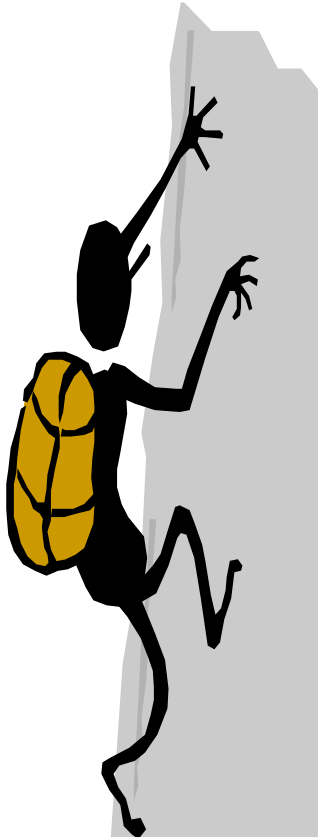




**A guide  
to advising a  
student organization at HACC**

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# What You've Gotten Yourself Into

Actually, what you've gotten yourself into is a great opportunity to interact and have a positive impact on students at HACC. Thank you for taking this step and taking an active role in our campus community in this way! Consider yourself a



“Sherpa” as you journey with the club or organization you advise. According to [www.google.com](http://www.google.com), “Sherpas have achieved world renown as expert guides on Himalayan mountaineering expeditions.” Many people have the potential to climb Mt. Everest but not without some expert guidance along the way. Students have unlimited potential to succeed as members and leaders of clubs and organizations but they can benefit from the guiding presence of an advisor.

## Definition

Advising means providing support and direction to students as they accomplish specific tasks set before them and to help them grow both as a group and as individuals.

## Why be an Advisor?

Research shows that students benefit significantly from relationships with faculty and staff outside of the classroom. One study showed that students were encouraged to succeed academically and complete their intended degree, they had a better concept of self, and women gave more thought towards careers typically pursued by men. This is a unique opportunity for you to interact with students and contribute to the learning that occurs throughout the college experience. Consider the statement that Winston et al. made in their study on student organizations.

**“...Student organizations have the potential to make far-reaching developmental impact in students’ lives. Poorly functioning organizations, however, seldom have that power.”**

(Winston, Bledsoe, Goldstein, Wiseby, Street, Brown, Goyen, and Rounds, *Journal of College Student Development*, vol. 38, no. 4, 1997, p. 417-428)

(Pascarella & Terenzini, 1991; as cited in Winston et al., 1997, p. 417).

Advising will give you the chance to meet and play a significant role in the lives of students as they grow as people, leaders, and community members. It will also allow students to see a different side of the faculty and staff here at HACC

The benefits of advising are not only for the students involved but also for you as the advisor. Some of the benefits for you are knowing that you have made a difference with students, being more involved in campus life, and the opportunity to mentor students both formally and informally.



“...The opportunity to participate in leadership roles is related to continued growth for students... Thus, leadership roles appear to provide the opportunity to sustain and further develop developmental skills”

(Cooper, Healy, & Simpson, *Journal of College Student Development*, vol. 35, 1994, p.101)

Leadership skills in students can be developed through their involvement in a club or organization. You, as the advisor, can help make the experience one that students will learn and grow from. Just like Mt. Everest climbers have a sherpa to be a guiding presence, clubs and organizations need to be led as they move forward as a group and as a functioning organization on campus.

### **Never Underestimate the Role of the Advisor...**

You will play a significant role in the group that you advise. It is important for you to be aware of group dynamics and how your group is developing. The stages of group development are a helpful tool. Although the stages may overlap or repeat themselves, being aware of them will help you adjust and advise the group wisely.

**Forming:** Group members figure out their place in the organization. There is typically harmony at this stage. This is a good time to have ice-breakers, get-to-know-you activities, and set goals.

**Storming:** This is the process the group goes through to establish norms. They discover they do not all share the same opinions and ideas about the group. Conflict may arise but the group will need a strong sense of support from the advisor as their organization takes shape.

