THE UNIVERSITY OF CENTRAL MISSOURI
REGISTERED STUDENT ORGANIZATION

ADVISOR MANUAL

EDUCATION FOR SERVICE

UNIVERSITY OF CENTRAL MISSOURI™

Est. 1871

Table of Contents

Student Organization Finances

Policies and Procedures

Dear Student Organization Advisor,

Welcome and congratulations on being a Registered Student Organization (RSO) Advisor! On behalf of Student Activities staff we would like to thank you for taking time in advising, coaching, and educating students participating in RSOs at the University of Central Missouri. RSOs are an important part of the Central experience. Involvement in student organizations encourages students to develop leadership skills, to explore values, and to begin laying the foundation for their professional careers.

Education, the central goal of the university environment, takes place in many different ways. As an Advisor, you will have the opportunity to impact the lives of students in and out of the classroom. The Advisor helps students take full advantage of co-curricular learning and serves as a role model and mentor for members of Registered Student Organizations. Your efforts provide opportunities for our students to develop the leadership skills necessary to lead lives of balance, generosity and integrity.

This handbook has been created to assist Registered Student Organization Advisors. Guides, resources, tips, expectations, and suggestions are included to help with your transition into a student organization Advisor role and to provide continued resources and recommendations to experienced Advisors.

The Office of Student Activities wants to establish strong lines of communication with organization Advisors and has designed this publication to address the role of Advisors, Advisor responsibilities, and what the expectations of the University are for student organizations. If you have any questions or need further support, please feel free to contact the Office of Student Activities, Union 217, (660) 543-4007 or e-mail bergsieker@ucmo.edu.

Thank you for taking on this important leadership role. An Advisor is crucial to the success of the student organizations you mentor. As an Advisor you can supply information that will enable an organization to avoid making mistakes and to capitalize on the successes of the past. Your efforts are vital to both students and the campus community.

Best Wishes,

The Office of Student Activities Staff

The Office of Student Activities

The Office of Student Activities (OSA) provides services and programs that bridge the gaps that students encounter on their road to success at UCM. The OSA is also the home base for all student organizations. All groups must be recognized by the OSA to receive funding and reserve rooms. Groups must register each fall semester.

As an advisor, you need to be aware of the resources that the OSA has to offer so you can help your group and individual students use the OSA effectively.

Student Development and Leadership

This is the area that is responsible for the recognition of over 200 student organizations. The staff of this area can provide all kinds of information for you as you advise a student group.

Leadership development possibilities for students are many. There are several leadership events offered throughout the year to enhance student leadership.

Volunteer Services and Non-Traditional Student Services

Find out about volunteer options in the Warrensburg and surrounding communities. Other opportunities offered are: Alternative Spring Break, Blood Drives, Student Volunteer Fair, student organizations for volunteerism, and UCM Volunteer Service Day.

Non-Traditional students have many resources in the office. Additional support, referrals, and information can be found. Information such as scholarships, childcare, and the Association of Non-Traditional Students (A.N.T.S)

Student Activities Resources

- Posting of Flyer
  - Flyer are placed on Academic Boards and in Housing (53)
  - Flyer need to be in Union 217 by Monday and Wednesday by 5 pm since we posted on Tuesday and Thursday.

- Organization Mailbox

- Operational Budget
  - Deadline to sign up is set **each** semester
  - Wal-mart Card Charges
  - Bookstore Charges

- Student Funding Committee
  - Organization need to request monies a semester in advance
  - Deadline is set **each** semester

- Poster Making
  - Cost is $3 or $5 depending on the paper choice

- Banner Paper
  - $.21 a yard

- Copies
  - Varies but ranges from $.05 - $.08 per page

- Laminator
  - $1.00 a foot

- Outdoor Signs

- Button Making
  - $.25 a button plus print cost

- Die Cut Machine
  - Construction Paper $.10 per page

Student Recreation and Wellness Center

The Student Recreation and Wellness center is a state of the art fitness facility. The center offers fitness equipment and classes, as well as intramural sports and outdoor wellness activities.

Fitness and Wellness

Many classes are offered including: boot camp, cardio kickboxing, Zumba, TRX basics, Butz & Gutz, spinning, salsa and much more. Fitness and Wellness also provides assessment and personal training. Cost depends on the assessment and length of training.

Intramural Sports

Intramurals attempts to offer something for everyone on the UCM campus. UCM has one of the most extensive Intramural programs that you will find anywhere. Annually, more than 8000 students, faculty, and staff participate in some form of fun team or individual sports activity.

TREK Outdoor Education & Leadership Programs

The University of Central Missouri Office of Outdoor & Experimental Education is pleased to provide leadership based programming for schools, community, and youth based groups. TREK Leadership programs set students up for success both in and out of the classroom. Understanding the meaning of teamwork and how groups work together are lifelong skills that can be easily taught in non-traditional classroom settings.

Student Activities Contact Information

Beth Rutt, Director of Student Activities and Student Recreation & Wellness Center, 543-4381

Emily Bergsieker, Assistant Director of Student Activities, 543-8667

Kristie Brinkley, Assistant Director of Volunteer Services, 543-4380

Jason Cannon, Assistant Director of Student Recreation & Wellness Center, 543-4288

Mike Busekrus, Outdoor Education and Leadership Coordinator, 543-8603

Kevin Sneed, Assistant Director of Intramurals & Club Sports, 543-8595

Important Campus Contact Information

Please refer to this list for any questions regarding the functioning of the student organization you advise.

Office Name	Phone Number
The Spotlight (Programming Board)	660-543-4293
Counseling and Psychological Services	660-543-4060
Intramural Sports	660-543-8595
Meetings and Conference Services	660-543-4342
Office of Student Activities	660-543-4007
Public Safety	660-543-4123
Student Engagement & Experience	660-543-4114
Student Funding Committee	660-543-4007
Student Government Association	660-543-4094
University Health Center	660-543-4770
University Housing	660-543-4515
University Relations	660-543-4640
Violence and Substance Abuse Prevention	660-543-4044

Important Off-Campus Contact Information

Please refer to this list for any questions regarding the functioning of the student organization you advise.

Office Name	Phone Number
Emergency	911
Western Missouri Medical Center	660-747-2500
Johnson County Sheriff Department	660-747-5511
Central Dispatch	660-747-2265
Johnson County Fire District	660-747-5220
City of Warrensburg Police Department	660-747-9133

Essential Knowledge and Skills of a Student Organization Advisor

Facilitator University Model

The Office of Student Activities at the University of Central Missouri values the relationship with students engaged in co-curricular activities, and has adopted a philosophical approach to partnering with individual students and student organizations as facilitators of the involvement experience. To that end, the resources, guidelines and concepts presented in this manual are based upon the facilitator university approach. With this approach, student organization members, leaders and advisors work with administrators, faculty and staff to make intelligent, fair and reasonable choices within the boundaries established by state, federal, and local laws, university rules, and the educational mission of the institution. A facilitator college balances rights and responsibilities - it is neither extremely authoritarian nor overly solicitous of student freedom. Importantly, a facilitator college seeks shared responsibility rather than allocating it unilaterally or not at all. Facilitation implies an appropriate and reasonable degree of risk. The goal of the *university is to advise student organizations of the potential and perceived risks involved in their* activities. Universities should also strive to facilitate the coordination of organization events and help student leaders take corrective actions and proactive steps to minimize accidental injury and/or loss. A facilitator institution seeks to balance the rights and responsibilities of students and the university.

This definition adopted from: Bickel, R.D., & Lake, P.F. (1999). The rights and responsibilities of the modern university: Who assumes the risks of college life? Durham, NC: Carolina Academic Press.

Advisor Role

Why Be an Advisor?

Advising a Registered student organization is an opportunity to interact with UCM students outside of the classroom setting. An Advisor-advisee relationship is one that touches students' lives on a different level and gives students the opportunity to get to know faculty/staff members as "real" people. These relationships could potentially lead to life-long mentoring.

Advising will give you the opportunity to make a difference in the community, keep up to date on campus events, and build community both on and off campus and have fun helping students enhance their college experience. An Advisor walks a fine line between leading an organization and giving the organization the ability to lead itself. Seeing students develop new skills and grow as individuals and as a group is another example of the benefits of advising.

Like most activities, you get out of it what you put in. By being an active Advisor the benefits of interacting with student organizations can be limitless. Utilize this opportunity as an Advisor to learn something new about the students in the organization and about yourself.

Roles of an Advisor

Each Advisor perceives his/her relation to a Registered Student Organization (RSO) differently. Some Advisors play very active roles by attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. No matter your style, keeping some regular contact with the organization is needed. An Advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of RSOs; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel an organization or its members might seek.

Given the myriad of purposes, activities and objectives of various Registered Student Organizations (RSOs), the role of the Advisor will vary in some degree between organizations. As organizations vary in their expectations and needs, it is important that you, as an Advisor, develop an understanding with the organization as to the nature of your involvement. The Advisor and organization should agree on a set of expectations of one another from the onset and should write this list down as a contract between the organization and the Advisor.

The different roles include: **Mentor, Team Builder, Conflict Mediator, Reflective Agent, Educator, Motivator and Policy Interpreter**

Mentor

Many students will come to see their Advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the Advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

Team Builder

When new officers are elected or new members join the RSO, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the Advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the Advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students are going to join the RSO with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have come into conflict, if needed, meet with them and have them discuss their issues with each other. In many cases, remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the organization achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases, this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an Advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.

Educator

As an Advisor, your role of educator will often come through modeling behavior geared toward success, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an Advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

As an Advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their "cheerleader" to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

Policy Interpreter

Registered student organizations operate under policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

As an Advisor you will assume numerous roles. A key idea to remember is that you are an Advisor and not the leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their organizations.

Adopted from ACPA Advisor Manual as of 6.2009

Advisor Responsibilities

1. **Be there.** College students are adults; every meeting does not need your attendance. Still your frequent presence is important at executive board or officers' meetings and monthly or general meetings. Set up a weekly meeting with the president to plan agenda for executive and general meetings. It demonstrates your interest and provides continuity.

2. **Help plan.** Successful activities take planning. Encourage foresight. Help the group think through its event plans. Pay attention to other University activities and dates and help the group be realistic. The Office of Student Activities (OSA) staff can help in planning.

3. Know University policies. As an advisor you need to be aware of University policies and procedures. If you are unaware or feel you need more assistance please refer to http://www.ucmo.edu/upo/guide/

4. **Manage risk.** Student organizations are for the benefit of the student and their overall learning experience while in college. Risk management is an important topic that all advisors should help their student members to remain aware of.

5. **Use facilities available.** The University tries to make facilities available to student organizations; and reserving them is the responsibility of the student organization. Advance planning is the key to reserving space. There is competition for all rooms located in buildings on campus, especially the Elliot Union. The Facility and Conference Services Office is here to help student organizations. Rooms are reserved by filling out a room reservation form. The Facilities and Conference Services Office is located in Union 301 or by calling 543-4342. www.ucmo.edu/facilities

6. **Know about money.** The Student Funding Committee (SFC) has funding available for all student organizations. Please be aware of the funding guidelines. These guidelines can be found at www.ucm.edu/sfc. Funding is handled a semester in advance. Be proactive in planning.

