

STUDENT ORGANIZATION ADVISOR ORIENTATION

**Student Activities & Events
(SAE)**



OVERVIEW OF ADVISOR ORIENTATION

1. SAE contact information for any questions/answers
2. Advisor requirements, roles, benefits & tips
3. Organization/Advisor registration process
4. Major Policies and the SAE processes
5. Student organization benefits, rights, and responsibilities
6. Event planning
7. Funding & fundraising
8. Resources



TO CONTACT SAE

- In the Student Services Building (SSB), room 206
- Phone: (415) 338-1761
- Fax: (415) 338-6150
- sicc@sfsu.edu
- <http://www.sfsu.edu/~sicc>
- Located on Facebook as well



ADVISOR REQUIREMENTS

- Be a University employee (employees of campus auxiliary entities may not serve as advisors)
- **Complete the Advisor Orientation by reading this document in its entirety**
- Complete the Advisor Registration process (next slides)
- Be on campus: advisors on sabbatical or extended leaves of absences should identify an alternate advisor during their absence from campus
- Be familiar with the organization's constitution and bylaws and, if applicable, the constitution and bylaws of the organization's inter/national affiliate
- Assist SAE and the University in upholding University policy



ADVISOR REGISTRATION PROCESS

- Log on to Orgsync.com, you'll find the login link in the upper right corner, then look for the SF State “community”
- **IF YOU HAVE NOT CREATED AN ACCOUNT YET** → create your profile/log-in using the WHITE BUTTON only (Sign in with Campus ID), through <https://orgsync.com/login/san-francisco-state-university>
- Once logged in, if you just created an account, you'll need to join an organization. There will be an option to join an organization or see your memberships in the upper right corner of the page, next to where your profile name appears.
- Click on the image/name of the organization of which you'd like to become a “member” (See Next Slide)



ADVISOR REGISTRATION PROCESS

The screenshot displays the San Francisco State University website's Organizations page. At the top, the university logo and name are visible, along with a search bar and user profile for 'Larry' (ID 285). The main navigation includes 'Home', 'Organizations', and 'Events'. Below the navigation is a search bar with the text 'Search by name or keyword', a dropdown menu for 'SF State Umbrella (292)', and another dropdown for 'All Categories'. A horizontal menu lists letters from A to Z, with 'All' selected. The page shows 'Showing all 292 portals.' and a grid of organization portals. The 'Accounting Students Organization' portal is highlighted with a red border. Other visible portals include '37DegreesNorth Geography Society @ SF State', '4 Corners christian fellowship', 'Active Minds', 'Afghan Student Association', and 'African Student Association'. Each portal includes a logo, name, and affiliation with the SF State Umbrella.



ADVISOR REGISTRATION PROCESS

Now, simply click on the “Join Now” box that will pop down after you hover on the “settings” menu option on the right side.

The screenshot displays the website for the Accounting Students Organization (ASO) at San Francisco State University. The top navigation bar includes the university logo, a search bar, and user options for 'Admin', 'My Memberships', and a profile for 'Larry' with 285 members. The main header features the ASO logo, the text 'SF State Accounting Students Organization', and social media icons for Facebook and Google+. Below this is a secondary navigation menu with 'Home', 'People', 'Events', 'Files', 'Forms', 'News', and 'More'. A '277 Members' and 'Settings' link are also visible. The 'Settings' dropdown menu is open, showing options for 'Organization settings', 'Send invitations to join', and a prominent green 'Join Now' button. Below the settings menu, there are sections for 'Most Recent Photos' and 'Top Files', each with a 'See All' link. The 'Top Files' section lists several PDF documents: 'Patelco Account Authorization Update Form', 'Application Form Fall 2014', 'Student Organization Roster Template for Registration', and 'Student Organization Handbook'. The main content area on the left contains a quote: "Your doorway to diverse careers in the field of Accounting" and a paragraph describing the ASO's mission to assist students in becoming aware of business challenges and provide opportunities for interaction with professionals and student communities.



ADVISOR REGISTRATION PROCESS

- Once you are a “member” of the portal you will need to check your email; you’ll have a registration email assuming the Students have done their part and submitted the organization registration request.
- Only once the organization has submitted the registration request will you receive an email from OrgSync (not the person who submitted the request), with the subject heading, “Review Requested by (insert name of student who submitted the form).” When you open that email, click on the Green button in the middle of the page which reads, “Review Now.”
- That link will take you back into OrgSync where you may or may not need to log in again.
- The page you’ll immediately see will be the profile for the organization which you will advise. Your only role is to click on the green button on the right side of that page which reads, “Submit Review Form.”



ADVISOR REGISTRATION PROCESS

- Make sure you fill out all the fields and press the green button at the bottom which reads, “Continue.”
- The subsequent page is your final task, press the green button which reads, “Finish.”
- If the, “Finish” button is not pressed and you close the browser page, it will be as if you hadn’t done anything and the form will not be submitted.
- Once you submit that form, you’ll be formally recognized as the Advisor for the group. The group will still need to do other items to complete the registration process, but from that point forward, you’re done with your part.



