

**What's Inside:**

***ADVISOR: One who advises another, especially officially or professionally: consultant, counselor, mentor.***



## BENEFITS OF ADVISING:



# ADVISOR ROLES

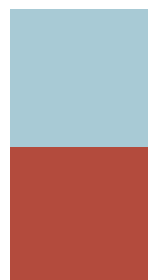
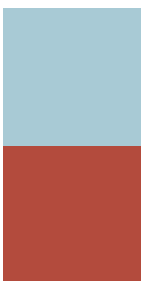


**Conflict Mediator**



**Reflective Agent**

**Educator**

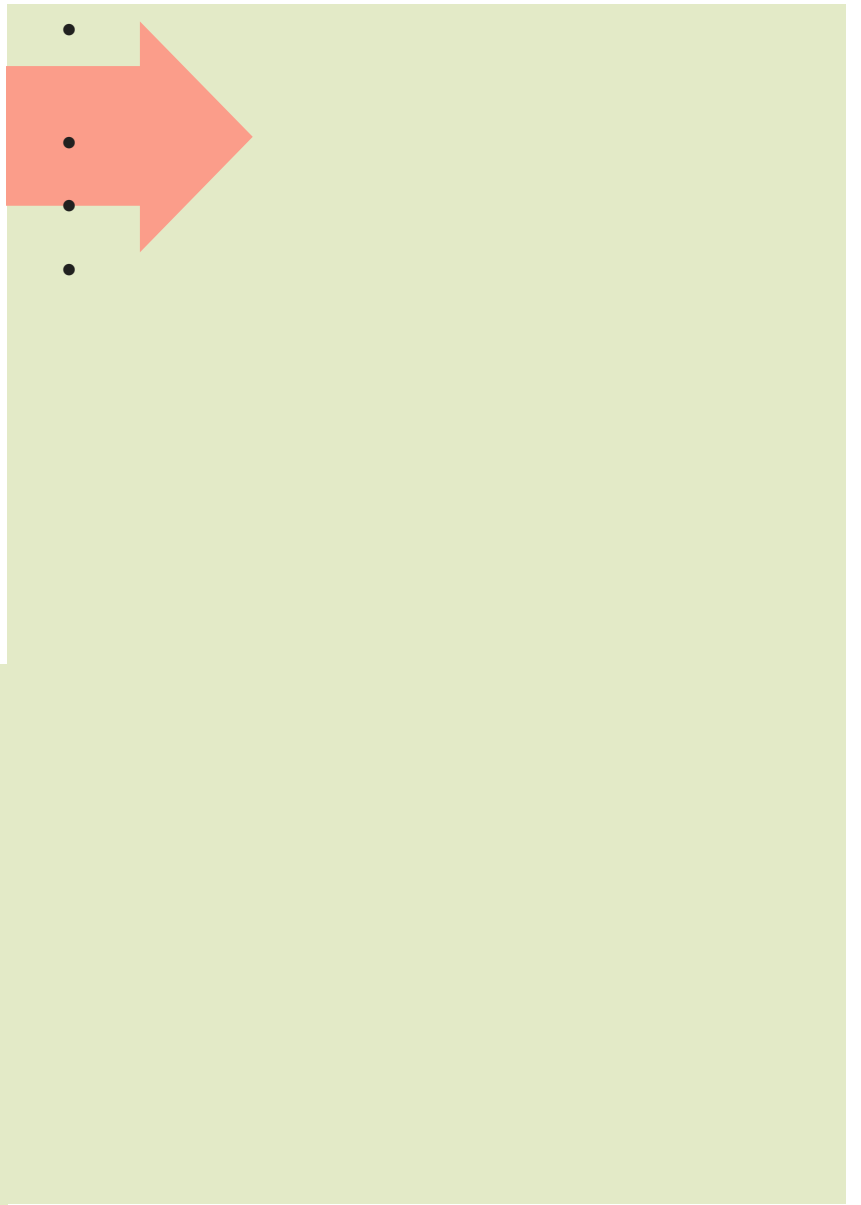
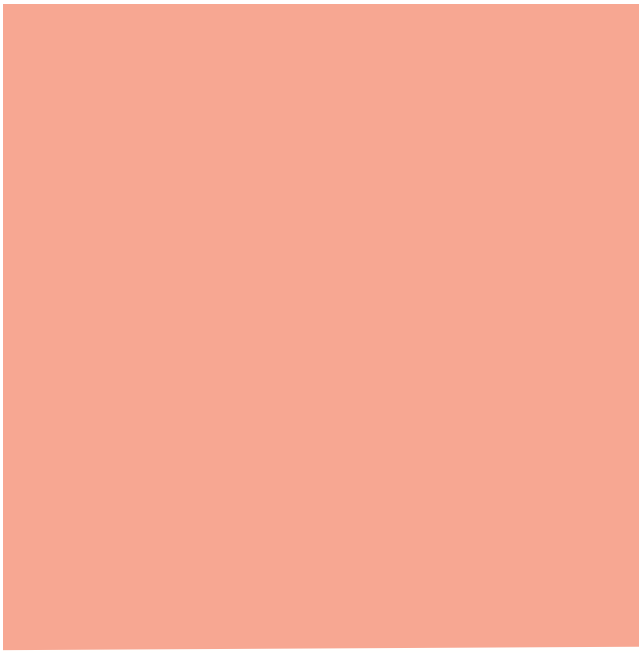