7. **Keep the Office of Student Activities informed with:**

- Up-to-date Officer's List with names, phone numbers, and addresses – the updates can be made online at the registration site. www.ucmo.edu/oca/studentorgs/reg.cfm
- Regional, national or international conference opportunities
- Programs and services offered to UCM students via your organization

- Awards or honors received by individuals or groups
- Up-to-date MyCentral page, refer to pgs. 20-22 for instructions

8. **Mentor others.** You may not be the advisor forever. Mentor an adjunct advisor.

9. **Blow the whistle on hazing.** Hazing is prohibited. A definition of hazing is given in the Student Handbook. Supplemental information is available in the Office of Student Activities. Even if your group has conducted membership activities as traditions it does not mean they are of value. They could even demean members or prospective members. When you wonder about the value of an activity, chances are great something may be wrong. Consult with Office of Student Activities to craft a method of modifying these activities.

Some common membership activities that are considered hazing are:

- Scavenger Hunts
- Paddling
- Forced eating or drinking of any substance
- Physical or emotional/psychological abuse
- Slumber parties/sleepovers

Some common results of such activities are:

- Suspension
- Removal from campus by the University or National Headquarters
- Community Service
- Required educational programming

11. **Give praise.** Students can get useful positive feedback from you. Don’t hesitate to tell them they’ve done well. Your opinion means a lot.

Advisor Expectations

Expectations may vary based on the type of Registered Student Organization (RSO) and the Advisor. RSO and Advisor expectations may also vary from year to year and person to person. Advisors and student leaders should connect regularly to determine the appropriate expectations that apply. At minimum advisors should:

- Be available to the officers and/or members of the RSO for advising and required signing of documents.
- Assist both the old and new leadership in this transition and provide historical continuity.
- Allow the duly elected student leadership to exercise primary decision-making authority with regard to organization goals, objectives and activities within the limitations of the expectations above.
- To meet with organization officers and members as determined by the organization's constitution. In addition, advisors are expected to assist the organization in developing goals and planning projects or events and to make suggestions that will empower members of the organization to become better leaders.

Advisors and students are encouraged to develop a list of their own expectations for each other. Please refer to the Advisor Self-Evaluation Checklist on p.65 and the Student Leader/Advisor worksheet on p.66.

Adopted from UNL Student Organization Advisor Guide

ABC'S OF ADVISING

Attend meetings and events regularly
Be open to communicating with members and officers
Promote **C**ooperation rather than competition
Assist in **D**eveloping long term goals
Encourage discussion of relevant issues
Foster a relationship of trust with students
Be a **G**ood listener
Help officers improve leadership skills
Discourage **I**nappropriate ideas
Don't **J**udge students
Kick-start enthusiasm
Let members know expectations and roles
Meet regularly with organization leaders
Notice organization and member accomplishments
Keep your sense of hum**O**r
Praise publicly, criticize privately
Be accessible and available for any **Q**uestions
Request all agendas and minutes
Strict – No, laissez-faire – No, middle ground – Yes
Avoid **T**aking sides and remain objective
Understand the goals of the organization
Be a **V**aluable resource
Turn "**W**hat should we do?" into "what are you going to do?"
Develop and use constitutional e**X**pertise
Provide reasons for **Y**our suggestions
Go to your organi**Z**ation for help. It builds confidence and team spirit

Creating and Keeping a Successful Student Organization

Group Studio

How to Log into the Group Studio…

1. Log into MyCentral (https://mycentral.ucmo.edu/cp/home/displaylogin)with your 700#
2. Click on the Group icon – upper right just below the black bar
3. If your group has been created and you are the leader of a group, it will appear under the My Groups tab. If you are looking for a group click on Group Index and click through the categories or search for your group.
4. If your group doesn't exist, the leader or advisor needs to create the group.

The following items must be completed within Group Studio (MyCentral) to be a registered student organization with the Office of Student Activities:

1. **Add members** –
   a. Below configuration tools on your group page click members
   b. Click on add members
   c. Members can be add by searching for first and last name or by UCM email
   d. When you click on add for the first time a pop-up box will appear that the top and you need to click to temporary allow then click add member again. You will then need to type a comment to this person so they know they are being added to your group. (Example: Welcome to the leaders group in MyCentral.)
   e. **Note: If you have more than 50 member, email an excel document with 700# to Emily Bergsieker – bergsieker@ucmo.edu and we will upload them for you.

2. **Add constitution** –
   a. Below content tools on your group page click manage files
   b. Browse for your file (constitution)
   c. Click add

3. **Add officers** –
   a. Officers must be added using the Group Studio Leader Application
      i. See directions (Group Studio Channels) below on how to add this to your page.
   b. Select the current year
   c. Select the group to which you wish to create an Officer listing. If a group is not listed you are not a leader of that group.
   d. Select the group members name for the first officer.
   e. Select the officer position. If the position is not listed, contact Emily Bergsieker, bergsieker@ucmo.edu to ask for the position to be added.

f. Add their phone number & email. This is optional for all officers except the president & advisor(s).
g. Click Add
h. Repeat Steps 4 to 7 for each officer.
i. Once all officers are entered click 'Move Leader to Group Studio'.
j. To review your new Officer listing, log out of MyCentral and view your Guest page. The new information will be displayed in the "Group Information Block' section of the Guest page.
k. You can make changes to this information throughout the year by accessing the Group Studio Application again.

Group Studio Channels

Create a Group Leader tab in MyCentral

1. Log into MyCentral
2. Click on the Content Layout link (under the crest – upper left)
3. Click on the 'Add Tab' tab on the right
4. Enter the name of the tab. For example MyGroups, Group Mgmt, etc.
5. Click Submit

Set up columns on the new tab

1. Click on the newly Created tab.
2. Click 'Add Column' and click 'Add Column' again!
    a. Click either Select Column button
    b. Set the width to 50% of both columns and Save Widths

Add Channels (still in the new tab as described above)

1. Click either New Channel button
2. Select Applications category and click go.
3. Select 'Group Leader Activity' channel and click 'Add Channel'
4. Click the other New Channel button (other column)
5. Select UCM category and click go.
6. Select the 'Group Studio Leaders' channel and click 'Add Channel'
7. Click the Back to link under the crest and navigate to the newly created tab.

Adjusting Group Leader Activity Channel

1. Click the 'edit' button on the upper right (2^{nd} from the left)
2. Check channels displayed in on the left and the applications you want to monitor on the right.
3. Click Save Changes and Done when finished.

Using the Group Studio Leaders channel

This channel is designed to create the 'Officer' listing for your group (displays on the Guest Page) and to capture the data for future use when building co-curricular transcripts. The design is basic and easy to follow. As you build the listing, you can modify entries as needed or renew the file as many times as you want. You can view the results from the Manage Guest Page feature on your group tools console.

Officer titles are established in our campus-wide data system. If you do not find a listing for your officer title, please contact the Student Activities office.

Changing Permissions as Officers Change positions

- When you elect new officers, please make sure that you change the permissions in MyCentral so the new officers have access to the group.
- This can be done by doing the following:
    - Below configuration tools on your group page click permissions
    - Click on the edit group leader button to the left of the names
    - Select the new leaders name then clicks add.
    - To remove a current leader the new leader must do it. This process is done the same as adding a new leader except you click remove instead of add.
- Delegate to others!

Recruitment

The following suggestions will help make your organization's recruitment efforts more successful:
Know and Understand Your Organization

- Leadership and membership should know what the organization goals and objectives are.
- Have an organizational meeting to discuss goals and objectives. Are your goals still accurate? Is it time to update them? Where do you plan for the organization to be in six months? A year?
- Decide on a direction to take. During this "organizational housekeeping" process, a certain theme or direction should become clear. What is this?
- Develop a membership profile. What type of people do you need to help the group succeed? Who would you like to have join? Who would complement your current membership?

Set Recruitment Goals

After identifying the type of people you want in your organization, set some recruitment goals. How many new members can your organization reasonably assimilate into the group? Will you allow people to join at any time or only during a pre-designated recruitment period? Will you hold a mass meeting or is membership by invitation only?

- Keep your membership profile in mind. When designing your recruitment strategy, ask yourself what places do these prospective members most likely frequent? Do they have special interests? What kind of publicity would attract their attention?
- Remember what made you get involved. Probably the most important step in designing a recruitment strategy is for you to think back to when you first became involved. What attracted you? How were you recruited? If you weren't, how did you hear about the organization? Why have you stayed involved?

Get Everyone Involved

Have your current members identify people they know who might want to get involved. Personally invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.

- Talk about your organization. Tell people what you have to offer them. Ask them about themselves – and really listen.
- Sell your organization and the benefits of membership. Tell them how the organization can benefit someone like them. Personalize the message to each potential member. Let them know how their talents, skills and interests would help the organization.

Design an Advertising Campaign Using Visual Elements

Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your posters, flyers, banners, bulletin boards, etc. Be creative. Get the publicity up early enough. Your publicity can be effective only if it's noticed.

Plan a Special Welcoming Meeting

Many organizations find it beneficial to have a meeting or ceremony to welcome new members. Group participation in some form during the official initiation process is one way to make your members feel wanted, needed and appreciated.

Hold an Orientation for New Members

Developing and conducting an organizational recruitment campaign is very important. Yet, as we all know, retaining these new members is another matter entirely.

- Train your new recruits. All too frequently, organizations skip any form of orientation and just place their new recruits directly on committees or organizational projects.
- Teach them about your organization. Although involvement is crucial to the longevity of the group, understanding the organization and its goals and objectives, structure, norms, and taboos is equally as important. By taking the time to orient new members to the privileges and responsibilities of 27 Student Involvement Membership, you create a more educated membership – people who can and will make significant contributions to the organization.
- Elements of a successful orientation program include:
    - The rights and responsibilities of members
    - Organizational governance, operating policies and procedures
    - Organizational history, traditions, and programs
    - Assimilation of new members into the organization
    - An overview of campus services, activities, and programs for Registered Student Organizations.
    - Information about any support groups or affiliations an organization may have

Adapted from Ball State University Downloads for Student Organizations and Advisors, as adapted from ACPA Advisor Manual 6.2009

Recruitment Quick Tips

Remember that a personal contact is always better than 1,000 flyers and newspaper advertisements. People join organizations because they like the people they find there. Nothing can replace the simple act of getting to know someone and asking them to join the organization.

- Get schedules to make a brief introduction of your organization at each meeting.
- Co-sponsor campus events so that the organization name gets out more. Be sure to have information about your organization at each event.
- Ask key people to give recommendations of possible members and leaders.
- Don't expect a person to come to a meeting in a room full of people he/she doesn't know. Offer to meet the student somewhere and go to the meeting together. Then make sure you personally introduce that person to others in the organization.

