers.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research and present leadership development opportunities available on campus, etc.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain University policies and procedures to general club membership
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cancel events when he/she believes they are poorly planned.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use influence with club officers between meetings to get things accomplished the right way.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Role of an Advisor - Interactive Activity

GOAL SETTING

	Agree	Disagree	Unsure	
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Require committees to follow up with advisor on progress toward goals, with frequent updates.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in goal setting.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide feedback to officers on progress toward goals.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				

REPRESENTATION

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speak on behalf of the club to the campus community.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speak on behalf of the club to the general public.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assist with mediating conflicts with the University administration, other clubs, offices, etc.
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				



Role of an Advisor - Interactive Activity

ELECTIONS

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attend all elections, interviews, etc.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide club officers feedback on each candidate.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review all official correspondence.
(newsletters, proposals, letters, etc.)

ATTENDANCE

	Agree	Disagree	Unsure
Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attend all regular meetings.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attend officer meetings.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attend committee meetings.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attend organizations campus-wide activities and events.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have regular one on one meetings with officers.

Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attend organizations internal activities and events.



Advisor Checklist



- Has the organization constitution been distributed and discussed?
- Have job descriptions been distributed to new officers and duties discussed?
- Have the executive officers met and set goals for the upcoming year?
- Has the appointed executive officer registered the organization for the EXPO in the fall and/or spring semesters?
- Has the post office box number and combination been given to the appropriate officer?
- Have the organization files and keys been transferred to appropriate officers?
- Has a complete roster of members, with home phone number and address, as well as ASU Box number been distributed?
- Do all members have a copy of the organization constitution, charter or by-laws to new officers?
- Are expectations clear for both the advisor and officers?
- Are officers aware of organization's finances and financial responsibilities?
- Have bank accounts, contact names, etc. been updated?
- Have you discussed things that should be done over the summer with the new officers?
- Are new officers aware of the organization's mission or purpose?
- Do officers have a list of useful names and phone numbers on campus?
- Have the new officers introduced themselves to the administrative and resources staff available in the Center for Student Involvement and Leadership?
- Have students marked their calendars for the Presidents meeting in the Fall and/or Spring?
- Have you supplied the names of new officers to the state or national level of organization if necessary, as well as to CSIL?
- Are new officers aware of effective methods of planning organization events?
- Make sure new officers have read over Student Organization guidelines booklet.
- Have pre-planning and goal setting for the upcoming year taken place?