Student Organization Advisor Guide
Preface

Dear Student Club and Organization Advisor,

On behalf of the Office of Student Leadership and 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 Organization Advisor Guide has been prepared for your convenience. The guide contains valuable information on student organization operations and refers to forms that need to be completed and returned to the Program Coordinator of Student Leadership and Development office, College Center, Room 130. PLEASE READ THIS GUIDE CAREFULLY.

The Student Organization Recognition Packet for continued recognition is due to the Program Coordinator for Student Leadership and Development no later than the fourth Friday of fall semester.

The office of Student Leadership and Development wants to establish strong lines of communication with Advisors and has design this guidebook as a tool to bridge that effort. The staff in the Student Leadership and 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 and Development office or call (970) 339-6259 or e-mail us at student.activities@aims.edu

Sincerely,

The Staff in the Student Leadership and Development office
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I. Student Leadership and Development’s Commitment to Student Organizations

The Student Leadership and Development office in cooperation with the Student Government Association provides students on all campuses the opportunity to participate in activities outside of the normal classroom environment. Extracurricular activities provide a basis for professional, technical, civic, and social experiences, which students may encounter outside of the classroom and on campus while attending Aims Community College. To this end, the staff in the Student Leadership and Development office is committed to the success of your organization. The Student Leadership and Development office will assist your organization by providing necessary information relating to student organization development and more specifically functioning as your primary contact regarding all your fiscal needs.

II. Student Leadership and Development Office Information

Location: 5401 West 20th Street
Greeley, CO 80634
College Center, Room 130
Phone: (970) 339-6225

Office Hours: 8:00 a.m. - 5:00 p.m. (Monday thru Friday)

Student Leadership and Development Contacts:

Joël Orozco Almeida – Program Coordinator of Student Leadership and Development  
j.orozco@aims.edu (970) 339-6259
Patty Schulz – Media Specialist
Ann Zarezadegan – Office Specialist
Linda Stone – Staff Executive
Ryan Barone – Director of Student Leadership and Development

Services: The Student Leadership and Development office provides several critical services relating to successful student organizations. The following are examples of services that your organization can use:

- Advisor and officer training
- Room scheduling
- Graphic design assistance - design and printing
- Centralized funding assistance
- Program planning assistance
- Purchasing items on-campus and off-campus
- Travel procedures in-state and out-of-state
- Fundraising assistance
- College policies and procedures
III. Continued Recognition of a Student Organization at Aims Community College

To continue as a recognized student organization, the following items must be considered or acted upon as a yearly requirement.

A. Read all information thoroughly and carefully. Questions may be directed to the Program Coordinator for Student Leadership and Development, see Section II. Student Leadership and Development Office Information.

B. The annual club and organizations forms need to be completed with appropriate signatures before submitting those to the Program Coordinator for Student Leadership and Development, prior to the fourth Friday of the fall term in order to have continuous recognition as a student organization at Aims Community College. This is an annual requirement for all student organizations. The forms are located in the appendix and consist of:

- Advisor/Officer Signature Sheet
- Affirmation of Compliance
- Information Sheet
- Advisor Agreement
- Advisor and Supervisor Agreement
- Officer Code of Ethics
- Membership Roster

C. If constitution/bylaws/working papers have been modified or changed, the revised document must be submitted at time of re-recognition. If this document is modified or changed during the year, the revised document must be sent to Program Coordinator for Student Leadership and Development upon completion.

D. The advisor must sign and submit the Advisor and Supervisor Agreement, this is a yearly requirement.

E. Membership Roster (identifying officers by position) must be submitted by the submission deadline and should be updated monthly with new member’s names sent to the Program Coordinator for Student Leadership and Development.

F. To be granted continuous recognition student organizations must submit all required forms not later than the fourth Friday of the fall term. Continuous recognition guarantees full benefit and funding privileges retroactive to the first day of classes. Organizations submitting the recognition packets after this deadline are not eligible to receive benefits or funding until after final approval by SGA. Activities, events, programs, and attendance at the General Assembly of Student Organizations meetings prior to approval will not count towards qualifying for funding or meeting other requirements stipulated for student organizations.

G. Upon receiving a completed annual registration packet the following will occur:
1. All materials will be reviewed for completeness by the Program Coordinator for Student Leadership and Development.

2. Recommendations for approval/denial will be submitted to the Student Government Association.

3. Upon approval, recognized student organizations will receive official notification.

4. If an organization is denied recognition, the organization will receive in writing an explanation and reasoning for this decision.

H. A list will be published of all currently recognized student organizations. As new organizations become recognized, supplemental lists will be published.

I. Denial of a student organization’s petition for recognition by the Student Government Association may be appealed to the Director of Student Leadership and Development and subsequently to the Dean for Student Services.

J. Upon recognition, all student organizations are required to obtain and follow all policies and procedures associated with the operation of student organizations at Aims Community College.

K. Organizations are not eligible to receive any funds through the funding plan until all of the appropriate paperwork is received and approved by the Program Coordinator for Student Leadership and Development.

L. Recognition is official and complete only after the above-mentioned documents have been received and approved by the Program Coordinator of student leadership and development, the Director of Student Leadership and Development, and a majority vote of the executive council of SGA. Where national policies of a student organization prohibit the filing of constitution/bylaws/working papers, a statement from the recognized national office may be submitted in place of the constitution/bylaws/working papers.

M. **All recognized student organizations should have a representative at the General Assembly of Student Organizations (GASO) meetings**, which will be conducted one time per month, excluding months when classes do not meet the entire month. Meeting times will be determined by the current SGA Executive Council and posted in the Student Leadership and Development office. Advisors of previously recognized organizations will be notified via email of the proposed schedule. This will provide organizations an opportunity to report on past and future events, as well as taking part in the student decision making process at Aims Community College.
IV. Policies and Procedures Relating to Student Organizations

Student Leadership and Development policies and procedures have been established in cooperation with the Associated Students of Aims Community College (ASACC), specifically the Student Government Association (SGA). Procedures may change during the academic year, in this case each organization will be notified, and written procedures will be sent to each advisor. Following are critical criteria essential for student organization continued recognition. The Student Organization Handbook and Student Organization Advisor Handbook are extensions of SGA/ASACC policies and procedures, as such will be adhered to by all student organizations and held accountable for lack of compliance.

A. All organizations must sign and follow the Affirmation of Compliance, which specifies compliance with federal, state, and local laws; compliance with college policies and procedures; and compliance with acceptance of members based on gender, age, creed, religion, race, color, physical ability, sexual orientation, or ethnic origin.

B. All organizations must complete the Petition for Recognition, which includes the organization’s purpose statement. The organization’s purpose should not adversely affect the common goal of other student organizations at Aims or be contrary to the morals, beliefs, and values of students at Aims Community College. The organization’s purpose should advance the common goal of the members within the organization.

C. Student Organization Advisor

1. Each student organization must select an advisor who is an employee (full-time or part-time) of Aims Community College and possesses the knowledge and willingness to serve in an advisory role. The advisor must have approval by their supervisor to serve in the capacity as an advisor. The Director of Student Leadership and Development, on behalf of the Student Government Association will review the advisor’s credentials to verify qualifications.

2. The role of the advisor is to:

   a. Meet with organization officers and members on a regular basis;
   b. Be present at all functions such as social events, and meetings where the use of organization funds and the name of the college are used;
   c. Work with the organization’s treasurer in budget development, record keeping, and insure the organization’s treasury balances with the Student Leadership and Development office;
   d. Be responsible for the care and storage of the organization’s materials;
   e. Provide leadership development experiences for student members;
f. Assist organization members in developing an action plan of meaningful activities;

g. Abide by the Aims Community College Alcohol and Student Extracurricular Travel Policies;

h. Keep the membership informed of activities promoted by Aims, state and national organizations (where applicable).

i. Provide assistance in the decision making process and in attaining organizational goals;

j. Encourage open lines of communication among students, faculty, staff, and administration; and

k. Provide continuity to the organization from year-to-year.

3. If an advisor is going on a semester or year sabbatical or takes a leave of absence for 3 months or longer, it is the advisor’s responsibility to appoint a temporary advisor.

4. It is the advisor’s responsibility to ensure the organization’s compliance with all laws, policies, and procedures; maintain and direct the mission of the organization; and ensure sound fiscal practices by endorsing best practices established by the Financial Services Office at Aims Community College.

D. Student Organization Recognition

1. Once a student organization has submitted all required forms and is recognized by the Student Government Association, the student organization is eligible to receive funding as outlined in the Student Organization Allocation Plan, conduct fundraisers, and represent themselves as an official student organization at Aims Community College.

2. Petitions for new organizations recognition will be accepted at any time during the academic year; however, the fourth Friday of the fall term is the deadline for continuous recognition. Recognized organizations from the previous academic year wishing to renew their status may take advantage of all benefits during the first four weeks of fall semester in anticipation of submitting their annual recognition packet before the fourth Friday of the term. Continuous recognition guarantees full benefit and funding privileges retroactive to the first day of classes. **Organizations submitting the recognition packets after this deadline are not eligible to receive benefits or funding until after final approval by SGA. Activities, events, programs, etc. conducted prior to approval will not count towards qualifying for funding or meeting other requirement stipulated for student organizations.** New organizations will need to wait until the Student Government Association has recognized them.

