



STUDENT ORGANIZATION ADVISORS GUIDELINES 2018-2019

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STUDENT ORGANIZATION ADVISORS GUIDELINES 2018-2019

As 80% of the Johns Hopkins student population is involved in a student organization at the Johns Hopkins Homewood campus, it is important for us to ensure we are supporting them to thrive in their experiences. As we believe students make the world a better place when they thrive, we know there are many individuals who also can and already do support this mission by being an advisor to one of the 350+ student organizations on the Homewood campus.

WHAT IS AN ADVISOR

An advisor of a student organization is an individual who provides recommendations, support and guidance to members of the organization in which they will choose to act upon the advice given to plan or implement a plan for their organization. In doing this, advisors can take on the role of a mentor, supervisor, teacher, leader, team builder, motivator, mediator, reflective agent, policy interpreter, etc.

ADVISOR ELIGIBILITY:

1. A JHU full time faculty or staff
2. Graduate student employees*
3. Graduate students or alumni members can be co-advise with the [Category Coordinator](#) of the category of the organization they wish to advise.

*Graduate student organizations cannot be advised by a graduate student. Graduate student employees are staff that work within an office in an official university capacity. Graduate students can work with the Office of Student Leadership and Involvement by email (slandi@jhu.edu) to discuss if they meet the requirements and expectations of being an official advisor for an undergraduate student organization.

WAYS TO BECOME AN ADVISOR

There are

1. **Assigned:** JHU full time faculty or staff may be assigned to a student organization based on their job responsibilities.
2. **Requested:** A student organization leader approaches you to be their advisor
3. **Request:**
 - a. *Ask a student organization* of your interest if they are interested in having you as their advisor by informing them of:
 - i. Why you want to be their advisor
 - ii. What you bring to the table
 - iii. How you hope to help them to achieve their goals.
 - b. *Reach out to Student Leadership and Involvement* team of your interest by email (slandi@jhu.edu).
 - i. You will be guided on how to find organizations of your interest and tips to outreaching to the organization of your choice to advise.
 - ii. You can be matched by the SLI team outreaching to organizations of your interest

GUIDELINES & REQUIREMENTS OF ADVISING AT JHU

As a student organization advisor at Johns Hopkins University, we value supporting the leaders we work with by connecting them through general support, content/topic management, and knowledge of policies and procedures.

1. General Support:
 - a. Meet with all leaders at least once a semester
 - b. Meet with president at least twice a semester
 - c. Attend one large event for the organization
 - d. Attend one advisor specific meeting (Student Organization Advisor Breakfast, meeting with [Category Coordinator](#), etc).
2. Knowledge:
 - a. Be aware of and abide by federal, state, local and JHU policies and procedures in supporting student organizations.
 - i. Clery Act:
 1. As a student organization advisor, you are considered a “Campus Security Authority” which means you have a “Significant responsibility for student and campus activities.”
 2. This means that you have a DUTY to take action and/or report on crime(s) that has taken place.
 3. Training can be done on myLearning.
 - ii. Financial Procedures can be found [online](#).
 - iii. Event Management Procedures
 1. You can find out more about event management procedures on the SLI Website:
 - a. Requirement to register events:
<https://studentaffairs.jhu.edu/sli/policies-procedures/undergraduate-organization-policies-procedures/>
 - b. Event Planning Guide:
<https://studentaffairs.jhu.edu/sli/policies-procedures/event-planning-guide/>
 - iv. Hopkins Groups:
 1. Powerpoint on Managing Hopkins Groups in the [SLI Documents Library](#) under the “Hopkins Groups” folder.
 2. Email leadership@jhu.edu for assistance.
 - b. Have knowledge, experience and/or interest in content of the student organization(s) of your interest.
 - c. Inform of deadlines, opportunities
3. Content/Topic Management and Support
 - a. Support organization with the content of the organization.
 - b. Interest in the core mission of the organization
 - c. Some knowledge of the work that the organization is hoping to accomplish.
 - d. Often time are referred to as advisors, coaches, instructors, ministers, etc.
 - e. More information can be found about advising on our [Resources](#) section of our website.
4. Signed Agreement
 - a. Agreement with the advisor and student organization leader(s)
 - b. Discuss advisor and leader expectations
 - c. Feel free to refer to the example on Hopkins Groups in the “Organization Advisors” folder or on our [Resources](#) page.

