Dear Advisor,

Thank you for taking on this role as an advisor for a student organization. Without you stepping forward to serve, this organization might not be able to exist. So, please know that volunteering time and talent means a lot to your students as well as those of us in the Student Life Department.

This handbook is intended to assist you in the role as student organization advisor. Enclosed you will find information to assist you and your organization with the required forms for club activities as well as information about campus resources.

Please let me know when and how we can best assist you and feel free to drop by our office in Covelle Hall anytime.

Again, thank you so much for taking on this additional role which is so important, not only to your student leaders, but to the retention efforts of the University.

Sincerely,

Kamie Rash
Director of Student Life
The Role of the Advisor

An advisor plays an important role within a student organization. Each student group and student organization has its own specific needs and expectations for its advisor, but these may change from year to year. It is important to realize, when deciding whether or not to be an advisor, you need to be committed to the success of the student organization. Different advisors have varying levels of involvement with their organizations.

The scope and frequency of an organization’s activities, the effectiveness of its officers, the time demands of the advisor, and other potential factors determine the level of involvement an organization’s advisor will have. While it is not possible to establish a single model to serve as the standard for all groups at all times, there are some general ideas which would apply to almost every advisory role.

The prospective advisor should have some basic knowledge of the structure and purposes of the group being advised. This can be done through a review of the group’s constitution, attendance at a regular organizational meeting and discussion with the group’s officers prior to accepting the advisor’s position for a group.

An important role for any advisor is to act as a resource to the organization’s leadership team. The advisor brings personal experiences and expertise to a student organization and this can be crucial to the success of the group. Additionally, the advisor generally has had experience with the University and can often provide significant direction to students in ways of getting things done within the University setting.

The advisor needs to know about the student group’s finances and budget. Since the advisor’s signature is needed for most financial transactions of student organizations, it is incumbent upon the advisor to be very knowledgeable about the student group’s finances. It is often through the development of an organization’s budget and the subsequent implementation of the budgeted programs that an advisor can be of great assistance in the development of a group’s programs.

The advisor must be willing and able to devote time and energy to the student group. An advisor should attend every meeting or activity of the group. Students find the formal and informal contacts with their advisor to be richly rewarding. These connections can help
enhance an individual's college experience and can aid the group in maintaining a presence at OSU Institute of Technology.

One of the most frequently asked questions about advising student organizations concerns the legal liability of the advisor. As a general rule, as long as the advisor is acting responsibly and fulfilling his/her duties that are consistent with the organization’s constitution, the University will support him/her. The advisor would probably not be held personally liable for mistakes as long as the organization is not engaged in an activity which is illegal and as long as there is no negligence involved in the performance of the advisor’s duty. OSU’s Legal Counsel has offered the following terminology, “use common sense and sound judgment”. If you ever have questions contact the Director of Student Life, Kamie Rash, kamie.rash@okstate.edu, Dean of Students, Devin Debock, devin.debock@okstate.edu, or University Legal Counsel for more information.

As faculty and staff members at OSU Institute of Technology, it is important to keep in mind that there are University regulations and expectations of you as an advisor. It is also important that advisors be aware of the Conduct, Rights and Obligations of Student Organizations, Section XI, in the OSU Institute of Technology’s Student Rights and Responsibilities Governing Student Behavior released annually through the Residential Life Office and Administration. You may view the most up to date version online at https://osuit.edu/campus-life.php - Scroll to the bottom of the page and look for the PDF link. The following is the section in its entirety.

**XI. Conduct Rights and Obligations of Student Clubs and Organizations**

As individual students are asked to uphold certain expectations, organizations and their officers are under obligation to the University and larger community to maintain high standards of ethics and conduct. This includes proper maintenance of financial records and sponsorship of events and activities that uphold the standards of the University. Any activities that encourage the improper conduct of student members which violate the prohibitions contained within the Student Rights and Responsibilities Governing Student Behavior may cause the charter of the organization to come under judicial review by the Director of Student Life.
A. Benefits Afforded Student Recognized and Registered Clubs/Organizations

Recognized clubs are clubs with 4 to 9 members and have the following privileges:

• Within limits, use of the OSUIT name in connection with club/organization sponsored programs and activities.
• Scheduling available university-owned areas and/or facilities for club/organization meetings and sponsored activities.
• Promotion of your club/organization and its officers in campus publications where other registered clubs/organizations are listed.
• Announcement of club/organization sponsored programs and activities in the OSUIT newsletters.
• Recruitment of members during enrollment along with other recognized campus clubs/organizations.
• List club/organization information on OSUIT student club/organization directories, located in Covelle Hall and the Student Union.
• Participate in the monthly Round Table informational meetings.
• May schedule field trips as funding allows.
• Request Start-Up funding not to exceed $900 ($100 for each member) from the Director of Student Life and to be approved by the Dean of Students. After existing as a Recognized student club/organization for a period of two (2) years, clubs may request funding from the student fee allocation committee.
• Sponsors of the club/organization may participate in the Advisor Incentive Program during the fall and spring semesters.

