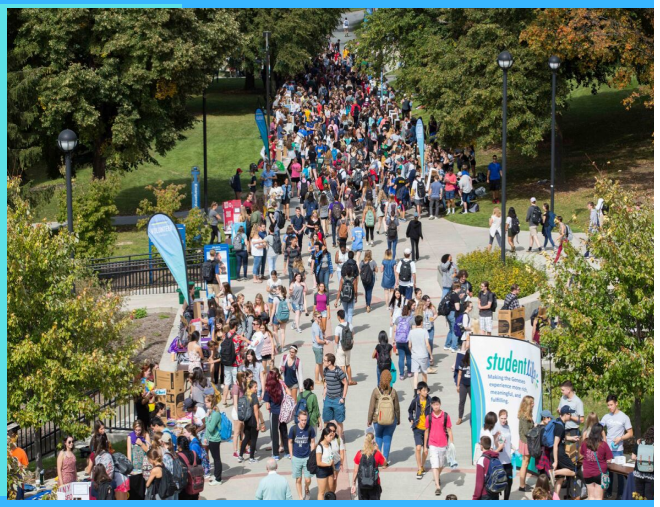
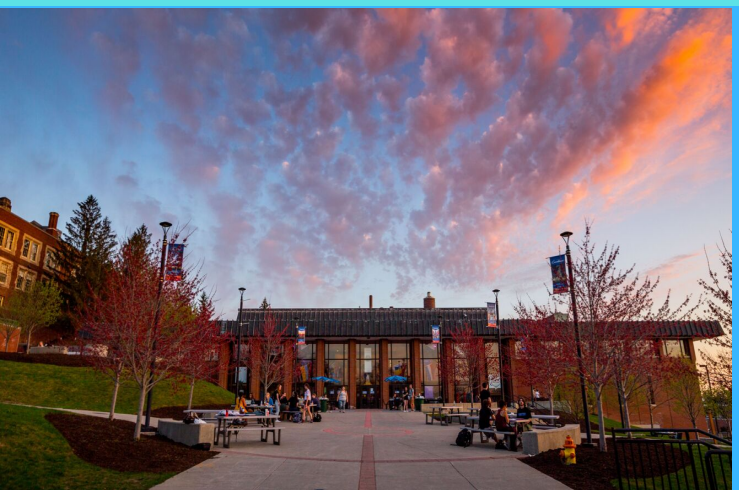
DEPARTMENT OF STUDENT LIFE

STUDENT ORGANIZATION ADVISOR MANUAL





2019-2020

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Letter from The Department of Student Life

Congratulations on serving as a student organization advisor at SUNY Geneseo. Your active involvement will contribute to student learning, student involvement, and the success of the student organization. Advising a student organization is a challenging and rewarding experience. Through regular contact with the organization you can keep informed about the activities of the group and you can advise the officers of the organization on the appropriateness and general value of their operations and activities. While every advisor perceives their relationship with the student organization differently, every advisor should be accessible and should provide whatever counsel the group and its members need.

This manual will provide you with information about being an advisor as well as important resources. "The Student Learning Imperative (American College Personnel Association, 1994) proposes that faculty and educational leaders in higher education, including organization advisers, need to develop conditions that motivate and inspire students to devote more time and energy to educationally purposeful activities both in and outside the classroom. Advisors who work with student organization can help achieve this objective" (Dunkel & Schuh, 1998). In addition, there is information related to liability and risk reduction so you can prepare for discussions with your organizations.

As an advisor to a student organization, you have the opportunity to extend, influence and develop student learning that happens out-of-the-classroom. The Department of Student Life appreciates your commitment and dedication to enhancing student life at SUNY Geneseo. Students will grow and develop as you fulfill the vital role as an advisor.

Please know that The Department of Student Life is always here to assist you if you should have any questions or concerns. The main office is located in the MacVittie College Union, room 321, or can be reached at 585-245-5851.

The Role of the College Union

The college union advances a sense of community, unifying the institution by embracing the diversity of students, faculty, staff, alumni, and guests. We bolster the educational mission of the institution and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programs, services, and facilities.

By any form or name, we serve as the heart of the campus community and create a welcoming environment by:

- Operating as a student-centered organization that engages in shared decision making and holistic development through employment and involvement.
- Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals.
- Educating students in leadership and social responsibility and offering firsthand experiences in global citizenship.
- Providing gathering spaces to encourage formal and informal community interactions that build meaningful relationships.

Traditionally considered the living room, the college union enhances the student experience and cultivates an enduring connection to the institution.

Department of Student Life

Geneseo achieves its educational mission by combining a rigorous curriculum with a rich co-curricular life. The student life experience at Geneseo is intentionally educational, and fosters widespread, substantive student engagement in carefully designed, developmentally based programs and services.

Student Life is a department within the Division of Student and Campus Life. The Department of Student Life manages the operations of the MacVittie College Union and select co-curricular educational and assessment initiatives. Opportunities for student engagement and learning within the department include the all-college hour speaker series, Geneseo Late Knight, student organizations, Upstate Escapes, the Victor E. Knight mascot program, and Weeks of Welcome, as well as a number of student leadership and applied learning opportunities. We pursue ways to collaborate with Geneseo students, faculty and staff to support our students as they pursue their individual educational goals by challenging students to better themselves, demonstrating an ethic of individual care, and building a strong, vibrant campus community.

