



ADVISOR HANDBOOK

2018-19 Edition

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Introduction

The Student Activities Office (SAO) would like to thank you for the time and energy you are offering to serve as an advisor. We believe that the skills our students learn while serving in a leadership role or being an active group member will help them both in the classroom and in their careers after they leave Notre Dame. We are grateful that you are willing to help foster the leadership and personal development of Notre Dame students by volunteering as an advisor.

SAO strives to enhance the overall educational experience of students and to serve the campus community through development of, exposure to, participation in, and assistance with intellectual, spiritual, cultural, recreational, social, leadership, and employment opportunities. The Office also fosters an environment which values differences, the freedom of expression, and the holistic development of students. With your help as an advisor, SAO can continue this mission of excellence in preparing our students for life after college.

The following pages were designed to aid you in your journey as a club advisor. Additional resources may also be found on our website at sao.nd.edu under Leadership Resources. If at any time the Student Activities Office may help you with any questions or concerns, please feel free to contact us. You may call us at (574) 631-7308, stop by 315 LaFortune Student Center, or email us at sao@nd.edu. We also encourage you to browse our website at sao.nd.edu for additional student group resources. This handbook will help you understand the procedures and policies that student groups must follow in order to conduct their business.

Thank you again for your ongoing support of Student Activities. We look forward to working with you!

Sincerely,

Student Activities Team

Student Activities Office

Location: 315 LaFortune Student Center
Phone Number: (574) 631-7308
Fax Number: (574) 631-8139
Website: sao.nd.edu
Email: sao@nd.edu
Facebook: facebook.com/saond
Twitter: twitter.com/saond

For the most up-to-date contact list of Student Activities Office staff members please visit our website at sao.nd.edu.



General Information

Why Be an Advisor?

Advising is a unique opportunity to bond with the students at Notre Dame outside of a classroom/work setting. The environment developed through an advisor-advisee relationship is one that touches on a different level. This experience provides the students the opportunity to get to know faculty and administrators as “real” people, and often leads to long term mentoring. Other reasons for being an advisor include: knowing you are making a difference, having fun, keeping abreast of campus events, building a community, receiving student appreciation, and personal satisfaction.

If at any time you have questions or concerns related to your student club, please contact us at (574) 631-7308. We wish you all the best as you begin your advising experience.

Who Can Be an Advisor?

Any full-time faculty or administrative staff member may be an advisor to a club at Notre Dame. The advisor must be on main campus and be accessible to students on a regular basis. If you do not fulfill this requirement because you are on leave or sabbatical, please contact the club so they can find a suitable replacement until your return. Contact the Student Activities Office if you have any questions about your eligibility as an advisor.

What can SAO do for you?

Budget Advisement: We can help guide you and your group in managing club finances, requesting Student Activity Fees from the Club Coordination Council, fundraising ideas, and more!

Group Development: We provide many programs to aid group officers and members in their growth, including leadership, creative marketing, website development, and more through Leadership for Clubs and Organizations.

Group Conflict Mediation: We can work with you and your student leaders to resolve and work through group conflict.

Program Planning & Networking: We can sit down with students to brainstorm new events, organize existing events, register events on SAO360, and point them in the direction of other departments that will help make their event successful. As the professionals that are working with clubs/groups/halls everyday, we can help connect you or the club to different departments, service opportunities, etc. to help the club reach their goals.

Imprinting Merchandise: We can aid students in their efforts to imprint merchandise such as t-shirts, promotional items, etc.



Policy Advisement: We can guide students through University policies and procedures as pertains to clubs and their proposed activities.

Prospective Club Process: We can guide students through the Prospective Club process when forming a new club.

Give us a call and we can help you find the answers to club related questions.

Club Coordination Council

Undergraduates only



The Club Coordination Council (CCC) of Notre Dame is a subdivision of the Notre Dame Student Government. The CCC is comprised of club members elected by their peers to oversee and represent all of the recognized undergraduate student clubs at Notre Dame. Clubs are divided into six divisions (Academic, Athletic, Cultural, Performing Arts, Social Service, and Special Interest) based on their missions.

Each division has four representatives on the CCC.

Additionally, the CCC is headed by an executive council composed of the CCC President, CCC Vice President, CCC Controller, and CCC Secretary

In addition to representing the interests of all undergraduate clubs to Student Government, the CCC also assists with financing clubs, club organization, club networking, and club promoting.

Location: 314E LaFortune Student Center
Website <http://ccc.nd.edu/>
Email: ccc@nd.edu

Types of Student Groups

Undergraduate Clubs
Student Businesses
Student Government
Student Media

Residence Halls
Organizations
Graduate, Law, MBA Clubs

All student groups must be approved by the Student Activities Office and the Club Coordination Council, and must complete all deadlines required by SAO to remain active.