- Have a membership drive
- Feed potential members. College students are attracted to free food.
- Recruit people by the issue that interests them. There are people very interested in one issue; you can recruit them to head up a program on that issue.
- When someone has expressed interest in getting involved to any degree in your organization, immediately get them involved and give them a meaningful task to do.
- Go out of your way to make a new or potential members feel like “players” right away.
- Go door to door in the residence hall and talk to students about the organization and invite them to come to an event later in the week.
- Get exclusive rights to a really cool “members only” job for the organization.
- Hold meetings and events in comfortable, visible, easy-to-come-to places.
- Make a list of all of the advantages of being a member. This could include public speaking opportunities, or any number of other things. Use this list of advantages as your major selling points for new members.
- Always take photos at meetings and events, and then put together a scrapbook for prospective members to see.
- When working to recruit members, always try to think in terms of “what’s in it for them.”
- Have an informational meeting.
  Print up business cards for your members to carry. Be sure to have a place for members to write his/ her own name and number, but the card should also say, “Open meetings! Please come!”

From Dathe, T. and Tumbarello, T. “Advising 101” UMR-ACUHO, 1999, as adapted from ACPA Advisor Manual, 6.2009

Motivating Members

It is NOT money or personal gain that most people want. They want intrinsic satisfaction. People will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as a leader can help people satisfy those intrinsic needs:

People Need to Feel Important
See people as worthwhile human beings loaded with untapped potential; go out of your way to express this attitude.

Give Praise
Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being "praise minded." Give public recognition when it is due.

Give People Status
The more status and prestige you can build into a committee or an organization, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a "Member of the Week/Month" Award or "Committee Chairperson of the Month" Award. In addition, simply treating people with courtesy is a way of giving them status.

Communicate
People like to know what is going on in the organization. They want to be told about problems, objectives, and "inside information." They feel recognized and important when they are kept informed. Two-way communication within the organization is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation!

Give Security
People will look to you for intrinsic security. For example, they must know that you like them, respect them, understand them, and accept them not only for their strong points, but also for their weaknesses.

People Need You – People Need People
They need you to give them what they want and need: intrinsic satisfaction. When you give them what they want, they will give you what you want. This is what motivation is all about. It is not something you do to other people, but something they do for themselves. You give them the reasons and that makes you the motivator – a person who gets things done through others.

Develop Purpose
Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

Encourage Participation in Group Goal Development
Include all members when planning goals. Consider and follow through on members' suggestions. Remember that we support that which we help to create.

Develop a Sense of Belonging
People like to belong. Those who feel like they belong will more likely invest themselves.

Adapted from ACPA Advisors Manual 6.2009

Specific Ways to Increase Motivation

· Give others credit when it is due.
· Use "We" statements, and not "I."
· Play up the positive and not the negative.
· Make meetings and projects appear attractive and interesting.
· When you are wrong, admit it.
· Use members' names often.
· Let members in on the early stages of plans.
· Be fair, honest and consistent – show no favoritism.
· Be careful what you say – do not gossip.
· Listen to others.
· Expect only the best and be proud when members achieve it!

Adapted from Ball State University Downloads for Student Organizations and Advisors as shown in ACPA Advisor Manual 6. 2009

GRAPE Theory of Motivation

Growth Being able to increase one's skills and competencies, performing new or more complex tasks, participating in training programs.
Recognition Promotion within the organization, praise for achievements, positive and constructively critical feedback, receiving an award, printed references to an individual's activities, being "listened to."
Achievement The opportunity to solve a problem, to see the results of one's efforts, to reach goals that one has established to create a 'whole' tangible product.
Participation Involvement in the organizational decision making, planning and scheduling one's own work and controlling one's own work activities.
Enjoyment! Having fun in a warm, friendly, supportive atmosphere.
Adapted from Thundar Bolts, NDSU as shown in ACPA Advisor Manual 6.2009

20 Tips for Advisors to Increase Organizational Productivity

1. Know what the students expect of you as an Advisor.
2. Let the organization and individual members know what you expect of them.
3. Express a sincere interest in the organization and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the organization in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.
5. Have the goals or objectives of the organization firmly in mind. Know the purposes of the organization and know what things will need to be accomplished to meet the goals.
6. Assist the organization in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the organization learn through involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different organizations require different approaches.
8. Assist the organization in determining the needs of the people the organization is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the organization's dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
12. Assist the organization in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.
13. Use a reward system and recognition system for work well done.
14. Develop a style that balances active and passive organization membership.
15. Be aware of the various roles that you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of chairperson.
17. Be aware of institutional power structure—both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the organization from semester to semester (not mandatory but encouraged).
19. Challenge the organization to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor!

(Adapted from M.J. Michael) Office of Student Leadership Development Programs at East Carolina University, as shown in ACPA Advisor Manual 6.2009

Programming

One of the aspects of a student organization is to provide programs of common interest to the members. As an advisor, you can make a difference in the quality of program your group puts together. By offering organizational advice, you can help your group function very efficiently.

The following suggestions are ways to help your group successfully plan programs.

Continuity
As advisor, you are a stable part of a group that experiences turnover as students come and go. By keeping track of what the group has done in the past, you can save the students a great deal of time by knowing what has worked and what hasn't.

If you have kept notes, lists and correspondence from previous events, they can serve as a guide for the new officers undertaking the project. Many times student files get lost in the shuffle of leadership changes so it is a good idea for you to have a copy of what has happened.

Your group may have a project that it does annually. This project is important to the group's traditions at Central Missouri State University, yet should not be seen as a limitation or the only option. Encourage the group to try new things.

Brainstorming
One way to get fresh ideas is through brainstorming. Depending on the size of the group, it is a good idea for two people to keep notes so no idea is accidentally forgotten.

In a brainstorming session, anything goes. No judgment takes place so everyone feels free to contribute even the wackiest idea. After you have brainstormed, you might want to go on to something else and come back to the ideas another time. If the note-takers type up the list of ideas that were generated, members have something concrete to look at while evaluating the ideas later.

Attention to Detail
Help the student in charge of the program write a checklist. This involves taking the event and breaking it down into its component parts. A big part of this process is asking the right questions.

Questions that relate to facilities:
Does the facility you have in mind fit the activity you have planned?
How soon does the facility need to be reserved? Will you need extras like microphones, overhead projectors, special lighting, etc? How do you want the tables and chairs set up? These are just a few questions that might need to be asked. Remember no detail is too small; even items like wastebaskets to dispose of backs of nametags are important.

Questions that relate to the program:
Who is getting the speaker/film/video, etc? Who is confirming it the day before the event? Is this event for all of campus or just group members? What type of publicity is needed? These are all important questions to ask and to answer.

Coordination of Effort
Usually many students are involved in putting a program together, so keeping everybody coordinated is an area where you can help. From the very beginning, help the group realize the importance of everyone having the same vision about what the event will be like. Setting common goals and reviewing purposes first, helps eliminate problems. Encourage the students to have a copy of everybody else's checklist of things to do. If all committee members have a clear idea of what everybody else is doing, efforts will not be duplicated. For example, only one person needs to call the guest speaker to confirm the engagement. If four people call, not only will the speaker be annoyed, but you have wasted effort.

Encourage Promptness
Procrastination is a common problem that can lead to disappointment. Encourage students to set deadlines and follow them and to be realistic about what they can do. Help them understand that University staff members have a lot to do and can't drop everything else for a group that forgot it needed 100 chairs instead of 50.

Help them find their niche
By looking at what other groups do, your group can determine what it can provide that other groups can't. By planning an event that is well timed and unique, your group is increasing its chances for success.

Problems
Encourage students to solve their own problems, yet let them know they can ask for help. If they don't ask for help until the very last minute, no one can solve the problem. If they review their progress along the way and ask for help early enough, almost any problem can be solved.

Group Dynamics

Dealing with group conflict and dynamics may be one area where you are called on to help with problems. As advisor, you can help your group deal with conflict in a positive way. This section review show you can help group members identify their leadership styles and work through problems to balance the group.

Because people come from different backgrounds, they have different leadership styles and different perceptions.

Acknowledging the difference in leadership styles can help the organization's members realize that there is no one style of leadership that fits all occasions. Listed below are leadership styles:

• **Avoiding**
This style is low in assertion and low in cooperation. Typical phrases may be "I lose, you lose." and "Let well enough alone."

• **Accommodating**
This style is low in assertion and high in cooperation. It can be described as "killing with kindness."

• **Competing**
People favoring this style are high in assertion and low in cooperation. Attitudes reflected may be "I win, you lose." and "Might makes right."

• **Collaborating**
This style is typified by high assertion and high cooperation. "I win, you win." and "Two heads are better than one." are phrases
that can be identified with this style.

• **Cooperating**
Medium assertion and medium cooperation are common traits. Attitudes may be "I win, you lose, and I lose, you win." and "Half a loaf is better than none."

Conflict could be defined as a…
Condition that results when one party feels that a second party has frustrated, or is about to frustrate, some concern of the first party.

So, conflict doesn't begin with a knock-down, drag-out fight, but rather happens in stages of mounting frustration. Here are some stages that can be noticed as conflict is developing.

1. Latent: the conditions are ripe for disagreement
2. Perceived: frustration is recognized by one or both parties
3. Felt: tensions are building, but not out in the open
4. Manifest: conflict is out in the open and obvious to others
5. Aftermath: what happens after the conflict

Taking the time to deal with conflict is important so that every issue your organization faces does not become overwhelming or fester forever.

Both good and bad consequences can come from conflict, and group members should be aware of both of these aspects.

Positives:	**Negatives:**
Contributes to change	Diverts time, energy, and money away from primary goals
Activates people	Can be harmful to the organization
Represents a form of communication	Causes member turnover
Relieves pent-up emotion and tension	Feelings of stress may cause health concerns
Creates opportunity for personal growth and development	May result in dramatic behavior like sabotage, revenge, etc.
Aftermath can produce stronger work environment	

Tips for Helping Groups Deal with Conflict

After students realize that they have differing styles and that conflict can be good and bad, you can help them understand how to work together more effectively.

Here are some tips you can share with students about working with others with differing leadership styles.

1. Acknowledge that they need to adapt their actions depending on the situation and with whom they are working.

• Avoiders - let tensions cool first, then discuss
• Accommodators - demonstrate reasonableness, don't take advantage
• Competitors - talk about matters of policy, standards, expectations
• Collaborators - solve joint problems
• Cooperators - work on equal ground

2. If possible, work out problems in small groups, before bogging the entire group down. If the officers can discuss their perspectives and come to an answer they will support, the group has direction to follow.

3. Always take time to deal with conflict. Allowing even the smallest problem to fester can lead to an interpersonal explosion that will not benefit anyone.

4. As advisor, you are in a tricky position. You want to be liked by the members of the group, yet you also need to be on the lookout for problems. There is a delicate balance between offering direction and coming down too hard. You need to balance the negative comments with positive ones so the group will keep coming to you for advice.

Officer Transition

One of the most important functions of an Advisor is to assist in the transition from one set of RSO officers to the next. As the stability of the RSO, the Advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the quarter. The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

The Team Effort
The team effort involves the outgoing officer board, the Advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:
1. Past records/notebooks for their office and updating those together.
2. Discussion should take place regarding previous year projects that have been completed; upcoming/ incomplete projects; challenges and setbacks; and anything the new officers need to know to do their jobs effectively.

The Advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks. If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information he or she doesn't have. The Advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

Suggestion for Officer Transition Binder
Include the following four sections in your binder:

1. People- organizational members, key members of the community, press contacts, funding sources
2. Documentation and methodology- training manuals, constitution and bylaws, recruitment and event fliers, etc.
3. Key activities- communications, contracts and other documents for programs/activities
4. Personal notes and observations- evaluation forms, notes about what did/didn't work and recommended changes

Working One-on-One

As an advisor, you may usually deal with a group of people. However, you also might need to use your one-on-one interpersonal skills to counsel individual students.

It could be anything from talking to a student who seems depressed, to seeking out professional help for a student who has tried to commit suicide. Regardless of the seriousness of the occasion, you need to keep several techniques in mind. The Office of Student Activities has some suggestions about how to approach a student and work with him or her in a counseling setting. At the end of this section is a listing of University of Central Missouri resources for counseling students.

While there may be a lot of students in the group and you can't "keep an eye" on everyone, you can be aware of changes. Changes in behavior might be a clue that there are problems

Behaviors:
If someone goes from being very talkative to saying nothing at all, that could be a sign that something is wrong. Another clue is when appearance is different. If a student who is usually immaculately groomed shows up several weeks in a row with unwashed hair and dirty clothes, something may be wrong.

Language can also give clues. If a person is more critical than usual or constantly talks about sleeping or blowing off class, this could be a sign that he/she is avoiding something or is depressed.

One way to check on your observations is to talk to his/her friends. If other people who know the students in different settings are also noticing a change that is a good indication that something may be wrong. As a member of the University staff, you may legitimately have access to grades and can check to see if there have been drastic changes in this area. The Dean of Students staff can help you obtain grade information. Please consult.

When you notice a student acting differently over a period of time, it might be time to talk to that person. Of course we all have our bad days, but if a student who is normally outgoing all of a sudden withdraws from society, there may be a problem.

Approaches:
In approaching the student, use "I" statements. These are statements like "I've noticed that you've been quiet lately and I'm worried about you." This is opposed to "you" statements "You're acting weird, what's up?" which may put the student on the defensive.

Self-disclosure is one way you might get the student to open up. By starting with "When I was in school, I remember how tough it was to…" This helps the student realize that you, too, were once a college student.

Once you get talking, restating what the student said with a support statement is a good idea. “So your parents’ divorce has you concerned. I know that can be a very traumatic experience,’ is an example of showing that you’re listening and you care. In order to help the student, it is important to ask specific questions. How can I help? Are your grades suffering? Are you able to go to class? These questions will help you determine the severity of the problem, plus how you can take specific action to help the student.

In helping students with their problems, it is important that you do not try to “fix it” for the student. There is always the temptation to “just do it my way” which does not help the student solve the problem. Realize when you are in over your head.

There are wonderful support services at the University of Central Missouri that can provide support and professional help.

Counseling and Psychological Services
Personal and social areas, including individual and group therapy as well as special purpose group services. No fee for students.
HUM 131 Phone contact: 543-4060

University Health Center
Personal issues to poor academic performance to excessive use of drugs, alcohol or food.
UHC 229 Phone contact: 543-4770

Violence and Substance Abuse Prevention
ADM 102 Phone contact: 543-4044

Ways to Give Recognition

1. Smile
2. Put up a volunteer suggestion box
3. Treat to a soda
4. Ask for a report
5. Send a birthday card
6. Arrange for discounts
7. Give service stripes
8. Treat to ice cream
9. Plan annual ceremony occasions
10. Recognize personal needs and problems
11. Be pleasant
12. Post honor roll in reception area
13. Respect their wishes
14. Give informal socials
15. Keep challenging them
16. Send a Thanksgiving card to the person's family
17. Say "Good Morning"
18. Greet by name
19. Provide a pre-service training
20. Help develop self confidence
21. Award plaques to sponsoring group
22. Take time to explain fully
23. Be verbal
24. Give additional responsibility
25. Afford participation in team planning
26. Respect sensitivities
27. Enable to grow on the job
28. Send newsworthy information to the media
29. Say "Good Afternoon"
30. Honor their preferences
31. Create pleasant surroundings
32. Welcome them to staff meals
33. Have a public reception
34. Take time to talk
35. Defend against hostile or negative staff
36. Make good plans
37. Throw a pizza party
38. Plan a theater party
39. Recommend to prospective employer
40. Utilize as consultants
41. Praise them to their friends
42. Say "Thank you"
43. Be a real person
44. Plan occasional extravaganzas
45. Send impromptu fun cards
46. Attend a sports event
47. Have a picnic

From Schreiber, V. and Pfleghaar, E. "Supervising vs. Advising", UMR-ACUHO, 1999, Adapted from ACPA Advisor Manual, 6.2009

Student Organization Finances

Student Funding Committee

SFC GUIDELINES

ARTICLE I

Purpose

The Student Funding Committee, hereafter referred to in this document as SFC, was established, as a part of the Memorandum of Agreement, to receive proposals and allocate funding to *registered* student organizations at Central Missouri State University. SFC is authorized to distribute 40% of the Student Involvement Fee, as indicated in the Memorandum of Agreement. The intent of SFC is to spread the available funds throughout the academic year to ensure that contingency funds are available and the funds are best used by a variety of organizations.

ARTICLE II

Objectives

1. To assist, via funding, registered student organizations in their effort to sponsor services or events that directly contribute to the betterment of the UCM student community.
2. To assist, via funding, registered student organizations' efforts to sponsor events on campus to improve the social, cultural, recreational, and educational offerings to the students and the rest of the University community.
3. To assist, via funding, registered student organizations' efforts to participate in services or events designed to foster members' educational, leadership or career focused growth, or to assist in the attainment of the respective organization's mission/purpose.
4. To assist, via funding, registered student organizations' efforts to sponsor physical and/ or environmental improvements in the quality of the UCM student community.

Section I.

1. To ensure that these objectives are met, SFC, at its discretion, may require funded organizations or individuals to *give back to the University.*

   ie: We will host a conference share extravaganza each semester where groups that have received funds will provide a story board and share with other students their experience and information.

ARTICLE III

Membership

Section II.

The Committee is composed of fourteen (14) University students and administrators.

Section II. Advisors

1. Director of Student Activities or designee- The Director of Student Activities serves for the length of his/her stay in this respective position and acts as a non-voting chair of Committee meetings. As advisor under the scope of The Memorandum of Agreement, the Director has the authority to deny approval to financial requests. The Committee may appeal such denials to the Senate of the SGA, which shall render an opinion on the granting of funding for a request. If the Senate concurs with SFC on whether a given request should be funded, the SGA President shall represent the student interest to the Vice President for Student Affairs, who shall have final approval authority.
2. Accountant, Financial Services, or designee-The accountant is appointed by the Director of Student Activities and serves a one fiscal year term (July 1 to June 30). The accountant can be reappointed for unlimited terms.
3. *Graduate Assistant-A graduate assistant will be hired by the Director. The GA will be funded by SFC to fulfill administrative duties in funding organizations. S/he will attend SFC meetings, but will not be permitted to vote on proposals. The duties for the GA will include: taking minutes of all SFC meetings, distributing copies of those minutes to SFC members, reserving SFC meeting rooms, posting SFC meeting rooms and times, and helping to process paperwork concerning SFC accounts. (This GA could be part-time with Student Development or Leadership)*

Section III. Student Members

1. Student Member, selected by the Student Government Association (SGA) - This student is selected by the SGA president and confirmed by the Student Senate. This student member serves a one calendar year term (August 1 to May 31).
2. Student Member, selected by The Spotlight (The Spotlight) - This student member is selected by The Spotlight and must be an active member of The Spotlight. This student serves a one fiscal year term (August 1 to May 31).
3. Student Member representative from each of the six governance groups. This student is selected by these organizations, must be active, and must act as a liaison among the organizations. This student member serves a one calendar year term (August 1 to May 31).
   a. Association of Black Collegians (ABC)
   b. Inter-Fraternity Council, (IFC)
   c. International Student Organization (ISO)

   d. National Pan-Hellenic Council (NPHC)
   e. Pannhellenic Council
   f. United Student Housing Association (USHA)
4. Student Members (2), from At Large Student Body- These two students are appointed by the Director of Student Activities or his/her designee.
   a. One student member serves a one calendar year term (January 1 to December 31)
   b. The other student member serves a one fiscal year term, (July 1 to June 30). Minority and non-traditional students are encouraged to apply.
5. Graduate Student, selected by the Graduate Student Association (GSA) - This student is selected by the Graduate Student Association and must be a member of GSA. This student member serves a one year term (January 1 to December 31).

Section IV. Member Restrictions

1. All student members must be in good academic and judicial standing with the University and their respective organizations.
2. Executive Board members of SGA, The Spotlight, ABC, GSA, IFC, NPHC, Panhellenic Council, and USHA are permitted to serve as members of SFC, but not as a representative of their respective organization in which they hold an executive board position.
3. SFC student members must act as liaisons between the bodies they respectively represent and SFC.
4. Student members of SFC are expected to abstain from discussions and voting for funding requests of student organizations for which they are active members.

Section V. Selection/Application Process

1. Applications for At-Large positions should be submitted to the Director of Student Activities or his/her designee.
2. The names of elected student members from SGA, The Spotlight, ABC, GSA, IFC, NPHC, Panhellenic Council, and USHA must also be submitted to the Director or his/her designee.

ARTICLE IV

<u>Meetings</u>

Section I. Frequency

1. SFC will meet monthly, September through May.
2. The Committee will set additional meetings when deemed necessary.
3. In the event a SFC member is absent from two consecutive meetings without formal communication, s/he will be considered inactive.

a. It will be the responsibility of the Director to inform the member of their inactive status, and to seek a replacement for the position.
b. During inactive status, the position will not be considered for quorum.

ARTICLE V

Funding Criteria

Section I. Eligibility

Any student organization currently registered with the Office of Student Activities is eligible to apply for funding, provided records are updated and the group is considered to have "active" status.

Section II. Programming Criteria

1. Whether or not the proposal's funding request meets one or more of SFC's objectives.
2. To what degree the student organization is willing to assist with funding the respective proposal's purpose.
3. SFC will not allocate funds to any group that has an outstanding balance due to the University that is more than 30 days past due.
4. SFC will not fund any activity that is required by an academic department or directly supports classroom instruction.
5. SFC will not support funding of University personnel.
6. Honoraria requests must be in range, or lower, for similar speakers/performances.
7. The facility for the event must suit the size of the intended audience and type of event.
8. Travel expenses must be reasonable for the type of event and distance to/from location.
9. On-campus SFC funded events are required to be publicized and open to all students.
10. That a specific event/activity does not substantially duplicate an event/activity held in the current semester, or proper justification is provided to explain the need for a similar event.
11. Student organizations must submit with their proposal a conference brochure for requests to fund conference registration/attendance.
12. That a semester/annual series of events/programs does not substantially duplicate events/programs provided by other University departments/student organizations, or proper justification is provided to explain the need for a similar event.
13. That a similar event in the past was successful and met most of its goals.
14. That all stipulations included with prior SFC allocations were accomplished by the student organization.
15. That all necessary documents from past allocations, including the Event Report Form, were submitted to SFC in a timely manner.
16. Proposals must be typed and properly completed, including accurate and thorough calculations on funding request forms.

