

ADVISOR'S MANUAL

for

REGISTERED STUDENT ORGANIZATIONS



The Student Involvement & Leadership Center

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The University of Kansas

The Student Involvement & Leadership Center
August 2008

Dear Advisor:

Thank you for choosing to be an advisor for one of the University's registered organizations. Now that you are serving as an advisor to a registered group, it may be helpful to know more about the benefits, responsibilities, and liabilities of the position you have accepted, as well as the resources available to you. Organization guidelines, access to information, and continuity for your group from year to year are essential elements in the success of any group. That's what this manual is designed to help provide you, as well as guidance and direction in developing your role, and assistance in providing support to your organization.

In order for a group to register with the University of Kansas it must have an advisor who is a member of the faculty or professional staff of the University, or a member of the University community who is approved by the Student Involvement & Leadership Center. Community organizations that register with the University of Kansas must secure a faculty or staff member who will act as a liaison between the University and their organization.

Advising is an individual experience - you get back what you put into it! Below are some of the benefits you may receive from being an advisor for a student group:

- helping students learn and develop new skills
- watching a group come together, sharing common interests, working on common goals, understanding differences
- developing personal relationships with students
- furthering your personal interests or goals by choosing to work with a group that reflects your interests
- sharing your knowledge with others

Student Involvement wants to give you as much information as possible on our scheduled programs and events for student organizations. These are great opportunities for students to enhance their leadership skills and promote their organizations.

Fall Semester

- Fall Information Fair
- Leadership Enhancement Series

Spring Semester

- Leadership Enhancement Series
- Blueprints Student Leadership Conference

Please call us at 864-4861 or email at orgs@ku.edu if you have questions or suggestions for additions or improvements in this Advisor's Manual. We want to hear from you.

Sincerely,

Aaron Quisenberry, Associate Director
The Student Involvement & Leadership Center

This Advisor's Manual has been revised and updated for the fall 2008 semester, and will be revised again as needed.

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Governing Regulations

All registered organizations, their members and advisors are subject to the governing regulations of the University of Kansas, including, but not limited to, the "Code of Student Rights and Responsibilities," the "University of Kansas Senate Code," "Rules and Regulations of the University Senate," "Racial & Ethnic Harassment Policy," and "Policy Prohibiting Sexual Harassment." The following policies apply to all organizations registered with the University, their members and advisors, the events, programs and activities each organization provides or sponsors.

Equal Opportunity and Non-Discrimination Policies of the University of Kansas

The University is committed to providing equal opportunities to all students, and prohibits discrimination based on race, religion, sex, color, disability, national origin, ancestry and sexual orientation. In specific instances, discrimination based on age, veteran, marital and parental status is prohibited. Sexual harassment is a form of sex discrimination specifically prohibited by policy.

The Equal Opportunity Office provides informational programs regarding equal opportunity and affirmative action and implements the grievance procedures for prohibited discrimination. Equal Opportunity Office, 101 Carruth O'Leary, 864-3686.

Regents Policy on Nondiscrimination in Organizational Membership

The established policy of the Board of Regents of the State of Kansas prohibits discrimination on the basis of sex, race, religious faith, national origin, age or physical handicap within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against gender discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Educational Amendments of 1972.

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement, which would violate the principle of selection on the basis of individual merit.

The responsibility for compliance with this policy lies with each organization. In discharge of this responsibility, each organization shall acknowledge its understanding of this policy. Such acknowledgment shall assure that there exist no restrictions on membership, either local or national, which violate this policy.

The Chancellor or President of each institution under the jurisdiction of the Board shall establish a committee, composed of students, faculty, and administrative personnel to deal with matters related to this policy and its application. In the event of alleged violation of the policy, the committee shall investigate the allegation and report its findings and recommendations regarding it to the institution's Chancellor or President. (Revised effective January 21, 1977).

Alcohol and Cereal Malt Beverage Policy of the University of Kansas

Decisions regarding alcohol should be made carefully, since this is a high risk area for many organizations. Advisors and officers can protect themselves by understanding and complying with state and local laws and the University of Kansas Alcohol and Cereal Malt Beverage Policy.

The University of Kansas prohibits the unlawful possession, use, manufacture, or distribution of alcohol or drugs by students or by employees on its property or as a part of its activities.

The University is committed to a program to prevent the illegal use of drugs and alcohol by students and employees. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with policies of the State of Kansas, The Board of Regents, and the University of Kansas.

For employees, the University will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions, which include completion of an approved drug or alcohol rehabilitation program, disciplinary warning, probation, suspension and expulsion from the University.

As a condition of employment, all employees of the University of Kansas shall abide by the terms of this policy statement and will notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The University will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of receipt of notification of conviction. The University will initiate personnel action, up to and including termination, within thirty days of receiving notice of such conviction. Employees may also be required to satisfactorily participate, at their own expense, in a drug abuse assistance or rehabilitation program before being allowed to return to work. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

In addition, the University publishes a brochure titled, "*Alcohol & Drugs on Campus & in the Workplace: You and KU*" which states the University policy on alcohol and cereal malt beverages along with a summary of Kansas and federal laws. This brochure is available through the Office of the Vice Provost for Student Success, 133 Strong Hall, 864-4381, or the Office of the Provost, 250 Strong Hall, 864-4904.