Undergraduate Clubs

- **Academic** – Clubs with an academic focus that typically are associated with a particular academic department.
- **Athletic** – Clubs that compete below the varsity level. Athletic Clubs must also be approved by RecSports, and are jointly managed with this office. Athletic Clubs have an additional account with RecSports, and work with RecSports on all travel and imprinting that relate to competition. If you have any questions regarding a club sport, please contact RecSports at 574-631-6100.
- **Cultural** – Clubs with a cultural focus. Most clubs are connected with either Multicultural Programs & Services (MSPS) or International Student Services & Activities (ISSA).
- **Performing Arts** – Clubs that perform (music, theatre, etc).
- **Social Service** – Clubs that perform service as their central mission. All Social Service clubs must also be approved by the Center for Social Concerns (CSC), and have the CSC as an additional resource. Please contact Michael Hebbeler, Director of Student Leadership and Senior Transitions at mhebbeler@nd.edu with any questions.
- **Special Interest** – Includes clubs with a variety of missions, such as religious, political, social, etc.

Student Businesses – Groups that function as businesses to the Notre Dame community. These groups include businesses such as Irish Gardens and The Shirt Project.

Student Government – Groups that serve as governing bodies for their respective constituencies. Groups that fall in this category include the Student Union, Class Councils, Club Coordination Council, Financial Management Board, Hall President's Council, Off-Campus Council, Student Union Board, and Senate. For more information on these groups, please go to the Student Government website at <http://studentgovernment.nd.edu/>

Student Media – Groups that provide media services to Notre Dame. These groups include The Dome Yearbook, The Juggler Magazine, Scholastic Magazine, NDTV, WSND, and WVFI.

Residence Halls – Residence Hall Councils are organized to encourage the communication between and planning of Hall events.

Organizations – These groups include Bookstore Basketball, Debate Team, and Junior Parents Weekend.

Graduate Clubs at Large, Graduate Law Clubs, MBA Clubs - Graduate, Law, and MBA Clubs are categorized by their membership requirements and purpose as written in their constitutions. If there are more than 50% of a club's members who are graduate, law, or MBA students then that group is also considered a graduate club.



Advisor Guidelines

As an organization/ club advisor, you play an integral role in the development of student leaders. As a University administrator working in an advisory capacity, you have various responsibilities. These responsibilities have been divided into the three following areas:

1. To Clubs
2. To the Students
3. To the University

Responsibilities to Clubs:

1. Familiarize yourself with the club's constitution (You can ask the students for an up to date copy). *What are their goals and how can you help achieve them?*
2. Learn about pertinent University policies and procedures and advise officers on adhering to them. (dulac.nd.edu/student-activities-policies/)
3. Provide SAO360 request approvals in a timely manner.
4. Agree to be a University representative to the student group (meet with University administrators, if needed; work to ensure University policies and procedures are explained to the organization/club).
5. Serve as university representative on club trips when needed, or assist club in identifying an appropriate representative.
6. Attend organization/club meetings and/or executive meetings, as needed. Don't hesitate to engage in general discussion of club matters, but don't dominate discussions or become the focus of attention, either.
7. Be aware of plans and activities of the group, including programming, trips, expenditures, etc. *Are they alligned with the club mission?*
8. Be present at the events or activities sponsored by the group, especially off-campus events.
9. Authorize all financial reimbursements made to club members by signing receipts the club submits to you (please be sure to review all items which have been purchased to ensure they are not violations of Student Union Fiscal policies). Note: This also includes **approving their annual club report**. Every club is required to submit a club report to the Club Coordination Council at the end of the year. They need to be approved by the Advisor.

Responsibilities to Student Leaders

1. **Be available** to the members of the club. At times, they will need advice, guidance, or just a sounding board to bounce off their ideas.
2. **Talk with new club members** to determine what roles, style, and functions you may use that year, and the expectations both parties have to each other. Its easy to lose a relationship with the students if you aren't meeting the new students.
3. **Meet with club officers** on a consistent basis to gain an understanding of the club's progress toward its goals and learn how you can foster leadership development. If you don't know how to help, just ask the club leadership - they'll tell you!
4. **Encourage but challenge members** to play an active role in the governance of the organization/club. Encourage all members to be part of the planning process and supportive of group decisions.
5. **Help them plan ahead** with their events. Much of the stress related to a club can be relieved if they plan their schedules to get approves long before the event is scheduled to happen. The earlier the better!
6. The voluntary association between advisors and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, contact our office to discuss options.

Responsibilities to the University

1. **Know the Student Activities Office** staff members, as needed. We can help with problems before they come hazardous.
2. **Report alarming behavior.** We are all here to care for our students. If something doesn't seem right, we can point you and the student in right direction to get help.
3. **Ask Questions.** Does the event fit the club mission? Do they have the money to pay for the event? Do they have time to pull off the event successfully? Become familiar with University policies and procedures will help discern some of these questions.



