STUDENT ORGANIZATION ADVISOR ORIENTATION

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AGENDA

- Get-to-know-you!
- Student Organization Eligibility & Registration
- Role of Advisor & Legal Liability
- Registered Student Organization Resources & Policies
- Questions
GET-TO-KNOW-YOU!

- What is your name?
- What organization do you advise?
- How did you become an advisor of that group?
- How long have you been advising this group?
- What is one thing you are hoping to get out of today’s session?
ACRONYMS YOU MAY HEAR

RSO – Registered Student Organization
CfLI – Center for Leadership & Involvement
WIN – Wisconsin Involvement Network
SAC – Student Activity Center
CESO – Campus Event Services Office
CSO – Committee on Student Organizations
SOAP – Student Organization Alcohol Policy
ASM – Associated Students of Madison
**RSO ELIGIBILITY & REGISTRATION**

- Be a not-for-profit, formalized group
- Be composed primarily of UW-Madison students (at least 75%)
- Be controlled and directed by UW-Madison students
- Be related to student life on campus
- Abide by Federal, State, City & University nondiscrimination laws & policies

[http://www.guide.cfli.wisc.edu/eligibility.htm](http://www.guide.cfli.wisc.edu/eligibility.htm)
RSO ELIGIBILITY

- Complete the RSO Registration process every year!
- 4 enrolled student contacts
- Up-to-date Constitution
- Completed the Badgers Step Up! Program (pre-test, session, and post-test)
- Abide by the Naming Guidelines
  - May NOT use any form of UW-Madison as the BEGINNING WORD(S) of the name of an RSO or any references to the RSO (email, facebook page, etc.)

**CfLI conducts audits throughout the year to check eligibility**
HOW WOULD YOU DEFINE YOUR ROLE AS AN ADVISOR?
ROLE OF ADVISOR

Advise: to offer advice to, counsel: to recommend, suggest; to inform, notify; to take counsel, consult.

- Teaching/Educator
- Resource Person
- Coordinator and Expediter
- Support Person, Listener
- Account Administration Official
- Risk Management Consultant
ADVISOR RESPONSIBILITY

- To the organization
- To the students
- To the University
RESPONSIBILITY TO THE ORGANIZATION

- Be present
- Be familiar with University and Student Organization Policies
- Help them set realistic goals and help them evaluate these goals
- Provide consistent & ongoing feedback
RESPONSIBILITY TO THE STUDENTS

• Help them to find balance between classroom and student organization work – They are students first and foremost!

• Develop students’ leadership skills (you may focus your time on the leaders of the org)

• Be aware of the goals and directions of the organization and help the members evaluate their progress toward those goals
RESPONSIBILITY TO THE UNIVERSITY

- Help students make their programs beneficial to other students and consistent with educational objectives of the University
- Become familiar with the policies and procedures pertinent to RSOs and strive to see that they are followed
- Become familiar with the responsibilities of departments who choose to sponsor RSOs on campus and/or co-sponsor programs or activities
CLERY ACT

- To provide the campus community with accurate, complete, and timely information about crime and the safety of the campus environment

- **YOU** are a Campus Security Authority (CSA)
  - If you receive information about a crime, you must report it!
  - Report to UWPD or the Dean of Students Office
  - Complete the Campus Security Authority Training

LEGAL LIABILITY

- Most common legal issue = negligence
- “General Standard” – you must behave the way a reasonable person would in a similar situation

  - Make thorough plans
  - Keep complete records of activities
  - Be honest & open
  - Ask questions and be informed & abide by rules
  - Document your role as an Advisor!
DEPARTMENTAL SPONSORSHIP

- Can sponsor ALL of the organization or just some of the activities
- Establish guidelines so organization and department are aware of responsibilities
- Be aware of other policies that exist:
  - University Housing
  - WUD/Hoofers
  - Rec Sports
  - SSFC
DEPARTMENTAL SPONSORSHIP

- Directly overseen by a University employee & Dean/Director/Chair must be aware of the appointment
- Recommended that org/department consult with risk management to ensure the activity falls within the University’s mission for liability purposes
- Abide by other minimum requirements for sponsorship
- [http://www.guide.cfli.wisc.edu/departmental_sponsorship.htm](http://www.guide.cfli.wisc.edu/departmental_sponsorship.htm)
ADVISOR & ORGANIZATION RESOURCES
CFLI ONLINE RESOURCES

- CfLI Website
  - http://cfli.wisc.edu/index.htm

- Student Organization Resource & Policy Guide
  - http://www.guide.cfli.wisc.edu/index.htm

- Wisconsin Involvement Network
  - https://win.wisc.edu/
WISCONSIN INVOLVEMENT NETWORK

- https://win.wisc.edu/
- Available to anyone with a UW Net ID
  - Guest user access now available for Advisors
- Individual student services
  - L&I Record
  - Interest matching to find orgs
- Organization services
  - Internal: roster, documents, elections
  - External: website, forms, events, recruiting
CFLI AVAILABLE RESOURCES

- Audio/Visual Equipment Keys
  - [http://www.guide.cfli.wisc.edu/av_key_checkout.htm](http://www.guide.cfli.wisc.edu/av_key_checkout.htm)

- Card Scanners
  - [http://www.guide.cfli.wisc.edu/Card_Scanning.htm](http://www.guide.cfli.wisc.edu/Card_Scanning.htm)