Legal Liability of Advisors

The following is a statement from the University General Counsel concerning the liability of faculty and staff advisors of registered organizations at the University of Kansas:

An advisor could be held legally responsible should injury be sustained by a group member or third party during an activity of that organization, if acts of the advisor do not meet the standard of care exercised by a reasonable prudent advisor under the same or similar circumstances. When an advisor is a member of the faculty or staff of the University and is acting within the scope of his or her employment, then negligent or wrongful acts, or omissions, of the advisor would be covered by the Kansas Tort Claims Act, K.S.A. 75-6101 et seq. The Tort Claims Act provides for both legal representation and indemnification of the employee should liability be imposed. To the best of our knowledge, no advisor at the University of Kansas has been involved in a suit with a student or a campus organization. *March 1995*

Further information concerning representation provided under the Kansas Tort Claims Act is found in the Handbook for Faculty and Other Unclassified Staff. A copy of this handbook is available from University Governance, 33 Strong Hall, 864-5169.

Advising

ADVISE: (ad viz') v. -vised, -vising, -vises. **1.** To offer advice to; counsel. **2.** To recommend; suggest. **3.** To inform; notify. **4.** To take counsel; consult. (American Heritage Dictionary)

Guidelines for the Advisor:

- Know your limits
- Know the group's limits
- Know what your group wants most from you
- Know your group's goals
- Allow the group members to run their organization
- Be visible, accessible, interested
- Cherish your sense of humor
- Know your group's officers by name

Functions of an Advisor:

The roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following is a list of general responsibilities an advisor may have.

Leadership Development:

Through personal interaction and program development assistance, the advisor is in a position to encourage social maturity, enhance the learning environment and foster academic excellence. The advisor is in a position to help develop leadership skills and advocate the personal growth of group members, as well as identify new leaders for the organization. Skills such as interpersonal communications, planning and organization, personal responsibility and accountability, are areas of personal and intellectual growth, which may be assisted by the advisor.

Group Guidance:

The advisor has a responsibility to both the University and student organization to keep the best interests of both in mind. In a well-run group, the guidance role may be minimal or nonexistent and the advisor may only have to intervene to prevent the violation of public or institutional policy. Guidance also consists of coaching individuals in their duties as officers or group leaders.

Group Continuity:

The turnover of officers and members is frequent, and, at times, the only link with the group's past is the advisor. Some activities an advisor may undertake to assure the group's continuity include: orienting members to the history and purpose of the group; assisting in training new officers; sharing the group's traditions and growth, and informing the group about completed or on-going projects. The advisor may also play an important role in helping members develop long-term goals and communicating those goals to future members.

Policy Guidance:

As a representative of the University to the group, the advisor is needed to interpret KU policies and regulations relevant to student groups. The advisor is encouraged to be familiar with the student group's policies (constitution, by-laws, etc.) and be aware of areas of possible conflict with University regulations. By knowing the group's policies and the University's regulations, the advisor is able to share information about procedures and make recommendations, inform students about possible results or implications of a proposed activity, and insure that group activities are conducted in accordance with University and State regulations.

Financial Guidance:

Each organization is asked to elect or appoint a treasurer to manage the group's funds. The advisor is encouraged to spend time working with this individual to assure accurate record-keeping and timely payment of accounts. The Student Involvement staff is also available to assist any treasurer or advisor with matters related to financial practices, policies, and record-keeping.

Personal Assistance:

The interaction between advisor and members provides a unique opportunity to assist individuals with questions or concerns. The advisor, who is able to maintain an open two-way communication with individual students, as well as the whole group, is able to listen, recommend, and inform, while encouraging students to perform at their highest level.

Organization Registration:

Through registering the organization with the Student Involvement & Leadership Center, the advisor and group have access to wide range of information and benefits. Organization registration materials and the *Guidelines for University Events and Registered Organizations* are available in the Student Involvement Office, 400 Kansas Union, 864-4861, or at www.silc.ku.edu. Advisors are invited to bring questions, concerns and suggestions to the Student Involvement staff for action.

Leadership Development

Through personal interaction and program development assistance, the advisor is in a position to encourage social maturity, enhance the learning environment and foster academic excellence. The advisor is in a position to help develop leadership skills and advocate the personal growth of group members, as well as identify new leaders for the organization.

The Advisor's Personal Knowledge About The Group . . .

helps the group go forward instead of struggling to reorganize itself each year. The advisor can guide the group by sharing:

- Problems and/or helpful ideas from past years
- Procedures and recommendations developed through experience and interaction with the University and other groups
- Information about traditions, ideas, or completed projects, concerns, loose ends, ideas that came up but were never implemented, fund-raising activities, etc.
- Observations of the group's growth during his/her tenure as the advisor.

The Advisor's Personal Skills, Knowledge and Experience . . .

helps the group and its members accomplish organizational as well as personal goals. The advisor who is able to serve as an example of responsibility and accountability is able to assist the personal and intellectual growth of students in the group. Skills such as interpersonal communications, planning, and organization may be passed along to student officers and group members.

The Advisor's Interaction with Students . . .

allows him/her to guide the group toward meeting the expectations of group members and leaders. Student group members from previous years have described the various needs they've had as members of groups in the following ways:

- I want a sense of belonging - a feeling that no one objects to my presence, that I am sincerely welcome, and that I am honestly needed for my total self, not just for my ability to work, to pay dues, or any other skill I have.
- I want to have a voice in planning group goals.
- I want to feel that the goals are within reach and they make sense to me.
- I want to feel that what I'm doing contributes to human welfare - that its value extends beyond the group itself.
- I want to share in making the rules of the group by which, together, the group can work toward its goals.
- I want to know in some clear detail just what is expected of me so I can work confidently.
- I want to have responsibilities that challenge, that are within the range of my abilities, and that contribute toward reaching our goals.
- I want to see that progress is being made toward the goals we have set.
- I want to be kept informed.
- I want to be treated with consistent fairness and honest recognition when it's due.