Registered clubs are clubs with 10 or more members and have the following privileges:

• Within limits, use of the OSUIT name in connection with club/organization sponsored programs and activities
• Scheduling available university-owned areas and/or facilities for club/organization meetings and sponsored activities
• Promotion of your club/organization and its officers in campus publications where other registered clubs/organizations are listed
• Announcement of club/organization sponsored programs and activities in the OSUIT newsletters.
• Recruitment of members during enrollment along with other recognized campus clubs/organizations
• List club/organization information on OSUIT student club/organization directories, located in Covelle Hall and the Student Union.
• Participate in the monthly Round Table informational meetings.
• May schedule field trips as funding allows.
• Request funding from the student fee allocation committee after existing as an active OSUIT student club/organization for a period of one (1) year.
• Sponsors of the club/organization may participate in the Advisor Incentive Program during the fall and spring semesters.

To register your club/organization or update/revise an existing registration form, go to the website https://osuit.edu/student-life/forms.php and complete the Club Registration Form and submit the completed form via email or fax to the Student Life office.

Each recognized and registered club must file a new Registration Form and Roster of Members form every year by the end of September. Any club that fails to file both forms will become an inactive club. The status of the club can be changed to active by filing both forms.

B. Obligations of Student Clubs/Organizations
1. Required Information: Each student club/organization is required to submit the following information to the Office of Student Life at the beginning of each fall semester or when new officers are elected.
   a. name, address, and telephone number of each officer;
   b. name of the organization’s faculty/staff advisor;
   c. time and place of regularly scheduled meetings;
   d. the purpose of the organization.

Changes during the school year need to be reported promptly.
2. Participation: All clubs/organizations will be represented at the monthly Round Table Luncheon.
3. Advisors: All clubs/organizations must have an advisor who is a full-time faculty or staff member. Exceptions to this rule may be granted by the Office of Student Life. Sponsors are ultimately held accountable for actions taken by the club/organization. Advisors responsibilities include:
   a. attending group meetings and sponsored activities;
   b. assisting in program and/or project development;
   c. serving as a resource to the club/organization with regard to University Policy and procedures;
   d. advising the club/organization on financial matters.
   e. serving as the point of contact between the club/organization and Student Life.
4. Financial Obligation: All funds of recognized clubs/organizations must be kept on deposit with the University. All funds must be deposited with the Bursar within 24 hours of receipt. Funds of clubs/organizations may not be used to purchase alcohol or beer.
5. Meetings: It is the responsibility of the student club/organization to schedule its meetings and activities in accordance with the policies of the University, campus, student activities, and the building being scheduled. All student club/organization activities shall be properly organized and supervised. All student activities must be approved through the Student Life Office. Copies of approved Campus Activity Requests will be forwarded to the appropriate offices.

To assure sponsored activities meet all requirements, the following procedures must be observed:
   a. Authorized student club/organizations planning an entertainment activity, project, or activities for raising funds must complete and submit a Campus Activity Request to the Student Life Office for approval prior to advertising, scheduling, making commitments, or related arrangements. Activity requests should be approved seven days prior to the activity and should be announced in Student Life activity announcements during the week of the event.
   b. The sponsor is to assist the student group in completion of Campus Activity Request forms and will be responsible for arrangements and supervision of the activities. All school activities sponsored by a campus club should have two faculty and/or staff members as chaperons. For club recreational activities off-campus, the number of chaperons assigned, in
addition to sponsor(s), shall be at the discretion of the Director of Student Life and Dean of the School.

c. Non-student visitors and guests under the age of 18 are not permitted to attend or participate in club events or activities, unless prior approval from the Director of Student Life is obtained and all OSUIT Minors of Campus policy requirements are fulfilled.

6. Poster and Posting Regulations: Distribution of handbills, pamphlets, flyers, etc., is a privilege granted only to students of recognized clubs/organizations. All such literature must bear the name of the club/organization on the front page of the material distributed and be approved by the Office of Student Life. Such material may be distributed only in those areas designated as distribution areas by the Office of Student Life or Residential Life, as appropriate. A copy of the literature to be distributed must be filed in the Office of Student Life. Special permission may be granted to other groups by the Student Life Office for distribution only on designated public boards. (See Section XIII, E, “Distribution of Literature” for more details.)

7. Production of Club Items and Apparel: Student clubs may wish to produce items such as, but not limited to, T-shirts, caps, mugs, towels, notebooks, banners, or clothing. Any item bearing the University name, logo, and/or club name must be approved through the Student Life Office. A full design layout of the item(s) to be produced must be submitted to the Student Life Office for approval prior to purchase.

C. Student Clubs/Organizations Misconduct

It is not possible to list every potential situation which might result in a determination that a student club/organization has violated the policies of the University. Advisor/students violating University Policy will be referred to a Hearing Officer. If it is found more likely than not that advisors/students were in violation of University Policy while representing their club/organization, the Director of Student Life will make a determination regarding the club/organization’s status which could result in probation or suspension of the registration as a recognized club/organization by the University. Any appeals of the decision made by the Director of Student Life shall be made to the Dean of Students.

D. Code of Ethics for Student Clubs/Organizations

1. Relationship of student club/organizations to the University: Registration of a club/organization does not mean that the University supports or adheres to/by registered
student groups. Responsibility for any action which violates federal, state, or local laws or University regulations is assumed by the individual groups, their officers and members.