# Sample Advisor Contract

## Sample Advisor Contract

Advisor:  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

This contract is effective for \_\_\_(period)\_\_\_ and may be renewed each year thereafter upon the agreement of both parties.



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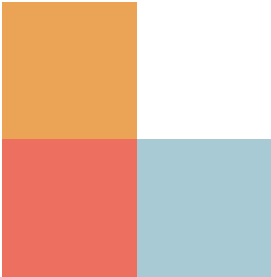
# TROUBLESHOOTING

**ADVISING STYLES**

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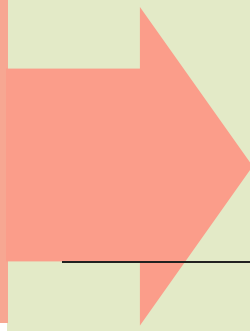


***A Few Fundraising Ideas***

***Here are more ideas...***

***And even more ideas...***

# Program Planning Checklist



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**NOTE**

**One Semester in Advance**







# Event Report

Event \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Coordinator(s) \_\_\_\_\_

Area of Focus \_\_\_\_\_

Attendance (total) \_\_\_\_\_ Attendance (Specifically Targeted Students) \_\_\_\_\_

Cost (total) \_\_\_\_\_ Cost (from Budget) \_\_\_\_\_ Cost (to students) \_\_\_\_\_

Partners: \_\_\_\_\_

Description of Event:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SWOT Analysis                    S                    W                    O                    T

<u>Strengths</u>	<u>Weaknesses</u>
<u>Opportunities</u>	<u>Threats</u>

*(Keep in mind: faculty involvement, intellectual peer dialogues, academic support services, and academic wellness)*

*(Keep in mind: community expectations, community development, peer to peer connections, etc.)*

*(Keep in mind: issues related to gender, religion, race/ethnicity, ability, class, and sexuality)*



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## COMMUNITY

◆

## TIPS FOR EVERY- WHERE

◆





◆

**WHY SHOULD YOUR ORGANIZATION HAVE A RETREAT/WORKSHOP?**

# SAMPLE RETREAT SCHEDULE—TEAM EFFORT

- 1.
- ◆
- ◆





# Parliamentary Procedure

Calling a Question

Voting

When the Chairperson Can Vote

Point of Information, Of Order

**Note** *Advisors Handbook*

*All parliamentary procedure information provided by Office of Student Leadership Development Programs at East Carolina University*



TO DO THIS:

YOU SAY  
THIS:

MAY YOU  
INTERRUPT  
THE  
SPEAKER?

DO YOU  
NEED A  
SECOND?

IS IT DEBAT-  
ABLE?

CAN IT BE  
AMENDED?

WHAT  
VOTE IS  
NEEDED?

CAN IT BE RE-  
CONSIDERED?