3. Membership of each recognized student organization must consist of a minimum of six (6) currently enrolled Aims student. In addition executive board members must also be Aims students. Members must maintain a minimum GPA of 2.00 and be in good standing as a student at Aims.
Provisions for membership must be stated in the organization’s constitution/bylaws/working papers. Qualifications for membership must not conflict with the Affirmation of Compliance Statement.

4. New organizations are required to attend a Student Organization Training Session, facilitated by the Program Coordinator of Student Leadership and Development as a requirement for recognition. All student clubs and organization Presidents and treasurers, are required to attend training at the beginning of fall semester in order to be in compliance.

5. Election or selection of leadership personnel must be conducted a minimum of once each year. Results of such election or selection must be filed with the Program Coordinator for Student Leadership and Development within five (5) school days of the completed selection/election process.

6. All student organizations have one vote on the Student Government Association’s General Assembly of Student Organizations. Attendance at the General Assembly of Student Organizations meetings is not required but all funding and voting privileges are based on attendance by representatives of student organizations. A student organization officer or another organization member, selected by the advisor or the President, is expected to attend the General Assembly of Student Organizations. Advisors may attend GASO meetings but may not represent the organization in regard to voting or attendance for the purpose of the attendance requirement for funding purposes.

7. Student organizations must have agendas and minutes of all their official meetings maintained and available for review by the Student Leadership and Development office and the students at Aims Community College.

8. To receive funding awards organizations must collaborate or co-sponsor (accepting responsibility for either all or a portion of the event) an event on-campus or off-campus with the Student Government Association (SGA) at least one time (1) during the academic year.

9. To receive funding awards organizations must participate at least one time (1) during the academic year in an off-campus civic/community project.

10. Organizations conducting activities are required to meet the following criteria:

    a. Complete the Student Organization Activity Event Request Form with accompanying documentation and all appropriate signatures for each activity/fundraiser and submit it to the Program Coordinator of Student Leadership and Development, at least two (2) weeks before the event, for on-campus activities and
at least six (6) for off-campus activities. For on-going activities/fundraisers make sure to include the duration of the activity/fundraiser (starting and ending dates). No event arrangements or expenditures can be made until all documentation has been submitted and the appropriate signatures have been secured.

b. If the submission deadline is not met, SGA and Student Leadership and Development are under no obligation to approve the request. If more than one student organization submits a request with conflicting dates, times, or methods of fundraising the organization with earliest submission date will have priority.

c. If any organization needs tables, chairs, location permission, etc., for an activity/fundraiser, it shall be the responsibility of the organization to request these through the appropriate department(s); i.e. Facilities and Operations and room scheduling staff.

d. If an organization needs assistance in completing the statements or has questions about fundraisers, should contact the Program Coordinator for Student Leadership and Development, College Center, Room 130.

e. Recognized student organizations may conduct fundraisers during the summer term, in anticipation of continued recognition the following fall term.

f. All organizations must conduct one (1) co-sponsored fundraiser/activity with SGA per academic year. Co-sponsorship is an agreement in which the organization and SGA provide a joint activity for students at Aims Community College. The co-sponsored activity/fundraiser should be planned at least 30 days in advance and all net profits will go to the organization unless other arrangements have been made. Co-sponsorship should include the following:

- a minimum of 3 club members assisting with the implementation of an activity;
- submitting an Activity Event Request two weeks prior to an on-campus event or six weeks prior to an off-campus event;
- submitting an co-sponsorship report within two weeks after the event to the Program Coordinator of Co-Curricular Programs
- attending specific program planning committee meetings;
- participants in decision making process
- set-up and clean-up;
And other necessary tasks required for a successful activity/fund raiser.

11. Expenditures with student organization funds are subject to following conditions:

a. All expenditures must conform to existing Aims Community College and Student Leadership and Development policies and procedures.

b. All revenue and expenditures may be audited and reviewed by the Student Government Association and the Student Leadership and Development office.

E. Funding Criteria

1. All funded student organizations shall have their accounts through the Aims' Financial Services Office. Proper authorization for purchases and expenditures from the organization account must be obtained through the current college procedure prior to commitment of funds. The Student Government Association, the Student Leadership and Development office, and the Financial Services Office will not accept responsibility for financial obligations incurred by recognized student organizations that do not comply with appropriate college policies and procedures.

2. Failure to meet financial obligations within thirty (30) days of the initial billing may constitute sufficient cause to withhold or withdraw further use of such benefits until payment is satisfied or a payment schedule is established. Any payment schedule or agreement must be acceptable to the Financial Services Office. If an agreement outlining a payment schedule is not made within two (2) weeks following the thirty (30) day period, the Student Government Association may revoke the organization’s recognition and benefits.

3. Student Organization monies will carry over from year to year until the organization is officially terminated by choice, suspension, or by non-renewal of the recognition process.

4. Student organization banking must be done through the Student Leadership and Development office, NO outside checking accounts are allowed.

5. Student organizations that do not apply for continued recognition will transfer the balance in the organization’s treasury to the SGA account.

6. When a student organization's recognition is terminated or placed on suspension for failing to abide by the policies and procedures of Aims Community College and/or SGA or by the actions of the organization’s officers, advisor, or SGA, the advisor shall insure that all debts have been paid and proper forms filed to close the account. Any balance remaining in the organization's treasury will be transferred to the SGA account. Organizations placed on suspension may after a period of 1
full academic year apply for recognition as a new organization and is eligible to receive startup money.

7. Action to terminate recognition may be initiated by the advisor, organization members, or SGA. Recognized student organizations should voluntarily request that recognition be terminated if insufficient interest exists for the organization to function. The organization with a 2/3 member quorum vote can move to vote to disband. Recognized student organizations wishing to take such action should contact the Program Coordinator of Co-Curricular Programs or the Director of Student Leadership and Development. In the absence of membership the advisor can initiate termination of an organization. If an organization is not recognized for more than one year, SGA may terminate the existence of the club. If severe policy procedure violations Aims College or ASACC are violated SGA can terminate a clubs’ recognition.

F. Non-compliance or infractions

1. All allegations or complaints regarding the actions of student organizations must be filed in writing with the Program Coordinator of Co-Curricular Programs and the Director of Student Leadership and Development. Recognized student organizations may be given the opportunity to correct non-compliance or infractions before beginning the termination process. Recognition may not be terminated without the approval of the Student Government Association Board and the Director of Student Leadership and Development.

2. Probation - Any violation of policies and procedures could result in sanctions as determined by the Student Government Association. Violations may result in a probationary period for the remainder of the academic year and the following academic year. The student organization must comply with all policies and procedures during the probationary period and failure to comply with policies and procedures may result in suspension.

Suspension - If violations result in sanctions of suspension determined by the Student Government Association, the organization will lose all current funds and their recognition will be suspended for the remainder of the academic year and the following academic year. After the suspension period, the student organization may apply for recognition. The organization will be eligible to receive startup funding. The startup funding must be paid back to SGA before other funding awards will be given. The startup funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

G. Additional Policies and Procedures

1. At any meeting, event, or project in which club participation is compensated a club representative(s) must attend 80% of the set time in order to qualify as having participated.

2. SGA funded volunteer projects do not qualify as the club required off-campus volunteer project. A club may co-sponsor an SGA volunteer project, thus gaining the off-campus credit.
3. To be a co-sponsor of the volunteer project, the interested club is expected to contribute to all aspects of organization and implementation of the project. Funding for the project will be a shared venture, negotiated with SGA. The project request needs to be approved by the Vice President of SGA, who will review the project on behalf of the SGA. An interested club must ensure that all aspects of the event comply with SGA and College policies and procedures.

4. Should a club co-sponsor an off-campus volunteer project the event will not count as a co-sponsored SGA event, but will count as the off-campus volunteer requirement and will be eligible for any funding associated with SGA organized volunteer projects.

5. To fulfill the 4 hours off-campus volunteer project requirement, a club must present their proposed event plan to the Program Coordinator of Student Leadership and Development Programs six (6) weeks prior to the event. An after-action report will need to be filed with the Program Coordinator of Student Leadership and Development Programs following the project before credit will be given for the requirement. At least 2 hours of community service need to be completed by the end of each fall semester in order for the club to remain compliant the rest of the academic year.

6. To co-sponsor an SGA event the interested club must contact the appropriate representative for the proposed event. The representative will outline their needs and set the requirements of the club. The representative must fill out a compliance statement after the event certifying that the club participated and performed the assigned tasks to their satisfaction before credit for the event will be granted.

7. At any SGA funded event participants are not allowed to conduct any business or activities other than those prescribed by ASACC. This includes but is not limited to fund raising activities.

8. Any club member or advisor may be reimbursed for approved expenses incurred to advance the mission of the club. An individual cannot financially profit from being involved in a club activity or sale. Individuals include current members, past members, advisors, and non-members.

A club has the right to appeal any of the tenants laid out in these policies. The SGA Executive Council will hear and make decisions on an appeal. A second and final appeal may be made to the Director of Student Leadership and Development.

