Student Organization Advisor’s Manual

Student Involvement
Trinity University
Congratulations!

Being an advisor is an amazing opportunity! 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 be a mentor, team builder, conflict mediator, reflective agent, educator, or motivator. Your support and guidance in these roles may lead to life-long mentorship and friendship.

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.

In this manual, you will find information on...

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Student Organization Types & Categories

University Sponsored Organizations (USO)
Contribute to the general goals of the University and benefit or serve relatively large numbers of students. USOs 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 interest or engage in social activities. RSOs are required to have a faculty or staff advisor in order to exist.

Fraternities & Sororities
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.

Advisor Roles & Expectations
- Support students in planning and risk management
- Understand Trinity’s regulations and policies
- Attend general meetings as necessary
- Awareness of organization’s budget, fundraising efforts, and expenses
- Challenge and initiate ideas for discussion
- Facilitate in officer transition each year
- Provide constructive feedback
- Facilitate creativity and innovation
- Provide mentorship and leadership development
- Be familiar with University facilities, services, and procedures

Tips for successful advising:
- Serve as a resource
- Interpret and clarify policies
- Suggest program ideas
- Serve as a role model
- Provide history and context 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
- Be unavailable
- Take everything seriously
- Be afraid to let the group fail

For more information on the advisor role and more tips on advising, please visit tinyurl.com/TUadvisors and tinyurl.com/TUresources
Program Planning

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

Debriefing an event with your organization:
As an advisor, the post-event period is a perfect time for you to facilitate meaningful reflections within the group. Use each post-event period as an opportunity to assess strengths and weaknesses, and assist the organization in development action plans on how to make the next event even better!

Risk Management

All members of student organizations are required to attend Risk Management Training at Student Organization Training each January. If they are unable to attend, the videos and quiz are available online (tinyurl.com/TUrisk).

New advisors or advisors who have not attended Risk Management Training in the past 2-3 years should also take the online quiz.

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.

Funding

Funding Requests
An Student Government Association (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 emailed 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.

Travel
1. Complete the Authorized Driver Request Form for any activity involving the use or personal or University vehicles.
2. Complete the online travel form.
3. Submit emergency contacts, and medical and allergy information to Student Involvement.

Events with Alcohol
1. For on and off-campus activities, consult the University’s Alcohol Policy.
2. The Alcohol-Use Permit must be submitted to Student Involvement for BOTH on- and off-campus activities.

Risk Management Training videos and quiz can be found at tinyurl.com/TUrisk

All forms and policies are available at tinyurl.com/TUresources
Officer Transitions

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 (tinyurl.com/TUadvisors).

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 the office transitions document. Discuss this document at regular intervals with the organization. This will result in more efficient and meaningful transition.

Celebrating Excellence

There is more than one way to celebrate the success of your students! Visit our Recognition page for more details on ways to award!

Students and student organizations are nominated and awarded at the annual Student Leadership Awards (tinyurl.com/TUsla) in spring. Congratulate your student leaders for the amazing service that they provide to the Trinity and San Antonio communities!

Goal Setting

To measure the success of all the student organizations, each organization will develop at least one short-term and one long-term S.M.A.R.T. goal each semester. This will allow for student organizations to be accountable for their own goals in alignment with their vision and purpose of their organization.

Student organizations will utilize the S.M.A.R.T. goal setting method that will specify their goals for the future of their organization and provide achievable results that will enhance and develop their organization to be more successful.

Encourage your students to connect with Student Involvement regarding goal setting and submission of short-term and long-term goals.
Monthly Checklist

*Use this section to ensure the organization you advise stays on track throughout the year

**AUGUST**
- Register for and attend the Fall Student Involvement Fair
- Attend Welcome Week events and recruit members

**SEPTEMBER**
- Continue to maintain strong campus visibility and mentor new recruits
- Set short and long-term S.M.A.R.T. goals

**OCTOBER**
- Invite parents to Fall Family Weekend

**NOVEMBER**
- Hold officer elections
- End of semester updates
- Plan for next semester
- Check in with fall goals

**DECEMBER**
- Conduct officer transition meetings
- Submit annual registration and organization roster online
- Register for Spring Student Involvement Fair

**JANUARY**
- Attend Student Organization Training
- Submit Student Organization and Student Leader Award Nominations
- Attend Spring Student Involvement Fair

**FEBRUARY**
- Set spring semester S.M.A.R.T. goals
- Sign up for Chocolate Festival

**MARCH**
- Invite parents to Spring Family Weekend

**APRIL**
- End of semester check-in with group
- Reflect and review spring goals

**MAY**
- Develop a communication plan between leaders and members for summer months
- Study for finals!

**JUNE**
- Rest and relax!

**JULY**
- Make campus reservations for the following academic year
- Plan, plan, plan!
Questions? Contact Student Involvement

The mission of Student Involvement (SI) is to develop student leaders and facilitate programs that contribute to a vibrant campus life.

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