



# Advisor Handbook

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**Campus Life**

060 Student Union  
Stillwater, OK 74078-7013

P 405-744-5488  
F 405-744-2680

Dear Advisor,

**CAMPUS LIFE**

Information/Services  
744-5488

Allied Arts  
744-7509

Greek Life  
744-5490

International Students  
& Scholarships  
744-5459

Leadership  
Development  
744-5485

Non-Traditional  
Student Services  
744-5488

Student Union  
Programs  
744-8977

Service-Learning  
Volunteer Center  
744-5145

Camp Cowboy  
744-0383  
744-7302

Orange Peel  
744-8393

OSU Parent  
Association  
744-5406

Thanks so much for taking on this key role of helping with a student organization. Without your stepping forward to serve, this organization might not be able to exist. So, do know your volunteering time and talent mean much to your students as well as those of us in the Department of Campus Life.

This handbook is intended to assist you in this role of advising a student organization. In it, you will find out about numerous campus resources including our electronic communications piece (with all 458 student organizations) Campuslink, campus policies, programs and services, as well as some sources for financial support.

We've also included a section on "advising" and your role here as you work to assist in the student organization's success.

Please let me know when and how we can best assist you and feel free to drop by our office anytime (006 Classroom Building). Again, thanks so much for taking on this task so important to your student leaders.

Good luck this year!

Sincerely,

Kent Sampson  
Director of Campus Life  
Associate Director of Student Union

## **The Role of the Advisor**

An advisor plays an important role within a student organization. Each student group and student organization has its own specific needs and expectations for its advisor, but these may change from year to year. It is important to realize when deciding whether or not to be an advisor that you need to be committed to the success of the student organization. Different advisors have varying levels of involvement with their organizations.

The scope and frequency of an organization's activities, the effectiveness of its officers, the time demands of the advisor, and other potential factors determine the level of involvement an organization's advisor will have. While it is not possible to establish a single model to serve as the standard for all groups at all times, there are some general ideas which would apply to almost every advisory role.

The prospective advisor should have some basic knowledge of the structure and purposes of the group being advised. This can be done through a review of the group's constitution, attendance at a regular organizational meeting and discussion with the group's officers prior to accepting the advisor's position for a group.

An important role for any advisor is to act as a resource to the organization's leadership team. The advisor brings personal experiences and expertise to a student organization and this can be crucial to the success of the group. Additionally, the advisor generally has had experience with the University and can often provide significant direction to students in ways of getting things done within the University setting.

The advisor needs to know about the student group's finances and budget. Since the advisor's signature is needed for most financial transactions of student organizations, it is incumbent upon the advisor to be very knowledgeable about the student group's finances. It is often through the development of an organization's budget and the subsequent implementation of the budgeted programs that an advisor can be of great assistance in the development of a group's programs.

The advisor must be willing and able to devote time and energy to the student group. This is not to say that an advisor must attend every meeting or activity of the group, but rather, he or she should maintain regular contact with the officers of the organization. Students find the formal and informal contacts with their advisor to be richly rewarding. These connections can help enhance an individual's college experience and can aid the group in maintaining a presence at Oklahoma State University.

One of the most frequently asked questions about advising student organizations concerns the legal liability of the advisor. As a general rule, as long as the advisor is acting responsibly and fulfilling his/her duties that are consistent with the organization's constitution, the University will support him/her. The advisor would probably not be held personally liable for mistakes as long as the organization is not engaged in an activity which is illegal and as long as there is no negligence involved in the performance of the advisor's duty. OSU's Legal Counsel has offered the following terminology, "use common sense and sound judgment". If you ever have questions contact the Director of Risk Management, Mike Bale at [mike.bale@okstate.edu](mailto:mike.bale@okstate.edu) or University Legal Counsel for more information.

It is also important that advisors be aware of the Conduct, Rights and Obligations of Student Organizations under Oklahoma State University's Code of Student Conduct; <http://www.okstate.edu/ucs/SCEA/sectionXI.htm>.

### **Recognized or Registered?**

An individual being asked to serve as an advisor for a student group may be told the group is "registered," or "recognized." To the faculty or staff member, these distinctions may be unclear as to their significance or have no apparent meaning with regards to the operation of the organization.

Recognized groups are those which:

- Have a purpose which relates directly to the academic mission of the University as demonstrated through it's affiliation with a college student

council, departmental sponsorship, or is an organization recognizing scholarship or leadership; or

- Have been granted status by the University administration via the OSU Board of Regents. These groups are the Student Government Association (SGA); Graduate and Professional Student Government Association (GPSGA); Interfraternity Council (IFC); Panhellenic Council (PHC); National Panhellenic Council (NPHC); Multicultural Greek Council (MGC); the Off-Campus Student Association (OCSA); Residence Halls Association (RHA); and the Student Union Activities Board (SUAB)

Registered groups are those which:

- Are affiliated with the University because their membership is made up of students, faculty, or staff, but do not qualify for recognized status.

The primary differences between recognized groups and registered groups are related to the use of the University's name and the opportunity to request student fees.

Recognized groups may:

- Use the name of the University to show their academic affiliation;
- Request the use of student fees from the Student Activity Fee. This is also known as the Activity Fee Allocation Process or AFAP (Group 1).

Both recognized and registered groups may:

- Use University facilities (normally at no cost), for regularly scheduled business meeting in designated areas;
- Use the unrestricted bulletin boards on campus with proper approval from the Department of Campus Life;
- Opportunity to schedule use of grounds, Chi-O Clock tables, etc.

Recognition or registration of organizations does not mean that the University supports or adheres to the views held or positions taken by such groups. Responsibility for any action which violates federal, state, or local laws or University regulations must be assumed by the individual groups and their individual officers and members.

All recognized groups are required to maintain their funds in the University banking service, while registered groups are not bound by this requirement.