H. General Assembly of Student Organizations (GASO)
   1. Representative Authority
The General Assembly of Student Organizations (GASO), under the authority of the Student Government Association (SGA) and Associated Students of Aims Community College (ASACC), shall be a forum for the presentation of club activities and other matters pertaining to the student body. The General Assembly of Student Organizations is a recommending body only, whose recommendations are passed to the SGA Executive Council for consideration.

2. Policies and Procedures
   a. The Chairperson of the General Assembly of Student Organizations, the Vice President of SGA, shall post agendas 48 hours prior to any meeting of the General Assembly of Student Organizations.
   b. The position of Secretary will be filled by an active member of a recognized student club or organization.
   c. Approved minutes must be publicly available within (48) hours of being approved.

V. Student Organization Funding Plan

Recognized student organizations may receive funding through attendance at General Assembly of Student Organizations meetings, advisor’s involvement, and by applying for assistance on a case-by-case basis through the Student Government Association’s Special Projects Funding Awards.

A. Each student organization is entitled to receive a specified per meeting funding award for at least one member in attendance at the monthly GASO meetings. At the monthly GASO meetings, each student organization member may represent only one club. The per meeting GASO funding award amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

B. Each organization’s advisor has the opportunity to receive additional funds for their organization by meeting certain advisor criterion as outlined in the Advisor Handbook. These criterions range from submitting paperwork before deadlines to assisting the organization in increasing membership. The advisor criterion and funding award amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

C. Each organization has the opportunity to apply for assistance through the Student Government Association Special Projects. Assistance may be granted on a case-by-case basis in the form of advertising, volunteering to help at the event, financial awards, and/or other forms of assistance. The per event Special Projects funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.
D. Student organizations and members who qualify to attend a national level conference, convention, or competition may request from SGA funding assistance one time per fiscal year. Funding requests must be presented to SGA at least 2 months in advance. In the event the semester has ended and SGA is no longer in session, the organization’s advisor may approach the SGA Advisor for funds. No funds may be used for advisor travel and fees. All distribution of funds is subjective to the balance of the budget and the vote of the SGA Executive Council. The per national event funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

E. The Student Organization Funding Plan is established to provide fair and equitable funding through SGA. The attendance at Student General Assembly of Student Organizations meetings will provide student organizations the opportunity to share in student centered initiatives and to take part in the decision making process at Aims Community College. By student organizations being involved, they have an opportunity to meet with representatives from other student organizations as well as obtaining pertinent information relating to current College issues.

F. Student organizations upon receiving initial recognition may receive startup funding from SGA. The startup funding must be paid back to SGA before other funding awards will be given. The startup funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

G. Student Organizations placed on suspension by SGA may apply for recognition after a period of one full academic year and are eligible to receive startup funding from SGA. Startup funding must be paid back to SGA before other funding awards will be given.

VI. Centralized Expenditure and Revenue Process

A. Program Coordinator for Student Leadership and Development will maintain a list of all recognized student organizations at Aims Community College. The Student Organization Signature Form will indicate the names of students and advisors authorized to initiate and sign the various expenditure forms for their respective organization. Each student organization will be assigned account numbers, which must be used on all deposit and expenditure paperwork. Each student organization is assigned an account number for revenues and an account number for expenditures, these numbers will be provided by the Student Leadership and Development office, and must be used on all financial transactions.

B. Financial transactions are initiated by completing the appropriate form(s) and submitting the complete form(s) to the Student Leadership and Development office, College Center, Room 130. Forms may be submitted Monday through Friday between 8:00 a.m. to 5:00 p.m. The Student Leadership and Development office will maintain a record of all student organization transactions. Each student organization is expected to have one of their officers (usually the treasurer) maintain a record of all transactions (deposits and expenditures).
C. The organization’s meeting minutes detailing an expenditure motion and vote for approval, the amount approved, and the members present at the organization’s meeting must be submitted with the appropriate form(s) and the Official Function Form or Travel Request to initiate a financial transaction.

D. Student Organization Preauthorized Expenditure Form

1. All requests for expenditures by student organizations must be submitted with meeting minutes approving all expenditures at least two weeks before an event, on the Student Organization Preauthorized Event Expenditure Form. For a Requisition/Purchase Order (PO), or to use the Procurement Card, student organizations need to come to the Student Leadership and Development office. All forms are required to have appropriate signatures.

2. Procurement Card (“P” Card)

   a. The Procurement Card Checkout Sheet is required to be filled out and signed, by all appropriated parties before the procurement card (“P” card) can be used for any purchases. The Procurement Card Checkout Sheet must be turned in to the Student Leadership and Development office 48 hours before use. This card has very specific guideline for use. The following types of merchandise or services cannot be purchased with the “P” Card:

      o Restaurant meals & tips
      o Alcohol
      o Services (labor)
      o Rentals
      o Capital purchases
      o Computers/computer hardware
      o Computer software
      o Travel & entertainment
      o Personal purchases
      o Cash advances
      o Hazardous materials (fuel, propane, etc.)
      o Furniture
      o Toiletries
      o Vehicle expenses (service stations transactions, auto parts, repairs)
      o Travel and travel related expenses (airfare, vehicle rental, meals, lodging)
      o No gift cards (except for the Aims Bookstore and Aims Bistro)
      o No gifts over $25
b. The “P” Card cannot be used at the following types of merchants:

- Banks, ATMs, financial institutions
- Travel related merchants – airlines, auto rental, hotels, motels, travel agencies
- Automotive and transportation related merchants – railroads, bus lines, taxi, cruise line, auto dealers, rental, sales service
- Dining places – restaurants, bars, cocktail lounges, nightclubs, fast food restaurants (no dining in – organizations may utilize take out or delivery with no setup at appropriate activities)
- Betting, lottery, wagers, beer, wine, packaged liquor stores
- Dating & escort services, counseling, massage parlors, health & beauty spas, computer dating

c. The “P” Card must be picked up and returned the same day. The card is available in the Student Leadership and Development office between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

d. At time of purchase, let the cashier know before they begin the checkout process, that you are using a tax exempt credit card. The tax exempt number is printed on the credit card. The college does not pay tax, we are tax exempt. Individuals and/or organizations will be held responsible for any tax that is charge to the College. If tax is on the receipt, you must go to the Aims Cashier’s Office and pay the tax amount.

e. Return the “P” Card and original cash receipt to the Student Leadership and Development office the same day as purchase.

f. The receipt must give a description of the product(s) that were purchased. It usually prints on the receipt. If the receipt is illegible or does not specify this information, you need to provide additional documentation to support your purchases.

3. Requisition/Purchase Order

a. Contact the intended vendor before ordering and get a written quote for the cost of product(s), shipping, and any other costs. Fill out the requisition form completely providing all required information including the purpose of expenditure(s). Signatures of the organization’s advisor and the Director of Student Leadership and Development are required for approval
before the Purchase Order can be generated and the product(s) ordered.

b. Purchases cannot be completed until a Purchase Order number has been acquired. Allow 2 weeks to receive a PO number after turning in the quote with appropriate signatures.

c. If the purchase order is greater than $3000.00, you are required to get 3 quotes and complete a quote form before completing the requisition.

d. When the product is delivered, notify the Student Leadership and Development office so we can release the Purchase Order for payment.

4. Official Function Request Form

Student organizations hosting or conducting activities or events involving expenditures must submit an Official Function Request Form prior to submitting requisitions or using the “P” card. The Official Function Request Form must be signed by the organization’s advisor, the Director of Student Leadership and Development, and the Dean of Student Services, prior to using procurement methods at Aims Community College.

5. Student Organization Deposits

a. Checks and cash must be submitted to the Student Leadership and Development office for deposit.

b. The organization will need to fill out the Student Organization Deposit Form with all pertinent information before submitted the money for deposit. The organization’s representative delivering the money for deposit and one of the Student Leadership and Development office staff members will mutually verify the amount of money to be deposited.

c. Submit currency grouped by like denominations. Excessive amounts of coins should be changed into paper money before this deposit process begins.

d. A receipt will be issued by the Financial Service Office that will indicate organization account number and amount of deposit. This receipt will be forward to organization after the deposit is made.
e. When accepting a check as payment by any student organization, have the check made out to Aims Community College.

f. All funds acquired by the student organization must be deposited through the Student Leadership and Development office in a timely manner. Do not keep cash or checks in unsecured areas. The Student Leadership and Development office can either accept funds for deposit or hold funds for a future deposit in a secured area. All funds received by the organizations are subject to audit. Funds are accessible to the organization treasurer and/or club advisor through the expenditure process.

D. Student Organization Expenditures

1. Expenditures of Student Organization Funds must meet following criteria:

   a. All merchandise expenditures must conform to existing Aims Community College policies and procedures, as directed through the Student Leadership and Development office. Clarification of procedures can be directed to the Program Coordinator of Co-Curricular Programs,
   b. Expenditures relating to travel (in-state and out of state), are comprised of registration fee, lodging, meals, and travel expenses. Student organizations must conform to current college procedures.
   c. All expenditures must be reviewed and approved by the organization advisor.
   d. Student organizations will make available to the representatives of the Student Leadership and Development office all information upon request for audit purposes.

