



UNIVERSITY<sup>AT</sup>ALBANY  
State University of New York

# Student Organization Faculty Advisor Informational

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# Welcome

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# Presentation Overview

- ❖ Why Faculty Advisors for Student Organizations?
- ❖ Roles & Responsibilities of Faculty Advisors
- ❖ Recognition and Registration of Student Organization
- ❖ Risk Management
- ❖ Resources for Faculty Advisors

# THANK YOU!



# Why Have Faculty Advisors for Student Organizations?

Faculty/Student Interaction outside of the classroom

Increase mentorship opportunities on campus

Organization Advisement is a high impact practice

Make a Difference

Rewarding

# Faculty Advisor Roles

**Mentor.**  
**Team Builder.**  
**Educator.**  
**Motivator.**  
**Historian.**

- ❑ Help to develop leaders by encouraging the growth of initiative, responsibility, and leadership in the club's student officers and student members of the club
- ❑ Lend experience, judgment and knowledge and assist the officers and members in the development of the club
- ❑ Provide continuity and historical context of organization and university policies and procedures whenever possible
- ❑ Challenge members to excel academically

# Faculty Advisor Responsibilities

- ❑ Meet/reach out regularly and listen.
- ❑ Be familiar with groups purpose and typical major programs/events
- ❑ Know available resources – where to guide the group for answers to typical group problems
  - ❑ Venues; funding; interpersonal conflicts; risk management
- ❑ Communicate with Student Activities: Share successes/concerns/ask questions

# Advisor Liability

As an employee of the University, the Faculty/Staff Advisor to a recognized student organization serves as an agent for the University at Albany and is thus protected from personal liability as he/she is providing a service to the University.

The University will defend and protect the faculty/staff member from liability arising from his/her role as Advisor so long as the Advisor's actions are within the scope of the duties of a Faculty Advisor and not intentional or criminal behavior.

# Recognition

## SA Recognized - Funded

- ✓ Recognized through the Student Association.
- ✓ Funded through the Student Activity Fee.
- ✓ Student Association maintains copies of constitution.
- ✓ Must follow SUNY Board of Trustee & SA guidelines
- ✓ open membership

## SA Recognized - Unfunded

- ✓ Recognized through the Student Association
- ✓ Does not receive any funding through the Student Activity Fee – holds no account with SA.
- ✓ Student Association maintains copies of constitution.
- ✓ Must follow SUNY Board of Trustee & SA guidelines
- ✓ open membership

## Department Recognized

- ✓ Recognized through an Office or Department on campus
- ✓ Usually restricts membership
- ✓ Pre-Professional Fraternities
- ✓ Social Fraternities & Sororities
- ✓ Honor Societies

# Student Organization Officer Requirements

- ❑ Must be in good academic and judicial standing
- ❑ Responsible for registering the organization annually
- ❑ Complete Treasurer Exam (SA Funded)
- ❑ Complete Sexual Violence Prevention Training
- ❑ Complete Hazing Prevention On-Line Course

# Student Activities

Campus Center West B91  
Extension: 2-5566

## Staff

Pamela Alexander, Director

Jennifer Anderson, Associate Director – Student Organization Management

Ashley Walker, Assistant Director - Programming

Raymond Webb, Graduate Assistant – Student Governments & Pre-Professional Liaison

Sadie Firstencel, Graduate Assistant – The HUB & Faculty Advisor Liaison

# MyInvolvement.org

## The HUB On-Line

Each student organization registered with Student Activities has access to a page for their organization, which offers the ability to

- ▶ Finances (SA Funded)
- ▶ post flyers/events
- ▶ communicate to current and prospective members
- ▶ store documents online
- ▶ hold officer elections

## Resources Available

- ▶ Student Organization Handbook
- ▶ Faculty Advisor Handbook
- ▶ Faculty Advisor Agreement Form
- ▶ Organization Listings
- ▶ Off-Campus Event registration form
- ▶ Officer Transition Guide
- ▶ Financial Tracking

# Registration

Each UAlbany student organization, regardless of its recognizing body, must register each year with the University via the Office of Student Activities.

## Benefits of Registration to Org

- ▶ Access to their Budget (SA Funded)
- ▶ Use of a page on MyInvolvement.org for their organization
- ▶ Reserving campus space, including tabling, through Student Activities
- ▶ Access to albany.edu email accounts and web space
- ▶ Posting flyers on Podium bulletin boards
- ▶ Hanging banners in the Campus Center

## Benefits of Registration to University

- ▶ Accountability of Officers
- ▶ University holds up to date roster of organizations for current and prospective students
- ▶ Accurate Contact Information for Eboards.

