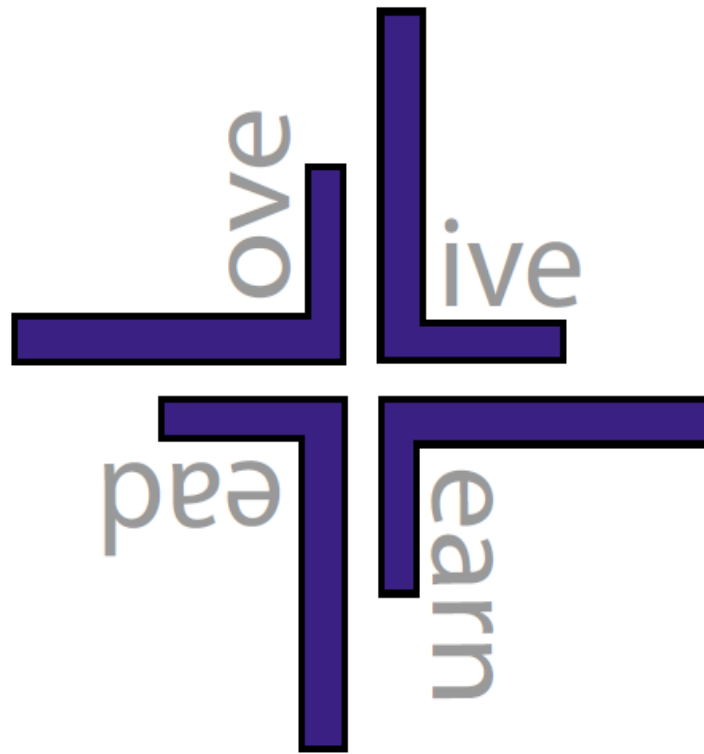




KENTUCKY  
WESLEYAN  
COLLEGE  
— 1858 —

**Student Organization  
Advisor's Manual  
2019-2020**

Office of Student Services  
3000 Frederica St.  
Owensboro, KY 42301  
270-852-3285



Dear Student Organization Advisor,

Congratulations on becoming a Student Organization Advisor! By serving as an organizational advisor, you are continuing to help students at Kentucky Wesleyan College grow and learn outside of the classroom. The relationship that you will build with your student organization and its members will be unlike any other.

As an advisor, we hope that you will get to know students better and gain the satisfaction of knowing that you helped guide students as they develop programs and achieve their goals. Advising an organization does require additional time demands; however, the rewards gained by advising are great, and more than compensate for these demands.

To help aid you in your efforts to advise student organizations we have created this manual. It is an assortment of suggestions, tips, expectations and procedures that have been consolidated into one resource. It is not, however, all-encompassing of everything an advisor will need to know or have all the answers to every situation an advisor might face. It is a good place to start in order to assist an advisor to becoming successful.

From all of us in the Office of Student Services, thank you for taking on this important role and helping the student organizations at Kentucky Wesleyan College be successful!

Kind regards,

Michael A. McComas, M.S.  
Director of Student Involvement

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# College Policies Regarding Advisors

## STUDENT ORGANIZATION ADVISOR REQUIREMENTS & RESPONSIBILITIES

At Kentucky Wesleyan College, an organization must have a faculty or staff advisor in order to be a registered student organization. The faculty or staff advisor must be a full-time employee of Kentucky Wesleyan College. By accepting the position of advisor to a student organization, a faculty or staff member chooses to play a significant role in the development of students. An advisor serves as a consultant, mentor, role model, and educator to an organization. Furthermore, an advisor assists in the growth and development of the group by providing direction through advice, understanding, support, and challenge. An advisor's role will include:

- Fostering an environment that promotes a sense of belonging, education of the whole student, and development of socially responsible leaders
- Helping students find a balance between their academics, personal needs, and co-curricular activities
- Clarifying advisor roles to group members, in order to have a shared understanding of responsibilities
- Acting as an interpreter of college policies that govern registered student organizations
- Providing guidance in planning programs and events
- Authorizing spending by signing purchase orders, and check requests, or delegate signature authority to a secondary advisor (often another staff member or department secretary)
- Authorizing purchases by filling out accounting paperwork
- Reconciling monthly accounting reports (ledger sheets or electronic access to accounts) or delegate to student members or secondary advisor
- Motivating the group in setting annual organizational goals
- Encouraging groups to review and update their Constitution annually
- Informing officers about leadership development opportunities such as conferences, workshops, and scholarships
- Guiding officers in the maintenance of accurate records and bookkeeping
- Attending meetings frequently, depending on agreed-upon responsibilities
- Offering constructive feedback where appropriate and facilitate creativity and innovation for the organization
- Affording continuity from year to year in the face of frequent officer turnover
- Facilitating a learning experience for student leaders and members by enabling their success, or, when necessary, by illustrating that failure often teaches as much as success
- Acting in a conscientious and caring manner to promote student growth
- Consulting the Office of Student Services for advice, guidance, and more information

Staff and/or faculty seeking to advise a student organization must complete the Advisor Agreement Form through KWConnect under the Forms section and submit it to the Office of Student Services prior to beginning their term as advisor. This form does not need to be renewed every year, but it is the sole responsibility of the advisor to inform the Coordinator of Student Involvement if he/she leaves the advising position.

When a faculty or staff member accepts the position of advisor to a student organization, he or she also accepts responsibility for the actions and activities of the organization. An advisor acts on behalf of the college and is expected to exercise that responsibility reasonably, diligently, and in good faith. The type of liability or risk varies greatly depending on the type of organization being advised and the type of activities planned by that organization. Some suggestions to guide advisors follow.

1. Advisors should anticipate risks which may arise out of any decision or situation. Regardless of what organization or activity is involved, there will always be an opportunity for something to happen that might create a liability for the college. However, if decisions are made in good faith and reasonable precautions are taken, the risk involved can be minimized.
2. It is important to be aware of college policies and regulations as they affect student organizations. The Student and Student Organization Policies Handbooks are sources of many college rules and regulations. Advisors should be familiar with the handbooks, particularly those sections that apply to community life, student organizations, and guidelines for organizational activities. The Office of Student Services staff can also serve as resources for advisors and their student organizations.
3. Advisors should act only within the scope of their authority. Advisors may make certain decisions or take certain actions within their stated responsibilities as advisors. For example, an advisor may approve purchases necessary for the day-to-day operation of an organization. However, advisors do not have the authority to contract on behalf of or to bind the college. The Dean of Student Services is authorized to sign contracts.

For more information about liability and risk management, advisors may contact the Office of Student Services at 270-852-3285.

## KWConnect



KWConnect is the online portal utilized for the student organization registration process, event approvals, campus signage requests, and tracking student involvement outside the classroom.

The website for KWConnect is: [kwc.campuslabs.com/engage/](http://kwc.campuslabs.com/engage/)

As an advisor you should sign into the portal and create your profile using your campus email credentials. Once your profile is created you will be able to accept any invitations to become an advisor for a student organization. Additionally you will need to go to the forms tab on the KWConnect homepage to fill out the Student Organization Advisor Agreement form for the organizations you advise. (one submission allows you to list multiple organizations you advise if applicable.)

Additionally, KWConnect is where student organizations will submit their registration to the Office of Student Services, including their constitution and bylaws, membership rosters, pictures etc. Information about registration can be found in the Student Organization Policy Handbook or on page 7 of this manual. Event registrations and submissions should also be completed through KWConnect by an Organizational Officer. As the advisor you will receive a notification to review the submission. By reviewing and voting to approve the event you are letting Student Services know you are aware of the event and indicating that it has followed all policies and procedures outlined in the Student Organization Policy Handbook.

# Benefits and Privileges of Student Organizations

The following are some of the benefits and privileges that are extended without charge (unless specified otherwise) to each Kentucky Wesleyan College student organization upon its official recognition by the college. An organization's failure to maintain recognition through annual registration may result in suspension of any or all of these benefits and privileges.