**Norming:** The group emerges from the storming stage with a new sense of cohesiveness. They have established normative ways of behaving and communicating as well as what their direction is as a group.

**Performing:** After storming and norming the group is ready to operate with a new level of unity and consistency. It is also a time, however, when group members may become complacent in their role. The advisor plays a significant role as role model and support to the group at this stage in order to keep them on track and moving forward with their goals.

**Adjourning:** This is the last stage where the group is terminated and closure must be brought to the tasks and relationships that have developed. The advisor may assist in a variety of ways with this transition depending on the type of group he/she advises. Some group and students may need more formal closure while others will naturally end without any need for formal endings.

Adapted from

“Group Development” by Sara Boatman in Programming, vol. 15, no. 4.

Groups: Theory and Experience by Napier and Gershenfield, 3<sup>rd</sup> Edition, 1985.

Copeland, T.R. (1996, November). Successful matches depend on advisor’s style, group stage. The Bulletin, 8-12 as seen in KSU Student Organization Advisor’s Handbook, 2002-2003.

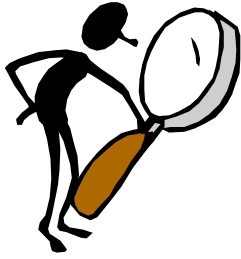
### **Advisor Job Description**

You will be many things for the students you advise—information provider, mediator, teacher, and reminder. You will sign forms, answer questions, mediate conflict, and give advice when asked for it. All those things are important but the following list should be the job description that guides your interaction with the group you advise.

- 1) Be available
- 2) Be a role model
- 3) Listen and Motivate
- 4) Inspire

If this sounds like something you want to do...Keep reading!





## What You'll Need to Know

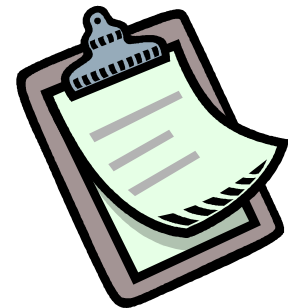
In this section you will find all the necessary explanations and forms for procedures relating to planning and carrying out activities, managing the funds of the club/organization, and general responsibilities/obligations of the student club/organization that you advise.

### Advisor Guide to Student Activities Forms and Procedures Harrisburg Area Community College Office of Student Life

#### Procedures

##### Frequently Used Forms

Approval Form  
Monthly Club/Organization Activity Report Form  
Food Safety Guidelines  
Re-Recognition Form  
Field Trip Form  
Field Trip Student Information Form  
Budget and Fund Requests  
Budget and Funding Forms



#### Student Organization/Club Event Request & Requisition Form

Student Activity Approval forms are available in the Student Organization/Club Office (C-103C) or SGA Office (C-106). Student Clubs/Organizations sponsoring ANY event must complete the **Student Organization/Club Event Request & Requisition Form** and submit it to the SGA Vice-President three weeks prior to the scheduled date of the planned activity.

Once an activity form is submitted, the date, time and place of the planned activity are checked against the schedule of other club/organizations and campus events to insure against conflicts or overscheduling. After the form has been signed and approved by the SGA Vice-President and Associate Dean of Student Life, a copy will be made and put in the club/organization mailbox to signify approval for the club/organization to

proceed with the activity as planned. The original approval form will be kept on file in the SGA Office as a record of the organization/club activities.

### **Procedures for Completing Club/Organization Event Request & Requisition Form**

*Below are step-by-step instructions to complete the Club/Organization Activity Planning & Approval form. If monies are needed for your activity, please complete the requisition section also.*

