CONGRATULATIONS!

Being an advisor is an amazing role! You are more important than you may realize; and will touch students’ lives in unique ways. An advisor wears multiple hats. In your role, you may become everything from mentor to team builder, conflict mediator to reflective agent, educator to motivator. Your support and guidance in these roles may lead to life long mentoring and friendships, as you develop special bonds with your student leaders.

Each advisor will establish a different relationship with their group, since each organization is unique in its needs and desires. Therefore, it is important to establish expectations early on with each new officer board.

Tips for Successful Advising:
- Serve as a resource
- Interpret & clarify policies
- Suggest program ideas
- Serve as a role model
- Provide history for the group
- Allow the group to succeed, as well as fail
- Teach leadership

Tips on what Not to do:
- Micromanagement
- Run organization meetings
- Veto organization decisions
- Be the recruiter for new members
- Say “I told you so”
- Be the group leader
- Be unavailable
- Take everything seriously
- Be afraid to let the group fail

For more information on the advisor role and for more tips on advising please visit our Advisor Resources webpage.

Organizational Types & Categories

University Sponsored Organizations:
Contribute to the general goals of the University and benefit or serve relatively large numbers of students. They are required to have a faculty or staff advisor (and in most cases are assigned a full-time professional staff member as an advisor).

Registered Student Organizations (RSO):
Established by & for students to experience co-curricular learning while participating in activities that are of interest to each organization. RSOs are voluntary associations of students wishing to pursue a common special interest or engage in social activities. RSOs are encouraged to have a faculty or staff advisor, but are not required to do so in order to exist.

Fraternity & Sorority:
Referring to social Greek-lettered organizations at the collegiate level. These organizations are defined as single sex, selective, and fulfill the Greek pillars of leadership, scholarship, camaraderie, and service. Fraternities and sororities are strongly encouraged to have a faculty or staff advisor, in addition to an alumni advisor.
Program Planning

Use the Program Planning guide on our student organization resources webpage to assist you in the program planning process. The guide includes space, funding, and planning timelines to make event planning easier! Also consider the following:

De-briefing an event with your organization:
As an advisor, the post-event period is a perfect time for you to facilitate meaningful thought and reflection within your group. Use each post-event period as an opportunity to assess strengths and weaknesses, and assist your students in developing action plans on how to make the next function even greater!

Risk Management

**GENERAL** — All events or activities that involve any type of risk should follow these basic steps:
1. Complete a Risk Management Plan and submit to Student Involvement.
2. All participants complete Student Participant Release Agreements online prior to the event.

**EVENTS WITH ALCOHOL** —
1. For on and off-campus activities, consult the University’s Alcohol Policy.
2. This Alcohol-Use Permit must be submitted to Student Involvement for BOTH on & off-campus activities.

**TRAVEL** —
1. Complete the Authorized Driver Request Form for any activity involving the use of your personal vehicle.
2. Complete the online travel form.

All forms and policies found [here](#).

Officer Transition Tools

The succession of leadership is a pivotal point for all organizations, that can either have positive or negative results. Often, these variables of change are influenced strongest by the factor that stays constant, the advisor. For helpful information on how to assist in this period, please visit our Advisor Resources webpage.

Transitions are most successful when they occur year round, instead of just upon exit. Be sure to meet with your students throughout the year to review this document. Discuss this document at regular intervals with the organization. This will result in more efficient & meaningful transition.

Celebrating Excellence

Congratulate your student leaders for the amazing service that they provide our university! They will without a doubt appreciate your nomination.

Visit our Recognition page for more details on ways to award!

Funding

**Funding Requests**
An SGA Proposal Form should be completed six weeks before the event is planned to take place. The form is an editable PDF that can be saved and e-mailed to sga@trinity.edu.

[Click here to fill out Proposal Form](#)

**Fundraising Ideas**
For information about fundraising or fundraising ideas, view Chapter 3 (Managing Your Organization) of the Student Organization Handbook.

Our #1 priority is the safety and wellbeing of our students.
As an advisor, coach students to care for their members & guests.
Monthly Checklist

AUGUST
- Register for the Fall Student Involvement Fair
- Attend Welcome Week events & recruit members
- Sign up for a Level Up! Workshop sometime during the fall

SEPTEMBER
- Continue to maintain strong campus visibility, and mentor new recruits

OCTOBER
- Invite parents to Fall Family Weekend

NOVEMBER
- Hold Officer Elections
- End of semester updates
- Plan for next semester

DECEMBER
- Conduct officer transition meetings
- Study for Finals!

JANUARY
- Submit annual registration and organization roster online
- Attend Student Organization Training
- Register for the Spring Student Involvement Fair
- Submit Student Organization Award Nominations
- Sign up for a Level Up! Workshop if the organization didn't during fall

FEBRUARY
- Attend Chocolate Festival

MARCH
- Invite parents to Spring Family Weekend
- Attend Trinity Spotlight

APRIL
- End of semester check in with group

MAY
- Study for finals!

JUNE
- Rest & relax!

JULY
- Make campus reservations for the following academic year
- PLAN, PLAN, PLAN!

Questions? Contact Campus & Community Involvement

Director:
Jamie Thompson

Assistant Director:
John Jacobs

Student Programs:
Becka Bovio

Fraternity & Sorority Life:
Briana McGlamory

Diversity & Intercultural Relations:
Soi Smith

Community Service & Engagement:
Edwin Blanton

Student-Edited Publications:
Katherine Martin

Office Manager:
Amy Johnson

Coates University Center Manager:
LadyStacie Rimes-Boyd