1. To reserve campus facilities and outdoor spaces up to 180 days in advance of the event date.
2. To be included in the directory of officially recognized Kentucky Wesleyan College Student Organizations
3. To post approved publicity through the campus signage system and in approved posting areas in the Winchester Center and Barnard-Jones Administration Building.
4. To use "Kentucky Wesleyan" as part of the organization name (The Kentucky Wesleyan College name may be used only for purposes generally consistent with the organization's purpose and only to identify affiliation as a student organization.)
5. To obtain permission from the Coordinator of Student Involvement in the Office of Student Services to host an event in a college building after its normal closing hours (Additional charges may be incurred by the organization in order to use facilities beyond posted hours)
6. To apply for and receive funding from SGA (does not apply to Greek Affiliated Organizations)
7. To have buildings unlocked and locked for approved events by the Kentucky Wesleyan College security staff
8. To participate in both the fall and winter Ice Cream Social (organization fair).
9. To have an advisor
10. To receive help, advice, and assistance from the staff of the Office of Student Services
11. To participate in all organizational workshops and training activities
12. To create an organization page on KWConnect to maintain rosters and advertise upcoming events

# What policies should I know:

## Creating a Student Organization

At Kentucky Wesleyan College if student's do not find an existing organization on campus they have the opportunity to start one. A group of students wishing to form an organization must:

- Schedule a meeting with the Coordinator of Student Involvement to discuss their organization and the steps for approval and registration.
- Hold an interest meeting on campus to gauge student interest. If there are students interested then the group would need to get together and type up a constitution, bylaws, and elect officers. A minimum of 8 students are required to form an organization and maintain recognition.
- The President (or equal position) will ask to be added to the SGA agenda for the next scheduled meeting.
- The President will attend the next SGA meeting, present their organization and its constitution and bylaws, and answer questions that SGA may have. At this meeting SGA will decide whether or not to approve the organization!
- After organization approval they can ask for funding from SGA and will have all the privileges of recognized student organizations.
- Additionally after organization approval, the advisor you must contact the business office to create a student organization account.
- To complete the registration process they must create their Organizational profile on KWConnect and upload all necessary documentation. The ability to reserve campus spaces and host events does not take effect until the Organization has completed their registration on KWConnect.
- \* More detailed information regarding student organization registration can be found in the Student Org Policy Handbook.

## UPDATING STUDENT ORGANIZATION REGISTRATION

Student Organizations are required to update their information once per year in the spring semester. Those student organizations who do not update their information for the year will lose the privileges that come with being a recognized student organization until they complete the registration process. Those organizations who fail to complete the registration process by the second registration cycle will be required to go in front of the SGA and ask to be reinstated as a recognized organization.

## Advertising on Campus

As part of the privileges of being a recognized student organization, organizations have the opportunity to advertise upcoming events/programs/etc. on campus. Starting at the beginning of the 2018-2019 academic year we will be moving to an all digital advertising policy. Material to be advertised must be submitted to the Office of Student Services no later than one week prior to the proposed date of posting, and KWConnect event submissions must include the publicity. Postings may be displayed for a maximum of 3 weeks through digital campus signage. The Campus Signage Request form can be found in the Forms section of KWConnect. Paper advertising is only permitted on the bulletin boards of the Barnard Jones Administration Building (Admin), Yu Hak Hahn Center for the Sciences (Hahn), and Ralph Center for Fine Arts & Communication Arts (Ralph).

- \* More detailed information regarding advertising on campus can be found in the Student Org Policy Handbook and the Student Handbook.



# What policies should I know:

## Funding

Only SGA recognized organizations, SGA committees, and other faculty/staff sponsored student groups may petition the Senate directly for funds. This petition shall cite a budget for the needed funds and fund raising idea(s) for the organization or club, and will be submitted to the EC at, or before, the EC meeting prior to the Senate meeting at which the fund request will be voted upon. Organizations and clubs may not request funds for trips that are a part of a class and may not request funds to be given away as a contest or part of a contest prize.

Approval for funds requires a two-thirds majority vote of Senators present during voting. (All requisitions for payment must be co-signed by the Vice President of student Affairs before submission to the Treasurer for processing).

Any organization or committee receiving funds from the SGA or Student Activities Fee shall be required to make a full written report of all expenditures made with the funds to the Senate. This report will be submitted to the Vice President of Student Affairs. Advisors to clubs and organizations will communicate with the Vice President of Student Affairs to get the allocated funding transferred into the proper account.

All committees and organizations receiving funds from the SGA or Student Activity Fees shall be accountable to the EC and the Senate.

