

Student Club & Organization Advisor Manual



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Advisor Expectations/Engagements

Advisor Manual Disclaimer

All policies and procedures described in this manual are subject to change throughout the academic year. Updates will be sent via email and posted on Shawnee State University's student organization webpage. Student organizations must operate in accordance with Shawnee State University's policies and procedures and the Student Code of Conduct, which can be reviewed at [University Policies](#) and [Student Conduct Code](#).

What is an advisor?

The role of an advisor is many-faceted. The advisor may act as mentor and friend, policy enforcer and trouble shooter, resource and idea person or listener/counselor, mediator, facilitator, referral person and sometimes as just another member of the group. Being an advisor is a delicate balancing act; it requires that all those involved to meet one another with respect and openness. The advisor's role will vary depending on the type of organization, the size of the group and its stage of development, from a newly founded group to one that is well established.

Who can be an advisor?

All registered student club/organization are required to have an advisor. Shawnee State University permits only full-time faculty, administrators, or staff to serve as a student club or organization advisor.

What is expected from an advisor?

Common elements of the advisor role include, but are not limited to, the following duties:

- Being familiar with the club/organization's objectives, constitution, and bylaws.
- Meet regularly with the student leaders to give them support and encourage them to accept their responsibilities, meet their objectives, and develop as leaders.
- Be familiar with the university policies and risk management procedures to assist leaders in their efforts to conduct business on campus.
- Be able to help members explore alternatives as they plan activities/events
- Help leaders during periods of transition in an effort to maintain continuity and succession planning. You are working with the students, not for them or over them.
- Review expenditures of the club/organization, as well as encourage the maintenance of accurate financial records by organization members.
- Require the treasurer to discuss all expenditures with the entire club/organization before financial commitments are made.
- Alert student leaders to potential organizational problems.
- Be familiar with all form's clubs/organizations will need to complete to travel or request club funds.

- Have respect for individualism and don't be over controlling; allow the students to run the organization; allow the group to fail, but be there to help them understand failure.

Benefits to being an advisor...

Being a student organization advisor is a transformative experience, for students and the advisor! As an advisor, you have the ability to make a difference in the lives of students. Enjoy your career in a new way by experiencing the satisfaction in seeing the student organization become successful and the students develop your coaching, mentorship, and advising skills. This is your chance to make a difference by sharing knowledge, insight and wisdom with your members. Lastly, you get the chance to network, connect with and learn from fellow colleagues that serve as advisors. Serving as a student organization advisor enhances professional growth, learning and development of advisors, too!

General Information for Student Clubs/Organizations

Student Organizations Guidelines

These guidelines will assist you in managing your student organization. We encourage you to become familiar with the student guidelines, as it details important information about the Office of Student Life, student organizations, and the resources/programs provided. These guidelines also include information about event planning and the expenditure of student organization budgets.

After attending one of our "Advisor & Leadership Training" workshops and reading both guidelines (Advisor and Student Club/Organization), you are ready to begin planning your organization's calendar of programs for the academic year. The Student Government Association encourages your club to submit all student organization meetings and events to Presence. The Office of Student Life staff can assist you in all aspects of your student organization activities. We want to help facilitate your planning by helping to process necessary documents and offering assistance. Please share your program plans with us, as it will enable us to help you execute a successful program. We look forward to working with you.

Club/Organization Types

Student Organization Categories are identified in one of the following four categories:

- **Academic Groups**
 - These are clubs directly correlated with an academic program
- **National Honor Societies**
 - Honor societies are unique in that students cannot simply sign up and become a member but meet specific requirements, such as having a certain GPA in their academic discipline to be inducted.
- **Fraternity & Sorority Life (Social Greek Organizations)**

- Greek letter organizations are another unique student group. Each group has its own specific set of values and ideals; however, the general mission is to develop social excellence in its members through service, philanthropy, leadership development, and campus involvement.
- **Special Interest Groups**
 - This is the umbrella of a majority of the organizations on campus and includes everything ranging from Rotaract to Student Veterans of America. Wherever student interest exists, an organization can be created to meet that need.