2. Introduction of Code of Ethics: The extension of privileges by the University as detailed in this document requires registered student clubs/organizations to conduct their organizations and activities as responsible bodies in their relationships with their members, other students, the community and the University. Clubs/organizations and their members are subject to being governed and sanctioned by the same rules and regulations established for individual students. In addition to statutory obligations, this Code of Ethics has been established for the students by the students as a set of guidelines for all registered student club/organizations. Each registered student club/organization is encouraged to adopt and abide by this Code of Ethics.

3. Specific Standards of Ethics:
   a. Academic: In accordance with the larger mission of the University, the Code of Ethics encourages a portion of a club's/organization's activities reflect a conscious effort to enrich each member's academic development.

   b. Character Development: The moral conduct and personal behavior of each member affects the organization’s image. This makes it important for the individual to act at all times with self-respect and integrity. University policy prohibits students from cheating, using alcohol on campus, providing fraudulent information, or in any way misrepresenting themselves in interactions with the campus or larger communities.

   c. Community Relations: Supportive, communicative and positive relations with the community will result in mutual benefit. The impression made by a club/organization on the community reflects upon the University as a whole. All organizational members will conduct themselves so as to support a positive relationship with the community.

   d. Financial Management: Members shall handle both institutional and private funds judiciously, recognizing the annual transfer of debt responsibility. Members shall not incur debts (either individually or in the name of the organization) which result in organizational disability.

   e. Health and Safety: Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical well-being.
f. Leadership Development: The continuing existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members’ leadership skills for future positions of service and authority.

g. Legal Responsibility: Each club’s/organization’s members have a responsibility to know and uphold all relevant federal, state, and local laws and University policies. Student clubs/organizations should be knowledgeable of and comply with the expectations set forth by the University for individual students and student clubs/organizations.

h. Multi-Cultural Sensitivity: Both the University community and the larger society are diverse, with persons from differing ethnic and cultural backgrounds. Clubs/organizations must recognize and respect the cultural heritage of others. Compliance with the Oklahoma State University Equal Educational Opportunity Policy is required. Guidance regarding the interpretation and implementation of this policy is always available at the Student Life Office, or the Student Services Office.

E. Obtaining Registration as a Student Club/Organization

Registration entitles your club/organization to certain privileges, assists the Student Life Office in its advisory responsibilities to your club/organization, provides resources and needed information, and furnishes potential new members with a point of contact to your club/organization. To obtain registration as an OSU Institute of Technology student club/organization, your group must complete the following three (3) steps:

1. Have an accepted Petition for Recognition Form on file in the Student Life Office
   a. meet with the intended sponsor and Director of Student Life prior to beginning the process of petitioning;
   b. complete the Petition for Recognition Form which should be filled out by the intended sponsor and include the following information:
      i. name of group;
      ii. purpose of group;
      iii. objectives of group;
      iv. state if your group will duplicate the function of any existing club/organization on campus;
      v. state if the need and desire of students will be sufficient to maintain a strong organization by registering as either Recognized (less than 15 charter members) or Registered (Fifteen or more charter members) club/organization;
vi. signature of intended sponsor and intended sponsor’s division chair, department head or supervisor acknowledging that he/she is aware of the responsibilities and requirements of sponsoring a student club/organization on the OSU Institute of Technology campus.

2. Have an approved Constitution and By-Laws on file in the Student Life Office
   a. draft the constitution and by-laws using the following outline:
      i. the purpose of the group;
      ii. methods of electing/selecting officers and members;
      iii. role of the officers;
      iv. goals and how they will be met (committees, funding, etc.);
      v. anti-discriminatory clause within the membership section of your group’s constitution.
   b. Constitutions and by-laws are approved by the Director of Student Life and the Dean of Students.
   c. All student clubs/organizations are required to update/revise their constitution and by-laws a minimum of one time every three years and submit a copy to the Student Life Office.

3. Have a current/updated club/organization Registration Form on file in the Student Life Office

XIII. Other University Policies

C. Solicitation on Campus

No sales or solicitation may be conducted if such is in competition with products or services offered in the Student Union or in conflict with the covenants of the University bond requirements. Bond indentures or buildings financed with self-liquidating bonds pledge all revenues collected in the building to be deposited with the official depository or accounted for by the University administration; therefore, close supervision of sales must be maintained.

Normally, solicitation can be divided in to the following categories.

1. Student Clubs and Organizations will adhere to the following:
   a. Secure permission from the Office of Student Life.
   b. Secure permission from the School Dean or Department Leaders affected by the sale if appropriate. All solicitation in University recognized housing must have primary approval of the Director for Residential Life.
c. Sales solicitation to more than one campus group or residence must have the approval of all student groups and School Dean or Unit Leaders which are affected by the sale. The scheduling of space will be determined by the Office of Student Life.

2. Private Enterprise: No private enterprise will be permitted to solicit business on grounds, in academic buildings, or in the University Physical Plant service facilities. Special permission may be granted for sales and solicitation from tables in approved non-academic public spaces. A rental fee may be assessed by Student Life. Door-to-door sales to students’ rooms are not permitted; however, deliveries may be made to rooms.

