

ADVISOR WORKSHOP

Fall 2018- Manhattanville College



Center for Student Involvement & Leadership

CLUB/ORGANIZATION SUPPORT TEAM

- Alexander (Alex) Barkley
 - Asst Director: Clubs/Organizations, Programs/Events
- Adebimpe(Addie) Dare
 - Director: SGA
- Diana (D) Deoki
 - Coordinator of Student Leadership Programs
- You?



WHAT IS AN ADVISOR?

- A student club/organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student club/organization.



ADVISOR ELIGIBILITY

- Full-Time Faculty/Staff member of Manhattanville College.
 - Includes adjunct faculty
 - Graduate students are ineligible
- Not serve as an advisor to more than 2 student clubs/orgs



ADVISOR EXPECTATIONS

- Availability to meet with club members as needed
- Attend club/organization sponsored events
- Accompany the club/organization trips that are more than 1 hour away from campus
- Work with CSIL as necessary to help promote and develop the organization
- Support and uphold the club/organization policies
- Actively promote the club/organization in a positive and professional manner
- Attend at least 1 advisor workshop
- Submission of the advisor agreement
- Review club/organization handbook



ADVISOR RESOURCES

- Advisor Handbook
- CSIL Website
- Advisor Workshops
- Advisor Monthly Roundtables
- Student Involvement & Leadership team



DO'S

- DO:
 - Be knowledgeable about policies and serve as a resource
 - Develop strong working relationships with officers and members
 - Read the club/organization's constitution
 - Empower students to take action and success
 - Assist in resolving intragroup conflict
 - Orient officers to the history and purpose of the club/org
 - Discuss concerns with officers in private, praise them in public
 - Allow them to fail
 - Think of every encounter with students as a learning opportunity
 - Support fiscal responsibility



DON'T'S

- Run the club/organization meetings/events
- Assume ultimate responsibility for the group's decision, problems, and failures
- Assume veto power over group decisions
- Serve as primary recruiter for new members
- Govern content and ideas expressed in events
- Step in to “solve” every problem
- Assume the students don't require your guidance and assistance
- Manager/oversee budget



CLUB/ORGANIZATION RECOGNITION

- Have their President, Vice President, and Treasurer attend the Organizational Leadership Summit
- Hold two programs every semester. One of these programs must be co-sponsored with another organization outside of the applicable organization category
- Complete one community service event through the Sister Mary T. Clark Center
- Attend 2 of the 3 Organization Skills Workshops each semester
- Maintain an active roster of 10 undergraduate student members
- Submit a complete End of Semester Report (including profile update, constitution, and active roster) by the stated deadline
- Submission of Student Leader Agreements as needed (2.5gpa required)
- Submission of Advisor Agreement
- Completion of Club Registration process each December for the next calendar year



BENEFITS OF CLUB/ORGANIZATION RECOGNITION

- Ability to apply for SGA Funding
- Access to copy center for marketing productions
- Authorization to reserve college space, services, or equipment through Ad Astra
- Online Portal- The 'Ville
- Ability to reserve a table at the bi-annual Student Involvement Fairs
- Eligibility for a Valiant Leadership Award
- Use of the name “Manhattanville College”, in accordance with college policy
- Eligibility to provide information at designated locations on campus, either by display or by disseminating information according to the Marketing and Posting Policy
- Eligibility to seek authorization to raise funds, develop programs, and sponsor events



NEW CLUBS / ORGANIZATIONS

- The proposal form for new organizations is located online. The process of starting an organization is rather simple and requires the following items:
- A completed roster with names and student IDs of 6 undergraduate student members
- A completed constitution
- A President, Vice President, and Treasurer
- Completed Student Leader Agreements for the indicated positions
- A full time faculty/staff advisor
- A completed Advisor Agreement
- Once all items have been submitted, a member of the Center for Student Involvement & Leadership (CSIL) team will be in contact to discuss the next steps. CSIL will review all proposals and have the authority to approve, deny, or request amendments to the constitution.



SPACES AVAILABLE FOR STUDENT CLUBS/ORGANIZATIONS

- Residence Halls
- Athletic Facilities
- East Room
- Berman Center
- Brownson and Music Building Classrooms
- Reid Hall
- Pius X
- Library Conference Room
- EX Theatre
- Table in Benziger



EVENT PLANNING

- 4 weeks out
 - Submit event proposal, flyer, budget request, room request
- 3 weeks out
 - Submit catering request
- 2 weeks out
 - Advertise event, submit entertainment agreements, submit guest list
- Week of
 - Tie up loose ends, advertise, advertise, advertise
- Day of
 - Arrive early to setup, decorate, enjoy
- Week after
 - Evaluate event

