Advisor Handbook for Student Clubs and Organizations
# Table of Contents

- What is an Advisor .................................................................................................................. 3
- Student Life Mission Statement .............................................................................................. 3
- Role of the Advisor .................................................................................................................. 4
- Tips for Advisors
  - Recruiting Members ............................................................................................................. 5
  - Team Building ....................................................................................................................... 6
  - Retaining Members ............................................................................................................... 7
- Guidelines for Starting a New Club .......................................................................................... 8
- Guidelines for Student Organizations ...................................................................................... 9-11
  - Activities or Events ............................................................................................................. 10
  - Fundraising Guidelines ....................................................................................................... 11
- Current Clubs and Organizations ............................................................................................ 12
- Attachment A: New Student Organization Request for Approval Form ............................... 13
- Attachment B: Club/Organization Information Form ............................................................ 14
- Attachment C: Event Report .................................................................................................... 15
- Attachment D: Fundraising Activities Request for Approval Form ........................................ 16
What is an Advisor?

For each of our student organizations at Wilmington University, being an Advisor may mean very different things. You could assume numerous roles and become very involved with your group. Some examples of roles you may fill are: Mentor, Team Builder, Conflict Mediator, Educator, Motivator and Policy Interpreter.

You may, however, decide to be “hands off” and allow your students to lead the organization. By guiding students and allowing them to take on challenges, you help them to grow while allowing them to make decisions and mistakes on their own.

Ultimately agreeing to be an advisor you are accepting responsibility for the development of the students you oversee and the organization you assist. In addition, it is your responsibility to inform the students of policies and procedures that have been put in place to promote the progress of the University as a whole.

**Student Life Mission:** The purpose of the Student Life division is to provide student services that will enhance student learning and develop the student as a whole. We will expose students to social, cultural, and co-curricular programs that will promote student learning, personal growth and opportunities to connect with other students. Our department will operate as a cohesive group where professionalism and respect for each other is vital.

We are dedicated to collaborating with other key stakeholders of the University, an essential support group to enhance the student experience. We are passionate about making our students’ college experience a positive one and are committed to consistently improving services to ensure programs are at the highest quality possible and which meets our diverse students’ needs. Innovation, higher education best practices, and care and concern for students will be guiding principles for our operations.
ROLE OF THE ADVISOR

✓ Must be full-time staff or faculty of Wilmington University

✓ Must be present at all events, activities, and trips. If the advisor is not able to attend, it is their responsibility to designate another chaperone (full-time employee of Wilmington University) or the event, activity or trip must be cancelled.

✓ Must be aware of all organization meetings. During meetings, advisors must be available if students have any questions or concerns.

✓ Liaison to the Office of Student Life (OSL). The advisor must communicate regularly with the OSL regarding events, activities and fundraising.

✓ All events and fundraising activities must be approved through the OSL. Requests for events should be submitted at least two weeks in advance and fundraising activities should be submitted one month in advance and proper documentation must be furnished for all.

✓ Monitor/approve treasurer’s report and minutes of every meeting.

✓ Keep a file of pertinent information regarding the organization such as minutes, treasurer’s reports, by-laws, current member list, etc.

“The rung of a ladder was never meant to rest upon, but only to hold a man’s foot long enough to enable him to put the other somewhat higher.”

Thomas Huxley
Without members, there would be no organization! This makes recruiting one of the most significant activities your group participates in. So what are the keys to making your group successful and highly participatory?

“In the great mass of our people there are plenty of individuals of intelligence from among whom leadership can be recruited”

Herbert Hoover

Successful Recruiting

Recruitment should be:

✓ Personal
✓ Specific
✓ Meaningful
✓ YEAR ROUND
✓ The responsibility of all of the members

How do you Make Recruitment Personal?
Know your group and its purpose. What is the passion behind the group? What are the ambitions and goals of the group? Define who you are and who you want to be and that will make it easier to “sell” your group to perspective members.

How do you Make Recruitment Specific?
Knowing who you want to be a member of your group will help you as well. We have an extremely diverse population here at Wilmington University that offers a wide variety of personal interests and needs. Analyze different characteristics of members (major, interests, age, etc.) and target that group of students.

How do you Make Recruitment Meaningful?
The activities and involvement of the students should be both beneficial to the members as well as the organization.

Make Recruitment Year Round
We cannot stress enough the importance of making recruitment year round. With semesters and blocks starting and ending so many different times throughout the year, we are constantly seeing new faces. It is important to make sure students hear about your organization throughout the year and even in the summer!