E. Distribution of Literature

Distribution of handbills, pamphlets, etc., is a privilege granted only to students of recognized and registered clubs and organizations. All such literature must bear the name of the club or organization or responsible individual on the front page of the material distributed. Such material may be distributed only in those areas designated as distribution areas by the Office of Student Life or Residential Life, as appropriate. A copy of the literature to be distributed must be filed in the Office of Student Life. Special permission may be granted to other groups by the Office of Student Life for distribution only on designated public boards. Once approved, the Office of Student Life will stamp the approved information with a special permit stamp. Any materials posted without the special permit stamp will be removed. Sponsoring groups must remove all posted information after the advertised event. Flyers, posters, signs, etc. without a special permit stamp, those left after the expiration date, or those posted in an unauthorized area will be removed. Information may not be posted on walls (interior or exterior), trees or shrubs, trash cans, elevators, or any other area other than the areas specified as approved posting areas on campus. Any group or individual that does not follow the above mentioned guidelines for posting information on campus will be in violation of University policy.

1. The privilege of distribution which is accorded to any free student publication shall be equally accorded to all free student publications.

2. For buildings other than organized living units, the Director of Student Life shall determine, after consultation with the administrative occupants, the places of distribution.
Submission of Forms Required by Student Life

As an advisor of the organization, one of your responsibilities is to make sure all required paperwork is submitted to the Student Life office in a timely manner. Each fall term, there are three documents that must be on file with Student Life; club registration, signature card, updated constitution and bylaws.

The club registration form can be found on the Student Life website and must be completed and submitted prior to the Fee Allocation process each fall. This form is also required any time there is a change in officers or advisors.

The signature card must be submitted with the club registration form to ensure the current officers are on file to approve any expenditures.

Student Organizations are required to review their constitution and make necessary updates every three years. Again, this is required to be completed prior to fee allocation. If you have any questions about your constitution, you may contact the Student Life office.

Submission of Campus Activity Request & Points Verification Forms

With some recent updates in procedures for these two forms, Student Life wanted to provide you with information on the requirements for earning points for your club. (While both forms are now online web forms and can be completed and submitted online, the Campus Activity Request submitted for any club travel must be in the paper PDF form.)

Campus Activity Requests: A Campus Activity Request (CAR) needs to be submitted only when your club is co-sponsoring, hosting, creating, or sponsoring an event. An event sponsored by the university, Student Life, or another club does not require a CAR. A CAR must be submitted with the Trip Insurance Form anytime a club travels outside the city limits of Okmulgee. (Note: this is the paper form for club travel) You will receive an email in response to your online form submission for anything other than club travel.

Points Verification Forms: Points Verification Forms (PVF) must be submitted within 7 days of the event and contain the names of at least 3 club members (cannot include the advisor) to earn points. All points are accumulated for the academic year and used to determine the Club of the Year. You will receive an email response to your online form submission.

Copies of all of the forms can be found on the Student Life website.
**Student Club Financial Responsibility**

As stipulated in the Students Services policy 4-003 Student Activities and Accounting Procedures for Student Club Funds, Section 4.01, “It is recommended that advisors obtain a procurement card (P-Card) for their student organizations to make purchases as needed.” All P-Card purchases must be approved by the Director of Student Life **prior** to making the purchase. Following is the current pre-approval policy.

**Student Clubs and Organizations**

**P-Card Preapproval Policy**

Each cardholder (advisor) will be required to seek pre-approval from their designated approving manager (Director of Student Life) before using their university provided credit card (P-Card) to purchase items necessary to do club or university business, as per all P-Card guidelines.

Pre-approval may be obtained by e-mailing the approving manager (Director of Student Life) with the details of what is to be purchased and estimated total including signed minutes approving the purchase. Because clubs are taxable, be sure to include the estimated tax in the amount of your purchase. The Approving Manager will then approve, or deny or ask for additional information. Upon approval via e-mail, the P-Card Holder may then make the purchase utilizing their university P-Card.

**Emergency Provision**

In the event of an extreme emergency (sickness, wreck, hospitalized advisor, etc.) the Director of Student Life can make a purchase on the Club’s behalf. The Club President will contact the Director of Student Life and follow up via e-mail with the emergency request. The Director of Student Life will then make arrangements for the emergency purchase. The Club will then provide signed minutes of the emergency request to the Director of Student Life after the next club meeting.

*Directions for posting information to the WORKS program are found in the Appendix, Exhibit P.*
Challenges of a Student Organization

Student organizations face frequent challenges throughout the term. This section will help provide you, the advisor, with information regarding the variety of challenges that you may face.

Student Leadership:

The student leaders within your organization will be one of your strongest assets in your role as an advisor. However, it is important to recognize that the leadership of your group will also provide its own unique challenges.

It is important to ensure that the leadership does not make major decisions without consulting the rest of the organization, unless your organization Constitution allows. This ensures that everyone is able to have input and allow for better unity. Additionally, there may be tension between leaders of the organization, which, if not managed, could become hazardous to the organization’s activities as a whole.

Your leaders may go through a rough patch where they lack confidence or assertiveness when dealing with each other or members. At times it may appear that the leadership has lost enthusiasm about the organization. This may come from a leader(s) feeling overworked or one who is over committed and cannot dedicate the time that is necessary to work with the organization. As an advisor it is important to talk with the student(s) and see if it is something that they are still willing to work with. You need to help motivate and encourage them to maintain their enthusiasm and hard work.

