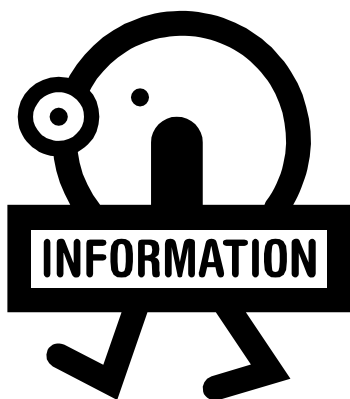


**CLUB
-and-
ORGANIZATION
ADVISOR'S
HANDBOOK
2008-2009**



Colby



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IMPORTANT CAMPUS PHONE NUMBERS

Switchboard	x4000
Admissions	x4800
Alumni Relations	x4310
Athletics	x4900
Bookstore	x5400
Campus Life	x4280
Career Services	x4140
Communications	x4350
Counseling Services	x4460
Colby Volunteer Center	x4150
Dean of Students Office	x4250
Dining Services	x5460
Financial Services	x4120
Health Center	x4460
Physical Plant Department	x5000
President's Office	x4600
Registrar	x4625
Security	x5530
Scheduling	x4735
Student Government Association	x4080
Student Programming Board	x4098

*Tell me and I'll forget; show me and I may remember;
involve me and I'll understand
- Chinese Proverb*

THE OFFICE OF CAMPUS LIFE

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A MESSAGE FROM THE OFFICE OF CAMPUS LIFE

One of the goals for the Office of Campus Life is to assist students, faculty, and staff in creating, planning, and implementing co-curricular educational, social, recreational, and cultural programs on the Colby College campus. The student clubs and organizations provide our students with leadership and skill-building opportunities. To be successful, each of these clubs and organizations needs an effective advisor. A skilled advisor assists student clubs and organizations as they plan events, work on projects, and hold meetings. More importantly, an advisor provides continuity from year to year due to changes in student membership.

This handbook has been created and established to provide support and resources to Colby's club and organization advisors. Additionally, it will guide you through your role as a student club/organization advisor. This handbook will give hints, tips, and general information necessary for club advisorship. If there is a specific topic you would like addressed, please contact us.

The Office of Campus Life team will be happy to work with individuals and groups at any time in planning activities or answering any questions you or the club/organization may have.

As a residential college, Colby's student life is focused in large part on campus and thrives on the creativity and initiative of student leaders representing over 100 clubs and organizations. These organizations are greatly varied and include clubs whose functions address religious, social, academic, political, service, activist, multicultural, and performing arts themes. These student leaders make significant contributions to the College and help in countless ways to shape the Colby experience for the entire community.

The Office of Campus Life exists to provide students with resources to extend their learning outside of the classroom atmosphere. CL strives to empower students with the necessary leadership skills, information, support, guidance and feedback to meet and surpass their co-curricular goals.

INTRODUCTION

PERSPECTIVE ON THE ROLES AND RESPONSIBILITIES OF AN ADVISOR

The advisor is an integral part of every campus club/organization. As a staff member of the College, the primary function of an advisor is to actively advise, counsel, and serve as a resource person. By making suggestions, comments, and asking questions, he/she can assist the organization in achieving that degree of mature thinking and considered action that tends to strengthen the organization and to assist it in fulfilling its objectives.

The advisor of all clubs and organizations officially recognized by the Student Government Association must be selected by the club/organization annually within the framework of its Constitution. The term of office of the advisor expires after the last meeting of the club/organization of that academic year. It is suggested that re-election of the present advisor or selection of a new advisor should take place immediately following the election of the new officers. A faculty, staff member, or administrator may serve as advisor to a club/organization for more than one year. It is suggested that class advisors, if possible, serve until the class graduates.

FUNCTIONS OF AN ADVISOR

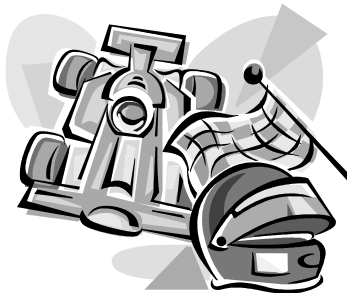
1. Encourage students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-direction, social, educational, cultural, and recreational activities.
2. Give guidance and direction as seen necessary. An advisor's role is "passive" in that they should not control the group's activities or finances.
3. Be familiar with the Campus Life website (most policies are listed online for access), the club's Constitution, management style, *Student Handbook*, and other procedural matters concerning Colby College's guidelines for clubs/organizations.
4. Assist with goal setting. There is a saying, "If you don't know where you are going, you'll probably end up somewhere else." A good advisor should make sure the group is aware of the importance of setting specific goals at the beginning of the school year. It's important to have the group keep in mind the ABC's of goal setting: **A**chievable, **B**elievable (the group wants to accomplish it), and **C**oncrete (specific and measurable).
5. Stress that work assignments are to be equally delegated to all members of the group. Removing the "few do it all" syndrome may require a little behind the scenes and individual involvement from the advisor.
6. Attend the meetings and all social functions of the organization, on and off campus, as necessary. **This is**

especially important if alcohol is being served. Having the advisor present at events reduces the liability of the College. Refer to the *Student Handbook* and the *Student Handbook* for the College's policies regarding such events. Follow-up with the group after a program to evaluate the effectiveness of the program.