How do you make Recruitment the Responsibility of all Members?
Word of mouth is the best recruitment tool you have; why not use all the assets in your group? Have members tell friends and peers about the group and even host “bring a friend” meetings. It is also important for all of your members to understand how important it is to make new members feel welcomed. Everyone wants to feel like he or she belongs.
What is Team Building?

“When a team in an organizational development context embarks upon a process of self assessment in order to gauge its own effectiveness and thereby improve performance it can be argued that it is engaging in team building, although this may be considered a narrow definition.” (Wikipedia)

The process of team building includes:

- Clarifying the goal and building ownership across the team.
- Identifying the inhibitors to teamwork and removing or overcoming them, or if they cannot be removed, mitigating their negative effect on the team.

To assess itself, a team seeks feedback to find out both:

- Its current strength as a team.
- Its current weakness.

To improve current performance, a team uses the feedback from the team assessment in order to:

- Identify any gap between the desired state and the actual state.
- Design a gap-closure strategy.

Points to Enhance Team Effectiveness

- Determine a specific team goal
- Learn the strengths of each team member
- Clarify group expectations and discuss University policies
- Identify barriers that may keep the team from achieving its goals
- Use effective communication skills
- Develop a plan to accomplish the goal
- Put the plan into action
- Evaluate the plan and the procedure
RETAI宁NG MEMBERS

In order to retain members your group will need to acquire member loyalty, interest, and best effort. One of the best ways to do this is by giving your members a sense of belonging. Letting all members know that they are welcome and needed by allowing them to be part of your planning and execution of objectives will help them feel respected and appreciated.

Communication is also an important element in retaining members. By being upfront with students about goals, objectives and policies you give members important tools. They will be able to decide if the group values are consistent with their own and how they will contribute to the total outcome of the group.

As with recruiting, retention should also be an ongoing objective for your group. Current members of your organization that drift away take with them good experiences or leadership that could benefit your group. Keep seniors involved by remembering that their goals have changed from when they first joined so the organization needs to be sensitive to that.

The Key to Retaining Members: Information

Make sure to give your members all of the information they need to develop into fully functioning team members. It is important to establish rules and recognize policies to set standards for your organization early on. This will minimize “surprises” for members and give them both boundaries and goals.

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

Henry Ford
GUIDELINES FOR STARTING A NEW STUDENT CLUB

All student organizations fall under the Student Government Association (SGA). In order for a group of students to be recognized as an organization under SGA auspices, it must submit an application (attachment A) to the Assistant Vice President (AVP) of Student Affairs stating:

A. The proposed name of the student organization
B. Its purpose and mission of the organization
C. Its requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well.
D. Meeting times
E. The name of its advisor (required), and his or her approval of the organization. The advisor must be full-time staff or faculty member of Wilmington University.

The AVP of Student Affairs and the SGA Executive Board will review the proposed student organization’s application. If the organization is approved, it becomes an officially chartered organization of the Wilmington University Student Government Association.

You must have written approval from the Office of Student Life prior to formation of the club. The advisor of the new organization will receive notification from the Office of Student Affairs no later than one week from the date the application is submitted.

All new organizations will have a 60 day probationary period immediately following the approval of the club. There must be a minimum of at least 5 members (students currently enrolled at the University) to officially maintain charter status. Within this 60 day period, the organization must submit the following:

1. List of all members
2. Club’s executive board including their office (i.e. president, vice president, secretary and treasurer)
3. By-laws
4. Meeting times, dates, and locations.

All student organizations must abide by the Guidelines for Student Organizations and all University policies. Failure to do so could result in disciplinary action including disbandment of the club.
GUIDELINES FOR STUDENT ORGANIZATIONS

In order to maintain chartered status, organizations must be comprised of at least 5 currently enrolled students at the University of which two students must hold positions on the Executive Board (President and Secretary). Furthermore, each organization must maintain at least a President and a Secretary. Finally, organizations are also required to submit Club/Organization Information Form (see attachment B) by October 15th of each academic year.

A chartered organization of the Student Government Association (SGA) is responsible for having a representative report to the Executive Board at least once a month. The SGA advisor will inform all active organization about meetings information at least three weeks in advance.

If an organization is going to have dues, raise funds, levy fines against its members, make expenditures, etc., the treasurer will be responsible to track these funds and a report must be given at each monthly SGA meeting.

Minutes must be recorded for each student organization meeting and distributed to all members and the advisor. The Secretary should be responsible for keeping all minutes throughout the year.

