Club Advisor Manual
2016-2017
Office of
Student Involvement & Organizations
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Introduction

"The achievements of an organization are the results of the combined efforts of each individual" – Vince Lombardi

Dear Faculty & Staff Advisors,

The Office of Student Engagement and Activities would like to thank you for your commitment to being a faculty/staff advisor. Whether you are a new or experienced advisor, we hope you will find the resources included in this manual beneficial to your success.

An advisor is integral to the development of an organization and its individual members. You can impact the lives of our students and their experiences, not only at the university level, but beyond the collegiate experience. Take a moment to reflect on individuals in your life who have acted as mentors and inspired you on your path to success; you now have the opportunity to pay-it-forward and be that individual for someone else.

This manual contains information that we believe will help guide you in your advising role, including university-related policies and procedures, general techniques and helpful resources. We expect to supplement this material with additional resources throughout the year.

Again, we thank you for taking the responsibility of being an advisor seriously and we look forward to working with you! If we can be of assistance at any time, please feel free to contact us.

Sincerely,
The Office of Student Involvement and Organizations
631-632-9392
Student Activities Center, Suite 218
Duties and Functions

Defining an Advisor

An advisor is one who gives ideas, shares insight, and provides an unbiased perspective to student groups and individual members. Advisors should take an active interest and approach to the group(s) they advise, but this does not mean an advisor needs to attend every program or meeting.

Only a full time faculty or staff member at the university may serve as an advisor to a campus club/organization. Every group must have an advisor, otherwise their recognition status will be in jeopardy. Fraternity and Sorority organizations may have alumni advisors in addition to a faculty/staff advisor.

Advisors have four main functions on our campus:

1. Growth & Development
   - Help maintain the existence of the student club/organization by providing continuity with past history and traditions, especially as members graduate
   - Advise in both the academic and co-curricular aspects of college life and as they pertain to the club’s mission
   - Counsel on university policy, conflict management, non-bias evaluation and information organization

2. Program Content
   - Improve the operation and effectiveness of the group and help them progress towards their goals
   - Question the educational rationale for the club/organization’s existence and lead its members into activities that will contribute to their intellectual and social development

3. Networking Opportunities
   - Advise and/or provide personal and professional development opportunities to organization members
   - Create experiences for members to interact with different people in their field of interest, helping them to develop new contacts for possible future careers
   - Encourage collaboration with departments, clubs and organizations both inside and outside the university community

4. Responsibility to Report Crime
   - Under the Clery Act, it is your responsibility as a university faculty and staff member to report any crime to the University Police
   - Non-compliance with this federal law may result in fines, university sanctions or termination
   - For a more comprehensive list of policies and procedures, please see page 7.
Expectations of an Advisor

The Office of Student Involvement and Organizations has certain expectations of club/organization advisors. These expectations are in place in an effort to assist the organizations to be the most successful they can be.

1. Be knowledgeable about appropriate University policies and procedures.
2. Understand that student organizations can be held accountable to the same policies as each individual student.
   - Please review the Student Code of Conduct, which can be found here [https://studentaffairs.stonybrook.edu/ucs/docs/universitystudentconductcode.pdf](https://studentaffairs.stonybrook.edu/ucs/docs/universitystudentconductcode.pdf)
3. Have a genuine interest in the goal and objectives of the organization.
4. Be willing to meet with the group and/or members when needed or requested as it is reasonable.
5. Be available to provide guidance to the organization. Some things you may be asked for guidance on are:
   - Programs/activities
   - Cohesiveness of members
   - Recruitment methods
6. Take part in some of the organization’s activities as possible
7. Develop a supportive atmosphere where students help themselves under your guidance

Initial Steps

Whether you are a new or continuing advisor, there a few basic procedures to get you started:

- **Officially Accept**
  - Congratulations on making the decision to become an advisor! In order to give your official acceptance, you must approve your position on SB Life.
  - Please complete the following steps:
    1. Log-on with your Stony Brook Net ID and password to the SB Life website ([www.stonybrook.edu/sblife](http://www.stonybrook.edu/sblife))
    2. In the top toolbar, click 'Messages' and you will see a notification regarding your advisor approval.
    3. Follow instructions in the message to accept your position.

