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Dear Student Organization Advisor,

Welcome and congratulations on being a Recognized Student Organization (RSO) Advisor! On behalf of Student Involvement and the Student Organizations staff we would like to thank you for taking time in advising, coaching, and educating students participating in RSOs at the University of Nebraska–Lincoln. RSOs are an important part of the Husker experience. Involvement in student organizations encourages students to develop leadership skills, to explore values, and to begin laying the foundation for their professional careers.

Education, the central goal of the university environment, takes place in many different ways. As an Advisor, you will have the opportunity to impact the lives of students in and out of the classroom. The Advisor helps students take full advantage of co-curricular learning and serves as a role model and mentor for members of Recognized Student Organizations. Your efforts provide opportunities for our students to develop the leadership skills necessary to lead lives of balance, generosity and integrity.

This handbook has been created to assist Recognized Student Organization Advisors on the educational journey as an Advisor. Guides, resources, tips, expectations, and suggestions are included to help with your transition into a student organization Advisor role and to provide continued resources and recommendations to experienced Advisors.

In addition to this handbook, we highly recommend that you familiarize yourself with the RSO Book, a guide to policies and procedures for Recognized Student Organizations, located online at http://involved.unl.edu/rsobook/. We believe it will serve as a valuable resource to you and the student organization you advise. We welcome any questions you may have regarding organization and/or leadership development and encourage you to take advantage of other resources and assistance.

The Student Involvement office wants to establish strong lines of communication with organization Advisors and has designed this publication to address the role of Advisors, Advisor responsibilities, and what the expectations of the University are for student organizations. If you have any questions or need further support, please feel free to contact the Student Involvement office, 200 Nebraska Union or 300 Nebraska East Union, 472-6797, or e-mail involved@unl.edu.

Thank you for taking on this important leadership role. An Advisor is crucial to the success of the student organizations you mentor. As an Advisor you can supply information that will enable an organization to avoid making mistakes and to capitalize on the successes of the past. Your efforts are vital to both students and the campus community.

Best Wishes
Student Organization Staff
Student Involvement

The Student Involvement office has two locations, 200 Nebraska Union and 300 Nebraska East Union to better serve all students at the University of Nebraska–Lincoln. The Student Involvement office provides an opportunity for a wide range of activities and interests for students to become involved.

Staff

Veronica Riepe, Director of Student Involvement
Jan Deeds, Associate Director for Gender Programs and Director of Women’s Center
Reshell Ray, Associate Director for East Campus Programs & Services and Assistant Manager for Nebraska East Union
Val Anderson, Assistant Director for Student Organizations
Kris Baack, Assistant Director for Leadership Development
Linda Moody, Assistant Director for Service-Learning and Volunteer Services
Pat Tetreault, Assistant Director for LGBTQA Programs and Services
Karen Wills, Program Coordinator for University Program Council (UPC)
Beth Krohn, Office Manager

Student Organizations

UNL currently offers over 450 student organization opportunities. A full list of active Recognized Student Organizations can be found at http://einvolvement.unl.edu/

Student Organization Categories

<table>
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<th>Academic/Professional</th>
<th>Service</th>
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<tr>
<td>American Racial Minority</td>
<td>Social Issues</td>
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<tr>
<td>Governance/Advisory Boards</td>
<td>Special Interest</td>
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<td>Honorary/Honor Society</td>
<td>Spiritual/Religious</td>
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<td>International</td>
<td>Sport Club</td>
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<td>Political/SEG</td>
<td>University Community</td>
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<td>Publications</td>
<td>Greek Social</td>
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<tr>
<td>Recreational</td>
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Important Contact Information

**Academic Classroom Reservations**
472-8008

**Association of Students of the University of Nebraska (ASUN)**
http://www.unl.edu/asun/
472-2581

**Blackboard**
http://my.unl.edu
Help Center: 472-3970

**Greek Affairs**
http://www.unl.edu/greek/
472-2582

**Jackie Gaughan Multicultural Center**
http://unions.unl.edu/culture/
472-5500

**Student Involvement**
http://involved.unl.edu
City Campus: 472-2454
East Campus: 472-1780

**Student Organization Financial Services (SOFS)**
http://union.unl.edu/sofs/
City Campus: 472-5667
East Campus: 472-1776

**Transportation Services**
http://transportation.unl.edu/
472-2422

**University Police**
http://police.unl.edu/
472-2222

**Union Reservations**
http://www.unl.edu/neunion/reservations/
City: 472-8168
East: 472-1776

**Women’s Center**
http://involved.unl.edu/gender/womens_center.php
472-2597
Why Be an Advisor?

Advising a Recognized Student Organization is an opportunity to interact with UNL students outside of the classroom setting. An Advisor-advisee relationship is one that touches students’ lives on a different level and gives students the opportunity to get to know faculty/staff members as “real” people. These relationships may even lead to life-long mentoring.

Advising will give you the opportunity to make a difference in the community, keeping up to date on campus events, building community both on and off campus, and having fun helping students enhance their college experience. An Advisor walks a fine line between leading an organization and giving the organization the ability to lead itself. Seeing students develop new skills and grow as individuals and as a group is another example of the benefits of advising.

Like most activities, you get out of it what you put in. By being an active Advisor the benefits of interacting with student organizations can be limitless. Utilize this opportunity as an Advisor to learn something new about the students in the organization and about yourself.

Who Can Be an Advisor?

As discussed in section 14.1.3 of the Association of Students of the University of Nebraska Constitution and Bylaws all Recognized Student Organizations are required to have a Primary Advisor and may have any number of Secondary Advisors as needed by the organization. The Primary Advisor must be a permanent Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska–Lincoln. Secondary Advisors may be permanent Academic/Administrative, Managerial/Professional, Office/Service staff members or Graduate Assistants of the University of Nebraska.

Roles of an Advisor

Each Advisor perceives his/her relation to a Recognized Student Organization (RSO) differently. Some Advisors play very active roles by attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. No matter your style, keeping some regular contact with the organization is needed. An Advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of RSOs; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel an organization or its members might seek.

Given the myriad of purposes, activities and objectives of various Recognized Student Organizations (RSOs), the role of the Advisor will vary in some degree between organizations. As organizations vary in their expectations and needs, it is important that you, as an Advisor, develop an understanding with the organization as to the nature of your involvement. The Advisor and organization should agree on a set of expectations of one another from the onset and should write this list down as a contract between the organization and the Advisor.

The different roles include: Mentor, Team Builder, Conflict Mediator, Reflective Agent, Educator, Motivator and Policy Interpreter.
Student Involvement

Mentor
Many students will come to see their Advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the Advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need a knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. 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.

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 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.

Team Builder
When new officers are elected or new members join the RSO, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the Advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. 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.

Conflict Mediator
Inevitably, students are going to join the RSO with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have come into conflict, if needed, meet with them and have them discuss their issues with each other. In many cases, remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization’s mission, and ask how their conduct is helping the organization achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases, this student may not realize that his/her 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 his/her attitudes are impacting other people and how those 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 learning in “out of classroom” activities 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 weaknesses. Give 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 weaknesses, 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 their successes and failures.
**Educator**
As an Advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there 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 ideas. 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 and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

*Adapted from ACPA Advisor Manual as of 6.2009*

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**Do’s and Don’ts of Advising**

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
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<tbody>
<tr>
<td>...serve as a resource</td>
<td>...micromanage the organization</td>
</tr>
<tr>
<td>...interpret and clarify University policies</td>
<td>...run organization meetings</td>
</tr>
<tr>
<td>...suggest program ideas</td>
<td>...use veto power over organization decisions</td>
</tr>
<tr>
<td>...serve as a role model</td>
<td>...be the sole recruiter for new members</td>
</tr>
<tr>
<td>...provide history for the organization</td>
<td>...say “I told you so”</td>
</tr>
<tr>
<td>...act consistently with what you say</td>
<td>...break promises</td>
</tr>
<tr>
<td>...allow the group to succeed</td>
<td>...be the leader of the RSO</td>
</tr>
<tr>
<td>...allow the group to fail</td>
<td>...be unavailable</td>
</tr>
<tr>
<td>...teach leadership</td>
<td>...take everything seriously</td>
</tr>
<tr>
<td>...keep your sense of humor</td>
<td>...be afraid to let the organization fail</td>
</tr>
<tr>
<td>...enjoy being a part of the RSO</td>
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</table>
A B C’s of Advising

Consider the following tips to help make advising more efficient for you and allow you to be more helpful to students.

A - Attend meetings and events regularly
B - Be open to communicating with members and officers
C - Promote cooperation rather than competition
D - Assist in developing long term goals
E - Encourage discussion of relevant issues
F - Foster a relationship of trust with students
G - Be a good listener
H - Help officers improve leadership skills
I - Discourage inappropriate ideas
J - Don’t judge students
K - Kick-start enthusiasm
L - Let members know expectations and roles
M - Meet regularly with organization leaders
N - Notice organization and member accomplishments
O - Keep your sense of humor
P - Praise publicly, criticize privately
Q - Be accessible and available for any questions
R - Request all agendas and minutes
S - Strict – No, laissez-faire – No, middle ground – Yes
T - Avoid taking sides and remain objective
U - Understand the goals of the organization
V - Be a valuable resource
W - Turn “What should we do?” into “what are you going to do?”
X - Develop and use constitutional expertise
Y - Provide reasons for your suggestions
Z - Go to your organization for help. It builds confidence and team spirit

Advisor Responsibilities

Successful advising should keep in mind the responsibilities to individual organization members, the organization as a whole, and the University of Nebraska–Lincoln.