The Advisor's Willingness to Give Feedback . . .

is a key in the success of the organization. If members aren't communicating with one another, sharing both the positive and negative aspects of the group's goals and individual behaviors, they may become frustrated and feel unappreciated.

Constructive Criticism & Recognition

It is important to develop an open atmosphere for communication and to give feedback. The goal of feedback is to communicate with another to improve and strengthen a relationship. A basic method of providing feedback is the use of Constructive Criticism and Recognition. Constructive Criticism, abbreviated CC below, is the voluntary change of ineffective behavior; Recognition, abbreviated R below, is the voluntary continuation of effective behavior. Both types of feedback are important to the effective functioning of the group.

Why give feedback?

- CC:** To inform the person of his/her behavior and the effect it has on others.
R: To reward the person for his/her efforts and encourage a continuation of behavior.

Where to give feedback:

- CC:** Should be given in private, whenever possible, with only the person(s) involved.
R: Maybe given in private or public settings. Public praise may encourage others to continue their efforts, or it may discourage members. Be consistent with recognition to all members of the group if given publicly.

When to give feedback:

- CC:** When the receiver is least defensive and most open to receiving it; close to the time the ineffective behavior occurred, when the concern is immediate and manageable, when you honestly want the person to improve.
R: When the person deserves praise; when the person has worked hard for the organization; when the person has completed a task that was difficult or time-consuming; when the person needs motivating; any time it appears appropriate.

How to give feedback:

- CC:** Be specific and describe the behavior and the effect the behavior had in the group. It is most effective when directed to behavior over which the person has some control.
R: Can be given in many creative ways (a thank you note, a verbal "Thanks!" a smile, a pat on the back, or numerous other ways), and is usually most effective when words and actions are combined.

LeaderBits Titles for More Information:

Communication
Conflict Resolution
Difficult Members
Ethics
Getting Involved
Group Dynamics
Motivation
Recognition
Team Building

Group Guidance

The advisor has a responsibility to both the University and student organization to keep the best interests of both in mind. In a well-organized group, the advisor may only need to intervene to inform the group about public and/or institutional policy. Guidance may also involve coaching group members in their duties as officers or group leaders.

Meetings & Activities:

The advisor is encouraged to be informed about group activities by attending the regular and special meetings of the organization. Through continued open interaction where ideas are expressed freely, the advisor is available for consultation, to introduce ideas and make suggestions when appropriate, and serve as a resource person for the group. Meeting regularly with group officers and/or chairpersons about the activities, projects and events being planned is another way to maintain awareness of the group. The advisor is also encouraged to attend as many social events as possible. By participating, the advisor helps set the social tone and demonstrates a genuine interest in the group.

Communications With The Student Group:

The advisor is encouraged to help build an atmosphere in which students feel they can voice opinions, initiate action, and communicate openly with peers and university staff and faculty. One of the best ways to open communications with your group is to meet regularly with group officers and leaders concerning the activities, projects and events being planned, and attend the group's meetings and events.

Through continued open interactions, where ideas, opinions and problems are expressed freely, the advisor serves as a resource person offering new perspectives, educational and experiential expertise, and guidance for the group.

Advisor-Officer Communications Guidelines:

The following are some of the ingredients of successful communications between advisors and officers. Communications are most effective when the advisor and the group officers have:

- A clear understanding of each other's role in the group (clarify roles in writing).
- Clear expectations (verbalize what each expects and wants, clear up misconceptions).
- A realistic relationship (friendship should not be an expectation).
- Specific goals (advisor encourages officers to establish goals, and then supports goals).
- Support and respect for one another (for both the person and the position).
- A sense of humor.
- Open and honest communication (establishes trust and helps when opinions differ).

LeaderBits Titles For More Information:

Meetings

Agendas
Brainstorming
Co-Sponsorship With Other Groups
Community Service
Constitutions
Delegation
Elections
Goal Setting
Group Dynamics

Group Performance Evaluation
Meeting Evaluations
Meetings
Minutes From Meetings
Newsletters
Parliamentary Procedure
Recruiting Volunteers
Starting an Organization

LeaderBits Titles For More Information

Activities:

Icebreakers
Program and Event Evaluation
Program Planning
Public Speaking
Publicizing Events
Retreats
University Events

Communications With Student Groups

Communications
Individual Performance
Motivation
Team Building

Policy Guidance

As a representative of the University to the group, the advisor is needed to interpret KU policies and regulations relevant to student groups. The advisor is encouraged to be familiar with all the group's policies (constitution, by-laws, etc.) and be aware of areas of possible conflict with University regulations. In this way the advisor is able to share information about procedures and make recommendations, inform students about possible results or implications of a proposed activity, and insure that group activities are conducted in accordance with University and State regulations. The full text of these and other relevant policies is available from the office identified following each policy, or may be viewed at the Student Involvement & Leadership Center, 400 Kansas Union, 864-4861.

Code of Student Rights & Responsibilities

Published by the Office of the Vice Provost for Student Success and is available from the Office of the Vice Provost for Student Success, 133 Strong Hall, 864-4381. It is printed each semester in the Timetable; this document outlines established standards of conduct for students and student organizations.

Family Educational Rights and Privacy Act

The full text of this document, entitled "The Kansas Policy and Procedure Guide to the Family Educational Rights and Privacy Act," is available from the Office of the Vice Provost for Student Success, 133 Strong Hall, 864-4381.

Racial & Ethnic Harassment Policy

A statement defining racial and ethnic harassment and procedures for reporting such incidents. Information about harassment is available from the Equal Opportunity Office, 101 Carruth O'Leary, 864-3686.

