



Faculty Advisor Manual for Student Organizations

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Introduction

Welcome to the Faculty Advisor Manual! The office of Student Engagement at CCAD would like to thank you for your commitment to the furthering the co-curricular and extra-curricular endeavors of our students. We all know the importance that student organizations can serve for the institution, and we admire your willingness to being part of that. Being a faculty advisor will serve as a unique opportunity to have the chance to work with students outside of the classroom, or office and space and truly create meaningful connections, and partnerships that will provide meaningful mentorship to the students of Columbus College of Art and Design. In pages following you will find a guide to how to be a faculty advisor. You will find tips and tricks on various topics that a student organization will be engaged in at some point during the academic year. It also serves as a tool for understanding policies and procedures that are unique you, the faculty advisor, and to students in one of our many student organizations across the institution. Please keep in mind that any full-time or administrative staff member is eligible to be an advisor. Enjoy.

Mission Statement¹:

As a faculty advisor, it is your duty to ensure that the student organizations, or collectives that you oversee adhere to the mission statement of the college. All student organization endeavors should be rooted in thinking, doing, and reflecting on the various pieces of their student organization. Part of preserving the mission statement is done by ensuring that student organizations are maintaining a respectable reputation across the college, and the local Columbus community. Therefore, as part of the mission of each organization the mission statement of the college should be kept in mind.

Think. Do. Thrive

In order to maintain the mission of the college, students should keep in mind that their organization is an extension of their education. Student organizations provide students with the opportunity to think, do, reflect, and unleash their power beyond the classroom setting and apply their learned skills to practical situations like event planning and organization management.

¹ Mission Statement accessed from the Staff Handbook 2017-18 of Columbus College of Art and Design.

Student Affairs Division Staff Directory:

As faculty advisor it would behoove you to be familiar with the Student Affairs division at CCAD. Below is a directory of the division to use at your disposal.

Name	Title	E-mail
Chris Mundell	Vice President of Student Affairs and Dean of Students	cmundell@ccad.edu
Maria D'Apolito	Director of Student Engagement	mdapolito@ccad.edu
Taylor Watkins	Assistant Director of Student Engagement & Inclusion	twatkins@ccad.edu
Erin Vlach	Director of Counseling and Wellness Center	evlach@ccad.edu
Lisa Hayes	Counselor	lhayes@ccad.edu
Wallace Tanksley	Director of Campus Security	wtanksley@ccad.edu
Tiffany Sperring	Director of Career Services	tsperring@ccad.edu
Jordan Bell	Assistant Director of Career Services	jbelle@ccad.edu
Athena Sanders	Assistant Dean of Students for Support Services	asanders@ccad.edu
Susy Adams	Students Affairs Office Manager & Learning Specialists	sadams@ccad.edu
Mallorie Klemm	Learning Support Coordinator	mklemm@ccad.edu
Lydia Rall	Senior Academic Advisor	lrall@ccad.edu
Kasey Daniel	Academic Advisor	kdaniel@ccad.edu
Allyson Hays	Academic Advisor	ahays@ccad.edu
Mickey Hart	Director of Residential Life	mhart@ccad.edu
Jennifer Bermudez	Residential Community Coordinator	jbermudez@ccad.edu

Current Student Organizations and Collectives:

2017-18

Ad Graph Student Collective	Empowering Feminist on Campus
Animation Student Collective	Fashion Student Organization
Battle Games Association	Film & Video Collective
Black Student Leadership Association	Illustration Student Collective
CCAD Cru	Jewelry Club
CCAD Glass Club	Open Figure Sessions
CCAD Night Owl Basketball Team	Photo Collective
CCAD Queer Alliance	
Coalition for Christians on Campus CCAD	
Critique Group	

Why Be an Advisor²:

- A unique opportunity to create a mentoring relationship with students outside of the classroom
- A place where you can further your goals and interests by engaging with a student organization that shares your values/interests
- Have the satisfaction that you helped a group of students achieve a common goal, or become a cohesive group
- Share your unique perspective and knowledge about the institution and Columbus with others
- Provide students with a stepping stone for post-college career directions
- Help students develop skills that will transfer beyond CCAD
- Personal satisfaction that you are making a difference

² Adapted from, *Guide to Advising Student Organizations*, Colgate University: Center for Leadership and Student Engagement; the *Undergraduate Club/Organization Advisor Handbook 2009-2010*, University of Notre Dame: Student Activities Office; and the *Advisor Manual*, ACPA Commission for Student Engagement.

Roles and Responsibilities of a Faculty Advisor(s):

The mission and goal of the faculty advisor(s) for student organizations is to provide a lending hand in managing a student organization. The students, and the faculty advisor(s) are responsible for creating a rapport that best suits the needs of the students and the student organization. Faculty Advisors are to be a liaison for students between faculty, staff, and other administrators across the institution. It is imperative that you distinguish yourself not as someone who operates in the same way as an executive member of a student organization, but as another perspective that may provide some insight in how the decisions that students will make during their tenure that affect the mission of the student organization. Faculty advisors are crucial for helping students see their blind spots, or think in a more holistic way, but they are not a member of the student organization itself.

A) Student and Advisor Contract³

Please see *Appendix One* for the Student and Faculty Advisor Contract. The contract shall layout the expectations of the relationship between the faculty advisor and student organization. This is to be completed on an annual basis.

B) Time Commitment

The time commitment of the Faculty Advisor will be determined by the extent of the role that is established between the advisor and the student organization. Per the Student and Advisor Contract, should the advisor feel that the time commitment is too strenuous they may negotiate with the student organization to make sure both the students and advisor feel satisfied. Faculty advisors may be required to attend events or general body meetings outside of business hours. Faculty advisors should make it part of their mission to meet with at least the student organization President, if not the entire executive board on a regular and reoccurring basis.

C) Roles of an Advisor⁴:

The role of the advisor will uniquely serve the interests of the student organization. While this list is not comprehensive, some of the following points are key to healthy and successful relationship with a student group, and should be exercised for any student organization or student collective.

- **Familiarize yourself with the organization's governing documents** – what does the organization say it is going to do? What is its purpose?
- **Familiarize yourself with the Student Organization Handbook** – this is where students will be looking to find answers before they come to you or the Director of Student Engagement.
- **Be aware of all plans or initiatives that the student organization is working toward completing** – they may need help with the planning of an event or general body meeting

³ The Contract has been adapted from, the *Undergraduate Club/Organization Advisor Handbook 2009-2010*, University of Norte Dame: Student Activities Office; and the *Advisor Manual*, ACPA Commission for Student Engagement.

⁴ Some information provided by the *Advisor Manual*, ACPA Commission for Student Engagement.

- **Be available to Executive members** – these are the students that are pushing the goals of the organization forward, and have the most knowledge about the organization
- **Encourage everyone in the organization to run or think about running for an executive position in the organization** – As the faculty advisor, you are the one person that remains consistent year to year. Succession plans, and strong student organization membership are two of the hardest things to maintain. The easiest way to maintain high retention numbers is to give student purpose whether in leadership roles, or in other ways.
- **Allow the student organization or collective to fail** – do not intentionally help them to fail, but there is great knowledge in honestly failing. Whether it be a poorly planned event, or general body meeting. We learn the most when we fail.
- **Allow the students to control the budget** – it is their organization, not yours. However, during budgeting season, it is your responsibility to assist in creating a budget for the student organization.
- **Ensure they are organized** – student organizations should be organized and able to manage themselves, if you feel like the student organization needs to refocus, suggest that.
- **Represent the student organization or collective in faculty and staff meetings** – if students are working on something that pertains to the topic of the meeting, mention it to others, the student organization may be able to provide help in moving the college forward.
- **Learn the strengths and weakness of the student organization or collective** – this will be helpful in moving the group forward or helping them see where they can improve
- **Help the student organization or collective create realistic and timely goals** – Ensure the that students are making goals that can be achieved in the academic year. If they are creating goals that stretch beyond the academic year, ensure that there are other students that will be able to keep the torch lit once someone vacates a position, or something similar should happen.
- **Concerning issues should always be discussed in private and personally, while praise should be public and in plenty.**