2. The following criteria are considered appropriate for use of student organization funds:

   o Local, state, and national conferences
   o Expenditures that would not violate any Aims Community College policy
   o Field Trips (educational and co-curricular)
   o Providing scholarships (through the Aims Foundation)
   o Awards banquets
   o Intramural events
   o Civic/social functions
   o Contributions to charitable organizations (funds used for donations must be specifically fundraised. GASO funding awards may be
used to help with fundraising supplies, but may not be given as donations.)
  o Student organization publications
  o Lecturers
  o Purchase of organization supplies and equipment
  o Transportation costs of field trips, conferences, entertainers, or lecturers
  o Community service projects supplies
  o Club funds to buy food, refreshment, and catering services are allowed with the stipulation the club meeting or event is open to all club members and recruitment events. In addition; club funds may be used to purchase food for two executive board meeting per semester.

3. The following are inappropriate Student Organization Expenditures:

  o Expenditures that would violate Aims Community College policies or procedures.
  o Monetary awards to any Aims employee, advisor, or organization members
  o Contributions to political organizations or political candidates
  o Official functions at which beer or alcoholic beverages are consumed.

4. The following are limitations to Student Organization Expenditures:

  o Meals for members shall not exceed the amount stipulated in the Addendum.
  o At the end of the academic year, organizations should leave startup funds for the next year’s members in the organization’s account.

E. There are several services offered through the Program Coordinator of Co-Curricular Programs and the Student Leadership and Development office to assist student organizations in planning and implementing programs, activities, and events.

1. Photo copier accessibility, each organization has a copier access code that can only be used in the Student Leadership and Development office.

2. The assistance of a Graphic Technologist. The Student Leadership and Development office employees a Graphic Technologist who can assist organizations with posters, flyers, web sites, and other computer generated graphics. Organizations will be charged for materials, not graphic assistance.

3. Scheduling rooms on campus. Scheduling of rooms can be requested and the Student Leadership and Development staff will assist or direct, such requests, to the appropriate location or individual.
4. Other services, such as vehicle requests, Physical Plant or work order requests, and Media Services requests can be initiated through the Student Leadership and Development office.

F. Financial Transactions

1. All student organizations are subject to audit by college auditors and Student Leadership and Development Staff. The Director of Student Leadership and Development or the Program Coordinator of Co-Curricular Programs may request any or all organization books for audit purposes. Ledgers may be checked for accuracy on a semester basis.

2. The student organization advisor and authorized organization officer must complete and sign all organization requests. All transactions are handled through the Student Leadership and Development office, College Center, Room 130, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

VII. Student Organization Event Guidelines

For the purpose of maintaining a proper college atmosphere and for regulating student organization activities, the following guidelines have been established.

A. Requirements for Student Organization Events

1. As appropriate, all students should have the opportunity to participate in the events conducted by a student organization.

2. An advisor, or designated Aims representative, must attend all official student organization events and meetings.

3. If a student organization member is not currently enrolled in summer classes but enrolled in fall classes, the member may be added to the student accident insurance to participate in summer organization events.

B. Approval for Events

1. Student organization activities for ALL ON-CAMPUS AND OFF-CAMPUS EVENTS must be approved by the Program Coordinator for Student Leadership and Development

   a. For on-campus events complete and submit an Official Function Form, Student Organization Activity/Event Request Form, (originals are located in the appendix, make copies as
necessary) and the Procurement Card Checkout Sheet and meeting minutes if there are any expenditures.
b. For off-campus events complete and submit a Travel Request Form, Student Organization Activity Event Request Form, Student Travel Agreement, a list of members attending and their A#s, meeting minutes approving all expenditures, the conference agenda, registration information, hotel and flight costs, and accompanying documentation. No travel arrangements or conference fees can be made until all forms and accompanying documentation has been submitted and all appropriate signatures have been secured.
c. Submit event paperwork to Program Coordinator for Student Leadership and Development for preliminary approval at least two (2) weeks prior to the event for on-campus events and six (6) weeks prior for off-campus events.

2. **Alcoholic beverages are not allowed as any part of student organization functions, on or off-campus.**

3. When requesting authorization to hold a food sale or bake sale on campus, it is mandatory to obtain written permission from Aims Food Services, prior to applying for approval from the Program Coordinator for Student Leadership and Development.

4. Written permission must be obtained from the Student Leadership and Development office, College Center, Room 130, at least 2 weeks prior to an event when using student lounge or student study areas.

C. Advertising Events

1. All signs/posters/flyers and other advertising methods must be approved by the Program Coordinator for Student Leadership and Development, College Center, Room 130, prior to posting.

2. After approval, organizations are responsible for the posting of their own posters/flyers.

3. After an event, student organizations are responsible for removing posters/flyers, in a timely manner.

4. Any student organization advertising activities off-campus, using either the student organization’s name and/or the College’s name must have the advertising approved by Program Coordinator for Student Leadership and Development and the Public Information Office at least 2 weeks in advance of the event.

5. All organizations are expected to follow the guidelines listed below for posting information on campus. Aims and the Associated Students of Aims Community College provide several multipurpose bulletin boards
for informational purposes. These bulletin boards are maintained by the Associated Students through the Student Leadership and Development office and are intended for legal, ethical, and moral informational material. Material not meeting these criteria will be removed promptly.

a. To help control the timeliness of information, all material must have the date of posting in the lower right hand corner and **may remain on the bulletin board for three (3) weeks**. Under special circumstances information may be posted up to one semester when prior approval has been obtained through the Student Leadership and Development office. Material considered special circumstance includes: academic calendars, registration information, lists of new classes, safety information, etc.

b. Posted material without a date in the lower right hand corner will be removed without notice.

c. Any material written in a foreign language is required to have a verbatim English translation attached to assure the legal, ethical, and moral substance of the material. Material without this translation will be removed without notice.

d. Material exceeding 11”x 17” must be approved by the Student Leadership and Development office before posting.

6. The above guidelines are specific to the multipurpose bulletin boards located across our campuses. In addition to these guidelines, specific conditions have also been established for other areas where inappropriate posting of information has occurred. The Associated Students through the Student Leadership and Development office maintain and enforce the established regulations described below:

a. Material may be posted in any lavatory where poster strips have been provided. These poster strips will be the only acceptable location for posting information. Any material posted to other surfaces will be removed. **Material must have the date of posting in the lower right hand corner and will be removed after one (1) week.**

b. Material may be posted to divisional/departmental bulletin boards only with the permission of the divisional/department head prior to posting.

c. Material may not be posted to any painted surface, on any campus, internal or external.
d. Material may not be posted to any existing sign, internal or external.

e. Material may not be posted to any door (this includes internal and external doors, painted, glass, or varnished doors and any adjoining panels) unless prior approval from the Student Leadership and Development office has been obtained. Acceptable requests for posting material to doors include information about registration, class cancellations, polling place notices, classroom changes, etc. **These materials will be short-term in nature and must be taken down within 72 hours.** It is the responsibility of the individual posting the approved material to remove it after 72 hours.

f. Material may not be posted to any vehicle parked at Aims Community College, this includes posting by means of adhesive items or non-adhesive items, such as windshield wipers.

g. Material may not be posted to any external surface of any building without prior approval from Physical Plant.

h. Any external agency wishing to post information should be directed to the Student Leadership and Development office.

7. Posting guidelines for the Ft. Lupton Campus, Windsor, and Loveland Campus follow the same basic procedures as those outlined for the Greeley Campus. If any questions should arise, contact Diane Seeley at the Ft. Lupton Campus (303) 718-5916, Margaret Carleton at the Windsor Campus at (970) 339-6286, or Karen Hankey at the Loveland Campus (970) 667-4611 ext. 3336.

8. These guidelines have been formalized to prevent unwanted materials from being posted in unauthorized areas, to prevent damage to college property, and to prevent injury. Questions regarding posting informational material should be directed to the Student Leadership and Development office, ext.6450.

D. Cancellation of an Event

Cancellation of an event already approved and advertised requires posting, at least 24-hours prior to the designated start time, notices about the cancellation on all campus bulletin boards.

E. Damage at Events

Student organizations sponsoring an event will be held responsible for any and all damage to property and facilities. It is the responsibility of the organization to return the event site to its original condition at the competition of the event.
F. General Information on Events

1. No more than two food events/bake sales will be allowed per organization, per month.

2. Two organizations requesting the same event or holding an event at the same time is discouraged. Consideration for holding an event under these situations will favor the organization that made the earlier request.

4. The Student Leadership and Development office and Student Government Association reserve the right to alter any student organization guidelines, if circumstances warrant reassessment. Recognized student organizations will be notified in writing of any and all revisions.

5. Any function/event that is not registered in the Student Leadership and Development office as an official sanctioned event will be the sole responsibility of the student organization advisor.

6. Student organizations not complying with College policies and procedures, ASACC/SGA policies and procedures, or the guideline and procedures in the Student Organization Handbook will be subject to probation and/or suspension as a recognized student organization at Aims Community College.

VIII. Student Travel Conduct Code

Rationale: Extracurricular events of student groups/organizations offer opportunities for learning beyond the classroom and gives particular attention to community and social awareness, as well as personal leadership, maturity, and competencies. Both student members and advisors have an opportunity to demonstrate these competencies at local, state, and national event programs. To insure the smooth operation of these events and the rights of individuals who are participating, this extracurricular travel conduct code has been adopted by the Student Leadership and Development office and the Student Government Association.

