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Introduction

Dear RSO Advisors,

Welcome and congratulations for serving as an advisor for one of our 280+ Registered Student Organizations (RSOs) on Southern Illinois University Carbondale's campus. We in the Office of Student Engagement would like to say thank you for taking on another leadership role on our campus by working with our students. We thank you for taking the time to advise, coach, listen, mentor, guide, and educate our students here on campus.

We can all agree that education is the central component of why we are all here at SIUC whether that is as a new staff member or a tenured faculty member. As an advisor, you have the opportunity to help guide our student leaders while offering them new areas of personal and academic growth.

Participation in student organization is voluntary, as well as a faculty or staff members' decision to serve as an RSO Advisor. In the course of planning and implementing organizational activities, Registered Student Organizations (RSOs) need information on the use of university facilities, budgeting, planning techniques and a myriad of special arrangement concerns.

This handbook is intended to complement the Registered Student Organization Handbook which provides complete information regarding university policies that relate to student organizations. It is available through the Office of Student Engagement's, www.getinvolved.siu.edu. Please feel free to contact us at rsohelp@siu.edu!

Purpose

The advisor relationship can be an integral part of an organization's success. The purpose of this handbook is to help advisors navigate the resources available to them. Advisors are important to Registered Student Organizations (RSOs) not only because they are role models to students, but also because their involvement in the organization itself provides a learning experience that is transferable to situation beyond college.

This content should enhance the advisor's effectiveness, rapport with students, and overall enjoyment of the advising experience. RSOs at SIU Carbondale are designed to provide opportunities for student involvement. These opportunities contribute to the growth and development of students within an enriched environment. contribute to the growth and development of students within an enriched environment.

Can I be an Advisor?

To be an RSO advisor, the following requirements must be met:

1. Must be a full time, faculty or staff of SIU
 - 1.1.Exception 1: Campus Ministers who hold the designation of Adjunct Staff/Student Affairs are eligible to advise Religious Groups. Additional paperwork must be completed. (Graduate students with or without graduate assistantship appointments are not eligible to serve as a primary Advisor).

Role of an Advisor

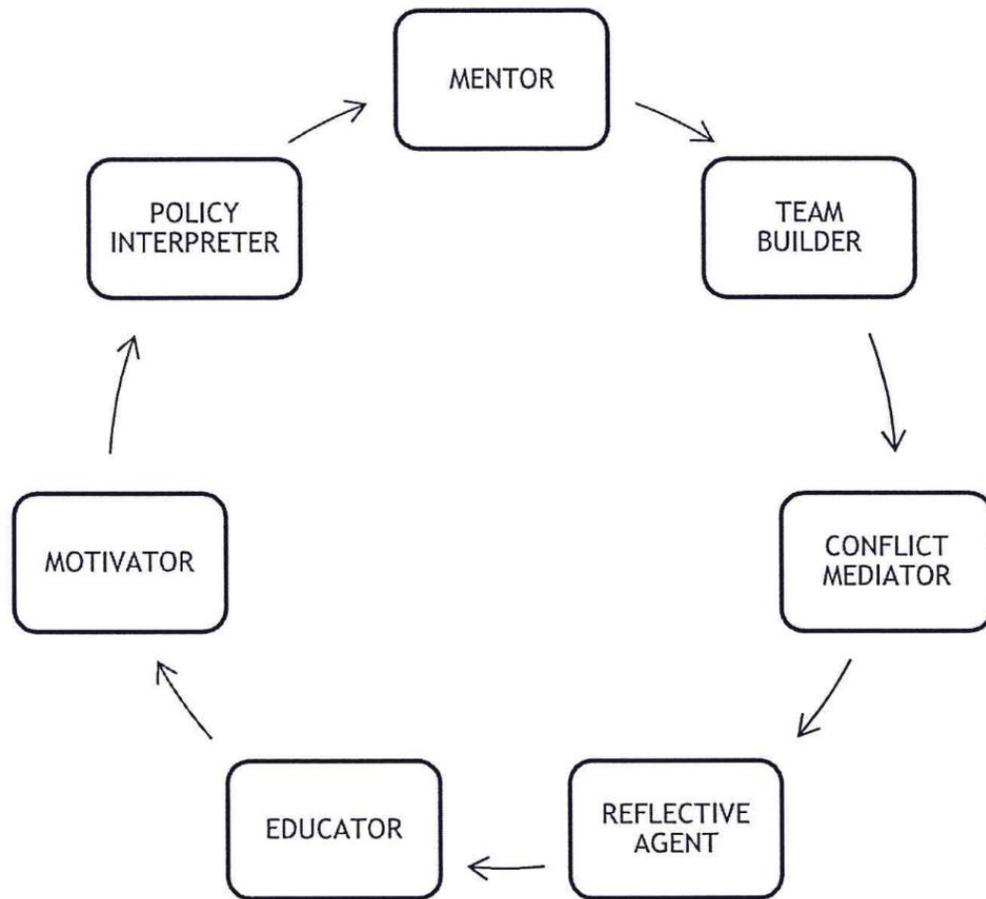
The role of the advisor will vary based on the needs of the individual student organization. Advisors should have a committed level of interest in the mission and purpose of the organization. Involvement in organizational activities will vary, but advisors should be both accessible and interested while providing whatever counsel an organization or its members might seek.