17. Oral presentations for each proposal must be made by the student organization's president or his/her designee (both of whom must be UCM students). If student organizations fail to attend their scheduled oral presentation time, SFC will decide allocation amounts based solely on information provided in the proposal.

Section III. Items that SFC will not fund, listed as follows:

1. Clothing items/Uniforms
2. Pledge activities of any kind
3. Academic paper presentations at conferences.
4. Awards, prizes, scholarships, and/or gifts
5. Charitable contributions
6. Telephone and postage
7. Taxes
8. Organizational newsletters
9. Organizational parties or ceremonies
10. Departmental banquets/awards ceremonies
11. Personal or organizational membership dues (local, national, or international)
12. Membership recruitment activities
13. Letterhead/stationary for organizations

Section IV. Additional Restrictions

1. Unless a review of the proposal is delayed due to a full meeting agenda, SFC will not fund any activity unless it has been previously approved by SFC and was listed in the proposal submitted.
2. To encourage the greatest amount of student involvement in activities, student organizations receiving SFC funding are encouraged to hold their events on-campus. Groups requesting funds to rent local facilities will not be funded unless there is a clear indication to SFC why a campus facility will not meet the event needs.

Section V. Limitations

Total funds available in the SFC account will affect flexibility or limitations in award amounts to student organizations. In addition, SFC has placed limits on some areas of funding. These are general limits, however, and the Committee will review proposals on a case to case basis.

1. Conference travel may be limited, and funds are usually provided to a maximum of four (4) students to attend each event.
2. SFC will fund a maximum fiscal year travel allocation of $1000 per requesting student organization.
3. SFC will not allocate funds to any event that is being funded by The Spotlight.
4. Program planning, including adequate lead time for advertising and fundraising is of utmost importance to facilitating successful campus events. Unless there are

extenuating circumstances, SFC will not approve any funding for activities, conferences, or events unless proposals are submitted to the SFC office two weeks before the event occurs.

5. Funding of concerts will be limited to $1000. Larger funding requests will be considered based on the ability and skill of the student organization to produce a large event. Student organizations like The Spotlight have experience in producing major programs for the campus, and should be contacted for co-sponsorship.
6. Proposals to fund guest speakers and concerts should be reviewed in advance with the professional staff of the Office of Student Activities (UU 217). Such assistance in planning and contract negotiation must be initiated before coming to SFC with a proposal.
7. If a student group has already contracted with a service provider, that group will be ineligible for SFC funds for that event.
8. Funding of DJ services will be limited to $400 per event with a maximum of $800 per academic year in DJ services. Funding for DJ services will be approved for university-wide functions only, not parties of individual student organizations.
9. Since SFC's main purpose is to assist student organizations with funding, only partial funding for social activities will be provided. Student organizations applying for funds for social activities will have to provide 25% of the funds if the event takes place on-campus, and 50% of the funds if the event takes place off-campus.
10. SFC encourages cooperative efforts among student organizations and events that are free to all UCM students for all SFC sponsored activities. Requests for social/entertainment activities that will charge participants will be reviewed on a case by case basis. Any allocations for such activities will include the stipulation that the student organization will pay SFC back in full.
11. Annual funding for a single organization will be limited to the lesser of $4,000, or 5% of the total annual SFC allocation per year.

Section VI. Exceptions

1. Funding for newly-forming student organizations may exist as follows
    a. New organizations trying to form as recognized UCM student organizations will be permitted to apply for start-up money for recruitment purposes (mailers, flyers for a first meeting, etc.).
    b. Each such organization will be limited to $100.00 for such activities, with a total of 20 new organizations permissible ($2,000.00 total).
    c. Funding for new groups will not be permitted for non-start-up activities such as conferences or socials, and all such new organizations must be approved by the Office of Campus Activities as a new student organization.

Section VII. Operating Costs

1. SFC does have annual operating expenses which will be funded through the SFC account, and in general includes

   a. Office Supplies & Operations
   b. Graduate Assistant Stipend
   c. Student Labor
   d. Computer Equipment
   e. Training
   f. Student Organization Data Lines
   g. Student Organization Computer Maintenance
   h. Student Organization Travel Insurance
   i. Postage
2. The Director will provide an annual budget to SFC members for anticipated annual expenses.

ARTICLE VI

Process

Section I. Form Access

Student organization representatives may request guideline and proposal forms for funding at https://www.UCM.edu/sfc, or from the Office of Student Activities (UU 217).

Section II. Timeline

1. SFC proposals are due at least ten (10) business days prior to the next scheduled SFC meeting by 5:00 P.M. in the Office of Student Activities, UU 217, with the understanding that a group may have to wait until the following meeting or later.
2. Student organizations allocated funding must meet with the *SFC Graduate Assistant* no later than one week after being awarded funds by SFC. Failure to do so may result in immediate loss of approved funding.

Section III. Review Process

1. All proposals will be reviewed on a first come first served basis.
2. Proposals must be typed and in the form specified by SFC.
3. Proposals must be accompanied by an oral presentation before SFC.
4. Meetings dates will be posted on the SFC web page no later than the first week of each semester.
5. The oral presentation must be made by the student organization's president or his/her designee (both of whom must be UCM students), and should not exceed five (5) minutes, (extra time will be allowed for questions from SFC).
   a. Due to the fact that Student Activity Fees are being allocated it is appropriate that requests for such funding be articulated by students. For that reason, student representatives, rather than faculty/staff advisors, will be asked to describe the request and answer questions.

   b. Faculty/Staff advisors may be present, and may be asked questions by SFC members. However, faculty advisors should not be extensively involved in the student presentation requesting funds.
6. SFC will review proposals and funding will be allocated within five (5) business days following the meeting.
7. Once any SFC sponsored event takes place, the student organization must within two weeks complete an 'Event Report Form' and submit it to the appointed *SFC GA* in the Office of Campus Activities. Failure to complete this form within the two week time period will negatively affect any future SFC allocations.

Section IV. Appeals

1. The Director of Student Activities has the authority to deny approval to financial requests.
2. The Committee may appeal such denials to the Senate of the SGA, which shall render an opinion on the granting of funding for a request.
3. If the Senate concurs with SFC on whether a given request should be funded, the SGA President shall represent the student interest to the Vice President for Student Affairs, who shall have final approval authority.

ARTICLE VII

Funding

Section I. Decisions

1. Funding decisions made by SFC will be done in a viewpoint-neutral manner.
2. Funding for approved projects may be granted in any amount deemed reasonable by SFC. This amount may or may not include the entire amount requested.
3. All funds expended by the organization must be according to the allocation approved by SFC.
4. Any advertising or promotions for a SFC funded event must include the following: **[This event was funded in part by the Student Activity Fee, and approved by the Student Funding Committee (SFC).]**
   a. Copies of all advertising used for funded events/activities must be submitted to the SFC Graduate Assistant after the event/activity.
5. For any performances which require a contract between the performer and the University, the organization must use the contract/addendum approved by the Office of Student Activities.
   a. This contract, as well as any performer contract, must be approved and signed by the Director of Student Activities before the event can take place.
6. **ALCOHOL IS NOT PERMITTED** at any event funded by SFC, and it is the funded organization's responsibility to prevent the presence of alcohol at any such event.

Section II. Process following allocation

1. Expenses not approved in advance by SFC will not be reimbursed.
2. Funding is allocated based on a majority vote of the voting SFC members present at a meeting (of which there must be a quorum).
3. Once funding is approved by SFC, proper University purchasing procedures must be followed.
    a. All questions, receipts, and necessary documentation must be directed to the SFC Graduate Assistant or the Director of Student Activities.
    b. In the event an organization submits a payment request to SFC that is larger than the amount allocated to the organization, the amount in excess of the allocation should be submitted with the payment (i.e. SFC allocates $100.00 to the organization and the organization submits a payment request for $150.00, then the organization needs to include $50.00 with the payment request).
4. It is the responsibility of the student organization's president, treasurer, and advisor to comply with all University policies.

Section III. Process following event completion

1. If receipts from the event are not provided in a timely manner, it may affect SFC's ability to reimburse the organization.
2. In all cases, all invoices from any type of event must be in the SFC GA's office within 30 days from the date of the event.
3. Unless expressly moved by SFC, funds allocated to a student organization that are not expended by the end of the fiscal year (June 30), remain in the balance of SFC's account for further allocation to any student organization applying for funding.
    a. SFC will seek to close accounts for specific events shortly after the event date.
    b. Any remaining funds will be reallocated to SFC's general account to be made available for other organizations seeking funding.
4. All University rules, regulations, and policies are expected to be followed in any event for which SFC provides funding.
5. If any University rules, regulations, or policies are not adhered to in any event for which SFC provides funding, the sponsoring organization who received funding must return the SFC money and will face University sanctions.
6. All organization accounts must be reconciled by the end of the semester in which the event, program, or service was funded. Any funds not spent by the end of the fiscal year will be refunded to the SFC budget.
7. Any equipment purchased will become the property of UCM and the responsibility of a UCM department through which the student organization is sponsored.
    a. The sponsoring department must agree in writing to accept responsibility and maintenance for the equipment.

ARTICLE VIII

Stipulations

Section I. Requirements

1. SFC often requests that student organizations assist with Student Activities to better all students.
2. There are many types and forms of stipulations that SFC may require.
3. It is expected that the student organization will provide the SFC office with a typed summary and evidence that the stipulation was completed.
    a. Failure to do so will negatively impact future funding requests by the student organization.

ARTICLE IX

Travel Expenses

Section I. Reimbursement

1. Reimbursement for travel for use of personal or rented vehicles, other than university-owned vehicles, will be in the form of original receipt reimbursement for actual amount spent.
2. Mileage reimbursement will only be considered for university vehicles.
    a. Mileage rates are reimbursed according to current rates, as determined by Physical Plant and University travel policies.
3. SFC will not reserve University vehicles for student organizations.
    a. In order to use a university vehicle, a sponsoring department must reserve the vehicle.
    b. Upon return from a trip, SFC will reimburse the aforementioned department.

ARTICLE X

Operational Budgets for Student Organizations

Section I. General

1. Each registered student organization has the opportunity to apply for an operational budget.
2. Amount of each organizations budget will be determined by the amount allocated to this fund divided by the amount of eligible organizations that apply.
3. The amount of the operational budget fund will be decided upon by the Director of Student Activities.

Section II. Process

1. Each organization must apply for an operational budget each semester.
    a. This can be done at the same time the organization registers.
2. Each organization must identify three authority individuals.
    a. These individuals are the *only* members of the organization with authority to use funds from the operational budget.
        i. Example of three authority individuals would be Advisor, President, and Treasurer, or similar titles.

Section III. Limitations

1. All limitations expressed in Article IV – Section III shall apply.

ARTICLE XI

<u>Appeal Process</u>

Section I. Decisions

1. An appeal of a decision by SFC for a funding request is limited to one or more of the following purposes.
    a. To determine whether the decision was made in a viewpoint-neutral manner.
    b. To determine whether the allocation process (review of proposal & student organization presentation (if applicable)) was conducted fairly according to the SFC guidelines.
2. Appeals may be made to the Director of Student Activities. Denials at this level may be made to the Vice President for Student Affairs, who shall have final approval authority.