Often times, Student Clubs and Organizations find themselves planning trips locally, regionally, or nationally. It is important to consider the following factors before going to Student Leadership and Development for an initial travel consultation:

- Where is the organization going?
- What are the travel dates?
- How is the group planning to reach its destination?
- How will the travel expenses be paid?
- How many advisors and members will be traveling?
- Information on lodging costs, registration fees, parking fees, shuttle fees, airline costs, per diem for meals, schedule of events, etc.
When Student Clubs and Organizations have answered all of these questions, a travel consultation with the Program Coordinator of Student Leadership and Development needs to be scheduled to obtain all necessary paperwork to begin the travel process. This meeting should take place at least six weeks before out-of-state travel, and at least three weeks before in-state travel. All Student Travel forms must be completed, appropriate signatures obtained and submitted to the Program Coordinator of Student Leadership and Development for final approval.

The following rules and regulations apply to all Aims Community College students participating in extracurricular travel which is either sponsored/co-sponsored by a recognized student organization, or in which the name of the institution is used in conjunction with the event.

A. Specific Rules and Regulations

1. The use of alcoholic beverages, marijuana, and/or possession of illegal substance will NOT be tolerated at any time during the college sponsored event including travel to/from event.

2. Participants are expected to attend all meetings, workshops, and other scheduled event programs.

3. The advisor or appointed delegate must be informed of club member’s whereabouts at all times.

4. Individuals responsible for theft and/or vandalism to any property during the course of an event will be held financially liable and will be subject to the Student Code of Conduct at Aims Community College.

5. The advisor(s) to the student organization or the group leader, who accompanies a group participating in extracurricular travel, shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor/group leader decisions and judgments, and accord him/her the common courtesy and respect due by the virtue of being an official representative of the Aims Community College.

6. It is expected for all students and advisors traveling on college-sponsor events to abide by the Student Travel Agreement and the Aims Student Code of Conduct. (http://www.aims.edu/student/conduct/code-of-conduct). Participants who disregard/violate these rules/regulations are subject to disciplinary sanctions including but not limited to repayment of any and all fees, registrations, travel expenses, materials, and food costs by the Aims Community College and/or the student organization sponsoring the student as well as potential suspension or dismissal from Aims.
IX. **Handbook Revisions**

The Student Organization Handbook is considered a living document, to which adjustments, revisions, additions, and deletions may occur during an academic year. Therefore, if any modifications take place all student organizations will be notified, in writing before implementation of the changes take effect.

X. **Forms**

The following forms are critical to the student organization and are the forms that will most likely use during the year. Not all forms that could be used are included, only those forms which are most likely to be used. In the event your organization requires additional or different forms to complete for activities or events, the Program Coordinator of Student Leadership and Development and their staff will assist in acquiring the form(s) and filling them out completely and appropriately. The following forms are attached in Appendix I, for your convenience. Please feel free to make copies.

- New Club and Organization Recognition (completed only once)
- Annual Recognition Request (completed annually)
- Affirmation of Compliance (completed annually)
- Officer Code of Conduct (completed annually)
- Advisor/Officer Signature Sheet (completed annually)
- Information Sheet (completed annually)
- Membership Roster (completed annually)
- Advisor/Supervisor Agreement (completed annually)
- Official Functions Request Form (per event)
- Activity Event Request Form (per event)
- Procurement Card Checkout Form (per event)
- Co-Sponsorship/Community Service Project Report (per event)
- Student Travel Agreement Form (travel only)
- Pre Conference Information Sheet (travel only)
- Conference Worksheet (travel only)
- Post Conference Report Form (travel only)
- Travel Request and Authorization Form (travel only)
- Travel Expense Reimbursement Form (travel only)
- Deposit Form (per event)
- Contract Request

XI. **The Student Organization Advisor**

The student organization advisor is the key to a successful and long term student organization. The responsibility for the organization lies on the advisor’s shoulders. This responsibility cannot be shifted, removed, or delegated without weakening the organization. Keep in mind that being a student organization advisor is not all work and no play. The rewards you will receive are countless. Seeing students grow and learn is one of the greatest rewards that an advisor can receive. You will play a part in the making of a student leader and have contributed to instilling confidence in students who
otherwise would still doubt their own actions. Above all, you will be providing students
at Aims Community College an opportunity to be involved in a meaningful organization
that can make a difference.

By definition, an advisor is one who counsels or advises another person or group of
people. As a student organization advisor, the following must be firmly established.

- **An advisor should get along with all members in the organization.** Advisors should
  not play favorites; all students should be treated equally. It is easy for an advisor to
  become partial to the officers in the organization because they are usually the most
  active members. But the officers are only a small segment of the organization and
  therefore do not deserve a disproportionate part of the advisor’s time and effort. All
  members of the student organization need leadership and self-improvement skills.
  Fairness is one trait of a good advisor.

- **An advisor helps plan and organize activities.** They key word here is HELPS.
  Advisors do not dictate what is going to happen but helps the students plan and
  organize. Advisors points out pitfalls and best practices to help facilitate successful
  activities.

- **An advisor has enthusiasm for the organization’s plans.** When the organization
  decides on an activity, the advisor should show interest and enthusiasm. It is
  important to show interest even if the organization’s direction is different than that
  of the advisor.

- **An advisor does not control the organization.** There are two style of advisory
  leadership: Active Advisory Leadership, where an advisor steps in and takes control
  to maintain direction or to salvage an activity gone bad, in other words, “doesn’t let
  the ship sink”; Passive Advisory Leadership, reflects direction and support from
  behind the scenes by providing information and suggestions but not opinion.

- **An advisor should have a sense of humor.** A humorous side exists for most
  situations; it just depends on the individual’s perception. An important factor that
  complements a “sense of humor” is a “positive attitude”. An individual with a
  “positive attitude” sees the bright side of things, they are positive thinkers, and they
  get things done.

The above qualities of advisory leadership are those which members of student
organizations prefer in their advisor, but they are only a small segment of the total list of
the qualities of an effective leader. It would be impossible to list leadership traits in any
order and guarantee results because of the listing. But, a discussion of some of the
general leadership attributes can provide a loose framework that contains guidelines for
the advisory leadership role.

- **Energy** - Energy is critical for the student organization advisor, in order to keep on
top of what is going on in the organization. He/she should prepare themselves for
expending the necessary energy in an effort to achieve the organization’s goals.
• **Empathy** - The ability to put yourself in the other person’s place in order to see the situation from that person’s viewpoint. An emphatic advisor or leader does not get emotionally involved in student situations; but neither does the advisor turn his/her back. The advisor listens to all the facts and then applies a solid logic to come up with answers, answers that are acceptable to all.

• **Time** - The time an advisor is willing to commit to an organization’s activities is indicative of his/her probable success. This time commitment is not always during the normal working day, it may include evening and weekends. Being there for the students is vital to show your support and dedication to the student organization.

• **Decisiveness** - The ability to make decisions of the right kind, at the proper time is critical. Sometimes the timing of a decision is more important that the decision itself.

• **Desire** - An advisor must have the desire to have an effective organization. The same is true for the student members, but it is advisor through encouragement and guidance who can influence students to take ownership in their organization.

• **Respect** - In a student organization there must be mutual respect between the advisor and the students; respect for rules and regulations, respect for the time commitments, and respect for the desires and demands of the on-campus and off-campus populations in relation to the organization’s activities.

• **Enthusiasm** - This is the most important attribute of any leader. Enthusiasm can make up for many personal deficiencies and above all it is contagious. Leaders that are enthusiastic possess a positive attitude that demonstrates confidence, involvement, and sincerity.

• **Knowledge** - The basis for enthusiasm is knowledge, knowledge of the organization’s mission, purpose, and direction.

• **Trust** - There needs to be mutual trust between an advisor and students. Without this trust success and involvement are nonexistent. Building and maintaining trust is truly the foundation of a successful student organization.

Other valued traits for the advisory leadership role include faith, purpose, friendliness, ability to listen, integrity, ability to evaluate, belief in youth, positive attitude, belief in the organization, and communication.

In keeping with these points, an advisor establishes the posture for the student organization. An advisor must have the ability to assess the organization’s structure and composition in order to provide direction and guidance. Historically, student organizations have operated in varying degrees of effectiveness according to the climate to which they are subjected. These climates are autocratic, democratic, and laissez-faire (free-reign). An organization’s advisor must accept the fact that a student organization is an organization for the students and governed by the students. When educational objectives are part of the mission, it may be necessary to insert active advisory leadership
practices, tactfully. An advisor must be able to lead students into desirable educational activities while maintaining the integrity of the student based activity. This may be accomplished by “planting” ideas or concept with officers or working closely with select member(s) within the organization.

Each year the advisor is faced with new and exciting challenges that need to be considered in order to achieve anticipated outcomes. Starting the year in a positive way means the advisor must be knowledgeable of the organization, understand the mission, and the type of students that may join their organization. Taking the time to conduct an officer orientation/training session is probably the best approach to establishing relationships, responsibilities, and organizational direction. Having the officers conduct new member orientations will not only identify new members and inform them about the organization’s mission; it will also start to build the critical leadership trait of trust. If the purpose, mission, and focus are presented properly at the beginning of the year, the student planned activities are more likely to fall within the framework of the organization, with minimal advisor intervention.