Students must follow the Wilmington University Code of Conduct (see Student Handbook – www.wilmu.edu/studentlife/handbook) at all official University and organization sponsored events.

To disband an organization due to lack of members or funds, notice of the circumstances must be given to the AVP of Student Affairs by the Advisor of the said organization. All funds and real property purchased by the organization will be held in escrow for a period of no less than twelve (12) months, and then becomes the possession of the SGA. The organization will be responsible for all debts it incurs.

In the event that an organization disbands, it must re-file for charter before it is again recognized by the SGA.

“The Building is a special place because of its architecture, but it is people who make it special by participating while in it”.

Charlie Chaplin
All activities, trips or events must be cleared through the Office of Student Life at least 2 weeks in advance. The Student Event/Travel Approval form must be submitted for each activity, event or trip.

Obtain emergency contact information on every person attending the trip and leave with someone that is not traveling with the group.

Read over the Transportation Policies and make sure that the Student Emergency Contact Sheet and Group Trip Itinerary are filled out.

For travel information and forms please visit the Student Life website www.wilmu.edu/studentlife.

Do Your Paperwork Now to Make Next Year Easier!

After an event, evaluate and follow up, request feedback from staff and attendees. Fill out and submit an Event Report to the Office of Student Life (attachment C). Schedule a follow up meeting to discuss what went well and areas of improvement.

Tips for Planning Successful Events/Activities

- Plan an initial meeting with the event committee.
- Choose a date. Have at least two (2) dates in mind: a preferred date and a just-in-case alternative date. That way, when you start checking out available facilities, you’ll be able to choose the best option. Be sure to factor in national and religious holidays, school vacations, and semester breaks.
- Select a location.
- Apply for and be sure to have written confirmation of approval from the Office of Student Affairs.
- Determine your audience—Students, Faculty, Staff, Alumni and/or Off-Campus Guests.
- Determine a realistic expectation of the number of people who will attend the event. Requiring RSVPs is a great way to determine a more accurate number of attendees.
- Identify one person who will be the main contact for the event.
- Develop a detailed preliminary agenda. Be sure to include a timeframe of the various components of the event.
- Promote your event. Advertise the event through flyers, website, bulletins, video messaging TVs, Calendar of Events, word-of-mouth etc.
- Reconfirm Everything! A couple days prior to the event take some time to reconfirm everything.

Giving Back! We highly encourage each organization to participate in at least one community event each school year. To submit your ideas of events to participate in or help with scheduling community service events please contact LeAnne Barnhart at leanne.e.barnhart@wilmu.edu or 302.356.6717.
FUNDRAISING GUIDELINES

Helpful Websites for Fundraising Ideas

fundraisingideas.com
Fundraising.com
Fund-raisning.com
GuideToFundraising.com

All fundraising activities must have approval from the Office of Student Life. An approval form (attachment D) must be submitted one month in advance for each fundraising activity. Approval must be granted to ensure the activity doesn’t violate any University policies.

All required monies for any trips or activities, including those that require fund raising, must be deposited and be available at the time of the trip departure. No trips will be approved unless all required funds have been deposited by the predetermined deadline.