ARTICLE XII

<u>Amendments</u>

Section I. Process

1. Any amendment to the SFC guidelines must be approved by a two-thirds affirmative vote of all members of SFC.
2. Amendments will be effective immediately following affirmative vote.
3. Suggestions for amendments to increase or decrease in total amount of budgets must be brought to the Director of Student Activities.
    a. The Director will call a meeting of the Review Commission as structured in the Memorandum of Agreement.

Date & Time Received

$FC

Proposal for Funding

Organization's Name: _______________________

President's Name: __________________________ Phone #: ______________

Mailing Address: __________________________ Email: ________________

Treasurer's Name: __________________________ Phone #: ______________

Mailing Address: __________________________ Email: ________________

Advisor's Name: __________________________ Phone #: ______________

Mailing Address: __________________________ Email: _______________

Department: ________________________________

Organization Information:

Number of Officers____ % Undergraduate Students ___

Total Active Membership ____ % Graduate Students _____

Income Information:

Total Dues and Fees: $ _______________

University Support: $ _______________

Donations, Gifts, Grants: $ _______________

Fund Raisers: $ _______________

Other, describe: ______________________ $ _______________

Total Income:

$ _______________

1. List all financial accounts used or affiliated with your organization. Please list the Financial Institution's branches and the current balance.

Name	**Balance**
____	**$ _______________**
____	**$ _______________**
____	**$ _______________**
Total	**$ _______________**

2. What is the purpose of your organization, and what are the requirements for membership?

3. Why are you seeking funding for this event/activity?

The information provided throughout this proposal is, to the best of our knowledge, complete and accurate.

President's Signature ______________________________ Date _____________

Advisor's Signature ______________________________ Date ____________

SFC Conference & Travel Request Form

This form is used for funding requests by student organizations to attend regional or national conferences. As part of a conference/travel request, a brochure or official description must be attached when the proposal is submitted, and must include any pricing information associated with the conference. Please provide a breakdown of funding. Provide mileage (if applicable), using the appropriate rate, which can be obtained through the Office of Student Activities. Indicate round trip for the faire and mileage. Source for estimate airfare should be provided with proposal.

Organization Name: ________________________________

Conference Title: ___________________________________

Conference Location: _______________________________

Dates of Conference

Transportation: **Subtotal**

_____________________ ___________ x $ ______________ = $ _____________
Airfare Estimate Source # of People Per Ticket

_____________________ ____________ x $______________ = $______________
University Vehicle Type # of Miles Per Mile

Rental Vehicle Agency, Describe:_______________________ ________________ $______________

Personal or Rental Vehicle Gas Cost: $______________

Additional: Parking + Taxi + Tolls $ ______________

Other, describe: _____________________________________ $ ______________

Total Estimated Transportation Costs: $ ______________

Registration/Entry Fees:
(Attached Brochures) **__4_______** x $_____________ = $______________
# of People Per person

Additional Fees Describe:____ $______________

Total Estimated Registration Cost $_______________

Hotel Expenses (Please indicate how many people per room) __________ ________
# of Males # of Females

____**2**_____ x $______________ x ______________ = $____________
# of Rooms Per night # of Nights:

Total Estimated Hotel Expenses: $ ____________

Total Amount of the Conference: $ _____________
Total Amount Requested: $ _____________

SFC Event Request Form

This form is used for funding requests by student organizations to facilitate campus events, such as dances, speakers, or entertainers. Any contract negotiation & program planning efforts must be reviewed with the Director of Student Activities prior to submitting a proposal.

Please provide a precise breakdown of funding. Please provide the dates and be as specific as possible about the

individual request and the description of each item (e.g. name of facility). Information related to the entertainment (e.g. brochures, pictures, newspaper reviews) should be attached to the proposal.

Organization Name:_______________________________

Event:____ Event Date:___________

Name/Description

Facility Rental: ____ $___________

DJ: ____ $___________

Security: ____ $___________

Entertainment/

Entertainer Fee (Name): ____________________________________ $___________

Equipment Rental: ____ $___________

Travel for Entertainer:_______________________________________ $___________

Lodging for Entertainer: _____________________________________ $___________

Supplies: ____ $___________

Other: ____ $___________

Total Amount of Event **$_________**

Total Event Request: $_________

List of Student Participants

Organization Name:___________________________

Event:______________________________________ Event Date:___________

UCM Student Participants	Student ID Number
1________________________________	____________________
2________________________________	____________________
3________________________________	____________________
4________________________________	____________________
5________________________________	____________________
6________________________________	____________________
7________________________________	____________________
8________________________________	____________________
9________________________________	____________________
10_______________________________	____________________
11_______________________________	____________________
12_______________________________	____________________
13_______________________________	____________________
14_______________________________	____________________
15_______________________________	____________________

I confirm that the above listed individuals are UCM students in good standing. I also understand that SFC will not fund expenses for participants who are not current UCM students.

President (signature):___________________________________ Date: ________________

Advisor (signature):___________________________________ Date: ________________

Budgeting

One task Registered Student Organizations (RSOs) face is the development of a plan to be fiscally responsible with funds. A budget can be a helpful method for keeping track of RSO funds.

A **Budget** is:

- A tool for planning and controlling RSO funds.
- A formal written guideline describing your RSO's future goals expressed in financial terms within a set period of time.
- A detailed statement of estimated income and expenses.
- A historical record of the organization's activities during a given period.

A **Budget** can:

- Help refine goals that reflect the realistic resource environment.
- Compel RSO members to use funds efficiently and appropriately.
- Provide accurate information to adjust, analyze and evaluate programs and activities.
- Aid in decision making.
- Provide a historical reference to be used for future planning.

Adapted from Leader Bits, The University of Kansas

Developing a Budget

- Begin preparations a month or more before the close of the current year.
- Prepare an outline of the RSO's planned activities for the coming year.
- Determine the available funds (carry over balance from previous year, cash on hand, funds in bank, interest, etc.).
- Estimate expected income and when it is expected to be available (dues, sales, etc.).
- Get price quotations on big expenditures, delegate responsibilities to members.
- Rank order by their relative importance, which activities/programs are the greatest expenditures of funds.
- Choose programs to initiate; ask how much is available to allocate.
- Negotiate as necessary: eliminate or limit less essential expenditures.
- Revise, review, coordinate, cross-reference, and then assemble into a final budget; the budget must be flexible to anticipate conditions which might have been overlooked during planning.
- Vote to approve the budget.

Managing the Budget

- Set and maintain a minimum cash balance.
- Formulate procedures and policies needed to achieve objectives.
- Keep an accurate log of financial transactions (income/expenses); maintain in a record book (check and balance records regularly).
- Set up internal controls designed for safeguards and accurate accounting data.
- Control cost-allow only approved expenditures.
- Assess budget regularly.

Adapted from ACPA Advisor Manual on 6.2009

Financial Guide

The Office of Accounting Services at the University of Central Missouri is committed to serve recognized student organizations (RSO) by:

1. Assisting and educating officers about their financial responsibilities.
2. Insuring the accuracy of comprehensive financial records.
3. Aiding organizations in keeping their activities in sound financial condition.
4. Facilitating continuity between financial officers and their successors.
5. Providing the means for recognized organizations to use University facilities and services.
6. Maintaining and upholding fiduciary guidelines as custodians of student organization funds.

Essential Information for RSO Transactions:

- The RSO Fund number or Index Code for your organization.
- The exact name of your student organization.
- Who is the organization's authorized signers?

Student organization wishing to open an account with the university needs to contact Accounting Services at 660-543-4115.

University Agency Funds (AF) Account

What is an AF account?

A University Agency Fund (AF), records on the University's Chart of Accounts the funds held by the University as custodian or fiscal agent for a University related organization. These funds do not belong to the University by means of tuition, fees or other revenues. Each RSO raises its own supporting funds through personal donations, money received through fundraising events, and member dues. Due to University policy, University funds cannot be donated to charity on behalf of a student organization, therefore groups are not permitted to use University for donation purposes.

How to Open an AF Account

A student organization that is registered and has active status can choose to set up an AF account. The request can be made in person at the Office of Accounting Services (Admin 316). A memorandum outlining the request and the authorized signers for the AF account needs to be submitted.

How to donate funds from the AF account

A student organization will fill out a Payment Request form using the same procedure used for reimbursement as outlined on page 4. In addition to the form, a group is required to attach a brief memo including the date, purpose of the donation, where the donation is going and how the money was raised, signed by all authorized signers. This will provide support for audit purposes.

Closing an AF Account

An account must have a zero balance in order to close. If there are funds remaining in the account and all outstanding debts have been cleared, your organization may choose to donate/transfer the funds to another recognized student organization or other University account. The closing account will not be able to disburse the funds without proper documentation (e.g. receipts, invoices, or other evidence of outstanding debt). To close an account, a letter of explanation detailing the reason for closing the account and specifying the destination account signed by at least two authorized signers must be submitted to the Office of Campus Activities.

Accounting Services suspends all inactive accounts yearly. An organization that is not a currently registered RSO is considered to be inactive. Accounting Services will close any accounts that have been inactive for 2 years. Any funds remaining in the account that is closed due to inactivity will be transferred to a defined account.

Commercial Bank Accounts

Some student organizations view bank accounts in outside financial institutions as beneficial. Use of outside accounts is STRONGLY discouraged!

Banks require either an individual's Social Security Number or a federal tax identification number for a company. No student organization is authorized to use the University's tax identification number to open an outside bank account.

There are no institutional checks on spending from an outside bank account. Many student organizations have found themselves without recourse after their outside account was depleted as a result of unauthorized withdrawals.

If you see a benefit for your organization by opening an outside account, please speak to Campus Activities or Accounting Services first. Accounting Services works to make the procedures and processes as streamlined and efficient as possible. Your feedback and input are integral to this process!

Depositing Funds

Any and all money received by an organization or raised on University property must be deposited into your RSO account. Deposits must be made in person at the Student Financial Services (SFS) office (WDE 1100) and can be made by any person affiliated with your group. All funds deposited are subject to University of Central Missouri rules and regulations.
Note: Do not send deposits through Campus or U.S. mail. Take all deposits directly to the SFS office.

You should have a total count of the money to be deposited, and a subtotal of each category (currency, coin and checks). A completed deposit form found at http://www.ucmo.edu/acctserv/documents/Depositform.pdf must be remitted with deposit. The depositor should take the following steps to expedite the depositing process:

Currency - Separate by denomination with bills facing up.

Coin - Include small amounts in the total of the deposit. Large amounts of loose coins (including bucket drives) will need to be sorted and rolled prior to depositing at SFS.

Check/Money Orders - Must be payable to the University of Central Missouri and restrictively endorsed on the back right end. The RSO FOAPAL must be written on the front of each item and the complete name of the organization in the memo field of the check**. Note: Two-party checks will not be accepted.**

Upon deposit, SFS credits your account for the deposit including the amount of any checks. Consequently, checks that are returned for any reason (i.e. account closed, insufficient funds) will be charged back against the organization's account in the amount of the check.

Assigning Revenue Account Codes

You must assign a revenue code to each deposit. Revenue Account Codes identify funds deposited into your organization's account. They are used extensively on the University's monthly financial statements, which are available for every account. These reports reflect your group's revenue as well as expenses on a monthly basis.

