

What's Inside:

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



BENEFITS OF ADVISING:

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ADVISOR ROLES

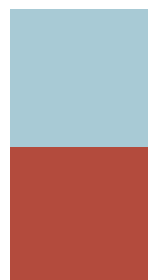
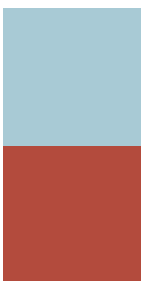


Conflict Mediator



Reflective Agent

Educator

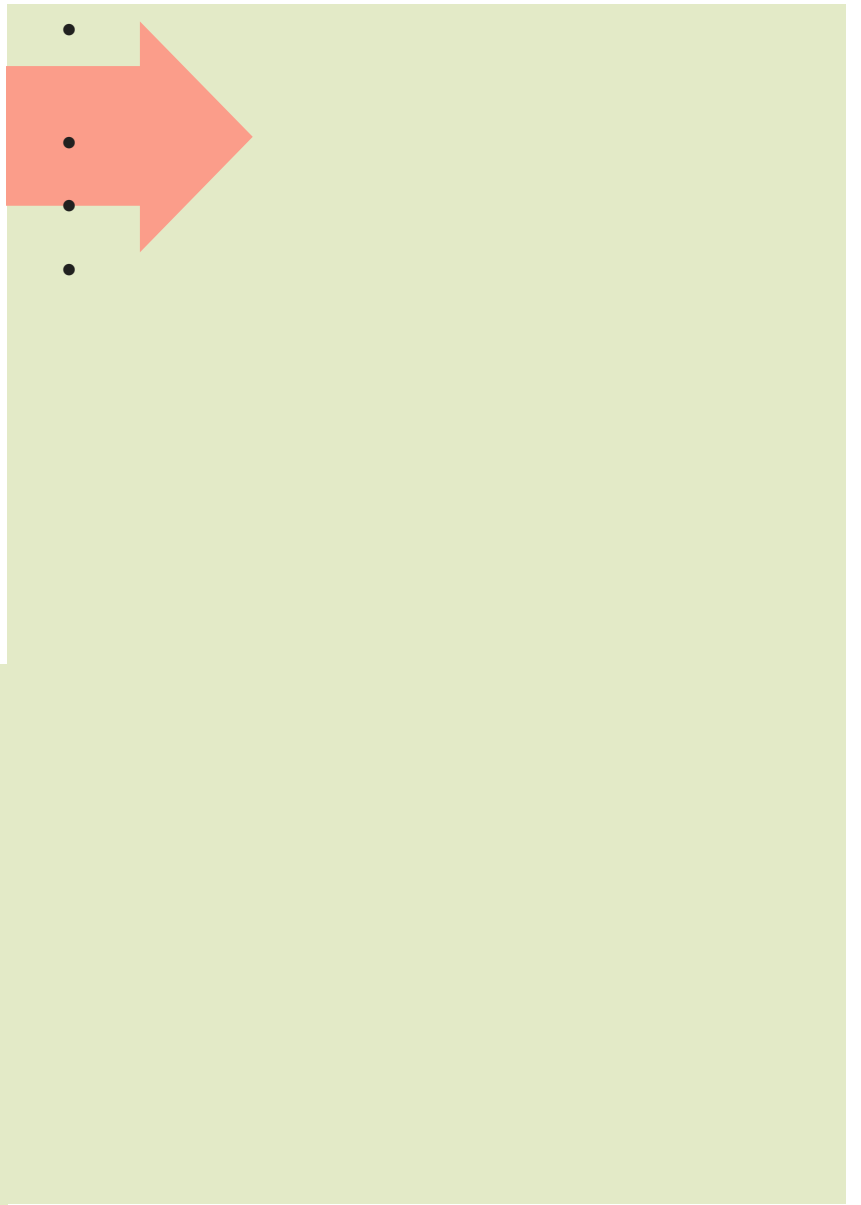
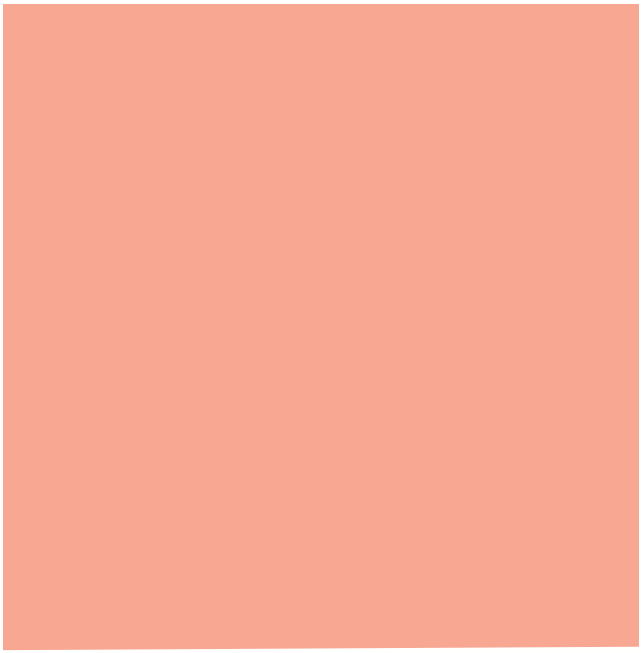