It is expected that the advisor's role should go beyond signatory on forms. Advisors have an important role in the organization by serving as the historian and interpreter of policy for organization members. The knowledge and expertise of advisors can provide continuity for members while helping to ensure the success and longevity of the organization.

The relationship between advisor and student officers is unique and will vary by organization. It's important that advisors and officers agree on a set of expectations. There is an Advisor Expectation Checklist listed on getinvolved.siu.edu that will assist in the setting of expectations.

As an advisor you will assume numerous roles. A key idea to remember is that you are an advisor and not the organization president or leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions and for the successes and failures of their organizations.

There are seven roles that advisors often take on at different times during their term as an advisor:



Mentor: Many students will come to see their advisor as a mentor, and the success of those relationships can last many years and be rewarding for both the student and the advisor. Advisors must be willing to serve as a mentor for both the individual student and the group as whole.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may also want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

If the student is seeking an education and a career in your field, you may be asked to assist in their professional development. You may be approached to review resumes, to connect students with community resources or to be a sounding board for their ideas of what they want to accomplish in the field.

Team Builder: Team building is important because it enhances the relationships within the organization. Positive relationships help the student organization succeed and work through conflicts.

As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team. To accomplish the goal of creating an effective team, it is sometimes necessary to conduct a workshop to engage students in this process.

Be sure to use your campus resources! Touch of Nature has many options that will help your student organization grow as a team!

Conflict Mediator: Inevitably, students are going to join the student organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. As an advisor, it is important to have frequent communication with the student organization so the possibility of conflict may minimize.

In many cases, students may not realize that their actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how their attitudes are impacting other people and how the attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent: One of the most essential components to student development in co-curricular programming is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths and their challenges. Allow them the opportunity to discuss their thoughts on their performance. Then, be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner, let them know when you disagree.

Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their challenges, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on both their successes and failures. Be sure to celebrate their successes!

Educator: As a student organization advisor, your role of educator will often come through modeling behavior geared toward success, guiding the student in reflection of their actions and being available to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your idea. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator: As an advisor, you may have to motivate students to excel, to carry out their plans and to achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit.

As their advisor, you may need to be their “cheerleaders” to keep them excited about all the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and by connecting their experiences here at SIU to experiences they will have in the community.

The following include methods by which you can motivate members of student organizations:



Policy Interpreter: Student organizations operate under policies, procedures and rules. Students may sometimes be unaware of these policies, and they will inappropriately do things. The more you know about these policies the better advice you can give to the students on their plans.

RSO Handbook can be found at getinvolved.siu.edu

The student conduct code can be found at srr.siu.edu

Additional University policies can be found at policies.siu.edu

Advisor Responsibilities & Things to Know

During the student organization's annual renewal, advisors must complete an advisor verification form located on the getinvolved.siu.edu website. This ensures that advisors are willing and able to advise a student organization for another academic year.

General RSO Requirements

To remain active your RSO must:

- Have a minimum of 5 active members
- Create and maintain a Saluki Connect portal
- Attend RSO Training once a semester
- Have a full-time SIU staff or faculty as your advisor.
- Advisors must also meet all advisor requirements.

RSO Status

- Active: In good standing
- DawgHouse: RSO is found in violation of OSE Policies, university policies, local, state, or federal laws and is on probation.
- Inactive: An RSO does not meet the listed requirements above

Advisors should fulfill the following duties:

- Clarify their role as advisor to the student organizational members as they see it.
- Read, understand and act in accordance with university policies that govern registered student organizations including the RSO Handbook.
- Assist the officers of the organization in understanding their duties, organizing programs, interpreting their constitution, and resolving any conflicts.
- Be accessible to the officers and members of the organization.
- Attend planning meetings and help execute major activities and complex events hosted by the student organization. Major activities and complex events are defined, but are not limited to:
 - 50+ in estimated attendance, require outside production (lights, sound, staging, etc.), advanced internal production equipment and/or set-up, alcohol, or other criteria deemed complex by Student Center Event Services, Office of Student Engagement, or Dean of Students area.
 - If the advisor is unable to be present for the major activity or complex event, a secondary representative must be agreed upon by all parties involved for the event to take place. This secondary representative must be a faculty or staff member of SIU.
- Stay updated on developments within the organization.
- Advise and consult the organization's officers.

- Assist the officers in maintaining RSO records.
- Provide continuity to the organization's policies, programs, and traditions.
- Assist in officer transition.
- Complete an Advisor Recap Form at the end of the Spring semester.
- Must attend Advisor Training hosted by the Office of Student Engagement at least once a year.
- All new advisors of RSOs must attend a New Advisor Training within the first semester of entering the role.
- Must complete the Advisor Verification Form on Saluki Connect before the start of the Fall semester.
- Approve all RSO transactions over \$100.
- Maintain accurate knowledge of all funds used and raised by the RSO every fiscal year.