Types of Advising Styles⁵:

As a faculty advisor, it is important to remember that everyone has different learning styles, and some organizations need more assistance than others. The below table displays a few different styles of advising that are useful with different organizations at different points in their tenure. The best faculty advisors are able to employ all of the styles when needed.

Style	Who you Are	Strengths	Blind Spots
Developmental & Coaching	<ul style="list-style-type: none">• Focus is on developing leadership skills• Provide challenge and growth opportunities• Provide guidance in the decision making progress• Serve in a “hands off” capacity	<ul style="list-style-type: none">• Lets student leaders learn, develop, and grow leadership skills and styles• Committed to student leaders and growth of their organization• Solicits suggestions, but allows the students to make the final decisions	<ul style="list-style-type: none">• “hands off” approach may be detrimental to growth of organization in its early stages
Administrative & Directing	<ul style="list-style-type: none">• Focus is on policy and budgets• Helps with operational endeavors of the student organization• Organizes and prioritizes• Provides specific and organized instruction	<ul style="list-style-type: none">• A “lets get it done attitude”• Plays by the rules• Knows policy well• Can be used for any type of student organization strong or weak	<ul style="list-style-type: none">• Ensure that you are not “running” the organization
Delegating	<ul style="list-style-type: none">• Empowers students to make own decisions• Points students in the right direction but encourages them to reach out themselves	<ul style="list-style-type: none">• Allows student organization to take responsibility• Good for planning major events• Should be used with stronger student organizations	<ul style="list-style-type: none">• May not be suitable for organizations that are just starting

⁵ Some information provided, and adapted from the *Undergraduate Club/Organization Advisor Handbook 2009-2010*, University of Norte Dame: Student Activities Office; and the *Advisor Manual*, ACPA Commission for Student Engagement.

Funding:

A) Student Organization Budgets

Student organizations that require funding are responsible for creating and managing an annual budget. This budget will be made at the end of every academic year. The budget must outline all of the expenditures the student organizations expects to have throughout the academic year in order for the student organization to function properly. It is imperative that the student organization be extra cautious in requesting funds from the student Engagement office. Student organizations are reminded to be creative and think of ways that are financially savvy options for expenditures rather than simply purchasing new items every year. Furthermore, student organizations should not think in a mindset of how much funding can they amass to use, but think more broadly by instead asking – how will the funds we request impact the student body for the upcoming year?

Student organizations that require a budget must also have a treasurer, as the role of the treasurer is to manage the budget requested on behalf of the student organization from the student Engagement office. The treasurer should remain in consistent contact with the Director of Student Engagement in regards to the funds of the student organization.

As a faculty advisor, it is your responsibility to ensure that the student organization is thorough, and thoughtful when creating their budget for the next academic year. Some students will simply request items without thinking through whether or not they will actually use them, and it would be wise to ask the students creating the budget “What is the need/purpose for these items, and how will it benefit not only the student organization, but campus in general?” The more robust the budget, the better the student organization.

B) Budget Guidelines and Funding Rules

The following rules and guidelines are put in place for student organizations to follow and consider when asking for funding from the Student Engagement Office.