A. Student Organization Management

The growth and development of any student organization activity does not just happen. The most essential elements underlying successful organizations and successful activities are planning and organizational management. Those things that reflect the operational and administrative aspects of an organization fall within the general category of organization management. There are certain techniques of management which stimulate effective and efficient student growth. To ensure a comprehensive and meaningful program during the school year, step-by-step coordination and planning is a must.

Just what is management, anyway? One definition of management is putting into action the five functions of management: planning, organizing, staffing, directing, and controlling; all of which revolve around the relationship between the advisor and the student organization members. The use of these functions increases the effectiveness of the organization by increasing membership involvement. In order to accomplish established goals, student organizations must plan effectively, provide direction through leadership, establish a control mechanism, and evaluate outcomes to establish best practices for future leadership teams and activities.

B. Elements of Organization Management

In order for a student organization to progress through the year in a smooth and effective manner, a master program plan and action plan of activities must be developed. This cannot be left to haphazard or spur-of-the-moment planning and decision making. It must be carefully thought out with insight, experience, and knowledge of the organization and its’ established goals. The following items should be considered when designing the master program plan and action plan:
• **Educational Objectives** - Activities that appear on the action plan or master program plan should contribute to the overall educational objectives of the organization. The advisor must skillfully direct student involvement toward these specific objectives; otherwise, activities lose their effectiveness as a learning tool.

• **Organizational Goals** - Any activity carried out during the year should be directed toward achieving the long-range goals of the organization. Since the advisor is the main link in the organization that can provide continuity from year-to-year, it is up to the advisor to steer short-range activities toward long-range goals.

• **Public Relations** - Every organization should develop a comprehensive public relations plan for advertising, informing populations’ on-campus and off-campus, and maintaining historical archives for future reference.

• **Group Thinking** - At times the advisor must use caution to assure that activities reflect the thinking of the entire group and avoid situations where activities are the wishes of small cliques or an individual within the organization.

• **Group Involvement** - The advisor must see that all members have the opportunity to participate and that each member has an active part in carrying out a project or activity.

• **The Advisor’s Role** - To achieve full respect and involvement from active members in a student organization, the advisor must act only in an advisory capacity. This does not mean that the advisor does not work on activities; rather advisor should let it be known that he/she is willing to contribute, but that the activity is student-centered not advisor-centered.

• **Planning** - The advisor and officers or committee chairpersons must be knowledgeable of the action or master program planning status and direct activities to assure that all phases of the program are well planned and evaluated upon completion. Because of their lack of experiences, students are prone to overlook small details that could make or break the success of an activity.

• **Instruction and Success** – Instruction in programming and small group communication and student organization success are inseparable. It is the advisor’s obligation to see that adequate instruction is given to provide students with the necessary skills to conduct successful activities.

• **Committees** - Committees are an essential element of the planning process. The group activities associated with functioning committees contributes to overall program development, hence more successful and meaningful programs.
• **Enthusiasm** - The advisor’s attitude will set the pace for the organization. Creating enthusiasm is the advisor’s responsibility, so remember lead by example, and demonstrate enthusiasm, energy, and optimism.

• **Leadership Development** - The value of student organization activities, from an educational point of view, is measured by its potential opportunity for personal leadership development. The advisor should evaluate the program frequently to ensure that maximum leadership opportunities are present.

• **Commitment to the College** - Student Organization activities should complement the general philosophy of the college. The advisor should provide direction to assist the student planners to consider college mission, goals, objectives, and philosophy. An understanding of current college policies and procedures by the advisor will assist in facilitating more meaningful and less controversial activities.

C. **Advisor Expectations**

The expectations of student organization advisor have been outlined in previous sections, however there still needs to three critical elements addressed: The Advisor Agreement Formula, The Advisor’s Yearly Award Formula, and The Annual Award Report. These forms provide guidance and help establish an understanding of the requirements that needs to be addressed. The Advisor Agreement confirms your understanding expectation, the Advisor’s Yearly Award Formula outlines the third element of the student funding plan (which is specific advisor’s involvement), and the Advisor Annual Award Report provides an overview of the year’s activities for the organization and the advisor.
Advisor Agreement

Advisor Name(s): ___________________________________  ___________________________________
Email(s): ___________________________                              ___________________________________
Organization Name: ___________________________

By signing this agreement I (we) agree to abide by the items listed in the Student Organization Advisor Guide and the attached sheets, which are briefly enumerated below. Failure to meet these criteria could lead to the loss you advisory leadership role.

I agree:

• To be an advisor (Aims Community College employee), not a member of the organization.

• To meet with organization officers and members on a regular basis; officers bi-weekly, general membership monthly.

• To work with the organization’s treasurer in budget development, record keeping, and insure the organization’s treasury balances with the Student Leadership and Development office. (At no time will an advisor be allowed to keep the financial records.)

• That no student organization accounts can be kept outside of Aims’ fiscal system.

• That organization money may not be deposited into a personal account and that all organization money must be deposited into the organization account.

• To provide leadership development experiences for student members.

• To assist organization members in developing an action plan of meaningful activities.

• To establish communication with other student organizations, college administration, and vital community entities specific to the organization.

• To keep the membership informed of activities promoted by the state and national organization (where applicable).

• To be present at all functions such as conferences, social events, meetings, etc. where the use of organization funds and the name of the college are used.

• To ensure that all forms and accompanying documentation required for the organization’s activities are completed, turned in 2 weeks in advance for an on-campus event and 6 weeks in advance for an off-campus event, and all appropriate signatures have been secured.

• To abide by Aims Community College Alcohol and Student Extracurricular Travel Policies.

• To assist members in the decision-making process.

_________________________________________  ______________________
Organization Advisor Signature                   Date

_________________________________________  ______________________
Organization Advisor Signature                   Date

Director of Student Leadership and Development  ______________________
                                                                 Date
### Advisor’s Yearly Award Formula

<table>
<thead>
<tr>
<th></th>
<th>Highest number of new organization members inducted during the academic year</th>
<th>10-15 organization members</th>
<th>15-30 organization members</th>
<th>30+ organization members</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Attendance at recognized conferences/workshops during the academic year – This shall include educational, leadership, and service programs that support and enhance the goals and mission of the student organization.</td>
<td>attended 1 conference or workshop - 1-5 members and an advisor</td>
<td>attended 2 or more conferences or workshops</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Attendance at the Student Involvement Fair(s)</td>
<td>Attended Spring SIF</td>
<td>Attended Fall SIF</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Attendance at scheduled advisor trainings</td>
<td>1 meeting</td>
<td>2 meetings</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Amount of organization funds raised annually, excluding membership dues</td>
<td>between $500-$1000</td>
<td>between $1000-$2000</td>
<td>between $2000-$3000</td>
</tr>
<tr>
<td>5</td>
<td>Development and maintenance of the organization’s web page with up-to-date information and/or articles</td>
<td>web site maintained</td>
<td>Facebook page maintained</td>
<td>Facebook page developed</td>
</tr>
<tr>
<td>6</td>
<td>Organization paperwork turned in by the posted deadline</td>
<td>complete recognition paperwork</td>
<td>completed recognition paperwork plus annual report</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Community/civic involvement</td>
<td></td>
<td>2 activity</td>
<td>3 activities</td>
</tr>
<tr>
<td>8</td>
<td>Representation at GASO meetings</td>
<td>1-2 meetings</td>
<td>3-4 meetings</td>
<td>5-6 meetings</td>
</tr>
</tbody>
</table>

**Special Note:** Points earned reflect the efforts of the organization advisor(s) and may not be duplicated if the organization has more than one advisor.

The above annual advisor award formula is the third element of the student organization funding plan. The points earned are converted to a dollar amount, 1 point equals $10. The overall award will be given to the student organization at the end of the academic year, providing the deadline for submission is met.

**End-of-Year Requirements:**

- The Advisor Award Report must be completed by the organization advisor(s) **AND** signed by **BOTH** the organization president and treasurer verifying the involvement of the advisor(s) **AND** the completed report must be received by the Coordinator of Student Organizations and Activities in the Student Leadership and Development office not later than the third Friday in May.

- Please direct questions to the Program Coordinator of Student Leadership and Development office, at 970-339-6259, or e-mail student_activities@aims.edu
Annual Award Report
Advisor Participation

Academic Year: ________________

Advisor’s Name: __________________Advisor’s Name: __________________
email: ____________________________ email: ____________________________

Organization Name: ________________________________

Indicate the total number of new members for this academic year (attach a copy of your current roster): __________

1. List recognized conferences/workshop attended during this academic year (list date, trip location, name of conference/workshop, number of students attending, and name of advisor attending):
   • #1
   • #2
   • Number of students attending all conferences ______ Number of the advisor(s) attending ______
   (Attach a roster of students and advisors attending all conferences)

2. What was the total amount of money raised by your organization this year, exclude member dues? ________

3. Did you help develop or assist in updating your organization’s web page or Facebook? _____Yes _____No

4. Was all your organization paperwork turned in on time? _____Yes _____No

5. Attach your annual accomplishments report.

6. What changes or improvement are you considering for next year?

In order to receive funds all paperwork must be received in the Student Leadership and Development office not later than the third Friday in May. Late submissions will not be considered for funding.

