

Universities At Shady Grove Student Organization Advisor's Handbook

<http://www.shadygrove.umd.edu/studentorganizations>



Your guide to:

Organizing a student organization

Fundraising

Coordinating events

Resources

And more!

The Universities at Shady Grove

What is the Role of an Advisor?

Every student organization must have a faculty or staff advisor to become a recognized student organization. The role of an advisor is to serve as a resource for student organizations. Advisors will advise and counsel students with planning assistance, leadership skills development, resource guidance/policy interpretation, and transition.

Planning Assistance

The advisor will advise students in planning events, programs, or projects for the organization. These events can be meetings, community service, social, or fundraising events. Students often need assistance in ordering materials, involving other members or logistic coordination's.

Leadership Skill Development

Advisors are encourage to assist students in developing and strengthening various levels of abilities. The advisor may work directly with the USG community in providing members in developing individual skills like time management, public speaking, writing, motivation, problem solving, and decision making.



Resource Guidance/Policy Interpretation

Advisors serves as liaisons between the USG community and the organization by implementing USG procedures and guidelines. Advisors are encourage to work with the Office of Student Services in assisting student organizations with their needs.

Transition

Many student organizations at the Universities at Shady Grove need assistance in transitioning officers. As an advisor you can help by being involve in the organization's plans for the next term.

What a Student Organization May Expect of an Advisor?

- Developing long-term, short-term and initiating goals
- Improve and provide leadership opportunities
- Assist in helping and evaluating group performance, projects, and progress
- Group improvements
- Assistance with USG procedures

What an Advisor may Expect from Student Organizations?

- Keep advisor informed of all organizational activists, plans, meeting times, etc.
- Provide advisor updates of meetings
- Schedule regular meetings with advisor for feedbacks and updates



The Role of the Advisor

- Attend general and executive meetings
- Call meetings of executive officers when necessary
- Explain USG policy and depend upon the officers and members to carry them out through their leadership
- Meet with entire membership organizations every semester to discuss USG student organizations policies and procedures
- Be an active in formulating the goals of the group
- Attend group activities
- Request to see the treasurer's book at the end of each semester
- Be the liaison between entering and exiting officers and maintain updated contact information between changeover of officers
- Keep official files in his/her office
- Keep the group aware of its stated objectives, goals, mission, when planning events
- Be responsible for planning Leadership skills workshops
- State what the advisor's responsibilities are each new term.

Roles Continued.....

- Take initiative in creating teamwork and cooperation among the officers group
- Be familiar with USG facilities, services and procedures
- Approve all candidates for office in terms of GPA, check periodically to ensure officers are maintaining good academic standing
- Cancel any activities when he/she believes they have been poorly planned, or breaking USG policies and procedures



Advisors Additional Resources:

- <http://www.shadygrove.umd.edu/studentorganizations/>
- Association for the Promotion of Campus activities: Advisors Handbook for Student Activities Programming: Available in the Office of Student Services
- <http://leadershipnow.com/>
- Student Organization Fair (Fall picnic)
- Student Organization Retreat
(*NEW, coming this fall at USG*)
- Leadership Conference (Annually at USG)



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