Is Your Club/Organization Registered & Up to Date?

If your club/organization cannot be located in Presence, that means the club/organization has not followed the proper guidelines to becoming active. Please review the Student Organizations Guidelines on how to manage your roster, change a member's role, deactivate a member, or to register your club/organization.

Transitioning your Clubs/Organizations

At the beginning of every semester the **president** is responsible for updating the organization members through Presence. The transition process has the president look over the information for the club/organization and confirm that everything is up to date. When the president completes the transition process, they will update the roster by marking old members as "former," updating any position changes for current members, and adding new members. Your updates will go to the Student Government Association (SGA) for review. Once they have processed your request, you'll get an email. You will see the changes reflected on your organization's page after the transition request has been approved. The president of the club/organization will need specific admin access in order to transition an organization. You can contact SGA at sga@mymail.shawnee.edu for assistance if they do not have access. Please review the Student Organizations Guidelines for more instructions on completing this task.

Account Numbers, Emails & DocuSign

Every registered club/organization is affiliated with a club/organization account number, Shawnee State University email, and a Shawnee State University DocuSign account. If you are missing any of these you will need to contact the Student Government Association (SGA) at sga@mymail.shawnee.edu.

Officers and Their Responsibilities

Each active club/organization is required to have a president, vice president, secretary, and treasurer. All officers must be currently enrolled students with good standing at Shawnee State University.

- **President Duties:** Leader of the club/organization. Responsible for setting and monitoring the goals of the club/organization, running club meetings, delegating tasks as

necessary, recruiting, training and retaining members and maintaining regular communication with all club members.

- **Vice President Duties:** Takes charge in the absence of the President. Responsible for assisting the President in realizing the overall aims of the club/organization. May have additional duties based on club/organization constitution.
- **Treasurer Duties:** Keeper of finances and ordering. Ensure funds are spent properly.
- **Secretary Duties:** Keeper of meeting minutes.

Membership

Student club/organization members must be currently enrolled Shawnee State University students.

Retention and Recruitment

Volunteers are essential to student clubs/organizations and it is important to know how to keep students interested and motivated while working for the good of the club/organization. There are a few keys to retaining and gaining new club/organization members: effective training, meeting the students' personal needs, and allowing them to design and implement their own objectives.

Student Government Association (SGA)

What is SGA?

SGA represents all students and is the governing organization of and for the student body. All students are encouraged to voice their concerns or opinions to the officers of SGA. The Student Government Association seeks to promote the intellectual, social, and cultural opportunities available to this community by representing the interests and addressing the concerns of the student body and by promoting the diversity of and giving voice to the student body. You can find the current list of officers at [SGA Officers](#).

SGA Contact and Meetings Times

Email: SGA@mymail.shawnee.edu

Meeting Location: Student Resource Hub

Meeting Day: Every Tuesday

Meeting Time: 4:00PM

Meeting Attendance: Mandatory

SGA Funding

Student Clubs/Organizations have the option of applying for funding through SGA by having a club coordinator attend a meeting and propose the request. To receive funding, organizations are **required** to send a representative to the weekly SGA meeting **all semester**. All members in the club/organization must also be in compliance with Shawnee State University; this includes an

updated roster in Presence and completed trainings (Hazing, Title IX, etc.). The request will then be voted on during the SGA meeting and recorded in meeting minutes.

Guidelines & Policies

On-Campus Student Events with Food & Alcohol

All student events must be registered with the Office of Student Life. For general events and programs, student organizations must do the following steps:

1. Reserve your event and submit all logistics for the event using the “Events” tab on Presence.
 - This should include: any supplies or food to be ordered, room and AV equipment reservations, as well as room set up instructions.
2. Submit any posters or advertisements for the event to Director of Student Life or designee at least 2 weeks in advance.
3. If food will be served at your event, and costs more than \$250.00, you **must** contact Aladdin Catering for your order. If under the listed amount, the club/organization can order from the Preferred Vendor’s List located on Presence.
4. If you plan to serve alcohol or have a bar available, you **must** use Aladdin Catering for bar service. You must also comply with the following stipulations:
 - If alcohol will be served, your student organization advisor must agree to attend and supervise the event. The organization advisor must be present for the **entire event**.
 - If alcohol will be served, schedule an Officer or Security Guard with the Department of Public Safety to work your event. This **must** be paid for by club/organization funds.
 - If alcohol will be served, you **must** schedule a meeting with the Director of Student Life to register your event.
 - If alcohol will be served, Student Life will provide a sign in poll that is **required for all attendees**.
 - Student club/organization funds **may not** be used to purchase alcohol.
 - Event participants will not be allowed to bring their own alcoholic beverages.
 - Student organizations will be responsible for their personal behavior, as well as the behavior of their guests. Students and their guests are subject to the Student Conduct Code. Students are responsible for knowing the policies set forth in the SSU Student Conduct Code.
 - Aladdin reserves the right to refuse to service at their discretion.

Student Travel

All travel (same-day and overnight) domestic and international must be authorized and approved in advance by the appropriate administrative supervisor. If traveling amounts to more than 100 miles off of campus, lodging will be required. Please also keep in mind, the Office of Student Life is the purchaser for **all** club/organization requests. **Please keep in mind if an advisor uses their Shawnee State University P-Card for any purchases without the Permission to Travel approval, reimbursements cannot be guaranteed (applies to student transactions as well).**

Anti-Hazing & Prevention

It is the duty of all students, faculty, staff, and University community members to ensure an atmosphere of learning, social responsibility, and respect for human dignity.

Hazing is a violation of Ohio state laws and, therefore, hazing as defined by the SSU Student Conduct Code Section III. C. 16. and Ohio Hazing Law Statute §2903.31 is absolutely forbidden. SSU definition: “Hazing (as defined by law of the State of Ohio) to coerce and/or force another to do any act, for initiation into, and/or as a condition of participation in a student organization or activity, that causes and/or creates a substantial risk of causing mental and/or physical discomfort, embarrassment, harassment, and/or ridicule to any member and/or prospective member.

“Collin’s Law: Ohio Anti-Hazing Law Definition: (A) Hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

Students, university employees, student organizations and teams, and individuals associated with student organizations (e.g., chapter advisors, volunteer coaches, club team coaches, etc.) are prohibited from hazing. Shawnee State University will require annual educational training on hazing awareness, prevention, and intervention to all members and prospective members of student organizations and anyone who is employed by, volunteers with, or has direct contact with student members of such organizations. The education may be provided in person, electronically, or both. For more information on Hazing, please visit the following link: [Hazing Policy](#).

Student Conduct Code

The students of Shawnee State University have rights and responsibilities. One of those responsibilities is to conduct themselves in a way that is consistent with the mission and values of Shawnee State University. We expect our students to learn, discover, question, challenge, form and voice their opinions, expand their world — and most importantly, enjoy their college experience. We also expect our students to observe the rights and safety of others on and off campus, treat faculty, staff, and other students with respect, obey laws, and do nothing that may disrupt the academic process.

The [Student Conduct Code \(PDF\)](#) provides detailed descriptions of behaviors that violate our expectations and that would result in a conduct review and possible disciplinary action. The Code also provides details on the student judicial process at Shawnee State University, including the process that the student may use to appeal decisions made regarding their conduct. Please become familiar with the Student Conduct Code and feel free to discuss any expectations that you or the student do not fully understand with the Dean of Students.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sex discrimination is a continuum of behaviors ranging from sexual harassment and intimidation to sexual assault.

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of sex, which includes sexual harassment and sexual violence. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. The University seeks to address sex discrimination, sexual harassment, and sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff and visitors to report concerns or complaints. Prompt corrective measures will be taken to stop sex discrimination, sexual harassment and sexual violence whenever it occurs. You can find more information [here](#).

Date/Body/Servant Auctions and Speed Dating

Given concerns regarding racial and gender insensitivity and personal safety, which expose the potential for persons and/or groups either to be mocked, insulted, or hurt, auctions may be perceived to be an ill-conceived way to raise money by devaluing a human being. With the many positive and imaginative alternatives organizations have for raising funds, the Office of Student Life prohibits auctions and speed dating style programs and events.

