

STUDENT ORGANIZATION ADVISOR eORIENTATION

Student Involvement and Leadership Center



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“The research is really clear that students who connect with campus -- whether it’s through classmates, classes, or faculty -- retain. Students who retain tend to graduate faster and with less debt. Helping students meet their academic and career goals is the biggest part of my job.”

–Boise State University Prof. Caile Spear, Eta Sigma Gamma advisor

I. Student Involvement & Leadership Center

Mission: The Student Involvement and Leadership Center provides a space and context for uncommon dialogue to explore and realize potential.

The Student Involvement & Leadership Center works to build connections between Boise State students and the campus, the community and with other Boise State University students. We do this through leadership development, civic engagement, campus programs, and partnerships across campus.

As a result of our work, we hope that Boise State University will be a safe, open environment that cultivates a sense of ownership, trust, self-awareness and responsibility among students as they prepare to *create positive change* in the world.

We are located on the **2nd floor of the Student Union Building**. Stop by and see us **Monday – Friday, 8am to 5pm** or contact us at getinvolved@boisestate.edu.

II. The Advisor Role

You were approached because students see you as an ally, supporter, advocate, trusted guide, and/or a mentor. Your role will shift over time to meet the needs of the student organization-and we are here to support you!

While all student organizations are required to have an advisor, each organization works with this person differently. Understanding and establishing how your organization defines this relationship and ensuring you are on the same page as your students is critical. We encourage you to visit the [Advising a Student Organization Resource](#) for a framework to advise student organizations.

Together we can offer enriching experiences for Boise State students. Studies, such as Dr. George Kuh's at the Center for Postsecondary Research at Indiana University reveal that involved students develop advanced critical thinking skills, take a greater interest in the well-being of others, are more self-confident, build stronger decision-making skills, and are better prepared for post-collegiate life.

Thank you for working alongside to serve students; your support matters and it makes a difference.

III. Expectations of an Advisor

The Student Involvement and Leadership Center expects advisors to:

- 1) Act in the best interest of the student leaders and members of the student organization by following the [Advisor Guidelines and Agreements](#). Advisors demonstrate this by guiding their student organization to uphold University policies and procedures while allowing students to take the lead in their passions and interests-even when the student approach doesn't *feel* or *look* perfect.
- 2) Maintain communication with the student organization and the Student Involvement and Leadership Center so together we can maintain a positive, proactive approach in our service to student organizations; and,
- 3) Have fun! We hope advisors make the best out of serving students in their involvement journeys at Boise State. We are here to offer advisors support so they may build a fulfilling experience with their students. Want to chat about it? Contact the Student Organizations Coordinator for a one-on-one meet & greet or a check-in at getinvolved@boisestate.edu.

IV. The Clery Act

[The Clery Act](#) (federal law) requires higher education institutions to identify people who are designated as [Campus Security Authorities \(CSAs\)](#).

A student organization advisor (both a primary and secondary advisor) is identified as a CSA. Don't be alarmed; this is a good thing! Advisors are specifically designated as CSAs because of their role with students and student activities, and can expect to be identified as CSAs as long as they serve as advisors.

Each year advisors will receive a notification from [Boise State Campus Security](#) with instructions to complete the required Clery Act training and reporting. The training aids advisors better understand how this role helps maintain and improve both campus and student safety, ultimately making Boise State a great place to be.

Questions about the Clery Act? Contact Campus Security at (208) 426-6911.

V. Student Organization Registration Process & Benefits

All student organizations are required to register with the University **each** fall semester in September in order to be recognized as a student organization.

How can advisors help in this process?

- Be sure to confirm your role each year as well; this communicates your commitment to the student organization and lets our office know you're ready to go for another year
- Encourage your student organization(s) to start the process early
- Direct student organizations to the Student Involvement and Leadership Center for assistance in this process
- Meeting the deadline allows organizations to also meet the Associated Students of Boise State University (ASBSU) funding schedule. The registration is valid for one calendar year, ending in August of the following year. [Get familiar with the registration process.](#)

There are many benefits to being a recognized student organization and registering each year. For additional benefits, reference the [Student Organizations Handbook](#).