SUPPORT FOR ADVISORS

1. Advisor Manual (This document and the [ACPA Manual](#))
2. [Student Leadership and Involvement](#) Team
3. [Category Coordinator](#)
4. [Assistant Director of Student Organizations](#)
5. Other Advisors
6. Advisor Breakfast
7. Policies and Procedures
 - a. Student Organization Handbook (includes Policies and Procedures for Student Organizations):
 - i. Handbook for student organization leaders:
<https://studentaffairs.jhu.edu/sli/policies-procedures/undergraduate-organization-policies-procedures/>
 - ii. Expectations of student organization leaders:
<https://studentaffairs.jhu.edu/sli/get-involved/student-organizations/student-organization-expectations/>
 - b. Clery Act Information – training on myLearning.

Additional Resources for Advisors

- PDF Document: [ACPA’s Commission for Student Involvement Advisor Manual \(PDF\)](#)
 - This document is pretty comprehensive yet not exhaustive.
 - You can use this document to refer to when you have questions outside of this Hopkins Advising guide.
 - On the next few pages, we highlight some items from the [ACPA Manual](#) as resources.
 - What is inside (Topic then Page Number):

<ul style="list-style-type: none"> ▪ Benefits of Advising 2 ▪ Advisor Roles 2 ▪ Sample Advisor Contract 4 ▪ Advising Do’s 5 ▪ Advising Don’ts 6 ▪ Responsibilities of Organization 6 ▪ Questions to Ask Organization 6 ▪ Troubleshooting 7 ▪ Advising Styles and Skills 7 ▪ Liability and Risk Reduction 8 ▪ Budgeting 8 ▪ Fundraising 9 ▪ Program Planning Checklist 11 	<ul style="list-style-type: none"> ▪ Event Planning Timeline 12 ▪ Event Report 15 ▪ Publicizing Your Event 16 ▪ Officer Transition 17 ▪ Retreats 18 ▪ Student Organization Officer Roles 21 ▪ Parliamentary Procedure 22 ▪ Membership and Recruiting 24 ▪ Motivation 27 ▪ Manual Checklist 28 ▪ Examples, Resources and Handouts 29
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- PDF Document: [Excerpt on Roles and Functions of Advisors \(PDF\)](#) from Dunkel and Schuh’s “Advising Student Groups and Organizations” (Jossey Bass, 1997)

SUGGESTED RESOURCES (ACPA Manual)

Below are specific pieces of the ACPA manual that are being highlighted you to think about as you work with your student organizations. Feel free to refer to the table of contents on page one in the [ACPA Manual](#) as well as page 29 for examples and resources in the guide.

Agreement Worksheet

The Advisor Agreement Worksheet is a template to help the advisor and organization to work through together to discuss expectations.

Role of the Advisor Checklist

The Advisor checklist is a guide to evaluate oneself with working an organization

Advisor's Agreement Worksheet

This worksheet can be a means of communicating expectations of the organization-advisor relationship. Both the advisor and officers of your organization should review each item. Organization members check off what you expect from the advisor in the "Org" column. Organization advisor(s) should check off those items he/she feels are appropriate for him/her to fulfill in the "Adv" column. From this, both parties can come to agreement.

The Advisor agrees to...	Org	Adv	Agree
Attend all general meetings of the organization			
Attend all officer meetings			
Call meetings of the officers when deemed necessary			
Explain University policies where appropriate			
Explain University policy to the membership once a year			
Help the president prepare the agenda before each meeting			
Serve as parliamentarian to the group			
Speak up during discussion when you feel the group is about to make a poor decision			
Be quiet during general meetings unless called upon			
Provide resources and ideas to the group			
Take an active part in formulating goals for the group			
Act as a member of the group, except in voting and holding office			
Receive a copy of all correspondence			
Request the treasurer's books at the end of each semester			
Keep the official files in her/his office			
Let the group work out its problems, including making mistakes			
Request a written evaluation at the end of each semester			
Cancel any activities that you believe have been inadequately planned			
Approve all candidates for office in terms of scholastic standing; periodically check their GPAs			
Take an active part in officer transition and training			
Represent the group in any conflict with members of the University staff			
Mediate conflicts as they arise			
Veto a decision when it violates a by-law or constitution			
Keep the group aware of its stated goals, purpose and objectives			

The Role of Advisor Checklist

This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations.