NOTES:

- (1) Unless moved when no question is pending.
- (2) Affirmative votes may not be reconsidered.
- (3) Unless vote on question has begun.
- (4) Unless the committee has already taken up the subject.
- (5) Unless the motion to be amended is not debatable.
- (6) Unless the chair submits to the assembly for decision.
- (7) A 2/3 vote in negative is needed to prevent consideration of main motion.
- (8) Only if the main question has not been debated yet.
- (9) Unless the motion to be reconsidered is not debatable.







# Recruitment Tips

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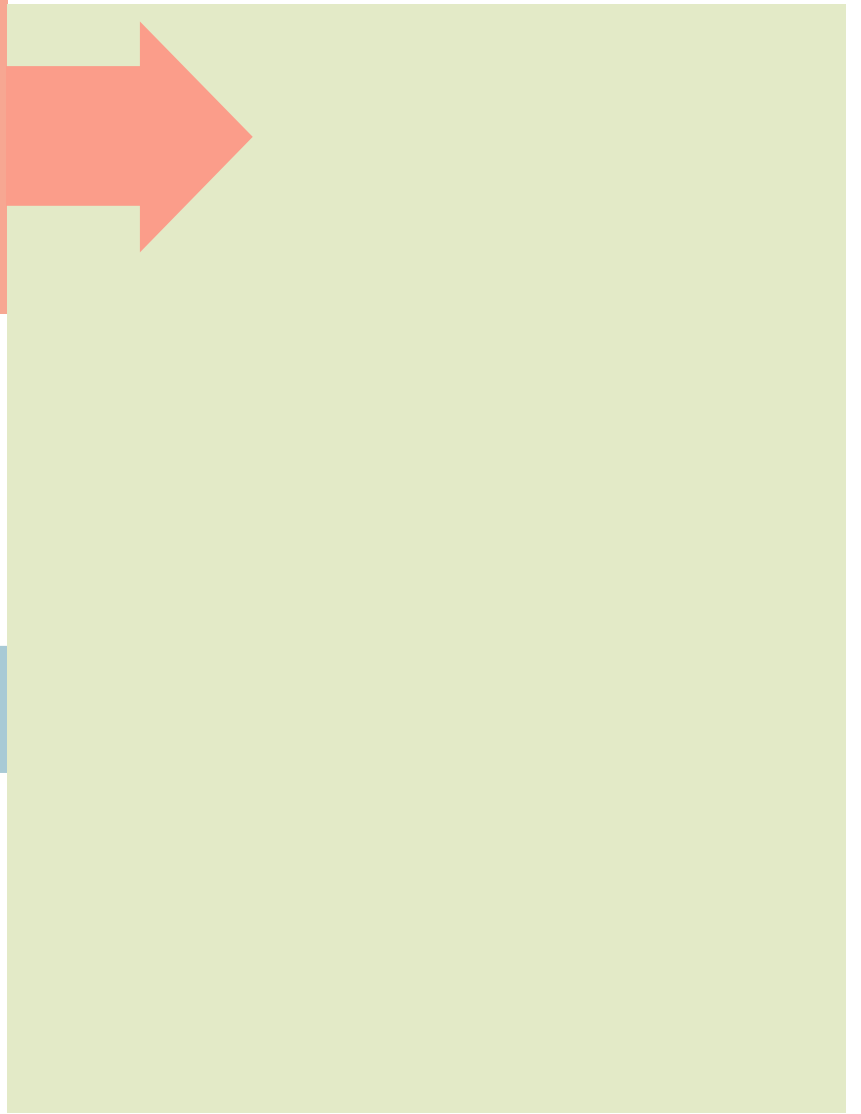
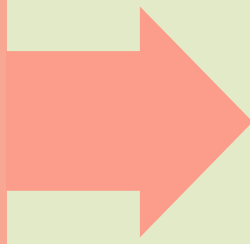
# Motivation

What do others want?