#### **Section 1- Activity/Event Information**

1. Please complete the Activity Event Details Section at the top of the form
2. Mark the appropriate box as to what type of activity/event it is (event, fundraiser, or community service). Provide a brief description of the event
3. Request for space / equipment reservations is as follows:
  - a. Submit room requests to Mrs. Jennifer Jackson, Student Life Office, Cooper 107-C, or via email to: [jjackson@hacc.edu](mailto:jjackson@hacc.edu). **three weeks prior to event.** You will be notified if the space is unavailable.
  - b. If you need tables, chairs, or stage set-up, please complete a work order request form to be submitted to Facilities and a diagram of the layout if necessary.
  - c. **If your event is scheduled after normal college hours, please notify the Security Office of the date and time two weeks prior to scheduled event.**
4. Audio/Visual requests:
  - a. To request audio/visual equipment (such as: microphones, podiums, laptops, CD player etc.), contact Media Services, S104, 780-2673 or via email [media@hacc.edu](mailto:media@hacc.edu). (*Request must be made at least two weeks in advance.*)
5. Food – If food is being sold or served at an event in the Cooper Student Center, you must complete a “Food Safety Guidelines” form and acquire the Omni Food Services Manager signature–Service

#### **Section 2 – Requisition Information**

1. *This section is to be completed only if you are requesting a check or for re-imbursement for items/services previously purchased.*
2. Completing the Requisition section.
  - a. A Club’s Cost Center Number is for example: AF1001-710001-782002. The Afl001 represent SGA’s Fund #, the 7100XX is your organization’s number and 783001 (special events) is the accounting line you will be deducting the amount from.
  - b. HACC ID/EIN # - Vendors and individuals requesting a check for payment must complete a W-9 Taxpayer Identification Number and Certification (TIN) form prior to receiving a check.
  - c. List the quantity of the item(s) needed, a brief description of each item, the unit cost and the total cost.
  - d. Mark the appropriate box for check or reimbursement (prepaid receipts must be attached to request form).

#### **Section 3 – Approvals**

1. Club/Organization President and Advisor must sign approval form prior to submitting.
2. Submit approval form to Vice-President of SGA –Cooper 106.
3. Club Treasurer and SGA Treasurer signatures are required if “Requisition Section” is completed.
4. Associate Dean of Student Life signature is required for approval of any Event/Activity form submitted for approval.
5. Food Services Manger signature is required only if food is to be sold or served in Cooper Student Center.
6. Approval of Event/ Activity is granted upon receiving Approval Form with a red “Approved” stamp on form.

**\*\*Forms are not approved for the following reason(s):**

- 1. Signature Missing**
- 2. Date Conflict**
- 3. Space not available**

\*\*Please note that forms which do not have the approval signature of the club/organization advisor will not be processed or approved.

## **Campus Facilities**

Use of campus facilities (i.e. meeting rooms, lounges, classrooms, outside grounds) requires a reservation and approval. **Prior to planning an event**, contact Jennifer Jackson, Secretary of Student Life (ext. 2525) to check space availability.

If you are in doubt about your activity, check with the Office of Student Life (C-107C) or Lynette DiBrito (ext. 2525).

## **Equipment**

### **Tables and Chairs**

The Office of Student Life can supply tables and chairs for approved student activities and will set them up. Two days prior to the approved event, contact Jennifer Jackson, Office of Student Life, Cooper 107C (ext. 2525) to confirm.

### **Audio-Visual**

Media equipment must be reserved directly from Media Services. Requests should be submitted at least two weeks prior to the day of the scheduled event. Requests for equipment should be sent to Media Services via email to [media@hacc.edu](mailto:media@hacc.edu) or come to Stabler 125 (ext. 2673).

## **Food Sales**

Any organization/club sponsoring food sales of any kind (i.e., candy, bake, sub, etc.) must obtain approval from the Omni Dining Service Director. The club/organization must review and have signed the **Food Safety Guidelines and Equipment Request Form** and the **Planning & Approval Form** by the Director of Omni Dining Services.

## **Food Safety Guidelines and Equipment Request Form**

This form informs the clubs and organizations of the preparation and serving of food for special events. The clubs may also request items from Omni Dining Services, such as, utensils, warmers, ice, etc.

## **Re-Recognition Form**

All clubs/organizations must complete a re-recognition form at the beginning of the semester they will be active in. Most clubs/organizations complete this form in the fall semester.