Student Life Vision
It is the intention of the Department of Student Life to provide and to identify opportunities for students that result in increased learning, greater self-awareness and a clearer sense of purpose.

Our passion is the improvement of the human condition through the expansion of a caring community. (Campus Life: In Search of Community p. 47)

Create a systematic and strategic co-curricular core that is nationally recognized by coordinating the annual identification and promulgation of the Student & Campus Life core co-curriculum; programs and activities offered through the co-curriculum.

Educational Priority
The Department of Student Life develops socially responsible citizens who build positive relationships as engaged learners.

Socially Responsible Citizenship Positive Relationships Lifelong Learning

Goals

- Each student will become a socially responsible citizen. S&CL (SCR, LD) AAC&U (CE, ER, IKC) GLOBE (DL)
- Each student will build positive relationships. S&CL (SUPVS, ECSS, AD) AAC&U (TW, IL, WC, OC) GLOBE (LC)
- Each student will aspire to be an engaged learner. S&CL (CEAA, HL, ID) AAC&U (PS, CRT, CVT, LL) GLOBE (II, AT, R)

Principles of Good Practice for Student Affairs*

- Engage students in active learning.
- Help students develop coherent values and ethical standards.
- Set and communicate high expectations for student learning.
- Use systematic inquiry to improve student and institutional performance.
- Use resources effectively to achieve institutional missions and goals.
- Forge educational partnerships that advance student learning.
- Build supportive and inclusive communities.

Student Life Directory

Name	Position
Charles "Chip" Matthews	Senior Director of Student Life
Tiffany Brodner	Associate Director of Student Life
Kristina Barsema	Assistant Director of Student Life for Co-curricular Involvement and Townhouses
Marla Ernest	Coordinator of Late Night Programs & Activities
Olivia Guidi	Geneseo Late Knight Graduate Assistant
Traci Lajoie	Office Assistant I

Student Organization Definition

A college registered student organization at SUNY Geneseo is:

1.) any student-driven group whose primary membership and entire leadership consists of students currently enrolled at SUNY Geneseo and who are paying the mandatory student activity fee

2.) formed in order to contribute to the students' personal development and the advancement of the College Mission

3.) non-credit bearing

4.) officially registered with the College through the Department of Student Life, as the Vice President of Student and Campus Life designee

The policies and procedures of SUNY Geneseo supersede any outside affiliation or inter/national entity for all organizations that have affiliations outside of Geneseo.

Registration does not imply college endorsement of the positions and views of any organization. Rather, it implies that the institution accepts the organization's mission as educationally valid and that the organization has complied with institutional registration and continuing registration procedures. For this reason, student organizations are prohibited from taking "Geneseo" in front of the organization name. Instead, student organizations are permitted to place "Geneseo" at the end of the name. For example, "Piano Club at Geneseo" or "Piano Club of Geneseo" are acceptable formats.

Registration with the College does not permit the organization to act in the name of the university, to represent the university, engage in any contractual obligation in the name of the university, nor represent the organization as being an official part of the university.

Student groups that are formed and sponsored by academic and administrative departments, in the pursuit of research, administrative activities and academic endeavors, are not considered college registered student organization. The sponsoring academic or administrative department assumes responsibility for the group and therefore can reserve space for the group under the department's name.

Criteria for Obtaining College Registration

To ensure the educational integrity of co-curricular activities on campus, the College has developed Student Organization College Registration Procedures. Please note that Student Association funding is entirely separate from College registration. College registration allows an organization to conduct business on and off campus, using SUNY Geneseo's name, services, equipment, and facilities.

Registration with the College does not permit the organization to act in the name of the university, to represent the university, engage in any contractual obligation in the name of the university, nor represent the organization as being an official part of the university.

Registration does not imply College endorsement of the positions and views of any organization. Rather, it implies that the institution accepts the organization's mission as educationally valid, and that the organization has complied with institutional registration and continuing registration procedures.

Student Organization Classifications and Definitions:

Academic: An organization based on academic exploration, scholarship, and fellowship outside of the classroom. The Student and Campus Life learning outcome most affiliated with this organization is intellectual development.

Advocacy/Political: An organization focused on the analysis of contemporary issues and bringing about social, political, economic, or environmental change. Political groups primarily focus on a specific political candidate, party or issue. The Student and Campus Life learning outcome most affiliated with this organization is social and civic responsibility.

Club Sport: An organization with a primary purpose for members to compete against other collegiate institutions in a contact sporting events and/or athletic activities that have an inherent risk or liability. The Student and Campus Life learning outcome most affiliated with this organization is behaviors consistent with a healthy lifestyle.

Cultural: An organization that helps develops an appreciation and understanding of cultural diversity. These organizations work to promote unity and cultural awareness to the college campus. The Student and Campus Life learning outcome most affiliated with this organization is appreciation for diversity.

Fraternal: An organization that is social or professional in nature, these fraternities and sororities are of national, regional, local, professional, and co-educational affiliation. These organizations provide opportunities for their members in leadership, friendship, networking, and community service. The Student and Campus Life learning outcome most affiliated with this organization is effective communication and social skills.

Gaming & Recreation: An organization that promotes and develops interest in a particular sport or physical activity. The Student and Campus Life learning outcome most affiliated with this organization is behaviors consistent with a healthy lifestyle.