Risk Management

Risk management considers the potential and perceived risk involved in student events and programs. It includes monitoring organization activities and taking both proactive and corrective steps to minimize accidental injury and/or loss. It is important for groups and individuals to examine the risks and liabilities associated with their activities and behaviors.

Finances

Fundraising through the Development Foundation

All fundraising activity and solicitations shall originate from and be conducted by the Development Office. In certain cases, staff, faculty, including departments and programs, and students, including organizations, clubs, classes, and teams, may be permitted to conduct fundraising activities to solicit gifts that benefit SSU in amounts of less than \$1,000 if explicitly approved by the Development Office. This procedure applies to any person or entity seeking to solicit contributions of any kind to Shawnee State University or the Shawnee State University Development Foundation.

No person or entity may fundraise or solicit funds on behalf of or to benefit Shawnee State University or the Shawnee State University Development Foundation without prior approval from the Director of Development or designee.

Any person or entity seeking to fundraise or solicit funds shall submit a fundraising plan by completing the online Development Office Fundraising Approval Form no later than twenty-one (21) days prior to the scheduled commencement of the proposed fundraising activity. The person submitting the fundraising plan form is the fundraising project manager. You can find more information on guidelines and application/approval process [here](#).

The following fundraising and solicitation activities are strictly prohibited by any group other than the Development Foundation office:

- Raffles or games of chance;
- Appeals to benefit any individual;
- Direct solicitation of Shawnee State University employees, including door-to-door solicitation and any use of university email;
- Any solicitation or fundraiser not explicitly approved in writing by the Development Office prior to commencement of the activity;
- Fundraisers or solicitations to raise money for operational purposes.

Budget Manager-PowerBI

Budgets will be monitored using the Power BI Module that is used campus wide. The Power BI Module is a data collection app that is used for account balances at the University. This is the fastest way for student organizations to be able to see all purchases and money received. The report is updated every night to ensure the most accurate numbers are being displayed. The executive board member tasked with the responsibility of monitoring and managing the organizations account is the **treasurer**. Power BI will allow each treasurer to have access to view the money available as well as any money spent from the account.

To access the Power BI Module, the treasurer will:

1. Contact Student Life Office for the link to the module
 - Bookmark the link in your browser or email so you have future access.
2. If accessing the report through the main Power BI page, you will:
 - a. Click workspaces
 - b. Then click “Student Group Budget Report”
 - c. Click on the option that has “report” under the heading TYPE

Expenditures

The Request for Funds form needs to be completed prior to spending club funds. By completing this form, you are requesting a purchase for your organization. To complete a Request for Funds form, the Treasurer of the club/organization must create an event in Presence by going to their Admin Dashboard from the drop down in the top right corner. Then, click the “Create” button in the top left corner; a box of options will then pop up, select “Events”. The Treasurer will then fill out all necessary information. In the event a small error was made on the form, small corrections can be made by the Student Affairs Specialist.

Please keep in mind, student club/organization funds should **NEVER** be used toward the payment of the following:

- Personal membership dues (applies to students and advisors)
- Paying club members or advisors for work done
- Paying Faculty/staff of SSU for work done
- Purchasing alcohol
- Reimbursement of personal funds for events that are not SSU approved

For more information on expenditure & other forms, please visit the Forms & Requirements section of this manual.

Reimbursements

Each student or group seeking reimbursement must submit required material immediately following and no later than (30) days after the event, program, or purchase to the Office of Student Life. Required materials include: Permission to Travel form with all expenses (including non-reimbursable expenses), copy of the club’s vote of approval, all original receipts (only attach what is being reimbursed), liability form (if applicable), bank statement of charge including the purchaser’s name, last four digits of card used, and the total amount spent. Failure to turn in all requested materials on time could affect your reimbursement. **Please keep in mind if an advisor uses their Shawnee State University P-Card for any purchases without the proper form of approval, reimbursements CANNOT be guaranteed.**

Students are permitted to be reimbursed in certain situations only. Conditions for student reimbursements are considered on a case-by-case basis. If they spend their personal funds on university programming and events without pre-approval, it **CANNOT BE GUARANTEED** they will be reimbursed.