**Responsibility to individual organization members:** Advisors should help students find a balance between their academics and co-curricular activities. Many student leaders tend to over-commit themselves and, therefore, overextend themselves if not held in check. As an Advisor, you have a unique opportunity to remind students of their academic responsibilities and personal well-being. Advisors should encourage participation from each member of the Recognized Student Organization (RSO), so that students feel invested and accountable for their membership in the organization. Whether a student holds an office or is a first-year member, they can be involved in the event planning process that will give them valuable leadership and planning experiences.

**Responsibility to the student organization:** Advisors should assist the organization in developing realistic goals for each academic year, and be aware of all events and activities the organization is planning and alert students to University policies or regulations. Advisors should ensure that students are properly registering all events through the Student Involvement office. The Advisor should be able to provide continuity within the organization when students and/or officers of the organization graduate. Serving as the organization’s continuity link, the Advisor can help new officers build on history and develop long-term plans for the Recognized Student Organization.

**Responsibility to the University of Nebraska–Lincoln:** The Advisor does have a responsibility to both the Recognized Student Organization and the University of Nebraska–Lincoln to remind students of institutional policies so that violations do not occur. If violations do occur, the Advisor is expected to work with the University and the Student Involvement office to ensure the violation does not happen again.

As an Advisor familiarize yourself with the RSO Book, a guide to policies and procedures for Recognized Student Organizations, the Student Code of Conduct and Association of Students of the University of Nebraska (ASUN) Bylaws governing Recognized Student Organizations. All these documents are available online:

- **RSO Book:** [http://involved.unl.edu/rsobook/](http://involved.unl.edu/rsobook/)
- **Student Code of Conduct:** [http://stuafs.unl.edu/ja/code/](http://stuafs.unl.edu/ja/code/)
- **ASUN Bylaws governing student organizations:** [http://www.unl.edu/asun/](http://www.unl.edu/asun/)

Advisors should have a copy of their Recognized Student Organization’s ASUN-approved constitution. If the organization has ties with an off-campus organization, a copy of that organization’s operating documents (particularly as they pertain to on-campus affiliates) must also be on hand. This is to help insure that the off-campus organization does not require the RSO to act in a fashion contrary to the policies governing UNL Recognized Student Organizations.

As an Advisor, you will be responsible for signing off on financial transactions for the Recognized Student Organization to ensure compliance is maintained with the Student Organization Financial Services (SOFS) policies and procedures. The Advisor’s signature is necessary on all Payment Request Vouchers to prove that the voucher has been reviewed and that the expenditure has been determined to be appropriate and reasonable.
Advisor Expectations

Expectations may vary based on the type of Recognized Student Organization (RSO) and the Advisor. RSO and Advisor expectations may also vary from year to year and person to person. Advisors and student leaders should connect regularly to determine the appropriate expectations that apply.

- Be available to the officers and/or members of the RSO for advising and required signing of documents.

- The Advisor is expected to assist both the old and new leadership in this transition and provide historical continuity.

- Ensure your organization properly registers newly-elected officers each year. An Annual Review Form (ARF) is required each year, which records the contact information and signatures of the President, Treasurer and Advisor. These forms, only available in paper form, may be obtained at the Student Involvement office and must be turned back in as soon as possible after elections are held.

- An Advisor is expected to allow the duly elected student leadership to exercise primary decision-making authority with regard to organization goals, objectives and activities within the limitations of the expectations above.

- Advisors are encouraged to meet with organization officers and members as determined by the organization’s constitution. In addition, advisors are expected to assist the organization in developing goals and planning projects or events and to make suggestions that will empower members of the organization to become better leaders.

- Advisors and students are encouraged to develop a list of their own expectations for each other. A Student Leader/Advisor Worksheet is available in the Examples, Resources and Forms section of this document.
Getting Started

There are a few key points to help you get started advising a Recognized Student Organization (RSO). By following these steps, you will be properly registered as your RSO’s Advisor and have a solid understanding of the task that is before you.

- Make sure you are listed on the RSO’s Annual Review Form (ARF). This is a form filled out each year by the President, Treasurer and Advisor(s) of the RSO. Amendments to the ARF may be submitted throughout the year whenever changes are made to the leadership of the organization. An example of the Annual Review Form is available in the Examples, Resources and Forms section of this document.

- Familiarize yourself with the RSO Book at http://involved.unl.edu/rsobook. This handbook provides a user-friendly guide to effective event planning and provides student organization leaders, Advisors, members and administrators with knowledge of University policies and procedures.

- Become familiar with Student Involvement. Check out the website at http://involved.unl.edu or stop by the Student Involvement office at 200 Nebraska Union or 300 Nebraska East Union to meet the staff.

- Meet with the officers of the RSO you will be advising and share your expectations with them and allow them to share their expectations for you. Make sure they know the best ways to contact you throughout the year, whether by phone, e-mail or in person. A Student Leader/Advisor Worksheet is available in the Examples, Resources and Forms section of this document.

- Watch your e-mail inbox for the RSO Notices Newsletter, e-mailed two times per month to all Presidents, Treasurers and Advisors of RSOs. The newsletter presents important announcements and opportunities for everyone involved in Recognized Student Organizations. This is one of the primary ways Student Involvement communicates with RSOs.

Starting a New Organization

- Have five (5) current students interested in becoming members.
- Find a UNL faculty or staff advisor.
- Submit a Letter of Intent to ASUN (UNL’s Student Government).
- Develop a constitution.

Things to think about before you begin:

- How are you going to define your organization?
- What will be the goals for your organization?
- How do you plan to accomplish the goals?
- What is unique about your organization?
- Will the organization be affiliated with a department or office on campus?
- Do you know of a faculty or managerial/professional staff member at UNL who would be interested in serving as an advisor for your organization?
- Are there other student you know who would like to join?
- What benefits will the organization offer its members?
- What type of involvement commitment will members need to make?

Visit the Association of Students of the University of Nebraska (ASUN) office in 136 Nebraska Union to get more information about starting a student organization.
Every Advisor Should Know About...

The Advisor’s Signature

As an Advisor you may be asked to sign a number of different forms for your organization. When signing any form, review each item carefully and ask questions. Do not just sign your name without reviewing the information.

When signing an Event Planning and Registration (EPR) Form (a sample form is available in the Resources, Examples and Forms section of this document) review each item and ask questions about the event. Without an Advisor signature, the event cannot take place. When signing EPR forms or other documents for the organization consider the following:

- Has the event been planned carefully? Has an EPR been completed?
- Is there support for the event? Are the members and other students excited and willing to participate in the event?
- Are students aware of University policies and state and federal regulations that may be relevant? Identifying policies may be a useful opportunity to help members learn how to plan ahead.
- Contracts cannot be signed by Advisors. No officers, members or Advisors should sign contracts of any kind with an entity outside the University. Contracts presented to RSOs should be brought to the Student Involvement office to obtain the proper signatures. RSOs do not have the legal authority to enter into a contract. Student Involvement has a procedure in place to allow Recognized Student Organizations to enter into contracts, by having the Board of Regents enter into the contract on their behalf.
  - Any person that signs a contract, except for the University approved signatories, will become personally liable for the agreement. Authorization to sign contracts on behalf of the Board of Regents of the University of Nebraska is regulated by Regents Policy 6.3.1.4.
  - Contract templates, tax withholding forms and advising to Recognized Student Organizations are provided by the Student Involvement office as part of the EPR process.
  - For the full policy regarding contracts see the RSO Book online at http://involved.unl.edu/rsobook/
Registering Events

All Recognized Student Organization (RSO) events and activities must utilize the Event Planning and Registration (EPR) process if University resources of any kind are to be used. A list of event types is given below. The purpose of the Event Planning and Registration (EPR) process is to assist student organizations in planning, promoting, executing and evaluating successful events and activities. The Event Planning and Registration system fulfills this purpose by:

- Providing a process for student organizations to reserve facilities and services for events and activities.
- Assisting the components of the University that provide support for organization events and activities with a standard method of reserving, authorizing, and receiving payments for goods and services provided to organizations.
- Insuring that all proper policies as well as local, state and federal regulations and codes have been followed.
- Insuring that NU liability insurance covers the organization activities, if appropriate and recommend the purchase of additional insurance if the event warrants it.

When should an RSO start the Event Planning and Registration process?
An eligible RSO should start the Event Planning and Registration (EPR) process as early as possible. Having the EPR process completed at least two weeks prior to the event date is highly recommended.

How does the process work?
Students can meet with a Student Organization Consultation Desk staff member, talk about the event’s details, discuss policies and procedures, and even get advice on funding, entertainment, and other event particulars. A consultation will help your Event Registration to go more smoothly and will help you to be more fully prepared to put on a successful event.

Staff will ask you a series of questions about your event (i.e., location, date, times, attendance number, etc.) Be prepared to give many details regarding your event. The more information provided the better. Some things to think about include:

- Will we be having food? If so, what kind?
- Will we charge admission to our event?
- Are we traveling?
- Will we need a rain location for our event?
- Are we having a guest speaker/performer? If so, will we be paying them?
- Will high school students be in attendance?
- Will another organization be co-sponsoring our event?
- Are we holding a sporting event?