Policy Prohibiting Sexual Harassment

The University's statement defining sexual harassment. Information about reporting sexual harassment should be directed to the Equal Opportunity Office, 101 Carruth O'Leary, 864-3686.

Policy on Consenting Relationships

A policy summarizing a consenting relationship and the standard of conduct for faculty and students in such relationships. This policy appears in the *Timetable*, the *Faculty Code of Conduct*, and the *University Senate Rules and Regulations*.

University Equal Opportunity and Non-Discrimination Policies

A statement describing the right of both university students and personnel to protect them against prohibited discriminations. The policy states the general Equal Opportunity Policy and the Affirmative Action Grievance Procedure. Information regarding this policy and its related grievance procedures is available from the Equal Opportunity Office, 101 Carruth O'Leary, 864-3686.

Policy on Obstructions to Physical Access

A brief statement regarding access to buildings and programs on the Lawrence campus.

Campus Security Programs and Policies

A comprehensive description of campus security programs and law enforcement methods for the Lawrence campus, including the two specifically detailed policies noted below.

Sexual Assault Programs and Procedures

A statement of the extensive programs and remedies students and University personnel may call upon in the event of a sexual assault, or in order to train themselves about sexual assault. For more information please contact the Sexual Violence Prevention Services at 864-3552 or visit www.etwrc.ku.edu.

Policy on Prevention of Illegal Drug and Alcohol Use on Campus and in the Workplace

A statement describing the University, State and Federal laws regarding the use of illegal drugs and alcohol. More information on these and other safety and security programs is available from the Office of Public Safety, 302 Carruth-O'Leary, 864-5900.

University Policy on Use of Campus Facilities for Political Activity

Guidelines outlining prohibited activities on State facilities regarding political candidates or parties. For more information contact the Student Involvement and Leadership Center at 864-4861 or visit www.silc.ku.edu.

University Smoking Policy

Statement of smoking policy for Lawrence, Medical Center, Capitol Complex and Regents Center.

Special Conditions for Specified Types of Research

Students' responsibilities for certain types of research or activities, which require specific prior approval and/or training, are described in this policy.

Financial Guidance

The advisor is encouraged to spend time working with the elected or appointed treasurer to assure accurate record keeping and timely payment of accounts. The Student Involvement staff and the Student Senate treasurer are available to assist any treasurer or advisor with matters related to financial practices, policies, and record-keeping. Each fall semester, a treasurer's workshop is available for your group members to attend. Contact the Student Involvement & Leadership Center at 864-4861 for date, time and location. A sample budget layout and guidelines for managing a group's budget are available in the **LeaderBits** title Budgeting Organizational Money.

Student Organization Accounts.

Student organization accounts are available to student groups who have a source of money outside the University, such as from dues, contributions, or fundraising activities. A student organization account is available to any registered organization at no charge through the university Comptroller's Office, and is managed by the Treasurer for Student Organizations, Room 1, Carruth-O'Leary, 864-5942. A student organization account allows the group to deposit funds and pay bills without having to pay banking service charges or keep track of a checkbook or passbook. Funds in a student organization account rollover from one fiscal year to the next.

To open an account, a registered group submits a letter requesting an account, stating the group's purpose, and stating the name and address of the group's contact person, usually the treasurer; and two or more members of the group sign a signature card as co-signers for payment vouchers. It takes a week to establish the account. The group then deposits funds with the university cashier and deposit verification is sent to the contact person. Deposit slips are available online at http://www.comptroller.ku.edu/central_accounting_services/sofas/.

To pay bills from a student organization account, the group's co-signers write a voucher requesting payment, attach the invoice or statement being paid, and submit it to the Treasurer for Student Organizations in the Comptroller's Office. Checks are written within 3-7 days and sent to the payee, or are held and picked up by a group member. More detailed instructions are available in the handout for organization treasurers available from the Treasurer for Student Organizations. Vouchers are only available from the Treasurer for Student Organizations, Room 1, Carruth-O'Leary, 864-5942.

To maintain a student organization account, a budget activity sheet is sent to the contact person each month showing all deposits and payments made. A copy of each organization's budget sheet is also sent to the Student Involvement Associate Director in charge of student organizations. An advisor may request a copy of the group's budget sheet and may also be a co-signer on the group's account.

To inform each group about how to manage a student organization account, the Treasurer for Student Organizations holds a treasurer's workshop (in conjunction with the Student Involvement & Leadership Center and the Student Senate) during the fall semester. Contact the Student Involvement & Leadership Center at 864-4861 for date, time and location.

Student Senate Funding:

A portion of student activity fees paid by each student at enrollment provides the monies Student Senate allocates to registered student organizations that apply for funding. There are three types of funding available to organizations:

Line-Item: Registered organizations may apply for funds for the next upcoming fiscal year through the process called Line-Item. Organizations prepare an application, similar to the example on the following page, turn it in to Student Senate in late January, then, defend their application in hearings in February, and, if successful, receive funds for the next fiscal year. The form for Line-Item requests is available in November/December in the Student Senate Office, and will also be sent out electronically to all presidents of student groups. To obtain more information on the requirements, contact the Student Senate treasurer, 864-3710.

Block Allocation: Registered organizations with established programs, a history of reliable money management, and a full-time staff member at KU to process payments could be eligible by the Student Senate to apply for Block Allocations. These funds are allocated to the organization for two consecutive fiscal years. Block Allocation applications are available every two years, on the odd-numbered fiscal year, and are defended at budget hearings in February just prior to Line-Item hearings. Notices are sent in March/April to groups who have been granted funds, at the same time Line-Item notices are sent. Groups that typically apply for this status are campus departments and Lawrence community groups. To obtain more information on the requirements for Block Allocation, contact the Student Senate treasurer, 864-3710.

