**Mission**

Student Development Programs promotes student learning by providing leadership education, avenues for involvement and personal growth opportunities to develop responsible individuals as engaged members of their communities.

**USI Creed**

Member of the USI community...

I will practice personal and academic integrity; I will reject and confront all manifestations of discrimination while striving to learn from differences in people, ideas and opinions;

I will demonstrate concern for others, their feelings, their property and their need for conditions which support their work and development;

Allegiance to these ideals requires that I refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.
# Table of Contents

Introduction .................................................................................................................. 2
What is an Advisor? ........................................................................................................ 2
Roles of an Advisor within a Student Organization .................................................... 3
  Mentor ......................................................................................................................... 3
  Conflict Mediator ....................................................................................................... 4
  Reflective Agent ......................................................................................................... 4
  Educator ...................................................................................................................... 5
  Motivator .................................................................................................................... 5
  Policy Interpreter ....................................................................................................... 5
Official Responsibilities of an Advisor ........................................................................... 5
  Financial Manager ...................................................................................................... 6
  Campus Security Authority/CARE Team ..................................................................... 6
Advising Styles & Abilities ............................................................................................ 6
Top 10 Advising Do’s and Don’ts ................................................................................ 8

**Policies, Procedures, and Helpful Information for Advisors** ........................................ 9
Constitutions .................................................................................................................. 9
Equipment Loan Requests ............................................................................................ 9
Finances of a Student Organization .............................................................................. 9
  What is a University Agency Fund? ........................................................................... 9
  What do “Org”, “Fund”, and “Account” mean? ......................................................... 10
  Advantages of a University Agency Fund .................................................................. 10
  Cash Advance Process .............................................................................................. 10
  Deposits ...................................................................................................................... 11
  Off-Campus Account Disclosure ................................................................................ 11
Funding and Grants ....................................................................................................... 12
  Student Government Association Grants .................................................................... 12
  Provost Grants ........................................................................................................... 12
  Equality and Inclusion Fund ...................................................................................... 13
  Other Funding Options .............................................................................................. 13
Fundraising, Sales, and Solicitation ............................................................................ 13
Involvement Fair ............................................................................................................ 14
Leadership Awards ....................................................................................................... 14
OrgSync ......................................................................................................................... 15
  Common OrgSync Tools ........................................................................................... 15
Officer Transition .......................................................................................................... 16
Planning Programs, Meetings, & Events ..................................................................... 16
  Reserving Meeting Space ......................................................................................... 17
  Reserving Information Tables ................................................................................... 17
  Cancellation of Space ................................................................................................. 17
  Sodexo Food Service ................................................................................................ 18
  Showing a Movie ....................................................................................................... 18
  “Games of Chance” Law .......................................................................................... 18
  Security and Risk Management ................................................................................. 19
Program Advertising and Promotion .......................................................................... 19
Recruitment and Retention of Members ..................................................................... 20
  Recruitment Strategy ................................................................................................. 20
  Other Recruitment Tips ............................................................................................. 21
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention Strategy</td>
<td>22</td>
</tr>
<tr>
<td>Retreat Planning</td>
<td>22</td>
</tr>
<tr>
<td>Student Involvement Center (SIC)</td>
<td>24</td>
</tr>
<tr>
<td>Amenities</td>
<td>24</td>
</tr>
<tr>
<td>Office Space/Lockers</td>
<td>24</td>
</tr>
<tr>
<td>Mailboxes</td>
<td>25</td>
</tr>
<tr>
<td>Student Organization Travel</td>
<td>25</td>
</tr>
<tr>
<td>Behavior Expectations</td>
<td>25</td>
</tr>
<tr>
<td>University Rental Vehicles</td>
<td>26</td>
</tr>
<tr>
<td>Other Travel Policies</td>
<td>26</td>
</tr>
<tr>
<td>Appendix A: Advisor Expectations Worksheet</td>
<td>27</td>
</tr>
<tr>
<td>Appendix B: Group Dynamics/Conflict Resources</td>
<td>29</td>
</tr>
<tr>
<td>Appendix C: Club Sports Advisors</td>
<td>30</td>
</tr>
<tr>
<td>Appendix D: Chart for Diagnosing Your Organization</td>
<td>31</td>
</tr>
<tr>
<td>Appendix E: Information Table Locations</td>
<td>32</td>
</tr>
<tr>
<td>Appendix F: Sodexo Catering Locations</td>
<td>33</td>
</tr>
<tr>
<td>Common Campus Resources</td>
<td>34</td>
</tr>
<tr>
<td>References</td>
<td>34</td>
</tr>
</tbody>
</table>
Introduction

Congratulations on your role as a student organization advisor and thank you for serving in this position! Student organizations are an important part in enhancing the experience for USI students. This handbook intends to complement the USI Student Handbook and the Student Rights and Responsibilities: A Code of Student Behavior. This document aims to assist student organization advisors to develop your organization and to enhance your role as an advisor. In addition to this manual, Student Development Programs offers training workshops to advisors to give you more tools for working with your student groups.

What is an Advisor?

A student organization advisor is a faculty or staff member who has been asked (or assigned) to advise a registered student organization. To be an advisor, the individual must be a University of Southern Indiana faculty or staff member (part-time faculty and staff qualify as advisors if they are not simultaneously pursuing a graduate degree).

All student organizations are required to have an on-campus advisor. A student organization also can opt to have an off-campus advisor and/or multiple advisors. All names of advisors and contact information should be added to the student organization’s OrgSync portal profile.

The role of the advisor will vary based on the needs of the individual organizations. Advisors should have a committed level of interest in the mission and purpose of the organization. The knowledge and expertise of advisors provide continuity for members ensure success and longevity of the organization. Student Development Programs highly encourages that advisors be active participants in their organization(s) and regularly attend organizational meetings. By doing so, advisors can enrich organizational functions, such as goal setting, member involvement and discussion and individual development.

Before You Become an Advisor

Prior to accepting your new role or shortly after accepting, it is important to establish the organization’s expectations of you and your role. Here are some questions to facilitate that conversation:

- How much involvement is expected (or needed) from the advisor?
- How often does the group meet and what meetings does the advisor need to attend?
- What are some of the major programs/events the group plans each year?
- What are some of the challenges your organization is experiencing? How would you want the advisor to help with these challenges?
- Do you want the advisor to be a silent observer or active participant?
- Would you expect the advisor to interject when the group is getting off track?
- Is the advisor expected to give feedback? If, so how and when should the feedback be communicated?
Why Should I Be an Advisor?

Whether being an advisor is a part of your assigned job responsibilities or a voluntary role, there are several benefits to the important work you do. Here are a few you should consider:

- Having the satisfaction of assisting students in learning and developing new skills
- Watching a group come together to share common interests and work toward common goals
- Developing a professional relationship with students
- Furthering goals or interests by choosing to work with an organization that reflects one’s interests
- Sharing one’s knowledge with students
- Building community both on and off campus

Roles of an Advisor within a Student Organization

Each advisor perceives his/her relation to a student organization differently. Some advisors play very active roles by attending meetings, working with student officers and assisting in program planning and development. Others maintain a more distant relationship to the organization. No matter your style, keeping some regular contact with the organization is needed. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. Advisors should be both accessible and interested and should provide whatever counsel an organization or its members might seek.

Given the myriad of purposes, activities and objectives of various student organizations, the role of the advisor will vary in some degree between organizations. As organizations vary in their expectations and needs, it is important that you, as an advisor, develop an understanding with the organization as to the nature of your involvement. The advisor and organization should agree on a set of expectations of one another from the onset and should write this list down as a contract between the organization and the advisor. An example of an expectations sheet can be found in Appendix A.

There are seven roles that advisors often take on at different times during their term as an advisor (Mentor, Team Builder, Conflict Mediator, Reflective Agent, Educator, Motivator and Policy Interpreter). These are some of the common roles, but there are other roles you might be asked to assume.

Mentor

Many students will come to see their advisor as a mentor, and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. You may be approached to review resumes, to connect students with community resources or to be a
sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students’ verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students or to have conversations about their ideas and thoughts on different subjects.

**Team Builder**

When new officers are elected or new members join the student organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships within the organization. Positive relationships help the student organization succeed and work through conflicts.

To accomplish the goal of creating an effective team, it is sometimes necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

**Conflict Mediator**

Inevitably, students are going to join the student organization with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have come into conflict (if needed):

- Meet with the students and have them discuss their issues with each other.
- In many cases, remind them that they both want what is in the best interest of the organization.
- Ask them how they think they can work together
- Point out the organization’s mission and ask how their conduct is helping the organization achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases, this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback. In Appendix B, you will find resources to help with navigating group dynamics during conflict.