Financial Manager

Advisors serve as a Financial Manager if a student group elects to deposit their funds with the accountant in the Office of Student Engagement. An organization's financial manager **MUST** be a full-time employee or an approved student organization advisor.

Advisors are responsible for reviewing financial activity for accuracy. Charges and withdrawals from the student organization's University account requires an advisor's approval. Though we do not encourage it, if your student organization does not utilize their university account, it is good practice to be aware of where the organization's money is located and who has access to it. No RSO shall use electronic payment services such as: Venmo, PayPal, Square, or Cash App collect /hold funds. During approved on-campus solicitation, RSO officers may accept donations through Cash App; all funds received must be deposited in the on campus RSO Account by 4:00pm of the following business day along with a transaction statement.

RSOs may apply for funds from the Undergraduate Student Government and Graduate and Professional Student Council.

Event Attendance

As students plan events, advisors must be involved. Remember RSOs are allowed three free rooms in the Student Center; this excludes any additional costs for linen and AV costs. Talk with your student organization and assist as much as possible. If your student organization plans to host an event with an estimated attendance of 50 people or more or if tickets are being sold, advisors must be present at the event. Depending on where your student organization is hosting the event, the facility may request additional requirements of the advisor.

Your involvement in planning an event is paramount to the success of the event. Become involved!

Campus Security Authority

Advisors serve as Campus Security Authorities (CSAs) for the University. As such, advisors are responsible for immediately reporting any Clery Act violations and incidents of sexual assault, domestic and dating violence, and stalking to the University. Online training on being a Campus Security Authority is offered annually through the Department of Public Safety. In addition to being a campus Campus Security Authority, advisors are asked to share any information with the Vice Chancellor for Student Affairs or the Dean of Students regarding potential student safety and/or conduct concerns.

For more information on being a Campus Security Authority, visit safe.siu.edu

Saluki Cares

Saluki Cares follows established protocol to ensure that concerning student behavior, mental health and medical issues, or other incidents are addressed consistently. If you notice any potential issues or other incidents are addressed consistently. If you notice any potential issues, you are asked to fill out the online form or call Saluki Cares at 618.453.2461.

To report a student issue or for more information on Saluki Cares, visit salukicare.siu.edu or email siucares@siu.edu.

Advising Do's and Don't



- Do not let personal goals interfere with or influence group decisions, activities, or goals.
- Impose your own bias.
- Assume the group handles everything okay and does not need an advisor.
- Close off lines of communication.
- Prevent students from trying new ideas.
- Be consistently absent from group meetings or functions.
- Assume the organizations needs, attitudeies, and personalties will stay the same year to year.
- Allow the group to become a one person organization.

DO'S

**Attend large scale events.
(Events with an expected attendance of 100 patrons).**

Encourage the officers to set goals and maintain accurate records.

Stay up-to-date on what is occurring within the organization.

Develop clear expectations about the role of the advisor.

Provide continuity to the organization's policies, programs, and traditions.

Serve as a resource and provide support.

Allow the learning process to work by making the organization take responsibility for poor planning, oversights, and failures .

Challenge the students to strive for more, and then support them in their efforts.

Get to know members on an individual level and develop a good rapport.

Encourage and assist the group in setting organization goals.

Promote involvement and discussion.

Appendix

Please include the following forms in the appendix. If they aren't hyperlinked below, they are included in the email I sent this document in.

Appendix I: Advisor Agreement Form

<https://siu.presence.io/form/rso-change-of-advisor-agreement>

Appendix II: Event Checklist

<https://getinvolved.siu.edu/student-organizations/manage-rso/event-resources.php>

Appendix III: Invoice for Services

<https://getinvolved.siu.edu/common/documents/student-organizations/manage-rso/student-engagement-invoice-for-services.pdf>

Appendix IV: Purchase Request Form Below \$100

<https://getinvolved.siu.edu/common/documents/student-organizations/manage-rso/purchase-form-under-100.pdf>

Appendix V: Purchase Request Form Above \$100

<https://getinvolved.siu.edu/common/documents/student-organizations/manage-rso/purchase-form-over-100.pdf>

Appendix VI: RSO Reimbursement Form Below \$100

<https://getinvolved.siu.edu/common/documents/student-organizations/manage-rso/reimbursement-under-100.pdf>

Appendix VII: RSO Reimbursement Form Above \$100

<https://getinvolved.siu.edu/common/documents/student-organizations/manage-rso/reimbursement-over-100.pdf>

Appendix VIII: RSO Travel Registration Form

<https://siu.presence.io/form/rso-travel-registration-form>

Appendix VX: RSO Travel Services/Vehicle Request Form

https://getinvolved.siu.edu/common/documents/student-organizations/manage-rso/travel_services_request_form.pdf