



## Advisor Handbook & Agreement

### Table of Contents

Topic	Page #
Responsibilities to the Club	2
Responsibilities to the Student Leaders	2
Advising Tips:	2
General Event Information	2 - 3
Chaperone Information and Guidelines	3 - 4
Advisor Contract	5

## **Responsibilities to the Club:**

- Be familiar with the Club. Read its constitution, learn how it was formed, and understand its mission
- Guide the group in accordance with the goals of the organization and educational mission of Menlo College
- Learn about pertinent College policies and procedures in the handbook and advise officers and general members on adhering to them
- Meet with Club leaders regularly. Assist the group with the development of realistic goals, strategic planning, and training
- Be aware of all plans and activities of the group, including programming, trips, etc.
- Review and keep records of organization finances
- Be present at the events or activities (Following all chaperone guidelines)
- Encourage student interest in evaluating programs
- Provide insight and assistance with the orientation of new elected student leaders

## **Responsibilities to the Student Leaders:**

- Develop opportunities for the personal development of student leaders; encourage more involvement from all individuals
- Be available to the members of the club. At times, they will need advice and guidance. Help individuals balance academic and work commitments with program development.
- Meet with Club officers on a consistent basis to gain an understanding of the Club's progress towards its goals, and learn how you can foster leadership development. If you are unsure how to help, just ask the Club leadership and seek support from the Office of Student Affairs.
- Encourage members to play an active role in the governance of their organization
- Encourage students to reflect on what they have learned from being a part of the student organization
- Help establish traditions and a positive reputation

## **Advising Tips:**

- Set expectations with the Club leadership. Meet with the students early in the semester to discuss mutual expectations that the leaders would like from the advisor and vice versa.
- Remember that Clubs are for the STUDENTS, the role of the advisor is to advise in their decisions and assist them in their organizational development
- Quality vs. Quantity: It is very important to have a presence with students, but it is more valuable to have meaningful interactions and relationships with students
- Determine what motivates your club leadership. Students will sometimes burn out, and advisors can help prevent burnout
- Discuss concerns with officers in private and praise them in public settings
- Carefully review monthly financial reports from the Clubs treasurer. Familiarize yourself with the group's financial structure, from where the treasury is derived, for what the money is used, how money is allocated, and how the money is budget development and execution.

## **General Event Information:**

- All events must be submitted on Roots 10 days prior to the event date. Events that include alcohol need to be submitted on Roots a month in advance of the scheduled date and need prior approval from the Office of Student Affairs.

- Roots requests are just that, REQUESTS. The event is not approved until the requester has received a final approval notice from Menlo Roots.
- Very important event planning timelines are listed on the last pages of the Student Org. Handbook. Please familiarize yourself with them.
- Off campus events can NOT include alcohol!
- Off campus events MUST have a chaperone present!
- A 50:1 ratio of students to chaperones is mandatory. That is, for every 50 guests expected, there needs to be one chaperone available.
- Any on campus events with over 100 individuals in attendance, must have a security officer present as well as chaperones.
- *Please remind your students that there are many moving pieces on the back end when it comes to creating events. All parties need to be respectful of suggested timelines and due dates, so that Facilities staff and the Office of Student Affairs can ensure a successful event!*

## Chaperone Information:

Student-only events held after business hours are required to have either security or designated staff/faculty present.\* Remember: **Over 50 students, a faculty/staff chaperone needs to be present and over 100 students, security AND two staff/faculty chaperone needs to be present.** Please contact the Office of Student Affairs to help determine how many staff/faculty/security you may need present based on your event. The security contract must start at least 30 minutes prior to the event and end at least 30 minutes after the event.