Supplemental Request (Unallocated Account): Registered organizations requesting funds for the current fiscal year may apply for a Supplemental Request. An officer of the group, usually the treasurer, contacts the Student Executive chairperson to begin the Supplemental Request process. The chairperson then contacts one or more Student Senate senators who meet with the officer or officers and writes the proposed legislation for the group requesting funds for the organization. The legislation goes before the Senate Finance committee for approval, then to the Senate for approval, and if approved the funds are available 10 days following the Senate meeting. Any organization wanting to pursue Supplemental Request funding needs to allow a month for the process. The first Student Senate meeting in the fall semester is usually the third week of classes; the first Student Senate meeting in the spring semester is usually the second week of classes. Student Senate meetings and Finance committee meetings are held every two weeks alternately when classes are in session. For information about applying for a Supplemental Request, contact the Student Senate Treasurer, 864-3710.

When your organization receives funds from Student Senate, the group's treasurer is asked to attend the Treasurer's Workshop sponsored by Student Senate and held near the beginning of classes each fall semester. If your funding is granted later in the year, your group's treasurer is strongly encouraged to contact the Student Senate treasurer or assistant treasurer at 864-3710 for guidance and direction in managing the group's account.

All funds allocated by Student Senate for use in the current fiscal year must be used in the fiscal year; funds remaining at the end of the fiscal year are returned to a general pool on June 30. Funds do not rollover from one fiscal year to the next for any Student Senate-funded organization. The Student Senate account is not the same as the student organization account at Carruth O'Leary! The Student Senate office is located at 410 Kansas Union, 864-3710. For more information on Student Senate, explore the Student Senate web site: www.ku.edu/~senate.

Fundraising:

Dues and Member Contributions. Your groups can establish an amount to be paid by every member to cover regular expenses, or ask each member to pay a share on one-time or infrequent expenses.

Events, Activities, Workshops, Programs, Conferences, Speakers And More! If your group wants to raise a large amount of cash, and has the energy and group commitment available, you may want to plan a fundraising event. Depending on the size of the event and the expected attendance, planning could take from a month to a year. The **LeaderBits** titles *Program Planning*, *Program and Event Evaluation*, and *Fundraising*, will help your group decide what kind of event to sponsor, how much time and energy it will take to put everything together, and help the group estimate how long the planning phase will take.

If your group wants to sponsor an event on campus, the group's event coordinators will need to prepare a University Events Committee request. These are available in the Student Involvement & Leadership Center and can be sent by campus mail. The University Events Committee meets every Wednesday at 3:30 when classes are in session. Additionally, if your group's event involves selling anything with the KU logo or name, the event coordinators will need to secure permission to use the logo, Jayhawk or university name from Jayhawk licensing in the Burge Union (864-4650). The **LeaderBits** title *University Events* provides more detailed information about the Events Committee requirements.

Corporate Sponsorship. This lesser-known avenue of raising funds requires more planning and strategizing since the group will be "selling" an idea to one or more businesses. The **LeaderBits** title *Corporate Sponsorship* provides more information and examples of materials needed to encourage a business to fund or sponsor a project.

Group Continuity

Because of the frequent change of officers and members, often the only link with the group's past is the advisor. Some of the activities an advisor may undertake to assure the group's continuity include: orienting members to the history and purpose of the group; assisting in training new officers; sharing the group's traditions and growth during your tenure as advisor, informing the group about completed and on-going projects, reporting on ideas that were discussed but never implemented. The advisor may also help members develop long-term goals and communicate those goals to future members.

Officer Transition:

Training new officers is one of the most important ways continuity of the group is assured. The transition of leadership for your organization can be smooth or chaotic, and may determine the effectiveness of the organization for years to come. A smooth transition will help the organization avoid starting over or "starting from scratch" each year. To view the Officer Transition Manual provided by SILC, go to <http://www.silc.ku.edu/~silc/resources/students.shtml>.

Transition is the responsibility of the outgoing leadership as well as the incoming officers. The passage of knowledge, experience, accomplishments and goals for the organization will help the outgoing officers gain a sense of completion of their jobs and bring closure to their experiences, while at the same time, give incoming officers valuable information, advice and confidence for the future. In many instances, transition is not completed properly by outgoing officers and the burden of training falls to the advisor.

New officers are most effective and transition is smoothest when they are:

- given access to organizational files (current year and previous year's records and minutes are important to the functioning of the group);
- fully informed about rules concerning the group's work environment, along with any departmental guidelines that apply to student groups;
- introduced to departmental staff and faculty, the Student Involvement staff and resources, Student Senate executive board, Comptroller's Office staff and resources, and the staff of any other campus department with which the group interacts regularly.

Organization Records:

Examples of documents that incoming officers may need in order to function effectively are listed below and on the next page; select all that apply to your group. If your group does not keep these documents, the new officers are encouraged to make files and collect documents for the next year.

- Constitution and /or Bylaws
- Job descriptions of officers and committee chairs
- Descriptions of committee structures and activities
- Status reports on current and continuing projects
- Evaluations of previous projects and programs
- Meeting minutes and agendas
- Resource and contacts lists
- Organization member list
- Financial records, budget sheets from the Comptroller's Office, paid bills
- All secretarial information and correspondence
- Calendar of regular events and administrative deadlines
- Information important to the functioning of your group

Much of the information above can be put into a manual for officers and transferred each year from the outgoing to the incoming officers. For more information on developing an Officer's Manual, contact the Student Involvement & Leadership Center. (Information adapted from the University of Nebraska publication, "Source - Leadership Transition.")