Once the staff member has an accurate idea of your event, they will identify the proper signatories that will need to approve your event. Staff can help you find and contact all proper individuals.

There may be additional forms that you will need to secure for liability insurance, travel insurance, contracts, co-sponsorships, etc. depending on your event. The staff will inform you if and when you will need these documents, and can give you copies of them.

All events, with the exception of Direct Reservations in the Nebraska Unions, require an Event Planning and Registration form to be completed.

If you have questions in regards to event types, please contact the Student Involvement Consultation Desk at 200 Nebraska Union or 300 Nebraska East Union for more details.

RSO Compliance

Each year, your Recognized Student Organization (RSO) must re-register through Student Involvement to remain in “total compliance” and to continue your RSO recognition status with the Association of Students of the University of Nebraska (ASUN). If your RSO is “out of compliance,” you will not be able to access University resources through the Event Planning & Registration (EPR) process, schedule meetings or events on campus, access your SOFS
account, or use your RSO Blackboard portal. To assure that your RSO stays in compliance, the following must be done:

**Current Constitution** – Maintain a current constitution on file with ASUN, which has been approved by the ASUN Student Government Senate.

**Annual Review Form (ARF)** – Submit an ARF whenever new officers are elected. This form must be filed with Student Involvement and include the CURRENT contact information for the RSO’s President, Treasurer and Advisor. The ARF must be completed annually. A sample copy of this form is located in the Examples, Resources and Forms section of this document.

**RSO Brief Orientation** – A Brief Orientation will be provided by Student Involvement to the President and/or Treasurer of the RSO after their ARF has been submitted. Brief Orientations include an overview of University policies as they pertain to RSOs, as well as several reference materials for students to take with them.

**Account Balance Confirmation (ABC)** – Student Organization Financial Services (SOFS) will contact the RSO Treasurer to confirm the RSO’s SOFS account balance each year; usually during the summer. RSOs are required to confirm their account balance at the end of each fiscal year.

**Federal Tax Identification Number** – If a Recognized Student Organization makes over $5,000.00 in a fiscal year paperwork must be completed with the SOFS Office to comply with Federal Tax regulations.

**Recognized Student Organization (RSO) Recognition**

**Student Impact Awards**

One of the best ways to recognize students in your RSO is to nominate them for a Student Impact Award, presented annually at the Student Impact Awards Banquet in April. Awards are presented to RSO members including: Outstanding President of the Year, Outstanding Treasurer of the Year, Outstanding Officer of the Year, Outstanding Member of the Year, Outstanding Advisor of the Year, Outstanding New Advisor of the Year (for Advisors with three or less years of advising experience), and Outstanding Education/Entertainment Program of the Year.

Nomination forms are available from the Student Involvement office each January. A committee of campus representatives reviews the nomination forms, and the finalists are honored at the banquet in April. For more information on the Student Impact Awards, refer to the website: [http://involved.unl.edu/events/awards/](http://involved.unl.edu/events/awards/) or call 472-6797.

**Technology**

**Recognized Student Organization (RSO) E-mail Accounts**

RSOs may choose to use a UNL e-mail account for contact purposes. An example of this would be: chessclub@unl.edu. The RSO can go to the University’s Information Services website to request such an e-mail address. Rules and regulations that go along with the e-mail address can be found on this website as well: [http://is.unl.edu/orgmailreq.shtml](http://is.unl.edu/orgmailreq.shtml)

**Listserv Accounts**

Your RSO may also choose to create a listserv. This enables one person to contact the entire group by typing in one address into an e-mail message. An example of this would be if you were composing an e-mail and simply typed in chessclub.listserv@unl.edu into the “To” field, all subscribers of that listserv would receive the e-mail. To sign up for a listserv, go to: [http://www.ianr.unl.edu/internet/newlist.html](http://www.ianr.unl.edu/internet/newlist.html)

**RSO Websites**

Setting up a website is a great way for RSOs to publicize events, post pictures and give information to prospective members. RSOs may develop a UNL web page for their organization, but there are strict guidelines to follow. For more information, go to [http://www.unl.edu/webdevnet/](http://www.unl.edu/webdevnet/) and call Mary Ellen Ducey at 472-2531 with any questions.
RSO Blackboard Portals
If your RSO does not already have its own Blackboard portal, this may also be something you might want to look into. Having a Blackboard portal enables students to post documents, communicate via a discussion board, or e-mail all members of the organization. When your RSO does have a Blackboard portal, it will appear under “My Organizations” on your personal Blackboard page. If it does not appear, you may not be properly enrolled in the organization.

To create a new RSO Blackboard portal, log onto your personal Blackboard account at my.unl.edu. Click on the “Help” icon at the top of the screen. Click on “submit a ticket.” Be sure to include the organization’s name, Advisor name, and make a note to “Please activate your organization’s Blackboard portal.” Your RSO’s Blackboard portal will be shut down if your organization goes out of compliance. It will be re-activated once your organization goes back into compliance. With questions pertaining to Blackboard, contact Heath Tuttle at 472-4267.

RSO Travel
All travel events require that an Event Planning and Registration (EPR) form is completed. Recognized Student Organizations (RSOs) should begin registering their travel event as early as possible. The EPR process will help students understand their options when traveling as an RSO, and be informed about all the necessary paperwork involved with traveling as an RSO.

RSOs have several options when driving to their destination. They may use their own private vehicles, rent vehicles from an off-campus rental company (i.e. Enterprise, Hertz), or they may rent a University vehicle through Transportation Services. **No matter which option you choose, all students traveling must obtain travel insurance, and all drivers must be registered as an authorized driver by the University.**

Travel Insurance
Travel insurance **must** be purchased by a Recognized Student Organization (RSO) when planning an event farther than a ten-mile radius of the campus. Field trip insurance may be purchased for travel/events within the city limits. The coverage is $30,000 accidental death and $2,500 accidental medical. The cost is $0.25 per UNL student per day and is deducted from the RSO’s SOFS account. Field trip insurance forms that list the name and the NU ID Number of the students traveling are available from Student Organization Financial Services (SOFS) or Student Involvement. It is recommended that the RSO complete and return the insurance form to the SOFS office at least two (2) business days before members of the organization are departing. Failure to obtain proper insurance may result in the event not being sanctioned by the University, and the RSOs compliance may become in jeopardy. For more information contact Student Involvement.

Driver Authorization
All drivers must be authorized through the University, no matter what kind of vehicle the RSO will be using for their travel. To see if a driver has been authorized by the University, go to Transportation Service’s website at: [http://transportation.unl.edu/](http://transportation.unl.edu/) and click on “Check Driver Authorization Status” and enter the driver’s NU ID Number or Driver’s License Number, and their birth date. If the driver is not on the list of authorized drivers, go back to [http://transportation.unl.edu/](http://transportation.unl.edu/) and click on “Request Driver Authorization.” There is a $3.00 charge to check Nebraska Driver’s Licenses, and rates for out-of-state driver’s licenses vary. The money will be charged to your RSO’s SOFS account, which you will need to enter at the time of your request. For questions about this process, call Transportation Services at 472-7766 or the Student Involvement Consultation Desk at 472-6797.

Renting a University Vehicle
Transportation Services have three types of vehicles you may rent: sedans, mini-vans, and large passenger vans. There is a cost per day, as well as a cost per mile for each vehicle. To see the most up-to-date rates, go to the Transportation Services’ website at: [http://transportation.unl.edu/rental/#rates](http://transportation.unl.edu/rental/#rates).

When your RSO is renting a vehicle from Transportation Services, three forms will be given to the RSO by Student Involvement, in addition to the EPR form:
1.) “How to register your travel event when renting vehicles from Transportation Services” This form serves as a helpful step-by-step guide to the requirements for renting a vehicle through the University.

2.) “Recognized Student Organization Travel Insurance Form” This form, as described above, allows the RSO to purchase travel insurance through the SOFS office. Purchase of this insurance is not optional. IT IS REQUIRED.

3.) “Vehicle Use Guidelines and Information” This form must be completed by the Advisor and given to Transportation Services at the time of vehicle reservation. This ensures that the Advisor is aware of all the policies and procedures that go along with renting a University vehicle, as well as the consequences of breaking any laws.

If an RSO must cancel their reservation with Transportation Services, they must be canceled 24 hours in advance of the scheduled date and time of pickup. If notification is not given 24 hours in advance, the RSO will be assessed a minimum one-day charge for vans that have not been picked up as scheduled.

**Financial Guidance**

For detailed information, please visit the Student Organization Financial Services (SOFS) office at http://union.unl.edu/sofs, 222 Nebraska Union at 472-5667 or 314 Nebraska East Union at 472-1776 for more information. Many of the forms the SOFS office require may also be printed out from their website.

**Treasurer’s Responsibilities**

The main person in your Recognized Student Organization (RSO) that should be aware of money matters is the RSO’s elected treasurer. After assuming office, the treasurer of each RSO should verify that the RSO’s Annual Review Form (ARF) authorizes the current Treasurer, President and Advisor to sign for the RSO’s account. The names listed on the ARF are the only ones that will be allowed to withdraw money from the SOFS account.

It is the responsibility of the RSO’s Treasurer to account to the SOFS office for all funds of the organization and fiscal records related to the organization’s activities. The Treasurer must maintain a detailed account of all business activities. Any officer interested in Treasurer training may contact the SOFS office to schedule an appointment. Individual or group presentations are available upon request. RSO Treasurers learn valuable tips on processing paperwork and becoming familiar with University procedures.