## Purchasing

Kentucky Wesleyan College does have purchasing accounts with several local business that are available for registered student organizations to use. The college has accounts with the following businesses:

BestBuy, Hobby Lobby, Office Max, Sam's Club, and Walmart

To utilize purchasing accounts advisors must see Lucy in the Business Office. Purchasing cards will only be given to a Kentucky Wesleyan College faculty or staff member and is their responsibility to ensure the card is returned in a timely manner. All purchases must receive itemized receipts to turn back into the Business Office. When returning receipts please indicate the student organization account number to charge for the expenses.

\*Purchases made through the purchasing accounts are tax free, include some discounts, and may not be used for resale.

## Travel

Kentucky Wesleyan College fleet vehicles are available to use for trips or activities that would require the organization to drive somewhere. As the faculty or staff advisor you must participate in the college approved driver-training program to utilize fleet vehicles. Please contact the Business Office at 270-852-3113 to complete the training program and become a certified driver for one year. Once you have completed the required training you may submit a fleet vehicle request by going to the following link:

<https://intranet.kwc.edu/business-office/fleet-vehicles/>

\* More detailed information regarding travel can be found in the Student Org Policy Handbook



# Components of an Advisor

As an advisor you are helping students grow, learn, and succeed. You have the opportunity to leave a positive impact in the lives of your advisees. It is important to remember that, to the organization, you are more than just an advisor. You are also:

- ♦ *A Mentor*  
Some students will come to see you as a mentor—professionally and/or personally. As a student organization advisor, you might be asked to give advice, review resumes and cover letters, or act as a reference. It is your responsibility to set a good example for students and lead them in the right direction. Students may also come to you about more personal issues—like with friends and family. Remember that they are coming to you out of trust. Keep your ears, heart, and mind open.
- ♦ *An Educator*  
You won't be standing in front of a whiteboard, lecturing students, or administering exams. However, you still have a responsibility to educate your students through good, positive role modeling, by encouraging students to reflect, and by answering questions.
- ♦ *A Policy Interpreter*  
Running a student organization requires a knowledge of many campus policies, procedures, and rules. As students, your advisees may not be aware of these policies and procedures. Advisors must act as a policy interpreter to keep the organization from operating in an inappropriate manner.
- ♦ *A Team Builder*  
New students and officers come into the organization as individuals with different expectations and goals. As the organization's advisor, you have to act as a team builder to help students unite into a strong, cooperative group with common objectives. Moreover, when a student organization works as a team, they are happier, have more positive interpersonal relationships, and are typically more successful.
- ♦ *A Reflective Agent*  
Reflection is one of the greatest tools for learning and personal development. As an advisor, you must help guide organization members and officers in reflection—after their successes as well as their failures. Ask them how they feel about a project or program they just completed. Ask them what worked and what didn't. Ask them how they can improve next time. Let them reflect before you give feedback. Back them up when you agree with their thoughts and perceptions. When you disagree, remain tactful. In every situation, be honest and constructive.
- ♦ *A Mediator*  
In any group or organization, there will be a variety of opinions, ideas, and personalities. There is also the possibility of conflict. As an advisor, you have a responsibility to act as mediator in times of conflict and dissent. Be prepared to meet with students and have them talk about their issues. Help them remember that they are on the same team—both members probably want what is best for the organization. If there is one student consistently causing conflict, you might want to meet with them one on one. It is possible that they simply do not realize how their actions or words are making people feel. Remember to stay tactfully honest and objective when dealing with conflict.
- ♦ *A Motivator*  
By agreeing to be an advisor, you agree to act as a support system for the students. Part of that requires you to be a motivator, particularly with students who may become easily discouraged. Acknowledge their good ideas and praise them for effort and successful endeavors. When they fail, remind them that mistakes are just learning opportunities. Believing in your students is a small gesture that can leave a huge impact.

## Responsibilities

The responsibilities of the advisor to the student organization will vary depending on the needs of the group. There are three basic relationships to which an advisor has responsibility: 1) the organization; 2) the individual(s); and 3) Kentucky Wesleyan College.

