Student Organization
Faculty Advisor Informational

TUESDAY, OCTOBER 16 2018
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.
<table>
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<th>Recognition Type</th>
<th>Requirements</th>
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| **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
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 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
- 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

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
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 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 Black Party?
- [ ] Have they set their international mass meeting?

### September
- [ ] Has the e-board taken the housing prevention course?
- [ ] Has the group registered with Student Activities?
- [ ] Are they participating in Prius Hill 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 prevention training?
- [ ] Are they registered to vote?
- [ ] How are members 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 & Cisco access will be revisited
- [ ] Leave a great summer!

Questions? Contact Student Activities at activities@albany.edu
Questions?

Pamela Alexander, Director of Student Activities

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518-442-5566
Campus Center West B91G

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