SAO360 Requests

SAO360 is our all new all-inclusive online system designed to help student leaders initiate and plan club activities. This is accomplished by connecting group members with the right parties to approve events and activities. Students simply log into SAO360 and submit a request detailing the event. Requests are then automatically routed to you, the Club Advisor, for approval. Following your approval, the request is then assigned to departments for final approval and logistical set-up.

Still unsure? **SAO360** can be used by student group leaders to request approvals for all of the following:

- Facility and Outdoor Grounds reservations
- Food Service Approvals
- Imprinting Merchandise Approvals
- Fundraising Approvals
- Solicitation Approvals
- Student Group Travel and Transportation Approvals
- Concession Stand Approvals
- Dance Approvals
- ... and more including advertising, raffles, etc



When your club submits a request, **you will receive an email** notifying you that action is needed. Log into the system to review and approve the request.

To access the request, you will need to log into SAO360 using your own **NetID** and **password**. Any active requests will be on the front page, ready for you to approve, deny, or add comments. We created a Quick Reference Guide for advisors regarding SAO360 at: sao.nd.edu/360.

FAQ:

- **What's a Module?** A module is a specific type of activity in SAO360. Each module needs to be approved by an advisor in order for it to be reviewed by a department contact.

- **What am I looking for in the SAO360 request?** Does the event support their club mission? Have you heard about the event before the request came in? Look for different signs that the event might be dangerous or risky and use the comment function. Don't approve the event if you don't feel comfortable, call SAO or talk to the students about the request.

SAO Policies & Tips

du Lac: A Guide to Student Life – Notre Dame Student Handbook: dulac.nd.edu (can be found online through “student activities policies” for information specific to advising)

All approved and registered student clubs and organizations must abide by Du Lac. The Source Online Student Handbook also has great university policies regarding different types of student activities.

It is important to remember that as student groups begin the process of filling out SAO360 requests, they are learning and interacting with new procedures. *Most failure to receive quick approval for a request occurs because student groups have misunderstood a university policy or guideline.* With this in mind, here are a few tips to help make the request process happen more smoothly:

Advertising: Any group may advertise for an event using banners, table tents, posters, or tabling. To receive approval for banners, table tents, or table space, students must fill out an additional SAO360 request at least one week in advance. No group may receive poster approval until their SAO360 event request has been fully approved. To receive approval they must bring a copy of the poster into the Student Activities Office (315 LaFortune) to be stamped by a staff member, and they must read and sign the Du Lac poster agreement.



Contracts: When a student group wishes to have an agency (such as travel companies, disc jockeys, speakers, facilities for off campus events, etc) involved in their event, a contract must be initiated and approved by the Vice-President for Student Affairs. In other words, if a group wishes to invite a speaker to come and lecture, even if that speaker is not getting paid for his or her services, the group must initiate a contract and have the contract processed through SAO. This is one of the most common misunderstandings in event planning, but it is vital to the success of an event that contracts be processed in a timely manner. There are several different types of contracts including but not limited to: Entertainment contracts, Speaker Contracts, Animal Contracts, Lodging Contracts, etc. Sometimes contracts have to be reviewed by General Counsel so making sure that a club starts early is key!

Open Speakers: Student groups and organizations have the right to discuss and examine any topic they wish so long as they do so in an orderly manner which will not disrupt the operation of the University. The same process of creating a contract and an SAO360 request will apply to any speaker invited to campus. If the speaker is not speaking of their area of expertise, in an academic setting, AND an employee of the University, then it requires a guest speaker contract.

Raffles and Games of Chance: Any games of chance (including but not limited to raffles, door prizes, casino games, etc.) sponsored by a student group or residence hall must first be approved by the Director of Student Activities for Programming or the Director's designee via SAO360. Alcohol and cash may not be awarded as prizes.

Trips and Transportation: Any student organization wishing to conduct or sponsor a trip must obtain prior approval from the director of Student Activities. It is expected that student trips will be planned so as not to interfere with academic classes. The sponsoring organization must provide a list of students going on the trip, together with a signed waiver form from each participant. Waiver forms will be provided by the Student Activities Office in the SAO360 request. A university representative must accompany the club if the trip spends the night off campus.

The following relates to financial implications for travel.

1. The responsibility to observe the guidelines rests with the student(s) traveling and Advisor.
2. The University encourages travel arrangements to be made through Anthony Travel located in the lower level of LaFortune (631-7080).
3. Vehicle rental can be handled through ND Transportation Services (631-6467).
4. Itemized receipts are required for all meal charges. Student activity fee funds shall not be used for the purchase of alcoholic, pharmaceuticals, tobacco products, firearms, and fireworks, etc. Tolls and parking are reimbursable, but obtain receipts for these.