### *Responsibilities to the group*

- a. **Teaching:** There is no lesson plan or textbook for advising, but you will still be responsible for teaching your organization. How? Advisors teach by setting a good example, helping students develop competence, and by being a reliable source of information and ideas.
- b. **Consulting:** The advisor should give feedback and advice on what to do during activities and programs to ensure the plans are efficient and adhere to KWC's policies. .
- c. **Attending meetings/activities:** You are more than just a signature. Be present! Be available! Attend meetings and make an effort to get to know all the students in the organization. The group will be more likely to succeed and bond with an advisor who shows they care.
- d. **Goal setting:** There will be times when the student organization will need guidance and help setting goals. Advisors have a responsibility to provide guidance and help the group develop and focus on objectives, especially during officer transitions.

### *Responsibility to the individual*

- a. **Advisors should play a role in the recruitment and retention of members to the organization.** Remember the role that organizations can really help student retention and their overall satisfaction at KWC. Help them feel like they belong!
- b. **Talk to students and help them figure out what level of involvement is appropriate based on their other responsibilities and activities.** Be an engaged listener and give advice to students when they ask.
- c. **Inform and/or remind students of their role and duty in the organization when necessary.**

### *Responsibility to Kentucky Wesleyan College*

- a. **All registered student organizations are required to have a full-time faculty or staff advisor.** Follow the proper procedures when registering with the Office of Student Services and with KWConnect.
- b. **The advisor has signing authority for all organization financial transactions from a College agency account.** This account must be setup by the advisor. Contact the business office. When advisors change you must inform the Business Office and make appropriate changes to the account.
- c. **The advisor is expected to be familiar with campus policies and procedures and should ensure the organization adheres to those policies.**
- d. **The advisor is expected to act as the voice of the college in helping students understand the college policies and how they ensure the success of all students and the college.**

# Advising Do's and Don'ts

## Advising Do's:

- ♦ Be visible and accessible to the organization
- ♦ Engage with students and get to know each of them on a personal level
- ♦ Be an active listener
- ♦ Act as a resource for the organization
- ♦ Encourage and support the group in their projects and failures
- ♦ Allow the group to succeed and allow them to fail
- ♦ Represent the group in Faculty and Staff meetings
- ♦ Know when to speak up and know when to sit back
- ♦ Know and follow the proper procedures for student organizations
- ♦ Be a good role model
- ♦ Maintain an open mind and a good sense of humor!

## Advising Don'ts:

- ♦ Impose personal bias
- ♦ Play favorites
- ♦ Control or dominate the group
- ♦ Act as president—you are empowering the *students to lead; you are not the leader*
- ♦ Be laissez-faire or absent. You are more than just a signature.
- ♦ Allow group decisions and conversations to be dominated by only one or two members
- ♦ Say, "I told you so"
- ♦ Prevent the group from trying new or adventurous things
- ♦ Shut down communication
- ♦ Assume the group doesn't need you or that their needs will be the same from year to year

# Tips for Diagnosing Your Organization

Symptoms	Diagnosis
<ul style="list-style-type: none"> <li>• President does not consult with the organization before making big decisions</li> <li>• President lacks self-confidence, is not assertive, and/or lacks interest in the organization</li> <li>• The president (or leadership team) appear to have too many time conflicts and the group is suffering</li> </ul>	<p>Leadership Problems</p> <p>Consider sitting down and having a conversation with your president and/or student officers, to see if there are issues that can be resolved without a change in leadership.</p>
<ul style="list-style-type: none"> <li>• Low attendance at meetings and events</li> <li>• Low involvement at meetings and events</li> <li>• Members are bored or feel left out</li> </ul>	<p>Membership Problems</p> <p>Having a focus group of members talk about what's going on may lead to some good resolutions.</p>
<ul style="list-style-type: none"> <li>• Meetings and events are always disorganized and poorly managed</li> <li>• Meetings possibly last much longer than needed</li> <li>• No continuity within the organization from year to year</li> <li>• The group lacks a "plan of action" and does not discuss future plans in detail</li> </ul>	<p>Organizational Problems</p> <p>This might be a situation where an advisor would consult with Student Involvement to reach a solution</p>
<ul style="list-style-type: none"> <li>• Members ignore the advisor and their advice</li> <li>• Advisor feels overwhelmed or not included</li> <li>• The advisor takes control of the student organization and acts as president</li> <li>• Advisor is not involved and engaged with the group</li> </ul>	<p>Advisor Problems</p> <p>Time for reflection and discussion with the group to determine if the advisor and organization are still a good fit</p>