**Reflective Agent**

One of the most essential components to student development in co-curricular programming is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths and their challenges. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their challenges, ask them how they can improve those areas and how you can
help them. Students usually have the answer to what they need; they just don’t like to ask for help. Remember to have students reflect on their successes and failures.

**Educator**

As a student organization advisor, your role of educator will often come through modeling behavior geared toward success, guiding the student in reflection of their actions and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

**Motivator**

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

The following include methods by which you can motivate members of the student organization:

- Provide recognition to deserving students
- Develop a sense of belonging
- Utilize special talents of members
- Promote communication
- Allow members to give you feedback as the advisor
- Offer encouragement and support
- Listen to members
- Avoid showing favoritism among members
- Be fair, honest and consistent
- Show confidence in the students to promote empowerment

**Policy Interpreter**

Student organizations operate under policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans. As an advisor you will assume numerous roles. A key idea to remember is that you are an advisor and not the organization president or leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions and for the successes and failures of their organizations.

**Official Responsibilities of an Advisor**

*Advisors of student organizations have many different roles they play as the advisor. In this section, we outline the official responsibilities of an advisor.*

- During the annual renewal of the student organization, advisors are **REQUIRED** to fill out the advisor agreement form in OrgSync. An email notifying the advisor that the form is ready to review is automatically generated when the student organization does any updating of their OrgSync profile. Updating their profile is an annual requirement for renewing their registered status with the University. Advisors also can find the form under the forms section of the OrgSync portal.
On-campus advisors are asked to serve as a central contact for the organization. It is their responsibility to ensure their respective student organization is aware they need to follow all University policies, procedures and regulations. These policies can be found in the Student Rights and Responsibilities: A Code of Student Behavior (located on the Dean of Students web page).

Additional responsibilities are asked of Club Sports advisors; for more information on these responsibilities see Appendix C.

Financial Manager

- Advisors serve as a Financial Manager if a student group elects to deposit their funds with the University through the USI Bursar’s Office into an Agency Fund.
- An organization’s financial manger MUST BE a full-time employee. In some cases, the financial manager for a student organization may not be the advisor, but rather another employee who handles the financial management for the office for which the student organization is affiliated.
- Financial Managers are responsible for reviewing financial activity for accuracy and conformance with budget constraints.
- Charges and withdrawals from the University agency fund requires financial manager approval.
- Financial Managers are asked to ensure that financial transactions comply with University guidelines and any external restrictions, including grant limitations and federal, state or local regulations.
- If your student organization does not utilize a University agency fund, it is good practice to be aware of where the organization’s money is located and who has access to it.

Campus Security Authority/CARE Team

Advisors serve as a Campus Security Authority for the University. As such, advisors are responsible for immediately reporting any crime(s) they are aware of to USI’s Public Safety Office. Online training on being a Campus Security Authority is offered annually in the fall semester through the Public Safety Office.

In addition to being a Campus Security Authority, advisors are asked to share any information with the Dean of Students regarding potential student safety and/or conduct concerns. The CARE Team follows established protocol to ensure that concerning student behavior, mental health and medical issues, or other incidents are addressed consistently. If you notice any potential issues, you are asked to fill out the online form or call the Dean of Students. The Dean of Students will determine if any future action or follow-up is warranted.

Advising Styles & Abilities

To be successful in your role as a student organization advisor, you will need to employ different advising skills and styles depending on the status of your student organization.

We will explore some varied advising styles. Advising styles will vary depending on an assessment of an organization’s readiness levels. Below is a chart to help advisors determine which advising style best works with the readiness level of their student organization:
<table>
<thead>
<tr>
<th>Readiness Level</th>
<th>Recommended Advising Style</th>
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<tbody>
<tr>
<td>New Student Organizations</td>
<td><strong>DIRECT</strong></td>
</tr>
<tr>
<td></td>
<td>Provide specific instructions, closely supervise task accomplishments, meet with leadership frequently and attend programs, monitor and update organization’s OrgSync profile</td>
</tr>
<tr>
<td>Low Level Readiness</td>
<td><strong>COACH</strong></td>
</tr>
<tr>
<td></td>
<td>Closely supervise, meet regularly with leadership, explain decisions, solicit suggestions, delegate OrgSync responsibilities to organization officers and follow up on individual tasks</td>
</tr>
<tr>
<td>Medium Level Readiness</td>
<td><strong>SUPPORT</strong></td>
</tr>
<tr>
<td></td>
<td>Share responsibilities for decision making, facilitate efforts towards task accomplishments and encourage all student organization members to utilize different OrgSync features</td>
</tr>
<tr>
<td>High Level Readiness</td>
<td><strong>DELEGATE</strong></td>
</tr>
<tr>
<td></td>
<td>Empower students to make their own decisions regarding the group, encourage students to solve problems and charge officers with delegating tasks to members</td>
</tr>
</tbody>
</table>

*Advisors may need to combine a few styles to get the best fit for what the organization needs at a given time.*

In addition to having an advising style, you may need to call on different abilities to advise your student organization. Below is a chart of some common abilities you need to exercise to work with your group:

<table>
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<tr>
<th>Have the Ability to...</th>
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<tbody>
<tr>
<td><strong>Communicate</strong></td>
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<tr>
<td>In your role it’s important to communicate effectively and efficiently. Displaying good communication with your group through email and in meetings sets a strong example for the organization leadership to emulate when working with general membership.</td>
</tr>
<tr>
<td><strong>Diagnose</strong></td>
</tr>
<tr>
<td>Having the ability to diagnose what your students group needs might be the most beneficial ability in this list. Determining what is <em>NEEDED</em> opposed to what is <em>WANTED</em>, will lead your group to growth/understanding. This does not always warrant a positive response at the onset, but the outcome could benefit the group for years to come. For more information on diagnosing ways may be affecting your group, see Appendix D.</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
</tr>
<tr>
<td>Being an advisor adds another facet to your life. It’s important to exhibit balance in your work and life. Setting boundaries between work, advising, and your personal life will help you avoid burnout and set a good example for your student leaders.</td>
</tr>
<tr>
<td><strong>Be Flexible</strong></td>
</tr>
<tr>
<td>An advisor that is able to be flexible will be more successful than an advisor that is not. Flexibility comes in different forms. Working with students is different than working with your staff/faculty counterparts. Also, students will come to you with different levels of leadership development and you will need to adapt to meet them where they are in that process.</td>
</tr>
</tbody>
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**Top 10 Advising Do’s and Don’ts**

We have outlined some of the most common and helpful DO’s and DON’Ts for advisors.

**DO’s**
1) Develop clear expectations about the role of the advisor  
2) Be visible and choose to attend group meetings and events  
3) Allow the group to succeed, and allow the group to fail  
4) Serve as a resource person and provide support  
5) Know when to provide autonomy and when to step in when called upon to assist  
6) Help resolve intragroup conflict  
7) Empower students to take action  
8) Meet with officers and help them set goals  
9) Get to know all of the members on an individual level and develop good rapport  
10) Assist students in finding a balance between activities and their academic responsibilities

**DON’TS**
1) Impose your own bias  
2) Manipulate the group, impose or force your opinions  
3) Take on the role as “leader” and “run” meetings  
4) Be laissez-faire or autocratic in your advising  
5) Assume the group handles everything okay and does not need an advisor  
6) Allow the group to become a one-person organization  
7) Be consistently absent from group meetings or functions  
8) Prevent students from trying new ideas  
9) Assume the organization’s needs, attitudes and personalities will stay the same year to year  
10) Close off lines of communication
Policies, Procedures, and Helpful Information for Advisors

The rest of this manual aims to give you the USI policies and procedures you need to know as part of being a student organization advisor. In addition, our office has included information that will be beneficial for you and your organization to know. Please keep in mind that processes, policies, and information can change quickly. For the most up-to-date information, we encourage you to utilize our office’s website (www.usi.edu/sdv). The following information is categorized alphabetically.

Constitutions

Writing or reviewing your group’s constitution is a great opportunity to refine your mission, officer responsibilities, meeting rules, and membership requirements. Much like government constitutions or laws, a student organization’s constitution is important when questions arise about the activities or mission of the group. Constitutions should be the governing document by which your student organization functions and should be reviewed every two years and updated as needed. If your student organization is looking to rewrite their constitution, you can find examples of constitutions and tips on writing one in the “Files” section of your OrgSync portal.