Membership:

The organization may experience challenges when trying to obtain a strong turnout for meetings. This can be particularly challenging if a vote needs to be held and there are not enough members present to decide on an issue. Struggling meeting attendance may relate to how members feel about the organization. Members may feel dissatisfied with their experiences and grow to be bored or apathetic about the organization. If there is a lack of camaraderie or a feeling of disconnection within the group it can increase members’ lack of interest. The goals of the members have differed from that of the group and they are no longer looking to be involved. When members present new ideas and they are rejected for
being different or non-traditional it can lead them to feel that their input is not valuable and keep them from being invested.

**Organizational:**

It is important to consider whether or not the organization has a well-defined mission or goal that is understood and followed through by not only the members but the leaders as well. Without a strong foundation, the organization will have a challenging time following through with any programs, meetings, or making any progress at all. Additionally if meetings run too long or have become disorganized or unfocused these can cause both members and leaders to grow impatient and dissatisfied with the experiences within the organization. One challenge that exists particularly for new organizations is based in financial limitations. Additionally, a great alternative can be to co-host an event with another student organization to cut back on costs and increase attendance.

**Advisor:**

Take time to learn the names of the organization members and speak to them regularly so as to develop a causal relationship with them. Without this relationship, members may avoid interacting with you and not want to get involved. If students are lacking in their leadership, do not assume a leadership role. Assist students in resolving the challenges they are facing. If you feel that you have taken on too much or are unable to dedicate the time necessary to the position then it is imperative that you speak with the Director of Student Life as well as your student leadership and work to find a replacement for the position.

**Relationship between Student and Advisor:**

In your role as advisor, one of the great benefits is having the opportunity to get to know students. Like most good relationships, those developed with your organization’s members and officers should involve an open and honest relationship. This type of relationship allows both the students and yourself the opportunity to receive feedback, share ideas, and build trust. As you get to know the students within your group better, it is important to understand that each student may look to you for a different purpose.
Some students will look to you as a mentor. A mentor/mentee connection can develop into a long lasting relationship. Mentoring typically happens in a one-on-one environment with a student. The student may look to you to help them grow in a professional or personal capacity. Even if the student’s field of study or career pursuits is different from your own, they may come to you for professional advice. By developing the student as a professional, you will also make an impact on a personal level. Along this line of work the student may also ask you to act as a sounding board for their ideas and goals. Additionally you may be asked to review the students’ resume, or assist in making connections with resources either in the institution or the community.

The student(s) may also look to you as a personal mentor. In this type of relationship it is essential to employ good listening skills. Students may want to talk to you about things that are of a personal nature, (friends, family, etc.) It is important that you are able to distinguish between discussing personal matters and identifying when a student is reaching out for help. If a student is going through a particularly challenging time, do not be afraid to help the student get the appropriate level of help that he/she needs. As a mentor the student may listen to your advice more so than that of other people.

As an advisor you may also be looked at as a leader. Both the officers and members of the organization will look to you for help and guidance. An important role is to assist in the development of the students’ leadership skills within your organization. It is important to help students find new ways to improve the organization and help it grow. Challenge students and help them grow holistically through their involvement in the group. Help your students to ensure that they are meeting their academic goals and maintaining a successful grade point average. Act as a role model for students both in a personal and professional sense. Being a strong leader can develop not only yourself but also your students and the organization as a whole.

**Advisor Role in Reporting Concerning Information or Behavior:**

There may be occasions when a student will share personal information with you that is not directly related to the student organization, such as a problem with a professor, difficulty with a class, or an issue with a mate/partner. We have provided you with a list of resources
at the end of this document so that you are able to make appropriate referrals or contact the resource area for more information. The relationship you develop with the officers and members of a student organization may lead you to be one of the first people to hear about stalking, Sexual Harassment, sexual assault or intimate relationship violence. It is important that you are aware of signs and resources to better serve our students. According to the Student Code of Conduct effective consent is:

• Informed;
• Freely and actively given;
• Mutually understandable words or actions;
• Words which indicate a willingness to participate in mutually agreed upon sexual activity.

While every victim will react differently to rape or sexual assault, these signs might indicate your student has experienced some form of sexual assault:

• Difficulty sleeping or night terrors
• Hypervigilance
• Strong mood swings from appearing happy to anger to depression
• Unhealthy coping mechanisms (alcohol or drugs)
• Especially fearful, could come off easily startled
• Panic attacks
• Disengagement from social circles and refusal to go out in public
• Extreme anger or hostility (more prevalent in masculine victims)
• Disorganized thought content

For more information on Rape Trauma Syndrome and how it may present itself in victims please visit: https://ohl.rainn.org/online/resources/how-long-to-recover.cfm

Your responsibility as an advisor and university employee:

1. Be sure to ask the student if they are okay, safe, or if they need additional resources.
2. Inform the student you must report the incident to the University.

An example of what to say: “I need to let you know that I am required to report what you have shared with me to the OSUIT police department for the purpose of crime statistics. I will not be reporting your name to OSUIT PD unless you provide consent for me to do so. However, OSU policy and federal laws require that I report all of what you have shared with me to the appropriate university officials.”

3. Report the incident to appropriate individuals at OSUIT – www.osuit.edu/incident

(Gather names of individuals involved, date and time of occurrence, location, and contact information of reporting party)

DO NOT INVESTIGATE. You do not have to prove what happened or who was at fault, the appropriate and appointed individuals will investigate.

