

2012 RIT CLUB ADVISOR HANDBOOK



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Dear Advisor:

Welcome Aboard!

Thank you for considering being an advisor of a student club at RIT! Our clubs are engaging, full of potential, and most of all fun! Regardless of your experience, advising is a great opportunity to work with students in a capacity outside of the classroom, and to guide them in building upon their leadership potential.

The expectations of advisors are based upon several premises. Faculty and staff members are generally familiar with the policies and procedures of RIT, and therefore can assist students in the accomplishment of goals and objectives by helping them to work effectively within the framework of our community. Advisors can aid in growth and leadership, help with both transition and continuity between the shifting of academic years, and contribute to the total education and leadership ability of our students. Many ask the question of what being an advisor entails, and the answer is simply that as an advisor you have an active role, **but not a controlling one**. You have the responsibility of promoting student growth and education, helping our students to enjoy their work, but also realizing the success and failure of the group should **belong** to the group and the advisor should provide an atmosphere for learning and educational conversations to occur.

Therefore again – thank you for considering to be an advisor for our student clubs; and if you ever have any questions please feel free to contact me or anyone in the Club Center to help you provide the best possible support and guidance for your group. Your willingness to help our students succeed is much appreciated, and I look forward to working with you this year! It’s going to be great!

Sincerely,

Sarah Griffith
Assistant Director for Clubs & Community Outreach
Center for Campus Life
sbgccl@rit.edu

CONTACT INFORMATION

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RESOURCES AND REFERRALS

Club & Advisor Issues

Sarah Griffith, 475.6128, sbgccl@rit.edu

Club Recognition | Club Review Board

Clubs Graduate Assistant, 475.4483, clubs@rit.edu

Competitive Sports Club Federation

Clubs Graduate Assistant, 475.4483, clubs@rit.edu

Additional Funding – Student Government | Club Travel

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Club Budget Questions

Carol Giuliano, 475.5798, cagccl@rit.edu

Event Registration Procedures | Marketing

Becca Delaney, 475.7651, radccl@rit.edu

Leadership Training - RLI

Molly McGowan, 475.6171, mtmccl@rit.edu

Risk Management

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Van Usage – Student Government

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THE BASICS

WHO CAN be an advisor?

Every club at RIT must have an advisor that is either a **current full time faculty/staff** that is well-informed (institutionally and within the individual club/organization) and involved in club activities and dealings. Adjuncts and part-time staff or faculty cannot be advisors; although they can assist in the club as a co-advisor.

WHAT IS an advisor?

Advisors wear a variety of hats within the organization they advise. The advisor is a volunteer mentor of the organization that provides direction, advice, guidance, and stability to the members and officers in order to develop cohesion and involvement.

WHY BE an advisor?

Advising a club can be a very rewarding experience. Working with students outside the classroom allows faculty and staff the ability to share information and resources, and encourage student development. This close interaction with students allows advisors to promote leadership, ethics, teamwork, diversity, and self discovery –which are invaluable to students when they leave RIT.

EXPECTATIONS

Advisors will develop their own styles for interacting with their club depending on the executive board's needs, the status of the club, its purpose, activities, etc. In addition to this regular involvement, advisors are held to the following expectations:

- ✓ Communicate regularly and effectively with club members, officers, and Staff
- ✓ Make sure proper documentation is submitted properly and on time
- ✓ Make every effort to meet with your executive board during their regularly scheduled meetings (or as often as necessary)
- ✓ Oversee club meetings and supervise activities (especially major events/programs) when possible
- ✓ Explain and represent institute policy/procedure
- ✓ Offer financial advice (in accordance with Club Financial Office policy)
- ✓ Provide continuity for the club through the years and assist with executive board turn-over and new officer training
- ✓ Approve financial and club documentation paperwork
- ✓ Assist the treasurer in the monitoring of and adhering to the club's budget
- ✓ Assist club officers in the planning, promotion, and facilitation of events/activities
- ✓ Engage in annual planning (budgets, calendar, goals, etc.)
- ✓ Act as a resource and liaison to institute staff and convey problems, successes, questions/concerns as necessary
- ✓ Be familiar with national structure, services, and procedures (if applicable)