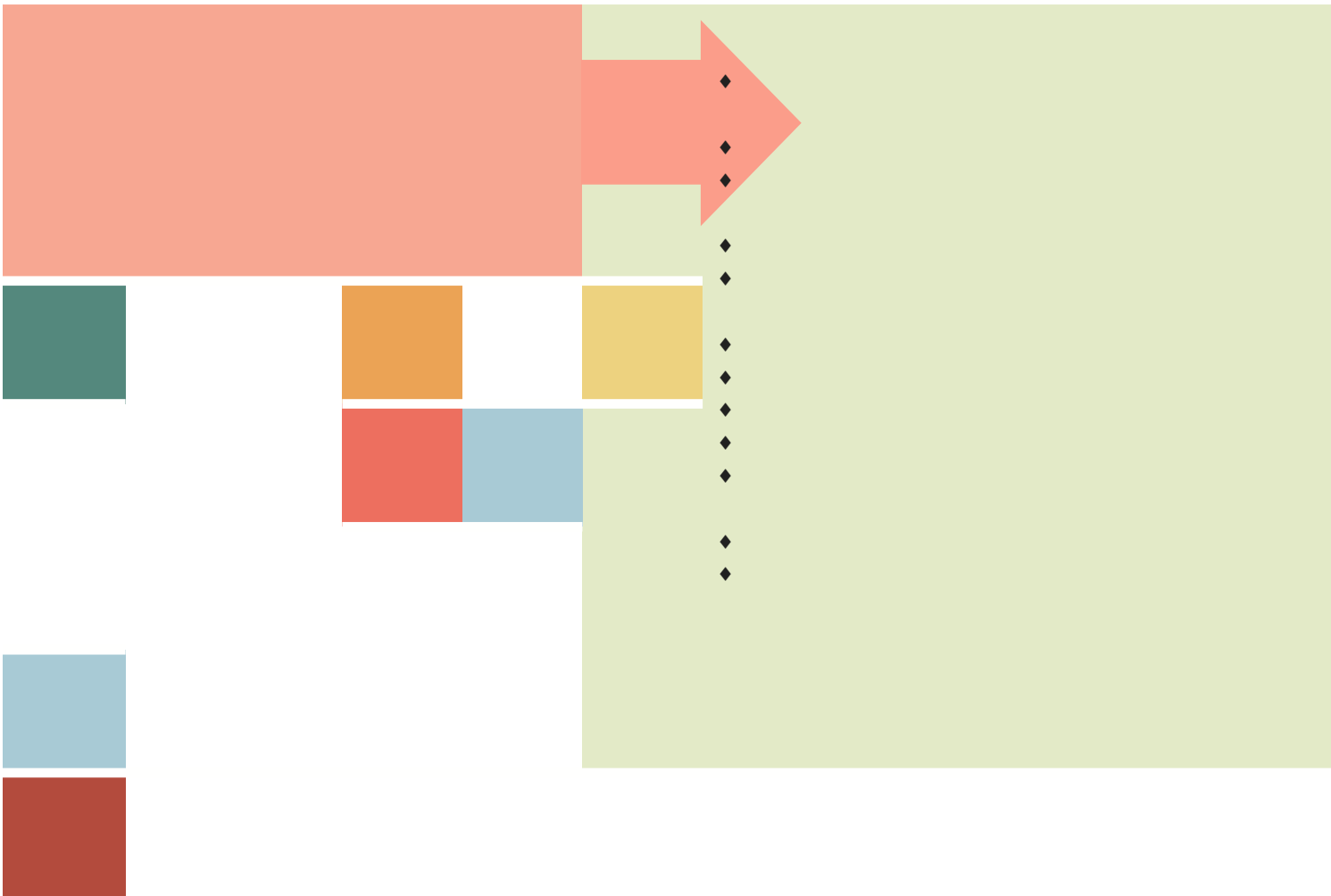
People Need to Feel Important

Give Praise

Give People Status



# Examples, Resources and Handouts





- 1.

- 2.

- 3.

- 4.

- 5.

- 6.

- 7.