For more detailed information, please visit: https://osuit.edu/1-is-2-many/index.php

On-campus resource
OSUIT Campus PD – 918-293-5000
OSU Counseling - 142 Student Union - 918-293-4988

Off-campus resource
CREOKS Behavioral Health Services - 323 West 6th Street, Okmulgee, OK - 918-456-9250

Okmulgee County Family Resources Center (OCFRC) - 918-756-2545

Wings of Hope – offers counseling services free of charge to survivors.

24 Hour Crisis Line- 405-624-3020.
Managing Conflict within Your Organization

As an evolving and dynamic entity, student organizations frequently experience fluctuations with members that have a variety of personalities and styles. Conflict is part of every group and it is not uncommon for members or leaders of an organization to disagree. Addressing these conflicts early is necessary so that they do not impede the organization’s progress. One should seek to find the root cause of the conflict, take charge and work to resolve the issue.

Conflict is not black and white but has the potential to be both positive and negative. Positive conflict can act as a catalyst for communication and allow members to relieve pent-up feelings. It can allow for opportunities of personal growth and contribute to change. Additionally, the conclusion of the conflict may be able to lead to a stronger and more effective group environment. Negative conflict has an equal number of drawbacks. It can push members away from the group and cause unnecessary stress. Dramatic situations can occur depending on what has instigated or created the conflict. Conflict of this nature also diverts time and energy away from the group’s goals and work. Understanding the nature of a conflict and the specific ramifications that may arise based on the nature of the incident and the people involved can help increase the odds of resolving the issue.

Not every conflict in a group is monumental and needs to be resolved in a large manner. Sometimes differences in opinion are just that and will not lead to any more serious dilemmas or problems. Not addressing a problem immediately can also allow for those involved taking the time that is needed to calm down and address the issue from a rational perspective. As an advisor it is important to discuss with your executive officers what is happening in the organization. You do not need to get involved in every situation but instead provide your leaders and members with guidance on how or when to act in a situation. However, this attitude does not work in every situation.

For certain conflicts, one of the worst things that can be done is to try and avoid the situation all together. Taking the time to manage a conflict at the early stages can prevent it from becoming greater and bogging down the organization with tension and problems. Try and work out the problems in as small a setting as possible, either one-on-one or in a small group. Work with your organization’s executive officers to address the conflict and try to resolve situations before they escalate.
A leader is often needed to overcome the emotions involved in a conflict. In some situations it is important to step back and allow your organization’s officers to try and work through the dilemma themselves. This helps to show your trust in their abilities and gifts. It is important to coach them through and provide them with counsel on how to handle a situation. If the organization’s official leadership falls short, realize that positive change can come from almost any member. Any individual in the group can provide that leadership, so it’s helpful for all members to learn how to cope with conflict to be healthier, happier and more effective in groups.

It is important to recognize that as an advisor you may be placed in a challenging predicament. You want to be respected by the members of the organization, but you also need to be vigilant of problems and challenges. It will take time for you to determine the balance between making the decisions for students and guiding and advising students so that they come to the conclusion on their own. Be sure to balance your comments to ensure that your organization members realize that you have the best intentions for the group and will come back to you for advice and help.

The Student Life Department is able to help you resolve issues within your organization. A staff member can attend a meeting and act as a consultant to observe the challenges and provide the group and members with feedback.

Learning to manage conflict will lead to a more productive team and more satisfied group members who feel welcome to communicate openly, take risks and exchange ideas.

**Transitioning Student Leaders**

One of the most important duties that an advisor can fulfill is helping with the transition of officers/leadership. In your role you know the dynamics of the organization, the progress and challenges it has faced, and can help maintain continuity and stability throughout the group. It is important that you do what you can to help the new student leaders get acclimated with the organization and with their new roles. Be sure that you review the position requirements with the students to ensure that they fully understand all of their new found duties. By spending time with the organization’s new leadership at the beginning of the transition the more easily the organization will function throughout the year. There are
steps that can be taken by the current leadership before vacating their positions to aid in the transition process.

- Develop and maintain a student organization binder which contains
  - Constitution and by-laws
  - Officer descriptions and duties
  - Be sure to update these as the organization evolves
  - Contact information for members of the organization and other officers
  - Minutes/agendas from past organizational meetings
  - List of programs that have been done previously
  - Contact information for different areas of the university that the students might work with such as Student Union Services, Food Services, etc.

- Hold a meeting with the outgoing and incoming organization officers
  - Allows the old and new officers time to speak one-on-one
  - Provides an opportunity to discuss challenges, successes and allows the incoming officers to ask personal questions

- Spend time with the incoming officers
  - Allow them to get to know you early on to help cultivate relationships
  - Set expectations of one another at the beginning of their experience

- Host a new officer meeting
  - Reassess organizational goals
  - Encourage officers to suggest new ideas
  - Provide opportunity for team building ideas and activities

**How Am I Doing as the Advisor?**

As an advisor you not only help your students grow but you are able to grow and develop with them. While you are helping them meet their goals and objectives it is important that you are meeting your own personal goals as well.

- How much effort have I put into being an advisor?
- Have I given the students and the organization enough/too much/too little time?
- Have I met and discussed concerns or issues with executive board members?
• Have I been available via phone, e-mail, and in my office this semester?
• What can I do to help the student organization, members, and executive members succeed?
• If I were to rate myself from 1-5 (1 being the lowest, and 5 being the highest) how would I rate myself?
• What would the executive board members rate me and why?
• How would the organizations members rate me and why?
• What do I enjoy the most about being an advisor?
• What would I change about my experience?
• Have I asked for help when I needed it?
• Am I still enjoying the experience as an advisor?