Directions: The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale:
 1=Essential for the advisor 2=Helpful for the advisor to do 3=Nice, but they don't have to 4=Would prefer not to do 5=Absolutely not an advisor's role

- Attend all general meetings _____
- Attend all executive committee meetings _____
- Attend all other organizational activities _____
- Explain university policy when relevant to the discussion _____
- Help the president prepare the agenda before each meeting _____
- Serve as a parliamentarian of the group _____
- Speak up during discussion _____
- Be quiet during general meetings unless called upon _____
- Assist organization by signing forms only _____
- Attend advisor training offered by the University _____
- Speak up during discussion when he/she has relevant information or feels the group is making a poor decision _____
- Take an active part in formulation of the creation of group goals _____
- Indicate ideas for discussion when he/she believes they will help the group _____
- Be one of the group except for voting and holding office _____
- Request to see the treasurers books at the end of each semester _____
- Check the secretaries minutes before they are distributed _____
- Receive copies of official correspondence _____
- Store all group paraphernalia during the summer and between changeover of officers _____
- Keep official file in his/her office _____
- Inform the group of infraction of its bylaws, codes and standing rules _____
- Keep the group aware of its stated objectives when planning events _____
- Mediate interpersonal conflicts that arise _____
- Be responsible for planning a leadership skill workshop _____
- State perceptions of his/her role as advisor at the beginning of the year _____
- Let the group work out its problems, including making mistakes _____
- Insist on an evaluation of each activity _____
- Take the initiative in creating teamwork and cooperation among officers _____
- Let the group thrive or decline on its merits; do not interfere unless requested to do so _____
- Represent the group in any conflicts with members of the University staff _____
- Be familiar with University facilities, services, and procedures for group activities _____
- Recommend programs and speakers _____
- Take an active part in the orderly transition of responsibilities between old and new officers _____
- Cancel any activity when he/she believes it has been inadequately planned _____

Sample Advisor Agreement



Homewood Student Affairs
Student Leadership & Involvement

Sample Advisor Agreement

A useful instrument for sharing expectations and clearly identifying an Advisor's role is the advisor's contract. Even if you don't choose to put your agreement into contract form, record your expectations for future leaders of the organization.

The members of _____ (organization) request _____ (name) to serve as Advisor of the organization for a period not to exceed _____ (how long) _____ beginning with _____ (semester) _____. The student organization leaders will add this individual to Hopkins Groups after this contract has been signed.

Duties, responsibilities, and expectations of the position are as follows:
(List responsibilities and expectations of the Advisor and organization)

Duties and responsibilities may be reconsidered at the request of the Advisor, president, or majority vote of the membership in a regular meeting.

Student Leadership:

I have met with the advisor listed above and discussed the duties and responsibilities of student leaders of the above-named organization and duties and responsibilities of Advisor.

Signature: _____ Date: _____
Signature: _____ Date: _____

Advisor:

I have met with the president of the above-named organization and discussed the duties and responsibilities of Advisor as listed above. I agree to serve as Advisor and will fulfill these duties and responsibilities to the best of my abilities. In addition, I will complete the necessary trainings and meet with a Category Coordinator and/or staff in Student Leadership and Involvement once a year.

Advisor Signature: _____ Date: _____

Adapted from the [ACPA Manual](#)

Constitution/Guiding Document FAQ

Guiding Document FAQ can be found in the [SLI Documents Library](#) under the “Hopkins Groups” folder. For support on editing the guiding document, feel free to refer to the [ACPA Manual](#) on pages 31-32.

Membership and Recruitment (Inclusivity)

The university’s policy, procedures and expectations on membership are on our [website](#). Feel free to refer to refer [ACPA Manual](#) to help you process membership and recruiting on pages 24-26.

Organization student officer roles

The university’s policy, procedures and expectations on membership are on our [website](#). Feel free to refer to refer [ACPA Manual](#) to help you process membership and recruiting on pages 20.

Types of Advisors

There are many ways to advise student organization leaders to help them thrive at managing their organizations and it is very helpful to be flexible to use different styles at different times in your experience in advising student organization leaders. (Penn State,

1. Developmental
2. Administrative
3. Delegator
4. Coach

These types of advisors can be used in different situations, different leaders, etc. More information can be found in the [ACPA Manual](#) on pages 2-3.

Advising Volunteers

It can be challenging to give advice to a student organization leader who volunteers to do the great work that they are doing. With this in mind, it is important to ensure that when giving advice:

1. You mention that you are giving **advice rather than giving a directive**. What is the difference?
 - a. Advice: this is my suggestion, recommendation.
 - b. Directive: this needs to happen
 - i. If you need to give a directive, say that this is a requirement and that there are no other options. (For example: Unfortunately, you would have to do it this way as it is a requirement.)
2. The student organization leaders may or may not take your advice.
3. Give many options if applicable.

More information can be found in the [ACPA Manual](#) on page 27 such as the GRAPE Theory of Motivation: Growth, Recognition, Achievement, Participation, Enjoyment (Adapted from Thundar Bolts, NDSU via the [ACPA Manual](#)).

Waivers

Student organization waivers can be found in the [SLI Documents Library](#) under the “Travel and Trip Documents” folder. Do not use the waivers in the [ACPA Manual](#), please contact Student Leadership and Involvement by email slandi@jhu.edu.

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