Equipment Loan Requests

Student organizations have the opportunity to borrow equipment from Student Development Programs. Equipment available for loan includes:

<table>
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<tr>
<th>Electrical Equipment</th>
<th>Larger Equipment</th>
<th>Specialty Equipment</th>
<th>Games</th>
<th>Light Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV/VCR, Cotton Candy Machine, Snow Cone Machine, X-Box 360, Guitar Hero, OrgSync Card Swipe</td>
<td>Push Cart, Red Tent, Walkie/Talkies, Extension Cord, Power Strip, Heavy Duty Tarp</td>
<td>Bingo Ball Cage, Cones, Funball, Game Buzzer Set, Hula-Hoops, Rope, Tug O’War Rope, Sponge and Bucket</td>
<td>Clue, Dice, Life, Mad Gab, Phase 10, Playing Cards, Roulette Set, Scattergories, Skip-Bo, Taboo, Twister, Uno, Who Wants to Be a Millionaire</td>
<td>Cash Box, Cooler, 5-gallon with drink spout, Large &amp; Small Coolers, Crate, Office Equipment, Signage, A-Frame Yard sign stand, Fitted Tablecloths</td>
</tr>
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*This list is subject to change.

To reserve any of the equipment listed above, a student organization will need to fill out the “SDP Equipment Loan Request” form on OrgSync. We ask that the form be filled out at least two weeks prior to the date the equipment is to be used. Equipment is provided rent free, but organizations may need to buy supplies for equipment (i.e. Ice and flavored syrup for snow cone machine).

Finances of a Student Organization

This can be one of the biggest frustrations for any advisor/financial manager. We will cover some of the most asked questions and used processes. For more in depth questions, we ask that you call our office or USI Accounts Payable.

What is a University Agency Fund?

Agency funds are defined as funds held by the University on behalf of an affiliated organization. These funds work largely like checking accounts and are available to registered clubs and organizations.

✓ An organization must always have a positive balance in their agency fund.
If an organization’s agency fund has a negative balance, the organization will be notified by Student Development Programs. Following the notification the student organization will have until the end of that month to reach a positive balance.

Organizations have the option to monitor their agency fund through the “Treasury” function on their OrgSync portal.

What do “Org”, “Fund”, and “Account” mean?

Every financial transaction processed by the University requires a fund, org, and account.

- The fund and org are five (5) digits each and identify the club or organization.
  - All student organizations have a fund that begins with 84. The last three numbers that make up the five digit fund differ for each organization and are used to identify the organization.
  - All student organizations have the org number 07020.
- The account also consists of five digits and is used to describe the type of revenue being deposited or expense being charged.
  - The account number changes depending on the type of action taking place. Five digit revenue account numbers begin with 5 and the five digit expense accounts begin with the number 7.
- The Financial Manager Spreadsheet, which can be found at [http://www.usi.edu/busoff/GeneralAccounting/FinMgrs.asp](http://www.usi.edu/busoff/GeneralAccounting/FinMgrs.asp), lists valid funds and orgs and the Banner Account Codes Spreadsheet lists commonly used revenue and expense accounts.

Advantages of a University Agency Fund

- Agency funds earn interest on average cash balances monthly
- Student Organizations are exempt from Indiana sales tax (on most purchases), if they maintain an agency fund exclusively and DO NOT have any off-campus accounts.
- All accounting records are preserved by the USI
- University pays postage on most outgoing checks
- Organizations operate under the University’s tax identification number (TIN). If an organization maintains exclusively an agency fund, with no off-campus accounts the organization will not have to obtain a separate TIN from the Internal Revenue Service (IRS).

Cash Advance Process

A cash advance may be requested when an organization needs to buy something and cash is required prior to the purchase. *All forms mentioned in the directions below can be found in the “Files” section of your student organization’s OrgSync portal or the USI Accounts Payable webpage [http://www.usi.edu/busoff/GeneralAccounting/FinMgrs.asp](http://www.usi.edu/busoff/GeneralAccounting/FinMgrs.asp).

1. (Begin the cash advance process 7-10 business days prior to the date the cash is needed.)
   - The student requesting the cash advance must fill out the Student Organization Cash Advance Waiver and the Direct Pay Form which must be signed by their financial manager. These forms should be turned into the basket at the front desk in Accounts Payable (located in the lower level of the Orr Center). Forms must be approved by Accounts Payable before an advance may be issued.

2. A student can obtain the cash requested by:
   - Filling out an electronic Direct Deposit Form. This form will allow the amount of money the student requested for the cash advance to be deposited in the student’s personal bank account. Once this form has been completed and given to the Accounts Payable
Department, the student’s information will be on file with the University for future cash advance requests.

**OR**

b. Receiving a paper check which will be mailed to the student’s residence.
   
   The Accounts Payable Department will not hold checks in their office for students to pick up. If a student requests a paper check for their cash advance the check can only be obtained through the mail. As a result, the Accounts Payable Department prefers that student’s use the method of direct deposit for cash advances.

3. **Repaying the advance:**
   
a. A cash advance **must be repaid by the due date indicated** on the Student Organization Cash Advance Waiver Form.
   
b. **If there is any remaining cash** from the amount of money the student received through the advance, he or she must deposit the cash at the cashier’s window in the lower level of the Orr Center into the fund-org-account charged on the Direct Pay Form used for the advance. The student MUST receive a receipt for this deposit.
   
c. **If a student spent more money** than they received through the cash advance, he/she must fill out a Direct Pay Form to be reimbursed for the portion of the money used. The student must submit the following to the Manager of Accounts Payable located in Orr Center Room 0022 (Business Office):
      
      i. The receipt from the cashier’s window for any remaining cash that was deposited. (If applicable)
      ii. The original receipts for all expenses purchased with the cash and the completed Cash Advance Receipt with the fund-org-account info to be charged for each expense. **The Cash Advance Receipts Form must be signed by the organization’s financial manager.**

**Deposits**

Deposits can be made at the cashier’s window in the lower level of the Orr Center by providing your 15-digit fund, org, and account numbers. A deposit form should be completed when depositing more than one check and a receipt should always be obtained to verify the amount of your deposit and to keep for your records. The deposit form is located accounts payable webpage [http://www.usi.edu/busoff/AccountsPayable/](http://www.usi.edu/busoff/AccountsPayable/) or in the Files section of your OrgSync portal.

**Off-Campus Account Disclosure**

All student organizations are required to submit an annual disclosure statement regarding off-campus accounts. The Student Organization Off-Campus Bank Account Disclosure Statement must be completed in order to keep the organization’s agency fund in good standing. An organization that is newly created or requesting an agency fund must complete this disclosure statement. The form may be submitted by email or printed and sent to the Accounting Office. Failure to submit the form could result in an inactivation of the organization's University fund.

**Organizations with BOTH an agency fund and off-campus accounts:**

- Will only able to charge campus services to their on-campus University fund.
- Do not receive the University’s sales tax exemption status.
- On-campus funds will not earn interest.
- Are required to keep a positive balance.
If an organization elects to close their on-campus account, the organization will be required to pay all services on-campus in advance from their off-campus account.

Funding and Grants

Many of the events and programs that student organization would like to put on require funding. Below you will find some information on grant funding and other options for support.

Student Government Association Grants

The updated SGA Grant Applications will be posted on the SGA website prior to the beginning of each school year. The first page of the application lists all the submission deadlines for the academic year. Applications should be submitted prior to each deadline to the Dean of Students Office. The SGA Grant Committee generally meets at 6:00 p.m. in the conference room of the SGA office within a week from each application deadline. Applicants will be contacted by the SGA Chief Financial Officer with the exact date and time for the meeting and may be requested to attend the committee meeting to discuss their request. Starting with the fall of 2014 semester, all SGA Grant applications will only be available online at www.usi.edu/sga/documents.

Types of Grants Available

- Travel Grants are awarded to students and organizations that are traveling to conferences (and competitions) that better the student and bring back useful information for the university. The maximum award per student, per year is $800.
- Student Organization Support (SOS) Grants are awarded to organizations that want to hold an event.
- Startup Grants are grants for new organizations that have been approved to organize by Student Development Programs.

Provost Grants

The Provost has available funds which can be applied for by registered student organizations and Student Affairs departments.

Provost Programming Grant

These programming grants are not permanent organizational funding. The purpose of the grant program is to provide the opportunity for registered student organizations to present quality programming for the USI community. All submissions should be turned in prior to the program taking place. They are requests and not all are funded. Grant application available at www.usi.edu/studentaffairs/grants.