- ✓ Know your group's limits and help students find a balance between activities and academic responsibilities
- ✓ Maintain consistent contact with the Club Staff and Campus Life
- ✓ Attend as many advisor trainings and meetings as possible

RESPONSIBILITIES TO THE INSTITUTION

Communicating with Club Staff

Having a strong relationship with the RIT Club Staff is important for the advisor and the success of the organization overall. It is the responsibility of the advisor to make sure the club is performing adequately and to remain in contact with club administration.

Advisor Recognition Form | Background Check

Starting fall 2012, all clubs are required to complete an Advisor Recognition Application for the Center for Campus Life. This form will be automated and available online at clubs.rit.edu. During the summer, Human Resources will also send out a mandatory background check requirement that needs to be completed prior to beginning advisor responsibilities.

Resignation or Absence of an Advisor

A club advisor may resign at any time; but whenever possible the retiring advisor should give assistance to the club in locating a new advisor. Clubs are allowed a one quarter "grace period" during which the Club Coordinator will serve as a temporary advisor. During this period clubs are advised to keep the Club Coordinator informed of all important matters and obtain approvals when necessary until a permanent advisor can be found. If an advisor has taken a leave of absence or is on sabbatical, the club needs to find a temporary advisor for the period that the regular advisor is away. Whenever a transfer of student records, properties, etc. cannot be delivered to a new advisor directly they may be left temporarily at the Club Center.

Risk | Harm | Hazing

Anticipate "foreseeable harm"

- ✓ Review planning and publicity prior to events – do you foresee any kind of danger or harm to individuals, or the Institute should they arise? (Consider issues such as transportation, physical risk or damage, cost, lodging, alcohol, etc.) Is the name of RIT included in the activity? How will this negatively or positively impact?

Act with reasonable care

- ✓ What would a reasonable person in a similar position do in this situation? Advise the leaders to action – but DON'T take over; that's not your role! Communicate possibilities and concerns, and ask what has been planned to handle each concern.

Duty to warn

- ✓ If an event appears to have foreseeable harm, warn the leaders of the risk and their duty to take action (e.g. alter or remove the danger, plan how to forewarn members of the risk, eliminate the event if it does not serve the RIT name well). Utilize the Club Center resources and individuals and keep them informed of any potential conflict with event – you can contact the club staff at sbgccl@rit.edu

Hazing

- ✓ RIT is committed to the professional and personal health and wellness of all our college students, especially including our NCAA and club sports athletes. Hazing of any sort will not be tolerated and subject to Judicial Review by the Student Conduct Board. For the complete RIT Hazing Policy please visit <http://ritathletics.com/documents/2007/9/10/Hazing%20Policy.pdf> . For further information about how to build positive teams, and what to look for with hazing please visit <http://ritathletics.com/sports/2007/9/3/atl090307.aspx> .

DVD/VIDEO COPYRIGHT LAW

Federal copyright law restricts the use of DVDs/videocassettes for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. Videos or DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency.

USING INSTITUTE LOGOS/TRADEMARKS

RIT has registered its names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. The use of the Institute's marks on a website or t-shirt is also protected by federal trademark laws. For club t-shirts, all t-shirt designs/logos need to be pre-approved by Sarah Griffith (sbgccl@rit.edu) before ordering. The use of the RIT name is required on all t-shirts, flyers, etc. used when advertising club purposes, and there are restrictions on the RIT tiger as well. The RIT Athletics Tiger is unable to be used by the students without prior approval from University Publications. Please refer to the University Publications page when consulting your group about what is appropriate and what is not.

CLUB BUDGET PROCESSES

STUDENT GOVERNMENT FINANCE COMMITTEE

Clubs are able to request Additional Funds through the Student Government Finance Committee. Any questions should be directed to sgfin@rit.edu – to apply for Additional Funds an application can be found in Student Government, or on their webpage.