Governing/Programming: An organization that provides guidance and feedback to the specific groups/areas they represent. The Student and Campus Life learning outcome most affiliated with this organization is leadership development

Honorary: An organization that seeks to recognize students who excel academically, typically in a specific field of study. Membership in the group is often based on GPA. The Student and Campus Life learning outcome most affiliated with this organization is intellectual development.

Media and Publications: An organization that exists in order to provide information related to their purpose through means of mass communication, such as newspapers, magazines, radio, or television. The Student and Campus Life learning outcome most affiliated with this organization is effective communication and social skills.

Performing Arts: An organization that provides opportunities for interested members to develop an artistic skill and/or perform in an artistic format such as dance, drama, improv and/or music. The Student and Campus Life learning outcome most affiliated with this organization is creative expression and aesthetic appreciation.

Special Interest: An organization with a wide range of purposes that encourages interest in a topic not necessarily related to other categories. The Student and Campus Life learning outcome most affiliated with this organization is self-understanding and development of a personal value system.

Spiritual: An organization that provides opportunities for members to worship, pray, meditate, or learn more about the spiritual and religious concepts of a particular faith. The Student and Campus Life learning outcome most affiliated with this organization is self-understanding and development of a personal value system.

Volunteer/ Service: An organization that is dedicated to providing improvement, aid or assistance to others on campus or in the community. The Student and Campus Life learning outcome most affiliated with this organization is social and civic responsibility.

Important Dates

Continuing Registration Due	Friday, October 11, 2019
New Student Organization Applications Due	Friday, October 11, 2019
Geneseo Late Knight Grants Due	Monday, October 28, 2019
Event Planning Workshop	Wednesday, October 9, 3pm & Friday, November 1, 1pm
All College Hour Speaker- Aisha K. O'Mally, PhD	Wednesday, October 2, 2019
All College Hour Speaker- Michael Venturiello	Wednesday, October 6, 2019
All College Hour Speaker- Brandy Loveland	Wednesday, December 4, 2019
Holiday Jubilee	Saturday, December 7, 2019
Cram Jam	Tuesday, December 10, 2019
All College Hour Speaker- David Robertson & Stephen J. Tulowiecki	Wednesday. February 12, 2020
All College Hour Speaker- Josh Rice	Wednesday, March 11, 2020

All College Hour Speaker- Aaron Herold	Wednesday, February 26, 2020
All College Hour Speaker- Annmarie Urso	Wednesday, April 8, 2020
Cram Jam	Thursday, May 7, 2020

Additional Resource

Student Involvement Mentors

Student Involvement Mentors assist students in finding ways to enhance the student experience through involvement in a student organization. Students can schedule a meeting with a SIM to connect his or her passions and interests to one or more of the many Geneseo student organizations! Additionally, Student Involvement Mentors offer a variety of services to new and existing student organizations. SIMs can assist with event planning, fundraising, publicity, reservations and policy clarification. Feel free to share their email (studentorgs@geneseo.edu) with any students who are struggling to find ways to get involved! You can also visit https://www.geneseo.edu/student_involvement_mentor for more information!

What is an advisor?

SUNY Geneseo requires all College registered student organizations to have a faculty or staff advisor. Emeriti are considered acceptable advisors. Student organizations are required to have an advisor to maintain College registration. It is the responsibility of the organization to find an advisor.

An advisor serves as a **resource, consultant and mentor** for student organizations., as well as aid in the development and growth of the student organizations and its members They will maintain regular contact with their organizations. The advisor accepts responsibility for serving as an educator, staying informed about the activities of the organization, advising organization officers and members on College policies and procedures and modeling ethical leadership

The advisor role is a voluntary commitment; therefore, each individual advisor must decide the amount of time and energy they can devote to the organization. The advisor should let the organization know how much time they are able to commit. It is also important that the organization officers share their own expectations and limits. It is up to the particular advisor and the respective organization to decide the best way to make their relationships productive, successful and fulfilling.

An individual should not accept the invitation to serve in the important role of advisor unless he or she is capable of fulfilling the expectations.

Organizations seeking advice on advisor selection may consult the Senior Coordinator of Student Programs. Student organization officers will nominate a faculty/staff member to serve as their advisor, however, a department may suggest possible advisors.

Benefits and Rewards

- Working with students as they learn and develop new skills
- Witnessing the coming together of individual students to share common interests and work towards common goals
- Developing a personal relationship and mentoring the students you advise
- The opportunity to participate in an organization with a purpose you enjoy
- Sharing one's knowledge and skills with other advisors on campus

* Adapted from Dunkel & Schuh's *Advising Student Groups and Organizations*

Advisor Roles and Responsibilities

An advisor's role and responsibility varies depending on the needs, challenges and expectations of the group. Some organizations need more guidance and direction than others. While our hope is that the advisor maintains some regular contact with the organization and provides assistance when needed, the amount of participation on part of the advisor can vary. Some advisors play an active role in the organization and can commit to attending weekly meetings, assist in programmatic needs, and support the student officers. Others may maintain a more distant relationship especially for organizations that are very self-sufficient. At the end of the day, it all depends on the group. It is important to remember that advisors are responsible for fostering a relationship with the group, not for the organizations actions. Additionally, regardless of the role in which one serves, the advisor should understand the purpose and mission of the organization.