All checks must be made payable to Wilmington University and mailed to the University address. All money raised will be deposited into the Student Activities account and earmarked for the particular club. No outside accounts may be kept for any student club/organization.
<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Advisor</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Criminal Justice Association, Lambda Alpha Epsilon Alpha Delta Chi Chapter</td>
<td>Kirk Trate, Advisor</td>
<td>295-1165</td>
<td><a href="mailto:joseph.p.aviola@wilmu.edu">joseph.p.aviola@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Joseph Aviola, Asst. Advisor</td>
<td>356-6766</td>
<td><a href="mailto:kirk.r.trate@wilmu.edu">kirk.r.trate@wilmu.edu</a></td>
</tr>
<tr>
<td>Behavioral Science Club</td>
<td>Dr. Deb Berke</td>
<td>356-6760</td>
<td><a href="mailto:Debra.l.berke@wilmu.edu">Debra.l.berke@wilmu.edu</a></td>
</tr>
<tr>
<td>Behavioral Science International Honors Society, Pi Gamma Mu Delaware Beta Chapter</td>
<td>Johanna Bishop</td>
<td>356-6759</td>
<td><a href="mailto:johanna.p.bishop@wilmu.edu">johanna.p.bishop@wilmu.edu</a></td>
</tr>
<tr>
<td>Business Honor Society, Sigma Beta Delta</td>
<td>Janice Wardle</td>
<td>356-6786</td>
<td><a href="mailto:Janice.e.wardle@wilmu.edu">Janice.e.wardle@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jack Cunningham</td>
<td>356-6921</td>
<td><a href="mailto:john.l.cunningham@wilmu.edu">john.l.cunningham@wilmu.edu</a></td>
</tr>
<tr>
<td>Civic Service League</td>
<td>Amy O’Dell</td>
<td>356-6836</td>
<td><a href="mailto:Amy.l.odell@wilmu.edu">Amy.l.odell@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Troy Grandel</td>
<td>356-6837</td>
<td><a href="mailto:Troy.e.grandel@wilmu.edu">Troy.e.grandel@wilmu.edu</a></td>
</tr>
<tr>
<td>Criminal Justice National Honor Society, Alpha Phi Sigma Eta Beta Chapter</td>
<td>Kirk Trate, Advisor</td>
<td>356-6766</td>
<td><a href="mailto:kirk.r.trate@wilmu.edu">kirk.r.trate@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Joseph Aviola, Asst. Advisor</td>
<td>295-1165</td>
<td><a href="mailto:joseph.p.aviola@wilmu.edu">joseph.p.aviola@wilmu.edu</a></td>
</tr>
<tr>
<td>Education International Honor Society, Kappa Delta Pi</td>
<td>Thelma Hinds</td>
<td>356-6799</td>
<td><a href="mailto:Thelma.m.hinds@wilmu.edu">Thelma.m.hinds@wilmu.edu</a></td>
</tr>
<tr>
<td>Green Team</td>
<td>Mark Paris</td>
<td>356-6829</td>
<td><a href="mailto:mark.s.paris@wilmu.edu">mark.s.paris@wilmu.edu</a></td>
</tr>
<tr>
<td>Human Services Honor Society-Tau Upsilon Alpha National Organization, Nu Chapter</td>
<td>Adrienne Bey</td>
<td>295-1224</td>
<td><a href="mailto:adrienne.m.bey@wilmu.edu">adrienne.m.bey@wilmu.edu</a></td>
</tr>
<tr>
<td>Lambda Epsilon Chi, Legal Studies Honor Society</td>
<td>Amy O’Dell</td>
<td>356-6836</td>
<td><a href="mailto:Amy.l.odell@wilmu.edu">Amy.l.odell@wilmu.edu</a></td>
</tr>
<tr>
<td>Multicultural Student Association</td>
<td>Angelina Burns</td>
<td>356-6741</td>
<td><a href="mailto:Angelina.l.burns@wilmu.edu">Angelina.l.burns@wilmu.edu</a></td>
</tr>
<tr>
<td>Nursing International Honor Society, Omicron Gamma Chapter of Sigma Theta Tau</td>
<td>Denise Westbrook &amp; Veronica Wilbur</td>
<td>856-5780, 295-1145</td>
<td><a href="mailto:Denise.z.westbrook@wilmu.edu">Denise.z.westbrook@wilmu.edu</a>, <a href="mailto:veronica.f.wilbur@wilmu.edu">veronica.f.wilbur@wilmu.edu</a></td>
</tr>
<tr>
<td>Photography Club</td>
<td>Susan Gregg</td>
<td>356.6865</td>
<td><a href="mailto:Susan.l.Gregg@wilmu.edu">Susan.l.Gregg@wilmu.edu</a></td>
</tr>
<tr>
<td>Professional Counselors Honor Society, Delta Chi</td>
<td>James Walsh</td>
<td>295-1195</td>
<td><a href="mailto:James.m.walsh@wilmu.edu">James.m.walsh@wilmu.edu</a></td>
</tr>
<tr>
<td>Reading Association</td>
<td>Kathryn Brown</td>
<td>295-7173</td>
<td><a href="mailto:Kathryn.m.brown@wilmu.edu">Kathryn.m.brown@wilmu.edu</a></td>
</tr>
<tr>
<td>Society for Human Resource Management</td>
<td>Stephanie Narvell</td>
<td>356-6784</td>
<td><a href="mailto:Stephanie.b.narvell@wilmu.edu">Stephanie.b.narvell@wilmu.edu</a></td>
</tr>
<tr>
<td>Student Athlete Advisory Committee</td>
<td>Linda Andrzejewski</td>
<td>356-6754</td>
<td><a href="mailto:Linda.m.duran@wilmu.edu">Linda.m.duran@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Clint Robertson</td>
<td>295-1148</td>
<td><a href="mailto:Clintond.d.robertson@wilmu.edu">Clintond.d.robertson@wilmu.edu</a></td>
</tr>
<tr>
<td>Student Government Association</td>
<td>LeAnne Barnhart</td>
<td>356-6717</td>
<td><a href="mailto:LeAnne.e.barnhart@wilmu.edu">LeAnne.e.barnhart@wilmu.edu</a></td>
</tr>
<tr>
<td>Wildcat Cheerleaders</td>
<td>Jeff Martino</td>
<td>528-3474</td>
<td><a href="mailto:Cheerleading@wilmu.edu">Cheerleading@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ashley Swarter</td>
<td>356-2308</td>
<td><a href="mailto:Jeffmartino77@yahoo.com">Jeffmartino77@yahoo.com</a></td>
</tr>
<tr>
<td>Wildcat Dance Team</td>
<td>Sheena Doubledee</td>
<td>356-4636</td>
<td><a href="mailto:Sheena.m.doubledee@wilmu.edu">Sheena.m.doubledee@wilmu.edu</a></td>
</tr>
</tbody>
</table>
NEW STUDENT CLUB/ORGANIZATION REQUEST FOR APPROVAL FORM