Finance Committee will fund:

- ✓ Events open to entire RIT community (not including travel)
- ✓ Cultural food (must contribute to awareness of culture)
- ✓ Up to \$500 for banquets
- ✓ Up to 50% of travel costs if you are representing RIT directly
- ✓ Gas and vehicle rental costs
- ✓ Guest speakers, artists, or performers fees and traveling expenses
- ✓ Up to \$500 for gifts or prizes (Rare circumstances)
- ✓ Equipment or material (given have proper storage space)
- ✓ Reimbursement for expenses
- ✓ Internal services (FMS, ETC, Tech Crew, etc.)
- ✓ Support activity for fundraising for charity events

Finance Committee will NOT Fund:

- ✗ Food
- ✗ Mileage for personal vehicles
- ✗ Uniforms
- ✗ T-shirt purchases
- ✗ Cash prizes (They are prohibited)
- ✗ Tax on a reimbursement
- ✗ Reimbursement of an advisor, faculty, staff
- ✗ Donations to charity directly

CLUB CENTER RESOURCES

Club Center Mailboxes

All clubs have access to their own mailbox accounts right in the Club Center. The clubs can have mail sent to the Club Center to be stored in the mailboxes until pick-up, and incentives are run and placed in the mailboxes on a rotating basis.

Club Interest Fairs

Throughout the academic year there are four Club Interest Fair days in the SAU lobby, 10am-4pm. These are days that clubs can request the use of a table in the space to advertise their clubs. Please find the listing for these dates at the end of this document.

Budget Tokens Program

For every financial transactions that are completed accurately and fully in the Club Center, the club gains a token. Once the club reaches ten transactions done well and receives 10 tokens they automatically receive \$20 to their club budget account!

Free Copies

Clubs are provided 175 free, black/white one-sided copies at the HUB. To acquire these copies a blue Expense Approval Form (EAF) needs to be filled out, signed by the advisor, and handed in at the Club Center during business hours.

Free Marketing

As a service of being a recognized clubs, members are able to apply to have marketing materials processed for them, flyers made, logos, banners, postcards, and more! Better yet – they even HANG the promotional materials for you! To request marketing to be completed for your club, please visit campuslife.rit.edu, and on the right hand side “Staff Artist Request”.

Club Space | Storage

Limited space is available for clubs looking for small-large storage needs. Clubs should contact the Clubs Graduate Assistant at clubs@rit.edu, or visit the Club Center, to apply for space.

Club Chat Newsletter

A monthly digital newsletter is compiled and distributed by the Club Center staff throughout the academic year. The newsletter features articles about spotlight clubs, pictures from club events, and information about upcoming requirements and opportunities. The newsletter is a great way to have club needs advertised.

Club Email | Webpages

All clubs are provided with the opportunity for an RIT email account and @rit.edu webspace. To apply for this, a Computer Account Request form needs to be filled out in the Club Center and signed off on by Sarah Griffith, who oversees the clubs. Beginning fall 2012, all clubs will be required to have a general club email on file. This is a free and included service with becoming a recognized club.

CHARACTERISTICS OF A SUCCESSFUL ADVISOR

YOU ARE A . . .

Mentor – An advisor is more than just a figurehead for the club and a reference for the executive board. Often, students seek out advisors for issues both relating to club practices and those of a more personal nature. Be prepared to make lasting connections with students, challenge them intellectually/emotionally, and encourage leadership in the organization. Always be a guide to the organization and the executive board and understand needs/perspectives of all those involved.

Team Builder – An advisor is, often, the glue that assists in holding the organization together and assists in creating cohesive teams and building positive relationships.

Conflict Mediator – Sometimes, when necessary, the advisor must step in and hold the role of mediator with members or leaders who have different agendas, opinions, goals, etc. The advisor is expected to be unbiased and represent what he/she feels is best for the organization/its members.

Educator/Interpreter of Policy – As a representative of RIT administration, an advisor may have to interpret and intervene when institute policy is in question. In these instances, the advisor is expected to guide the group within these standard operating procedures and notify appropriate authorities of any activities that may occur outside institute policy.