NOTE: Revenue from the sale of tangible items (i.e. t-shirts, records, books, etc.) must be deposited separated between sales of goods and the appropriate sales tax withheld to be reported to the State of Missouri.

Once a deposit it processed in SFS – the organization is given a receipt of the deposit. Each organization should retain this receipt for its records for subsequent verification against each month's account statements.

All funds generated by student organizations on University Property must be deposited into a RSO account. Those funds can be used for the following purposes only:

- To benefit organizations defined in Sections 170(B)(1)(A) and 501(c)(3) of the Internal Revenue Code.
- To benefit a substantial segment of the student body, faculty, or staff.
- To aid in the accomplishment of lawful and legitimate University-related purposes of the sponsoring organization.

Student organizations must provide adequate assurance that the funds generated are used for the purposes, which are described above. The University will refuse to disburse funds for purposes which are against University policy and/or do not fall within RSO procedures.

Change Fund

Some events require door sales, or have other circumstances where your organization may need change for cash transactions. If change is needed for your event, Accounting Services will process a temporary change fund in order to supply the necessary coins and/or currency, provided there are sufficient funds in your account to encumber until the change fund is returned. Accounting Services will place a hold on the account until the change fund is returned.
Note: An organization may only have one change fund at a time.

Using Funds in Your Account

The RSO "banking system" is different from the usual banking system with which you may be familiar. Accounting Services serves as your financial advisor (bank) and will issue checks from the University on behalf of your organization. Checks will be issued based on your request and pending verification of the information provided. Accounting Services cannot issue checkbooks to student organizations. If any special situations arise, Accounting Services will work with your organization to find a solution. Before any disbursements are processed, the following required information is verified:

- The agency fund number
- The authorizing signatures
- Supporting documentation
- The account balance

If any of the required information is invalid or missing, the attempted transaction will not be completed. Any transactions that will place an account under a minimum balance of $10 will be held until sufficient funds are deposited into your account.

There are four ways to disburse funds from your account:

- Purchase Order (payment to vendor)
- Travel Expense Voucher (reimbursement)
- Interdepartmental Transaction Form (within University departments)
- Payment Request Form (services)

All expenses must adhere to the University of Central Missouri's Fiscal Policy and Travel Guidelines.

Adding and Deleting Signers

Any changes to the authorized signers on an RSO account will require the approval of two current authorized signers. To add or remove a signer to an RSO account, please send a memorandum to Accounting Services. This memo should outline the proposed changes to the RSO and be signed by each of the authorized signers.

Payment Request Form

A check request for reimbursement can be submitted by completing the payment request form found at http://www.ucmo.edu/payable/forms.cfm .

The payment request form and supporting documentation need to be taken to the Accounts Payable Office (Admin 316) for verification of receipts and funds in order to complete the request. Checks are sent US mail. In certain circumstances, checks can be picked up with a valid picture ID by the recipient of the disbursement or an authorized signer on the account.

NOTE: Additional information is needed to pay an individual for services or an individual who, in turn, paid someone who provided service to the organization. Student organizations must complete a payment request form, a certificate of self- employment form and W-9 to pay individuals for services rendered.

Authorized Signatures

An authorized signer cannot independently authorize a check (sign a Disbursement Authorization form) for him/herself or a relative. In addition, an authorized signer attempting to access funds from the account must be currently enrolled as a student or a current faculty member at the University of Central Missouri.

Expense Account Codes and Description

Expense Account Codes help the University's financial system identify various types of expenditures, which are charged to your account. They are used extensively on the University's financial statements which are available to every student organization. These reports reflect your account's activity on a monthly basis.

Supporting Documentation

All Payment Request Forms require supporting documentation to ensure that funds derived from University sources are properly accounted for, and that no funds are used for private gain. All supporting documentation is imaged and is available for in-office inspection by authorized signers on the account. The inset contains a list of requirements essential for valid supporting documentation.

Documentation needed when reimbursing an individual from your RSO account

All documents must be originals (no copies or faxes)
Note: All other funding sources (schools, student governments and departments should be given COPIES only).

Receipts

- Establishments that serve alcohol must be itemized
- Must state vendor name
- Must be dated
- Must contain an amount and description of transaction
- Receipts from online purchases must show the complete company address, credit card type, amount paid, and clearly state the items purchased

Invoices

- Must be dated
- Must contain an amount and description of transaction
- Must state vendor name (on letterhead or stamp)
- Must clearly indicate "PAID" by the vendor
- Establishments that serve alcohol must be itemized

A Credit card statement is not an acceptable document for proof of purchase and is only to be used as secondary support. Documents labeled as a "Statement" are not acceptable means of proof of payment for reimbursement or to be used as support for payment.
Note: Accounts Payable reserves the right to request further support for any transaction.

Mileage Reimbursement

University of Central Missouri policy does not allow reimbursement for the purchase of fuel; however the University does permit mileage reimbursement equivalent to the current UCM Mileage Rate. The current mileage rate can be found in at: http://mileagepad.com/irs-mileage-rates/. Reimbursement will be done through the Travel Expense Summary Form and the following must be supplied as the support documentation for disbursement:

- Travel Expense Summary Form must be completed for all mileage reimbursements
    - This form is used to calculate how much an individual will be eligible for based on the current IRS mileage rate and the total number of miles travelled.
    - This form must be signed by an authorized signer on the account for authorization
    - Please remember that if one of the signers is the payee on the disbursement they cannot be the signer on the form.
    - This form can be found on the Accounts Payable website at http://www.ucmo.edu/payable/forms.cfm.
- A map showing the total travel route (can be Map Quest, Google Maps, etc.)

NOTE: Accounts Payable will reimburse for fuel when a university vehicle was used. In this case Accounts Payable will accept the fuel receipts along with a Travel Expense Summary Form. Please indicate on the receipt that the fuel was purchased for a University vehicle.

Gifts and Awards

If a student organization wishes to award gifts and/or prizes to an individual, reimbursement can be done through the RSO account. All awards will be processed through a Payment Request Form. Supporting documentation should include the following:
A flyer and/or memo describing the contest and the amount awarded

- Brief explanation of the judging criteria
- Signed by all authorized signers
- Completed W9 for the person receiving gift card or award

NOTES:

- *When requesting reimbursement for gift cards, a completed W9 is required from the person receiving the gift card. The W9 must be presented at time disbursement is requested. Gift cards from establishments that sell alcohol, tobacco, firearms/ammunition, and/or fuel are not permitted to be reimbursed.*
- *If the individual is a current employee at the University, or has been employed within the previous 12 months, award will be subject to the withholding of taxes. Contact Accounts Payable for questions/concerns pertaining to tax issues.*

- *If the individual is not a current employee and receives funds $600 or greater, the individual will receive a 1099 from the University of Central Missouri.*

Purchase Orders

In order to utilize the University of Central Missouri's purchase order system, the RSO will need to work with the Campus Activities Office to enter the requisition into the university's e-procurement system. This requisition will be turned into a purchase order.

Transfer of Funds

If an organization needs to transfer funds from their RSO account to another student organization or UCM department an Interdepartmental Transaction Form (IDT) must be completed and can be found at http://www.ucmo.edu/acctserv/documents/IDT_001.pdf. The IDT Form should be completed as follows:

- Amount to be transferred
- Organization name and FOAPAL being credited (where you are sending the money to)
- Expense account code
- Description of the transfer

Accounting Services will process the forms and the supporting documents will be imaged for recordkeeping.

Maintaining Balances in Accounts

The financial officers of your organization have been entrusted with the great responsibility of financial management and record keeping for your group. In performing the duties of financial officer, it is important to have a clear and accurate picture of the organization's monetary status at all times. Student organizations are advised to keep independent financial records and use the monthly management reports and audits as checks on their internal records. Please consult with Accounting Services personnel with any questions you may have regarding your financial activity.

Financial Statement of Activity

A computerized Statement of Activity from UCM's Banner Finance System can be generated for every account at any time during the month. Statements of activity, along with the organization's financial records, should be accurately maintained from year to year, and passed along to the new officers. This will help assist the new officers in preparing budgets, financial reports, and in planning activities for the upcoming year. Financial officers should check the statements against their records to verify all transactions that have occurred. If there are any differences in statement balances and your organization's records, the discrepancy should be investigated immediately. The Accounting Services staff is always available to answer any questions and resolve problems regarding your statements.

Account Information Requests

Authorized signers for groups may contact the Accounting Services office anytime by phone or email to request account information such as account numbers, balances or to request a statement to be emailed to them. We can be reached by phone at 660-543-4406 or email at acctpkts@ucmo.edu (make sure to send the request from your @ucmo.edu email). Be sure to provide your name, group name and account number in your request.

Audits

Financial records of student organizations are subject to audit by the University of Central Missouri and Freedom of Information Act at any time. It is therefore important that your organization maintain orderly and detailed records of all transactions and events.

Deficit Balances

Organizations are not permitted to run deficit balances. If an account does run a deficit, Accounting Services will place a freeze on the organization's account(s), and no further transactions will be permitted until the account balance is no longer negative. Accounting Services will notify the organization if their account balance is in deficit. To stay up to date on the financial status of your account and to help prevent an account from running a deficit balance, you are highly encouraged to keep independent records and to review your account activity no less than monthly. The organization must make a deposit into their account to remove the deficit. In cases where organizations may have more than one account, a funds transfer can be processed to cover the deficit.

Campus Activities will receive monthly listings of any RSO deficit accounts. They are instructed not to accept requests or charges initiated by those organizations that appear on the listing. It is the responsibility of the authorized signers to secure funds in the account before incurring any University services.

Fundraising

Fund-raising is one activity many student organizations undertake. Because there is money involved, you need to make sure student officers go through the proper channels in getting their activity approved. You can also assist in planning.

As with any other program, the fund-raising effort should be well defined. Asking key questions at the beginning helps bring the project into focus.

• Is the goal of the fundraiser charitable for group activities?
• Who is the group going to contact? (Alumni, friends, all of UCM, etc.)
• What is the best way to contact these individuals? (Keep in mind important factors such as time and cost.)
• What project will bring the best results?

Income-generating events

Student groups are not required to collect dues, but frequently dues provide sufficient income for club operations. If the budget and the group's goals show that other income-producers are needed, encourage the officers to lay a careful strategy. A lot of learning can come from these events. Many types of sales and promotional are permitted. There are some ups and downs. For example, a successful carwash program may get less successful as time goes on. More elaborate and lengthy events that capitalize on the 'in' things or provide what students want can be very successful. Realistic approaches are essential.

Raffles and Sweepstakes

Gambling, with only a few exceptions, is illegal in Missouri. Those exceptions are restricted and highly regulated.

There are many types of gambling. Promotions that award prizes may be called contests, sweepstakes, lotteries, **raffles,** drawings or games.

Three elements make up an **<u>illegal</u>** promotion: **prize, chance** and **consideration**

> Prize is any benefit, cash or property awarded a winner.
> Chance means the winner is chosen by "luck" with little or no skill or ability involved.
> Consideration is the exchange of something of value for the chance to win a prize.

