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...

Organization Types & Categories................................................................. page 2
Advisor Roles and Expectations................................................................. page 2
Program Planning...................................................................................... page 3
Funding........................................................................................................ page 3
Risk Management...................................................................................... page 3
Officer Transitions.................................................................................... page 4
Celebrating Excellence............................................................................ page 4
Goal Setting................................................................................................. page 4
Monthly Checklist...................................................................................... page 5
Student Involvement Contacts................................................................. page 6
# Student Organization Types & Categories

### University Sponsored Organizations (USO)
Specifically recognized by the University to advance goals aligned with the University’s mission and values. USOs have broad missions that address the needs of large groups of students. Because USOs support the University’s mission, the University hires full-time professional staff members to advise the groups and assure their sustainability over time.

### Registered Student Organizations (RSO)
Established by students for the purposes of the students who join these organizations. These groups with common special interests must recruit faculty or staff volunteer advisors. Advisor service need not be part of the advisor’s job description. Individual student groups may request student activity fee support for one-time events and initiatives.

### 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 the [Advisor Role](#) and [Advisor Tips](#) webpages.
Program Planning

Use the Program Planning guide on our student organization resources webpage 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!

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.

Risk Management

All members of student organizations are required to complete and pass Risk Management Training each calendar year. The videos and quiz are available on TLearn at tinyurl.com/TUrisk.

New advisors or advisors who have not completed Risk Management Training in the past 2-3 years, should review the videos and 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.

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 Risk Management Plan must be submitted to Student Involvement for on-campus events.

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

All forms and policies are available on our webpage.
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.

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 leaders and student organizations are nominated and awarded at the annual Student Leadership Awards and the LeeRoys 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*

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Register for and attend the Fall Student Involvement Fair</td>
<td>□ Mentor new recruits</td>
<td>□ Invite parents to Fall Family Weekend</td>
</tr>
<tr>
<td>□ Attend Welcome Week events and recruit members</td>
<td>□ Set short and long-term S.M.A.R.T. goals</td>
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<tr>
<td></td>
<td>□ Begin to <a href="#">Earn Your Stripes</a></td>
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<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
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<tr>
<td>□ Hold officer elections</td>
<td>□ Conduct officer transition meetings</td>
<td>□ Attend Student Leadershipalooza</td>
</tr>
<tr>
<td>□ End of semester updates</td>
<td>□ Submit annual registration and organization roster online</td>
<td>□ Submit Student Organization and Student Leader Award Nominations for SLA and the LeeRoys</td>
</tr>
<tr>
<td>□ Plan for next semester</td>
<td>□ Register for Spring Student Involvement Fair</td>
<td>□ Attend Spring Student Involvement Fair</td>
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<td>□ Check in with fall goals</td>
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<td>□ invites parents to Spring Family Weekend</td>
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<td>□ Sign up for Chocolate Festival</td>
<td>□ Submit Earn Your Stripes Materials.</td>
<td>□ Reflect and review spring goals</td>
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<td>□ Attend LeeRoys Award Ceremony</td>
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<td>□ Rest and relax!</td>
<td>□ Make campus reservations for the following academic year</td>
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<td>□ Study for finals!</td>
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<td>□ Plan, plan, plan!</td>
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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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**CONNECT WITH US**

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