- **Read the Constitution**
  - Every registered club and organization on campus is required to create a constitution that binds their mission and actions. While they can amend these documents, they are created with purpose and delineate the uniqueness of each individual group.
  - If your club is going through the new club registration process (Nov-Apr):
    - There may not be a constitution created just yet
    - Clubs will receive a sample constitution and a brief overview during the New Club Workshop that they are required to attend
- Feel free to advise them in the creation of their constitution and how to define their mission, roles and responsibilities
  - If your club is currently registered:
    - Familiarize yourself with their constitution. This will help you better understand their roles, responsibilities, election process and more.

- **Understand the Mission**
  - Written in the constitution is the club’s mission statement. Understand exactly what the club stands for and what their purpose on campus is. Think about what your role in carrying out this mission is, and how this reflects the university’s mission as whole.

- **Discuss Your Relationship**
  - After you are well-versed in the club’s purpose, initiate a conversation with the members or executive board. Discuss what their expectations are of you, and what your expectations are of them. Determine ground rules such as means of communication and active vs. passive involvement.
Clery Act

The Clery Act is a consumer protection law passed in 1990 that requires all federally funded colleges and universities to collect and share information about crime on campus, as well as their efforts to improve campus safety. As part of the Clery Act, this information must be made publicly accessible through the university’s annual security report.

All club/organization advisors fall under the category of “Campus Security Authority”. As a Campus Security Authority (CSA), you have the responsibility to report the following crimes to University Police:

- Criminal homicide – murder/non-negligent manslaughter, negligent manslaughter
- Sex offenses – rape, fondling, statutory rape, and incest
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Arrests and disciplinary referrals for violations liquor, drug and weapons laws
- Dating violence
- Domestic violence
- Stalking

A crime must be reported if it occurred:

- On main or satellite campuses (i.e. – Southampton, Manhattan, SUNY Korea)
- Non Campus building or property (i.e. – Tech Park)
- Public property on/immediately adjacent to campus and easily accessible from campus (i.e. – Nicholls Road, 25A)
- On an off campus trip

When in doubt, contact University Police for specific information about reporting and the Clery Act.
Club Procedures

Program Advisor vs. Faculty Advisor

In regards to event planning, students are required to meet with a program advisor from the Office of Student Involvement and Organizations.

After a group submits an Event Request through SB Life, they will receive an email from a program advisor requesting they set up a meeting to discuss the event in more detail and to confirm the reservation. This email will give a deadline for this meeting. If this deadline is not met, the program may be postponed or canceled.

<table>
<thead>
<tr>
<th>Program Advisor</th>
<th>vs.</th>
<th>Faculty Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main purpose:</strong></td>
<td>Assisting groups in their event planning</td>
<td>Advising groups in their topical area</td>
</tr>
<tr>
<td><strong>Who they are:</strong></td>
<td>Undergraduate Peer Program Advisors (PPAs), Graduate Program Advisors and Full-time Staff</td>
<td>Full time faculty or staff members at the university</td>
</tr>
<tr>
<td><strong>Requirements:</strong></td>
<td>Mandatory meeting must be scheduled by student when planning an event</td>
<td>Up to the discretion of the advisor and students, though SI&amp;O recommends at least monthly</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Student Activities Center, Suite 218 The office is open Monday-Friday, from 9:00am-5:00pm, however appointments should be made to discuss events</td>
<td>Up to the discretion of the advisor and the students</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td>Reserving meeting and programming spaces, completing Event Checklists with students, signing off on documents, and approving events</td>
<td>Being a mentor and confidant to the students. Level of involvement should be agreed upon by the advisor and student organization</td>
</tr>
</tbody>
</table>

For a comprehensive list of event planning processes, please read the Stony Brook University Student Club and Organization Manual, which can be found on our website!
Club’s Purpose and Your Role

Speak to your club members, whether it be executive board or the entire group, about what their main focuses are for both the short-term and long-term. Although every club on campus has a unique mission and focus, there are common responsibilities and actions that groups often participate in.