VI. Nuts & Bolts of Student Organizations

- **Policies & Procedures:** Advisors are encouraged to contact the Student Involvement and Leadership Center periodically to understand what Boise State University expects from recognized student organizations. We also advise to reference the [Student Organizations Handbook](#) to guide and support students to find success in their activities.
- **Fiscal Responsibility:** Student organizations are assigned a Boise State account and are required to elect a financial officer (or equivalent) from their organization to monitor the account. Spending money is simple; students submit an [Expense Request](#) for approval and our office assists with the purchasing process. External bank accounts are not permitted. Only pre-approved reimbursements are permitted. Read more in Section II of the Student Organizations Handbook.
- **Travel:** All travel plans (near or far) require sharing varying levels of information with the Student Involvement and Leadership Center. The type of travel (domestic or international) determines the complexity of the approval process. A [Travel Request](#) is submitted for review and approval to sanction the travel for insurance purposes. Advisors must also approve all travel on OrgSync. Read more in Section V of the Student Organizations Handbook. Student organizations traveling without prior approval are risking personal liability for the travel and associated activities.

Nuts & Bolts continued...

- **Fundraising:** Students may fundraise for charity or for their own student organization. Many factors determine the complexity of a fundraiser and we advise students to meet with the Student Involvement and Leadership Center during the planning stage. External crowdsourcing accounts are not permitted; however, Boise State offers options for student organizations. Read more in Section III of the Student Organizations Handbook.
- **Buying apparel items:** Student organizations must abide by Boise State University's trademark and licensing guidelines when considering buying shirts or other promotional items in addition to the Student Involvement and Leadership Center's review and approval process. Organizations must also purchase from Boise State's list of approved vendors. Read more in [Buying Apparel Items](#) section of the Get Involved website to get started.
- **Contracts:** A legal contract/agreement may surface from hiring a speaker, artist, or entertainer, a rental or venue, etc. This process requires additional time and must be taken into consideration prior to submitting a fundraiser, travel and/or expense request. All legal contracts (including agreements) must be reviewed by Boise State University's General Council via the Student Involvement and Leadership Center.

Nuts & Bolts continued...

- **Gift-reporting:** Boise State University has a policy in place for tracking all gifts, awards, promotional item giveaways (items with logos), etc. annually. The Student Involvement and Leadership Center must track this information for student organizations. A gift roster form must be obtained and completed by student organizations who plan to incorporate gifts into their organization's activities. Raffles are not permitted.
- **Hosting events:** Many factors determine the complexity of an event and we highly encourage students to meet with the Student Involvement and Leadership Center during the planning stage to ensure a successful event. Organizations must plan ahead to ensure adequate funds in their account, proper reservation or venue, catering and equipment, and more. Promotional materials for the event must adhere to [Student Organization Identity Guidelines](#). Read more in Section IV of the Student Organizations Handbook.
- **Co-Sponsorships:** Student organizations often opt to partner with other student organizations, a university department, or an organization not affiliated with the university for an event, fundraiser or activity. A [Cosponsorship Agreement](#) must be submitted to the Student Involvement and Leadership Center. This agreement is not contractual; it serves to clarify responsibilities and expectations of all groups involved. Read more in Section IV of the Student Organizations Handbook.

VII. Tips for Successful Advising

- Remember that organizations are for the students. Let them take the lead.
- Get familiar with the organization's constitution and portal.
- Maintain regular communication with the student organization leaders.
- Reach out to the Student Involvement & Leadership Center for support.
- Set expectations early: meet with leaders from the organization to discuss mutual expectations and have regular check-ins.
- Connect with other advisors and share best practices (have you joined the Advisor Resource Portal!?)
- Quality vs. Quantity: having a presence with students is important, but it is more valuable to have meaningful interactions and relationships with them.
- Resignation: due to a number of factors (retirement, time constraints, difference of ideology, etc.) there may come a time when advisors, student organizations or both parties determine that another advisor would better serve the organization. Once this decision has been made, it is important to have a discussion with the leadership of the organization regarding any change. Both the organization and advisor must notify our office of any changes at getinvolved@boisestate.edu.
- Visit the advisor resource page frequently to access [Advisor Resources](#).
- [Join the Advisor Portal](#) in OrgSync for tips, updates, and support.
- Reference the [Student Organizations Handbook](#) to understand our guidelines.
- Have fun!