Sample Advisor Contract

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.



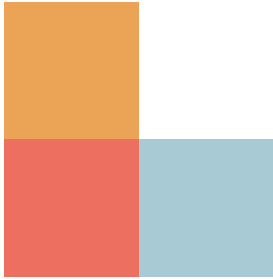
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TROUBLESHOOTING

ADVISING STYLES

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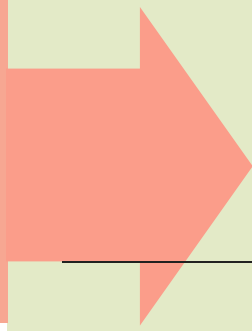


A Few Fundraising Ideas

Here are more ideas...

And even more ideas...

Program Planning Checklist



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

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TIPS FOR EVERY- WHERE

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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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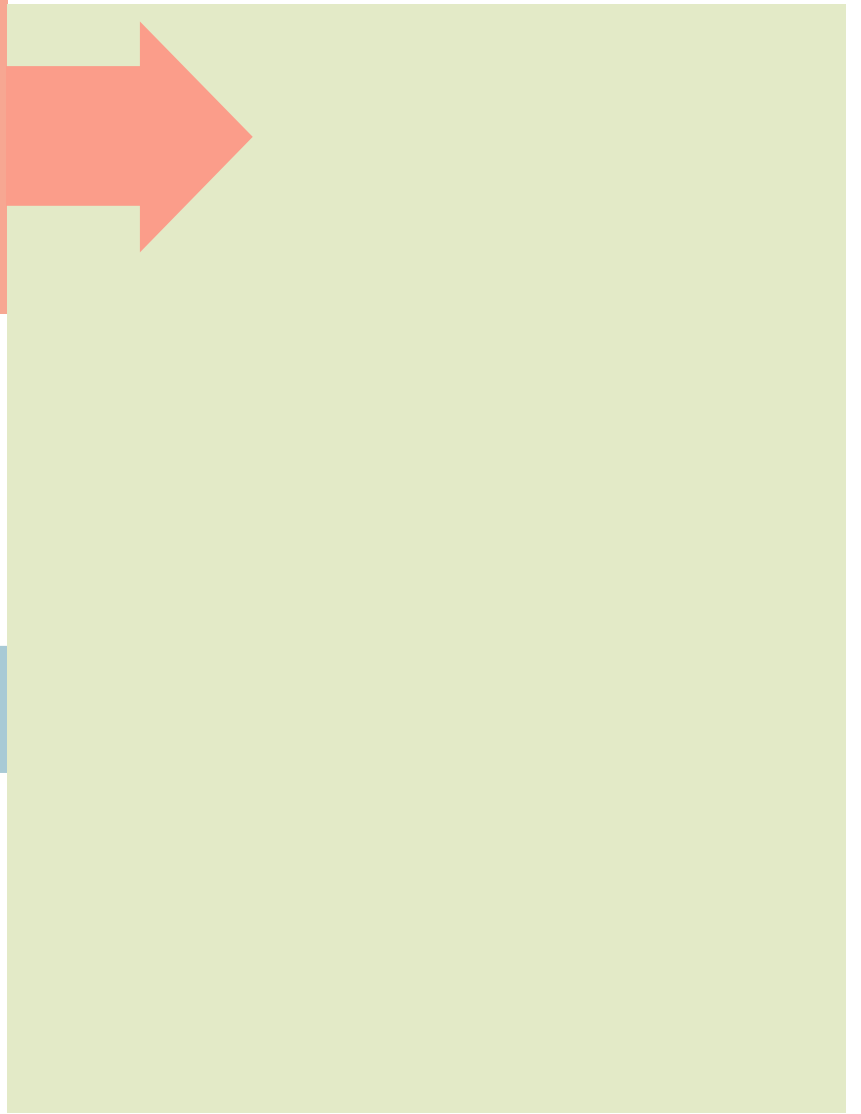
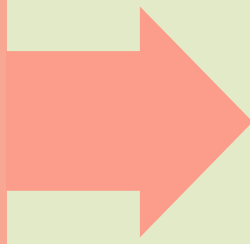
Motivation

What do others want?

