



Aims Community College Student Clubs and Organization Advisor Resources Guide

Revised 11-2017

Preface

Dear Student Club and Organization Advisor,

On behalf of the Office of Student Leadership & Development staff we would like to thank you for taking time in advising, coaching, and educating students participating in student clubs and organizations at Aims Community College. Research shows involved students tend to have a better college experience and graduate at a faster rate than those who are not involved.

Education takes place in different ways. As an Advisor, you have the opportunity to impact the life of students in and outside the classroom. Your efforts provide opportunities for our students to develop the leadership skills necessary to thrive in college and beyond.

This Student Clubs and Organization Advisor Resources Guide has been prepared for your convenience. The guide contains tools to help facilitate your role as an advisor. **For information on student club and organizations policies and procedures please review a copy of the Student Clubs and Organizations Handbook.**

The Office of Student Leadership & Development wants to establish strong lines of communication with Advisors and has design this resources guidebook as a tool to bridge that effort. The staff in the Student Leadership & Development office looks forward to working with you and making your student organization the best it can be. Please remember we are here as a resource, we are always a good place to start.

If you have any questions regarding this request please feel free to stop in the Student Leadership & Development office or call (970) 339-6450 or e-mail us at student.activities@aims.edu

Sincerely,

The Staff in the Student Leadership & Development office

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I. Student Leadership & Development Office Information

Location: 5401 West 20th Street
Greeley, CO 80634
College Center, Room 131
Phone: (970) 339-6450

Office Hours: 8:00 a.m. - 6:00 p.m. (Monday)
8:00 a.m. - 5:00 p.m. (Tuesday - Thursday)
8:00 a.m. - 3:00 p.m. (Friday)

Summer Office Hours: 7:30 a.m. – 5:30 p.m. (Monday – Thursday)

Student Leadership & Development Contacts:

Patrick Call (PC) – Executive Director
Becca Herman – Assistant Director
Tiffany Brickley – Staff Executive
Vacant – Program Coordinator
Patty Schulz – Media Specialist
Ann Zarezadegan – Staff Executive Assistant
Erika Lovato – Staff Executive Assistant

II. Information and Resources

Do's and don'ts of advising:

Do's	Don't
....serve as a resourcemicromanage the organization
....interpret and clarify College policiesrun organizations meetings
...suggest program ideasuse veto power over group decisions
....serve as a role modelbe the sole recruiter for new members
....provide history for the organizationsay “ I told you so”
...act consistently with what is said	...break promises
...allow the group to succeedbe the leader of the RSO
...allow the group to failbe unavailable
....teach leadershiptake everything seriously
...keep your sense of humorbe afraid to let the organization fail

....enjoy being a part of the group	
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A B C's of advising:

Consider the following tips to help make advising more efficient for you and allow you to be more helpful to students.

- Attend meetings and events regularly.
- Be open to communicating with members and officers.
- Promote Cooperation rather than competition.
- Assist in Developing long term goals,
- Encourage discussion of relevant issues.
- Foster a relationship of trust with students.
- Be a Good listener,
- Help officers improve leadership skills.
- Discourage Inappropriate ideas.
- Don't Judge students,
- Kick-start enthusiasm.
- Let members know expectations and roles.
- Meet regularly with organization leaders.
- Notice organization and member accomplishments.
- Keep your sense of humor.
- Praise publicly, criticize privately.
- Be accessible and available for any Questions.
- Request all agendas and minutes.
- Strict - No, laissez-faire - No, middle ground,
- Yes - avoid Taking sides and remain objective.
- Understand the goals of the organization.
- Be a Valuable resource.
- Turn "What should we do?" into "What are you going to do?"
- Develop and use constitutional eXpertise.
- Provide reasons for Your suggestions.
- Go to your organiZation for help.

Adapted from Advisor's Handbook 2015-2016. Student Organization Advisor Guide from the University of Nebraska - Lincoln.
<http://involved.unl.edu/media/organizations/SI%20Advisor%20Manual.pdf>

Motivating members:

Most people are not looking for money or personal gain. They want intrinsic satisfaction. The following are some ways one 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.