# Sample Student Organization Constitution and Bylaws

*(Please modify to meet your organization's needs or develop your own)*

## **BY-LAWS**

\_\_\_\_\_

\_\_\_\_\_

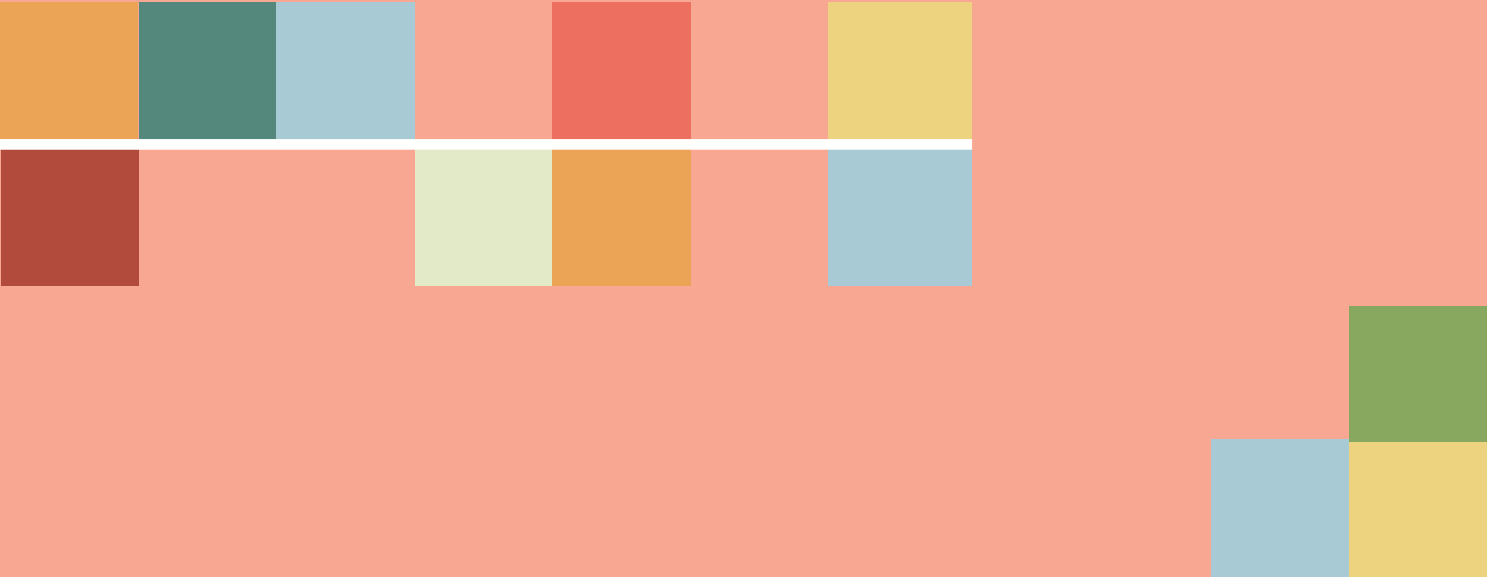