## **Monthly Club/Organization Activity Report**

As stated in the ICC (Inter-Club Council) constitution, clubs are required to write all activities that they have completed within a month. A report should be submitted even if there was no activity. It should state on the form what type of activity was performed (meetings, social event, fundraiser, community service, etc.). This form is to be turned in to the SGA Vice President on a **Monthly Basis** and is due on the 5<sup>th</sup> day of the following month. Clubs are required to perform at least one (1) Community Service project per semester (two for the school year); and two (2) fundraising events per semester (four for the school year). ***\*\*Failure to meet these requirements, or to submit this form, may result in a freeze of the club's funding\*\****

## Student Travel

### Advisor Role/Responsibility

The presence of the advisor or an officially designated College representative is required for any field trip or off-campus activity involving student organizations/clubs of HACC. The Director of Student Life shall approve the number and qualification of advisor(s) at the time approval is requested for a field trip.

As a prior condition of participation, students must accept the authority of the advisor or college representative to give suggestions, issue cautions, or to make decisions regarding the group when necessary.

In case of accident, serious illness or breach of discipline while on a trip, the advisor, as the official representative of the college, will be expected to take action in his/her judgment is deemed appropriate and necessary at the time.

In the case of any accident or emergency, the advisor shall:

1. Make a verbal report (as soon as possible and practical) to the Director of Student Life or designee.
2. Notify parents, spouses, or others as necessary.
3. Acquire from involved students or student witness's sufficient oral and written detail to describe the episode accurately.
4. Upon return from the field trip, submit a written detailed report.

### Trips

When a student club/organization plans an off-campus trip a list of names of students signed up for the trip must accompany the approval form. If the list is incomplete, a partial list should still be submitted. When the trip roster is complete (prior to the trip), an updated listed must be turned in to the SGA Vice-President.

Each student and/or attending guest is required to complete and turn in a **Student Information Sheet** field trip form PRIOR to the beginning date of the trip. Field trip forms are available on the Intranet (found under "College Form", "field trip") or in the Student Organization/Club Office (C-103C).

### **Overnight Travel**

When attending trips/conferences that involve an overnight stay, Advisors are to stay in rooms separate from students. Accommodations should be in close proximity but private from students/participants. Cost of Advisor travel is the responsibility of the student organization/club.

### **Bus Transportation**

Bus Transportation for student organizations/clubs can be arranged through HACC. All trips require completion of a **FIELD TRIP FORM**. Forms are available in the Student Club/Organization Office (C-103C) or the Intranet (found under "College Forms" then "Field Trip"). The Field Trip form must accompany the Activity Form for approval.

### **Insurance Coverage**

The College maintains a limited Accidental Death and Dismemberment Policy for currently enrolled students while on field trips. The extent of the coverage is \$5,000 per individual for death and a sliding percentage based on dismemberment, limited to \$50,000 per incident and a major medical coverage of \$1,000. Non-enrolled students and guests, including non-employee chaperons, are not covered under HACC insurance policies.

### **Dances/Concerts/Contracted Performances**

Dances, concerts or events requiring entertainers require approved contact agreements PRIOR to the event. A Contract Agreement and HACC Contract must be submitted with the Activity Form. All contracts must be submitted to the Director of Student Life. A student or advisor should NOT sign contracts, under any circumstances.

Forms are available in the Student Organization/Club Office (C-103C).

### **Meeting Rooms for Student Groups**

Student Organizations/Clubs may reserve meeting room space through Jennifer Jackson, Office of Student Life (ext. 2525). Generally groups will be scheduled in a classroom building, but Cooper 101 and conference rooms may be used on occasion.

## ***Advisor Guide to Budget Forms and Procedures***

### **Funding**

#### **Use of monies**

Funds allocated may be used for educational, cultural, civic and entertainment activities within the parameters established by approved SGA budget guidelines and College regulations.

Funds may not be used for activities when the purpose is for promotion or advancement of singular political, religious or other special interests or an organization.