_________________________________  ______________________________________
1st Advisor Signature              2nd Advisor Signature

_________________________________  ______________________________________
Organization President Signature   Organization Treasurer Signature
B. Student Organization Officers

Any organization designed to be of lasting value to its members must have competent and dynamic leadership. Duly elected officers provide the leadership for the student organization. Therefore, if the organization is to have competent and dynamic leadership, it must consider and encourage the most capable and motivated members to serve as officers.

Below are listed some of the duties and responsibilities for elected officers. These duties are to be used as a guideline or a starting point for determining your officer’s responsibilities.

**PRESIDENT**
- Preside over and conduct meetings in accordance with accepted parliamentary procedure.
- Keep discussions orderly.
- See that time limits are observed.
- Select and appoint members to serve on committees.
- Represent the organization at special college events and local community events.
- Coordinate and guide the efforts of all organization officers and committees.
- Serve as an ex-official member on organization committees.
- Consult regularly with the advisor on the organization’s progress.
- Determine the need for and call special meetings.
- Promote all organization activities with enthusiasm.
- Conduct yourself in a professional manner.

**VICE-PRESIDENT**
- Assist the president in the discharge of their duties and responsibilities.
- Preside over organization and executive committee meetings in the absence of the president.
- Assume full duties and responsibilities of the president’s position during a long term absence or an official vacancy.
- Serve as an ex-official member on organization committees.

**TREASURER**
- Receive and account for all funds which come into the organization’s treasury.
- Assist in the preparation of a statement of estimated receipts and expenditures for the year.
- Keep financial records neat, accurate, and up to date.
- Collect and record member dues.
- Work with Student Leadership and Development office personnel dealing with fiscal procedures specifically relating to revenue and expenditures.
- Protect the financial reputation of the organization by seeing that its obligations are promptly met.
• Help plan and execute revenue activities.

**SECRETARY**
• Take notes and prepare adequate minutes of all official meetings.
• Answer all incoming organization correspondence.
• Keep a proper file of copies of all outgoing and incoming correspondence.
• Prepare all necessary organization reports.
• Protect any and all permanent records of the organization
• Be responsible for the posting of information.
• Communicate appropriate correspondence at official meetings.
• Be prepared at every regular meeting to provide information about unfinished business or new business which needs to come before the organization.
• Have available at each regular meeting: minutes of previous organization meetings, a record of organization committees and their past reports, the organization’s action plan, and the copy of the organization’s Constitution and By-laws.

**PARLIAMENTARIAN**
• Be interested in and willing to help other organization members understand the fundamental purposes of parliamentary procedure.
• Be prepared to advise the presiding officer and other organization members on points of parliamentary procedure.
• Have reference material pertaining to acceptable parliamentary procedure on hand at all official meetings for points of order.
• Be ever alert and call the chairperson’s attention to significant irregularities in procedure.
• Be prepared to explain any irregularity and its effect on the fair and equal rights of all organization members.

**C. Master Program Planning Committee**

Each student organization should establish a Master Program Planning Committee consisting of a chairperson, secretary, and organization members. This committee should be assembled as early as possible, even during the summer term, if possible. This will enhance proper consideration and development of the projects identified.

The chairperson is responsible for giving direction and maintaining the committee’s focus. Before the first meeting the chairperson should review the previous year’s programs with the organization’s officers for suggestions and evaluations relating to past activities or/and suggestions for new programs. It is then the committee’s responsibility, under the leadership of the chairperson, to develop the annual master program plan for the organization. After final approval by the organization, usually at the first meeting of the year, the Master Program Plan becomes the official Action Plan for the organization.
The intent of the Action Plan should include only those activities that are selected, planned, carried out, and evaluated by organization members. The Action Plan should have measurable goals for each activity. Generally, after the Action Plan is approved and accepted by the organization, separate committees for the various activities should be formed and officers assigned to provide leadership for the committees.

Each committee should use previous year’s organization records as a reference in establishing protocol for their specific activity planning process. It should be emphasized that planning is only one responsibility of this committee; they (the committee) are also responsible for the implementation and coordination of the activity.

At each official meeting committees should plan on presenting an update about their specific activity indicating progress, challenges, and if necessary, a call for volunteers. The design, approach, and focus of specific activities should meet with the approval of the general membership; there should be no surprises the day of an activity. Following an activity the committee should report back to the general membership the results of the evaluation.

An organization calendar of activities designating the dates, times, and locations will help facilitate a greater understanding by members about their individual commitments to a specific activity.

D. Student Organization Activities

Organization activities and projects may be classified in five major areas:

- Civil
- Financial
- Educational
- Service
- Social

When planning activities don’t forget to include other student organizations, as well as the Student Government Association. Co-sponsorships benefit all involved and could provide your organization with a different perspective relating to the specific project development.

CIVIC

Civic activities are conducted by organizations to serve the college and the community. Projects range from campus improvement campaigns to participating in fairs, trade shows, schools, and other community-wide events. The activities are frequently conducted in cooperation with local business organizations, other student organizations, and civic groups.

FINANCIAL
Financial activities involve raising funds to support the financial obligations for the student organization. These obligations often include expenses for items such as travel, conferences, meetings, publications, and community assistance programs. Individual organizations determine the number and types of financial activities in which they wish to participate. Some organizations access nominal membership dues, but a major portion of local revenue comes from financial activities and projects.

**EDUCATIONAL**

Educational activities are those that contribute to the educational and professional advancement of the students. These activities range from guest speakers to awareness programs expanding academic topics and programs.

**SERVICE**

Service activities emphasize the need for sharing with others. Frequently, projects are designed to coincide with holidays such as, Thanksgiving and Christmas. Many of the projects are so conceived that they involve student participation as well as gifts and contributions.

**SOCIAL**

Social activities are a major requisite of many organizations. However, there is a tendency to deemphasize social activities, per se, by enriching educational activities with social elements. Social activities become an important finishing touch to educational meetings, particularly when guests are invited to participate in the program. Celebration is seen by some as a social event but in reality celebration is a critical element of leadership development. End of year celebrations can bring a meaningful conclusion for those who have given time and energy to the organization.

**G. Types of Student Organization Activities**

<table>
<thead>
<tr>
<th>Films</th>
<th>Sponsor “Clean-up” Project</th>
<th>Field Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Meetings</td>
<td>Initiation of New Members</td>
<td>Alumni Activities</td>
</tr>
<tr>
<td>Fundraising</td>
<td>“Good-Citizenship” Project</td>
<td>Social Activities</td>
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<tr>
<td>Fair Exhibits</td>
<td>“Get-Out- The-Vote” Project</td>
<td>Civic Appearances</td>
</tr>
<tr>
<td>Fashion Shows</td>
<td>Panel Discussions</td>
<td>National Conferences</td>
</tr>
<tr>
<td>Election of Officers</td>
<td>Executive Council Meetings</td>
<td>Guest Speakers</td>
</tr>
<tr>
<td>Needy Family Projects</td>
<td>Chapter Newsletter</td>
<td>Award Banquets</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Publicity Releases</td>
<td>Grants</td>
</tr>
<tr>
<td>State Conferences</td>
<td>Installation of Officers</td>
<td>Needs Survey</td>
</tr>
<tr>
<td>New Member Orientation</td>
<td>Appreciation Breakfast</td>
<td>Contest Programs</td>
</tr>
</tbody>
</table>
H. Guidelines for Student Organization Activities

The variety and number of projects and activities sponsored by a student organization depends to a large extent on the ingenuity and vision of the members and advisor. In determining projects or activities, fundamental consideration should be given to the value of the project or activity and should not lend itself to the wants of the individual. Thus, the student is afforded an opportunity to participate. While many projects or activities will be of a group nature, every effort should be made, even in group activities, to allow for individual activities that are in keeping with the individual student’s interests and abilities.

The club activities or projects should provide an opportunity for:

- The development of cooperation
- Recognition of social values
- An understanding of competition
- An ability to communicate
- Individual recognition
- Realization of the leadership responsibilities
- Participation by members

I. Basic Principles of Parliamentary Procedure

Any system of laws must have a foundation of support. This foundation is composed of specific principles which are termed “fundamental” or “basic”. There are only a few simple fundamental principles upon which parliamentary procedure is based; but there are many rules which are derived from them. If one has reasonably clear knowledge of the principles it will be comparatively easy to learn the rules.

Some of the very important principles underlying parliamentary procedures are:

- **Parliamentary Rules to Facilitate Action**
  Parliamentary procedure is designed to facilitate and help in the transaction of business rather than hinder or obstruct. There are many rules used in governing parliamentary procedure, some of which are very technical. If properly applied, such technical rules are a valuable asset in expediting business and in protecting the rights of members. On the other hand, these same rules can be, and often are, applied in such a way as to create confusion, hindering the transaction of business, or defeating an honest expression of the will of the majority.