7. Observe the "group process," meaning how the meetings work and how the group members interact with each other (e.g. who the dominant contributors are, who does not contribute, who does not stay on task, who gets too bogged down with the "minor details," etc.)
8. Discuss tactfully any student action which, in your opinion, would reflect poorly on the club/organization and/or the College. In the event that you, the advisor deems it necessary to disapprove some phase of the club/organization's activities, you should contact the Director of Campus Life and advise her of your disapproval, stating the reasons for disapproval of the activity.
9. Ensure (along with the treasurer of the club/organization) that SGA fiscal guidelines are followed (see *Treasurer's Guide*). Encourage all student members to attend the Treasurer's budget workshop at the beginning of each semester.
10. Be aware that the Director of Campus Life should always be consulted regarding contract negotiations. Contracts can **only** be approved by the Director of Campus Life or her designee. Never allow or approve a student to call for a contract.
11. Encourage student participants in the clubs/organizations to gain useful and valuable experience, but not at the expense or jeopardy of their academic responsibilities.
12. Confer periodically with the staff in the Office of Campus Life as to methods by which the organization might be

improved and by which the advisor might be more effective and involved. The Office of Campus Life can assist you with many resources, e.g. risk management, leadership resources, team building activities, and also locating talent agencies, providing information on bus companies, ordering tickets, printing promotional flyers, etc.

13. Stress the importance of students participating in leadership training programs sponsored by the Office of Campus Life .
14. Assist the group with a year-end evaluation of the organization.



THE OFFICE OF **CAMPUS LIFE**

The Office of Campus Life offers a variety of services to help promote and ensure the success of both the student clubs/organizations and you as an advisor.

Event Managers

Event Managers are trained Campus Life staff members who are assigned to certain events. During an event, an Event Manager serves as the representative for the Office of Campus Life and contact person for the sponsoring organization. Event Managers handle many tasks during events, including:

- ID checks at the door
- Preparation of cash boxes
- Payment of performers
- Problem solving
- Liaison between student group and hired services (entertainer, security detail, etc.).

Event Registration

In order to assist student organizations/clubs and campus departments more effectively, the Office of Campus Life requires certain types of events to be registered with the Office. (See below for outline of event types to be registered.) Before registering the event, it is helpful for the organization to have previously brainstormed potential dates, times, and locations for the event. Campus Life can assist in fine-tuning these details during the registration process.

The registration process is simple. Please see the insert for details.

Types of Events

Depending on the mission and Constitution of the group you advise, there are several types of events they may choose to plan.

Campus Life categorizes events according to the requirements necessary for them to be successful and safe. Below is a definition of event types, with requirements and information regarding each type. This list is not intended to limit event types, but rather to assist Campus Life, clubs/organizations, and their advisors in the event registration process.

Meetings: Established time when organization/club gathers to communicate. Information is created and distributed during this time. Usually occurs on a regular basis. Food may be served. No event registration is necessary for this type of event.

Standard Event: An event which does not occur on a regular basis and may involve room reservations, contract negotiations, budget processing, Dining Services, etc. involves registered student organization(s) sponsoring the event. Event registration is required.

Fundraising: Organization reserves a table/area for the purpose of generating revenue for the organization. No event registration required, *unless fundraising is through a standard event.*

Outdoor Event: Same as Standard Event, but has special requirements due to the nature of an outdoor event. Event registration is required. Special policies apply in consultation with the Associate Director of Campus Life/Director of Outdoor Education and Safety.

Off Campus Event: Organization-sponsored event utilizing off-campus location/facilities and special requirements. Event registration is required. Special policies apply.

Trip: Organization-sponsored event traveling to an off-campus location. Event registration is required. Special policies apply.

Late Night/Weekend Event: Organization-sponsored Standard Event which occurs late night or on the weekend and the hours of the event go beyond midnight. Event registration required.

Helpful Resources

Besides the Office of Campus Life there are many other offices that student clubs/organizations need to use over the course of the year.

- Athletics
- Office of Multicultural Affairs
- Physical Plant Department
- Dining Services/Catering
- Communications
- Security

Helpful Resources Continued-

- Student Government Association
- Dean of Students Office
- Counseling Services
- Health Center
- Scheduling
- Business Office

DESCRIPTION OF APPROPRIATE USE OF FUNDS

Each student organization has an expense fund allocated by SGA. Amounts in each fund are dependent on the activity of the organization/club. Although club funding does not require line items, the money must still be accounted for. All items purchased by club funds require appropriate receipts, invoices, vouchers, etc. It is not a personal checking account for club officers. Club funds do not roll over into the next academic year. All purchases are subject to the approval of the SGA Treasurer and the Director of Campus Life.