Motivator – A key role of the advisor is to motivate students to excel, carry out their plans, set stretch goals, and dream big! As a motivator, advisors should encourage the club to continue with their goals despite failures and always offer constructive feedback/support.

YOU ARE NOT . . .

Uninvolved – As stated in “Expectations” (below), an advisor is expected to attend events on an as-available basis and is required to attend executive board meetings as necessary to provide guidance.

Controlling/manipulative – An advisor is NOT the leader of the group. As an advisor, it is crucial to remain unbiased and look out for the well-being of the group despite the advisor’s beliefs.

Omnipotent – Advisors are not expected to know everything. If the advisor utilizes this handbook effectively and communicates with the Club Staff, however, the advisor should be able to provide enough guidance to point the club/organization leadership in the right direction.

Just there to sign paperwork – The advisor is not just around to sign club documentation and requests for financial resources. The advisor should know the inner workings of the club and have a strong idea of past initiatives, present standing, and future goals. If the advisor notices that they are not being as involved as they should, it is their responsibility to approach the club leadership or (if necessary) the Club Staff to intervene.

ADVISORS SHOULD BE:

- Communicating regularly and meet at least once a quarter with your executive board members

- You're NOT just a signature on a paper – always check to see what paper you are signing!
- Make sure your students have your most up-to-date information for contacting you! If you're going to be out, let them know so they're not waiting on you
- Try to attend at least one meeting or event a quarter, to show your club support
- Look for a co-advisor! Advising can be fun but to help find balance at busier times it's nice to have someone else the students can rely on!
- If you're unsure – ask! Email Sarah Griffith at sbgccl@rit.edu with any club or advising questions you may have!
- You can advise more than one club at a time!
- If you don't hear from your club don't assume they're doing well – make the intentional effort to outreach to the members to see where the club is at and to try and set up a meeting to touch base

TOOLS FOR A SUCCESSFUL ADVISOR: THINGS YOU'LL NEED CHECKLIST

- ✓ **Organization constitution/by-laws** (the Club Center has these on file if you'd like to review your club's constitution. New clubs are required to work with their advisors to establish these)
- ✓ **Contact list of officers/members**
- ✓ **Club Center "Important Dates to Remember"** (Available at the end of this manual)
- ✓ **Calendar of club events**
- ✓ **Required Paperwork** (Online on clubs.rit.edu, under Resources, the required paperwork is due for all clubs. These include waiver forms, Club Recognition Packets, Budget Paperwork, etc.)
- ✓ **History and understanding of club/organization** (Can be achieved by speaking with Club Staff and student executive board)
- ✓ **Club Policy Handbook** (available online at the clubs.rit.edu webpage under the "Resources" tab; this document contains everything an officer could ever need to know about managing their club)
- ✓ **Club Finance Manual** (available online at the clubs.rit.edu webpage under the "Resources" tab; this document has information about Club Center financial procedures – i.e. budgeting, travel accommodations, etc.)

- ✓ **Individual Focused Meetings** (advisors are encouraged to contact Sarah Griffith, Club Coordinator sbgccl@rit.edu, to set up a focused intentional meeting to discuss role as advisor and questions)
- ✓ **Understanding of Club Center** (it is encouraged all advisors are aware of the services provided through the Club Center, and make sure they take an opportunity to visit the center to know where students come)

ESTABLISHING A GOOD RELATIONSHIP

Executive Board

Having a strong relationship with the leadership of your club/organization is crucial to success as an advisor. Above all else, it is important to have a clear understanding of the organization's goals and the roles of all individuals in the organization. As well, there is a great deal of turn-over every year between executive board members, and it is imperative that the advisor follow up with graduating members to make sure they're aware of who new students coming in are.

Encourage open dialogue and make sure that both the executive board and the members understand that you are there to assist in guiding the organization to accomplish its goals and provide support – not just the executive board members count, or need support! Someday, members WILL be executive board themselves! There should be a clear understanding of roles, responsibilities, and agendas within the organization and within the structure of the Club Center.