**Event Budget Tool / Annual Budget Tool**

The Event Budget Tool worksheet is designed to assist RSOs in the planning of financial obligations which accompany large events. The Annual Budget Tool is a worksheet designed to assist RSOs in preparing their annual budget. Both worksheets can be found in the Examples, Resources and Forms section of this document or at http://involved.unl.edu/organizations/resources.php.

**Statement of Accounts**

At the end of each month a statement of the RSO’s account is sent via e-mail to the organization Treasurer, President and Advisor. This statement can also be sent to others upon request. This statement will show each disbursement from and receipt to the account during that month. It is the responsibility of the Treasurer to reconcile the monthly statement with the RSO’s records as soon as possible after the receipt of statement. If a Treasurer has difficulty reconciling a balance, they should not hesitate to contact the SOFS office. It is not too difficult to retrace a month’s activity, but it gets more difficult to reconcile or reconstruct several months’ activity if the Treasurer has not reconciled monthly.

**Annual Account Balance Confirmation**

SOFS will electronically send to the Treasurer, President and Advisor an Annual Account Balance Confirmation form. This confirmation form will list the RSO’s June 30th account balance according to SOFS records. If the Treasurer’s records match the SOFS balance, the RSO’s officers must reply to the message and confirm the balance. If there is a discrepancy, the Treasurer can contact SOFS in person or by phone to reconcile the difference. Confirmations must be returned to SOFS within sixty (60) days.
after the confirmation was sent. An RSO’s financial transactions occurring after sixty (60) day grace period will not be processed until the confirmation is returned. The University reserves the right to examine all RSO’s meeting minutes and financial records.

**Voucher Payment of Bills by Check**

All expenditures are to be paid by checks or transfers drawn against Student Organization Financial Services (SOFS) after presentation of:

- A Payment Request Voucher
- Appropriate supporting documentation (i.e., statement, invoice or receipt, performance contract with W-9 income tax form).

In order to assure accurate accountability, expenses cannot be paid directly from monies collected that have not been deposited. Petty cash funds are not permitted. The Payment Request Voucher form must provide a detailed description of the expenditure. The form must be signed by the Treasurer or President and countersigned by the RSO’s Advisor. If the SOFS office has not been asked to mail the payment, a check will be available by 12:00 p.m. (noon) the next business day following the submitted voucher request. When payments are necessary at a specific time or date, as in the case of a speaker or band performance, the Treasurer should arrange to obtain the check from SOFS 48 hours in advance of the date needed.

Payments may be made in advance to individuals for goods to be purchased. Payment to an individual for items other than documented reimbursement will require an IRS Form W-9 be completed before this payment will be issued. Expenditures not properly documented will be reported to the Internal Revenue Service as Miscellaneous Income received.

The SOFS office is authorized to scrutinize all requests for expenditures and to approve or reject vouchers in keeping with the above rules or policies, subject to appeal by the RSO to the committee specified under Board of Regents’ Rules. Credit Cards issued in the name of a Recognized Student Organization are prohibited. All RSO banking must take place in the SOFS office where appropriate checks and balances, including the faculty/staff Advisor’s signature on transactions, can be implemented.

**Deposits**

Deposit RSO monies to the SOFS office during the regular office hours of 8:00 a.m. to 5:00 p.m., Monday-Friday. Deposits must be made within 48 hours of funds being received (University Cash Handling Policy). RSOs are strongly encouraged to document income using receipts for dues, donations, sales (including tickets), etc. The standard SOFS deposit slip must accompany each deposit. A copy of the deposit slip will be given as a receipt when the deposit is made. This receipt should be retained by the RSO’s Treasurer as a permanent part of the organization’s records.

Checks made payable to a Recognized Student Organization should bear the Name of Record of the RSO. All checks deposited must be endorsed on the back exactly as drawn; can be endorsed with your four digit SOFS number. Money collected after an event and after operating hours can be vaulted with the Night Manager of the Nebraska Union or the
Nebraska East Union and deposited with the SOFS office on the next business day. Make arrangements with the SOFS office prior to your event.

**Additional RSO Funding Sources**
If your Recognized Student Organization (RSO) would like to plan an event or attend a conference, but does not have the funds to make it successful, RSOs can apply for additional sources of on-campus funding. Each year, various departments or organizations on campus set aside money to support RSO activities. These monies are a part of the following funds:

- Council of Student Affairs Directors (CSAD) Diversity Conference Attendance Fund
- Council of Student Affairs Directors (CSAD) Diversity Program Fund
- Pepsi Diversity Program Fund
- Pepsi Student Events Fund
- University Program Council (UPC) Fund Allocation Committee (FAC)

In order to find out which fund best suits your RSO’s needs, read more about each of them on the Student Involvement’s funding website, [http://involved.unl.edu/organizations/rso_fund_requests.php](http://involved.unl.edu/organizations/rso_fund_requests.php). The application process, guidelines, deadlines, and requirements may be slightly different for each fund. The forms, guidelines and deadlines can all be found on the website. Call Student Involvement at 472-6797 for more information.

**Important Policies and Procedures**

The following policies directly impact a wide variety of Recognized Student Organizations. Each of these policies may be located in greater detail at [http://involved.unl.edu/rsobook](http://involved.unl.edu/rsobook).

**Alcohol**
An Event Planning and Registration (EPR) form must be completed for ALL Recognized Student Organization (RSO) events in which alcohol is present. An Alcohol Services Request form is required. University Police must also sign off on all alcoholic events.

**Contract Policy**
Contracts may be utilized to enter into agreements with local businesses, speakers or performers. RSO members, officers, or Advisors should not enter into contract agreements of any kind with entities outside of the University. Any person signing a contract on behalf of an RSO, who is not an official University signatory, will be held personally liable for the contract. Student Involvement has tools to assist RSOs with processing contracts.

**Copyrights (Movies)**
Movie and video presentations can be an easy way for an RSO to host an event. To avoid copyright infringement and possible legal penalties the RSO should gain approval from the copyright owner for any videos/movies being shown in a public event. Student Involvement has information to gain copyright approval.

**Homemade Food/Potlucks/Food Fundraisers**
Food is a useful tool in drawing participants to events, getting members to attend meetings, and even to raise money. RSOs interested in making their own food for events should speak with the consultation representative at the Student Involvement Office.

**Raffles**
Raffles are another fundraising opportunity for RSOs to utilize. All organizations must meet with the SOFS office to review State of Nebraska regulations on conducting raffles. A raffle authorization packet can be picked up from the SOFS office prior to starting the EPR process for the raffle.

**Table Tents**
The Nebraska Unions does not require an EPR to utilize table tents; however, an EPR is needed to utilize table tents in the residence halls. Table tents can be in place for up to one week. RSOs will set up their own table tents and University Dining Services (UDS) will remove them after the allotted time.

**University Reservations**
An EPR must be completed to utilize any University space. Reservation requirements vary depending on the facility being requested to utilize. Speak with a Student Involvement staff member to learn more about specific reservation requirements.
Budgeting

One task Recognized Student Organizations (RSOs) face is the development of a plan to be fiscally responsible with funds. A budget can be a helpful method for keeping track of RSO funds.

A Budget is:
- A tool for planning and controlling RSO funds.
- A formal written guideline describing your RSO’s future goals expressed in financial terms within a set period of time.
- A detailed statement of estimated income and expenses.
- A historical record of the organization’s activities during a given period.

A Budget can:
- Help refine goals that reflect the realistic resource environment.
- Compel RSO members to use funds efficiently and appropriately.
- Provide accurate information to adjust, analyze and evaluate programs and activities.
- Aid in decision making.
- Provide a historical reference to be used for future planning.

Adapted from Leader Bits, The University of Kansas

Developing a Budget
• Begin preparations a month or more before the close of the current year.
• Prepare an outline of the RSO’s planned activities for the coming year.
• Determine the available funds (carry over balance from previous year, cash on hand, funds in bank, interest, etc.).
• Estimate expected income and when it is expected to be available (dues, sales, etc.).
• Get price quotations on big expenditures, delegate responsibilities to members.
• Rank order by their relative importance, which activities/programs are the greatest expenditures of funds.
• Choose programs to initiate; ask how much is available to allocate.
• Negotiate as necessary: eliminate or limit less essential expenditures.
• Revise, review, coordinate, cross-reference, and then assemble into a final budget; the budget must be flexible to anticipate conditions which might have been overlooked during planning.
• Vote to approve the budget.

Managing the Budget
• Set and maintain a minimum cash balance.
• Formulate procedures and policies needed to achieve objectives.
• Keep an accurate log of financial transactions (income/expenses); maintain in a record book (check and balance records regularly).
• Set up internal controls designed for safeguards and accurate accounting data.
• Control cost-allow only approved expenditures.
• Assess budget regularly.

Adapted from ACPA Advisor Manual on 6.2009
Officer Transition

One of the most important functions of an Advisor is to assist in the transition from one set of RSO officers to the next. As the stability of the RSO, the Advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the quarter. The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

The Team Effort
The team effort involves the outgoing officer board, the Advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:
1. Past records/notebooks for their office and updating those together.
2. Discussion should take place regarding previous year projects that have been completed; upcoming/incomplete projects; challenges and setbacks; and anything the new officers need to know to do their jobs effectively.