# Student Association Budget Process

## Budget Request Procedure

- Begins first week of spring semester each year (starts with a mandatory budget town hall)
- SA Board of Finance uses [MyInvolvement.org](https://myinvolvement.org) to review budgets on their own Board of Finance page
- Clubs/organizations make budget plans and assign line-items to their budgets for BoF review using a provided template and answer several financial history questions

## Additional Information

- Only active student organizations who have received SA funding in the past (budget, new & unfunded, etc.) may submit a budget proposal
- If student organization wants to appeal their initial allocation from the board, there is an appeals process administered by an SA Senate committee (usually in early April)
- Process is completed by the end of April after SA Senate approves final budget

# Finances

- ▶ Finding funding sources
- ▶ Fundraising
- ▶ Contracts - . Must be signed by authorized representatives of SA or GSA, or University Comptroller (for groups recognized by a University department).
- ▶ Budgeting
- ▶ Internal Controls
  - ▶ NO CASH
  - ▶ Treasurer Trainings
- ▶ Official SA Account OR SEFCU with monthly reconciliation and report to officers, advisors and general membership. (require constitutions/ good standing authorization)

# Event Planning

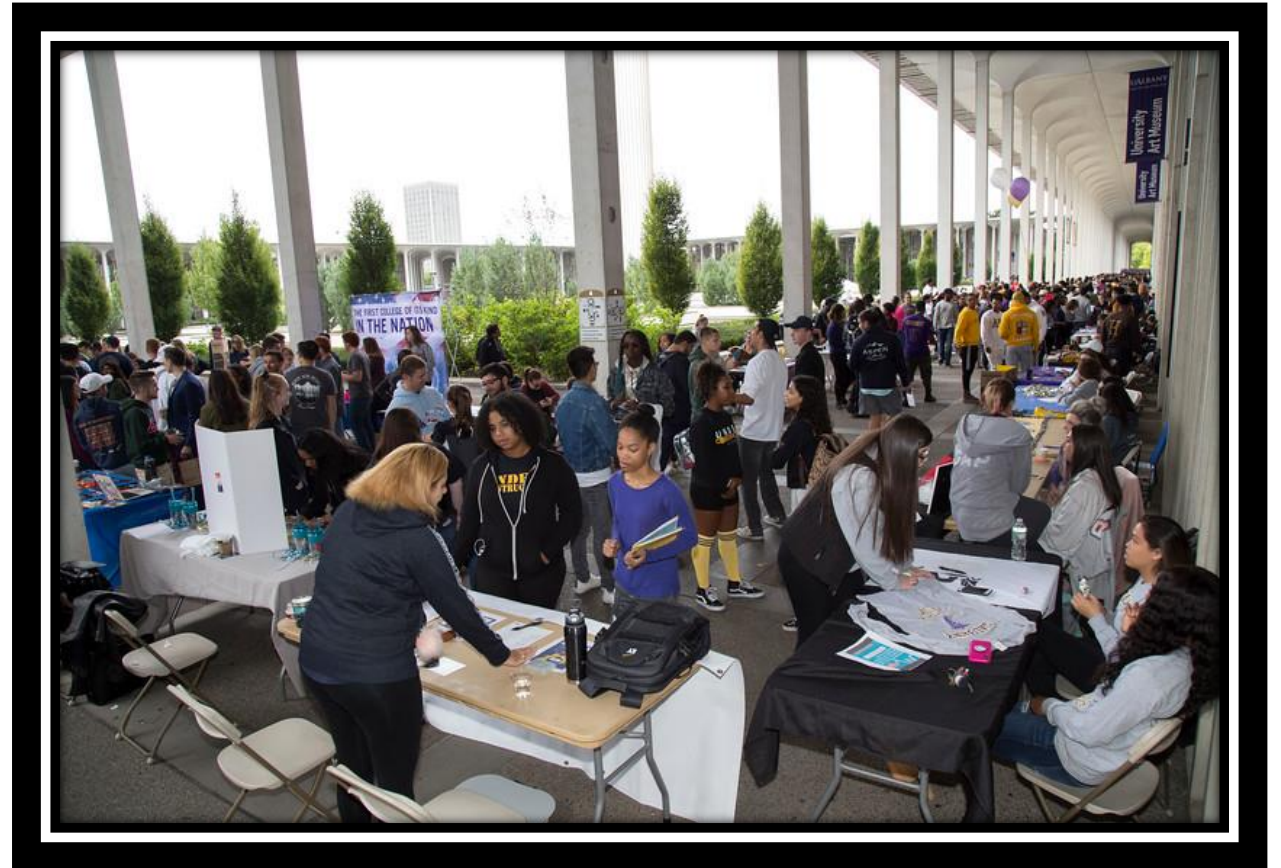
- ▶ On Campus vs Off Campus
- ▶ Risk Management
  - ▶ SORC
  - ▶ Event Tickets
  - ▶ Budget
  - ▶ Venue
  - ▶ Red Flags
    - ▶ Alcohol
    - ▶ Attendance
    - ▶ Location

# Transportation & Travel

- ❖ All organizations must abide by the rules and regulations regarding transportation and travel set forth by the Student Association (see SA by-laws, section 519) or Graduate Student Association, if recognized by either body.
- ❖ All off-campus events should be vetted through the department/office that recognizes the organization. To reduce potential liability, public transportation or that provided by a professional driver (e.g., charter bus) is preferred.
- ❖ For advisors who assume the role of driver, please be aware that if a motor vehicle accident occurs, your personal liability insurance will serve as the first line of defense.
- ❖ We encourage advisors **not** to drive their own cars but instead to rent a car and purchase liability insurance through the rental agency and use that insurance as the first line of defense.