In addition to these tips, be sure to do the following:

- Encourage open dialogue with both members and officers
- Have a clear understanding of expectations
- Encourage membership and executive board to develop specific, manageable goals and look to the future; support these goals
- Allow for failure and learning to occur
- Respect all in the group and encourage feedback to be given both to the officers from the advisor and vice versa

For effective goal setting:

- Begin early in the year
- Ask the group: What is our purpose? What are we hoping to accomplish? Use probing questions to evaluate how well the group feels they performed previously, what can be improved, etc.
- Use consensus to develop group norms and goals

REMINDERS: THE DO'S AND DON'TS

The Do's and Don'ts of Advising

- ✓ DO serve as a resource for the organization
- ✓ DO suggest ideas and goals
- ✓ DO serve as a personal and professional role model
- ✓ DO interpret institute policy/procedure
- ✓ DO exemplify leadership
- ✓ DO allow group to succeed AND fail to learn from their mistakes!
- ✓ DO advise group decision-making and provide consistency
- ✓ DO provide continuity and structure to organization
- ✓ DO trust yourself and the group
- ✓ DO have a sense of humor and have FUN with the students! ☺

- ✗ DON'T control the group/organization
- ✗ DON'T hold veto power over decision
- ✗ DON'T pretend to "know it all"
- ✗ DON'T be the sole recruiter/marketer
- ✗ DON'T break promises
- ✗ DON'T manipulate the organization toward your own goals

FREQUENTLY ASKED QUESTIONS

Q. Who can be a club/organization advisor?

A. Anyone! The only requirement is to be a faculty/staff member and agree to fulfill the responsibilities within this document and listed through Student Government. At the beginning of the year, the advisor has to complete an online automated form as well.

Q. What documentation needs to be on file for my club to stay "active"?

A. Every year, a club must submit a Club Recognition Form online at the clubs.rit.edu website to be officially "recognized." If they fail to do this, their club is put on Hold and therefore they are unable to hold events and to continue acting. In addition to this, every club must have a constitution/by-laws on file within one year of operation, must submit a budget proposal in April, and fill out a yearly report at the end of the year. Email notification and reminders will go out well in advance of these deadlines.

Q. What is my liability/risk associated with being a club advisor?

A. If a club advisor is acting to the best of their knowledge and not violating any institute policies/procedures (or knowingly turning a blind eye to operations that might do so), the advisor has no liability. If there are any questions in this regard please direct them to the Club Center or Center for Campus Life.

Q. How does my club plan an event?

A. Members of clubs need to be proactive when considering event planning. Events should be planned at least 2-3 weeks in advance. Consideration needs to be given to what type of event the club is looking to hold, what the needs and amenities are, and what budget considerations need to be taken into effect.

Q. Can I travel with my club?

A. Advisor expenses cannot be covered by club funds – as this position is voluntary, the advisor assumes any travel related costs.

ADVISOR INVOLVEMENT EXPECTATION RATING SHEET

Have every member of the club complete this exercise. It is designed to gauge the members' perception of your level of involvement. Different activities and events can change to suit those of your organization. Please circle the number that best represents your impression of your advisor's level of involvement.

	Low Involvement			High Involvement		
1. Attendance at weekly meetings	1	2	3	4	5	6

Comments:

2. Speaking during weekly meetings	1	2	3	4	5	6
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Comments:

3. Attendance at monthly activities	1	2	3	4	5	6
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Comments:

4. Making decisions for the club	1	2	3	4	5	6
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Comments:

5. Available to meet with members	1	2	3	4	5	6
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Comments:

6. Assist in preparation of events/travel	1	2	3	4	5	6
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Comments:

7. Other:

ADVISOR EXPECTATIONS CHECKLIST

CLUB: _____

Listed below are some expectations which can be negotiated between student leaders and their advisor. The form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. The advisor and the officers of the club should rank the following items (1-5, 1 reflecting something that is NOT the role and 5 being an essential duty) and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish WHOSE responsibility it will be.