LeaderBits Titles for More Information:

Officer Transition Recognition Team Building

Personal Assistance

The interaction between advisor and members provides a unique opportunity to assist individuals with questions or concerns. The advisor, who works to maintain an open two-way communication with individual students, as well as the whole group, is able to listen, recommend, inform and encourage students to perform at their highest level.

Encouraging/Maintaining Individual Performance:

To encourage the individual for positive performance or behaviors:

- Reward performance through appreciation or recognition
- Motivate and stimulate performance through acknowledgment and praise
- Reinforce performance with feedback and personal attention

Discouraging/Redirecting Individual Behaviors:

To discourage behaviors and redirect an individual's personal energy:

- Describe specific behaviors the individual has the power to change
- Involve the individual in developing a plan of action for redirecting and changing behavior
- Allow time for the behaviors to change
- Praise signs of positive change, commend the effects change has for the person and group

Guiding Individuals to Resources:

When a student or group member asks for assistance with a difficulty beyond your ability to help, the University community has a number of resources to call upon.

- The ACADEMIC ACHIEVEMENT & ACCESS CENTER, 22 Strong Hall, 864-4064, The Academic Achievement and Access Center (AAAC) offers many services and programs to assist students in their academic success and to enhance their collegiate experience at KU. Choose from individual consultations, group workshops, general or course-specific academic assistance, by appointment or on a walk-in basis. Feel free to talk with us and ask for information about academic and personal issues.
- WATKINS HEALTH CENTER, 864-9500, provides resources for and assistance to students with physical, psychological and social health difficulties.
- LEGAL SERVICES FOR STUDENTS, 312 Burge Union, 864-5665, provides confidential information and assistance to students experiencing legal difficulties.
- The OFFICE OF PUBLIC SAFETY (KU Police), Suite 120 Public Safety Building, 864-5900, is also a clearinghouse for students with difficulties, especially those involving personal and public safety.
- The EMILY TAYLOR WOMEN'S RESOURCE CENTER, Student Involvement & Leadership Center, 400 Kansas Union, 864-3552, provides services for gender-related issues to all students, and information on women's concerns.
- The UNIVERSITY OMBUDSMAN'S OFFICE, 34 Carruth-O'Leary, 864-7261, provides confidential, impartial consultation on problems within the university community, and may facilitate helpful action or direct persons to appropriate resources for further assistance.
- COUNSELING and PSYCHOLOGICAL SERVICES, Watkins Health Center, 864-2277.

The *Referral Guide*, published by the Office of the Vice Provost for Student Success, 133 Strong Hall, 864-4381, lists referral resources for 200+ situations in which students may be involved or have questions about. It also lists Appeal and Grievance Procedures for Users of Services at the university. You may request copies of this pamphlet to distribute to your group.

LeaderBits Titles For More Information:

- | | |
|---------------------|-----------------------------------|
| Assertiveness | Individual Performance Evaluation |
| Communication | Marketing Your Leadership Skills |
| Conflict Resolution | Motivation |
| Delegation | Recognition |
| Difficult Members | Stress Management |
| Ethics | Time Management |

Resources for Organization Advisors

The Student Involvement & Leadership Center staff, 400 Kansas Union, 864-4861, provide the following resources to registered organizations and their advisors. One of the resources referred to in each section of the Advisor's Manual are the **LeaderBits**. This is a collection of 42 titles covering frequently asked questions about organizations and providing guidelines on various aspects of managing an organization for student members and officers. Enclosed in this Advisor's Manual is an order list for **LeaderBits**, which we encourage you to use for yourself and your group.

Resources:

- Official registration of student, campus, and community organizations
- Directory of Registered Student Organizations, updated and reprinted monthly
- Advising student organizations (including Advisor's Manual); consultation on issues related to advising
- Office and cubicle space in the Student Involvement suite, as well as mailboxes and storage lockers
- Web page and/or email accounts for your group through the University
- Financial advising for student organizations
- Emily Taylor Women's Resource Center
- Sexual Violence Prevention Services
- Non-traditional Student Services
- Lesbian-Gay-Bisexual-Transgender Student Services
- Fraternity & Sorority Life (Information on fraternities and sororities)
- Danforth Chapel scheduling
- Campus events planning through the University Events Committee
- Information on Student Senate processes, programs and resources
- Optional Campus Fees (sign up for services/packages during enrollment)

Programs/Events:

- Fall *Organization Information Fairs*
- Fall and Spring Workshops for students and officers in organizations
- Fall and Spring *Leadership Enhancement Series* for students and officers in organizations
- *LeaderShape* (typically held in January)
- *Blueprints Leadership Conference* (Spring semester student leadership conference)
- *Summer Interest Surveys* and *mailing labels* listing all incoming freshmen interested in your group
- Programs on leadership development and organizational needs
- Student Involvement *Listserv* (news on student events as they occur)
- Student InvolveMENT Spotlight (monthly newsletter on activities/events for the month)

The Student Involvement Listserv:

The Student Involvement's listserv's primary function is to give registered groups, students, and advisors at the University of Kansas an avenue for informing other registered groups and students of their events. This listserv will be effective from July 1, through June 30, each year. All names will then be deleted, and organizations may re-subscribe for the next academic year when groups submit their online student group application for the year. Student Involvement policy strictly prohibits debate, politicking and profanity on the listserv. Violation of this policy may cause the individual to be deleted from the listserv for the remainder of the academic year.

LeaderBits Order Form

LeaderBits is a publication of the Student Involvement & Leadership Center, 400 Kansas Union, 864-4861. Copies of **LeaderBits** titles are available in Student Involvement or through campus mail. Come by and select the titles you're interested in or check the titles on this order form and indicate the number of each title you want, send to Student Involvement, and you'll receive the **LeaderBits** titles you requested by return campus mail within a week.