## **Student Rights and Responsibilities**

As faculty and staff members at Oklahoma State University it is important to keep in mind that there are University regulations and expectations of you as an advisor. This information is held within the Student Code of Conduct, which is released annually through the Office of Student Conduct Education and Administration. Below are the expectations of advisors as found in the document.

“Each registered or recognized organization must have an advisor who is a full-time faculty or staff member. Policies regarding advisors for social sororities and fraternities are governed under separate policy statements as required by the Office of Fraternity and Sorority Affairs [(See Section XII(D)(4)]. Other exceptions to this rule may be granted by the Office of Campus Life with the concurrence of the Committee on Student Organizations. Advisors responsibilities include:

- a. Attending group meetings.
- b. Assisting in program and/or project development.
- c. Serving as a resource to the organization with regard to University policy and procedures.
- d. Advising the organization on financial matters.” (Student Rights & Responsibilities, Section XI)

As an advisor it is important to be fully aware of all of the responsibilities and expectations that you are asked to maintain by OSU. Also it is important that you have the officers of your student organization be fully aware of university policies as they are expected to maintain appropriate behaviors. If you would like to find out more information about this, please refer to the Student Code of Conduct Section XI, (<http://www.okstate.edu/ucs/SCEA/sectionXI.htm>) and Section XV, (<http://www.okstate.edu/ucs/SCEA/sectionXV>) for more information



and details about the policies and procedures. These are updated annually so be sure to check for new information as policies are regularly updated.

## **Challenges of a Student Organization**

Student organizations face frequent challenges throughout the semester. This section will help provide you, the advisor, with information regarding the variety of challenges that you may face.

### **Student Leadership:**

The student leaders within your organization will be one of your strongest assets in your role as an advisor. However, it is important to recognize that the leadership of your group will also provide its own unique challenges.

- It is important to ensure that the leadership does not make major decisions without consulting the rest of the organization.
  - This ensures that everyone is able to have input and allow for better unity.
- Additionally, there may be tension between leaders of the organizations, which, if not managed, could become hazardous to the organization's activities as a whole.
- Your leaders may go through a rough patch where they lack confidence or assertiveness when dealing with each other or members.
- At times it may appear that the leadership has lost enthusiasm about the organization.
  - This may come from a leader(s) feeling overworked or one who is over committed and cannot dedicate the time that is necessary to work with the organization.
  - As an advisor it is important to talk with the student(s) and see if it is something that they are still willing to work with. You need to help motivate and encourage them to maintain their enthusiasm and hard work.

### **Membership:**

- The organization may experience challenges when trying to obtain a strong turnout for meetings.
  - This can be particularly challenging if a vote needs to be held and there are not enough members present to decide on an issue.
  - Struggling meeting attendance may relate to how members feel about the organization. Members may feel dissatisfied with their experiences and have grown to be bored or apathetic about the organization. If there is a lack of camaraderie or a feeling of disconnection within the group it can increase members' lack of interest.
  - The goals of the members have differed from that of the group and they are no longer looking to be involved.
  - When members present new ideas and they are rejected for being different or non-traditional it can lead them to feel that their input is not valuable and keep them from being invested.

**Organizational:**

- It is important to consider whether or not the organization has a well defined mission or goal that is understood and followed through by not only the members but the leaders as well.
  - Without a strong foundation, the organization will have a challenging time following through with any programs, meetings, or making any progress at all.
  - Additionally if meetings run too long or have become disorganized or unfocused these can cause both members and leaders to grow impatient and dissatisfied with the experiences within the organization.
  - One challenge that exists particularly for new organizations is based in financial limitations.
    - It is important to encourage registered groups to focus on becoming established over the 16 week period before they can apply to become a recognized organization and apply for SGA funding.

- Know that there are other resources that exist within the University, (MAC Funding, SGA co-sponsorship, SUAB co-sponsorship, etc.) that organizations can apply for in order to obtain funding for a specific event or project.
- Additionally, a great alternative can be to co-host an event with another student organization to cut back on costs and increase attendance.

### **Advisor**

- Take time to learn the names of the organization members and speak to them regularly so as to develop a casual relationship with them.
  - Without it members may avoid interacting with you and not want to get involved.
- If students are lacking in their leadership do not assume a leadership role.
  - Assist students in resolving the challenges that they are facing.
- If you feel that you have taken on too much or are unable to dedicate the time necessary to the position then it is imperative that you speak with the student leadership and work to find a replacement for the position.

### **Relationship between Student and Advisor**

In your role as advisor, one of the great benefits is having the opportunity to get to know students. Like most good relationships, those developed with your organization's members and officers should involve an open and honest relationship. This type of relationship allows both the students and yourself the opportunity to receive feedback, share ideas, and build trust. As you get to know the students within your group better it is important to understand that each student may look to you for a different purpose.

Some students will look to you as a mentor. A mentor/mentee connection can develop into a long lasting relationship. Mentoring typically happens in a one-on-one environment with a student. The student may look to you to help them grow in a professional or personal capacity. Even if the student's field of study or career pursuits is different from your own, they may come to you for

professional advice. By developing the student as a professional, you will also make an impact on a personal level. Along this line of work the student may also ask you to act as a sounding board for their ideas and goals. Additionally you may be asked to review the students' resume, or assist in making connections with resources either in the institution or the community.

The student(s) may also look to you as a personal mentor. In this type of relationship it is essential to employ good listening skills. Students may want to talk to you about things that are of a personal nature, (friends, family, etc.) It is important that you are able to distinguish between discussing personal matters and identifying when a student is reaching out for help. If a student is going through a particularly challenging time, do not be afraid to help the student get the appropriate level of help that he/she needs. As a mentor the student may listen to your advice more so than that of other people.

