



Student Organization Advisor Guide

Revised 9/20/19

Introduction:

Thank you for all you do to support our student organizations! Your role as Advisor is essential to the success of William Paterson University's clubs and organizations and the students who run them. Increasing student retention is a university key performance indicator and involvement in student organizations is high impact experiences is critical to student success. In fact, WP students who are involved in a club or organization are retained at significantly higher percentages than those who are not involved. Increasing the number of students involved and retaining them, especially for first year students, is a primary objective for Campus Activities, Service and Leadership (CASL).

Advising an organization can be a rewarding experience in which you are able to serve and engage students in a new context. As an advisor, you provide guidance, direction, support, and continuity to both the members and officers of the organization. The personal connections you make with students involved in these organizations, especially for first year students, helps provide various resources and support and often enhances their overall success at WP.

In an effort to increase student involvement in clubs and organizations, and increase interactions with numerous faculty and staff through extracurricular activities, Campus Activities, Service and Leadership implemented the following additions to the Advisor Guidelines for starting in Fall 2019:

- Advisors can be full-time staff and faculty, or adjuncts. All student organizations must have one faculty or staff advisor.
- Advisors will be limited to officially advising one club / organization and possibly one other Greek organization.
- Advisors who currently advise multiple clubs / organizations and Greek organizations are asked to indicate to CASL which organization(s) they will continue to advise for Fall 2019.
- Advisors are asked to assist organizations with identifying new Advisors (if needed). CASL will assist in identifying, recruiting and matching new advisors for student organizations as needed. A spreadsheet is available from CASL with a list of faculty and staff who are interested in advising student organizations.
- Advisors will be asked to sign an agreement outlining advisor responsibilities and expectations.
- Advisors will be provided with orientation sessions as needed, and a CASL liaison to support them in their role.

The Office of Campus Activities, Service & Leadership has compiled this guide to assist in your advising endeavors. Advisors ensure the success and longevity of organizations by assisting with the development of programming that centers the mission of the organization through advising, educating, and serving as a resource to the organization. We hope you find the information provided helpful and encourage you to contact the Office of Campus Activities, Service & Leadership with any question or concerns.

Advisor's Responsibilities to the Organization

1. Understand the organization's mission, constitution, and governing guidelines. Assist members with adherence to University, SGA, Greek Senate (if applicable) and CASL policies and procedures to ensure organization is in compliance.
2. Attend Advisor trainings/information sessions provided by the Office of Campus Activities, Service & Leadership. Be familiar with Advisor Resources <https://www.wpunj.edu/campus-activities/resources-for-advisors.html>. Maintain contact with the Office of Campus Activities, Service & Leadership.
3. Meet with organization leaders to discuss upcoming meetings, programs, long-range plans, goals, problem solving, etc., and assist as needed.
4. Assist the organization with planning and implementing events and activities. Maintain an awareness of the activities and programs sponsored by the student organization.
5. Attend general and executive board meetings, and other organization sponsored activities and events as much as possible.
6. Approve the organization's event and financial forms in Pioneer Life in a timely manner. Information about using Pioneer Life is at <http://www.wpunj.edu/campus-activities/pioneer-life-resources.dot>.
7. Assist with the organization's officer transitions and new officer training.
8. Develop an advising style, which allows you to be active and supportive while balancing other responsibilities.
9. Schedule time to be available to members and officers. Encourage open and regular communication between yourself, the members and the officers in a capacity in which all are comfortable.
10. Encourage the organization to meet regularly (i.e. weekly, biweekly, monthly, etc.) and to publicize their meetings and events to encourage membership growth.
11. Address conflict and adversity tactfully and quickly. If assistance or advice is needed contact the Office of Campus Activities, Service & Leadership.
12. Counsel the organization in ways to self-evaluate to further develop and grow the organization.
13. Address conflict and adversity tactfully and quickly. If you need assistance or advice, contact the Office of Campus Activities, Service & Leadership.
14. Talk with the organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior.

Events and Financial Request Review Checklist for Advisors

Here are some general items to remember for student groups planning events, both on and off campus.

General Considerations

- Is the program open to all students?
- Does the program fulfill the student group's mission?
- Is the program organized?
- Has the student group hosted similar programs in the past? Have they been successful?
- Is the program creative?
- Is this program engaging to the student community?
- Has the student group been as conservative as possible with their budget request?
- Is the student organizer knowledgeable about the program?
- Is there enough time to properly plan and promote the program so that student fees are used productively?
- What are the student group's plans for promoting the program, outside of flyers?

Logistical Considerations

- Has the student organization reserved a space? (Please ask to see Room Contract or look in *25 Live*).
- Has the student completed in Pioneer Life the:
 - Event Form (needed for all events regardless of funding)
 - Financial Request Form (only needed if SGA funds are needed)?
- Is all of the logistical information (date, time, location, etc.) complete and correct? If not, the group may be denied or need to resubmit a correct form.
- Does the student organization have all of the financial request information (name, address, tax ID# of payee, etc.) filled out properly? Has the pre-contract been properly completed for all necessary vendors?
- Does the student have all of the necessary quotes and backup documentation for all vendors? Please refer to SGA Financial Guideline for further details.
- Does the student have a flyer with all of the correct information for the event? Does the flyer include “Funded by the Student Government Association”?
- Have you been added as a Reviewer to the Event Form?