A raffle is when a participant **buys** a ticket for a chance at a prize, with the winner determined by a random drawing. Raffles and sweepstakes are popular money-making efforts. Missouri law is clear, however, concerning which groups may legally sponsor these promotions.

In 1998 Missouri voters adopted a constitutional amendment allowing raffles and sweepstakes to be sponsored by **groups recognized under federal law as charitable or religious** *(Missouri Constitution,* Article III, Section 39(f)). **UCM is not a charitable organization.**

Games of skill, no-purchase-necessary games

Missourians may legally participate in raffles or sweepstakes where no consideration is required to be eligible for a prize. Many fast-food restaurants offer no-purchase necessary games in which consumers can obtain free tickets without a purchase.

Assuring that a prize or award has been given without violating the legal prohibitions means that one of the three elements of the lottery or sweepstake is not present. Again, the elements are 1) prize (something of value), 2) chance and 3) consideration (payment). Obviously a prize is involved so you can eliminate chance by holding an actual competition or eliminate consideration by not requiring payment for an opportunity to win the prize.

http://www.ucmo.edu/ogc/opinions/

Policies and Procedures

Campus Safety

Public Perception/Knowledge
Being aware of campus safety concerns can make you a valuable resource to the students you advise. There is a perception in some circles that colleges are hiding their campus crime statistics. However, most schools keep very good statistics and just don't publicize them. Many colleges keep crime data, yet are not aware of who or how to report it. Legislation requires colleges to report their crime statistics, so people should be more aware of the facts of living on a college campus.

The Office of Public Safety publishes monthly statistics of the UCM community. This publication is widely circulated throughout campus and available upon request. It can also be found via the Public Safety website www.ucmo.edu/ps. Helping students in your group interpret statistics and understand faulty perceptions that are held in the general public are ways you can help them to be aware of safety concerns.
Another important way you can help is to make students aware that college campuses like UCM are not isolated communities. Robberies, rapes, assaults and vandalism DO happen. While students may feel that they are not in the "real world" while attending college, they are indeed in a world where crime takes place.

The Alcohol Connection
Alcohol is the drug of choice of today's college students. It is easily accessible and is also socially acceptable. Students should know that student perpetrators of crime more often than not have been using alcohol. Ironically, victims of crime
also use alcohol more. These incidents could include acquaintance rape, assault and many others.

In fact, the popular press has reported that in most cases of acquaintance rape, one or both parties is/are intoxicated. This definitely has ramifications that students should consider.

Student participation and support are keys to successful educational programs. Your student group can make a difference in helping their peers realize the connection between alcohol and crime.

Students need to realize that although beer companies may provide financial backing for "positive" events, like tennis tournaments or car racing, that the product is something that can easily be abused.

Other Issues Involved
It is unfortunate that many double standards exist on campuses today. Alumni and alumnae seem to be allowed to drink alcohol at social events, yet students, who are of legal age are penalized. This inconsistency is difficult for students to accept.

Another problem related to alcohol and crime is that of students being “driven off campus to drink.” Drunk driving, vandalism and assault are all problems that occur when students feel it necessary to “get away” to have a good time. Helping students realize that they are compounding their own safety concerns when getting intoxicated “off campus” is important insight to pass on to students.

What Can My Students Do To Be Safer?

Urge your students to use their common sense. While it may be “easier” to walk home alone than to call the escort service, students should realize the possible ramifications of their actions.

Some students think it is “UCM’s responsibility” to provide a safe campus. This is true in a sense but students should take personal responsibility. Personal safety IS a personal responsibility!

Students should also be aware of the world around them. Things as simple as landscaping can pose safety threats. Walking in well-lighted areas and staying away from areas where bushes are is a method that makes sense.

It cannot be stressed enough how important it is to lock doors and windows. While students may think they live in a “safe” neighborhood, leaving an apartment or residence hall room unlocked is just asking for trouble, even if residences are inside.

By helping students become conscious about safety issues, you help them become more accountable for their own safety while here at the University of Central Missouri and also later on in the “real world.” As an advisor and authority figure to students, you can make a difference in their “safety scene.”

Safety reminders

Some additional tips so that you might be able to help your students:

- Stay off rooftops anywhere
- Know the location of emergency call boxes (blue light)
- Know to call 911
- Use the Safe Team Security Escort Service provided by Public Safety
- Use the Night Ryder bus service provided; for information call 660-441-0105

Crisis Management

The unthinkable happens: your student organization's house burns down; a student is seriously injured in a club sport; your group wrecks a car while returning from a conference. All of a sudden your group is in the spotlight.

These are just some examples of crises in which you, as an advisor, might be involved. Here are some guidelines to help your group deal with events like these that attract media attention,

1. Decide on a single person to deal with the media and the public. This person should be knowledgeable about what has happened and should also be calm, cool and connected. She or he should work with University Relations to decide how information will be released.

All inquiries should then be referred to this person. In order to keep your story straight, the designated spokesperson should answer ALL inquiries.

2. All members should be contacted and told who the spokesperson is and to refer questions to that person.

3. It is best to develop a strategy and get the story in the media on your own terms. Do not try to keep the incident hushed up, because the media will find out and come to you. It is better to go to the media directly and be on the offensive.

4. Be sure to inform the Vice President of Student Affairs and the Office of Campus Activities staff of what has happened. Both offices can offer advice and assistance in many ways.

5. If the event is one that becomes a University matter, it is essential to contact University Relations. These professionals can also help from the very beginning of the problem if you feel you are in over your head, so feel free to consult them on how to work with the media. The Student Affairs Staff can advise you on this point.

A crisis worksheet is something that should be kept handy just in case the unthinkable DOES happen to your group.

Crisis Management Worksheet

Crisis Worksheet

Information

As soon as you are notified of the crisis, fill out the following

Spokesperson ____
Date _______________ Time _______________
Location ____
Nature of Incident (fire, explosion, etc.)
____
____
____
____
____

Known Injuries ____

Have Group Members Been Notified? ________ When? ______________________________

Notification

Have someone call the following list and read the account on the above form:

Time Called	Phone Number
__________	Public Safety 543-4123
__________	Director of Student Activities 543-4381

It is also a good idea to keep a chronology or a "diary" of each contact you make until after the crisis is resolved.

Fortunately, many student organizations deal with the press about issues that are not crises. As advisor, you may be called upon for a quote. Several important ideas should be kept in mind when meeting the press so the best image of your organization is presented to the public.

For Your Information

Types of Student Organizations

Academic/Departmental
Community Service
Cultural Heritage/Ethnic Identity
Honor Society
Recreational/Club Sport
Religious
Social Greek Organizations
Special Interest/Miscellaneous

Online Resources

Student Organization Advising Resources Online

http://ul.studentaffairs.duke.edu/soar/index.html
http://www.wileyeurope.com/WileyCDA/WileyTitle/productCd-0787910333.html
http://www.isu.edu/stdorg/lead/manual/Advisor.html
http://www.bgsu.edu/offices/sa/getinvolved/advising.pdf

Icebreakers and Team Builders Online

http://www.mindtools.com/
http://www.ag.ohio-state.edu/~bdg/
http://www.residentassistant.com/games/teambuilders.htm
http://www.residentassistant.com/games/namegames.htm
http://www.residentassistant.com/games/icebreakers.htm
http://adulted.about.com/od/icebreakers/

As shown in ACPA Advisor Manual 6.2009

Advisor Self-Evaluation Checklist

Please answer the following questions as they relate to your role as a student organization Advisor. Fill in the blanks in front of each question using the following scale:

5 = all the time, 4 = most of the time, 3 = some of the time, 2 = almost never, 1 = never

_____ I actively provide motivation and encouragement to members.
_____ I know the goals of the organization.
_____ I know the organization's members.
_____ I attend regularly scheduled executive board meetings.
_____ I attend regularly scheduled organizational meetings.
_____ I meet regularly with the officers of the organization.
_____ I attend the organization's special events.
_____ I assist with the orientation and training of new officers.
_____ I help provide continuity for the organization.
_____ I confront the negative behavior of members.
_____ I understand the principles of group development.
_____ I understand how students grow and learn.
_____ I understand the principles that lead to orderly meetings.
_____ I have read the organization's constitution and bylaws.
_____ I recommend and encourage without imposing my ideas and preferences.
_____ I monitor the organization's financial records.
_____ I understand the principles of good fund raising.
_____ I understand how the concerns of diversity affect the organization.
_____ I attend conferences with the organization's members.
_____ I know the steps to follow in developing a program.
_____ I can identify what members have learned by participating in the organization.
_____ I know where to find assistance when I encounter problems I cannot solve.

Adapted from ACPA Advisor Manual 6.2009

Student Leader/Advisor Worksheet

Directions: This worksheet is to assist in identifying expectations of Advisors and student leaders. The Advisor and each officer should respond to the following items and then meet to share and compare answers and discuss differences. For each statement, respond on a sale of 1-5 how important the function is:

1 Essential for Advisor to do
2 Helpful for Advisor to do
3 Nice, but not necessary for Advisor to do
4 Would prefer Advisor not to do
5 Absolutely not an Advisor's role

The Advisor is expected to …

1. _____ Attend all organization activities
2. _____ Be accessible during meetings but allow them to be led by students
3. _____ Attend all executive meetings
4. _____ Call meetings of the executive board when he/she believes necessary
5. _____ Be familiar with university facilities and services and explain university policy to officers prior to meetings and when relevant to the meeting discussion
6. _____ Meet with President each week
7. _____ Help executive board prepare the agenda before each meeting
8. _____ When having a discussion, share any relevant information
9. _____ Speak up during discussion when Advisor believes the organization is likely to make a decision that is not in the best interest of the organization
10. _____Be available to officers between meetings
11. _____Initiate ideas for discussion he/she believes will help the organization
12. _____Take an active part in formulating the goals of the organization
13. _____Be one of the members of the organization except for voting and holding office
14. _____Require the Treasurer to clear all expenditures with Advisor before financial commitments are made
15. _____ Review the Treasurer's books at the end of each semester
16. _____ Review all official correspondence before it is sent
17. _____ Be given a copy of all official correspondence
18. _____ Keep the official files in Advisor's office
19. _____ Remind organization of their objectives/goals in planning events
20. _____ Veto decisions when it violates a stated objective, the constitution, bylaws, codes, standing rules, or university policy
21. _____ Mediate interpersonal conflicts that arise
22. _____ State what the Advisor responsibilities are, or as she/he sees them, at the first meeting of the year
23. _____ Let the organization work out its own problems, including making mistakes and "doing it the hard way."

24. _____ Insist on the evaluation of each activity by those officers responsible for planning
25. _____ Take initiative in creating teamwork and cooperation among officers
26. _____ Let the organization thrive or decline on its merits; do not interfere unless requested to do so
27. _____ Represent the organization in any conflicts with members of the university staff
28. _____ Be familiar with university facilities, services and procedures that affect organization activities
29. _____ Recommend programs, speakers, etc
30. _____ Take an active part in the orderly transition of responsibilities between old and new officers and maintain records, history, and items during transition/summer
31. _____ Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that officers are maintaining the required grade point average
32. _____ Cancel any activities when she/he believes they have been inadequately planned

Adapted from "A Handbook for Student Group Advisors" as utilized by University of Wisconsin-Superior. 6.2009