Group Finances

An important part of the learning process is for the group to maintain their account, but you should be available as a resource for budgeting, tracking, etc. In addition, you must:

- Sign all receipts for reimbursement. Check receipts for items that do not seem right, such as an event you did not approve on SAO360 (events that have not been approved will not be reimbursed), or items such as alcohol or tobacco products, which will not be reimbursed.
- Be familiar with Student Union Treasurer Office Policies. These policies insure the freedom of a club to plan and organize activities. The next section will explain more relating to these policies.

Student Union Treasurer Office Policies

All financial transactions (with the exception of deposits) must be processed through the Student Union Treasurer's Office and the Student Union Bookkeeper, Deb Acrey.

Their office is open Monday through Friday from 8:00-4:00p, during the academic year. They are located in the Club Resource Center in 314C LaFortune. Please contact Deb at 631-7417 or at acrey.1@nd.edu with questions. Forms can be found at <http://www.nd.edu/~fmb> or by stopping by 314 LaFortune.

To obtain a copy of your groups financial transactions email acrey.1@nd.edu and a spreadsheet will be sent to you. As a safety measure no copies are printed out. Please provide your name and the club name in the email.

Processing a Reimbursement: *For Students*

1. Receipts:
 - a. General Accounting can only accept original receipts - no copies!
 - b. For clubs all receipts/invoices must be signed by your club advisor.
 - c. All receipts must be itemized.
 - d. Receipts must be submitted promptly, after 60 days they can be considered taxable income.
2. Once you have obtained the original receipts you will need to complete an Application for Funds form (information above).

Direct Charges On-Campus

Any on-campus expenditure should be charged directly to your account number (FOAPAL). This includes Anthony Travel, Inc., ND Bookstore, Catering, Fedex Kinkos, Dining Halls, General Services, OIT, The Huddle, Reckers and Student Activities. This way an individual won't have to pay with his/her own money and get reimbursed.

Direct Charges Off-Campus

We offer off-campus vouchers for Gordon Food Service/GFS and Martin's Supermarket (State Road 23 only). Club members should see Deb Acrey with a list of the items they plan to purchase and an approximate total cost. It is important to estimate accurately since your club/organization will not be allowed to exceed the amount specified on the purchase requisition.

Interdepartmental Transfers

These are done when two university clubs or a department need to pay one another. Our office will simply process a Journal Entry and transfer the funds between accounts. You will need to know both your account number and that of the club/department you will be paying. This can be done by e-mailing Deb Acrey at acrey.1@nd.edu.

Event Cash Advance

Event Cash Advance forms are available outside 314C LaFortune. An event cash advance is only for making change; it cannot be used for making purchases. A cash advance must be re-deposited within two business days after the event to the First Source Bank in the basement of LaFortune.

General Deposits

Deposits must be made to First Source Bank in the basement of LaFortune. All checks need to be endorsed with your club/organization name and stamped for deposit only (the stamp is available in 314 LaFortune). Complete deposit instructions and slips are also available in 314 LaFortune.

Donations

Clubs are not permitted to make donations with allocated monies. However, a club/group may sponsor a fundraising event for the purpose of raising money for contributions. Only net profits may be used for contributions. In this case, an SAO360 fundraising module will need to be completed and approved by SAO.

Gifts / Prizes

Any tangible gift over \$90 is considered taxable income, therefore a name and NetID would need to be obtained or a name and social security number for non-ND person. In the same way, for any gift card the name and NetID would need to be obtained or a name and social security number for non-ND person would need to be obtained.

Additional Resources

There are many policies and the hope is that this booklet gives you enough information to start the conversation with the students and the Student Activities Office. For more information on being an advisor, planning a program, SAO policies and more, check out The Source online webpage at <http://sao.nd.edu>.

These pages include great information like:

- Student Group Listings: see the most up to date list of all of Notre Dame's clubs and organizations.
- Club Information Meeting Notes: Read the same information that all clubs must learn at Club Information.
- Trainings for different student groups.
- Leadership Resources: were created to provide officers and members of the over 400+ clubs and organizations on campus the tools necessary to successfully organize and run their groups. All sessions are free and open to any student.
- Group Development Tools such as: Brainstorming; Budgeting; Motivation; Recruitment and Retention and more.
- Calendar of Events to see what other groups are planning.

As you can see, advising can be as involved as you want it to be. Find what works best for you and the student leaders and make sure to revisit those ideas from time to time as the leadership changes. Please familiarize yourself with the policies and procedures of the Student Activities Office but by no means do we expect you to memorize it. Also, you are never advising in a vacuum, if you have questions, just ask! Our office is more than willing to help or just to offer advice or brainstorm ideas with you. If you need a cup of coffee or just want to say hi, please drop by the next time you are in LaFortune.

Go Irish!

Student Activities Staff



Notes:



STUDENT ACTIVITIES

SAO

SAO.ND.EDU