<u>Check Title</u>	<u>Quantity</u>	<u>Check Title</u>	<u>Quantity</u>
<input type="checkbox"/> Advising Groups	_____	<input type="checkbox"/> Individual Performance Evaluation	_____
<input type="checkbox"/> Agendas	_____	<input type="checkbox"/> Marketing Leadership Skills	_____
<input type="checkbox"/> Assertiveness	_____	<input type="checkbox"/> Meeting Evaluation	_____
<input type="checkbox"/> Brainstorming	_____	<input type="checkbox"/> Meetings	_____
<input type="checkbox"/> Budgeting Organization Money	_____	<input type="checkbox"/> Minutes from Meetings	_____
<input type="checkbox"/> Closure	_____	<input type="checkbox"/> Motivation	_____
<input type="checkbox"/> Co-Sponsorship w/Groups	_____	<input type="checkbox"/> Newsletters	_____
<input type="checkbox"/> Communication	_____	<input type="checkbox"/> Officer Transition	_____
<input type="checkbox"/> Community Service	_____	<input type="checkbox"/> Parliamentary Procedure	_____
<input type="checkbox"/> Conflict Resolution	_____	<input type="checkbox"/> Program & Event Evaluation	_____
<input type="checkbox"/> Constitutions	_____	<input type="checkbox"/> Program Planning	_____
<input type="checkbox"/> Corporate Sponsorship	_____	<input type="checkbox"/> Public Speaking	_____
<input type="checkbox"/> Delegation	_____	<input type="checkbox"/> Publicizing Events	_____
<input type="checkbox"/> Difficult Members	_____	<input type="checkbox"/> Recognition	_____
<input type="checkbox"/> Elections	_____	<input type="checkbox"/> Recruiting Volunteers	_____
<input type="checkbox"/> Ethics	_____	<input type="checkbox"/> Retreats	_____
<input type="checkbox"/> Fundraising	_____	<input type="checkbox"/> Starting an Organizations	_____
<input type="checkbox"/> Getting Involved	_____	<input type="checkbox"/> Stress Management	_____
<input type="checkbox"/> Goal Setting	_____	<input type="checkbox"/> Team Building	_____
<input type="checkbox"/> Group Dynamics	_____	<input type="checkbox"/> Time Management	_____
<input type="checkbox"/> Group Performance Evaluation	_____	<input type="checkbox"/> University Events	_____
<input type="checkbox"/> Icebreakers	_____		

Self-Evaluation for Group Advisors

The following questionnaire gives the advisor an opportunity to examine his/her role in the organization. Remember, *advising is an individual experience. You get back what you put into it!* Therefore, not everyone will answer these questions in the same way. You will determine what level of involvement is right for you and your group. It may be helpful to go over this evaluation with the group's officers to determine their expectations of you. We hope this exercise will help you evaluate your experience and give you some ideas for the future.

Some Objective Questions:

- | | | | |
|---|---|-----|--|
| T | F | 1. | I attend most of the meetings held by the group. |
| T | F | 2. | When I am unable to attend, I promptly learn from the officers what transpired at the meeting. |
| T | F | 3. | I meet with the officers prior to the meeting to help plan the agenda. |
| T | F | 4. | I usually attend or make an appearance at each program sponsored by the group. |
| T | F | 5. | I work with the treasurer of the group to ensure fiscally responsible practices. |
| T | F | 6. | I am sensitive to the group dynamics of this organization, i.e., sub-groups, cliques, difficult members. |
| T | F | 7. | I feel that I meet the responsibilities I agreed to assume as the advisor. |
| T | F | 8. | I enjoy my relationship with members of the group. |
| T | F | 9. | I enjoy my participation with the group. |
| T | F | 10. | My contributions and performance as advisor are valuable to the group. |

Some Open-Ended Questions

1. I feel I could improve my contributions to this group by...
2. A group member I would like to encourage to become more active in the group is...
3. One way I could encourage that person to become more involved is...
4. A factor external to the group affecting the amount of time and energy I devote to the group is...
5. A factor internal to the group affecting the amount of time and energy I devote to the group is...
6. Of all the group activities I have participated in, the one I value most has been...

Organization Registration

All organizations functioning on the Lawrence campus of the University of Kansas are encouraged to register with the University. Registration extends official identification as an affiliated group, allows use of designated University facilities and services, and provides for coordination and communication of the group's activities with the campus administration and other organizations.

Organizations must be established for purposes that are legal, consistent with the broad educational aims of the University, and in accord with the regulations, guidelines and policies of the University, the City of Lawrence, and the State of Kansas. Registration implies University endorsement of, and responsibility for, any of the activities of the group on or off the property of the University.

Student Group registration is now done online! Every group must register every year that it is active! A group's registration is on file in the Student Involvement & Leadership Center, and is good from July 1st through June 30th of the following year. Groups then need to re-register with Student Involvement for the next year. Organizations are registered with the University of Kansas through the Student Involvement & Leadership Center, 400 Kansas Union. In order for an organization to register with the University a group will need:

Online Registration Information

An organization must re-register its group each year with the Student Involvement and Leadership Center. To re-register your group, go to <http://apps.ku.edu/~silc/> to login to the Online Student Organization Management System. In order to login, you must have a personal KU user id and password.

1. If you were an officer/advisor for the previous year, you will see the groups you were affiliated with, once you login.
2. If you were not an officer/advisor for the previous year, you will not see any groups listed when you login, and will need to click one of following:
 - a. If you are registering a brand new group, click on "Register Your Organization."
 - b. If you are re-registering your group, click on "Change Your Organization's Officers with the Change of Officer Form."