Roles

Below you will find a few different roles an advisor can perform while serving their term. We recommend taking time to familiarize oneself with each role and how to perform each role. This will aid in your effectiveness with the group. Remember, these roles will vary depending on the group!

Mentor: A mentor is someone who creates a "one-on-one" learning relationship with the groups' officers and member. This relationship can cultivate leadership development This person models the way and leads by example. In the role as mentor, an advisor could be sought out for professional, personal or organization advice.

It is not uncommon for club officers and members to confide in an organization's advisor for personal reasons. In this way, an advisor should be authentic, genuine and a good listener. It's important to have any understanding of the definition of personal development amongst students and be able to challenge them intellectually and emotionally while supporting them. Communication is key!

If a group member is interested in your field of student, the student may reach out to you for professional advice. In this capacity, an advisor should be familiar with the students' interests and academic background as well as a willingness to connect students to a network of professionals. Mentors will provide detailed feedback and support

Team Builder: As a team builder, the advisor has the responsibility of facilitating and guiding the process of turning a group of individuals into a team. In other words, assist members in formulating relationships amongst one another and with the advisor. This facilitation is intentional, genuine and active. Positive relationships help the organization succeed and work through conflicts. In order to successful serve as a team builder, it's imperative to familiarize oneself with the group's strengths, weaknesses, work styles, and member contributions. Encourage leaders to use open communication and understanding to engage members in a variety of ways on committees or task forces. An advisor can absolutely help facilitate the process of developing these relationships through a workshop or retreat.

Motivator: Serving as a motivator for a student organization may be one of the most important roles as an advisor. For students, motivation can take any shape. Motivation can either be intrinsic or extrinsic. Intrinsic motivations include desire, value, or approval. Examples of extrinsic motivations include recognition and achievement. As an advisor, you should possess an understanding of what motivates the members and affirm and recognize their hard work and efforts. Additionally, motivate your members to develop and implement meaningful and intentional programs.

Mediator: Problems will undoubtedly arise in an organization and it may become necessary as an advisor to mediate. Be sure to provide a safe space for members to work through their conflicts and issues in an open and respectful manner with each other. Remind the members that they want what's best for the organization. It is also recommended that you facilitate discussions on how they can work together to continue to succeed and live out their mission. There is also a possibility that one student may be causing problems within the group. It may be necessary to speak with the student individually.

Reflective Agent: An advisor serving as a reflective agent guides students in their reflection on actions including how, what and why. Advisors can encourage reflection about how they're performing, strengths, weaknesses, successes and failures. Be sure to give students the opportunity to discuss how they can improve in their areas of improvement by creating a space for reflection. Remember, feedback is key. In doing so, be sure that all criticisms are intentional and constructive.

Educator: As an educator, the advisor will be a role model of behavior, encouraging reflection and fielding any questions. Educators understand the importance of student organizations to the college experience and the significant learning that happens in a student organization. One of the biggest roles in being an educator is allowing them to make their won decisions and either succeed or fail. In other words, learn to do nothing. This can be difficult when the natural instinct is to intervene. Be there to assist and guide students. Failures offer an opportunity for reflection.

Policy Interpreter: A policy interpreter refers to an advisor who is familiar with the policies, procedures and resources. Members will look to you for information and clarification. Knowing this information will make you a better advisor.

Responsibilities and Expectations

Advisors play a vital role in making the student organization experience meaningful for the officers and members. The most successful organization are those in which the advisor takes an active interest in the group. Advisors to student organizations should offer constructive criticism and guidance, while allowing the students to develop their own goals, rules and methods of accountability.

Advisor responsibilities include but are not limited to:

1. Promote the College values of learning, creativity, inclusivity, civic responsibility and sustainability
2. Serve as positive and ethical role models
3. Serve as a resource and guide to the organization
4. Attend some meetings of the organization and their executive board. Advisors should also try to attend a few club programs or activities to show their support for the organization.
5. Maintain an awareness of the activities and programs sponsored by the organization
6. Take an active role in helping students plan and execute a meaningful program that is consistent with the organization's purposes and in line with the goals and objectives of the College
7. Motivate the organization to develop leadership skills, professionalism, and personal growth
8. Provide support, direction, feedback, and praise to the organization

9. Notify College administrators of any unacceptable behavior, violations, or noncompliance on behalf of the organization
10. Articulate campus policies and procedures and assist the organization in understanding these policies
11. Provide guidance regarding financial transactions, help maintain accurate financial records, and help organization submit Student Association budgets, if applicable
12. Provide consistency and continuity during leadership transitions from year to year
13. Communicate to new members the goals and procedures of the organization so that all members understand why the organization exists, why it was started, and who is responsible for doing the various jobs
14. Provide signature and oversight to the continuing registration process
15. All student organization advisors are considered "Campus Security Authorities" (mandated reporters). A "Campus Security Authority" is a college official who has significant responsibility for student and campus activities. The Student Right to Know and Campus Security Act of 1990 (Clery Act), requires colleges that receive federal financial aid to report the occurrence of certain criminal offenses that are reported to local police agencies or any official of the college who is defined as a "Campus Security Authority" (mandated reporter). Criminal offenses required to be reported are: murder and non-negligent manslaughter, negligent manslaughter, sex offenses broken down by forcible sex offenses (includes rape) and non-forcible sex offenses (incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor, weapon and drug violations, date of the incident. As "Campus Security Authority" (mandated reporter), the advisor must report the details of the incident; what, where and when the incident occurred; who was involved is helpful but not mandatory; and the location of the incident to University Police and/or the Dean of Students.