Give praise

Reinforce for continual achievement.

Give People Status

The more status and prestige you can build into a committee or an organization, the more motivated the members become.

Communicate

People like to know what is going in the organization.

Give Security

People will look to you for intrinsic security.

People Need You -- People Need People

They need you to give them what they want and need: intrinsic satisfaction.

Develop Purpose

Always explain why. Instill in the members that their assistance is vital for success.

Encourage Participation in Group Goal Development

Including all members when planning goals.

Develop a Sense of Belonging

People like to belong. Those who feel like they belong will more likely invest themselves.

Adapted from University of Nebraska-Lincoln from Student Organization Advisor Guide as shown in ACPA Advisor Manual 6.2009

Ways to increase motivation:

- Give others credit when 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!

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 constructive critical feedback.

Achievement: The opportunity to solve a problem, to see the results of one’s efforts, and reached established goals.

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 University of Nebraska-Lincoln from Student Organization Advisor Guide as shown in ACPA Advisor Manual 6.2009

Recruitment quick tips:

Personal contact is always better than multiple flyers and advertisement. People join organizations because they like people they find there.

- Get scheduled to make a brief introduction of your organization at each meeting.
- Co-sponsor campus events to get the name of the organization out there.
- Ask key people to recommend possible members and leaders.
- Do not expect a person to come to a meeting in a room full of people that they do not know.
- Have a membership drive.
- Feed potential members
- Go out or your way to make new or potential members feel like “players” right away.
- Hold meetings and events in comfortable, visible, easy-to-come places.
- Make a list of all the advantages of being a member to use at selling points.
- Always take photos at meetings and events to make a scrap together both in print and/or electronic.
- During recruitment events, always try to think in terms of “What’s in it for them.”
- Have an information meeting

Adapted from University of Nebraska-Lincoln from Student Organization Advisor Guide as shown in ACPA Advisor Manual 6.2009

Ways to give recognition:

Smile
Put up a volunteer suggestion box
Treat to a soda, coffee, or ice cream
Ask for a report
Send a thank you or birthday card
Arrange for discounts
Give service stripes
Plan annual ceremony occasions
Recognize personal needs and problems
Be pleasant
Respect their wishes
Give informal socials
Keep challenging them
Say “Good Morning or Afternoon”
Greet by names
Help develop self confidence
Award plaques to sponsor groups
Take time to explain fully
Be verbal
Give additional responsibility
Respect sensitivities
Enable to grow on the job
Honor their preferences

Create pleasant surroundings
Welcome them to staff meals
Have a public reception
Take time to talk
Defend against hostile or negative staff
Throw a pizza party
Recommend to prospective employer
Utilize as consultants
Praise them to their friends
Say “Thank you”
Send impromptu fun cards
Attend an event together

Adapted from University of Nebraska-Lincoln from Student Organization Advisor Guide as shown in ACPA Advisor Manual 6.2009

Tips for advisors to increase organizational productivity:

- Know what the students expect of you as an Advisor
- Let the organization and Individual members know what to expect of them
- Express a sincere interest in the organization and its mission.
- Assist the organization in setting realistic, attainable goals.
- Have the goals or objectives of the organization firmly in mind.
- Know and understand the student with whom you are working.
- Express a sincere interest in each member.
- Assist members in understanding the organization's dynamics and human interaction.
- Help identify a system in which members can evaluate their progress
- Develop a style that balances active and passive organizational membership.
- Be aware of the multiple roles you will have: Mentor, advisor.
- Do not allow yourself to be placed in the position of chairperson.
- Be aware of institutional power structure - both formal and informal.
- Provide continuity for the organization from semester to semester.
- Encourage independent thinking and decision-making.
- Be creative and innovative. Keep a sense of humor!

Adapted from University of Nebraska-Lincoln from Student Organization Advisor Guide as shown in ACPA Advisor Manual 6.2009