As an advisor you may also be looked at as a leader. Both the officers and members of the organization will look to you for help and guidance. An important role is to assist in the development of the students' leadership skills within your organization. It is important to help students find new ways to improve the organization and help it grow. Challenge students and help them grow holistically through their involvement in the group. Help your students to ensure that they are meeting their academic goals and maintaining a successful grade point average. Act as a role model for students both in a personal and professional sense. Being a strong leader can develop not only yourself but also your students and the organization as a whole.

### **Managing Conflict within Your Organization**

As an evolving and dynamic entity, student organizations frequently experience fluctuations with members that have a variety of personalities and styles. Conflict is part of every group and it is not uncommon for members or leaders of an organization to disagree. Addressing these conflicts early is necessary so that they do not impede the organization's progress. One should

seek to find the root cause of the conflict, take charge and work to resolve the issue.

Conflict is not black and white but has the potential to be both positive and negative. Positive conflict can act as a catalyst for communication and allow members to relieve pent-up feelings. It can allow for opportunities of personal growth and contribute to change. Additionally, the conclusion of the conflict may be able to lead to a stronger and more effective group environment. Negative conflict has an equal number of drawbacks. It can push members away from the group and cause unnecessary stress. Dramatic situations can occur depending on what has instigated or created the conflict. Conflict of this nature also diverts time and energy away from the group's goals and work. Understanding the nature of a conflict and the specific ramifications that may arise based on the nature of the incident and the people involved can help increase the odds of resolving the issue.

Not every conflict in a group is monumental and needs to be resolved in a large manner. Sometimes differences in opinion are just that and will not lead to any more serious dilemmas or problems. Not addressing a problem immediately can also allow for those involved taking the time that is needed to calm down and address the issue from a rational perspective. As an advisor it is important to discuss with your executive officers what is happening in the organization. You do not need to get involved in every situation but instead provide your leaders and members with guidance on how or when to act in a situation. However, this attitude does not work in every situation.

For certain conflicts, one of the worst things that can be done is to try and avoid the situation all together. Taking the time to manage a conflict at the early stages can prevent it from becoming greater and bogging down the organization with tension and problems. Try and work out the problems in as small a setting as possible, either one-on-one or in a small group . Work with your organization's executive officers to address the conflict and try to resolve situations before they escalate.

A leader is often needed to overcome the emotions involved in a conflict. In some situations it is important to step back and allow your organization's officers to try and work through the dilemma themselves. This helps to show your trust in their abilities and gifts. It is important to coach them through and provide them with counsel on how to handle a situation. If the organization's official leadership falls short, realize that positive change can come from almost any member. Any individual in the group can provide that leadership, so it's helpful for all members to learn how to cope with conflict to be healthier, happier and more effective in groups.

It is important to recognize that as an advisor you may be placed in a challenging predicament. You want to be respected by the members of the organization, but you also need to be vigilant of problems and challenges. It will take time for you to determine the balance between making the decisions for students and guiding and advising students so that they come to the conclusion on their own. Be sure to balance your comments to ensure that your organization members realize that you have the best intentions for the group and will come back to you for advice and help.

The Department of Campus Life is able to help you resolve issues within your organization. A staff member can attend a meeting and act as a consultant to observe the challenges and provide the group and members with feedback. Campus Life staff members are also available to aid in the planning and leading of retreats or other specific programs. Additionally, Campus Life can help coordinate efforts with a member of the University Counseling Center to have a mediation session between members or within the group as a whole.

Learning to manage conflict will lead to a more productive team and more satisfied group members who feel welcome to communicate openly, take risks and exchange ideas.

### **Working with the Media**

Sometimes when working with a student organization you will be approached by members of the media. While more likely than not it may be a

student reporter asking about the organization or an upcoming event for an O'Colly article, it is still important to learn how to work with the media. Before meeting with the writer try and obtain details about what he/she is specifically looking for in the article. This will enable you to prepare yourself and ensure that whatever quote/statement you provide will be timely and accurate.

It is important to also talk with the members of your organization if somebody is looking to write an article. Encourage them to speak with you before speaking to a reporter. Be sure to talk to your organization's executive members to ensure that you are all on the same page. You can help them to craft their statement(s) to ensure that it best represents not only your organization but also the individuals and university as a whole.

If the topic for the article is something that you are uncomfortable with, do not be afraid to decline making a statement. You have no obligation to say yes and it is within your right to not make a statement if you are uncomfortable with a subject. If you have any questions contact The Division of Communications who oversee OSU's communications and can aid you in managing any challenges or questions. Visit their website: <http://news.okstate.edu/index.php/media-center> and do not be afraid to contact the Director of Communications, Gary Shutt or any of his staff for assistance.

Below are some pointers provided by the Division of Communications:

- Preparation = Success
- Reputation/Brand – we represent OSU
- Never go off the record/don't speculate
- On your toes – everything you say may be in print

#### Before the interview

- Do your homework
- Know what you want to say – review key message points
- Consider range of questions that may come up – hard and easy
- If it is a TV interview watch the news to see how others perform

#### Interview tips

- Be “on”

- Speak clearly
- Speak in headlines – make your main point first
- Don't over answer
- Always be positive with your answers
- Be engaging, likeable
- Don't know the answer? Don't fake it, offer to help get the right info
- Keep cool; don't be provoked
- Relax - Have fun
- For TV – talk to reporter, not the camera
- Pleasant; smile when appropriate
- Maintain “interview attitude” from start to finish
- Never bad mouth another school or group

### **Transitioning Student Leaders**

One of the most important duties that an advisor can fulfill is helping with the transition of officers/leadership. In your role you know the dynamics of the organization, the progress and challenges it has faced, and can help maintain continuity and stability throughout the group. It is important that you do what you can to help the new student leaders get acclimated with the organization and with their new roles. Be sure that you review the position requirements with the students to ensure that they fully understand all of their new found duties. By spending time with the organization's new leadership at the beginning of the transition the more easily the organization will function throughout the year. There are steps that can be taken by the current leadership before vacating their positions to aid in the transition process.