Below are suggestions of how you can play a role in the various activities a group may take part in. Some also include key terms you may hear that are directly associated with these tasks.

The most common actions of a club/org are:

- **Providing a place of belonging for individuals**
  
  **Your Role:**
  Provide and contribute to creating a safe space for all. Assist in conflict management, guiding the students in their decisions. Try not to directly intervene unless necessary to a potentially harmful situation.

- **Conducting scheduled business meetings**
  
  **Your Role:**
  Attend these meetings if and when necessary. Discuss your preferences and the group’s preferences as to how active you should be.

  **Key Terms Associated:** Block Booking

- **Planning small and large-scale campus events**
  
  **Your Role:**
  Advise in the content creation for events. Remind the students of the policies and procedures associated with planning an event, i.e. meeting with a program advisor from Student Involvement and Organizations.

  **Key Terms Associated:** Event Requests, Program Advising, Pre-Scheduling, Event Checklists

- **Fundraising for their club or a non-profit organization**
  
  **Your Role:**
  Discuss ideas and finances to ensure safe and legitimate fundraising occurs for both the group and the profiting organization.

  **Key Terms Associated:** Fundraising Form on SB Life, Literature Table Requests
• Traveling for off-campus trips

**Your Role:**
Advise in the planning aspect and remind the students of policies and procedures associated with planning an event. Consider chaperoning or taking the students to a conference you believe will benefit them.

**Key Terms Associated:** Event Requests, Program Advising, Off-Campus Trip Form, LENS Check, Roster

• Seeking networking/professional development opportunities

**Your Role:**
Don’t be afraid to impart your wisdom! Suggest opportunities, connect students with colleagues in the industry, and use your personal and professional resources as you see fit.

• Community service

**Your Role:**
Similar to the event planning and fundraising, advise the students in their planning process. Participating in the service alongside the students is always encouraged!

Although you are not *required* to partake in any of the above, it is highly recommended that you do. To read the full list of policies and procedures that clubs are required to uphold, please see *The Stony Brook University Club and Organization Manual* and encourage your students to familiarize themselves with this document as well.
Advising Guidelines

There are different types of advisors. The type of advisor you are can be defined by the relationship you maintain with your organization. Below you will find descriptions of some of the most common types of advisors. Knowing your advisory style may help frame the work you do with your club.

What Kind of Advisor Are You?

**Mentor**
Mentors have the responsibility of creating a one-on-one learning relationship based on modeling behavior and an extended, shared dialogue. Students may look to mentors for advice regarding their career, activities, or personal goals. Good mentors exhibit enthusiasm, genuine interest, understanding, and an honest rapport, along with the desire to stimulate and expose others to new experiences.

**Motivator**
Motivators are aware of their students’ needs, wants, desires, and impulses. You can motivate students through recognizing their efforts, appealing to their desire to create change, and connecting their experiences at the University to the experiences they will have in the community.

**Team Builder**
Team Builders work with their new officers to establish relationships that will enhance the ability of the organization’s leadership and members to work together. A team builder facilitates an environment in which he/she assists students in understanding their strengths, weaknesses, work styles, and goals.

**Mediator**
Conflict mediators work with the students to resolve any conflict within the group or other University party. Successful mediators only get involved when students cannot resolve their issues on their own. It is important to remain as impartial as possible so as not to show a bias toward any one student within the organization. The ultimate goal is to reach a win-win situation for the students and the organization.

**Reflective Agent**
Reflective agents encourage their students to engage in activities that contribute to each individual student’s ability to make meaning of his/her own experiences. Reflective agents ask probing and honest questions to challenge their students to really learn about themselves and the world around them. Remember to have students reflect on their successes and failures.