Requesting & Handling the Change Fund

Change funds are made available to authorized cash handling personnel for the purpose of making change for currency sales and/or services. Change funds must not be commingled with other funds or used for any other purpose. If a club/organization intends to collect funds they will need to request the change fund by filling out the Change Fund Request form in Presence. Filling out this request ensures your club has access to the change prior to their planned event. More information on filling out the form can be found under the Forms & Requirements section of this manual.

Student Organizations who intend to collect money at an event are advised to obtain the following items in order to be prepared for the event:

- A cash box that locks
- A Shawnee State University registered receipt book to log each transaction
- A counterfeit money detector pen
- The change fund

All items listed above will be supplied by The Office of Student Life.

All cash (including the change fund and club/organization profit) must be turned in the **SAME DAY** as the event. If an event occurs after operating office hours, the treasurer is responsible for turning the cash into Department of Public Safety (DPS). The treasurer is then also responsible for retrieving the cash from DPS the next business day and returning it to the Office of Student Life.

Forms & Requirements

****All necessary forms are located in Presence.*

Making Reservations for Space on Campus

To make a reservation for space on campus, the treasurer of the club/organization must go to Presence and create an event. Once you are on the Events Registration page, keep scrolling down the page and you will come across a Time/Location and Space Reservation section. Please fill all sections out to the best of your ability. Once your reservation is approved or denied, the treasurer should receive an email from Presence stating the approval or denial.

Request for Funds Form

This is the initial form that must be filled out prior to any club/organization purchases. Any purchases made without an approved Request for Club/Organization Funds form, whether it be from a student or an advisor, is **NOT** guaranteed to be reimbursable. To request to spend club/organization funds you must submit the Request for Clubs/Organization Funds form for approval. All sections must be filled out appropriately to avoid a declined form. In the event a small error was made on the form, small corrections can be made by the Student Affairs Specialist.

To request for funds, the treasurer must complete the following steps at least 21 days prior to the event:

1. Log into Presence and select the “admin dashboard”
2. Hover over the left-hand menu and select “Events”
3. Select the plus sign (+) on the far-right side.
4. In the Events form, you will select the second available link under group description titled “Request for Funds- DocuSign”
5. Fill out the DocuSign form in its’ entirety being sure to enter the correct information for the organization’s advisor.
 - Ensure your cart is accurate and include a screenshot as well as the costs of items, including any shipping and/or taxes.
6. Finalize and submit the DocuSign form

Approval or denial notice of the Request for Funds will be sent from the Student Affairs Specialist. Upon approval and purchase, items will be picked up from the office of Student Life in Morris University Center, 222F. You will be contacted via email when the purchased items are available for pick up.

Permission to Travel Form

Students must fill out this form in order to attend any Shawnee State University event away from campus or any overnight stays off campus. When a student plans to travel, the Permission to Travel form must be approved prior to making any purchases. All travel (same-day and overnight) domestic and international must be authorized and approved in advance by the appropriate administrative supervisor. If traveling amounts to more than 100 miles off of campus, lodging will be required. Any purchases made without an approved Permission to Travel form (whether the purchase was made from a student or an advisor) is NOT guaranteed to be reimbursable.

The process for Permission to Travel is very similar to the Request for Funds procedure listed above. The steps for student travel are as follows:

1. Log into Presence and select the “admin dashboard”
2. Hover over the left-hand menu and select “Events”
3. Select the plus sign (+) on the far-right side.
4. In the Events form, you will select the fourth available link under group description titled “Permission to Travel- DocuSign”
5. Fill out the DocuSign form in its’ entirety.
 - This form should include: names and ID numbers of all who are traveling, dates and reason for travel, mode of transportation, all anticipated expenditures, lodging plans, and reimbursements (if any) being sought for travel.
6. Attach any supporting documents
 - Liability waivers, hotel/vehicle reservations, conference schedules, etc.
7. Finalize and submit the DocuSign form

Fundraising Request Form

Any person or entity seeking to fundraise or solicit funds shall submit a fundraising plan by completing the online Development Office Fundraising Approval Form no later than twenty-one (21) days prior to the scheduled commencement of the proposed fundraising activity. The person submitting the fundraising plan form is the fundraising project manager. You can find more information on guidelines and application/approval process [here](#).