You will receive notification from the Office of Student Affairs no later than one week from the date submitted.

Submitted by: ________________________________ Date: ________________________________

Proposed name of student organization: ________________________________

Purpose and mission of the organization: ______________________________________________________

__________________________________________________________

Requirements for membership: If the organization will be a chapter of a national organization, you must include charter guidelines as well.

__________________________________________________________

List dates, times and locations for this organization’s meetings. ________________________________

__________________________________________________________

Advisor Information: The advisor of any student organization must be a full-time staff or faculty member of Wilmington University

Name of advisor (required): ___________________________ Phone #: __________________________ Email: __________________________

I understand my role and responsibility of being an advisor and agree to abide by the Guidelines for Student Organizations and all University policies.

__________________________________________________________________

Signature of Advisor
☐ Approved
☐ Not Approved

__________________________________________________________

Signature of SGA President
Date

__________________________________________________________

Signature of AVP of Student Affairs
Date
2010-2011 CLUB/ORGANIZATION INFORMATION FORM

Submit to the Office of Student Affairs by October 15 in Order to Maintain Charter Status

Organization Name: ____________________________________________________________
Advisor Information:
  Name(s) ________________________________________________________________
  Emergency Contact Number (cell) _________________________________
Meeting Dates: ___________________________ Time: _____________________________

Member Information: Please note, in order to maintain active status, each organization **must have at least 5 members** of which two students must hold position on the Executive Board. All must be currently enrolled at the University.

<table>
<thead>
<tr>
<th>Executive Board</th>
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<tr>
<td>President (mandatory):</td>
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<tr>
<td>Vice President:</td>
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<td>Secretary (mandatory):</td>
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<td>Treasurer:</td>
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EVENT REPORT

Please fill out and submit to the Office of Student Affairs no later than one week after each event.

Name of Club/Organization: _______________________________________________________

Event: _________________________________________________________________________

Date: ____________________________________ Time: ___________________________

Location: ______________________________________

Coordinator(s): ____________________________            __________________________

Attendance (total):____________________________

Cost (total): _________Cost (from budget) _________Cost (to students) __________

Participants (check all that apply: Faculty ____Students ____Staff _____ Alumni _____Other _____

Event Description:

______________________________________________________________________________

Goal of Event:

______________________________________________________________________________

Strengths of Event:

______________________________________________________________________________

Weaknesses of Event:

______________________________________________________________________________

How do you feel this event went? Are there any changes that you would make to improve the event?

______________________________________________________________________________

______________________________________________________________________________

Would you host this event again next year? Why or Why not?

______________________________________________________________________________
FUNDRAISING ACTIVITIES
REQUEST FOR APPROVAL FORM
A separate request form needs to be completed for each activity.
You will receive notification from the Office of Student Affairs
no later than one week from the date submitted.

Submitted by: ____________________________________________ Date:________________________

Name of student organization: __________________________________________________________

Description of fundraiser: _____________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Reason for raising funds: _______________________________________________________________

____________________________________________________________________________________

Timeline of fundraiser: ____________

____________________________________________________________________________________

Any additional information: ____________________________________________________________

Estimate of amount needed to rise: _____________________________________________________

____________________________________________________________________________________

___________________________________________  Date

□    Approved

□    Not Approved: ________________________________

___________________________________________  Date

Signature of SGA President

___________________________________________  Date

Signature of AVP of Student Affairs

___________________________________________  Date