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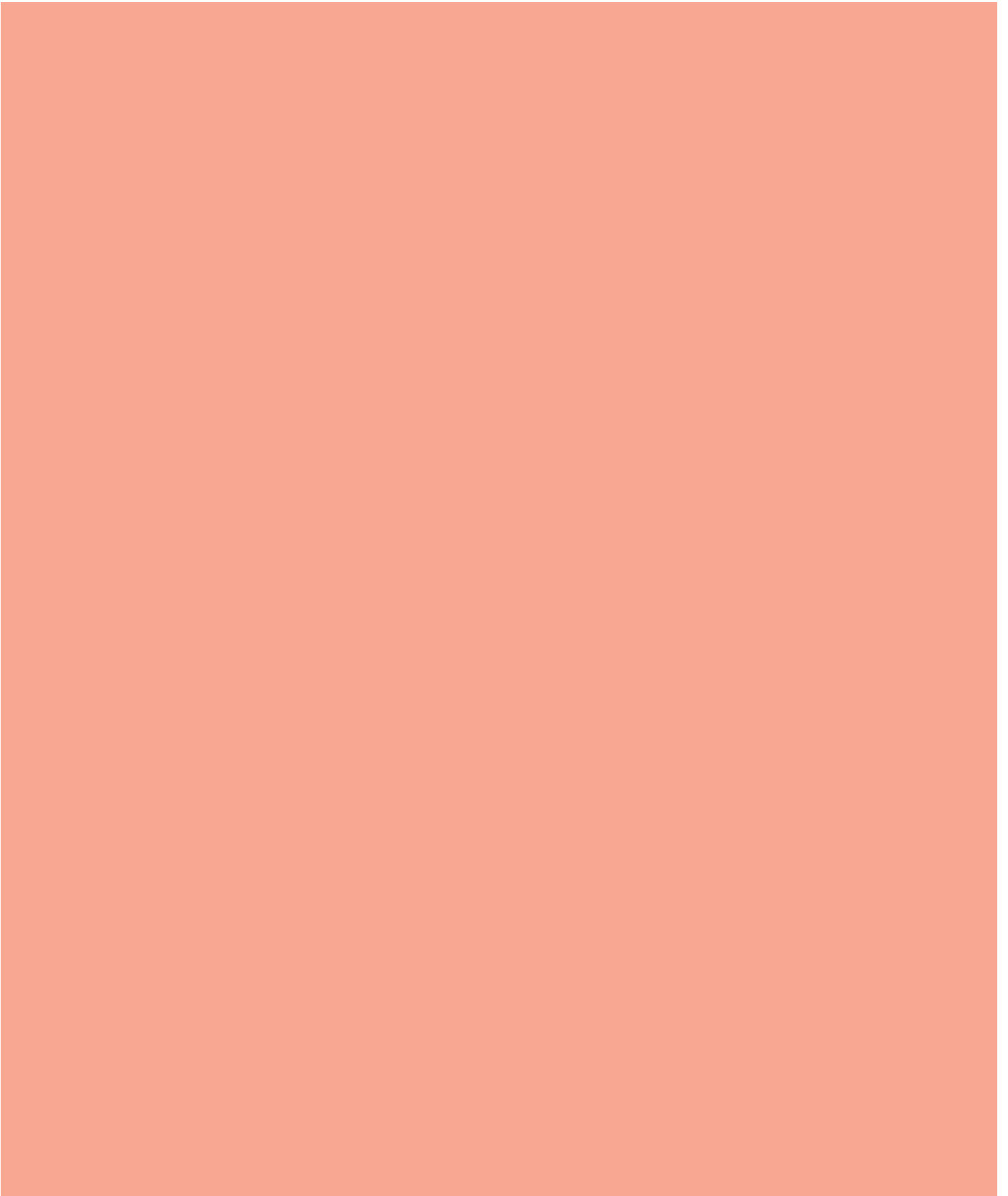
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*Information provided by Christine McDermott, Director of Student Activities, Wesley College*