- Develop and maintain a student organization binder which contains
  - Constitution and by-laws
  - Officer descriptions
    - Be sure to update these as the organization evolves



- Contact information for members of the organization and other officers
- Minutes/agendas from past organizational meetings
- List of programs that have been done previously
- Contact information for different areas of the university that the students might work with; Meeting & Conference Services, University Dining Services, etc.
- Hold a meeting with the outgoing and incoming organization officers
  - Allows the old and new officers time to speak one-on-one
  - Provides an opportunity to discuss challenges, successes and allows the incoming officers to ask personal questions
- Spend time with the incoming officers
  - Allow them to get to know you early on to help cultivate relationships
  - Set expectations of one another at the beginning of their experience
- Host a new officer meeting
  - Reassess organizational goals
    - Encourage officers to suggest new ideas
  - Provides opportunity for team building ideas and activities

### **How Am I Doing as the Advisor?**

As an advisor you not only help your students grow but you are able to grow and develop with them. While you are helping them meet their goals and objectives it is important that you are meeting your own personal goals as well.

- How much effort have I put into being an advisor?
- Have I given the students and the organization enough/too much/too little time?
- Have I met and discussed concerns or issues with executive board members?
- Have I been available via phone, e-mail, and in my office this semester?

- What can I do to help the student organization, members, and executive members succeed?
- If I were to rate myself from 1-5 (1 being the lowest, and 5 being the highest) how would I rate myself?
- What would the executive board members rate me and why?
- How would the organizations members rate me and why?
- What do I enjoy the most about being an advisor?
- What would I change about my experience?
- Have I asked for help when I needed it?
- Am I still enjoying the experience as an advisor?

This evaluation can be done independently and on your own time. Speak with your students and gain their input. By being open to improvement and developing your skills it can help you forge a stronger connection with them. This can also be beneficial when it comes time to evaluating their skills and enhance their growth.

## **CAMPUS RESOURCES & INFORMATION**

### **Campus Life (405-744-5488)**

The Department of Campus Life continues to serve the OSU community by providing programs and services geared to the needs of all our constituents from student organizations to the parents of students, from international students to study abroad groups. Our diverse staff has responsibility for the following areas: Allied Arts and Special Events, Fraternity and Sorority Affairs, International Students and Scholars, Parent and Family Relations, Non-Traditional Student Services, Service Learning/Volunteer Center, Leadership Development, Student Union Programs, Camp Cowboy, over 400 Student Organizations and SGA, as well as a number of services provided to assist student groups, faculty and staff. Our staff challenge students to enhance their academic experience through a broad choice of leadership and service oriented programs. Such programs enhance the educational, cultural and social development of our students and contribute to the rich heritage of involvement and service for which our students are known.

- Campus Life is located in 006 Classroom Building and provides services that include:
  - Insurance for OSU-sponsored trips
  - Calendar of campus events
  - Scheduling of Bennett Chapel
  - Notary Public
  - Registering posters, flyers and signs
  - Student organization records
  - Motor Pool requests
  - Campus Work Orders for student groups
  - Scholarship/Membership applications
  - Reserving areas of Library Lawn, Chi-O Clock and other outdoor venues on campus

- Resource Center offers a wide variety of brochures on subjects ranging from parliamentary procedure to study skills
- If you are looking to do publicity in the Union or at Chi-O Clock and need tables or chairs you can reserve these ahead of time through Campus Life.

## **CampusLink**

CampusLink is OSU's student organization/leadership development/volunteer service database. This site provides free access for any OSU student or community member to view what events, activities, and organizations are at OK-State. As the premier activities site at Oklahoma State, CampusLink provides a great, simple and free location for creating & advertising events in addition to other social media sites. CampusLink also allows you the opportunity to host elections, contact members, & much more. All student organizations at OSU are required to keep their information in CampusLink up to date as this is the only location for organization contact information. Be sure to check out the website <http://campuslink.okstate.edu/> for more information. If you have any questions on how to manage CampusLink contact Marie Basler 405-744-5488, [marie.basler@okstate.edu](mailto:marie.basler@okstate.edu) or the Graduate Assistant for Campus Life at 405-744-5486.

## **Student Union Marketing**

The Student Union Marketing Department and Campus Life are proud to offer assistance to all registered student organizations for their marketing and graphic design needs. We work with student organizations to produce dynamic and effective informational and promotional materials in a timely and affordable manner. Student organizations are provided graphic design services free of charge and will only be charged for materials used.

Student Union Marketing provides services that include:

- A-frames
- Banners

- Booklets
- Brochures
- Campus Mailers
- Fliers
- General Printing
- Newspaper Ads
- Posters
- Promotional Items/Giveaways
- T-shirts
- AND MORE!

The Campus Life graphic designer is available Monday through Friday from 8 a.m. to 5 p.m. For more information please contact the Campus Life Graphic Designer, Kassidy Conway 405-744-5046 or [kassidy.conway@okstate.edu](mailto:kassidy.conway@okstate.edu) For more detailed information about the services that Student Union Marketing can provide for you and your organization download a copy of their flier at [http://union.okstate.edu/CampusLife/Documents/OrganizationFlier\\_000.pdf](http://union.okstate.edu/CampusLife/Documents/OrganizationFlier_000.pdf). If you know what services you would complete the Project Request Form online at <http://union.okstate.edu/CampusLife/projectrequest.asp>.

### **Meeting Conference Services - 242 SU (405-744-5232)**

- Meeting and Conference Services include:
  - Room reservations in the Student Union and Noble Research Center for University and non-University clientele including events such as conferences, student meetings, faculty/staff meetings, weddings, banquets and university parties.
    - If you are reserving a room in the Student Union, (Starlight Terrace, SU Ballroom, etc.) and have requested tables and chairs be sure to include a room layout when making the reservation. Also be sure to

confirm the room setup 24 hours in advance of the event.