Provost Travel Grant

The Provost has available funds which can be applied for by members of currently registered student organizations and students in an active role at an academic or student development conference, meeting, or competition (making a presentation, committee member, volunteer role, etc.) The purpose of the Provost Travel Grant is to support students with their academic and co-curricular endeavors. The Provost will make final allocation decisions.

Available funds include up to $250 per student for a conference outside of Indiana and up to $150 per student at conference in state. Funds are only available for students who are actively engaged in a contributing role, not to students who only attend conferences or other events. All submissions should
be turned in prior to traveling. They are requests and not all are funded. Grant application available at www.usi.edu/studentaffairs/grants.

Equality and Inclusion Fund
The Equity and Inclusion Fund provides grants (up to $5000) to develop and present programs, projects, or activities that promote the value of equity and inclusion on campus. Student organizations and students working with a faculty or staff member on a program are eligible and encouraged to apply. For funding consideration, a proposal must be submitted to the Multicultural Center (located in University Center East). The application can be found at www.usi.edu/mcc.

Other Funding Options
Co-Sponsorship
Seek out other student organizations or university departments that have similar interests as your organization. Collectively the student organizations may have some funding that could be combined to fund an event or program your organization is interested in having.

Departmental Support
Some organizations are closely aligned with a university department and many times that department may have some funds designated to assist the student organization.

Membership Dues/Fees
Many organizations charge a membership fee or dues to all active members. These funds help the organization operate. Before implementing a membership fee/dues process, it is important to inform members how money will be used and when it will be collected. There should also be a section in your organization’s constitution that refers to membership dues.

Fundraising, Sales, and Solicitation
The first step to any fundraiser is to fill out the Fundraising, Sales, and Solicitation form on OrgSync. Once the fundraiser is approved the student organization may proceed in the planning process. Approved forms will be sent via email to the student who submitted it. Student Development Programs asks that the form be filled out at least 2 weeks prior to the event being held. Below is the definition of fundraising, sales, and solicitation:

- **Sales** shall be defined as the sale or offer for sale of any property or service. Student Organizati on must collect sales tax on items sold and remit to the state. USI Accounts payable can advise on this process.
- **Solicitation** shall be defined as the act of making a request or plea for one’s cause or philanthro py and includes the receipt of or request for any gift or contribution. *Must work with the University Foundation when soliciting private funds (i.e. businesses and individuals)
- **Fundraising** is defined as the organized activity/event of raising funds and/or property.
- **Sponsorship Fundraising** is when a student organization sponsors a company on campus as a way to raise funds for their organization by charging the company for that sponsorship or sharing in profits of sales.

*Mass emailing may NOT be used for selling, soliciting, or fundraising activities.*
Involvement Fair

Traditionally, Student Development Programs plans the Fall Involvement Fair for the first week of September. As of January 2015, Student Development Programs will hold a Spring Involvement Fair in the University Center. Organizations can begin signing up for the Fall Involvement Fair in April of the preceding year. Student organizations have the opportunity to reserve a table to promote and recruit current/new students to be members. Here are some things your group should consider prior to the annual event:

Create a pamphlet or small handbill. The pamphlets should have the name of the group, a short description of what the group is and what they do, as well as contact information of the leader of the group and the date, time, and room where the group meets.

It is important to have a sign or banner to catch the eyes of the students walking around at the fair. There are many different booths, so it is important to have a colorful, big sign, or some way catch the attention of the prospective members.

INTERACT with PEOPLE. Find a way to interact with the perspective members. Examples include having a game at the booth, talking to people as they walk by, playing music, showing videos, and etc. Don’t forget to smile and project enthusiasm.

Schedule the agenda of your first meeting. If your first meeting is scheduled you can invite new members to attend a specific time and location.

Get contact information. Get student’s email or social media handles. These are great for following up right after the fair. You have a small window of time to build on their excitement about the organization.

Leadership Awards

Every April, Student Development Programs holds the Student Leadership Awards celebration. The awards celebrate individual student leadership, but also the work of student organizations. Student Organizations can nominate themselves and members for multiple awards:

- **Student Organization Initiative Awards**
  - Diversity Engagement
  - Campus Impact
  - Community Outreach
  - Campus Collaboration

- **Student Organization President of the Year**

- **Student Organization Advisor of the Year**

- **Silent Inspiration**

Applications/Nominations for awards are available February 1 and are due to Student Development Programs by March 1. For more information visit, [www.usi.edu/sdv](http://www.usi.edu/sdv).
OrgSync

OrgSync is a web management tool that allows students and advisors to manage their student organization. OrgSync provides a closed, gated community for students to discover campus activities and manage their own campus involvement. It is the responsibility of the leadership of any student organization to maintain their organization(s)’ portal, as well as ensure that information posted is accurate and up-to-date.

Main uses for OrgSync:

- Centralize, organize and manage your organization in one spot, you can renew and update your organization, plan and advertise events, share documents and resources, and communicate with members.
- Manage members! Maintain accurate rosters for your organization, track attendance and participation in programs and meetings.
- Create a sustainable organization. Access information from a centralized, online location without having to email files back and forth.
- Improve your online visibility. OrgSync allows student organizations to push out information to social media platforms, such as Facebook and Twitter, to help integrate OrgSync usage with a student organization’s social media presence.

Common OrgSync Tools

Calendar
View all of your organization’s events on one calendar. You can also view the community-wide calendar, which shows the events that have been made public to all community members.

Communication
This module allows for numerous ways of storing contact information and also communicating with members. The different ways include: contact books, discussions, email lists, news, SMS/texting, polls, and messaging.

Events
Create, track, and promote all of your events and who attended. All attendance and involvement is logged for each member.

Files
Digital cabinet of important documentation that can be customizable to who has access to files/folders based on Account Groups (for Organizations) and by Organization (for Umbrella). Store an unlimited number of organization and committee files and documents and share them in folders with privileged-based access.

Forms
Take any paper form and create online forms that will conveniently allow student organizations to fill out and submit applications, registrations, surveys, assessments, and nominations. View, manage, approve, and export students’ submitted forms.

Photos
Upload and share organization photos to help build a stronger organization by sharing pictures and memories.
Portal
The term portal refers to each organization’s community within all of OrgSync. Each registered student organization is provided a portal to utilize for management of their organization.

To-Do List
Organizations and Committees have To-Do Lists where projects can be managed and specific tasks can be assigned or claimed by members with access to view the To-Do Lists.

Treasury
Track income and expenses for your organization, track dues for members, issue invoices for items purchased by using the checkbook and dues features. This is also where you can monitor transactions and balances of your university agency fund.

Umbrella
Whenever you see an umbrella next to a form or files this has been filtered into the portal from our office. Umbrella items are for all student organization use.

Website
OrgSync provides every organization with a solution to creating a public website hosted by OrgSync that is easy to maintain and update. With the website builder, you may create a website that automatically syncs with your organizations OrgSync account (as news, events and more are created in your account and made public, your website will immediately reflect the changes). You may integrate your site with almost any tool within OrgSync.

Find out more of how to utilize OrgSync and the iPhone app at an upcoming workshop or request to have a personalized OrgSync workshop for you, your officers, or your organization online.

Officer Transition
Officer (President, Vice President, and etc.) transition typically happens in the spring semester, unless you’re advising a Greek organization. The responsibilities of an Advisor during officer transitions are to assist current officers implement a fair, meaningful selection process, facilitate the meaningful transfer of information between officers, and serve as a resource to new officers. In order to ensure a smooth transition, please ensure that the organization’s outgoing officers complete the following duties:

- Ask officers to update student organization’s profile information in OrgSync to reflect new leadership. Portal administrators can make these updates under “Settings”.
- Inform new leadership to send a representative to a renewal session in the fall semester.
- Update Constitution, Bylaws, procedures and policies in your OrgSync files for easy access.
- Train new officers on their role (i.e. have incoming officers shadow outgoing officers).
- Pass ALL materials to the new officers.

Planning Programs, Meetings, & Events
There are several guidelines and procedures in place for utilizing on-campus facilities. Scheduling Services will work with you and your student organization. For all the detailed guidelines and procedures, you can review the Scheduling Services manual in the Files section of your OrgSync portal. The following are some helpful hints to get you started.
Reserving Meeting Space

The easiest way to plan your meeting or event is to go to Scheduling Services in UC017 and pick up an Event Reservation Form. This form can also be accessed online by visiting (http://www.usi.edu/schedule/form.asp). This form lists appropriate questions for planning your meeting or event. Scheduling should take place sufficiently in advance of the requested date, to permit necessary adjustments and arrangements. **Two weeks** is the normal time required for reserving space. It is expected that major events will be scheduled as far in advance as possible.