**Policy Interpreter**
A policy interpreter must adhere to Policies and Rules for Recognized Student Organizations. Advisors are asked to familiarize themselves with this document so that they can assist students in their understanding of how to work within University parameters. Being able to interpret policies and rules to the students is extremely valuable.

*Adopted from Pennsylvania State University’s Club Manual*
Understanding Your Group Dynamics: *Tuckman’s Group Development Model*

Bruce Tuckman is an American psychologist who studies group dynamics. In 1965 he published his theory on the stages of group development, which he later revised in 1977. His work is studied in many practices and holds value to understanding your group. Familiarize yourself with the 5 stages of group development, and use the indicators and action steps to progress your group along the model.

**Stage 1: Forming**
- Initial Stage
- Introduction to the task at hand
- Members are meeting for the first time
- No delegation of duties
- No work has been accomplished yet
- Low commitment

**Stage 2: Storming**
- Development Stage
- Competition for ideas
- Work has begun, but is not necessarily effective or organized
- Understanding group dynamics
- Cliques may form
- Can get stuck in this phase for an entire project/time period

**Stage 3: Norming**
- Progressive Stage
- Team members are committed
- Everyone is helping one another work towards the goal
- Work is getting done
- Conflict can be resolved
- Decisions are made democratically through negotiation and consensus

**Stage 4: Performing**
- High Efficiency Stage
- High level of trust amongst members
- Individual and team moral is high
- Motivated to raise the bar
- Team is extremely productive
- Little need for guidance or oversight
- Individual and team fulfillment occurs

**Stage 5: Adjourning**
- Closing Stage
- Project has ended, group has disbanded, or semester has ended
- Does not necessarily mean the task was completed or goals were met
- Conflicting emotions may lead to high or low team morale
Tuckman’s Group Development Model

Indicators and Actions

The following boxes represent stage indicators for your group. Use these as a guide to evaluate your group’s current position, and utilize the action steps required to progress your group along the model.

*Remember:* Not every group will successfully transition through each stage. This is okay! These tips can guide you in mediating and managing a group in whichever stage they live in.

**Stage 1: Forming**
- Individuals are confused and do not know their roles
- The team does not know each other
- Learning has not yet occurred
- No framework or group outline

**Stage 2: Storming**
- Roles and responsibilities are articulated
- Competition is high
- Little team spirit
- Levels of participation are at all-time highs and lows
- Anxiety occurs

**Stage 3: Norming**
- Team has all necessary resources
- Appreciation and trust are built
- Feedback is high and well-received
- Creativity emerges
- Commitment from all members

**Stage 4: Performing**
- All team members are motivated
- Efficiency is at its peak
- “We” versus “I” orientation
- Pride and pleasure is high
- Individuals feel accomplished as well

**Stage 5: Adjourning**
- Group has come to a close or end of term
- Tasks may or may not be completed
- Anxiety/sadness may occur as a result of leaving

**Action Steps:**
- Live out goals & objectives
- Hold each other accountable for responsibilities
- Ground rules (communication, respect & deadlines)
- Praise one another
- Self-assess
- Share leadership and responsibilities
- Continue previous steps
- Raise the bar!
- Evaluate your group & individuals
- Celebrate your accomplishments
- Host a retreat, party or awards ceremony
## Tips for Successful Club Advising