*Adapted from the ACPA Commission for Student Involvement Advisor Manual and Dunkel & Schuh's *Advising Student Groups and Organizations*

Advising Styles

Advising styles describe the ways in which you advise when you work with someone. Advising styles adapt to match the development needs of the individual or organization you advise. Focusing on influencing the performance of others, advising styles reflect how you conduct yourself. Advising styles can change over the course of the semester as a result of growth and development of the group.

Situational Leadership Theory
Developed by Paul Hersey and Ken Blanchard, situational leadership theory explains in detail different ways in which advisors communicate with leaders in a student organization. These advising styles are based upon the group's preparedness and relationship. Rated high or low directive (task) and high or low on supportive (relationship). Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction. A group may be more task-oriented or more relationship-oriented. Regardless, be sure to reflect upon your advising style and determine whether it's filling the needs of the group and providing the members and leaders the opportunity to grow.

Telling (Directing): *High task, low relationship*
The advisor provides specific instructions and direction, and manages task completion. It is recommended to use this style with students that are at a low level of preparedness and need help understanding the basic institution policies (curriculum, academic probation, etc.).

Selling (Coaching): *High relationship, high task*
The advisor continues to direct and closely supervise task accomplishments but also explains decisions, solicits suggestions, and supports progress. Use this style with students when commitment is needed but the decision is not open to student influence.

Participating (Supporting): *High relationship, low task*
The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the student. Use this style with students that are just starting to understand the concepts that will
lead to success.

Delegating: *Low relationship, low task*
The advisor empowers the students to conduct their own decision-making, problem solving, and delegating. Use this style with students that are at a high level of preparedness.

**Adapted from The Center for Leadership Studies and Xavier University's Student Organization Advisor Manual*

Stages of Group Development
Bruce Tuckman developed four cyclical stages of group development-forming, storming, norming and performing. These stages are interconnected and that all groups go through these stages of development continually throughout their process of developing on campus.

Stage One: Forming
Behaviors:
- ❖ Purpose and goal are unclear

- Members feel varying degrees of commitment
- Members are cautious with initiating
- Members Avoid Responsibility
- Communication is low and a couple members usually dominate

Tasks

- Build a common purpose and clear expectations
- Clarify accountability, recognition, and rewards
- Assess resources, see who can contribute what
- Find a leader and advisor to provide direction

Stage Two: Storming

Behaviors:

- Differences and confusion arise over goals and roles
- Struggles erupt over approaches, direction and who is in control
- Team members reach toward leadership with counterproductive behaviors
- Team is uncertain how to deal with communication and solve conflict

Tasks

- Involve everyone in discussions
- Include all areas and opinions
- Seek further clarity about purpose and develop a common approach to meeting objectives
- Define norms
- Leaders raise difficult issues and coach team through struggles

Stage Three: Norming

Behaviors:

- Team gains confidence and momentum
- What, how, who, when has been clarified
- Agreements on goals, communication, leadership roles, and approaches
- Team builds relationships with each other and external people and groups

Tasks:

- Develop processes for information sharing and feedback
- Have open forums on tasks and relationships
- Build appropriate feedback loops
- Work toward consensus on overarching issues
- Leaders use a facilitation style to create the opportunity for others to lead

Stage Four: Performing

Behaviors:

- Members take full responsibility for tasks and relationships
- Team achieves effective and satisfying results
- Team facilitates itself easily
- Members work proactively for the benefit of the team

Tasks:

- Continuously seek to improve
- Assess and evaluate results
- Celebrate success
- Continuously try out new and better methods

These stages are cyclical and can restart whenever there is a leadership change, new members or introduction of a new program idea.

** Adapted from Xavier University's Office of Student Involvement*

Tips for Effective Advising

A. Most Groups Prefer an Active Advisor:
Being active does not mean serving as the leader, but rather it means getting involved with the group. Such involvement usually includes attending meetings and activities, assessing the group's progress, and being available to discuss ideas and problems. An advisor may also establish personal time with individual officers and members to discuss organizational and personal concerns.

B. Be a Good Resource:
You should be familiar with the policies and procedures of the organization and the institution before trying to advise the group. Regardless of how great the program may be, it may not be successful if such details as room reservations, contracts, or fundraising requests have not been completed. You may refer to the Student Organization Handbook to find more information regarding program planning. The Department of Student Life staff would also be happy to answer any of your questions.

C. Help the Group Set Appropriate Goals:
It is hard to measure success if the organization does not have goals. It is beneficial for the advisor to make recommendations based upon the stated purpose of the group and the organizations previous objectives. Break each goal down into doable steps. A time line for completion should be created for each established goal**.**

D. Support the Group Enthusiastically:
It is essential that this enthusiasm result from a sincere belief in the group and its goals.

E. Do Not Be Afraid to Admit A Lack of Information:
It is far better to say "I do not know the answer to that, but I will find out and get back to you" than to give misinformation.

