Armstrong Atlantic State University

RSO Advisor Handbook
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Advisor Roles and Responsibilities

Advisors play an important role in the success of a student group. We, at the Office of Student Union and Activities, applaud your commitment to these students. Research has shown that when students are involved outside the classroom, they are more likely to continue their education, succeed academically and gain tolerance for diversity. Your part in the students' development is invaluable and appreciated.

Students will need your guidance and support to organize, make decisions and evaluate their organization. The roles and responsibilities listed below were developed to provide basic guidelines for the advisors of Armstrong's student organizations. Please contact Student Union and Activities if you have questions regarding these. We'll be happy to assist you in any way that we can.

Roles:
- Provide encouragement, consultation and advice to organization officers and members when needed
- Be responsive to student needs
- Stay up to date on organization's activities
- Promote organizational growth and group development
- Mediate internal disputes or problems
  - Assist in goal setting and organization assessment

Responsibilities:
- Serve as a liaison between the university and the organization
- Interpret and apply university policy and procedure as it applies to the organization
- Obtain approval for the use of university facilities and equipment
- Be familiar with and assist with the organization's financial management
- Attend meetings and functions when possible
- Ensure that all organization information on file or included on the Student Union and Activities web page is accurate and updated regularly
- Provide a historical perspective and continuity for current and future members
The Student Union and Activities Mission

The mission of the Student Union and Activities department is to generate the intellectual and social development of students through individual and group experiences. The department staff value the education obtained within the classroom, but also recognize the knowledge that can be gained from collaboration, interpersonal relationships, diversity, and the open exchange of ideas outside the classroom. Our belief is that students who are actively engaged at Armstrong Atlantic State University are more satisfied, successful and likely to graduate.

Student Union and Activities Services

Support for Advisors
The Office of Student Union and Activities is available to assist you in navigating program planning from an advisors perspective, adhering to policies and procedures as well as addressing issues specific to the group dynamics of the organization(s) you advise.

Programming Support
The Office of Student Union and Activities is available to aid in the event programming process. This includes assistance with planning and technical assistance for running events.

Use of Student Activities Grill
The Student Union and Activities grill is available for use through the Office of Student Union and Activities per approved request. Organizations, clubs and departments can request use of the grill when submitting a R25 request for any plaza. Organizations that receive facility approval will also receive a grill use form that must be completed and returned at least five business days before the event.

Organizational Block Party
SGA sponsors the Organizational Block Party at the start of Fall semester. This block party is a way for students to learn about the different organizations on campus and for the organizations to recruit new members. Spaces are limited and assigned on a first-come, first-served basis.

What’s Going On, Armstrong!
The Office of Student Union and Activities submits recognized student organization events in the What’s Going On, Armstrong! weekly event email. This email is posted every Thursday per month during fall and spring semesters. To request information in the What’s Going on, Armstrong!, submit information to our office via Tiffany Thornton at Tiffany.Thorton@armstrong.edu 3 weeks prior to your event to ensure consideration.

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<th>Additional Campus Support Services</th>
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<td>University Counseling Center</td>
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<td>Plant Operations</td>
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Event Programming

Events are an important part of an organization and its success. Organizations form to bring people together that all enjoy the same things. Organizational sponsored events and participation in campus wide programming are great ways to promote the group, increase membership and provide multiple learning opportunities. There are many keys to remember when planning events.

In order to determine their viability, fully plan events prior to publicizing or committing to a larger event. There are many different aspects of running a successful event including minor but crucial ones that can easily be overlooked. Major aspects to be taken into consideration include availability of program/artist/speaker and venue, labor requirements (set-up, clean-up, admissions, merchandise table), adequate time for planning, needs for production (staging, sound, lights), available budget and security. Minor/overlooked aspects include alternative plans (backup location, filler if artist/program is running late), ensuring communication, lack of attendance plan, confirmation of proper support staff (not just security) and after event follow-up. See RSO Policy for Outside Guests at University Functions.

Utilizing Plant Operations
Plant Operations has tables and chairs that are available to be reserved. Organizations are able to reserve these items through the advisor or another faculty/staff member. Plant Operations can be contacted at 912.344.2545 or via email. If the event is taking place in the Student Union, you must contact Chris Nowicki at 912.344.2879 or at Chris.Nowicki@armstrong.edu.