- **Majority Rules**
  It is generally understood that the final authority of an organization is vested in the majority of its members. The principal of parliamentary procedure is to “ascertain the will of the majority and to see that his will is carried out”. When that will has been determined through proper processes it becomes binding on the organization as a whole and upon each individual member. At
the time a person becomes a member of a group they agree by spoken expression or silent consent that they will be governed by the “majority rule”.

- **The Minority Must Be Heard**
  The minority has some basic rights, which should be recognized and respected. They have the right to enter into the discussion of every proposal, to speak in opposition against any measure presented for consideration, and to be heard on any question submitted to the assembly for decision. These valued rights of minority should never be infringed upon. Every member should be vitally concerned in the protection and preservation of those rights.

- **Every Proposition Presented Is Entitled to Full and Free Discussion**
  When a proposition has been presented to the assembly for consideration and decision the proponents of it must be given a fair opportunity to present its merits. The opponents must be given the same kind of opportunity to point out the faults of the measure. Each member of the assembly has the basic right to fully and freely express their opinion so long as they abide by the rules of debate and observes appropriate conduct.

- **Do Only One Thing At a Time**
  Experience has proven that it requires mental effort on the part of an individual to concentrate on one idea, or even one thought. In an organization that is composed of a number of people it is often very difficult to center attention upon only one proposition. If several propositions were presented at one time the assembly would be thrown into such confusion that it would be impossible to transact business properly. It is of greatest importance that the presiding officer and the members of an assembly are on the alert to guard against infraction of the principle “one thing at a time.”

- **Justice and Courtesy For All**
  Upon first thought it might seem that this basic principle of parliamentary procedure could be applied to the conduct of the presiding officer. The officer can exemplify the spirit of courtesy by their manner and action. By so doing, they become an inspiration for the members to always be courteous to him/her and each other. It is the business of the presiding officer to conduct the proceeding of the meeting in a fair and impartial manner, to the end that justice may be obtained for the organization as a whole and for each individual member. “Where sincere courtesy reigns, justice also prevails.”

**J. Constitution and By-laws**

No matter how old an organization may be, some form of rules and guidelines are needed. However, if a constitution is used; it should describe the purpose, rules, and regulations of the organization. The method of complying with the rules and details of an organization is commonly specified in the by-laws. The articles of the constitution are general in nature, and are not meant to be changed frequently.
The by-laws should be designed to be more flexible than the articles of the constitution. Rules, which need to be changed frequently, should not be included in the constitution or by-laws.

An organization may wish to have the experience of developing a constitution each year, or may choose to develop a constitution that may be carried from year to year. During the planning and the writing of the constitution English instructors may prove to be a valuable resource. A constitution and by-laws may consist of:
XIII. Constitution

Article I: Name of Organization
(The name of the organization shall be…)

Article II: Organization
Section A: Membership
Section B: Purpose
Section C: Authority
Section D: Finance

Article III: Organization Structure
Section A: Executive Council
Section B: Standing Committees
Section C: Ad hoc Committees

Article IV: By-laws
(Granting authority to create the organization’s By-laws)

Article V: Amendments
(Process of voting and approval of all constitutional amendments)

The By-laws are the working papers and will represent your organization from the procedural standpoint. An organization’s by-laws may consist of:

By-laws

Section I Representative Authority
(What authority has approved the creation of this document?)

Section II Membership
Voting membership
Non-voting membership
Special membership

Section III Rights of Members

Section IV General Duties and qualifications

Section V Positions (organizational officers)

Section VI Expectations and responsibilities

Section VII Election Procedure

Section VIII Term of Office

Section IX Advisor(s)

Section X Official Meetings
Regular meetings
Special meetings
Public notice of meetings
Quorum
Rules of Procedure
Presiding over meetings
Attendance at meetings

Section XI Conduct

Section XII Amendments
K. Meeting Agenda and Minutes

In order to provide directions and continuity all official meeting should have an agenda. An agenda is merely an outline of schedule topics that will govern the flow of the meeting. The agenda is prepared by the president or chairperson and may be amended before formal approval at the beginning of the meeting. Agenda items may include the following:

**Agenda**

I. Call to Order  
II. Introduction of Guests  
III. Quorum (is quorum present)  
IV. Approval of the Agenda  
V. Approval of Past Minutes  
VI. Old Business  
VII. New Business  
VIII. Advisor Report(s)  
IX. Committee Reports  
X. Position Reports  
XI. Special Orders  
XII. Adjourn

Meeting minutes should be a factual report of the important business that transpired at a meeting. It is important to remember that committee meeting minutes are only for the records of the committee and are not to be incorporated into the regular minutes of the organization. Meeting minutes may include:

**Minutes**

I. Name of the organization  
II. Time and place of the meeting  
III. Type of meeting- regular or special  
IV. Name of the presiding officer – usually is the president  
V. Name of attendees  
VI. Action on previous meeting’s minutes (accepts the minutes, reject the minutes, or accept with corrections)  
VII. All motions (except those withdrawn) exactly as approved:  
   - Name of the member making the motion,  
   - Name of the member seconding the motion, and  
   - The vote count  
VIII. Points of order  
IX. Appeals, whether sustained or lost  
X. Brief summary of committee reports and recommendations  
XI. Brief summary of position reports  
XII. Time of adjournment
L. Current Aims Community College Student Organizations

A list of current student organizations can be obtained by viewing the Student Leadership and Development page on our portal.

M. Overview of Posting Guidelines for Campus Bulletin Boards

These bulletin boards are maintained by the Associated Students through the Student Leadership and Development office and are intended for legal, ethical, and moral informational material. Material not meeting these criteria will be removed promptly. It is the responsibility of the advisor to ensure compliance of the posting guidelines, in relation to the activities of their organization. The complete posting guideline is located in Section VII of this document.

- All material must have the date of posting in the lower right hand corner and may remain on the bulletin board for three (3) weeks. Posted material without a date in the lower right hand corner will be removed without notice.

- Material exceeding 11”x 17” must be approved by the Student Leadership and Development office before posting.

- Materials may not be posted to:
  - Any door, internal or external (including side panels)
  - Any wall surface, regardless of composition
  - Department bulletin boards without the departments permission
  - Any classroom wall or marker board

Questions regarding posting informational material should be directed to Program Coordinator of Student Leadership and development at (970)-339-6259

N. Amendments

As with any document, there will be changes, revisions, additions, and deletions. The section dedicated to the advisor is a living document. There will be changes, when they occur the student organization advisor will be notified in writing and given advance notice before implementation. Every effort will be made to keep changes and revision to a minimum and the end of the academic year and before the start of the next academic year.
Addendum I
Aims Student Organization Handbook

Student Organization Funding Plan

1) Student organizations upon receiving initial recognition may receive startup funding up to $300 from SGA. The startup funding must be paid back to SGA before other funding awards will be given.

2) Each student organization is entitled to receive a specified per meeting funding award of $150 for at least one member in attendance at the monthly GASO meetings up to $1050. At the monthly GASO meetings, each student organization member may represent only one organization.

3) Each organization’s advisor has the opportunity to receive additional funds for their organization by meeting certain advisor criterion as outlined in the Advisor Handbook. Advisors meeting the criterion will be awarded $10 per criterion for their organization up to $180. These criterions range from submitting paperwork before deadlines to assisting the organization in increasing membership.

4) Student organizations placed on suspension by SGA may apply for recognition after the remainder of the current academic year and a period of one full academic year. Startup funding from SGA up to $300 may be given and must be paid back to SGA before other funding awards will be given.

5) Each student organization may request a Special Project Funding Award from SGA. Organizations may request from SGA up to $100 for a co-sponsored event per year.

6) Student organizations or a member qualifying for a national conference/convention/or competition may request from SGA up to $500 per fiscal year (July 1-June 30). All requests must be made 2 months in advance of the national event. In the event SGA is no longer in session, the organization’s advisor may approach the SGA advisor for the funding award. No funds awarded by SGA may be used for advisor travel or fees. All distribution of funds is subjective to the balance of the budget and the vote of the SGA Executive Council.

7) Funding awards given by SGA may not be utilized as a cash donation.
Additional Information and Resources:

Do’s and don’ts of advising:

<table>
<thead>
<tr>
<th>Do’s</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>….serve as a resource</td>
<td>….micromanage the organization</td>
</tr>
<tr>
<td>….interpret and clarify College policies</td>
<td>….run organizations meetings</td>
</tr>
<tr>
<td>….suggest program ideas</td>
<td>….use veto power over group decisions</td>
</tr>
<tr>
<td>….serve as a role model</td>
<td>….be the sole recruiter for new members</td>
</tr>
<tr>
<td>….provide history for the organization</td>
<td>….say “I told you so”</td>
</tr>
<tr>
<td>….act consistently with what is said</td>
<td>….break promises</td>
</tr>
<tr>
<td>….allow the group to succeed</td>
<td>….be the leader of the RSO</td>
</tr>
<tr>
<td>….allow the group to fail</td>
<td>….be unavailable</td>
</tr>
<tr>
<td>….teach leadership</td>
<td>….take everything seriously</td>
</tr>
<tr>
<td>….keep your sense of humor</td>
<td>….be afraid to let the organization fail</td>
</tr>
<tr>
<td>….enjoy being a part of the group</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.
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!

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