Adapted from University of Southern Indiana

## Readiness Level and Recommended Advising Style

New organization	<i>Direct</i> <ul style="list-style-type: none"><li>• Give members specific instructions</li><li>• Closely supervise group tasks</li><li>• Meet frequently with student officers to develop team goals and build trust</li><li>• Ensure that proper steps are being taken with registration and startup in KWConnect</li></ul>
Low-Level Readiness	<i>Coach</i> <ul style="list-style-type: none"><li>• Maintain close supervision</li><li>• Meet regularly with student officers</li><li>• Explain decisions</li><li>• Encourage members to express opinions and make suggestions</li><li>• Delegate to student officers</li><li>• Follow up on tasks and projects</li></ul>
Medium-Level Readiness	<i>Support</i> <ul style="list-style-type: none"><li>• Share responsibilities for decision making</li><li>• Facilitate members' efforts towards task accomplishments and program planning</li></ul>
High-Level Readiness	<i>Delegate</i> <ul style="list-style-type: none"><li>• Empower students to express themselves and make their own decisions in the group</li><li>• Encourage students to reflect and solve problems in the organization</li><li>• Let student officers delegate tasks to members and run the group</li></ul>

# Tips for Officer Transitions

Good officer transitions are key to ensuring the organization's success. An efficient transition should minimize confusion, give outgoing officers a sense of closure, and provide a foundation of knowledge for incoming officers. As an advisor, you have a responsibility to assist the student organization during officer transitions by helping implement a fair selection process, facilitating the transfer of information between officers, and serving as a resource to new officers.

## *TIPS*

- ◆ Encourage members to consider leadership positions within the organization
- ◆ Provide at least one month of overlap with incoming leaders for shadowing of the outgoing leaders
- ◆ Ensure new leaders have the proper onboarding - possibly plan a retreat
- ◆ Recognize your outgoing leaders to show they are valued and an important part of the organization
- ◆ Exchange contact information between new leaders and advisor
- ◆ Review the Student Organization Manual
- ◆ Pass along wisdom! Outgoing officers should share what they learned and how to be a good leader

## *Introduce Common Procedures*

- ◆ Annual registration
- ◆ Reserving space for events/programs and meetings
- ◆ Forms (financial, travel, etc.)
- ◆ Depositing and spending money

## *Checklist of Materials to Pass On to New Officers*

- \_\_\_ Mission, philosophy, and goals
- \_\_\_ Constitution/By-laws
- \_\_\_ Meeting minutes & agendas
- \_\_\_ Event/program evaluations
- \_\_\_ Calendar of events/programs
- \_\_\_ Position descriptions for officers and members
- \_\_\_ Membership recruitment information and timeline
- \_\_\_ List of members and contact information
- \_\_\_ Membership application
- \_\_\_ Professional and organization specific contacts
- \_\_\_ Marketing materials (logos, photos, signs)
- \_\_\_ Financial materials (budgets, records)
- \_\_\_ Tabling & outreach materials (i.e. table cloth, sign-up sheets, merchandise)

# Tying Theory into Practice:

## GRAPE Theory of Motivation by Dr. Sara Boatman

**G is for Growth** All members of the organization should have the opportunity for growth. Do members feel encouraged and supported enough to push themselves to improve and excel?

- Ways to reach Growth:
  - ⇒ Ensure that officer elections are open and fair
  - ⇒ Encourage all students to get involved with group programs, events, and planning
  - ⇒ Help the organization learn from failure
  - ⇒ Give the students the opportunity to acquire new skills through training opportunities or through involvement

**R is for Recognition** Students in the organization should feel recognized and appreciated. Do members feel like they are “seen” and that their contribution to the organization is important?

- Ways to reach Recognition:
  - ⇒ Praise students for good ideas and accomplishments
  - ⇒ Make sure every student has a voice in the organization
  - ⇒ Provide constructive and positive feedback
  - ⇒ Listen to students and take their ideas, suggestions, and concerns seriously

**A is for Achievement** Successful organizations operate (and feel) like a team. Does the group have set goals? Do members work together to solve problems and achieve organizational goals?