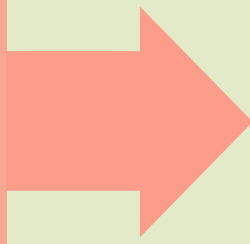
*Resource provided by Jon Kapell, Associate Director of Campus Activities, Drexell University*

# The Role of Advisor Checklist

## Directions

- 1.
- 2.
- 3.
- 4.
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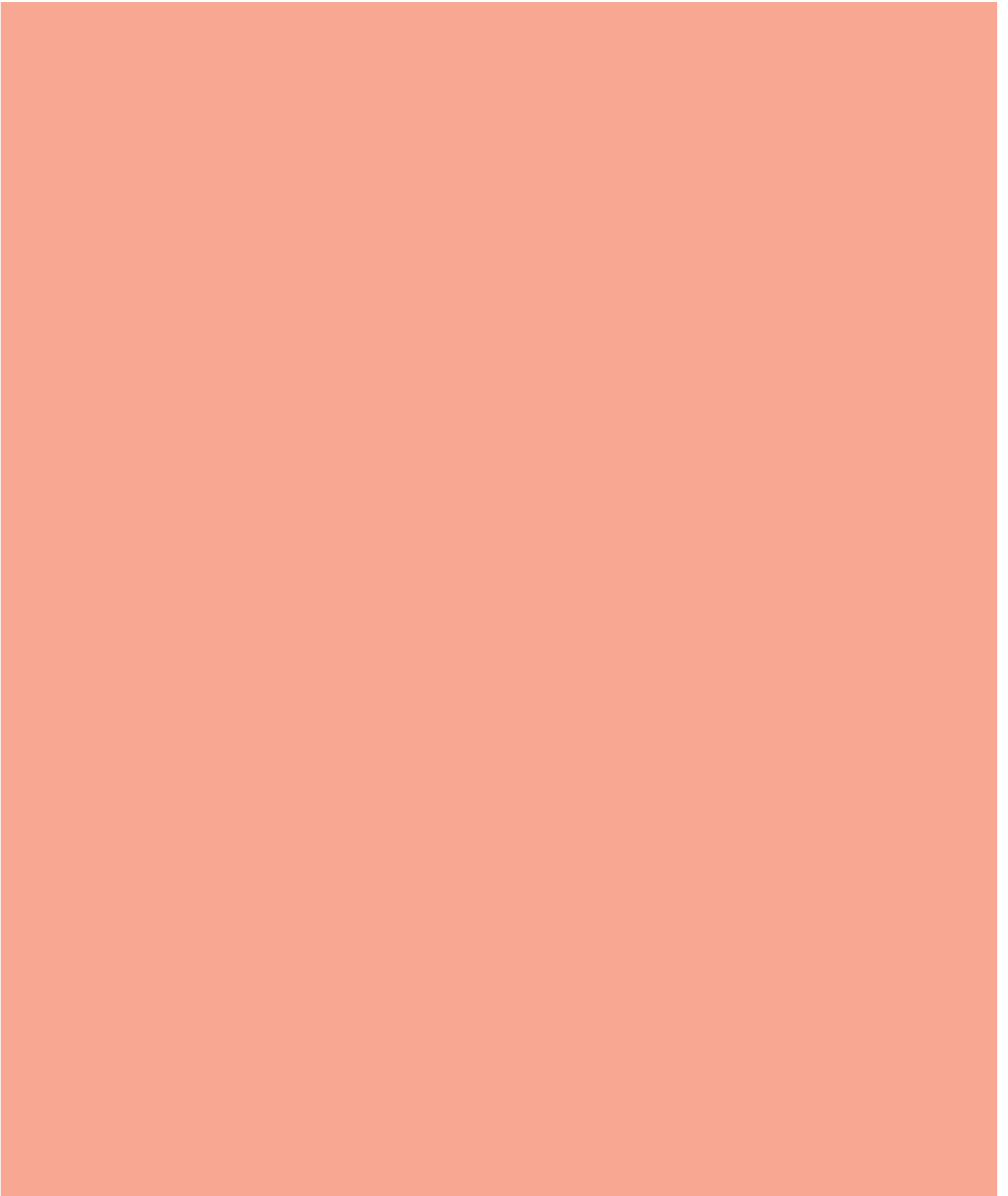
*Adapted from Ball State University Downloads for Student Organizations and Advisors*



- I. Call to order**
- II. Roll Call**
- III. Minutes**
- IV. Officers' Reports**
- V. Committee Reports**
- VI. Special Reports**
- VII. Old Business**
- VIII. New Business**
- IX. Announcements**
- X. Adjournment**

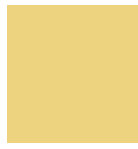
*From Schreiber, V. and Pfleghaar, E. "Supervising vs. Advising", UMR-ACUHO, 1999*

*Adapted from Advising Your Hall Governing Board, Kansas State University, Department of Housing and Dining, 2003*



## **Consent to Admission and Treatment Example**

## **Field Trip Release Form Example**



## **Student Release and Waiver Agreement Example**



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*Student Personnel,*

*Advising for Student Success and Retention.*

*Campus Activities Programming,*

*Joining Together Group Theory and Group Skills.*

*Journal of College*

*Academic Ad-*

## **Student Organization Advising Resources Online**

### **Icebreakers and Teambuilders Online**

<http://www.mindtools.com/>  
<http://www.byu.edu/tma/arts-ed/home/games.htm>  
<http://www.ag.ohio-state.edu/~bdg/>  
<http://www.residentassistant.com/games/teambuilders.htm>  
<http://www.residentassistant.com/games/namegames.htm>  
<http://www.residentassistant.com/games/icebreakers.htm>  
<http://adulted.about.com/od/icebreakers/>