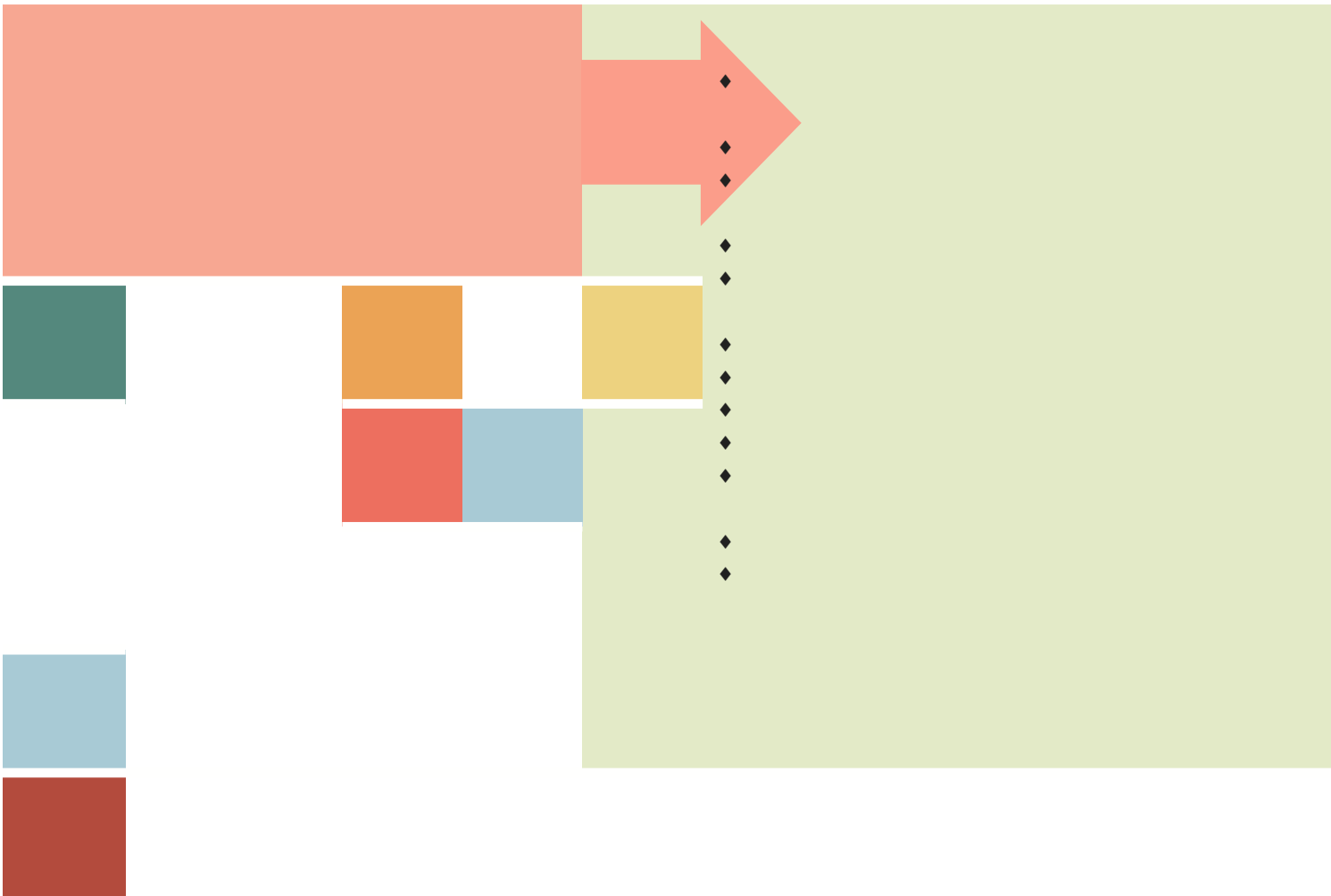
People Need to Feel Important

Give Praise

Give People Status



Examples, Resources and Handouts





- 1.