- If the event takes place on a Saturday or Sunday be sure that you have confirmed your setup and any specific questions by Friday as the office will not be open during the weekend.
- Meeting and Conference Services can provide you with
  - Equipment, table and chair rental for use in the Student Union only.
  - Lobby tables for clientele's promotional and advertising use.
  - Student Union lost and found.
  - Weekend and night building management
    - There is a night manager on duty every night that the union is open after office hours. For questions or requests, please contact the night manager at 405-334-7852

*\*Information obtained from Meeting and Conference Services website;*

<http://union.okstate.edu/meetings/index.htm>\*

### **Celebrations Catering – 242 SU (405-744-7053)**

- If you are planning a formal event or dinner in the Student Union, Celebrations Catering can help you with all of your planning needs.
- Your menu and reservation should be planned as early as possible or at least three weeks prior to the event, 405-744-7053. While discussing the menu, prices, and special needs, all other needs should be discussed such as audiovisual equipment or special decorations.
  - Refreshment orders must be submitted 48 hours in advance. For beverage service only, a minimum of 24 hours is accepted. If time allows, more notice is preferred.
  - *Guarantee:* A final guarantee number of guests is due at 11:30 a.m. 3 days prior to the event. Saturday, Sunday, and Monday

guarantees are due by Wednesday at 11:30 a.m. Tuesday guarantee is due by Friday at 11:30 a.m. Your group will be responsible for the final guarantee number. After the guarantee number has been given, you will be charged 1 1/2 times for each meal over the original number.

- *Cancellation:* In the event of a cancellation, notification is required a minimum of 72 hours prior to the event. If cancellations are made after this time period, any expenses may be billed.
- *Leftovers:* Due to Health Department regulations, remaining food may not be removed from the premises.
- *Billing:* University Departments and Organizations: Your account name, responsible person, and account number must be given at the time your reservation is made. Other groups and individuals without a University account number must have an approved request for credit prior to receiving a billing account number. VISA/MC, American Express are accepted.
- Catering services include total event coordination such as menu planning, room setup and design, and any additional preparations.
  - Be sure that for all catering requests you provide at least one week's notice.
  - To make a catering order you can contact 405-744-7053 or [catering@okstate.edu](mailto:catering@okstate.edu)
- Student Organizations may be permitted to bring refreshments/snacks into the Student Union for scheduled organizational meetings only, so long as the refreshments are not re-sold in any manner, and are packaged and/or prepared by a commercial vendor. For health reasons, no homemade or prepared on-site products are permitted. For purposes of this policy "refreshments/snacks" are defined as unopened bottled

or canned soft drinks, juices and water, bags of chips and commercially prepared and packaged cookies, pizzas and sandwiches. Organizations are expected to remove and properly dispose of any leftover refreshments, associated trash, and service ware at the close of the meeting. Failure to comply with these provisions will result in the loss of this privilege for the remainder of the semester.

*Please Note that a student organization special menu exists which offers discounts to student groups on some items.*

*\*Information obtained from Celebrations Catering website;*

*<http://union.okstate.edu/Catering/index.htm>\**

### **Daily O'Collegian**

As Oklahoma State University's only newspaper the O'Colly is read by faculty, staff, and students campus wide. This provides student organizations with the chance to advertise important information about groups and events. While this advertising is not free, a great deal of advertising comes at a reasonable price for student organizations.

### ***Pricing Information***

For a Display Ad that is a column inch, the cost is \$5.25

Classified Ads cost \$8 per day. This ad includes seven lines of text. Each additional line costs \$1. A line of text is made up of 24 characters.

To post information in the student notice section for 25 words it costs \$3 per day.

The Daily Classifieds have a broad price range for running an ad...

- 1 day costs 40 cents per word
- 2-4 days costs 30 cents per word
- 5-9 days costs 30 cents per word
- 10-14 days costs 25 cents per word
- 15 or more days costs 20 cents per word

For a quarter page ad to run costs \$165.37 per day

For a half page ad to run costs \$330.75 per day



For a full page ad to run costs \$661.50 per day

For more information about running advertisements in the O'Colly you can contact one of the two following people.

Lori Radford at 744-7355 or email her at [lori.radford@okstate.edu](mailto:lori.radford@okstate.edu)

Lindsey Taylor at 744-7371 or email her at [lindsey.taylor@okstate.edu](mailto:lindsey.taylor@okstate.edu)

Additionally, if you are working on a special project or are doing something that you would like the campus to learn more about, the O'Colly can help. The writers are frequently looking for good articles to be published in the newspaper and can work with you to write a preview about your event or write a piece after the event has happened. For more information or to get in touch with the O'Colly please email [editor@ocolly.com](mailto:editor@ocolly.com)

### **Licensing Information**

Oklahoma State University benefits from public recognition of its name, symbols, logos, and other identifying marks. These marks give a unifying image, which is critical to establishing a visual presence within the world of university communities. This image becomes identified with the quality of OSU's programs, products, and services and distinguishes its programs from other universities.

Oklahoma State University has registered the names, logos, and trademarks of the university with the Patent and Trademark Office of the United States as well as the Oklahoma Secretary of State. Products bearing those marks and distributed for resale or used for other promotional purposes are subject to the licensing policies of the University. The University has delegated the responsibility for administration of these policies to the Office of Trademarks and Licensing located in the Office of the Legal Counsel.

The University's rights to its marks are governed by federal, state, and common laws. These laws place an obligation on the University to avoid consumer confusion and require that the use of any marks be monitored to avoid losing exclusive control.

The mission of the Office of Trademarks and Licensing is to insure (1) proper use of those trademarks, service marks, logos, and insignias that have come to be associated with Oklahoma State University; (2) generate income to support and enhance the scholastic missions of Oklahoma State University; and (3) protect the university's reputation, good name and image by permitting only appropriate uses and assuring that only quality products bear the institution's name, initials or marks.