F. The Advisor Should not 'Bail Out' the Organization:
A group that fails and learns from that failure acquires the potential to evolve into a stronger and more productive group. The advisor could offer solutions to problems but let the group decide what to do. It is better for an organization to learn from there past mistakes than succeeds only to become dependent on the advisor.

G. Never Underestimate the Importance of Positive Reinforcement:
Sincere praise and encouragement of positive outcomes can increase the likelihood that they will reoccur. Positive reinforcement is a powerful tool for advisors.

** Revised and condensed from Morrisville State College's Advisor Handbook*

Do's and Don'ts of Advising

Do's	Don'ts
❖ Recognize their hard work ❖ Be an enthusiastic supporter ❖ Be aware of their limits and your limits ❖ Be available and present ❖ Be a good listener ❖ Intervene when necessary ❖ Learn the names of leaders and members ❖ Be a resource ❖ Be familiar with other campus resources ❖ Facilitate discussions ❖ Provide objective points of view and alternate solutions ❖ Learn when to speak and when not to speak ❖ Let them fail ❖ Accept feedback-it's a two way street ❖ Sense of humor ❖ Consistency with your actions ❖ Empower, don't force	❖ Run meetings ❖ Take ownership ❖ Do everything ❖ Say I told you so ❖ Know it all ❖ Take everything seriously ❖ Become too involved where you can no longer offer an objective position or impose your own bias ❖ Control the group ❖ Manipulate the group ❖ Close communication ❖ Miss group meetings (if it's an expectation) ❖ Be afraid to let them try new ideas

Student Organization Policies

Reservations:

a. Registered student organizations may reserve rooms on campus by completing room reservation requests available in the office of Campus Scheduling and Special Events, Erwin 23 or online at https://ems.geneseo.edu/.
b. The Department of Student Life does not handle reservations within the College Union. Please refer to the Campus Scheduling and Special Events homepage for further information regarding campus room: https://www.geneseo.edu/events_office
c. *Reservations for the following year:* A student organization wishing to make a room reservation for an event or activity for the following school year after mid April. Reservations will not be accepted or approved prior to that date.
d. *Reservations during finals*: Student organizations may not make room reservations or conduct formalized activities after the last day of class of each semester, per the academic schedule, without the approval of the Director of Student Life.
e. *Reservations for the following year:* A student organization wishing to make a room reservation for an event or activity for the following school year must submit the request form after mid April. Reservations will not be accepted prior to that date.
f. *Reservations during finals*: Student organizations may not make room reservations or conduct formalized activities after the last day of class of each semester, per the academic schedule, without the approval of the Director of Student Life.

Grants:

a. *Geneseo Late Knight Programming Grant*:
    i. Geneseo Late Knight is regularly scheduled, quality late-night entertainment every Friday and Saturday night during the prime social times of 10:00 pm – 2:00 am. GLK also does programming on some Thursday nights from 7pm-11pm. GLK provides opportunities for students to have fun, gain unique and exciting experiences in programming, leadership development and responsible social interaction. Late Knight offers a variety of programs such as live entertainment, recreational sports, movies, dances, arts and crafts and many other social events catering to the interests of a diverse student population. GLK is funded in part by mandatory student activity fees and the Division of Student and Campus Life.
    ii. Any fee paying student and/or registered student organization may sponsor a Late Knight event by applying for a Late Knight programming grant. To apply, please contact the Late Knight Coordinator in CU 303 or complete the application online at: http://glk.geneseo.edu

b. Upstate Escapes Grant:
    i. Any registered student organization may apply for an Upstate Escapes grant. Upstate Escapes Grant Program offers student organizations, faculty, and staff up to $400 to help fund transportation costs for cultural, recreational, social, and educational trips that expand on students' classroom learning and foster relationships between peers. To Apply, please complete the application online at: https://www.geneseo.edu/union/upstate_escape_grants

c. *Weeks of Welcome Grants:*
    i. The Department of Student Life is responsible for coordinating the programming for the first month which provides for a welcoming, interesting and enjoyable start to the fall semester. Weeks of Welcome is designed to include events sponsored by departments and student organizations across the entire campus community. The events are both educational and social in nature. Student organizations are encouraged to apply for WOW programming grants, available through Student Life. http://wow.geneseo.edu

Funding:

a. One form of funding for student organizations is through the Student Association. Student Association funding is entirely separate from College Registration. An organization wishing to be funded by the Student Association (monies from mandatory student activities fees) must be registered by the College and follow the guidelines as stated in the Student Association Financial Policy. The organization must then also have the following provisions included in its constitution:

- Only full-time and part-time fee-paying undergraduate students at SUNY Geneseo may be voting members of the organizations.
- Any voting member of the organization may be elected as an officer of the organization.
- Officers of the organization must be elected by the voting members of the organizations only when a majority of their members are present.
- New officers must be elected in the previous semester prior to their assuming office.
- Time and place for meetings should be regular and scheduled.

b. Any organization which receives financial funding from the Student Association *must maintain all of its fund deposits, regardless of source, in an account administered on campus by the Student Association.* Organizations not funded by the Student Association must register the information regarding location of organization funds depository with the Department of Student Life. Organizations are strongly encouraged to setup a Student Association Non-funded account in the name of the organization. Due to personal liability, student organizations are advised against opening a depository account at a local bank in the name of the organization advisor or officer. Due to tax liability, student organizations are advised against using or setting up an online payment service in the name of any members or advisor to collect funds.