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
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<tbody>
<tr>
<td>Allow the group to succeed</td>
<td>Control the group</td>
</tr>
<tr>
<td>Allow the group to fail, within reason</td>
<td>Manipulate the group</td>
</tr>
<tr>
<td>Know your limits</td>
<td>Miss group meetings or functions you said you would attend</td>
</tr>
<tr>
<td>Know your group’s limits</td>
<td>Take ownership of the group</td>
</tr>
<tr>
<td>Be visible</td>
<td>Close communications</td>
</tr>
<tr>
<td>Be consistent with your actions</td>
<td>Be afraid to let your group try new ideas</td>
</tr>
<tr>
<td>Teach leadership</td>
<td>Be a “know it all”</td>
</tr>
<tr>
<td>Keep your sense of humor</td>
<td>Take everything too seriously</td>
</tr>
<tr>
<td>Learn when to speak and when not to speak</td>
<td>Say “I told you so…”</td>
</tr>
<tr>
<td>Inform your group of policies</td>
<td>Act as the President</td>
</tr>
<tr>
<td>Be proud of your contribution!</td>
<td>Believe you are insignificant</td>
</tr>
</tbody>
</table>
SB Life Overview

SB Life (www.stonybrook.edu/sblife) is the virtual hub for all 370+ clubs and organizations on campus. Every group is required to use this website for a variety of functions. We encourage you to become familiar with this website so as to assist groups in their usage.

If any questions arise, feel free to reach out to the Office of Student Activities for further assistance.

Groups will use the SB Life website for the following:

- Event Planning
  - Event Request Form
  - Pre-Scheduling
  - Block Booking
  - Off-Campus Trip Forms
- Registration/ Re-Registration
- Roster Management
- Form Completion
  - Fundraising
  - Food Permit
  - Security Checks
- Event Advertising
- Student Outreach
- Elections

As an advisor, there are no requirements for you to utilize SB Life aside from the initial acceptance discussed on page 5. As mentioned previously, the level of involvement you maintain is up to you and your group.

Click here to look around the website!
Club Resources

Contact Info

The Department of Student Engagement and Activities is comprised of six functional areas. These areas include:

The Office of Student Involvement & Organizations
The Office of Weekend Life & Major Programs
The Office of Student Media
The Office of Fraternity & Sorority Life
The Office of Creative Arts
The Office of Student Leadership Development

Most offices are comprised of full-time professional staff, graduate staff and undergraduate staff or interns. Feel free to contact the Office of Student Involvement and Organizations with any questions or comments regarding this manual and your advisory role!

Office: Student Activities Center, 2nd Floor, Suite 218
Phone #: 631-632-9392
Email: studentactivities@stonybrook.edu

Department of Student Engagement and Activities Staff:

Director of Student Engagement and Activities: Vacant
Associate Director of Student Involvement and Leadership: Melissa Scuccimarri
Assistant Director for Student Media: Isobel Breheny-Schaeffer
Assistant Director for Fraternity and Sorority Life: Vacant
Creative Arts Coordinator: Jan Costanza
Evening and Weekend Life Coordinator: Christine Noonan

Student Involvement and Organizations Graduate Assistant: Jessica Kim
Fraternity and Sorority Life Graduate Assistant: Nick Amster
Student Involvement and Organizations Undergraduate Peer Program Advisors: Adwoa Ayesu, Elmer Flores, Christine McIsaac, Albertina Qelaj
Student Involvement and Organizations Program Advisor: Rose Faber
SBLife Specialist: Vanessa Chan
Helpful Tools

Below are additional resources that are available on our website for you to read at your leisure. We hope you find this manual and the following informational beneficial to your advisory success!

**The American College Personnel Association (ACPA) Advisors Manual**
The ACPA is a national organization dedicated to field of student affairs in higher education. Their mission is to enhance student learning and success by focusing on a holistic approach. A special committee formed out of the Commission of Student Involvement researched and compiled information from various institutions to create a cohesive standardized manual.

**Advisor Evaluation Form**
Adopted from the ACPA Advisors Manual, use this evaluation tool as a way to assess your relationship with your group. Feel free to edit to include further questions that pertain directly to your group, and consider completing this form from your perspective as well!

**Stony Brook University Club and Organization Manual**
Created by the Office of Student Involvement and Organizations, this manual serves as a comprehensive guide for student clubs and organizations on our campus. Refer to this document for detailed information regarding activities, policies and more.