The Advisor’s role may be to:
- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks. If an outgoing officer doesn’t know how something was done, or doesn’t have records to pass on to the new officer, you can help that officer by providing the information he or she doesn’t have. The Advisor’s role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

One-on-One Advisor Training with Officers
While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the Advisor to educate the incoming officers. In this case, there should be a joint meeting of the new officers. The Advisor should then meet individually with each officer; examine the notebook of the previous officer (or create a new one).

The notebook should include items such as forms the officer may need to use; copies of previous meeting agendas; and a copy of the RSO’s constitution and bylaws.

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer’s role in the RSO. What are the expectations of each position? What are the student’s expectations of the position and his/her goals?

Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University. Adapted from the ACPA Advisor Manual, 6.2009
Organization Retreat

**Why Should Your Organization Have a Retreat/Workshop?**
Organization retreats and workshops enable Recognized Student Organizations to briefly get away from the distractions of school and work and to focus on the needs of the RSO and the needs of the individual members of the RSO. Planning for the future will enable an RSO to operate more efficiently. By setting goals and planning together, members of an RSO can operate more effectively as a team.

**Establish the Purpose for Your Retreat**
Team Building, Skills Training, Communications, Goal Setting, Problem Solving, Planning, Learning, Orientation, Socializing, Transition, Revitalization, Conflict Resolution

**Determining Who the Retreat is For**
New Officers, Executive Board, All Organization Members, etc.

**Selecting a Facility**
On Campus vs. Off Campus; Convenience vs. Isolation; Urban vs. Rural Getaway. When looking for an off campus retreat location consider nearby summer camps. They often charge cheap rates in the off season. Be sure to check availability, accessibility and accommodations. Don’t forget about costs and contracts. The Student Involvement office has contact names and numbers for retreat locations.

**Transportation**
If your event is off campus, members should be provided with adequate and safe transportation.

**Food and Drink**
Before deciding on a menu consider cost, cooking facilities, preparation, and clean up. Try cooking together, it makes a great team building activity. On a tight budget? Consider potluck.

**Selecting the Best Format**
- Workshops presented by an “expert” such as advertising, program planning, public speaking, fund-raising, etc.
- Experiential Exercises such as team building, brainstorming, communications skills, ropes course, etc.
- Recreational Exercises such as skiing, hiking, canoeing, biking, etc.

**Selecting the Facilitators and Presenters**
Organization Officers, Organization Members, Faculty Advisor, Other Faculty Members

**Planning the Retreat**
Have members sign up to participate on committees. Remember people support what they help to create. Suggested committees: Transportation, Food/Drink, Lodging, Recreation, Programming, and Clean-Up

**Resources in Developing Your Workshops and Exercises**
Structured experiences books, reference books, videotapes; Faculty Advisor; Faculty Members

**Evaluating Your Retreat**
Evaluation Forms. Ask members what they thought of the experience. What would they change? What would they keep the same? Ask the presenters what they thought of the experience. What could have made it better?

Adapted from ACPA Advisors Manual 6.2009
Sample Retreat Schedule for Officer Transition - Team Effort

Officer meetings

- New/old officers pair off (President with President, Treasurer with Treasurer)
- Update each section of the officer notebooks, or talk about what should go in a new one. If officers do not have a notebook, take the time to create one!
- Each pair of officers should discuss the following:
  - Who did the outgoing officer interact with most in the administration, in the community, and other Recognized Student Organizations?
  - With the departments/areas listed above, in what capacity did the outgoing officer work with them?
  - What University paperwork is this position responsible for completing?
  - What did the outgoing officer have to do with the RSO’s funding requests (assuming this question applies to your RSO)?
  - What University procedures did the outgoing officer have the most trouble with and how can the incoming officer avoid those troubles?
  - What were the biggest challenges the outgoing officer faced and how did they overcome them?
  - What goals did the outgoing officer have, and which were achieved and which were not?

Joint officer meeting

- Gather as a group; write everyone’s notes on a board or flip chart. Note similarities.
- Generate a discussion on similarities, challenges and how challenges can be overcome.
- Review policies.

New officer meeting (This could be a separate meeting, or the next phase of the retreat.)

- Goal review. What did the past officers accomplish?
- What is left to do from the past goals list? Revise list or eliminate it if the new officers choose.
- Provide new officers time to list goals for their position on their own.
- Reassemble and share updated goals.
- Brainstorm new goals for the RSO and ideas for programs, fundraisers, and social events.
- Make an exhaustive list of everything the RSO could possibly accomplish.
- Narrow down that list to what they can reasonably accomplish. Assign tasks to specific officers. If no one wants to do it, take it off the goals list.

Adapted from ACPA Advisor Manual 6.2009
Motivating Officers and Members

It is NOT money or personal gain that most people want. They want intrinsic satisfaction. People will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as a leader can help people satisfy those intrinsic needs:

**People Need to Feel Important**
See people as worthwhile human beings loaded with untapped potential; go out of your way to express this attitude.

**Give Praise**
Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being “praise minded.” Give public recognition when it is due.

**Give People Status**
The more status and prestige you can build into a committee or an organization, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a “Member of the Week/Month” Award or “Committee Chairperson of the Month” Award. In addition, simply treating people with courtesy is a way of giving them status.

**Communicate**
People like to know what is going on in the organization. They want to be told about problems, objectives, and “inside information.” They feel recognized and important when they are kept informed. Two-way communication within the organization is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation!

**Give Security**
People will look to you for intrinsic security. For example, they must know that you like them, respect them, understand them, and accept them not only for their strong points, but also for their weaknesses.

**People Need You – People Need People**
They need you to give them what they want and need: intrinsic satisfaction. When you give them what they want, they will give you what you want. This is what motivation is all about. It is not something you do to other people, but something they do for themselves. You give them the reasons and that makes you the motivator – a person who gets things done through others.

**Develop Purpose**
Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

**Encourage Participation in Group Goal Development**
Include all members when planning goals. Consider and follow through on members’ suggestions. Remember that we support that which we help to create.

**Develop a Sense of Belonging**
People like to belong. Those who feel like they belong will more likely invest themselves.

Adapted from ACPA Advisors Manual 6.2009
Specific Ways to Increase Motivation

- Give others credit when it is due.
- Use “We” statements, and not “I.”
- Play up the positive and not the negative.
- Make meetings and projects appear attractive and interesting.
- When you are wrong, admit it.
- Use members’ names often.
- Let members in on the early stages of plans.
- Be fair, honest and consistent – show no favoritism.
- Be careful what you say – do not gossip.
- Listen to others.
- Expect only the best and be proud when members achieve it!

Adapted from Ball State University Downloads for Student Organizations and Advisors as shown in ACPA Advisor Manual 6. 2009

GRAPE Theory of Motivation

**Growth** Being able to increase one’s skills and competencies, performing new or more complex tasks, participating in training programs.

**Recognition** Promotion within the organization, praise for achievements, positive and constructively critical feedback, receiving an award, printed references to an individual’s activities, being “listened to.”

**Achievement** The opportunity to solve a problem, to see the results of one’s efforts, to reach goals that one has established to create a ‘whole’ tangible product.

**Participation** Involvement in the organizational decision making, planning and scheduling one’s own work and controlling one’s own work activities.

**Enjoyment!** Having fun in a warm, friendly, supportive atmosphere.

Adapted from Thundar Bolts, NDSU as shown in ACPA Advisor Manual 6.2009
Recruitment

The following suggestions will help make your organization’s recruitment efforts more successful:

Know and Understand Your Organization

- Leadership and membership should know what the organization goals and objectives are.
- Have an organizational meeting to discuss goals and objectives. Are your goals still accurate? Is it time to update them? Where do you plan for the organization to be in six months? A year?
- Decide on a direction to take. During this “organizational housekeeping” process, a certain theme or direction should become clear. What is this?
- Develop a membership profile. What type of people do you need to help the group succeed? Who would you like to have join? Who would complement your current membership?

Set Recruitment Goals

After identifying the type of people you want in your organization, set some recruitment goals. How many new members can your organization reasonably assimilate into the group? Will you allow people to join at any time or only during a pre-designated recruitment period? Will you hold a mass meeting or is membership by invitation only?
- Keep your membership profile in mind. When designing your recruitment strategy, ask yourself what places do these prospective members most likely frequent? Do they have special interests? What kind of publicity would attract their attention?
- Remember what made you get involved. Probably the most important step in designing a recruitment strategy is for you to think back to when you first became involved. What attracted you? How were you recruited? If you weren’t, how did you hear about the organization? Why have you stayed involved?

Get Everyone Involved

Have your current members identify people they know who might want to get involved. Personally invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.
- Talk about your organization. Tell people what you have to offer them. Ask them about themselves – and really listen.
- Sell your organization and the benefits of membership. Tell them how the organization can benefit someone like them. Personalize the message to each potential member. Let them know how their talents, skills and interests would help the organization.

Design an Advertising Campaign Using Visual Elements

Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your posters, flyers, banners, bulletin boards, etc. Be creative. Get the publicity up early enough. Your publicity can be effective only if it’s noticed.

Plan a Special Welcoming Meeting

Many organizations find it beneficial to have a meeting or ceremony to welcome new members. Group participation in some form during the official initiation process is one way to make your members feel wanted, needed and appreciated.