- Mass Emails
  - [http://www.guide.cfli.wisc.edu/On-campus_Marketing_Resources.htm](http://www.guide.cfli.wisc.edu/On-campus_Marketing_Resources.htm)

- CfLI Buzz Newsletter
  - [http://www.guide.cfli.wisc.edu/On-campus_Marketing_Resources.htm](http://www.guide.cfli.wisc.edu/On-campus_Marketing_Resources.htm)

- Event Planning Guide
  - [http://www.guide.cfli.wisc.edu/events_planning_guide.htm](http://www.guide.cfli.wisc.edu/events_planning_guide.htm)
DOIT RESOURCES

- WiscLists
- Organization Email & Calendar Account
- Computer Training Classes
- http://www.guide.cfli.wisc.edu/doit_support.htm
MAILBOXES

Location: Student Activity Center (SAC)

- ASM Office (4th Floor of SAC) – Fill out an application
- 1 year commitment
- http://www.guide.cfli.wisc.edu/maiboxes.htm
- asmsagb@gmail.com
- www.asm.wisc.edu/sac-governing-board
RESERVING SPACE

- Campus Event Services Office (CESO)
- Memorial Union, Union South, Red Gym, Classrooms, Outdoor (Bascom Hill and Library Mall)
- Departmental Co-Sponsorship is required when non-UW are invited
- Must abide by University Facility Use Guidelines
- Restrictions based on Memorial Union Renovation
- [http://www.guide.cfli.wisc.edu/space_overview.htm](http://www.guide.cfli.wisc.edu/space_overview.htm)
RESERVING SPACE CONT.

For Union South, Red Gym and Memorial Union, student organizations can have:

One, 1-hour space reservation per week, unless they are booking one week or less in advance of their event date

Two, 4-hour space reservations per semester

Limited to one large event space per month (Varsity Hall 1 & 2, Varsity Hall 3, or On Wisconsin)

Classroom reservations do not have limits for frequency or length of reservation, but are subject to availability.
FUNDING

- Associated Students of Madison (ASM)
  - Event, Travel, Operations, and Open Fund Grant

- Chancellor Fund Event Grants
  - Assembly of International Students Event Grant
  - Multicultural Council Grant
  - Wisconsin Experience Grant

- Additional Funding
  - Wisconsin Union Directorate, Lectures Committee, Kemper K. Knapp Bequest Committee, etc.

http://www.guide.cfli.wisc.edu/org_finances_funding.htm
RESOURCES FOR OFF-CAMPUS ADVISORS

- Guest user access to WIN
- ID card for building access
- Volunteer letter affirming your role as an official advisor (which provides you coverage by the State’s liability protection program so long as you perform your duties within the scope of the description you provide).

FORM LINK: https://win.wisc.edu/form/start/31869
RSO POLICIES
COMMITTEE ON STUDENT ORGANIZATIONS (CSO)

- Comprised of students, staff, & faculty
- RSO disciplinary process
  - Hear cases of Student Organization Codes of Conduct alleged violations
  - Sanctions range from a warning letter to termination

http://www.guide.cfli.wisc.edu/code_of_conduct.htm
RSO CODE OF CONDUCT

- All RSOs agree to Code of Conduct within the registration application
- Found in Resource & Policy Guide
- Leaders can be held responsible for their actions
- Leaders/Advisors should ensure members know of the Code of Conduct
STUDENT ORGANIZATION ALCOHOL POLICY (SOAP)

At any event with alcohol (regardless of location):

- An appropriate selection and quantity of non-alcohol beverages and food must be available
- Measures in place for prevention of underage drinking

Any Registered Student Organization event with alcohol not held at a venue with an alcohol license must abide by the following additional policies:

- Alcohol beverages are limited to beer and wine
- Beer should be served in individual cans or bottles. Common sources of alcohol (such as kegs, bowls) are not permitted

Sober Monitors must be present at the event

http://www.guide.cfli.wisc.edu/alcohol_policies.htm
POSTING POLICIES

Chalking

- Only allowed on University sidewalks and streets
- Use water-soluble chalk
- Spray chalk can **not** be used under any circumstances
- **Do not** chalk on vertical surfaces or other restricted areas

Subject to sanctioning by the CSO

[http://www.guide.cfli.wisc.edu/posting_policies.htm](http://www.guide.cfli.wisc.edu/posting_policies.htm)
Leafleting
- Must receive permission from building manager
- Do not leaflet in classrooms, only in designated areas
- When distributing approved leaflets, you must directly hand them to people, giving them a choice or whether they accept it or not

Subject to sanctioning by the CSO
FINANCIAL REGULATIONS

- Must have a student who can represent the RSO in financial matters

- Maintain accurate and complete financial records of all receipts & expenditures that can be made available no later than 15 days after receiving a request from CSO Chair or CfLI Director

- Will be held accountable for fraudulent practices, such as falsifying information on grant applications

- [http://www.guide.cfli.wisc.edu/financial_policies.htm](http://www.guide.cfli.wisc.edu/financial_policies.htm)
ADDITIONAL CFLI SERVICES

- Leadership Certificate
- All Campus Leadership Conference and Bucky Awards (hosted by Student Leadership Program)
- Student Organization Fair
  - Every fall and spring
  - Sign-up for fair occurs the semester prior
- Advising (for you or for organizations)
UPCOMING EVENTS

November Advisor Newsletter
(via email)

Diversity & Social Justice
Wednesday, November 18th @ 5:00pm
Red Gym
QUESTIONS?