When you visit the office please have the following information about your event or meeting:

- University agency fund number
- Date and time of meeting
- Possible places for your meeting
- Approximately how many will be in attendance
- Any special needs (food and or audio/visual equipment)
- Detailed description of activities

After you have scheduled your meeting or event space, you will receive a confirmation email from Scheduling Services. Please verify that the event date, time, and location is correct on the confirmation. If you need to make changes or have any questions about your meeting or event, contact Scheduling Services. Once your event has taken place, Scheduling Services and Sodexo Food Services may ask that you evaluate the process and service delivery that you experienced in planning and holding your event.

Reserving Information Tables

Information Tables: Requests to use information/display tables in the University Center will be honored, for student organizations and University departments. Scheduling Services will make all arrangements. For more information on what tables can be reserved and for what specific use, see Appendix E.

Some guidelines for information tables:

- All table activities must carry the identification of the sponsoring student organization.
- A representative of the sponsoring student organization must be present at the table at all times.
- Tables must be kept neat and orderly. Materials must be removed at the end of each day.
- All table activities are limited to the confines of the table. Traffic flow through the hallways cannot be restricted.
- Information table activities cannot interfere with the rights of others operating other information tables.
- Loud and boisterous activity will not be allowed.
- Fundraising activities must be approved prior to reserving an information table.

Cancellation of Space

Space on campus is highly valued and in constant demand, therefore we ask if you need to cancel your space reservation you do so within 24 hours of the scheduled start time. This is especially important when reserving Carter Hall or University Center 2217-2220. Failure to cancel within 24 hours may result in a fine being assessed to your student organization and/or loss of reserving privileges.

Have more questions about scheduling space?
Contact Scheduling Services:
University Center Office 017
Call: (812) 465-7037
http://www.usi.edu/specialevents/scheduling.asp
Outdoor event cancellation works a little differently. If your event is being held Monday-Friday, your organization will need to cancel by 3 p.m. the day before your event. If your event is being held on a Saturday or Sunday, your organization will need to cancel by 12 p.m. on the Friday prior to the event.

Sodexo Food Service
If your event is scheduled in the University Center or Rice Library with more than 50 attending and you have food at the event, you are required to order from Sodexo. If your group has less than 50 people attending, you may provide snack items such as cookies, chips, and cake. However, all food brought into the UC must be approved by the Student Scheduler. Under no circumstances is prepared food allowed in the University Center. For more information on where event food must be purchased from Sodexo, see Appendix F.

Planning Food for Your Event
Once you receive a room confirmation from Scheduling Services, call Sodexo Food Services at 465-1652 for catering. Call two weeks before your event with the following information:

- The date and time of event
- The agency fund number to be charged
- The number of people attending the event

It is best to make catering arrangements in person in the Sodexo Food Services Office. This allows you to discuss catering preferences, choose a menu, and sign the Special Event form.

After you have finalized your catering plans in the Sodexo Food Services Office, you will receive a Special Event Form. It is the organization’s responsibility to review the information, check details, obtain a fiscal manager signature, sign and return the form to the Sodexo Food Services Office seven days prior to your event. For more information on ordering from Sodexo Food Service, visit https://usi.sodexomyway.com/catering/index.xhtml

Showing a Movie
If your student organization wants to show a film on campus, you must pay the licensing fees associated with the film. After you have selected the movie that you would like to show, you must first purchase a public viewing license and rights to show the film in public, (public performance fee). Even if you choose to show the movie for free, you still must purchase the copyrights.

The major firms that handle these licenses include:

- Criterion Picture USA, Inc. 1-800-890-9494; www.criterionpicusa.com
- Swank Motion Pictures, Inc. 1-800-876-5577; www.swank.com
- Motion Picture Licensing Corp. 1-800-338-3870; www.mplc.com

Penalties for Copyright Infringement: “Willful” infringement done for purposes of commercial or financial gain is a federal crime and is punishable as a felony, carrying a maximum sentence of up to five years in jail and/or a $150,000 fine. Even inadvertent infringes are subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

“Games of Chance” Law
Fundraising activities must not violate state law by including a drawing, raffle, half-pots, bingo, lottery, charity game night, game of chance, or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize. If you have any questions about an event, please feel free to contact Student Development Programs.
Security and Risk Management

Public Safety is consulted on all dances, concerts, and other high risk events that may pose a threat to the safety and well-being to students, university guests, university employees, and facilities. Public Safety may require a Campus Protection Officer(s) and or a Vanderburgh County Sheriff's Department deputy(s) to be present at the event based on the type of event, number of guests attending, and other risk factors. If Public Safety determines that Campus Protection Officer(s) and or Sheriff’s Deputy(s) are needed at your event the cost and number of Campus Protection Officer(s) and or Sheriff’s Deputy(s) is non-negotiable.

Risk management is an essential part of the event planning process. Risk Management, Student Development Programs, and Scheduling Services will work with your group to identify and evaluate the level of risk associated with events. They will aid in developing a plan to control, minimize, or remove those risks. It is important to identify all elements of risk that could be associated with your event and develop a plan to respond to an incident should it occur.

Program Advertising and Promotion

Banners
Based on a first come, first served basis, student organizations may display a twin-sized bed sheet banner in designated locations through Scheduling Services. Some supplies are provided in the Student Involvement Center graphics room.

Campus Wide Advertisement Form in OrgSync
Once your student organization confirms their room reservation with Special events, student groups can fill out this form and upload needed documents (i.e. power points, pdfs, etc.) to be advertised via multiple outlets on campus, such as:

- Campus Announcements (myUSI)
- Student Activities Newsletter
- All Campus Televisions
- Advertising through Housing
- The Edge Radio Announcement
- OrgSync (Promote Feature)
- Getinvolved Slideshow

Student organization advisors will receive an email via OrgSync requesting approval of this request to confirm the event.

Table Tents
To reserve table tents and for table tent parameters, obtain permission through Scheduling Services. Your organization will need to have the table tents printed.

Flyers and Bulletin Boards
Registered student organizations may distribute flyers if it is compliance with the campus posting policy.
Any flyers no larger than 22” by 30” may be posted among “designated” or “General University Posting Areas”. More information is available through Scheduling Services.

A-Frame/Staked Signs
A-Frame Signs (36” x 36”) and Staked Signs (18” x 24”) are allowed along campus sidewalks and roadways, as long as they do not block or overhand onto the walkway, driveway or street. Maps can be provided from Scheduling Services on where signs are allowed to be placed. Within 72 hours of the completion of the event, all signs must be removed or the student organization may receive a Physical Plant charge.
Social Media
Student organizations representing themselves via online components, including but not limited to: Facebook, Twitter, Blogs, MySpace, Instagram, LinkedIn, etc. should maintain a professional demeanor online and are subject to complying with the University’s Social Media Guidelines.

University Calendar
University Calendar events provide information regarding USI events and must be submitted electronically via the online event submission form, following the appropriate submission and approval process. Posted events must be associated with USI, should be an event rather than news item, and must affect more than just the members of an individual organization. More information regarding Calendar of Events submissions and approval procedures, as well as how to submit an event to the University Calendar, can be found online.

Recruitment and Retention of Members
It is vital that an organization has a well-conceived and executed recruitment and retention plan. Recruitment and Retention is the responsibility of every member of your organization! Every member must be involved in the planning and implementation of a recruitment and retention campaign. Some organizations create a Membership Development Committee that oversees the design and implementation of a recruitment campaign, maintains membership information, plans and implements members training programs, coordinates the leadership selection/election process and plans social functions to enhance team building.

Recruitment Strategy
New members bring new ideas, increase the organization’s person power, foster organizational growth, prevent member burn out, and take over leadership roles when you leave. People join organizations for many reasons. They want to get involved, meet people and make new friends; they want to develop skills and have fun.

Know and understand your student organization
It is important that both the leadership and the membership know what the organization goals and objectives are.

- Have an organizational meeting to discuss goals and objectives. Are your goals still accurate? Is it time to update them? Where do you plan for the organization to be in six months? A year?
- Decide on a direction to take. During this “organizational housekeeping” process, a certain theme or direction should become clear. What is this?
- Develop a membership profile. What type of people do you need to help the group succeed? Who would you like to have join the group? Who would complement your current membership?