Balances of allocated funds remaining at the end of an academic year shall be deposited into a reserve account for future capital expenditures made in the direct interests of the student body as approved by the SGA and College as stipulated by College regulation.

### **Requisitions**

A requisition is a request form for either a check or purchase order for all purchases of goods or services or reimbursements of funds used for such purposes. Requisitions are available in the Student Organization/Club Room (C-103C) or the SGA Office (C 106).

Requisitions require planning. Reimbursements should be treated as an exception and not the standard practice when planning activities and events.

All requisitions submitted must have advisor approval before it will be processed.

### **Financial Reports**

Advisors have immediate viewing access to their student organization/club budget. Viewing rights to the organization/club account is obtained through the Director of Student Life, Lynette DiBrito, Cooper 107C (ext. 2525). Training on how to view accounts in Banner will be provided at the beginning of Fall Semester for advisors and the organization/club treasurer. If advisors have questions regarding their student organization/club account, contact the Director of Student Life, Lynette DiBrito.

It is strongly recommended that the Advisor and organization/club treasurer meet monthly to review club spending and revenue activity.

## Mirror, mirror on the wall.... What Does Quality Advising Look Like?

Quality advising is more of an attitude than a definition. For the Sherpa leading a team of inexperienced Everest climbers, there is not a formula that will get them to the top quickly and safely. The Sherpa assess the needs and abilities of the group and proceeds from that point. The same is true of the student group that you advise. The ultimate goal of student organizations is the growth and development of students through the function of their club or organization. The service their group provides is a means to that end.

Here are some questions to ask yourself throughout your time as an advisor:



*Does my leadership allow the group to figure things out on their own?  
Do I provide the necessary support to the group while still giving them their autonomy?  
Does the group seek me out for advice or consultation on important issues?  
Are the group and its leaders growing from this experience?*

### **Campus Resources**

You may not always be able to answer all the questions that your students ask but there are people on campus that will be able to help.

#### Office of Student Life Staff:

*Lynette DiBrito*, Associate Dean of Student Life  
Cooper 107C, 780-2525

*Jennifer Jackson*, Secretary, Office of Student Life  
Cooper 107C, 780-2525

*Danielle Howard*, Student Assistant  
Cooper 107C, 780-2525

#### Student Government Association

*Kieran Holland*, SGA President  
Cooper 106, 780-2597

*Jamir Dennis*, SGA Vice-President  
Cooper 106, 780-2597

*Robert Dennis*, SGA Treasurer  
Cooper 106, 780-2597

*Mary Kilgore*, SGA Secretary  
Cooper 106, 780-2597

## Resources for Advising

### Books

*Advising Student Groups and Organizations*

by Norbert Dunkel & John Schuh

Jossey-Bass, 1998

### Articles

*Describing the climate of student organizations: The student organization environment scales*

Journal of College Student Development, vol. 38, July/August 1997

*Student development through involvement: Specific changes over time*

Journal of College Student Development, vol. 35, March/April 1994

## Tips for Advisors

- ❖ Know the students!
- ❖ Have the goals or objectives of the group firmly in mind
- ❖ Express a sincere interest in the group and its mission
- ❖ Express a sincere interest in each individual within the group
- ❖ Assist the group in setting realistic, obtainable goals
- ❖ Assist the group in developing evaluation tools
- ❖ Assist individuals in achieving his/her goals while helping the group towards its goals
- ❖ Assist the group in understanding group dynamics and interpersonal communication
- ❖ Realize the importance of the peer group and its effects on the individual
- ❖ Assist the group in determining the needs of the those that the group is serving.
- ❖ Don't allow yourself to be placed in the position of chairperson
- ❖ Don't usurp the role of chairperson
- ❖ Develop a style which affects a balance between being an active and passive group member
- ❖ Be aware of the various roles you will be filling from time to time
- ❖ Be aware of the institutional power structure—both formal and informal
- ❖ Provide continuity for the group from year to year
- ❖ Challenge the group to grow and develop

*Adapted from the University of Wisconsin-Stevens Point Advisor Handout, 1994*