Catertrax

If food will be served at your event, and costs more than \$250.00, you **must** contact Aladdin Catering for your order. Your order must be submitted 21 days prior to the planned event. Any amount changed on the requests within 3 days of the event, there will be a fee added for adjustments. The following link will take you to the Bear's Den webpage: [SSU Bears Den Webpage](#). Once you are on their webpage, you will find the Catering tab at the top of the page. Then, click on "Order Catering." In the top left corner, click on "Catering Menu." Fill out the "Event Details," then select your catering items. Once you are done adding items to your cart you will then select the cart in the top right corner and complete the checkout details. Please always make sure that the account number is completed (minus the dashes when keying it in). Cater requests (when paying with account numbers) cannot be accepted until that is completed.

Liability Waiver Form

Student activities trips, including trips by student organizations, require the submission of a Student Organization Travel Authorization Form. Furthermore, every student participating must complete the Release from Liability Waiver form. The forms must be on file in the Student Life Office, University Center 222, prior to the departure date. All travel (same-day and overnight) domestic and international must be authorized and approved in advance by the appropriate administrative supervisor.

Motor Vehicle Record (MVR) Authorization Form

Shawnee State University is committed to the safety of faculty, staff, students and visitors. These procedures establish rules for drivers for university-sponsored activities. Drivers may include employees, students, or volunteers. Drivers are to have in their possession a valid driver's license at all times and proof of insurance as required by applicable law. Students who are 21 years or older, with a valid driver's license, and acceptable driving record as demonstrated via an MVR check may be pre-approved as a driver by the appropriate Dean or second-level administrative manager (Director, Associate Director, etc.). You can find more information on MVR policies [here](#).

Change Fund Request Form

Change funds are made available to authorized cash handling personnel for the purpose of making change for currency sales and/or services. Filling out this request ensures your club has access to the change prior to their planned event. The club/organization treasurer must attach the approved Fundraising Request form in order to reserve the change fund. The amount must be returned in full, along with the profit made, the same day as the event. If an event occurs after operating hours, the treasurer is responsible for turning the cash into Department of Public Safety (DPS).

Club/Organization Request Cut-off Time

Please submit any Request for Funds or Permission to Travel forms to the Office of Student Life at least 2 weeks before the end of the semester to ensure your items arrive before the end of the semester. Anything after the two-week mark will be denied, with a few exceptions.

DocuSign Workflow Approvals

When a student club/organization request is sent in DocuSign, there are several approvers the form must go through before being complete. The form starts with the club/organization treasurer filling out the necessary details of the form. Once the student submits a form in DocuSign, it will then go to the club/organization advisor to double check the treasurers request and approve. Once the advisor signs off on the form, it goes to the office of Student Life to review and approve. Once Student Life approves the form, the Controller's Office has the final signature on the form approving the request for travel or club/organization funds. Once the form is complete and all signatures are acquired, everyone who signed should receive a copy of the completed form for your records.

Student Affairs Office Contacts

Title	Teams Phone Number	Email
<i>Dean of Students:</i> Dr. Elizabeth Kline	(740) 351-3616	ekline@shawnee.edu
<i>Student Affairs Specialist:</i> Bailey Smith	(740) 351-3078	breader@shawnee.edu
<i>Interim Director Student Life:</i> Marlita Cadogan	(740) 351-3516	mcadogan@shawnee.edu
<i>Interim Assistant Director Student Life:</i> Josie Tackett	(740) 351-3115	jtackett@shawnee.edu

Advisor Contract Link:

[Student Organization Advisor Contract](#)