1. The Student Engagement Office will only fund student organizations that have been formally recognized by the institution, and whom have gone through the recognition process.
2. Student organizations must remain in contact with the Student Government Association, and the Office of Student Engagement about major changes, or updates to events, or officer position changes.
3. Only budget requests in the proper format will be reviewed.
4. Student organizations must seek approval from their respective faculty advisor(s) prior to submission to the Student Engagement Office.
5. Definite plans are required. Student organizations should show thoughtful and intelligent research about items requested in the budgets. This includes including more than one price quote for an item, should that apply.
6. The Student Engagement Office encourages collaboration between student organizations.
7. The Student Engagement Office will not fund personal gifts, or charitable donations.
8. All organization transactions and expenditures must be maintained in an Excel Spreadsheet. Copies of all receipts must be kept.

9. Food will be funded by the Office of Student Engagement under the utmost scrutiny, and will be funded sparingly. Students should not request food for every general body meeting for the academic year.
10. Ultimately, funding will be given to the student organization who demonstrates, through their requested budget, actual need that matches with the overall mission of the student organization, and that aligns with the mission of the college. Funding is left to the discretion of the Student Government Association, and the Office of Student Engagement.

C) Additional Funds Request

Should a student organization find itself in need of extra resources for an event, or find that the student organization has been burdened by unforeseen expenditures, they reserve the right to present their case to the Student Government Association. In order to be considered to receive additional funding the student organization must show dire need to the SGA, and must schedule a hearing with the SGA during one of the senate's regular business meetings. To schedule a meeting with the SGA, please contact the Student Body President with at least one week's advance notice. Should the SGA's meeting agenda allow for time to present a case, the student organization will be invited to present their case for requesting additional funds for an event or the student organization.

After the case is presented the SGA will make the decision as to whether or not to provide additional resources for the student organization. The additional funds request may not exceed a total of \$800 dollars combined with the student organization's existing budget. For example, should a student organization request \$500 dollars, however, they have already been budgeted \$400 dollars by the SGA for the academic year, they would not be eligible for \$100 dollars of the request because it would exceed a total budget of \$800 dollars.

D) Student Reimbursement:

Sometimes unforeseen expenditures will fall onto individual students for an event they are hosting, therefore, any student wishing to seek reimbursement for their personal funds that they spent in order to carry out an event or activity may submit a Student Organization Reimbursement Form found in *Appendix Two* of this manual and the Student Organization Handbook in *Appendix Five*. Students seeking reimbursement will only receive reimbursement from the college if the amount requested is more than \$10 dollars, and the proper forms have been turned into the Director of Student Engagement with 48 hours after the duration of the event, and/or purchased items. Students are encouraged to purchase all the items needed for the event at one time.

E) Fundraising

Student organizations may fundraise on campus for their student organization or collective. However, the following parameters should be exercised when fundraising. The following has been accessed from the Staff Handbook 2015-16:

Student organization must be recognized and gain approval with the Student Life office to be able to fundraise on campus. Since student organizations are not legal entities of CCAD they are therefore unable to

have to their organization recognize as tax-exempt through CCAD. Student organization may register for their own non-profit status through the IRS. IF student are raising funds for CCAD they must gain approval through the Institutional Advancement Office.

Student organization must submit their solicitation lists for approval to the Institutional Advancement office at development@ccad.edu (if they are asking for over \$100) at least one month in advance.

Any publicity for a fundraising activity from a student organization must include the following statement "This fundraising effort is conducted by and benefits a student organization or program at Columbus College of Art and Design, and the proceeds will be used at their discretion for the purposes related to their organization mission".

Programming and Events:

Planning and executing programming or events throughout the academic year is crucial to the success of any student organization. Programs and events are so important because they give the student organization an opportunity to connect with campus in a focused way about a certain topic, and they also provide the opportunity for student leaders to plan and execute tasks that will be highly transferable in the "real world". With that said, your role as an advisor is vital in event planning.

Students sometimes have difficulties when trying to conceptualize a major event or program that is months away – this is where your guidance is needed. Your role is to help make the event seem manageable, doable, and something that is going to be rewarding not only for those planning it but also anyone that comes to the event. Just like other like any other long term goal, an event takes a great deal of planning, and executing small tasks along the way to complete the larger task. Help the student leaders break down the event in manageable chunks of tasks that will make the event a success. Below is a guideline that may assist in the event planning process. Every event will have a unique timeline, but there should be certain steps in place regardless of timeline.