This evaluation can be done independently and on your own time. Speak with your students and gain their input. By being open to improvement and developing your skills it can help you forge a stronger connection with them. This can also be beneficial when it comes time to evaluating their skills and enhance their growth.

**Recognized or Registered?**

An individual being asked to serve as an advisor for a student group may be told the group is “registered” or “recognized.” To the faculty or staff member, these distinctions may be unclear as to their significance or have no apparent meaning with regards to the operation of the organization.

Recognized clubs are clubs with 4 to 9 members and have the following privileges:

• Within limits, use of the OSUIT name in connection with club/organization sponsored programs and activities.
• Scheduling available university-owned areas and/or facilities for club/organization meetings and sponsored activities.
• Promotion of your club/organization and its officers in campus publications where other registered clubs/organizations are listed.
• Announcement of club/organization sponsored programs and activities in the OSUIT newsletters.
• Recruitment of members during enrollment along with other recognized campus clubs/organizations.
• List club/organization information on OSUIT student club/organization directories, located in Covelle Hall and the Student Union.
• Participate in the monthly President’s Round Table informational meetings.
• May schedule field trips as funding allows
• Request Start-Up funding not to exceed $900 ($100 for each member) from the Director of Student Life and to be approved by the Dean of Students. After existing as a Recognized student club/organization for a period of two (2) years, clubs may request funding from the student fee allocation committee.
• Sponsors of the club/organization may participate in the Advisor Incentive Program during the fall and spring semesters.

Registered clubs are clubs with 10 or more members and have the following privileges:

• Within limits, use of the OSUIT name in connection with club/organization sponsored programs and activities
• Scheduling available university-owned areas and/or facilities for club/organization meetings and sponsored activities
• Promotion of your club/organization and its officers in campus publications where other registered clubs/organizations are listed
• Announcement of club/organization sponsored programs and activities in the OSUIT newsletters.
• Recruitment of members during enrollment along with other recognized campus clubs/organizations
• List club/organization information on OSUIT student club/organization directories, located in Covelle Hall and the Student Union.
• Participate in the monthly President’s Round Table informational meetings.
• May schedule field trips as funding allows
• Request funding from the student fee allocation committee after existing as an active OSUIT student club/organization for a period of one (1) year.
• Sponsors of the club/organization may participate in the Advisor Incentive Program during the fall and spring semesters.

Campus Resources & Information

Licensing Information

Oklahoma State University benefits from public recognition of its name, symbols, logos, and other identifying marks. These marks give a unifying image, which is critical to establishing a visual presence within the world of university communities. This image becomes identified with the quality of OSU’s programs, products, and services and distinguishes its programs from other universities.

OSU has registered the names, logos, and trademarks of the university with the Patent and Trademark Office of the United States as well as the Oklahoma Secretary of State. Products bearing those marks and distributed for resale or used for other promotional purposes are subject to the licensing policies of the University. The University has delegated the responsibility for administration of these policies to the Office of Trademarks and Licensing located in the Office of the Legal Counsel.

The University’s rights to its marks are governed by federal, state, and common laws. These laws place an obligation on the University to avoid consumer confusion and require that the use of any marks be monitored to avoid losing exclusive control. The mission of the Office of Trademarks and Licensing is to insure (1) proper use of those trademarks, service marks, logos, and insignias that have come to be associated with Oklahoma State University; (2) generate income to support and enhance the scholastic missions of Oklahoma State University; and (3) protect the university’s reputation, good name and image by permitting only appropriate uses and assuring that only quality products bear the institution’s name, initials or marks.

Therefore, if student organizations wish to purchase any products bearing the marks of the University, they must be purchased from a licensed vendor.
To learn about the rules for licensing please visit the trademarks website, [https://trademarks.okstate.edu/licensing-information](https://trademarks.okstate.edu/licensing-information). A list of all groups that are licensed to handle the OSU logos and trademarks is also on the website. For more information or if you have any questions be sure to contact OSUIT Marketing and Communications at 918-293-4966 or email Shari Erwin, Director of Marketing & Communications at shari.erwin@okstate.edu.

*Information obtained from Licensing and Trademarks website; [https://trademarks.okstate.edu/](https://trademarks.okstate.edu/)

**Student Support Information**

As an advisor a large portion of your responsibility is working and interacting with students regularly. As you collaborate with students more & gain increased skills, you must remain observant of warning signs for potentially dangerous behaviors, habits, needs, etc.

**Student Counseling Center**

Individual counseling is basically a collaborative effort between an individual and the counselor. The goal of OSUIT Counseling Services is to provide an open, supportive, and confidential environment to address issues that may interfere with academic and life success. Some of the reasons for seeking counseling include relationship problems, uncertainties about which career to pursue, self-esteem issues, depression, stress, anxiety, and suicidal thoughts.

Counseling services are free to OSUIT students and employees. If the difficulty in question is beyond our resources (for instance, an academic difficulty that could best be helped by tutoring or a problem that deserves more intensive therapy than we can provide), we can refer you to other sources of help.