- 2.

- 3.

- 4.

- 5.

- 6.

- 7.

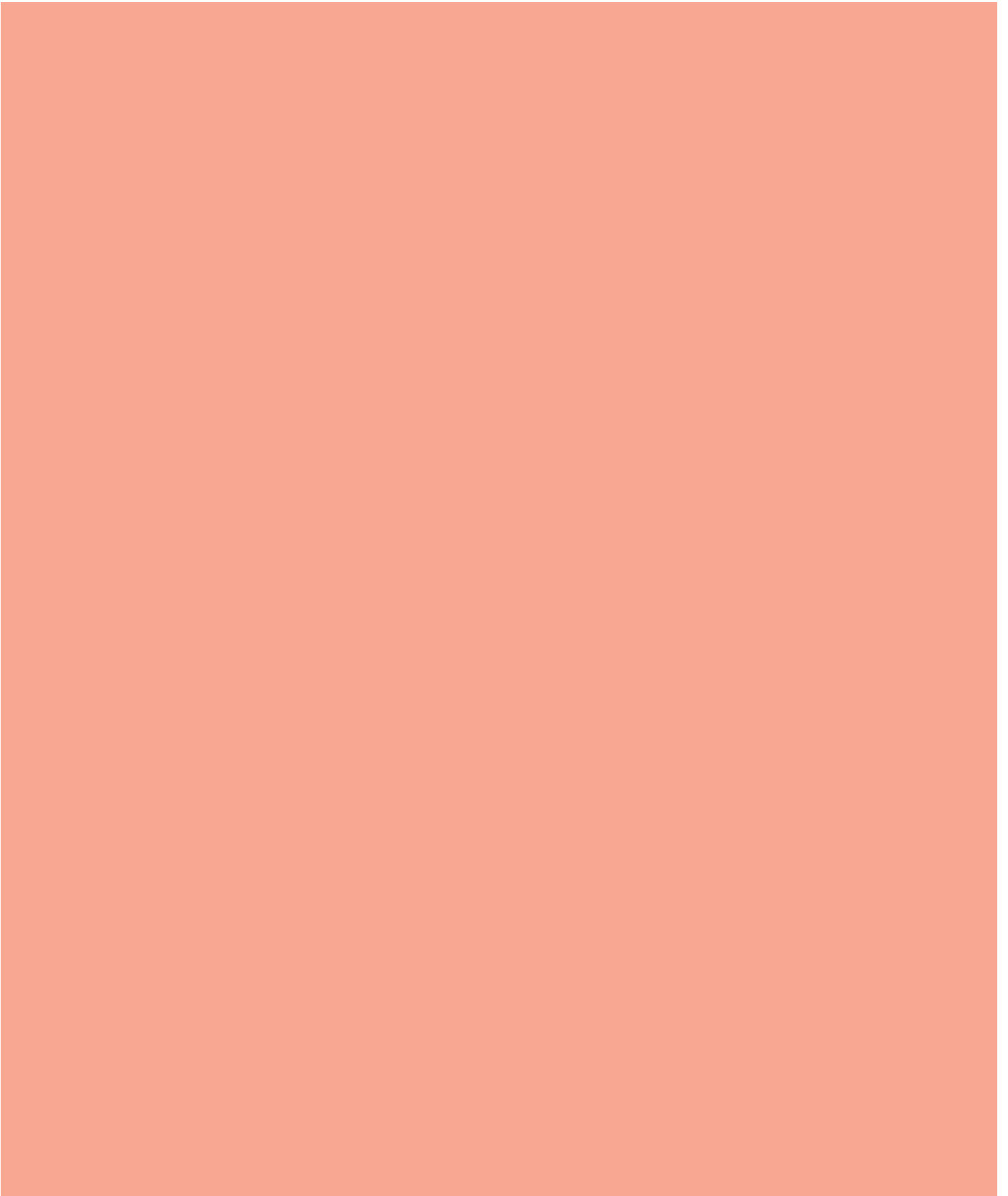
Sample Student Organization Constitution and Bylaws