CLUB/ORGANIZATION FUND

The Club/Organization Fund is the budget generated from student fees each semester. This money is then applied to the various SGA-recognized student organizations and clubs. Monies from this fund are to be used on events and items that are **made available to the entire student population at Colby College**. The Club/Organization Fund does not roll over into the next academic year. Therefore, organizations who wish to spend remaining funds before the new fiscal year must complete purchases by the last day of programming of the current academic year. All purchases are subject to approval by SGA Treasurer and the Director of Campus Life.

FUNDRAISING FUNDS

Funds derived from fundraisers may be used for the sole purpose of club expenses. The monies may be used for, but are not restricted to:

- Club morale
- Appreciation and recognition awards
- Refreshments at a meeting
- Favors for events
- Travel/Conference
- Supplies

- Communication Expenses
- Printing costs/Publicity

FINANCIAL PROCESSES

There are a variety of methods for spending and generating funds. Each method has particular steps to follow in recording expenses and income. These steps assist Campus Life, SGA, and the Office of Financial Services in managing the funds. The guidelines for each are outlined below.

PURCHASE ORDERS

Purchase Orders are sequentially numbered forms used to purchase supplies and equipment. The vendor gives the payee the merchandise with an invoice, or bills the organization at a later date. The purpose of Purchase Orders is to eliminate out-of-pocket expenses for individuals. Since Purchase Orders represent money already spent, the amount should be deducted from the budget immediately.

Note: All P.O.s must be requested a minimum of 48 hours in advance. If this guideline is not followed, it may be impossible to have a P.O. available when needed.

Listed below are procedures to follow regarding Purchase Orders:

- Prior to requesting a P.O., you must identify the items and their cost or establish a maximum total that cannot be exceeded. It is good practice to have at least two estimates.
- A P.O. may be obtained only from the SGA Treasurer. The date, P.O. number, vendor's name and address, and the name of the organization will be recorded prior to issuing a P.O. A reminder: please specify the account from which you wish to draw the amount, because there are over 120 clubs/organizations.
- If a mistake is made and/or your organization decides not to use the assigned P.O., return it to the SGA Treasurer immediately. Accurate accounting of all P.O.s is necessary.
- Return all receipts to your organization's treasurer or the SGA Treasurer immediately to ensure prompt payment. Vendors will cease accepting P.O.s if payment is not made within a reasonable amount of time.
- Most local vendors accept P.O.s, while several large chains or franchise establishments do not. If in doubt, call the vendor before requesting a P.O.

A FEW GUIDELINES TO KEEP IN MIND

- The better the people in the group know and accept each other and the goals of the organization, the more productive the group will be. To assist in building group cohesion the group may want to socialize together on occasions (e.g. after meeting pizza parties, retreats, leadership workshops, etc.).
- People support what they create. People in the group will not be motivated if only a few in the group make the decisions. Encourage a group decision-making process and hold them to it.
- Group cohesion emerges from participation, cooperation, shared decision-making, and shared leadership. Encourage all of these.

EVALUATION OF THE GROUP

At the end of the year, the advisor may find it helpful to do a mini-needs analysis of the group as well as a review of the group's activities over the past year to have it on file for the following year.

Items to be noted:

- Measure success of activities held and the number of activities (too many or too few). Utilize written evaluations to aid in future program planning (the group as well as the Office of Campus Life should have these on file).
- Analyze the growth of the group as a whole and any returning members.
- Consider your role as the advisor of the group— Did you give too much or too little feedback? Were you too passive or too active?

Please forward this feedback on to the Office of Campus Life for our files

FINAL NOTE

Some points to remember as an advisor:

- Remember that there is a difference between advising and supervising.
- Provide advice when called upon.
- Teach techniques of good leadership and fellowship.
- Provide continuity with the tradition and history of the group without hindering new ideas.

- Ensure the College's policies are respected.
- Promote members' development of self-discipline and responsibility.
- Supply the organization/club with information, expert knowledge, and insight gained through experience.
- Although clubs are ultimately student-run and exist for the enjoyment and involvement of students, faculty and staff involvement with clubs is very welcome and highly encouraged!

FREQUENTLY ASKED QUESTIONS

If someone from the club/organization wants to reserve a room, where would they go?

Please send a student representative to the scheduling office and speak with Karen Farrar Ledger, located on the first floor of Eustis, or use the Event Placement form available online at http://www.colby.edu/news_events/calendar.

If there is a question on billing or financial paperwork, where would I send a student?

David Metcalf, SGA Treasurer, SGA Office, Pugh Center
Shannon Hogdgon, Secretary, Office of Campus Life located on the second floor of Cotter Union.

If the club/organization has questions about posting advertisements, where would I find the answers?

You can find the posting policies on the Campus Life webpage as well as in the *Student Handbook*, or contact the Office of Campus Life.

If the club/organization wants to plan a trip, what forms need to be filled out?

They first need to get the trip approved by the Office of Campus Life. Each person going on the trip needs to sign a waiver form before getting on the bus or other vehicles.

If the club/organization wants to bring a speaker/artist to campus, whom do I contact with contracting questions?

The Director of Campus Life must be consulted before a contract is requested from any speaker/artist. The Office of Campus Life is located on the second floor of Cotter Union

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<http://www.colby.edu/stua>

2008