Hold an Orientation for New Members

Developing and conducting an organizational recruitment campaign is very important. Yet, as we all know, retaining these new members is another matter entirely.
- Train your new recruits. All too frequently, organizations skip any form of orientation and just place their new recruits directly on committees or organizational projects.
- Teach them about your organization. Although involvement is crucial to the longevity of the group, understanding the organization and its goals and objectives, structure, norms, and taboos is equally as important. By taking the time to orient new members to the privileges and responsibilities of
memorship, you create a more educated membership – people who can and will make significant contributions to the organization.

- Elements of a successful orientation program include:
  - The rights and responsibilities of members
  - Organizational governance, operating policies and procedures
  - Organizational history, traditions and programs
  - Assimilation of new members into the organization
  - An overview of campus services, activities and programs for Recognized Student Organizations
  - Information about any support groups or affiliations an organization may have

Adapted from Ball State University Downloads for Student Organizations and Advisors, as adapted from ACPA Advisor Manual 6.2009

**Recruitment Quick Tips**

Remember that a personal contact is always better than 1,000 flyers and newspaper advertisements. People join organizations because they like the people they find there. Nothing can replace the simple act of getting to know someone and asking them to join the organization.

- Get scheduled to make a brief introduction of your organization at each meeting.
- Co-sponsor campus events so that the organization name gets out there more. Be sure to have information about your organization at each event.
- Ask key people to give recommendations of possible members and leaders.
- Don’t expect a person to come to a meeting in a room full of people he/she doesn’t know. Offer to meet the student somewhere and go to the meeting together. Then make sure you personally introduce that person to others in the organization.
- Have a membership drive.
- Feed potential members. College students are attracted to free food.
- Recruit people by the issue that interests them. There are people very interested in one issue; you can recruit them to head up a program on that issue.
- When someone has expressed an interest in getting involved to any degree in your organization, immediately get them involved and give them a meaningful task to do.
- Go out of your way to make new or potential members feel like “players” right away.
- Go door to door in the residence hall and talk to students about the organization and invite them to come to an event later in the week.
- Get exclusive rights to a really cool “members only” job for the organization.
- Hold meetings and events in comfortable, visible, easy-to-come-to places.
- Make a list of all of the advantages of being a member. This could include public speaking opportunities, or any number of other things. Use this list of advantages as your major selling points for new members.
- Always take photos at meetings and events, then put together a scrapbook for prospective members to see.
- When working to recruit members, always try to think in terms of “what’s in it for them.”
- Have an informational meeting.
- Print up business cards for your members to carry. Be sure to have a place for members to write his/her own name and number, but the card should also say, “Open meetings! Please come!”

For Your Information

**RSO Notices Newsletter**

The RSO Notices Newsletter is sent out to all Presidents, Treasurers, and Advisors of Recognized Student Organizations in total compliance two times each month during the academic year and one time each month during the summer. The newsletter is available for RSOs to advertise their upcoming events, submit information that may be valuable to other RSO leaders, or seek out volunteer opportunities. Ads may be included in the RSO Notices Newsletter by e-mailing the information to involved@unl.edu.

**Online Publicizing Opportunities**

The Internet is a useful tool for getting word out about upcoming events. All students may utilize UNLlife.com to inform the campus community of events. Nformation is another source students can utilize to notify the campus community of upcoming events. Nformation announcement submissions can be made by going to [http://www.unl.edu/Nformation/submit-form.shtml](http://www.unl.edu/Nformation/submit-form.shtml)

**Setting Up an RSO’s E-mail Account**

Recognized Student Organizations in good standing may apply for an e-mail account on the University’s system. All University policies regarding the use of e-mail accounts and hardware/software resources apply. The account, if approved, will be provided for the student organization’s use. This means that personal use is not to be permitted. The information that the organization receives by e-mail should be made available to the officers/leadership and/or members of the organization as appropriate. The faculty/staff advisor of the organization will be held accountable for the e-mail account.

Request for listserv website: [http://is.unl.edu/orgmailreq.shtml](http://is.unl.edu/orgmailreq.shtml)
To manage listserv: [http://listserv.unl.edu](http://listserv.unl.edu)
For help, contact Information Services 472-3970

**Setting Up an RSO’s Website**

Recognized Student Organizations in good standing can apply for website space on the Nebraska Union’s web pages. Keep in mind that any information posted on this website must not violate copyright laws or any ASUN or Nebraska Union policies related to student organizations. This includes limiting activities to those appropriate for a not-for-profit institution. Posting of the buying or selling of goods/services for personal profit is prohibited. The student organization’s name of record (as it appears on the organization’s constitution approved by ASUN) must appear prominently on the page.

Simply log on to www.unl.edu/cwis_team and click on the link “UNL Web Developer Network,” and follow instructions. Contact Mary Ellen Ducey at 472-2531 with questions.
Use of Blackboard for your RSO

Recognized Student Organizations have the opportunity of creating their own Blackboard portal. This is a great resource that can be used for sharing information, posting announcements, and communicating with group members. The following are directions how to setup your RSO’s Blackboard portal.

- Log in to your personal Blackboard account.
- Go to the “Help” icon at the top of the window.
- Click “Submit a Ticket.”
- In the “Details” box, make sure to include your organization’s name, the name of your Advisor, and finally, make a note to “Please activate your organization’s Blackboard portal.”
- You should be contacted by Blackboard, notifying that your portal is up and running within a week and, as always, contact Student Involvement if any problems should arise.

Student Absence Due to RSO Activity

On occasion, RSOs will have activities that conflict with academic class requirements. When this occurs, students may wish to have an excused absence from his or her faculty or staff member. Students should notify their faculty or staff member as soon as possible prior to their absence. Please note that faculty or staff members may or may not grant the excused request, as it is at the personal discretion of each faculty or staff member.

A Student Absence Form has been developed and can be found on the Student Involvement website. It is optional, however, highly recommended for Recognized Student Organization members and their Advisors. It is only a means of assisting faculty and students in keeping records of agreements made if a student needs to miss scheduled classes. This form must be accompanied by a letter from the RSO’s primary Advisor who is a UNL faculty or staff member.
Types of Organizations

There are a variety of types of student organizations at UNL. Each type has access to slightly different resources and processes. All student organizations, regardless of type, are responsible for compliance with appropriate policies, processes, regulations, and codes.

Institutional Student Organizations
Only three organizations of this type exist and are defined by the Board of Regent’s Bylaws. They include the Association of Students of the University of Nebraska (ASUN) Student Government, the University Program Council (UPC) programming board, and the Daily Nebraskan (DN) student newspaper. These student organizations receive student fee funding from University Program and Facility Fees (UPFF).

Departmental Organizations for Students
This type of student organization is organized and has recognition only within the confines of the Department, School or College in which it exists. These organizations are completely dependent on the Department, which assigns staff and/or resources to support the organization’s existence as it sees fit. A good example of this type of organization is the UNL Marching Band.

Recognized Student Organization (RSO)
This type of organization has filed for recognition through the ASUN Student Government. Student organizations are required to have a minimum membership to start the organization and the drafting of a constitution in accordance with ASUN requirements. These organizations are recognized campus-wide and have access to institutional resources set aside or developed for their use. The Event Planning and Registration (EPR) process in Student Involvement is for use by these organizations.

Residence Hall Association (RHA) Recognition
The Residence Hall Association is an RSO-type organization recognized by the ASUN Student Government. RHA recognized organizations are defined as a “local government” within the RHA Bylaws. The Bylaws set forth requirements and process for this type of recognition. These organizations may access the full range of resources available under the RSO type of recognition (using the Event Planning and Registration process) by using RHA as an umbrella organization. Resources would be accessed under RHA's name followed by a “local government” name for identification purposes.

Greek Chapter
This type of organization is recognized through the expansion process of the Interfraternity Council (IFC), Pan-Hellenic Association (PHA), Multi-Cultural Council, or the National Pan-Hellenic Council (NPHC). Member organizations of these four Councils have exemption to Title IX and must comply with UNL expansion policies and guidelines. Greek Chapters are considered members of the recognizing Council. These organizations have access to resources similar to those under RSO status. In cases of a conflict between the Corporation Boards of the Greek Chapters and the University’s not-for-profit status, resources will not be made available. This consideration applies to the use of UNL vehicles and UNL bulk mail permits, among others.

Sport Clubs
Sport clubs are comprised of students who have a desire to compete or participate in a sport throughout their college career. These clubs exist to develop students’ skills, dedication, and interest for specific sports. Each club’s level of activity is unique and ranges from regional to national intercollegiate competitions. Each club is represented on the Sports Club Council and is a member of a recognized National Governing Sport Body. For more information about Sports Clubs, contact the Sport Club Staff at Campus Recreation, 472-3467, or visit http://crec.unl.edu/sportclubs.
Examples, Resources and Forms
Example Forms

Annual Review Form (ARF):

Annual Review Form (ARF)
for Recognized Student Organizations (RSO)

Student involvement
200 Nebraska City Campus Union, 0453, 472-2454
300 Nebraska East Campus Union, 0923, 472-1780

www.unl.edu/Involved

PRESS FIRMLY. YOU ARE MAKING 4 COPIES.

This form is required to maintain active recognition status and receive the privileges of RSOs at UNL. The ARF must be submitted by the President or Treasurer of the student organization listed below. Persons whose signatures appear on this form are authorized to transact financial business for the below named student organization. A new form must be submitted for any changes in Officers/Advisors and/or contact information. A Brief Orientation is required at the time of submission in accordance with ASUN Bylaw Special Rules, Section 8.