Counseling sessions are confidential with a few exceptions which include a court order, imminent danger to oneself or others, mandated sanctions and child or elder abuse. To schedule an appointment contact:

OSUIT Counseling Services - Student Union, Suite 142  
Phone: 918-293-4988  
[https://osuit.edu/counseling/index.php](https://osuit.edu/counseling/index.php)

Office hours: Monday – Friday, 7:30 am to 4:30 pm.

In case of an after-hours emergency, call the Campus Police at 918-293-4678 (off-campus) or 0 (on-campus), or call 1-800-273-TALK.
Important Contact Information

The Student Life Department continues to serve the OSUIT community by providing programs and services geared to the needs of all our constituents. Student Life is located in Covelle Hall and provides services that include:

♦ Approving Campus Activity Requests
♦ Insurance for OSUIT-sponsored trips
♦ Calendar of campus events
♦ Registering posters, flyers and signs
♦ Student organization records

Student Life
Kamie Rash, Director 918-293-5456
Audrie Brennan, Activities Coordinator 918-293-5361
Sam Nguyen, Sports & Wellness Coordinator 918-293-4945
Pat Singleton, Staff Assistant 918-293-4942

Physical Plant
Connie Roberts 918-293-5410 connie.roberts@okstate.edu

(Outdoor Physical Plant Set-Ups - Tables, chairs, tents, generators, lights, etc.)

Student Union Services
Ann McGowin 918-293-5292 ann.mcgowin@okstate.edu

State Room Services
State Room 918-293-5030
State Room Reservations 918-293-5010

Covelle Hall Recreation Center
Front Lobby 918-293-4938

(General information, intramural information, and more)

Residential Life
Residential Life Office, Susan 918-293-4939

(Questions regarding housing or providing programs in residential locations)
Advisor Information for Clubs & Organizations:

Swank Motion Pictures
1-800-876-5577
http://swank.com/

If you are interested in showing a film, television show, or series on campus you must obtain the rights to the film. Swank Motion Pictures can work with you to help you sponsor and host your event.
Exhibit A ………………………………………………………………………. Campus Activity Request

This form must be submitted by student organizations prior to planning, hosting, or sponsoring an event and with trip insurance reports. The form may now be submitted online from the Student Life web site. (The paper form provided MUST be submitted for any Club Travel)

Exhibit B ………………………………………………………………….. Trip Insurance Rules and Form

This form must be submitted to Student Life at least 24 hours prior to any activity involving out of town travel. If the insurance is paid at the Bursar office, a copy of the receipt must be attached. If the club account is to be charged, include the name and account number of the club.

Exhibit C ………………………………………………………………………………… Field Trip Request

This form is for Student Organizations ONLY and must be submitted to Student Life a minimum of two weeks in advance of overnight travel. The School Dean must sign this form prior to submission.

Exhibit D ……………………………………………………………………...………. Student Travel Form

Each participating student must complete, sign and date this form prior to overnight travel. If the student is under the age of 18, the parent / legal guardian must complete the form. All forms must be submitted to Student Life prior to departure. This form is required for overnight trips only. Per Student Services Policy 4-013 Section 1.02, a student must have a 2.0 GPA or better to participate in club travel activities.

Exhibit E ……………………………………………………… Employee/Sponsor Acknowledgement Statement

This form is required prior to any travel with students. This form may be completed annually by club sponsors and kept on file with Student Life.
Exhibit F ........................................................................................................ Registration Form

This form must be submitted to Student Life at the beginning of the fall semester. Any time changes occur in officers or advisors, new forms are required.

Exhibit G ................................................................................................. Signature Card

Forms G and H must be submitted to Student Life at the beginning of the fall semester. Any time changes occur in officers or advisors, new forms are required.

Exhibit H .................................................................................................. Fee Allocation Information

Additional information will be provided prior to the allocation process which occurs during the month of September each year.

Exhibit I ................................................................................................. Procedures for Accepting Donations

This form must be submitted for donations received from business or industry.

Exhibit J .................................................................................................. Deposit Transmittal Form

All funds must be deposited using this form. Funds should be deposited within 48 hours of receipt. Be sure to include your account number on the form.

Exhibit K .................................................................................................. Disbursement Request Form

This form is required for any payment of funds, including p-card purchases, from Student Organization accounts. The form must be signed by a club officer and the advisor prior to submission.

Exhibit L .................................................................................................. Example of Financial Reports

These reports are emailed to the club Advisor as soon as possible following each month. The advisor should provide a copy of the reports to the club treasurer to include with the club records. It is important that each club review the reports to verify all transactions.
Exhibit M ................................................................. Advisor Incentive Program

This program was developed to reward advisors for meeting specific goals. This program is available for the fall and spring terms only. To take advantage of this program, advisors must sign an agreement for each term in which they wish to participate.

Exhibit N ................................................................. Basics of P-Card for Clubs

This document explains the preapproval and processing procedures for p-card purchases. Pre-approval from the Director of Student Life is required prior to purchases made with the club p-cards.

Exhibit O ................................................................. How to Guide for Transactions in Works

This information was taken from the P-card website and shows a step by step process for approving transactions in Works and uploading receipts.

Exhibit P ................................................................. Reserving a Vehicle

This information is provided to help advisors reserve vehicles for student organization trips. Access to Banner and SharePoint are required to be able to use this feature.

All forms may be found in electronic format at https://osuit.edu/student-life/forms.php