

Student Organization Advisor Online Training Resources



	Web address	Email	Phone
California State University, Fullerton	http://fullerton.edu		657-278-2011
Employee Training Center	http://training.fullerton.edu	employeetrainingcenter@fullerton.edu	657-278-2064
University Police Department	http://police.fullerton.edu/default.php		657-278-2515
Student Life & Leadership (SLL)	http://www.fullerton.edu/sll/	studentlife@fullerton.edu	657-278-7622
Anthony Pang, Interim Director of SLL		apang@fullerton.edu	657-278-7622
Sarah Bauer, Interim Title IX Coordinator		titleix@fullerton.edu	657-278-2929
Student Health & Counseling Center	http://www.fullerton.edu/sa/assessment/retention/studenthealth.php	shcc@fullerton.edu	657-278-2821
WoMen’s Center	http://www.fullerton.edu/womenscenter/	womenscenter@fullerton.edu	657-278-3928

	Links
CSU Executive Order 1068	http://www.calstate.edu/eo/eo-1068.html
Standards for Student Conduct	http://www.fullerton.edu/integrity/procedures/
University Policy on the Use of Alcoholic Beverages by Students and by Student Organizations	http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20330.232.pdf
University Policy Regarding the Use of Drugs by Students	http://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20300/UPS%20330.231.pdf
Release of Liability and Assumption of Risk Form	http://rmehs.fullerton.edu/images/release%20of%20liability%20writeable%202013.pdf
Pre-Approved Catering List	http://vpadmin.fullerton.edu/documents/auxiliaryservice/PreApprovedCaterers.pdf
Environmental Health & Safety Food	http://rmehs.fullerton.edu/
CSUF Food Handler Safety Training	http://rmehs.fullerton.edu/healthandsafety/environmentalhealth/FoodHandlerSafetyTraining.php
Campus Security Authorities (CSA) Form	https://fullerton.echosign.com/public/esignWidget?wid=CBFCIBAA2AAABLbIqZhDw7s3fVLQMGyFmkHwSegPLF578sf3D1-dZG_WXIDi7EeEMcBGgatIBZzxXPtvdq1U*
TitanLink	https://fullerton.collegiatelink.net/
University Conference Center- Policies and Procedures	http://asi.fullerton.edu/downloads/tsu/tsuOperatingPolicies.pdf
ASI Financial Handbook	http://asi.fullerton.edu/downloads/government/financialHandbook2015.pdf

Budget & Financial Statements	http://www.asi.fullerton.edu/government/budgetAndFinancialStatements.asp
Jeanne Clery Disclosure of Campus Security Policy, Fire Safety Report, and Campus Crime Statistics Act	http://police.fullerton.edu/jeanneclery/
Title IX Verbiage for Student Organizations	http://training.fullerton.edu/online/documents/SAT/TitleIXStudentOrganizations.pdf
Campus Activities Committee Outline	http://www.fullerton.edu/clubs/advisors/ECM%20Outline.pdf
CSUF Policy Administration of Student Organization Funds	http://training.fullerton.edu/online/documents/SAT/CSUFPolicyForStudentOrganizationFunds.pdf

Advisement Strategies

- Provide **consultation** and **mentorship** to leaders and members
- **Help** maintain records for transition
- **Assist** students with financial planning, budgeting, and fund management
- **Dialogue** about student organization dilemmas (internal conflicts, challenges, accountability, etc.)
- **Establish** expectations (meeting frequency, roles and responsibilities, etc.)
- **Encourage** ownership of the organization and its goals
- **Advise** and **provide guidance**
- **Remain neutral** in your advice
- **Suggest** risk-taking when appropriate
- Advise for **timely deposits** of funds directly after collected
- **Read** what you sign and keep records

Campus Activities Committee:

- The Campus Activities Committee is a group of campus departments that gather together approximately every 2 weeks during the Fall and Spring semesters to support Student Organizations in planning outdoor large-scale campus-wide events.
- Campus departments provide advisement for large-scale student events in the areas of risk management, logistics, budgeting, and overall event planning.
- Event reservations with the Office of Student Life & Leadership are reviewed and a staff member may reach out to schedule a meeting with the Campus Activities Committee, who are comprised of the following:
 - Athletics
 - Associated Students, Inc.
 - Environmental Health and Safety
 - Events & Facilities Use Planning
 - Facilities Operations
 - Housing & Residence Life
 - Parking & Transportation
 - Risk Management
 - Student Life & Leadership
 - Student Recreation Center
 - University Conference Center
 - University Police

Examples of ASI Funding Councils:

- Arts InterClub Council
- Black Student Union
- Business InterClub Council
- Community Service InterClub Council
- Education InterClub Council
- Engineering and Computer Science InterClub Council
- Health & Human Development InterClub Council
- Humanities and Social Sciences InterClub Council
- Mesa Cooperativa
- Natural Sciences and Mathematics InterClub Council
- SOAR/Communications InterClub Council
- Sports Club InterClub Council

Examples of ASI Funded Councils:

- Interfraternity Council
- Multicultural Greek Council
- National Pan-Hellenic Council
- Panhellenic
- Resident Student Association