Developing a Timeline
A timeline is crucial to a successful event. Timelines should include all aspects of the event and anything or person needed to run the event. The more detail the timeline includes, the better the members of the organization will understand exactly what needs to be done.

Check and Re-check Potential Event Days
It is important to identify multiple dates for a program and an order of preference. After a set of dates are identified, check for other events occurring on that date as well as the availability of a venue, the artist/program and workers/volunteers.

Discuss and Evaluate Events at the Next Meeting
No matter the outcome of the event, it should be evaluated for the future. High and low points should be examined to provide insight into what to do and what not to do again. Aspects of the event should be examined along with the event as a whole.

Keep Records of Past Events.
As the advisor, chances are that you will be a part of the organization longer than many of the members. Keep records of past events in order to properly assess future events. If a specific event has been unsuccessful multiple times in the past, it is probably a good idea to inform the organization of that if they are looking at doing that as an event in the future.

Facility Reservations
All reservations now go through R25. R25 can be accessed through the “login” page on Armstrong’s homepage by Armstrong faculty and staff. Username and password are the same as faculty/staff’s novell/email login. Organization advisors are responsible for reserving rooms and locations for their student organization’s meetings and programs.
RSO Policy for Outside Guests at University Functions

The University encourages meetings, programs and activities by recognized student organizations (RSOs) but must also ensure that such activities do not disrupt educational activities or violate Board of Regents policies. Therefore, no RSO may invite an outside guest, speaker, or organization to the campus without first obtaining approval from the Vice President for Student Affairs (or designee). For purposes of this policy, an outside guest, speaker, or program participant is any person who is not a student, faculty member or staff member of Armstrong Atlantic State University, and who is invited to speak, appear or participate in a presentation or program.

Such requests must be made in writing by an officer of the RSO no fewer than ten calendar days prior to the event and must include the name of the RSO, the proposed date, time and location of the proposed event, anticipated attendance, and the topic or activities of the program.

When deemed necessary or appropriate, the Vice President for Student Affairs or designee may stipulate conditions for approval. Such conditions may include but are not limited to: a statement on all event publicity that sponsorship does not necessarily imply endorsement by either the RSO or Armstrong; a requirement that the event be closed to all persons other than Armstrong Faculty, staff or students; or restriction of the event to a specific venue or area of campus.

This policy applies only to outside guests, speakers and program participants invited by RSO’s. Uninvited speakers should refer to Armstrong’s Freedom of Expression Policy.
Other Tips

Encourage Collaboration with Other Organizations and Departments
Collaboration with other organizations and departments can provide more help, better ideas and a larger budget to program events. These three elements can lead to larger attendance, better programs and incite interest in joining the organizations.

Encourage Philanthropy
Encourage the organization to adopt a local nonprofit organization or commit to a cause. Many causes and nonprofit organizations can be found that correlate to the ideals of the organization.

Support the OPC
The Organization Presidents Council meets twice each semester. The OPC provides a means for organizations to share information and serves as a platform for the Office of Student Union and Activities, Student Government Association and Campus Union Board to relay information to all of the organizations at one time. If an organization president is unable to attend another officer or member may represent the organization.

Note Important Dates and Deadlines
Important dates to keep track of include Celebrate Armstrong, the Organizational Block Party, finals and holidays. Important deadlines include those for Celebrate Armstrong Registration, Grill request forms, Organization Block Party forms and Greek Event forms.

NOTE - It may not be in the organizations best interest to schedule events around demanding academic periods such as midterms and finals weeks. The Armstrong academic calendar can be accessed online by clicking on the link under “current students” on the Armstrong homepage.

Pass It On
Meet with your successor if you are no longer going to be the advisor. Much like officer transition reporting, it is vital to the on-going success of the organization that information is transferred to the new advisor regarding currently planned events, group dynamics, and helpful odds and ends related to supporting the group.

For more information and guidance, Please visit:
www.armstrong.edu/students/activities_and_orgs/student_activities

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