



# ADVISOR TRAINING

# THANK YOU

On behalf of Student Life, we would like to thank you for serving as an advisor to one of our student organizations. We appreciate the time and dedication you put into working with our students, from developmental conversations to supporting events.

The mission of Student Life is to develop and implement programs and services that will help students enhance their personal development and offer opportunities for cultural enrichment and community involvement.



# Our Mission

We are committed to creating an engaging, inclusive community that promotes a sense of belonging and student success.

We design transformative, holistic programs and provide opportunities that result in educational, professional, and leadership development.

Student life offers Leadership, Service, Wellness, Engagement, Inclusion and Exploratory programs.

# Reasons to Serve

An advisor is a mentor who provides guidance and support to student organization members. Your primary role is to serve as a resource person for the organization. You will also provide continuity for the organization and pass along valuable information regarding history and past accomplishments.

An active advisor can improve the effectiveness of an organization while also assisting in the positive development of the students. Advisors serve as an advocate for the students and maximize the benefits of students' co-curricular college experience by teaching and encouraging our students outside of the classroom.

# Advisor Requirements

Advisors must be a full-time faculty or staff member at Broward College.

You will be asked to sign the Advisor Agreement Form as part of the Registered Student Organization Packet. Student Organizations are required to update their Club Roster with Student Life at the beginning of each semester.

## Advisors Assist With:

- Maintenance, Growth & Continuity
- Navigating College Policies & Procedures
- Reserve Meetings Spaces
- Goal Development
- Maintaining Active Status
- Travel\*



# Role of the Advisor

- Serve as a mentor for the student organization and serve as a liaison between the College and student organization
- Be familiar with the Broward College Student Code of Conduct and other college guidelines that establish expectations for student behavior and activities
- Report any violations of the Student Conduct Code
- Attend executive officer meetings, general meetings, and organization events when available
- Be available to organization officers/members and regularly meet with the organization

## Role of the Advisor cont...

- Be aware of all on and off campus plans and activities of the group and inform the group on institutional policies that may affect these plans
- Vet and approve all events prior to being submitted
- Supervise programs in safe and responsible manner and ensure that these activities do not interfere with the normal operations of the college.
- Report progress and needs of organization to Student Life Director
- Assist the organization in developing realistic goals, program content and purpose, planning, and training for the academic





# CLUBS & ORGS

# FORMS

Registration Packet/Re-registration Packet

Event/Activity Request Form (Dynamic Forms link sent via email)

Facility Request Form

Fund Request Form

Travel Packet\*

Liability forms (On/Off Campus)



# Guidelines for Student Organizations

- Membership in the organization is open to all registered students of the college without regard to race, color, age, national origin, religion, gender, marital status, sexual orientation, or disability. Recruitment and membership policies and practices are free of deception and coercive tactics.
- A statement of purpose, criteria for membership, rules or procedures, and a current list of officers are filed with Student Government each semester of the academic year. The by-laws of every organization shall include the anti-hazing policy of the college.

(College Policy 6Hx2-5.13)

# Hazing: ZERO TOLERANCE POLICY

Policy: Broward College Policy 6Hx2-5.02 prohibits any acts of hazing on or off the campus by individual students, student groups or organizations, or any other individuals or groups associated with the College as defined in section 1006.63, Florida Statutes.

Penalty: In accordance with Broward College Procedure 6Hx2-5.02, the possible penalties for hazing include all sanctions up to and including college expulsion for individual students, and/or deactivation of a student organization.



# Active Student Organizations

Student Life reserves the right to declare a club or organization inactive for failing to meet the following requirements:

- Completed Club Packet (every semester)
- Updated Constitution (with Student Life Template)
- Club Training (every semester)
- Leadership Seminars (at least one a month)
- Inter-Club Council Meetings (monthly)

## To Receive Funding Clubs Must:

- Be in good standing by compiling with the Active Requirements listed above
- Host Monthly Meetings
  - Clubs must have a minimum of one scheduled meeting per month to receive funding
- Events/Activities
  - Clubs must host at least 1 event per semester to receive funding



# Funding Requests & Purchases

- To request funding, please indicate it on your Event Request form
- Purchases can only be made by the Club Advisor, or Student Life
- If you are requesting Student Life assistance, please send us links for purchases
  - Amazon is preferred vendor
- One co-sponsorship (**maximum of \$250**) is allowed per academic term per club
  - Based on availability!

# Financing & Funding: Fundraising

- All purchases for Co-Sponsorship must be made using a Broward College issued Procurement Card (P-card).
- All purchases made on behalf of Broward College must be done so using a **tax-exempt** form. This form can be provided by Student Life and is available on the Broward College website.
- All service vendors must be pre-approved by Student Life prior to starting a Requisition/Purchase Order in Workday. This process will require a longer timeline & additional paperwork, most notably, insurance to the college that names Broward College as an "additionally insured" policy holder.