To learn about the rules for licensing please visit the trademarks website, <http://trademarks.okstate.edu>. A list of all groups that are licensed to handle the OSU logos and trademarks is also on the website. For more information or if you have any questions be sure to contact the Administrator of Trademarks and Licensing, Kurtis Mason at 405-744-6238 or by email [kurtis.mason@okstate.edu](mailto:kurtis.mason@okstate.edu).

*\*Information obtained from Licensing and Trademarks website;  
<http://trademarks.okstate.edu/>\**

### **Residential Life Marketing Department**

Residential Life plays an essential role at Oklahoma State University. Housing approximately 5-6,000 students, it is a great opportunity to market your organization or event. If you require help from RA's to post flyers be sure to give at least 2 weeks notice to Residential Life Marketing Department & they can distribute the flyers amongst their staff. Shannon Baughman is the Assistant Director for Marketing and Conferences. Her office is located in 109 Scott Hall and her phone number is 405-744-4471

### **Multicultural Affairs Committee (MAC)**

The Student Government Association's Multicultural Affairs Committee has the ability to allocate funds from a special fund established by the Student Government Association. This committee's purpose is to promote multicultural events on and throughout campus. If your organization would like extra funding for a cultural event or program, MAC can help to alleviate your costs. For more information check out the Student Government Association website,

<http://osusga.com/> it is under the Resources section in the Forms & Applications Folder.

### **Campus Printing Sources Duplicating**

If your organization requires large scale printing, OSU has great resources on campus to help you with your work. There are three duplicating services located throughout campus; CEAT Duplicating, Ag Duplicating, HES Duplicating. CEAT Duplicating is located in 016 Engineering North and can be reach by emailing [dupl.@okstate.edu](mailto:dupl.@okstate.edu) or 405-744-5137. Ag Duplicating can be found in 07 Ag Hall and can be contacted by emailing [agdup@okstate.edu](mailto:agdup@okstate.edu) or 405-744-5824. HES Duplicating is located in 032 of HES' North Basement and can be reached by emailing [hesdup@okstate.edu](mailto:hesdup@okstate.edu) or 405-744-7237. Any of these services can handle a bulk printing request. Be sure to provide one week's notice for large printing requests.

### **SGA Football Suite**

One of the more exciting & fun experiences that clubs & organizations can attempt to participate in is entry into the SGA Football Suite. Student Government has a suite in the Boone Pickens Stadium that they allow student organizations to apply for a chance to watch a home game. This provides a great opportunity to give back to members and show appreciation for their hard work as well as enabling students to grow closer together. For more information check out the Student Government Association website, <http://osusga.com/> it is under the Resources section in the Forms & Applications Folder.

### **Important Dates/Things to Consider**

Being at such a large campus, there are any number of events and festivities taking place at the same time. While it is impossible to work around every other organization's schedules there are some dates that are important to keep in mind.

- Family Weekend

- Typically happens in mid-late September
- It is a great opportunity to host a family friendly program
- To find out the exact date contact Fran Gragg (Parent and Family Relations – 001 Clb, 405-744-5406)
- ISo
  - The first Friday of every semester iSo hosts their Welcome Dance
    - Typically starts around 9:30/10pm
  - International Students are a significant population that regularly come to events across campus
  - International Expo - Held on the lawn in the fall
  - International Bazaar in the West Watkins during the winter
- Fraternity & Sorority Affairs
  - Freshman Follies (late fall)
  - Greek Week – Always the 1<sup>st</sup> week of April
  - Legacy Night – Occurs before Greek Week & is a great chance to work with Pan-Hellenic & chapters to provide events for members & future Cowboys
  - Spring Sing (Mom's Weekend – April)
- Homecoming
  - By far the largest event that takes place on campus. Homecoming is a week long & there are so many events in town and in the community that it is not practical to plan against it.
  - Homecoming also provides a great opportunity for student organizations to be recognized. Contact Melisa Parkerson in the Alumni Association [melisa.parkerson@okstate.edu](mailto:melisa.parkerson@okstate.edu) if your organization wants to sponsor a gift basket or prize for the Chili Cook-off or other events during that time period.
- African American History Month – Contact the Inclusion Center for Academic Excellence for more information <http://icae.okstate.edu/>
- Alcohol Awareness Week – Fall Semester

- Varsity Revue – Spring Semester - Sponsored by Women in Communication
- Into the Streets – November – for more information contact Joyce Montgomery [joyce.montgomery@okstate.edu](mailto:joyce.montgomery@okstate.edu)
- Relay for Life – Spring Semester – Sponsored by Colleges Against Cancer
- The Big Event – April – Sponsored by SGA, visit <http://osusga.com/> for more information
- Lights on Stillwater (first Wednesday of classes in the Fall)
  - Sponsored by the SGA, Lights on Stillwater helps to connect the town of Stillwater to the Oklahoma State Community. Great venue for organizations to attract potential new members & distribute flyers.
- Kids On Kampus (KOK) hosted by Non-Traditional Student Organization – Fall Semester
- Hispanic History Month (Mid-September – Mid-October) (Contact Inclusion Center for Academic Excellence)
- Earth Day – April 22nd
- Shack-a-thon hosted by Habitat for Humanity – Spring Semester

## **STUDENT SUPPORT INFORMATION**

As an advisor a large portion of your responsibility is working and interacting with students regularly. As you collaborate with students more & gain increased skills, you must remain observant of warning signs for potentially dangerous behaviors, habits, needs, etc. At Oklahoma State there is a plethora of resources to help students receive the help that they may need.

### **Student Counseling Center**

The mission of the Student Counseling Center is to enhance human development and maximize students' problem-solving and decision-making capabilities so that they can make more effective and satisfying life choices. In accordance with this mission, the Student Counseling Center acts to support and enhance the personal, social, and intellectual functioning of Oklahoma State University students. Resources include a broad spectrum of developmental, remedial, and preventive services.