RATING:

- 1 – NOT an advisor duty
- 2 – Option Duty
- 3 – Occasional Duty
- 4 – Essential Duty
- 5 – More of a student duty

	Take an active part in formulating the goals of the group
	Take the initiative in developing teamwork and cooperation among the officers
	Be responsible for planning leadership skills workshops
	Attend general meetings
	Call meetings of the executive committee when believed to be necessary
	Attend all group activities, meetings, events
	Meet with the president before each meeting
	Help the president or other officers prepare an agenda for meetings
	Be quiet during general meetings unless called upon
	Speak up during discussion when the advisor thinks the group is making a poor decision
	Initiate ideas for discussion when the advisor believes they will be helpful
	Veto a decision when it violates a stated objective, bylaws, or RIT policy
	Check all official correspondence before it is sent out
	Mediate interpersonal conflicts as they may arise
	Let the group thrive or decline on its own; do not interfere unless requested
	Let the group work on its own problems; allow for mistakes and “doing it the hard way”
	Be familiar with RIT resources and procedures that affect the group
	Explain RIT policy to the entire group and when relevant to discussion
	Take an active part in the orderly transition of responsibilities between officers

CLUB IMPORTANT DATES 2012-2013

Tuesday, September 4, 2012	Club Center Open House (for staff, faculty & students) 5:00PM-6:00PM, Club Center (Come see the updates we've made, and meet our new staff!)
Wednesday, September 12, 2012	Club Mixer: Advisors & Students 5:00PM-6:30PM Campus Center, Rooms 2610/2650 Meet your advisor, Club staff, and get questions answered!
Friday, September 14, 2012	** Club Waivers DUE by 4:30pm TO: Brennan Coon, Student Life Center *For sports clubs and active clubs
Wednesday, September 19, 2012	**MANDATORY All-Clubs Meeting Campus Center Bamboo Room, 6:00-7:30pm Attendance is MANDATORY for all clubs (one member per club)
Friday, September 21, 2012	Club Interest Fair#1 SAU Lobby, 10:00am-4:00pm Email Sarah (sbgccl@rit.edu) for a table
Monday, October 1, 2012	**Club Constitutions & Club Emails Due If your club already has both on file, you're all set. Need to email clubs@rit.edu your Club Constitution and Club Email (NOT a personal student email) by 5:00PM.
Saturday, October 6, 2012	Club Leadership Training Day (iLead) 8:00AM-5:00PM, Campus Center Details to Come
Friday October 12, 2012	** Club Recognition Packets Due (Required) (online only at campuslife.rit.edu) Clubs who do not meet this deadline will be placed on hold until the packet is received
Friday, October 26, 2012	Club Interest Fair #2 SAU Lobby, 10:00am-4:00pm Email Sarah (sbgccl@rit.edu) for a table
Wednesday, December 12, 2012	** MANDATORY All Clubs Meeting Campus Center Bamboo Room, 6:00-7:30pm Attendance is MANDATORY for all clubs (one member per club)
Friday, January 25, 2013	Club Interest Fair #3 SAU Lobby, 10:00am-4:00pm Email Sarah (Sbgccl@Rit.edu) for a table
Friday, February 15, 2013	Clubs Got Talent Ingle Auditorium, 6:00PM-8:00PM Enter your club for a chance to win \$500 AND MORE!
Thursday, March 14, 2013	** MANDATORY All Clubs Meeting Campus Center Bamboo Room, 5:30pm-7:00pm Attendance is MANDATORY for all clubs (one member per club)
Friday, March 22, 2013	LAST Club Interest Fair (#4) SAU Lobby, 10:00AM-4:00PM Email Sarah (sbgccl@rit.edu) for a table
Friday, April 6, 2012	Budget Proposals DUE by 4:30pm Details TBD Close to Due Date
Friday, May 3, 2012	End Of Year Reports Due (Form will be automated, online form. NO hard copies) Due by 5:00PM – details TBD

** marks requirements; if requirements not met club is placed on hold and must email sbgccl@rit.edu to have hold removed