Fundraising:

a. All fundraising activities must fall within the Department of Student Life guidelines and any other campus regulations such as College guidelines on the use of the name or logo. For a fundraising request form or fundraising ideas, please go to the College Unions website at: https://www.geneseo.edu/student_life. The process will be completely filled out online at the same site. For more information please visit, College Union room 321 or call x5851.
b. Policy:
    - Fundraising is permitted for direct program costs, the internal operations of College organizations, or contributions to non-profit, external political and charitable organizations. Fundraising done through an outside vendor (non-charity) must be limited to the College Union Lobby. A Geneseo student, faculty or staff member must be present at all times, although campus guests may assist. For off-campus fundraising, village rules may apply. Student organizations are responsible to contact village authorities for current rules

c. Procedures

- Each fundraising activity must be approved by the Senior Coordinator of Student Programs and conducted in the location assigned.
- Organizations must apply at least seven days in advance by filling out a Fundraising Permission Application Request Form online at: https://goo.gl/forms/sclVcYnCoHGi9AzO2 or by visiting https://www.geneseo.edu/student_life
- Fundraisers must be approved before the arrangements are made and/or the fundraiser is held.
- Permission will be granted or denied from the Senior Coordinator of Student Programs. The status of your request can be followed via the tracking form found here: https://docs.google.com/a/geneseo.edu/spreadsheets/d/1B7fwmUGw3l1VAbupY7tr97p0K6sN_avXhZYj_hI7S1s/edit?usp=sharing . The approval must be shown on request to anyone who asks for proof of permission.
- SA-funded organizations are required to complete additional questions on the form
- Within ten days of the collection or activity, all organizations (including SA funded organizations) must submit a copy of the deposit or disbursement of monies received during the fundraiser to the Department of Student Life, CU 319. The organization may not apply for another fundraiser until receipt of a previous fundraiser is received by a Department of Student Life staff member.
- *Acceptable documentation for fundraisers are* letters from charitable organizations that indicate the amount that was donated, receipts indicating totals spent and received, a copy of a check with the amount donated, or a deposit slip with amount deposited to your account whether funded or non-funded accounts.
- Failure to submit fundraising documentation (within the designated time frame) more than twice a semester may result in the organization losing future fundraising privileges for the following semester.

d. Prohibited Fundraising

- Raffles and games of chance are strictly prohibited as a form of fundraising. Raffle tickets of any kind may NOT be sold as a fundraising activity. Only games of skill are permitted after consultation with the Director of Student Life. Give-a-ways are permitted.
- The sale of prepared foods by individuals is prohibited. All foods for fundraisers must be prepared in a county or CAS approved facility.

e. Solicitation

- Solicitation for personal gain or profit by individuals and profit-making organizations is prohibited by state regulations. Solicitation for charities in residence halls, sorority houses, or fraternity houses require permission also from the governing body of the group involved; the activity will be limited to public areas and excluded from rooms and corridors. Organizations conducting charity drives must receive, in addition to college permission, specific permission to solicit within articular campus buildings from the administrators responsible for those buildings.

f. Sponsorship of Commercial Activity for Fundraising Purposes

- Sponsoring a commercial activity (using an outside vendor) will be approved on an individual basis by the Director of Student Life. This commercial activity will in some way contribute to the College organization treasury and be handled by the College organization. Consideration for sponsoring commercial activity by a College organization will be given only if: a) the organization presents proof of the activity's legitimacy b) the organization presents a rationale stating that the activity will enhance the College community educationally or culturally c) the activity will not conflict with the College's agreement with Campus Auxiliary Services and d) advertisement/publicity/promotion will be submitted to Director of Student Life prior to approval of event.

Publicity:

a. Events publicized must be on-campus events unless specific permission has been obtained in writing from the Director of Student Life. Registered student organizations may display signs, banners, posters or other displays **provided that they include the name of the sponsoring organization and the date of posting.**
b. The College Union offers the following methods for publicity: posters, black sandwich board, bulletin boards, the wall (outside near Sturges), union windows, and lobby table reservations. General policy allows for the posting of campus events by registered college organizations. **Off-campus commercial advertising is not permitted.** Such off-campus businesses can make arrangements for paid advertising space in The Lamron. Click on the link to the complete policy on Sign and Poster Regulation: http://www.geneseo.edu/webfm_send/12182

Travel:

a. Student organizations are permitted to travel off-campus for events, games, tournaments, conferences, etc. Travel to and from these programs and events, and participation in these programs and events is understood to be *voluntary* and the participants *assume all risk of personal injury, loss of property, and or any other type of loss.* It is to be understood that any participant in a co-curricular or extra-curricular activity sponsored by SUNY Geneseo releases the College and its agents from any and all actions, causes of action, claims, demands, damages, costs, loss of services, and expenses on account of or stemming from personal injuries or property damages or losses of any kind while the participant is traveling to and from or engaged in any such activity, whether on or off campus.
b. *Each member* of the organization going on the trip must complete and submit the electronic 'Student Organization Request for Travel Form" three days prior to travel.