Student Counseling Center

Cordell Hall 001 (During Student Union Renovation)

Stillwater, OK 74078

405-744-5472 phone

405-744-8380 fax

<http://okstate.edu/ucs/>

Hours: M-F 8:00 am -- 12:00 noon & 1:00 pm -- 5:00 pm

If you are in crisis, an on-call counselor is available. After 5:00 pm and on weekends, counseling staff may be reached through the OSU Police, 405-744-6523.

### **Behavioral Consultation Team**

The Behavioral Consultation Team (BCT) is a specially trained group of professional staff members from several university departments with mental health, student development, law enforcement, academic, administrative and legal expertise. The team investigates and evaluates threats and other

concerning behavior, implements strategies for managing individuals that may pose a threat of harm. The team's goal is to work with all parties involved to effect a safe campus environment.

If you see something, say something. The vigilance of all Cowboys is critical in keeping the campus safe. The team is unable to mitigate a situation until we are aware of it. The university expects all members of our community to act quickly and responsibly if they hear or see something that is out of the ordinary. It's important to report any concerns, even if they seem minor. Don't assume someone else will call.

- Behavioral Consultation Team Hotline (M-F 8:00 a.m. to 5 p.m. only): 405-744-3333
- After business hours non-emergency, call OSU PD at 405-744-6523
- In an emergency, call 911
- Or notify a member of the team:
  - Dr. Lee Bird, Vice President for Student Affairs, 405-744-5328
  - Dr. Suzanne Burks, Director of University Counseling Services, 405-744-5458
  - Dr. Gail Gates, Associate Vice President for Academic Affairs, 405-744-7135
  - Chief Michael Robinson, OSU Police 405-744-6528

You can also visit the Behavioral Consultation Team Website at

<http://bct.okstate.edu/>

### **Academic Tutoring Information**

Oklahoma State University provides a variety of academic services for students in order to help them succeed academically. Many of the services accessible for students come at little to no additional cost. These tutoring options run the gamut and allow the students to seek the help that they need. The Academic and Career Development Center (ACDA) publish a list of resources that can be found at this link <http://www.okstate.edu/ucs/spring2010tutoring.pdf>.

If you have any questions about the ACDC or other tutoring services on campus visit their website at <http://www.okstate.edu/ucs/acdc.html>.



# Important Contact Information

## **Campus Contacts:**

### **Campus Life**

Motor Pool Reservations \*Must be a recognized organizations\*

Trip Insurance

405-744-5488

### **Physical Plant Sign Shop**

John Heusel

405-744-7191

[John.heusel@okstate.edu](mailto:John.heusel@okstate.edu)

A-Frames

### **Physical Plant-Grounds**

Jeff Sweeden

405-744-7163

[jeff.sweeden@okstate.edu](mailto:jeff.sweeden@okstate.edu)

Outdoor Physical Plant Set Ups-Tables, chairs, tents, generators, lights, etc.

### **Colvin Center-Pool**

Quinton Harris

405-744-6216

[Quinton.harris@okstate.edu](mailto:Quinton.harris@okstate.edu)

Pool Rental

### **Seretean Center**

Rooms & Tech for Seretean Center

Chris Vanzant

405-744-6137

[Chris.vanzant@okstate.edu](mailto:Chris.vanzant@okstate.edu)

### **SU Meeting Conference Services**

405-744-5232

[meetings@okstate.edu](mailto:meetings@okstate.edu)

Jason Sullivan -Booking Rooms, Room or Catering Billing Questions

Jeremy Schallner - Building Manager - Room Set Ups

Kalip Frasier - Media Tech - Technical Needs-Screens, Projectors, Microphones,  
etc.

Glo Lorenzi -Catering Needs

### **Director Dining Services**

Terry Baker

405-744-4446

[terry.baker@okstate.edu](mailto:terry.baker@okstate.edu)

**Campus Life Graphic Designer**

Kassidy Conway

405-744-5046

[kassidy.conway@okstate.edu](mailto:kassidy.conway@okstate.edu)

Graphic artist for designing fliers, organization logos, and other marketing/promotional materials and needs

**Career Services**

405-744-5232

[careers@okstate.edu](mailto:careers@okstate.edu)

Provides employment opportunities for the OSU campus community

**Colvin Recreation Center**

405-744-5510

General information, court reservations, intramural information, and more

**Student Government Association**

405-744-6500

Legal Advice & Typewriters

**Off Campus Student Association**

405-744-7283

Questions regarding leases, landlords, etc.

**Renter's Advisory Council**

405-744-6666

Aids in landlord-tenant disputes, renter's rights, and more

**Residential Life**

405-744-5592

Questions regarding housing or providing programs in residential locations

**Advisor Information for Major Clubs & Organizations:**

Advisor for the Student Government Association (S.G.A.)

Kent Sampson

405-744-5488

[kent.sampson@okstate.edu](mailto:kent.sampson@okstate.edu)

The Non-Traditional Student Services Coordinator

Advisor for the Off Campus Student Association (OCSA.) & Non-Traditional Student Organization (NTSO)

Marie Basler

405-744-5488

[marie.basler@okstate.edu](mailto:marie.basler@okstate.edu)

Advisor for the Student Union Activities Board

Larry Putman  
405-744-5213  
[Larry.putman@okstate.edu](mailto:Larry.putman@okstate.edu)

Advisor for Asian American Student Association (A.A.S.A.) and Vietnamese American Student Association (V.A.S.A.)  
Catherine V. Vijayakumar  
405-744-5203  
[catherine.vijayakumar@okstate.edu](mailto:catherine.vijayakumar@okstate.edu)

Advisor for the Native American Student Association  
Robin Williams  
405-744-0401  
[robin.starr.williams@okstate.edu](mailto:robin.starr.williams@okstate.edu)