# Financing & Funding: Fundraising

- Fundraising is an additional means of financial assistance for club orientations, T-shirts, travel, awards, etc. as well as getting members and students more involved
- Director of Student Life must approve all fundraising events
  - Clubs are responsible for filling out an Event Request form to receive approval of any fundraising activity
- No dollar limits apply to fundraising amounts or frequency
  - Only check and cash can be accepted
- Electronic/credit card payments are not acceptable forms of payment for fundraising initiatives
  - (No Zelle, Cash App, Venmo, Apple Pay, Crypto, etc.)

# Club Accounts and Deposits

- Student organizations may not keep fundraised dollars in off-campus bank accounts
  - Clubs must deposit fundraising money into an established "agency" account
    - If your club does not have one, or you are unsure, the Office of Student Life can assist in helping you establish one
- All collected dollars must be deposited into the Cashier's Office within 48 hours of your event
  - ONLY Club Advisors can handle and deposit funds

# Funding Requests & Purchases

- To request funding, please indicate it on your Event Request form
- All purchases are to be made by your Advisor, or Student Life Office
- If you are requesting Student Life assistance, please send us links for purchases (Amazon is preferred vendor)
- One co-sponsorship (maximum of \$250) is allowed per academic term per club based on funding availability!



# Gambling Prohibited

NOTE: As a general matter, raffles, lotteries and other "drawings by chance" are considered a form of gambling and prohibited by law in Florida. Certain exceptions are made for nonprofits, and laws concerning this must be strictly adhered to by student organizations.

# Fundraising Examples

- Bake Sale (purchased items only; no day-old food; individually packaged)
- Balloon Sale
- Bike-a-thon
- Book Sale/Exchange
- Bowl-a-thon
- Business Sponsorship
- Car Wash
- Club dues (only if nationally affiliated)
- Flower Sale
- Garage Sale
- Portrait Sketching
- Social with Donations at the Door
- Tutoring
- Walk/Run Race

# Club Advisors

- Must be Full-time Faculty or Staff
  - Based out of your campus
- Provides support and guidance to officers and members of a student organization
- The advisor not only serves as a representative of the group in an official capacity, but also as an advocate for the group

# Event Planning: Logistics

- 3 Step Process:
  1. Event Request form is submitted by Club Member at least (2) weeks in advance
  2. The Club *Advisor* approves the request, and then submits a Facilities Request
    - This will include the room layout and set-up information
  3. The form then gets routed to the Director of Student Life for final approval
- Consider all logistics:
  - Set-up & clean-up (tables, chairs, etc.)
  - Food & drinks [no alcohol allowed]
  - Outside organizations/vendors

# Event Planning: Marketing

- Flyers, Banners, and Posters
  - Permission must be obtained from the Office of Student Life and Development before posting any notices on campus
  - All promotions must contain the name of the club/organization responsible
  - Flyers may not be placed on automobiles, windows, doors, etc. at any time
  - All advertisements must be removed no later than 48 hours after the event
- The Observer
  - The Observer is the Broward College's newspaper
    - This is a great form of advertising that can be utilized to announce events campus-wide
    - Advertising Request Forms can be submitted to [theobserverbc@gmail.com](mailto:theobserverbc@gmail.com)



# Event Planning: Social Media

- All advertising and publications must be approved by Student Life
- Social Media
  - Social Media accounts can be created, but should follow District Marketing guidelines
    - Meaning that NO mention of Broward College should be listed in your profile or they will be deleted
      - Good Example: @MMI @PSA @PsychClub
      - Bad Example: @MMIBrowardNorth @PsychClubBrowardCollege
  - Student Life will promote any approved club activity through our platforms
  - Simply email me a PNG or JPG of your flyer for approval and posting

# CERTIFIED LEADER PROGRAM

**LEADERSHIP SEMINARS:**  
12:30–1:30 PM  
(PICK 3)

- SEPTEMBER 28
- OCTOBER 12
- OCTOBER 24
- NOVEMBER 14
- NOVEMBER 21

**SOFT SKILLS:**  
12:30–1:30 PM

- SEPTEMBER 29
- OCTOBER 13
- NOVEMBER 3

**3 STEPS TO CERTIFICATION:**

- ATTEND 3 LEADERSHIP SEMINARS
- COMPLETE 8 LEADERSHIP JOURNAL ENTRIES
- COMPLETE SOFT SKILLS EXAM BY DEC 9TH

**BENEFITS:**

- GRADUATION STOLE
- LEADERSHIP CERTIFICATE
- PROFESSIONAL DEVELOPMENT
- PERSONAL EXPLORATION
- BUILD YOUR NETWORK
- RESUME ENHANCEMENT

**NORTH-** BLDG 46, RM 144  
**CENTRAL-** BLDG 19, RM 101  
**SOUTH-** BLDG 68, RM 191

**FOR MORE INFO**  
STUDENTLIFE@BROWARD.EDU

STUDENT LEADER

Must attend at least (1) Leadership Seminar per month:

- Sept 28
- Oct 12 or Oct 24
- Nov 14 or Nov 21

Soft Skills Training is a great bonus/add-on:

- Sept 29
- Oct 13
- Nov 3



- ✓ Take the Pledge
- ✓ Register
- ✓ Educate
- ✓ Vote EARLY !!

<https://allintovote.org/take-the-pledge/>



Questions?