Set Recruitment Goals
- After identifying the type of people you want in your organization, set some recruitment goals. How many new members can your organization reasonably assimilate into the group? Will you allow people to join at any time or only during a pre-designated recruitment period? Will you hold a mass meeting or is membership by invitation only?
• Keep your membership profile in mind. When designing your recruitment strategy, ask yourself what places do these prospective members most likely frequent? Do they have special interests? What kind of publicity would attract their attention?
• Remember what made you get involved. Probably the most important step in designing a recruitment strategy is for you to think back to when you first became involved. What attracted you? How were you recruited? If you weren’t, how did you hear about the organization? Why have you stayed involved?

Get Everyone Involved
• Have your current members identify people they know who might want to get involved. Personally invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.
• Talk about your organization. Tell people what you have to offer them. Ask them about themselves – and really listen.
• Sell your organization and the benefits of membership. Tell them how the organization can benefit someone like them. Personalize the message to each potential member. Let them know how their talents, skills and interests would help the organization.

Design an Advertising Campaign Using Visual Elements
Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your posters, flyers, banners, bulletin boards, etc. Be creative. Get the publicity up early enough. Your publicity can be effective only if it’s noticed.

Plan a Special Welcoming Meeting
Many organizations find it beneficial to have a meeting or ceremony to welcome new members.

Other Recruitment Tips
Remember that a personal contact is always better than 1,000 flyers and newspaper advertisements. People join organizations because they like the people they find there. Nothing can replace the simple act of getting to know someone and asking them to join the organization.

✓ Get scheduled to make a brief introduction of your organization at each meeting.
✓ Co-sponsor campus events so that the organization name gets out there more. Be sure to have information about your organization at each event.
✓ Ask key people to give recommendations of possible members and leaders.
✓ Don’t expect a person to come to a meeting in a room full of people he/she doesn’t know. Offer to meet the student somewhere and go to the meeting together. Then make sure you personally introduce that person to others in the organization.
✓ Feed potential members. College students are attracted to free food.
✓ Recruit people by the issue that interests them. There are people very interested in one issue; you can recruit them to head up a program on that issue.
✓ When someone has expressed an interest in getting involved to any degree, immediately get them involved and give them a meaningful task to do.
✓ Get exclusive rights to a really cool “members only” job for the organization.
✓ Hold meetings and events in comfortable, visible, easy-to-come-to places.
✓ Make a list of all of the advantages of being a member. Use this list as your major selling points for new members.
✓ Always take photos at meetings and events and then put them on Facebook or OrgSync.
✓ When working to recruit members, always try to think in terms of “what’s in it for them.”
✓ Print up business cards for your members to carry. Be sure to have a place for members to write his/her own name and number, but the card should also say, “Open meetings! Please come!”

Retention Strategy
When retaining members, it is important to remember that recruiting and training takes a lot of time and effort. Setting new members up for continued involvement is the best strategy in hopes of retaining membership. Providing new members with a good working understanding of your organization and providing them with an active role can help make them feel wanted and needed by the organization.

You can choose to provide new members with Incorporation Packets. These give new members information about the organization and current member’s information about the new members, and should include:

✓ Interest Form: Personal data, skills, experience, expectations, class/work schedule, interest areas
✓ Statement of Organizational Philosophy and Goals: Copy of Constitution. Description of what your organization does, for who, and why.
✓ Committee and Position Description: Should be specific without limiting creativity and individuality.
✓ Organizational Flow Chart: Shows leadership positions. Helps people understand how the organization functions.

You can also hold an orientation for New Members. All too frequently, organizations skip any form of orientation and just place their new recruits directly on committees or organizational projects.

✓ Teach them about your organization. Although involvement is crucial to the longevity of the group, understanding the organization and its goals and objectives, structure, norms, and taboos is equally as important.
✓ Elements of a successful orientation program include:
  o The rights and responsibilities of members
  o Organizational governance, operating policies and procedures
  o Organizational history, traditions and programs
  o Assimilation of new members into the organization
  o An overview of campus services, activities and programs for USI Student Organizations
  o Information about any support groups or affiliations an organization may have

Retreat Planning
Organization retreats and workshops enable student organizations to briefly get away from the distractions of school and work and to focus on the needs of the organization and the needs of the individual members of the organization. Planning for the future will enable an organization to operate
more efficiently. By setting goals and planning together, members of an organization can operate more effectively as a team.

- **ESTABLISH THE PURPOSE FOR YOUR RETREAT**
  Examples include: Team Building, Skills Training, Communications, Goal Setting, Problem Solving, Planning, Learning, Orientation, Socializing, Transition, Revitalization, or Conflict Resolution

- **DETERMINING WHO THE RETREAT IS FOR**
  Is the retreat designed for new officers, executive board, or all organization members?

- **TIMING OF THE RETREAT**
  You’ll need to determine if the group needs a whole day, half day or multiple days. It is also critical to decide what time of year to hold your retreat. Many organizations hold retreats first thing in the fall semester, but it may be more beneficial to hold something over the summer when students are less busy with academic responsibilities.

- **SELECTING A FACILITY**
  You will need to determine whether or not to have the retreat On-Campus or Off-Campus; When looking for an off-campus retreat location consider nearby summer camps. They often charge cheap rates in the off season. Be sure to check availability, accessibility, and accommodations. Don’t forget about costs and contracts. Student Development Programs has contact names and numbers for retreat locations. Consider the Low Ropes Course that is managed by the Recreation, Fitness, and Wellness Center for a great on-campus experience!

- **TRANSPORTATION**
  If your event is off campus, members should be provided with adequate and safe transportation. You will also need to fill out a Student Organization Travel Request form.

- **FOOD AND DRINK**
  Before deciding on a menu for the retreat consider: cost, cooking facilities, preparation, food allergies/restrictions, and clean-up. Try cooking together it makes a great team building activity.

- **SELECTING THE BEST FORMAT**
  - Workshops presented by an "expert" - advertising, program planning, public speaking, fund-raising, etc.
  - Experiential Exercises - team building, brainstorming, communications skills, ropes course, etc.
  - Recreational Exercises, skiing, hiking, canoeing, biking, etc.
  - You can also use a combination of these

- **SELECTING THE FACILITATORS AND PRESENTERS**
  Organization officers, organization members, student organization advisor, other staff/faculty members are all options.

- **RESOURCES IN DEVELOPING YOUR WORKSHOPS AND EXERCISES**
  Structured experiences books, reference books, videotapes; staff/faculty advisor; faculty members, community members are all good resources.

- **EVALUATING YOUR RETREAT**
Ask members what they thought of the experience. What would they change? What would they keep the same? Ask the presenters what they thought of the experience. What could have made it better?

Student Development Programs puts on several retreats a year and can be a great resource during the planning of your retreat. Feel free to setup a meeting with the staff in this office, while you’re planning your organization’s retreat.

**Student Involvement Center (SIC)**

The Student Involvement Center (SIC) is located in the lower level of University Center East. The purpose of the SIC is to provide resources for student organizations. The SIC is staffed by a student assistant in the fall and spring semesters during the following hours: Monday-Thursday 10 a.m. – 8 p.m. and Friday 10 a.m. – 4:30 p.m.

**Amenities**

- **Computers:** SIC is a University Lab. Students should save information on a USB Drive or the cloud.
- **Graphics Room:** Supplies will be available at front desk of the SIC. In order to check out an item, the individual will have to sign a Graphics Room Policies form each semester. A Student ID is required for check out.
- **Adobe Photoshop and Microsoft Publisher:** These programs can be accessed on the graphics computers.
- **Printers:** Both a black and white printer and a color printer.
- **Copier:** For black and white copies.
- **Printing Allocation:** Each organization can receive 30 black & white copies/prints and 10 color prints per week. If an organization does not use its copies in a given week the allotted number of copies cannot be accumulated for future usage.
- **Storage Closet:** Supplies that are used infrequently can be stored in the closet located in the back of the SIC. Student Development Programs must approve all items stored in this location. A student assistant will be needed for an organization to access any items held in the storage closet.

**Office Space/Lockers**

To be eligible for the allocation of space a student organization must be registered with Student Development Programs, be in good standing with the University during the allocation application process and remain in good standing throughout the two-year allocation term. Space is reallocated every two years through an application process.

The following spaces are available for allocation to student organizations:

- **3 Offices:** Each office is shared by two organizations. This space should serve as a location for student organization members to conduct relevant business on behalf of the organization.
- **16 Workstations:** To be used as a space where student organization members can conduct relevant business on behalf of the organization.
- **20 Storage Lockers:** (4 feet by 3 feet) to store frequently used items belonging to the organization.