EXTENDED ABSENCES & RESIGNATION

- Extended absences: when advisors will be on extended absences from campus (sabbatical, leave of absence, emergency leave of absence, etc.), an alternate advisor must be identified. This change should be reported to SAE as soon as possible at sicc@sfsu.edu.
- Resignation: due to a number of factors (retirement, time constraints, difference of ideology, etc.), there may come a time when advisors, organizations, or both parties determine that another advisor would better serve the organization. Once this decision has been made, it is important to have a discussion with the leadership of the organization regarding any change. Both the organization and advisor are required to notify SAE of any changes at sicc@sfsu.edu.



OTHER POSSIBLE ROLES OF THE ADVISOR

- In addition to the requirements on the previous slides, the advisor may also serve in the following capacities should the students from the organization approve/permit:
 - Attending organization meetings and/or events
 - Teaching and coaching student leaders when issues or conflicts arise
 - Serving as a resource for networking on and off campus
 - Mentoring students in the organization
 - Assisting the organization with goal-setting
 - Keeping historical information and documents



BENEFITS OF BEING AN ADVISOR

- Developing a mentoring/teaching relationship with students
- Recognition from the University community
- Facilitating the growth and development of student leaders
- Continued historical growth related to cultural, social, religious, educational, and political changes of student organizations
- Establishing networks with peers/colleagues serving in similar capacities
- Working with student organizations of varied interests
- Assist in the review of Retention, Tenure, and Promotions (RTP)



A FEW TIPS FOR SUCCESS

- Set expectations: meet with leaders from the organization early in the academic year and discuss mutual expectations that the leaders would like from the advisor and vice versa. Remember that organizations are for the students, the role of the advisor is to advise in their decisions and assist them in their organizational development.
- Quality vs. Quantity: It is very important to have a presence with students, but it is more valuable to have meaningful interactions and relationships with students.
- Motivation: sometimes students will burn out and lack the motivation to continue to work for the organization's success. Advisors can help determine what will motivate the students (i.e., recognition, achievement, empowerment).



THE REGISTRATION PROCESS: Overview

- All student organizations are required to (re)register with the University each fall semester by September **30th** in order to be recognized as a student organization at SF State. Meeting the deadline allows organizations to also meet the Associated Students Incorporated (ASI) funding schedule. Student Organizations' registration is valid for one calendar year, ending on September **30th** of the following year. Registration is an extensive process and may require some time for forms to be processed, so please plan accordingly.
- Registration information, including deadlines and materials, is available at <http://www.sfsu.edu/~sicc/organizationregistration.html>



THE REGISTRATION PROCESS: Details

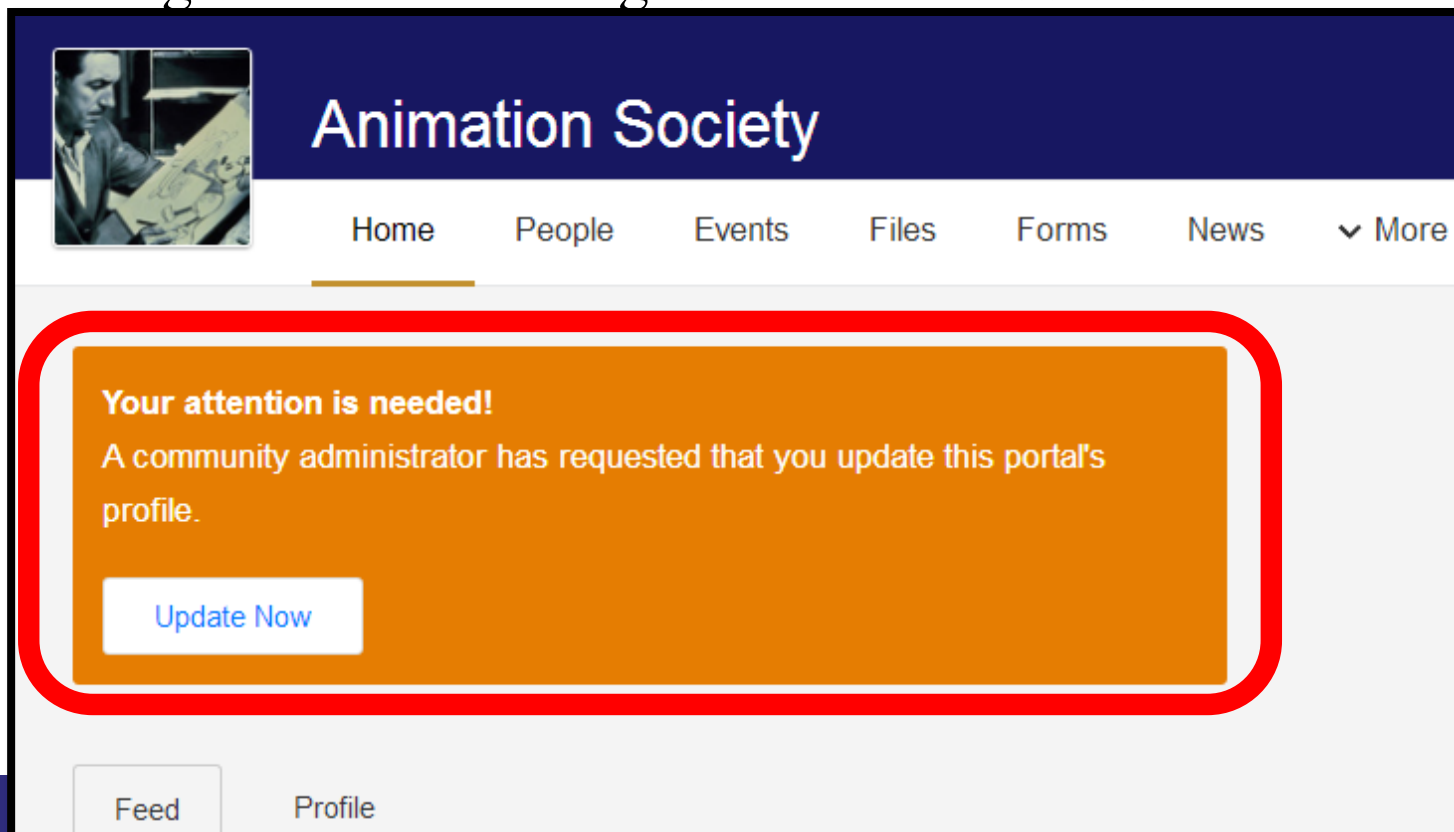
<http://www.sfsu.edu/~sicc/organizationregistration.html>