- Ways to reach Achievement:
  - ⇒ Include all members in planning
  - ⇒ Delegate tasks to all members
  - ⇒ Ensure students realize their contribution is important
  - ⇒ Engage in conflict resolution when needed to maintain a healthy, happy, and collaborative organization

**P is for Participation** The best organizations are ones in which all students are participating and engaging. Do members feel comfortable getting involved? Do prospective or new members feel welcome?

- Ways to reach Participation:
  - ⇒ Make sure your organization is accessible, inclusive, and welcoming to all students
  - ⇒ Ensure all members feel safe and comfortable expressing themselves as well as their ideas
  - ⇒ Encourage and engage students who may be quieter, more reserved, or who might feel isolated
  - ⇒ Embrace new members and make them feel included

**E is for Enjoyment** Being in a student organization should be fun! Organizations are a great way for students to connect with others, express themselves, pursue their passions, and engage in the college experience. Do members enjoy being involved with the organization?

- Ways to reach Enjoyment:
  - ⇒ Be an enthusiastic advisor! Students are more likely to engage and succeed when they have an advisor who genuinely cares about them and the organization.
  - ⇒ Create and maintain an inclusive environment. Student organizations should be fun and welcoming, but that is not possible when some students are put down or left out.
  - ⇒ Have fun! Bond with students and have a good sense of humor.



# Tying Theory into Practice:

## Tuckman's Model of Group Development

One tool advisors can use to understand their organizations is Tuckman and Jensen's five-stage model of group development. Using this theory to guide your advising style and strategies helps you "meet students where they are" and lead them to become a well-functioning, cohesive group.

Forming Stage: In this stage, the group is just getting started--whether a brand new group or a group that has just experienced officer transition. Members may have high levels of both excitement and confusion as they determine their place in the organization.

Best Practices:

- ◆ Develop icebreakers to help members get to know each other
- ◆ Coordinate a retreat or workshop
- ◆ Review the mission and purpose with the membership
- ◆ Identify expectations of members and officers
- ◆ Share organizational history and tradition with officers
- ◆ Provide information about institutional policies and procedures
- ◆ Talk about meeting management, planning programs, and team building with officers
- ◆ Provide an initial "to-do" list for officers
- ◆ Provide support to officers

Storming Stage: Members began trying to resolve their original expectations of the group with reality. Conflicts are likely to arise in this stage as members may react negatively to demands and tasks. This is often a highly emotional stage.

Best Practices:

- ◆ Act as mediator when needed
- ◆ Teach confrontation/communication skills
- ◆ Hold a roundtable discussion on issues
- ◆ Review the mission statement, purpose, and expectations to redefine the group's action plans
- ◆ Conduct a group decision-making activity
- ◆ Discuss/review officer roles
- ◆ Develop a "rebuilding" team activity
- ◆ Remind everyone that this stage is a natural part of the formation of the group

Norming Stage: The group is able to start coming together during the third stage. Communication and collaboration are more common and more successful. The organization has reached a general consensus and redefined their mission and goals to be more realistic and attainable.

Best Practices:

- ◆ Schedule a more in-depth team-building activity
- ◆ Have members design t-shirts, pins, etc. for group identification
- ◆ Assist in starting a new program to create tradition
- ◆ Review/establish new goals for the organization
- ◆ Maintain relationships to avoid reverting back to the storming stage

Performing Stage: Members understand their role in the organization and efficiently complete tasks. The group is much more confident and focused.

Best Practices:

- ◆ Ensure the organization and members have a task
- ◆ Give feedback about what is going well/what can be improved upon for next year
- ◆ Step back and allow the organization to perform
- ◆ Encourage organization to apply for awards

Adjourning: The group brings finality to the process, tasks are completed, and members anticipate a change.