Organization: ____________________________ (acronym) SOFS Account #: __________

Affiliated/Funded through: [ ] UNL [ ] UNO [ ] UNMC Department Name: ____________________________

I understand and will comply with all University, Board of Regents, ASUN Student Government, state, and federal policies, rules, statutes, and regulations as defined in the NU Book (RSO policy guide), during RSO business and financial transactions and appropriate preparation of legal contracts. I will also report any questionable or inappropriate activities or transactions to appropriate University administrators. I authorize Student Involvement to publish my contact information with my RSO’s information in print & online directories.

President (print): ____________________________
Signature: ____________________________

Election Date: / / Ends: / /

Mail Address: ____________________________ Zip: ______

Email: ____________________________
Phone #: ____________________________
NU ID#: ____________________________

Treasurer (print): ____________________________
Signature: ____________________________

Election Date: / / Ends: / /

Mail Address: ____________________________ Zip: ______

Email: ____________________________
Phone #: ____________________________
NU ID#: ____________________________

Please indicate the information you DO NOT wish to be published with your organization by checking the appropriate boxes above next to the information to be withheld. Be aware that this may make it difficult for prospective members to contact you.

I understand and will follow the RSO Advisor’s Handbook by assisting the RSO in complying with all University, Board of Regents, state, and federal policies, rules, statutes, and regulations as defined in the NU Book (RSO policy guide); by approval and sign-off on all RSO business and financial transactions; and by appropriate preparation of legal contracts. I will also report any questionable or inappropriate activities or transactions to appropriate University administrators. I authorize Student Involvement to publish my contact information with my RSO’s information in print & online directories.

Advisor #1 (print): ____________________________
Signature: ____________________________

Campus Mail Address: ____________________________ Phone#: 2-__________
Building Room # Campus Zip

Department/Unit: ____________________________
Email: ____________________________
NU ID#: ____________________________

Advisor #2 (print): ____________________________
Signature: ____________________________

Campus Mail Address: ____________________________ Phone#: 2-__________
Building Room # Campus Zip

Department/Unit: ____________________________
Email: ____________________________
NU ID#: ____________________________

Organization Campus Mail Address: ____________________________
Building Room # / Box # Campus Zip

Organization Email Address (if applicable): ____________________________
Organization Website URL (if applicable): ____________________________

# of members in organization: ____________________________

DO NOT MAIL THIS FORM.
Return Completed Form IN PERSON to: Student Involvement at 200 Nebraska Union or 300 Nebraska East Union.

White—SOFS Yellow—ASUN Pink—Advisor Goldenrod—RSO Date Entered ________ Initials ________ Revised 05/06

Student Organization Advisor Guide
# Event Planning and Registration (EPR)

**Event Planning & Registration**  
(Student Involvement)  
200 Nebraska City Campus Union, 4053, 472-2454  
300 Nebraska East Campus Union, 0923, 472-1780  
[www.unl.edu/inolved](http://www.unl.edu/inolved)

**DO NOT MAIL THIS FORM!**  
Press firmly. You are making four (4) copies.

- **Organization Name of Record** (Full Name, No Acronyms)
- **SOFS#**
- **Co-Sponsor(s)**
- **Event Date(s)**
- **Event Name and Description**

When it is a major event, organizations are required to complete the EPR process at least fourteen (14) days prior to the event date.

- **Completed EPR Due Date** / / 

- **Location**  
  - [ ] On-Campus  
  - [ ] Off-Campus

  *(Include Room #, Building, Address)*

- **Attendance**  
  - [ ] Members  
  - [ ] UNL Students/Faculty/Staff  
  - [ ] Public  
  - [ ] Minors

- **Times for Event**  
  - Set Up: a.m.  
  - Start: a.m.  
  - End: a.m.

- **Admission**  
  - [ ] Free  
  - [ ] Cost

- **Advance*/At the Door**  
  - [ ] Students  
  - [ ] Non-Students

- **Advance Ticket Location**

- **Budget** (FOR SOFS USE ONLY)  
  - SOFS Account #:  
  - Available Funds: $  
  - Estimated Cost: $  
  - Estimated Income: $  
  - SOFS Notes:

  *(Include Room #, Building, Address)*

<table>
<thead>
<tr>
<th>Recognized</th>
<th>Greek Chapter</th>
<th>Ad-Hoc/SEG</th>
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<th>Time</th>
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**Staff Notes / Required Attachments:**

- [ ] Booth  
- [ ] Chalking  
- [ ] Banner  
- [ ] Contracts: Full Contract/Zero Dollar Agreement  
- [ ] Alcohol Permit  
- [ ] Pepsi  
- [ ] Travel Insurance  
- [ ] Transportation Services  
- [ ] Food: Pre-packaged/University Dining Services  
  - Licensed Professional/Food Safety

**Student Contact Responsible for Event**

- **Name:**
- **Phone:** (___) ___-___
- **Email:**

**Advisor: Faculty/Staff or Greek Affairs**

- **Name:**
- **Phone:** (___) ___-___
- **Email:**

**FINAL SIGNATURES** *(sign ABOVE title marked)*

- [ ] **Advisor Signature** - First Required Signature  
  - **Date**

- [ ] **SOFS, 222 NU, 472-5667/314 NEU, 472-9630**  
  - **Date**

- [ ] **Union Reservations, 200 NU, 472-2181/314 NEU, 472-1776**  
  - **Date**

- [ ] **University Police, 300 N. 17th, 472-3555**  
  - **10 business days in advance**
  - **Date**

- [ ] **Pepsi Fund Requests, 200 NU, 472-2454/300 NEU, 472-1780**  
  - **10 business days in advance**
  - **Date**

- [ ] **SOFS Travel Insurance Authorization**  
  - **Date**

- [ ] **STUDENT INVOLVEMENT FINAL APPROVAL**  
  - **Date**

*Note: An event is not officially approved until this form has been returned to Student Involvement for final approval.*

---

Date Entered Initials Revised 05/08
Forms

*Event Budget Tool*
Event Budget Tool may be found at
http://involved.unl.edu/media/organizations/docs/EventBudgetTool.pdf

*Annual Budget Tool*
Annual Budget Tool may be found at
http://involved.unl.edu/media/organizations/docs/AnnualBudgetTool.pdf

*Student Absence Form*
Student Absence Form may be found at http://www.unl.edu/asenate/sapform.htm

*SOFS Forms:*
Payment Request Voucher: http://union.unl.edu/sofs/forms_and_guides.php
Deposit Form: http://union.unl.edu/sofs/forms_and_guides.php

*Travel Forms:*
http://transportation.unl.edu/forminfo/
http://hr.unl.edu/benefits/riskmanagement/studenttrip.shtml
Resources Index

Advisor Self-Evaluation Checklist
Student Leader /Advisor Worksheet
Sample Meeting Agenda
SOAR Sheets
50 Ways to Give Recognition
20 Tips for Advisors to Increase Organization Productivity
Additional Resources/Online Resources
Advisor Self-Evaluation Checklist

Please answer the following questions as they relate to your role as a student organization Advisor. Fill in the blanks in front of each question using the following scale:

5 = all the time, 4 = most of the time, 3 = some of the time, 2 = almost never, 1 = never

_____ I actively provide motivation and encouragement to members.
_____ I know the goals of the organization.
_____ I know the organization’s members.
_____ I attend regularly scheduled executive board meetings.
_____ I attend regularly scheduled organizational meetings.
_____ I meet regularly with the officers of the organization.
_____ I attend the organization’s special events.
_____ I assist with the orientation and training of new officers.
_____ I help provide continuity for the organization.
_____ I confront the negative behavior of members.
_____ I understand the principles of group development.
_____ I understand how students grow and learn.
_____ I understand the principles that lead to orderly meetings.
_____ I have read the organization’s constitution and bylaws.
_____ I recommend and encourage without imposing my ideas and preferences.
_____ I monitor the organization’s financial records.
_____ I understand the principles of good fund raising.
_____ I understand how the concerns of diversity affect the organization.
_____ I attend conferences with the organization’s members.
_____ I know the steps to follow in developing a program.
_____ I can identify what members have learned by participating in the organization.
_____ I know where to find assistance when I encounter problems I cannot solve.

Adapted from ACPA Advisor Manual 6.2009
Student Leader/Advisor Worksheet

Directions: This worksheet is to assist in identifying expectations of Advisors and student leaders. The Advisor and each officer should respond to the following items and then meet to share and compare answers and discuss differences. For each statement, respond on a scale of 1-5 how important the function is:

1. Essential for Advisor to do
2. Helpful for Advisor to do
3. Nice, but not necessary for Advisor to do
4. Would prefer Advisor not to do
5. Absolutely not an Advisor’s role

The Advisor is expected to ...