Note: In order for an application to be submitted correctly, an organization must have a minimum of three members (in addition to an advisor).

To register, you can go to our website at www.silc.ku.edu. On the left-hand side, you'll see a link that says "Get Involved." Hover over that, and the third link down states "Manage/Register Groups." Click there to start the online process.

- A). One person will enter information into the online form, and click submit at the bottom (phone numbers, emails, etc are needed to complete this process)
- B). The people you entered on the online form will receive an email that they will need to confirm their status as an officer/advisor
- C). When all four people have confirmed their status as an officer/advisor, then your group will be ready for approval
- D). When SILC approves your registration, the president and advisor will be sent a confirmation email stating you're approved for the current school year.

- A name and a statement of purpose for the organization;
- To be a not-for-profit organization;
- To provide Student Involvement with a current list of the names and addresses of officers and advisors (or university liaisons, where applicable);
- An advisor who is a member of the faculty or professional staff of the University, or is approved by Student Involvement if the group is a *Student* or *Campus* organization; or a faculty or staff member who will agree to act as a liaison between the University and the organization, if the group is a *Community* organization;
- To sign the registration form that the group will adhere to all applicable Regents' and University regulations affecting registered organizations and, in particular, the *Regents' Policy on Nondiscrimination in Organizational Membership*.
- To produce a copy, if asked, of the organization's charter, constitution or bylaws, including the charter, constitution or bylaws of any organization external to the University with which the group is affiliated.

The Student Involvement staff reviews each organization's registration materials and determines the group's eligibility to register with the University of Kansas. Registration status is granted administratively by Student Involvement after verification of officer and advisor status.

Any organization denied registration status would be so advised in writing and/or email. Groups wishing to appeal a decision about registration status should submit a written petition to the Office of the Vice Provost for Student Success, 133 Strong Hall, 864-4381. The petition will be reviewed by three representatives of the Student Senate Executive Committee appointed by the President of the Student Body. This group will present their recommendation to the Office of the Vice Provost for Student Success.

The Student Involvement & Leadership Center maintains a complete file of registration materials throughout the academic year in which the registration is active. A record of the *University of Kansas Organization Registration* form for every registered group will be maintained for historical purposes.

Organization Classifications

The following types of organizations are eligible to register with the University of Kansas through the Student Involvement & Leadership Center:

Student Organizations:

A group shall be defined as a student organization if at least 75% of the members are currently enrolled as students, and the officers of the organization are currently enrolled students.

Campus Organizations:

A group shall be defined as a campus organization if at least 75% of the members are from the University community, including currently enrolled students, staff, or spouses of these persons. The officers of the organization must be members of the University community (students and/or full-time faculty/staff).

Community Organizations:

A group shall be defined as a community organization whose stated purpose benefits both the Lawrence and University communities. Community organizations are encouraged to register with the University if they feel that their programs and services are beneficial to members of the University community.

Benefits to Registered Organizations:

Registering with the Student Involvement & Leadership Center entitles organizations to a number of benefits. The current available facilities and services are listed below by category. These facilities and services will be periodically reviewed, and organizations will be advised of any revisions.

Eligible Organizations

1. Use of the University name in the organization's title:

- However, the University cannot permit its image (name) to be used in any commercial announcement, commercial or artistic production, or in any other context where endorsement of a product, organization, person, or cause is explicitly or implicitly conveyed.

**Student
Campus**

2. Request student activity fee funding:

- Student and Campus groups may request funding through the established Student Senate funding process; Community groups may request consideration of a contractual arrangement with the Student Senate.

**Student
Campus
Community**

3. Use of University facilities:

- Schedule meeting rooms, public auditoriums and other designated spaces. Community Organizations may schedule meeting space in the Kansas and Burge Unions.
- Request office space, work station space, locker space, and/or mailbox in the student organizations area in the Kansas Union.
- Schedule the Information Booth located on Jayhawk Boulevard for information and/or sales purposes.

**Student
Campus
Community**

4. Use of University Services:

**Student
Campus
Community**

- Inclusion in University publications with the Student Involvement & Leadership Center.
- Publicize activities through University Events Committee.
- Request a table for the Fall semester Organization Information Fairs.
- Receive information materials from the Student Involvement & Leadership Center regarding University procedures, policies, and activities.

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- Establish a checking account at no charge with the Comptroller's Office.
 - Establish an e-mail and/or web page account with Academic Computing Services.
 - Establish a mailbox with the Student Involvement and Leadership Center, and utilize University staff and programming resources.
 - Use of campus mail for official business of the organization in accordance with established university and state policies

**Student
Campus**

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- Receive reduced advertising rates from the *University Daily Kansan* and KJHK radio station.
 - Receive food services discount rates on self-service refreshments from the Kansas and Burge Unions for use at the Unions only.
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**Student
Campus**

Handling Emergencies

The first step in any emergency is to insure that all persons are safe and to call/send for assistance, if needed. In the event of an emergency, please contact the Office of the Vice Provost for Student Success at 864-4060 (Monday through Friday, 8:00 a.m. through 5:00 p.m.), or after business hours by calling the **on-call emergency number at 785-766-9548**. All necessary notification will be handled by medical, emergency service or University personnel.

If the press should contact your organization, only the president or advisor should speak for the group after consultation with the Office of the Vice Provost for Student Success (864-4060). With the help of University personnel, a statement will be prepared. Do not release any incident details, locations, or names until you have consulted with the Office of the Vice Provost for Student Success.