### Chaperone Guidelines for ON-campus events

#### Prior to Event

- Chaperones must meet the event contact before the event to discuss logistics and address any concerns
  - Club members must be present and work the event
    - A minimum of 3 Club members must work the event the entire time
    - Taking shifts and rotating Club members is allowed
- For larger events (attendees exceeding 100), chaperones should meet with the Director of Student Engagement within 2 weeks of the event date
- Chaperones must get acquainted with the Security Team prior to the start of the event

#### During Event

- Chaperones must keep all event attendees contained in the venue
- Coordinate with appropriate staff if student disruptions violate policy or if they are under the influence of alcohol or drugs. Please see the Menlo College Student Handbook for a list of policies. Any policy violations regarding alcohol or drugs must be reported to the RA on duty.
- Chaperones are encouraged to roam the venue to check on students and venue

#### After Event

- Chaperones should help direct people out of the venue for a safe return to the residence halls/ parking lots and to ensure the event wraps up smoothly
- Chaperones are expected to stay until the event concludes (guests have left, hosts are cleaning up or almost done cleaning up, appropriate staff is there to lock up if applicable, etc.)
- When chaperones are ready to leave, they must notify the event contact

#### Contact List

Resident Assistant on Call: (650)-796-9544

### Chaperone Guidelines for OFF campus events

#### Prior to Event

- Chaperones must meet the event contact before the event to discuss logistics and address any concerns
  - Club members must be present and work the event
    - A minimum of 3 Club members must work the event the entire time
    - Taking shifts and rotating Club members is allowed
- Chaperones should meet with the Coordinator of Student Leadership & Activities for larger events (over 50 students)
- Chaperones should get acquainted with the travel plans and the off-campus venue
- Chaperones should be the primary drivers for off-campus events. When needed, students can request vans to rent for transportation. Student drivers must be 21 and must be cleared by Human Resources. The driver clearance form can be found in the Off-Campus Events Checklist packet.

#### During Event

- Chaperones must keep all event attendees contained in the venue
- No alcohol is allowed at off-campus events. If the event is hosted at a venue that serves alcohol in an official capacity (with the proper licenses, etc.) then students who are over 21 may purchase alcohol with their own money. Alcohol may not be purchased with the money that was fundraised, or allocated to the Club for funding the event.
- Chaperones are encouraged to roam the venue to check on students

#### After Event

- Chaperones should help direct people out of the venue and provide a safe return to the vans or the means of transportation
- Chaperones are expected to stay until they are certain the event is wrapped up

### Chaperone Guidelines for ON campus events with ALCOHOL:

The sponsoring group's advisor or approved designee must be in attendance for the duration of the event if alcohol is being served. Additional chaperones may be needed depending on the number of attendees, location, time, or length of the event. The number of chaperones needed for an event will be determined by the Office of Student Affairs. Advisors and chaperones are to remain sober up to 8 hours prior to and throughout the event. For this purpose, sober is to be defined as having no alcoholic drinks consumed prior to or during the event.

#### Your role with Alcohol:

- Ensure students are being served the proper amount, no one is being over served
- Ensure the tabs/wristband system is in place and the club members are marking when a drink is distributed
- Calling security or asking a student to leave if they are too intoxicated
- Must stay by the alcohol serving station at all times
- If the alcohol is in a separate area, ensure that no one under 21 is entering

# Advisor Contract

**\*due with the Club's application packet -- not considered a registered club without this signed contract\***

The members of \_\_\_\_\_ request \_\_\_\_\_ to serve as the Advisor of the organization for the \_\_\_\_\_ academic year.

**Duties of the Advisor:**

- Oversee and advise the Club in all activities
- Attend Club meetings and events, when schedule allows
- Supporting the mission and focus of the Club
- Give advice and recommendations on a decision made by a club
- Motivate students to be thoughtful and inclusive when planning programming

**Responsibilities of the Advisor:**

- Know, abide by, and enforce the Menlo College Student Handbook
- Know, abide by and enforce the Menlo College Student Organization Handbook
- Follow all event protocols and procedures
- Ensure Clubs are spending funds in an appropriate and meaningful way.

*I, the advisor, have met with the president of the above-named organization and discussed the duties and responsibilities of Advisor as listed above. I agree to serve as Advisor and will fulfill these duties and responsibilities to the best of my abilities.*

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

\_\_\_\_\_  
Date

*My signature on the line below represents that as the president of the \_\_\_\_\_ we have chosen this advisor and the information is accurate.*

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

\_\_\_\_\_  
Date