1. _____ Attend all organization activities
2. _____ Be accessible during meetings but allow them to be led by students
3. _____ Attend all executive meetings
4. _____ Call meetings of the executive board when he/she believes necessary
5. _____ Be familiar with university facilities and services and explain university policy to officers prior to meetings and when relevant to the meeting discussion
6. _____ Meet with President each week
7. _____ Help executive board prepare the agenda before each meeting
8. _____ When having a discussion, share any relevant information
9. _____ Speak up during discussion when Advisor believes the organization is likely to make a decision that is not in the best interest of the organization
10. _____ Be available to officers between meetings
11. _____ Initiate ideas for discussion he/she believes will help the organization
12. _____ Take an active part in formulating the goals of the organization
13. _____ Be one of the members of the organization except for voting and holding office
14. _____ Require the Treasurer to clear all expenditures with Advisor before financial commitments are made
15. _____ Review the Treasurer’s books at the end of each semester
16. _____ Review all official correspondence before it is sent
17. _____ Be given a copy of all official correspondence
18. _____ Keep the official files in Advisor’s office
19. _____ Remind organization of their objectives/goals in planning events
20. _____ Veto decisions when it violates a stated objective, the constitution, bylaws, codes, standing rules, or university policy
21. _____ Mediate interpersonal conflicts that arise
22. _____ State what the Advisor responsibilities are, or as she/he sees them, at the first meeting of the year
23. _____ Let the organization work out its own problems, including making mistakes and “doing it the hard way.”
24. _____ Insist on the evaluation of each activity by those officers responsible for planning
25. _____ Take initiative in creating teamwork and cooperation among officers
26. _____ Let the organization thrive or decline on its merits; do not interfere unless requested to do so
27. _____ Represent the organization in any conflicts with members of the university staff
28. _____ Be familiar with university facilities, services and procedures that affect organization activities
29. _____ Recommend programs, speakers, etc
30. _____ Take an active part in the orderly transition of responsibilities between old and new officers and maintain records, history, and items during transition/summer
31. _____ Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that officers are maintaining the required grade point average
32. _____ Cancel any activities when she/he believes they have been inadequately planned

Adapted from “A Handbook for Student Group Advisors” as utilized by University of Wisconsin-Superior. 6.2009
Sample Meeting Agenda

I. Call to order
The Chairperson says, “The meeting will please come to order.”

II. Roll Call
Members say “present” as their name is called by the Secretary.

III. Minutes
The Secretary reads a record of the last meeting.

IV. Officers’ Reports
Officers give a report to the organization when called on, usually limited to a time if necessary.

V. Committee Reports
First come reports from “standing” committees or permanent committees, then “ad hoc” or special committees.

VI. Special Reports
Important business previously designated for consideration at this meeting.

VII. Old Business
Items left over from previous meetings.

VIII. New Business
Introduction of new topics.

IX. Announcements
Informing the assembly of other subjects and events.

X. Adjournment
The meeting ends by a vote or general consent.

Adapted from Advising Your Hall Governing Board, Kansas State University, Department of Housing and Dining, 2003. As shown in ACPA Advisor Manual 6.2009
SOAR Sheets

Student Organizations staff members have developed handouts to provide tips and tricks to help with your organization. Paper copies are located outside of the Student Involvement office at 200 Nebraska Union or 300 Nebraska East Union. They can also be located at http://involved.unl.edu/organizations/resources.php. SOAR Sheets exist in the following areas:

- ABC’s of Programming
- Annual Planning Calendar
- Backwards Planning
- Beating Procrastination
- Brainstorming
- Building a Team
- Creating and Using Posters
- Decision Making
- Diversity
- Effective Persuasion
- Effective Time Management
- Effective Writing
- Event Planning and Registration
- Getting Involved
- Goal Setting
- Icebreakers
- Leadership
- Leadership Transition
- Making the Advisor Connection
- Parliamentary Procedure
- Planning a Retreat
- Promotion & Publicity
- Publicity Outlets
- Publicity with Pizzazz
- Recognizing Members
- Recruiting and Retaining Members
- Running an Effective Meeting
- Servant Leadership
- Service Learning
- So You Want to Have a Raffle
- Starting Your Organization
- Stress Awareness
- Student Organization E-mail/Website/Blackboard/Listserv
- Student Organization Checklist
- Successful Fund-raising
- The Art of Delegating
- Travel by Student Organizations
- Where to Hold Activities
50 Ways to Give Recognition

Smile
Put up a volunteer suggestion box
Treat to a soda
Ask for a report
Send a birthday card
Arrange for discounts
Give service stripes
Treat to ice cream
Plan annual ceremony occasions
Recognize personal needs and problems
Be pleasant
Post honor roll in reception area
Respect their wishes
Give informal socials
Keep challenging them
Send a Thanksgiving card to the person’s family
Say “Good Morning”
Greet by name
Provide a pre-service training
Help develop self confidence
Award plaques to sponsoring group
Take time to explain fully
Be verbal
Give additional responsibility
Afford participation in team planning
Respect sensitivities
Enable to grow on the job
Send newsworthy information to the media
Say “Good Afternoon”
Honor their preferences
Create pleasant surroundings
Welcome them to staff meals
Have a public reception
Take time to talk
Defend against hostile or negative staff
Make good plans
Throw a pizza party
Plan a theater party
Recommend to prospective employer
Utilize as consultants
Praise them to their friends
Say “Thank you”
Smile
Be a real person
Plan occasional extravaganzas
Send impromptu fun cards
Attend a sports event
Have a picnic

From Schreiber, V. and Pfleghaar, E. “Supervising vs. Advising”, UMR-ACUHO, 1999,
Adapted from ACPA Advisor Manual, 6.2009
20 Tips for Advisors to Increase Organizational Productivity

1. Know what the students expect of you as an Advisor.
2. Let the organization and individual members know what you expect of them.
3. Express a sincere interest in the organization and its mission. Stress the importance of each individual’s contribution to the whole.
4. Assist the organization in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.
5. Have the goals or objectives of the organization firmly in mind. Know the purposes of the organization and know what things will need to be accomplished to meet the goals.
6. Assist the organization in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the organization learn through involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different organizations require different approaches.
8. Assist the organization in determining the needs of the people the organization is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the organization’s dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each member’s participation or lack thereof. Communicate that each individual’s efforts are needed and appreciated.
12. Assist the organization in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.
13. Use a reward system and recognition system for work well done.
14. Develop a style that balances active and passive organization membership.
15. Be aware of the various roles that you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of chairperson.
17. Be aware of institutional power structure—both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the organization from semester to semester (not mandatory but encouraged).
19. Challenge the organization to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor!

(Adapted from M.J. Michael) Office of Student Leadership Development Programs at East Carolina University, as shown in ACPA Advisor Manual 6.2009
Additional Resources

Advising Student Groups and Organizations by Dunkel and Shuh


Online Resources

Student Organization Advising Resources Online
http://ul.studentaffairs.duke.edu/soar/index.html
http://www.isu.edu/stdorg/lead/manual/Advisor.html
http://www.bgsu.edu/offices/sa/getinvolved/advising.pdf

Icebreakers and Teambuilders Online
http://www.mindtools.com/
http://www.byu.edu/tma/arts-ed/home/games.htm
http://www.ag.ohio-state.edu/~bdg/
http://www.residentassistant.com/games/teambuilders.htm
http://www.residentassistant.com/games/namegames.htm
http://www.residentassistant.com/games/icebreakers.htm
http://adulted.about.com/od/icebreakers/

As shown in ACPA Advisor Manual 6.2009
University of Nebraska–Lincoln Website Index

Association of Students of the University of Nebraska (ASUN): http://www.unl.edu/asun/
ASUN Bylaws governing student organizations: http://www.unl.edu/asun/
Blackboard: http://my.unl.edu
Campus Recreation: http://crec.unl.edu/sportclubs
Greek Affairs: http://www.unl.edu/greek/
Jackie Gaughan Multicultural Center: http://unions.unl.edu/culture/
Nformation announcement submissions: http://www.unl.edu/Nformation/submit-form.shtml
Recognized Student Organizations: http://einvolve.unl.edu/
  RSO Book: http://involved.unl.edu/rsobook/
  RSO: Resources and Tools: http://involved.unl.edu/organizations/resources.php
  RSO Fund Request: http://involved.unl.edu/organizations/rso_fund_requests.php
Student Absence Form: http://www.unl.edu/asenate/sapform.htm
Student Code of Conduct: http://stuafs.unl.edu/ja/code/
Student Involvement: http://involved.unl.edu
  Event Budget Tool: http://involved.unl.edu/media/organizations/docs/EventBudgetTool.pdf
  Annual Budget Tool: http://involved.unl.edu/media/organizations/docs/AnnualBudgetTool.pdf
  Student Impact Awards: http://involved.unl.edu/events/awards/
Student Organization Financial Services (SOFS): http://union.unl.edu/sofs/
  SOFS Forms:
    Payment Request Voucher: http://union.unl.edu/sofs/forms_and_guides.php
    Deposit Form: http://union.unl.edu/sofs/forms_and_guides.php
Transportation Services: http://transportation.unl.edu/
  Travel Forms:
    http://transportation.unl.edu/forminfo/
    http://hr.unl.edu/benefits/riskmanagement/studenttrip.shtml
University’s Information Services: http://is.unl.edu/orgmailreq.shtml
  Listserv accounts: http://www.ianr.unl.edu/internet/newlist.html
  Request for listserv website: http://is.unl.edu/orgmailreq.shtml
  To manage listserv: http://listserv.unl.edu
University Police: http://police.unl.edu/
Union Reservations: http://www.unl.edu/neunion/reservations/
Web Developer Network: http://www.unl.edu/webdevnet/
Women’s Center: http://involved.unl.edu/gender/womens_center.php
Student Involvement
Student Organizations
200 Nebraska Union or 300 Nebraska East Union
402-472-6797 or 402-472-1780
http://involved.unl.edu/
involved@unl.edu or sieast@unl.edu