Movie Copyright:

a. **A license is required for any public showing of a pre-recorded film**. Pre-recorded home videocassettes and DVDs that are available for personal rental or retail purchase provide the renter or buyer the right to exhibit the movie for home use only. These motion pictures do not include a license for showing outside one's home. Even **personally-owned copies and "home use" versions of films obtained from video retailers are not cleared for public performance use** because proper licensing fees to the copyright owners have not been paid for such use. You can find the complete law on film copyrights in the U.S. Copyright code, title 17, found at: www.copyright.gov/title17.
    - Public Domain: There are some films which fall under "public domain" and are not subject to licensing. You can find a complete listing of such films at www.fesfilms.com/masters.html. Most of these films are pre-1950.
    - Short Clips: Showing a short clip less than 15 seconds from any movie can be done without acquiring a license. Any clip longer than 15 seconds requires appropriate permission and licensing.
b. In order to legally show a film publicly on campus, a person must do one of the following:
    - Contact a motion picture distribution company such as Swank Motion Pictures, Inc or Criterion and pay the appropriate fee to acquire the rights to show a particular film. The fee will vary depending on the film. Requests should be submitted at least 6 weeks in advance to ensure its availability in the desired format (DVD or VHS).
    - Find out who owns the rights to the film you wish to exhibit and contact them to request use of the film. You can find this information at www.imdb.com. Authorization to use the film must be obtained in writing.
    - Contact the Activities Commission KINO and collaborate with them to legally show the desired

film as part of a KINO movie schedule

Organization and Storage Space:

a. Organization Space
   - There is an application process available to all registered student organizations to obtain organization space in the College Union. At the end of the spring semester, applications are available online via Google Forms to apply for organization space use for the following academic calendar year. Offices (CU 115-A, 115-B, 115-C, 314) are available for student organization use and are each shared by two/three different organizations. Organization shelves are available in the MOSAIC for cultural student organization use in the and are each shared by two/three different organizations

b. Storage Room
   - The Storage Room (CU 130-B) is available to all registered student organizations. To request the use of the storage room, please have your organization president contact the Assistant Director of Student Life in CU 305. To access the room key, students should see a staff member in the Concierge Desk (CU 102).

Licensing of Logo and Images

1. Student organizations who wish to imprint products that identify SUNY Geneseo may do so, but for questions relating to their use, please contact the Director of Strategic Initiatives and Responsibilities, Doty Hall 229, phone ext. 5297

Student Organization Privileges

- ✓ Use of the College name, services, and facilities.
- ✓ **Fundraise** on and off campus. Please complete a Fundraising Permission Application Request Form (online at http://geneseo.edu/student_life) **seven** days prior to any fundraising event.
- ✓ **Reserve** any room on campus through Campus Scheduling. Visit Erwin 23, call x 5500 or go online to: http://ems.geneseo.edu.
- ✓ Request food orders through Campus Auxiliary Services (CAS) by calling x5666.
- ✓ Utilize all aspects of publicity on campus.
    - In the College Union, your organization may request a lobby table, bulletin board, painted window, or the painted wall. Publicity requests can be made online at: http://ems.geneseo.edu/. You may also design flyers for any event or fundraiser. Organizations wishing to hang flyers or posters in the MacVittie College Union must submit 2 flyers or posters to the College Union Manager in CU Room 321 Life for approval. Once approved and stamped by a College Union Manager, they will post them in the Union. **DO NOT ATTEMPT TO HANG A FLYER OR POSTER WITHOUT APPROVAL, IT WILL GET TAKEN DOWN.**
    - You may send email advertisement to Whatsup-L@geneseo.edu, events-1@geneseo.edu and registeredstudentorgsL@geneseo.edu.
    - Signs, banners, or posters cannot be affixed on the exterior of a building or on a door. Please review the College Sign and Poster Policy at Sign and Poster Policy Regulations. In academic buildings, please post flyers on designated bulletin boards only.
    - Any publicity for the residence halls can be approved and distributed through the Student Life Office, College Union 321.
    - Any postings (flyers, table tents, etc.) in dining facilities must be approved by the facility manager.
    - Place advertisements in *The Lamron,* and on the Campus LCD monitors.
    - Create a group on Facebook and advertise upcoming events.

- ✓ Reserve a table the Student Organization Expo each semester.
- ✓ Apply for programming grants:
    - ✓ Geneseo Late Knight: http://glk.geneseo.edu/grant.html
    - ✓ Upstate Escapes (Covers up to $400 in transportation costs) https://www.geneseo.edu/union/upstate_escape_grants
    - ✓ CAS grants for events https://www.geneseo.edu/cas/cas-catering-grants
- ✓ Open a SA *Non- funded* account, which has no fees or question of individual liability.
- ✓ Apply to be a SA *Funded* organization. Please visit the SA Office (College Union 316) for more information.
- ✓ **Collaborate** with larger student organizations on campus such as GCAB, KINO, AAC, etc.
- ✓ Use a Geneseo **email** account and **webpage.** The email account may be used to post requests to Geneseo list serves. Please go to the CIT Help Desk in Milne Library or email cit.gneseo.edu to gain access to your email account
- ✓ Use of $5 free-of-charge printing account balance from CIT each semester.
- ✓ Review the group's Sustainability Plan (*What are some organizational goals for the first year? What does success look like at the end of the groups first year? How do you plan on recruiting members in the first year? How do you plan on retaining members in the first year?)*