Advisor for the African American Student Association  
Jason Johnson  
405-744-5566  
[jason.k.johnson@okstate.edu](mailto:jason.k.johnson@okstate.edu)

Advisor for Hispanic Student Association  
Brenda Morales  
405-744-6538  
[blm@okstate.edu](mailto:blm@okstate.edu)

Liaison for Inter-Faith Council  
Coordinator for Allied Arts and Special Events  
Joe Ray  
405-744-7509  
[joe.ray@okstate.edu](mailto:joe.ray@okstate.edu)

Advisor for the International Student Organization (i.S.o.)  
Manager of International Students & Scholars  
Tim Huff  
405-744-5459  
[tim.huff@okstate.edu](mailto:tim.huff@okstate.edu)

Camp Cowboy Advisor  
Leadership Programs, including the leadership minor  
Stephen Haseley  
405-744-2129  
[stephen.haseley@okstate.edu](mailto:stephen.haseley@okstate.edu)

Advisor for Sexual Orientation Diversity Association  
Carol Mason  
405-744-5545

[carol.mason@okstate.edu](mailto:carol.mason@okstate.edu)

Advises Interfraternity Council (I.F.C.) & National Pan-Hellenic Council (N.P.H.C.)

Manager for Fraternity & Sorority Affairs

Ival Gregory

405-744-5490

[ival.gregory@okstate.edu](mailto:ival.gregory@okstate.edu)

Advises Panhellenic Council (N.P.C.) and Multicultural Greek Council (M.G.C.)

Coordinator of Fraternity & Sorority Affairs

Liz Osborne

405-744-5490

[elizabeth.osborne@okstate.edu](mailto:elizabeth.osborne@okstate.edu)

Coordinator for Women's Programs

Jen Macken

405-744-2127

[jen.macken@okstate.edu](mailto:jen.macken@okstate.edu)

Sports Club Council Contact

Karissa Lowe

405-744-5510

[karissa.lowe@okstate.edu](mailto:karissa.lowe@okstate.edu)

Advisor for Graduate and Professional Student Government Association (GPSGA)

Maureen Sullivan

405-744-6823

[maureen.sullivan@okstate.edu](mailto:maureen.sullivan@okstate.edu)

OSU Alumni Association Director of Student Programs and Awards & Homecoming Advisor

Melisa Parkerson

405-744-8711

[melisa.parkerson@okstate.edu](mailto:melisa.parkerson@okstate.edu)

Coordinator for Service Learning Volunteer Center

Joyce Montgomery

4-5154

[joyce.montgomery@okstate.edu](mailto:joyce.montgomery@okstate.edu)

Advisor for Arts & Sciences Student Council

Karen Smith

405-744-5658

[karen.smith@okstate.edu](mailto:karen.smith@okstate.edu)

Advisor for CASNR Student Council  
Carol Jones  
405-919-7842  
[jcarol@okstate.edu](mailto:jcarol@okstate.edu)

Advisor for CHES Student Council  
Nicole Miller  
405-744-9151  
[nicole.i.miller@okstate.edu](mailto:nicole.i.miller@okstate.edu)

Advisor for College of Education Student Council  
Linda Owens  
405-744-9510  
[linda.owens@okstate.edu](mailto:linda.owens@okstate.edu)

Advisor for CEAT Student Council  
Kevin Moore  
405-744-5276  
[kevin.moore@okstate.edu](mailto:kevin.moore@okstate.edu)

Advisor for Spears School of Business Student Council  
Dr. Mark Weiser  
405-744-5064  
[weiser@okstate.edu](mailto:weiser@okstate.edu)

**Off Campus Contacts:**

*Camp Redlands*  
405—744-5581  
Reserving off campus location

*Lake Carl Blackwell*  
405-372-5157  
Reserving off campus location

*Payne County Fairgrounds*  
405-372-1275  
Reserving off campus location

*Swank Motion Pictures*  
1-800-876-5577  
<http://swank.com/>

If you are interested in showing a film, television show, or series on campus you must obtain the rights to the film. Swank Motion Pictures can work with you to help you sponsor and host your event.

*Stillwater Board of Education*

314 South Lewis Street, Stillwater, OK

405-533-6300

Approval for posting fliers/handbills in the Stillwater Schools and Thursday student packets

*Causley Productions Inc.*

205 W 9th Ave

Stillwater, OK 74074-4406

405-372-0940

art@causleys.com

<http://www.causleys.com/>

Custom apparel & promotional products

*Stillwater Screen Printing & Embroidery*

520 W 6th Ave

Stillwater, OK 74074

405-372-7600

[sales@logosntees.com](mailto:sales@logosntees.com)

<http://logosntees.com/>

Custom apparel & promotional products

*DuPree Sports & Screen Printing Co.*

316 S. Washington St.

Stillwater, OK 74074

405-377-0921

Custom apparel & promotional products

*Turn of the Century*

620-442-7024

[info@totce.com](mailto:info@totce.com)

[www.totce.com](http://www.totce.com)

Custom apparel & promotional products

*Cowboy Copy*

514 S Washington St

Stillwater, OK 74074

405-372-8099

<http://cowboycopy.net/>

Custom apparel & promotional products

*Eskimo Joe's Promotional Products Group*

3904 N. Land Run Drive

Stillwater, OK 74075

405-533-5555

<http://www.ejppg.com/>

Custom apparel & promotional products

*Chris' University Spirit*

244 S Knoblock Street

Stillwater, OK 74074

1-800-222-6670

<http://chrisuniversityspirit.com/>

Custom apparel & promotional products

*Dearinger Printing & Trophy Inc.*

605 S. Lewis

Stillwater, OK 74074

405-372-5503

<http://www.dearingers.com/>

Trophies, awards, & more

*Engraving Excellence*

402 S Washington St

Stillwater, OK 74074-3333

405-743-4411

Trophies, awards, & more