## Additional Considerations

- Faculty / Organization Contract
- Hold Harmless Agreements
- Child Protection Policy
- Students Under 18



# Student Activities - Resources

- ▶ Faculty/Staff Advisor Professional Staff Support
  - ▶ Faculty/Staff Advisor In-Service (Fall)
  - ▶ Hazing Prevention On-Line Course
  - ▶ [Student Organization Handbook](#)
  - ▶ [Faculty Advisor Handbook](#)
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- ▶ Faculty/Staff Advisor LISTSERV List: Faculty Advisor Bulletin
  - ▶ Faculty/Staff Advisor Recognition (Spring)

# Student Organization Resource Center

Thu HUB: Campus Center  
West 183

Extension: 2-4139

Email: [SORC@Albany.edu](mailto:SORC@Albany.edu)

SORC provides student leaders general guidance, risk management assessments, poster review, finance support as well as common materials used by student groups.



# The HUB for Student Orgs

Campus Center West 183  
Extension: 2-5548

Student Organization  
Space in the new Campus  
Center (the HUB) which  
has a conference room,  
storage, and other  
amenities available to  
groups



## The HUB

Information provided is based on data collected from the Fall 2018 semester so far



# Advice from Faculty Advisors

- ❑ “Allow the group to succeed and fail.”
- ❑ “Encourage feedback & evaluation.”
- ❑ “Keep your sense of humor & enthusiasm.”
- ❑ “Know your group’s limits. Assist them in finding balance.”
- ❑ “Discuss concerns in private & praise in public.”
- ❑ “Avoid becoming such an advocate that you lose an objective view.”
- ❑ “Expect the group’s attitudes, needs and personalities change from year to year.”
- ❑ “Don’t assume the group handles everything and doesn’t need you.”
- ❑ “Try not to miss meetings or functions you committed to attend.”
- ❑ “Avoid being the leader or ‘running’ the meetings.”



## Student Affairs

### Student Activities

#### Student Organization Faculty Advisor Checklist

Listed below are important monthly deadlines and opportunities. Check in with your student organization to see how they are doing.

##### August/September

- ☐ Have they volunteered to help freshmen move in?
- ☐ Has the group registered with Student Activities?
- ☐ Has the president and treasurer reviewed the treasurer's handbook?
- ☐ Has the president and treasurer participated in SA Finance 101?
- ☐ Are they participating in Block Party?
- ☐ Have they set their informational mass meeting?

##### September

- ☐ Has the e-board taken the hazing prevention course?
- ☐ Has the group registered with Student Activities?
- ☐ Are they participating in Pine Hills Clean Up?
- ☐ What events are planned for the semester?

##### October

- ☐ Are you and the e-board attending the Faculty Advisor/Student Leader Reception?
- ☐ Has the e-board done bystander sexual violence presenvtion training?
- ☐ Are they registered to vote?
- ☐ How are midterms going?

##### November

- ☐ President's Award for Leadership Applications and Nominations
- ☐ Are there SORC workshops that they can participate in?
- ☐ Are they registered for Dance Marathon?

##### December

- ☐ No events past the last day of class
- ☐ Semester in review

##### January

- ☐ Alumni Association Scholarship Opportunities
- ☐ Reminder: President's Award for Leadership deadline
- ☐ How is recruitment going?
- ☐ What events are planned for the semester?

##### February

- ☐ Have they participated in the budgeting workshop?
- ☐ Are their SA budget packets completed?
- ☐ What events are planned for the semester?

##### March

- ☐ Have they done officer elections?
- ☐ Have they participated in the SA elections?
- ☐ Plan for e-board transition

##### April

- ☐ Has the group registered with Student Activities for the fall semester?
- ☐ Have they applied for UAS program funds?
- ☐ Have they submitted SA purchase requests?
- ☐ Have they held officer elections?
- ☐ Have they registered for the Big Event?

##### May

- ☐ IT & swipe access will be removed
- ☐ Have a great summer!

Questions? Contact Student Activities at [activities@albany.edu](mailto:activities@albany.edu)

# Questions?

Pamela Alexander, Director of Student Activities

[PAlexander2@Albany.edu](mailto:PAlexander2@Albany.edu)

518-442-5566

Campus Center West B91G

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