Best Practices:

- ◆ Develop a closure activity to help members determine what they have learned/how they have benefited
- ◆ Conduct an assessment/evaluation of the past year
- ◆ Develop transition reports for new executives
- ◆ Ensure that a plan of recognition is in place; coordinate awards, statements or expressions, or gifts, of appreciation
- ◆ Encourage out-going officers to assist the in-coming officers with transition
- ◆ Identify how the organization contributed to the history or tradition of the organization
- ◆ Ensure minutes, reports, etc. are stored/maintained
- ◆ Record contact information for departing/graduating members
- ◆ Give members gifts of appreciation for their involvement and contribution

# Strong Start Advisor Plan



## In the office

- Obtain events/programs calendar
- Contact advisees to set up meetings
- Obtain constitution/bylaws
- Obtain contact info. for officers/members
- Review transition materials left by predecessor
- Understand supervisor's expectations for your role
- Understand Student Services expectations for your role
- Review purpose/mission of the group
- Review upcoming programs/events
- Check status of RSO registration



## In one-on-ones with Students

- Set meeting schedule for one-on-ones
- Review mutual expectations
- Discuss member recruitment/Activities Fair/Ice Cream Social presence
- Discuss meeting protocol/format
- Build rapport with members (keep candy on desk, keep light on, share interests, assess environment of office, keep barriers away)
- Discuss upcoming programs/events
- Review previous goals
- Learn what was accomplished over the summer
- Observe culture of organization



## In Group Meetings

- Obtain meeting schedule for the group
- Obtain member contact information/list
- Observe culture of organization (through member involvement, norms, personalities, formality, meeting structure, agenda)
- Discuss mutual expectations between group and advisor/Complete Advisor Expectation Survey
- Discuss upcoming programs/events
- Build rapport between members (introductions at first meeting)

Adapted from Illinois State University

# Advisor Expectations Survey

Different student organizations will have different needs and expectations of their advisors. To ensure that advisors and student officers have a clear, mutually agreed upon idea of advisor expectations for the organization, the Office of Student Services has provided this survey.

Directions: The advisor and officers should fill out the items listed below, then meet to compare answers and to discuss any major differences. For items determined not to be the responsibility of the advisor, it would be useful to clarify which officer will assume the responsibility. For each of the following statements, respond on a scale of 1 to 5 how important this function is to the advisor:

1- Essential for the advisor to do

3-Admirable but the advisor doesn't have to do

5-Not the role of the advisor

2-Helpful for the advisor to do

4-Would prefer the advisor not do

6-Not Applicable

- \_\_\_\_\_ Attend all regularly scheduled meetings
- \_\_\_\_\_ Attend all regularly scheduled officer meetings
- \_\_\_\_\_ Attend the organization's special events, activities, and programs
- \_\_\_\_\_ Help create, amend, and interpret the organization's constitution and by-laws
- \_\_\_\_\_ Take an active part in developing organizational goals
- \_\_\_\_\_ Initiate ideas for discussion and planning when (s)he believes they will help the group
- \_\_\_\_\_ Help facilitate group discussion when needed
- \_\_\_\_\_ Only give input when asked
- \_\_\_\_\_ Make an effort to personally know all of the organization's members
- \_\_\_\_\_ Approve all expenditures before financial commitments
- \_\_\_\_\_ Check and copy all official correspondence before it is sent
- \_\_\_\_\_ Store all group paraphernalia, records, etc. during the summer and between a change-over of officers, and keep all official files in his/her office
- \_\_\_\_\_ Keep the group aware of its stated goals and objectives and in line with its purpose
- \_\_\_\_\_ Mediate interpersonal conflicts
- \_\_\_\_\_ State his/her responsibilities as an advisor at the beginning of the school year
- \_\_\_\_\_ Understand the principles of group development
- \_\_\_\_\_ Lead the group in reflection after projects and events
- \_\_\_\_\_ Let the group run on its own
- \_\_\_\_\_ Make recommendations about planning and programs
- \_\_\_\_\_ Advocate for the group to KWC faculty and staff when/if needed
- \_\_\_\_\_ Travel with the organization to their registered, off-campus events
- \_\_\_\_\_ Understand how issues of diversity affect the organization and its members
- \_\_\_\_\_ Be knowledgeable of institutional policies, services, and procedures which might affect group activities
- \_\_\_\_\_ Explain policies and procedures when relevant to group discussion
- \_\_\_\_\_ Take an active part in aiding officer transitions to ensure a smooth and effective process

Adapted from University of Southern Indiana and ACPA Advisor's Manual