1. Phase One: Idea Conceptualization / Brainstorming
 - a. Here is where you and the student leaders should be asking a lot of questions – what kind of event do we want to have? Who will attend the event? What is the purpose of the event? How will the event impact campus? Will this cost money? Can we collaborate with any other student organizations or collectives to make this an even larger event? Who is in charge of overseeing the event? – All of these questions should be asked in Phase One. Another important question to be asking – is this programming or event inclusive? What kind of gender bias are present in the event, if any? Are we using gender neutral language etc?
2. Phase Two: Delegation and Timeline Planning
 - a. At this stage you should have an idea of what the event will be, roughly how much it will cost, and the tasks involved to make the event happen. Student leaders should devise a task list, and delegate certain tasks to certain people. These tasks can include booking a venue or reserving a space on campus, drafting a contract with a Guest Artist, reaching out to building services to ensure the event will have the proper set-up, talking with different administrators and faculty about the event, and who is going to publicize the event should all happen during this stage.
3. Phase Three: The Approaching Event

- a. At this point most of the tasks should be completed, or will be completed in the coming days or weeks because the event is just around the corner. Small and minor tasks should be the only items left on the to-do list. This is also the phase in which you begin advertising the event. Advertising for any event usually works best one month to two weeks before the event. This way it is fresh in people's minds, and seems exciting. If you advertise for event months in advance, people will inevitably forget, and the event could crumble. Here is it important to get creative with advertising, create a Facebook invite, a Facebook page, post on Twitter, Instagram, Snapchat, hang signs and posters. Anything and everything to advertise.
4. Phase Four: The Week of the Event
 - a. Most tasks, if not all should be completed at this phase. The focus of this phase is spreading the word about the event. Advertising should be happening everywhere. One unique way of advertising is saying, "I am going to be there, and I think it will be a lot of fun --- you should come with me!" This makes the event seem fun, and also makes the invitee feel welcome and part of the group. This is also the phase when student leaders should be checking in with all of the entities that are making the event possible, and ensuring that everything has a green light for go. This can include the Guest Artist, building services, the venue manager, etc.
5. Phase Five: The Event
 - a. ENJOY! You and your student leaders have a put in a lot of work to make this a successful event. Everyone is loving it. Student leaders should be, if necessary, putting out small fires should they arise during the event. An event always seems more stressful when you are the planning side of the event, rather than the audience, remember to keep that in mind. When you may think everything is going wrong, the audience is probably not noticing at all. Remind the students that this is the time when they should be flexible, if something isn't working or the audience isn't reacting the way you intended, try something new. Make sure during the event you advertise your student organization (or organizations), tell students where the meetings are held, when, and that anyone is welcome.
6. Phase Six: Reflection
 - a. This is the most crucial part of the event and planning process. A day or two after, no later (it is important the event is fresh in the in the minds of the students), get the student leaders together and discuss what went well, what didn't go well, and how they can improve the event for the next time. Make sure that there is document in writing, so that the student organization can refer to it when they are planning the event next time. This way they don't make the same mistake twice.

Roles of the Executive Members:

Not all student organizations or collective require or need an executive board. However, those that do should have at minimum a President, Vice President, and Treasurer. The strongest student organizations also have a Secretary, and Public Relations Director in addition to the other roles. Below are some of the responsibilities of the student organization executive board.

i. President:

1. Conduct all official business meetings
2. Distribute and process the communications between members
3. Assist in expediting the general business of the organization
4. Appoint members to committees
5. Delegate activities, tasks, and other responsibilities to the executive board
6. Responsible for keeping faculty, staff, and administrators aware of the proceedings of the student organization
7. Take into account all voices, whether in the general body or executive board
8. Encourage and allow for constructive criticism
9. Set an example of courtesy

ii. Vice President:

1. Preside over meetings in the absence of the President
2. Assist the President in delegating tasks
3. In charge of amending the constitution and bylaws
4. Provide assistance in completing all Guest Artist Contracts, Appearance Contracts, Tax Forms for the organization, and seeing that they are processed properly through CCAD in a timely manner
5. Be in constant communication with the President
6. Take into account all voices, whether in the general body or executive board
7. Encourage and allow for constructive criticism
8. Aid in creative ideas for meetings, advertising, etc.

iii. Secretary:

1. Official Record Keeper of the organization
2. Official Record Keeper of organization's committees
3. In the case of the absence of both the President, and Vice President the Secretary will preside over the executive or general body meeting
4. Record executive meeting minutes and send out pertinent information via email to the executive members at the conclusion of the weekly executive meeting
 - a. Keep records of what was done, or assigned – not what was said
5. Send weekly to general body at least 24 hours in advance of the weekly meeting
6. Oversee the organization email, and respond to correspondences
7. Take into account all voices, whether in the general body or executive board
8. Encourage and allow for constructive criticism
9. Aid in creative ideas for meetings

iv. Treasurer:

1. The organization's banker

2. Provide a Bi-Annual Report for the organizations funds at the first official executive meeting of each semester during the academic year
3. Provide a regular treasurers report with weekly, monthly, and yearly spending and earnings
4. Oversee the budgeting process during the academic year, and ensure that the budget is complete and filled out correctly
5. Provide assistance in completing all Guest Artist Contracts, Appearance Contracts, Tax Forms for the organization, and seeing that they are processed properly through CCAD in a timely manner
6. In charge of gathering supplies for meetings
 - a. Food, drinks, crafts, etc.
7. Take into account all voices, whether in the general body or executive board
8. Encourage and allow for constructive criticism

v. **Public Relations Director:**

1. Oversee all Social Media Accounts
 - a. Facebook, Twitter, Instagram
 - b. Must post on a regular basis
2. Provide assistance with organization email, if needed
3. In charge of student organization webpage, if available
4. Coordinate and organize events, speakers, and collaborations
5. Responsible for reserving event spaces, completing Work Order forms for events, and gathering Tech/AV accommodations
6. Be in constant communication with Secretary about upcoming events
7. In charge of advertising events, and other important information to the CCAD community
8. Take into account all voices, whether in the general body or executive board
9. Encourage and allow for constructive criticism

Appendix One:

Student & Advisor Contract

Name of Organization or Collective: _____

Advisor(s) Name: _____

This person has been named the Faculty Advisor for the 2016-17 year by selection on behalf of the students in the above student organization or collective.

Duties, expectations, and responsibilities of the advisor*:

In addition to the Roles and Responsibilities in the Faculty Advisor Manual, the following duties, expectations, and responsibilities are agreed upon by the students in the organization and advisor. Please use the back, if necessary.

Signature of Student Organization President: _____ Date: _____

Signature of the Faculty Advisor: _____ Date: _____

This contract is effective for one academic year, and may be renewed at the end of the academic year with a signed Letter of Renewal drafted by the student organization and faculty advisor. This should be sent to the office of student Engagement.

* The duties and responsibilities of the faculty advisor may be reconsidered at the request of the advisor, student organization, or when a majority vote is present by the members of the student organization.

Appendix Two:



Student Organization Reimbursement Form

Please PRINT

Your Name: _____

Email: _____

Current Address: _____

CellPhone: _____

Student Organization: _____

Date of purchase(s) _____

Location of purchase(s): _____

Amount (total if more than one receipt) _____

Description of item/service: _____

Purpose: _____

Advisor signature (if over \$100): _____

You MUST attach the original receipt(s) in order to be reimbursed. Please purchase personal items and student org items on different receipts. Each person being reimbursed must fill out a separate sheet. Please allow 7-10 business days for processing.