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

BY-LAWS

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





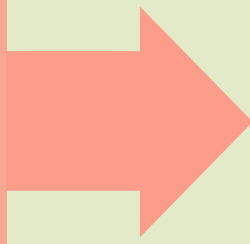
Resource provided by Jon Kapell, Associate Director of Campus Activities, Drexell University

The Role of Advisor Checklist

Directions

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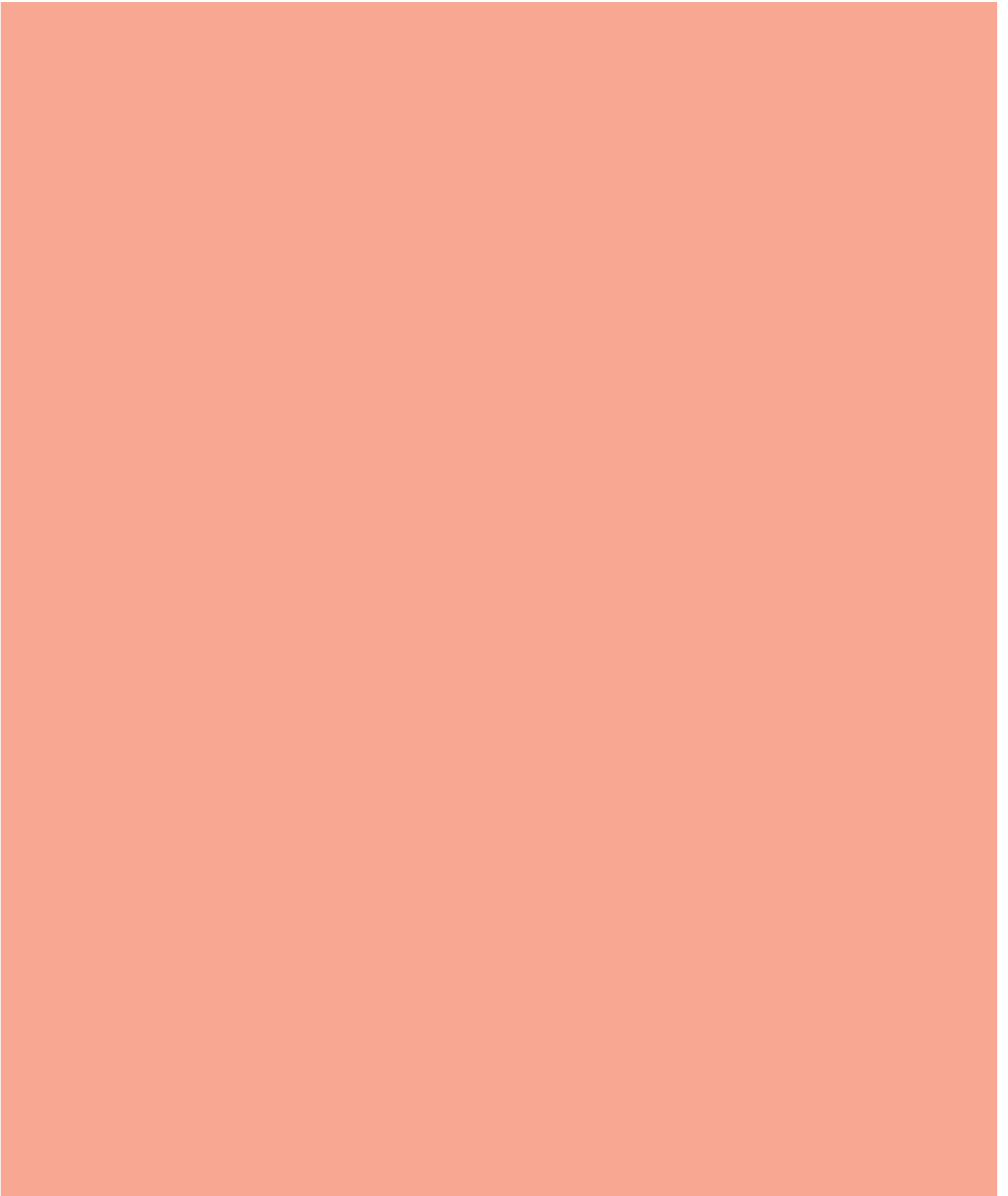
Adapted from Ball State University Downloads for Student Organizations and Advisors



- 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**

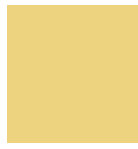
From Schreiber, V. and Pfleghaar, E. "Supervising vs. Advising", UMR-ACUHO, 1999

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

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/>