Organizations with space may access their space within the SIC anytime during the University Center’s hours. Access may be granted to those members needing to utilize the organization’s space outside of the SIC’s hours of operation. To gain access, an organization will complete the form on OrgSync titled “Student Involvement Center Access Form” on behalf of ALL members in need of access. Students should allow 2-3 business days before their access request is processed. Once an organization’s access...
request is granted, the individual who completes the form will receive one pin number to be used for all members of the organization with access. It is this individual's responsibility to share this pin number with those members who have been granted access only. The pin number will be used to obtain the keys to the organization's storage locker or desk in their office space or workstation. Access will expire at the end of finals week following each spring semester.

**Mailboxes**
The Student Involvement Center offers a secure mailbox system featuring combination locks. Each organization can receive USPS mail with this mailbox. The mailing address would be similar to the example below:

*Student Organization*
University of Southern Indiana
Student Involvement Center
Box XXX
8600 University Blvd.
Evansville, IN 47712

If your student organization would like to apply for a mailbox, please complete the application at [www.usi.edu/studentorganizations/mailbox_request_form.asp](http://www.usi.edu/studentorganizations/mailbox_request_form.asp).

**Student Organization Travel**

All student organization travel must be approved in advance of the trip and before making any financial commitments. Prior travel approval insures the traveler's supervisor/advisor approves the activity, funds are available for reimbursement of expenses when applicable, travel is allowable with the funding source, and any staff/faculty traveler with benefits is covered under workman's compensation insurance when applicable. See complete Student Domestic Travel Policy ([www.usi.edu/studentaffairs/student-travel](http://www.usi.edu/studentaffairs/student-travel)) for complete policy and process.

Once you and your organization know that you will be traveling (local and non-local), the organization will need to fill out the Student Organization Travel Request form on OrgSync. **Completion of the Student Travel Request form is required for all student organization travel.** The university Travel Authorization is required for all non-local travel and for local travel receiving or using University funding. These documents must be forwarded to Student Development Programs for initial approval. Student Development Programs will forward to Associate Provost for Student Affairs for final approval.

**Behavior Expectations**

Every student traveling on behalf of a registered student organization is acting as a representative of the University of Southern Indiana. To that end, courtesy and respect for others must be demonstrated at all times while traveling and attending the event. Mature, professional conduct is expected of every student. The University of Southern Indiana recommends that the student organization advisor or staff accompanying the trip provide guidance and support to student delegates.

The following guidelines have been established, and all students traveling on behalf of the University are expected to adhere to these guidelines:

- Students are responsible for their behavior and will be held accountable.
• University of Southern Indiana does not condone underage consumption of alcoholic beverages at University sponsored/supported/affiliated functions. Representatives of the University of Southern Indiana are expected to abide by the laws of the state which they are in.
• Use of controlled substances is strictly prohibited under all circumstances.
• Respect should be shown at all times for others and all non-personal property.
• If an advisor or student leader feels any student has not adhered to these guidelines and has behaved in a manner which is unprofessional, illegal, or irresponsible, that student could face conduct charges upon returning to campus.

University Rental Vehicles
The University requires student organizations to use University rental vehicles; use of personal vehicles is by special exception only, unless for local travel. Local travel is defined as Evansville, Newburgh, and New Harmony. Vehicle reservations shall be the responsibility of the designated trip leader.

Vehicles are reserved through Physical Plant. For more information visit, Physical Plant Vehicle Rental Procedures.

Other Travel Policies
• Any Meal allowance for students traveling as representatives of the University shall not exceed current University per diem rates. Check with the USI Travel Office for current rates, visit http://www.usi.edu/travel-services/per-diem-rates.
• When faculty and/or staff are traveling with students; they are prohibited from sharing a room with a student.
• Rooms must occupied by the same gender and significant others cannot share rooms.
Appendix A: Advisor Expectations Worksheet

Listed below are some expectations student leaders may have of their advisor(s). This form is designed to help advisors and student officers arrive at a clear mutually agreed upon role of the advisor in the organizations.

Directions: The advisor and each officer should respond to the following items, then meet to compare answers and to discuss any major differences. For items determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume the responsibility.

For each of the following statements, respond on a scale of 1 to 5 how important this function is to the advisor:

1- Essential for the advisor to do  
2- Helpful for the advisor to do  
3- Admirable but the advisor doesn’t have to do  
4- Would prefer the advisor not do  
5- Not the role of the advisor  
6- Not Applicable

<table>
<thead>
<tr>
<th>Task</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend all regularly scheduled general meetings</td>
<td></td>
</tr>
<tr>
<td>Attend all regularly scheduled officer meetings</td>
<td></td>
</tr>
<tr>
<td>Attend the organization’s special events and activities</td>
<td></td>
</tr>
<tr>
<td>Help create, amend, and interpret the organization’s constitution and by-laws</td>
<td></td>
</tr>
<tr>
<td>Exert his/her influence with officers between meetings</td>
<td></td>
</tr>
<tr>
<td>Take an active part in formulating the goals of the group</td>
<td></td>
</tr>
<tr>
<td>Initiate ideas for discussion when (s)he believes they will help the group</td>
<td></td>
</tr>
<tr>
<td>Make an attempt to personally know all of the organization’s members</td>
<td></td>
</tr>
<tr>
<td>Require the treasurer to clear all expenditures with him/her before financial commitments</td>
<td></td>
</tr>
<tr>
<td>Check and copy all official correspondence before it is sent</td>
<td></td>
</tr>
<tr>
<td>Be custodian of all group paraphernalia, records, etc. during the summer and between a change-over of officers, and keep all official files in his/her office</td>
<td></td>
</tr>
<tr>
<td>Keep the group aware of its stated goals and objectives and in line with its purpose</td>
<td></td>
</tr>
<tr>
<td>Mediate interpersonal conflicts that arise and could prove harmful to the organization</td>
<td></td>
</tr>
<tr>
<td>State what his/her advisor responsibilities are, or as (s)he interprets them, when there is an officer/member change-over</td>
<td></td>
</tr>
<tr>
<td>Understand the principles of group development and allow members to grow and learn</td>
<td></td>
</tr>
<tr>
<td>Require an evaluation of each activity by those students responsible for planning it</td>
<td></td>
</tr>
<tr>
<td>Travel with the organization to registered, off-campus events that the organization plans</td>
<td></td>
</tr>
<tr>
<td>Understand how issues of diversity affect the organization</td>
<td></td>
</tr>
<tr>
<td>Be familiar with institution facilities, services, and procedures which affect group activities</td>
<td></td>
</tr>
<tr>
<td>Take an active part in the orderly transition of responsibilities between old and new officers at the end of the semester/year</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Group Dynamics/Conflict Resources

Dealing with group conflict and dynamics may be one area where you are called on to help with problems. As advisor, you can help your group deal with conflict in a positive way.

Because people come from different backgrounds, they have different leadership styles and different perceptions. Acknowledging the difference in leadership styles can help the organization’s members realize that there is no one style of leadership that fits all occasions. Listed below are a few conflict management styles:

<table>
<thead>
<tr>
<th>Conflict Style</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodating</td>
<td>Used to appease others by downplaying conflict, thereby protecting the relationship. Working towards a common purpose is more important than any of the peripheral concerns</td>
</tr>
<tr>
<td>Avoiding</td>
<td>Avoiding conflict by withdrawing, sidestepping or postponing. Postponing issues may make matters worse in the long run.</td>
</tr>
<tr>
<td>Compromising</td>
<td>Both parties meet in the middle in an attempt to serve the “common good” while ensuring each person maintains something of their original position</td>
</tr>
<tr>
<td>Competing</td>
<td>Viewing as “winning” a conflict as competition. Most useful when time is short and a quick decision is needed, however, this may escalate conflict</td>
</tr>
<tr>
<td>Collaborating</td>
<td>Using teamwork and cooperation to work through differences that lead to creative solutions that satisfy both parties’ concerns</td>
</tr>
</tbody>
</table>

Conflict could be defined as a... Condition that results when one party feels that a second party has frustrated, or is about to frustrate, some concern of the first party.

So, conflict doesn’t begin with a knock-down, drag-out fight, but rather happens in stages of mounting frustration. Here are some stages that can be noticed as conflict is developing.