SGA Recognized Clubs and Organizations

Requirements for student organizations recognized by the Student Government Association:

(<http://www.wpunj.edu/sga/>)

- **Membership:** Each SGA recognized student organization must have a minimum of 15 members, with at least 4 recognized officers that meet the GPA requirements. All undergraduate student leaders / officers are required to be enrolled for 9 credits or more and must maintain a minimum GPA of 2.3 or higher. Members must maintain a 2.0 GPA or higher. <http://www.wpunj.edu/dotAsset/146aba19-ead5-4237-8958-ad416beee384.pdf>
- **Roster:** Each organization must submit a roster each semester in Pioneer Life that includes all officers, members and the advisor. Organizations must update the roster as needed (i.e. officer changes) or requested.
- **Advisor:** Each student organization must have a WP full-time or adjunct faculty or staff advisor.
- **Leadership Academy:** At minimum, the organization’s executive board must attend Leadership Academy. It is recommended that other members who may be involved in event planning also attend. Presented by the SGA Treasurer, SGA Financial Manager and Campus Activities staff, Leadership Academy is the basic training workshop that allows access to the Pioneer Life System to request events, funding, and manage the organization, 25 Live to request spaces, and Catertrax to order food. Leadership Academy is held several times each semester.
- **Club Council Meetings:** All SGA recognized student organizations must attend the bi-weekly Club Council meetings to be recognized and be eligible to hold events and receive funding. It is recommended that organizations designate a specific member of their executive board to be the Club Council representative.
- **Reports:** Each organization will be required to complete an end of the semester report for SGA.
- **Fundraisers:** All fundraising and solicitation activities **MUST** be approved by Campus Activities, Service & Leadership at least 2 weeks prior to the commencement of said activities. Depending on the activity, there may be a need to involve Institutional Advancement and seek their approval as well, in which the approval time may increase. Policy and is available to students and advisors at <https://www.wpunj.edu/campus-activities/assets/Club%20and%20Organization%20Fundraising.pdf>.

Miscellaneous Items:

- **Mailboxes:** Student Organization mailboxes are located in the SGA Office, UC 319. Office hours are 9am-5pm Monday thru Friday. It is suggested that Officers pick-up materials weekly.
- **Workshops:** Campus Activities organizes Student Leadership Conferences and/or workshops each semester. Club leaders are invited and workshops includes practical information as well as leadership development activities for all student leaders.
- **Club Fairs:** All clubs are invited to participate in fall and spring club fairs.
- **Badges:** All officers and those attending Leadership Academy and other leadership workshops will be entered into the *Leaders in Action* digital badge curriculum program in Pioneer Life.
- **Financial Guidelines:** <http://www.wpunj.edu/dotAsset/4eddf26-dd96-4c91-a751-113e5586494a.pdf>

Fraternities and Sororities

In addition to following SGA guidelines in regards to financial processing and programming, Fraternities and Sororities have some additional requirements in order to remain in good standing to be permitted to engage in activities on campus.

1. **Insurance:** All chapters must provide their own liability insurance coverage with a minimum of \$1,000,000. Chapters must provide to the Office of Campus Activities, Service & Leadership the certificate of insurance that shows William Paterson University named as additionally insured. It is the responsibility of each chapter to make sure that insurance is up to date, as any lapse in coverage will result in an immediate halt of all chapter programming and activity on campus.
2. **Roster:** Updated roster information must be completed in Pioneer Life, and provided to CASL (excel) within the first two weeks of every semester. This information includes both executive board and general member rosters. Rosters (excel) must have all required information and signatures in order to be complete.
3. **Greek Senate:** All chapters must remain in good standing with the Greek Senate and complete all requirements set forth by the body.
4. **Greek Pillars:** All chapters must successfully meet the standards established by the “Greek Pillars” program and submit required reports by the annual deadline. Categories that are covered in the Pillars packet include: Scholarship, Leadership, Citizenship, Service Sisterhood / Brotherhood and Accountability. Details on packets will be distributed to the chapters at the beginning of the academic year and will be collected in April of the same academic year. If the Advisor and/or chapter need further clarification on anything with the packets, an appointment can be made with a CASL staff member to go over the packet.
5. Be in compliance with all university policies and reconcile all outstanding bills in a timely manner.
6. All programs and fundraisers must be approved by the Office of Campus Activities, Service and Leadership with all paperwork submitted by their required deadlines.

Working with Student Leaders

1. Please do not direct the activities of the organization. This is the time for students to develop their leadership skills and to succeed or fail. Allow students to make their own decisions and learn from their experiences. Your role is to advise and support this process.
2. Failing is part of the learning process. Mistakes and poor decisions will happen. While it may be your first reaction to intervene and fix all the mistakes you see, this is not the role of the advisor. You can

help students to think through their actions and to consider various possibilities, but the final decisions must be theirs. Take advantage of failures and use them as teachable moments with students.

3. It is your role to help students understand the consequences for their decisions. Be pro-active when a controversial situation arises, but let them make the decision. Help students take ownership of their decision and responsibility for any consequences that may follow.
4. Share in their successes! Let them know they did a great job and the impact it had on the organization and the community. Let others know about the wonderful accomplishment of the organization and encourage the organization members to continue to achieve more.

Related Resources:

- Campus Activities, Service and Leadership:
<http://www.wpunj.edu/campus-activities/policiesandprocedures.dot>
- Student Government Association Constitution, Policies and Procedures:
<https://www.wpunj.edu/sga/sga-resources>
- Greek Senate Constitution, Policies and Procedures:
<http://www.wpunj.edu/campus-activities/greek-life.dot>
- Pioneer Life: <https://wpunj.collegiatelink.net/>
- WP Student Code of Conduct:
<http://www.wpunj.edu/student-conduct/student-handbook/the-student-code-of-conduct.dot>

The Office of Campus Activities, Service & Leadership is a valuable resource that can help with any questions or concerns of the advisor or organization. For questions or support in working with student organizations, please do not hesitate to contact the Office of Campus Activities, Service & Leadership.

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