<table>
<thead>
<tr>
<th>Stages of Conflict Development:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latent (the conditions are ripe for disagreement)</td>
</tr>
<tr>
<td>Perceived (frustration is recognized by one or both parties)</td>
</tr>
<tr>
<td>Felt (tensions are building, but not out in the open)</td>
</tr>
<tr>
<td>Manifest (conflict is out in the open and obvious to others)</td>
</tr>
<tr>
<td>Aftermath (what happens after the conflict)</td>
</tr>
</tbody>
</table>

Taking the time to deal with conflict is important so that every issue your organization faces does not become overwhelming or fester forever.
Appendix C: Club Sports Advisors

Club sports are recognized student organizations that exist to promote and develop interest in a particular sport or activity. These interests may be competitive, recreation, or instructional in nature and participation in Club Sports is strictly voluntary.

Club Sport Advisors are responsible for...

- Becoming familiar with all policies outlined in the Club Sports website and ensuring policy enforcement within the role of advisor.
- Filling out the coach/advisor agreement form found in OrgSync
- Notifying an administrator in Recreation, Fitness and Wellness (RFW) in a timely manner whenever becoming aware of any policy infraction(s) by the club they advise.
- Understanding that a coach/advisor may act only in those areas in which he/she has been authorized by the club. A club sport is first and foremost a student organization and is to be administered by student leaders.
- Refraining from soliciting money from any source, or purchasing, renting, or committing anything in the name of the University of Southern Indiana or the advised club without approval of the club, an administrator for Club Sports, and other University officials, as may be required.
- Conducing organized and safe practice sessions.
- Teaching sportsmanship, basic skills and leadership; controlling sidelines at contests; and making every effort to be present at as many practices and games as possible.
- Maintaining a professional coach/advisor and player relationship with all student athletes.

Recreation, Fitness and Wellness reserves the right to discipline or terminate a coach/advisor for actions or behaviors that could be considered detrimental to the University of Southern Indiana, the RFW and/or the Club Sports Program.

Any questions may be referred to Student Development Programs and/or the Recreation, Fitness and Wellness. You can also visit the Club Sports webpage: www.usi.edu/rfw/club-sports.
## Appendix D: Chart for Diagnosing Your Organization

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Diagnosis</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ President does not consult with the organization before making significant decisions</td>
<td><strong>Leadership Problems</strong>&lt;br&gt;&lt;i&gt;It may be a good time to sit down and have a conversation with your president, to see if there are issues that can be resolved without a change in leadership.&lt;/i&gt;</td>
</tr>
<tr>
<td>✔ President appears to lack self-confidence, is non-assertive, and lacks interest in the student organization</td>
<td></td>
</tr>
<tr>
<td>✔ The president (or leadership team) appear to have too many time conflicts and the group is suffering</td>
<td></td>
</tr>
<tr>
<td>✔ Low attendance at meetings and events</td>
<td><strong>Membership Problems</strong>&lt;br&gt;&lt;i&gt;Having a focus group of members to sit and talk about what’s going on may lead to some good resolutions.&lt;/i&gt;</td>
</tr>
<tr>
<td>✔ Members have low satisfaction and morale, are bored, do not communicate, feel left out</td>
<td></td>
</tr>
<tr>
<td>✔ Lack of trust amongst membership</td>
<td></td>
</tr>
<tr>
<td>✔ Programs fail and there is a lack of ideas</td>
<td></td>
</tr>
<tr>
<td>✔ Meetings are ALWAYS disorganized and possibly last much longer than needed</td>
<td><strong>Organizational Problems</strong>&lt;br&gt;&lt;i&gt;This might be a situation where an advisor would consult with Student Development Programs&lt;/i&gt;</td>
</tr>
<tr>
<td>✔ No continuity from year to year within the organization</td>
<td></td>
</tr>
<tr>
<td>✔ There group lacks a “plan of action” and does not discuss future plans in detail</td>
<td></td>
</tr>
<tr>
<td>✔ Members avoid the advisor or ignore advisor’s advice</td>
<td><strong>Advisor Problems</strong>&lt;br&gt;&lt;i&gt;This is where it would need to be determined if the advisor and organization are still a good fit&lt;/i&gt;</td>
</tr>
<tr>
<td>✔ Advisor feels overwhelmed and not supported</td>
<td></td>
</tr>
<tr>
<td>✔ The advisor takes over leadership of the organization</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix E: Information Table Locations

<table>
<thead>
<tr>
<th>Information Table</th>
<th>All Food/Beverage Tables</th>
<th>Setup Charge Applies*</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Center East (Indoor)</td>
<td>X</td>
<td>*only if food/beverage purchased from Sodexo</td>
</tr>
<tr>
<td>University Center West (Indoor)</td>
<td>X</td>
<td>*only if food/beverage purchased from Sodexo</td>
</tr>
<tr>
<td>University Center (Outdoor)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Liberal Arts Lobby (1st Floor)</td>
<td>X</td>
<td>*only if food/beverage purchased from Sodexo</td>
</tr>
<tr>
<td>Liberal Arts Lobby (2nd Floor)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Orr Center Lobby</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Redwood Lounge</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Science &amp; Engineering Lobby</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Business &amp; Education Lobby</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>University Quad</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Health Professions Link</td>
<td>X</td>
<td>*only if food/beverage purchased from Sodexo</td>
</tr>
<tr>
<td>Rice Library Entrance Hallway</td>
<td>X</td>
<td>*only if food/beverage purchased from Sodexo</td>
</tr>
<tr>
<td>Recreation, Fitness, and Wellness Center</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Student Development Programs will pay for up to 5 standard table setups per year, per student organization. This is FREE resource that organizations should take advantage of. Beyond the 5 setups, student organizations will need to cover the setup costs indicated on the chart.
### Appendix F: Sodexo Catering Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Spaces Required to Use Sodexo Food Service for Catering Needs</th>
<th>Spaces Not Required to use Sodexo Food Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Center</td>
<td>X *</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Lobby (1st Floor)</td>
<td>X *</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Lobby (2nd Floor)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Orr Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Wright Administration/ Forum Building</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Science &amp; Education Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Business &amp; Engineering Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Health Professions Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Health Professions Link</td>
<td>X *</td>
<td></td>
</tr>
<tr>
<td>Rice Library (including classrooms)</td>
<td>X *</td>
<td></td>
</tr>
<tr>
<td>Recreation, Fitness, &amp; Wellness Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Technology Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Physical Activities Center</td>
<td>X *</td>
<td></td>
</tr>
<tr>
<td>Residence Life Community Center</td>
<td>X *</td>
<td></td>
</tr>
<tr>
<td>USI Outdoor Spaces</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*Exception - USI student, faculty, and staff groups of 50 people or less may bring in snack-type foods purchased from sources other than Sodexo Food Services, including pizza, drinks, chips, pretzels, candy, cake, cookies, and brown bag lunches. This exception does not apply to information or bake sale tables.
Common Campus Resources

Below are important contact names and numbers to refer to regarding the functioning of the student organization you advise:

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Programming Board/Cinema USI</td>
<td>812-464-1872</td>
</tr>
<tr>
<td>Bookstore</td>
<td>812-464-1717</td>
</tr>
<tr>
<td>Career Services and Internships</td>
<td>812-464-1865</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>812-464-1867</td>
</tr>
<tr>
<td>Dean of Students Office</td>
<td>812-464-1862</td>
</tr>
<tr>
<td>Fraternity and Sorority Life</td>
<td>812-465-1060</td>
</tr>
<tr>
<td>Housing and Residence Life</td>
<td>812-468-2334</td>
</tr>
<tr>
<td>Multicultural Center</td>
<td>812-465-7188</td>
</tr>
<tr>
<td>Office of Public Safety</td>
<td>812-464-1845/812-494-7777(emergency)</td>
</tr>
<tr>
<td>Recreation, Fitness and Wellness Center</td>
<td>812-461-5268</td>
</tr>
<tr>
<td>Religious Life</td>
<td>812-464-1871</td>
</tr>
<tr>
<td>Special Events</td>
<td>812-465-7037</td>
</tr>
<tr>
<td>Student Development Programs</td>
<td>812-465-7167</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>812-464-1873</td>
</tr>
<tr>
<td>The Edge Radio</td>
<td>812-465-1665</td>
</tr>
<tr>
<td>The Shield Student Newspaper</td>
<td>812-465-1682</td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
</tbody>
</table>

References

- ACPA Advisor Manual: [https://docs.google.com/file/d/0B1UK9a3Zlygakwb3fDWHdXRW8/edit](https://docs.google.com/file/d/0B1UK9a3Zlygakwb3fDWHdXRW8/edit)
- [http://www.studentactivities.uconn.edu/docs/The_Advisor_Manual_07.pdf](http://www.studentactivities.uconn.edu/docs/The_Advisor_Manual_07.pdf)