- The following is a list of all requirements that must be met in order for an organization to obtain University recognition:
 - Complete the steps to register via OrgSync – these steps are available at <http://www.sfsu.edu/~sicc/organizationregistration.html>
 - **Membership:** all organizations must have a minimum of 5 S.F. State students. One of these must be a president and another must be a financial officer/treasurer. The other 3 students can be general members and/or additional officers decided upon by the organization. The president must specify the 4 other organization members on their OrgSync registration page.
 - **GPA and unit load:** all officers must have a minimum 2.0 cumulative S.F. State GPA and be enrolled in a minimum of 6 units for undergraduate students or 3 units for graduate students.
 - **Advisor:** each organization must have an advisor that is a current S.F. State employee. The advisor creates their own OrgSync account and joins the respective organization(s) necessary.
 - **Constitution/bylaws:** all student organizations must keep their most recent constitution and/or bylaws on file with SAE in electronic format. In addition, all constitutions and/or bylaws must meet the requirements outlined in the constitution guideline. <http://www.sfsu.edu/~sicc/constitutionguideline.html>
 - **Roster:** template is hosted in your OrgSync portal under the “files” menu option.
 - **The president and financial officer/treasurer must attend a Student Leader Orientation session.** In addition, any members/officers wishing to conduct business on behalf of the organization (reserve space on campus, get a tabling permit, complete an event application, etc.) must also attend a Student Leader Orientation session. Students only have to attend one of these sessions once during their time at S.F. State. <http://www.sfsu.edu/~sicc/leaderorientation.html>
 - **Leadership Symposium:** each organization must send at least one representative to the annual Leadership Symposium held in September. It is recommended that the president and financial officer attend, but any officer or member can attend to meet the requirement. Please note: this is an annual event held at the beginning of the fall semester and is an annual requirement that each student organization seeking University recognition be represented at the Symposium. <http://www.sfsu.edu/~sicc/symposium.html>



THE RE-REGISTRATION PROCESS

- Registration is an academic yearly process: Every Fall semester, it begins in July and closes at the end of September. (deadline is September 30th)
- The President SHOULD be the person who re-registers a group by clicking on the link analogous to the one below...



The screenshot shows the website for the Animation Society. At the top left is a profile picture of a man looking at a drawing. To the right of the picture is the text "Animation Society". Below this is a navigation menu with links for "Home", "People", "Events", "Files", "Forms", "News", and "More". A large orange notification banner with a red border is centered on the page. The banner contains the text "Your attention is needed!" followed by "A community administrator has requested that you update this portal's profile." and a button labeled "Update Now". At the bottom of the page, there are tabs for "Feed" and "Profile".

THE RE-REGISTRATION PROCESS

- Subsequent Officer/Member agreement forms sent via email after president hits the “finish” button. All 6 must be completed before the audit of the registration request begins.
- IF the organization deals with cash money, the President, Financial Officer/Treasurer, and Advisor must complete the “Student Organization Account Application and Agreement” form any time there is a president or treasurer change. This form can be found at asi.sfsu.edu. For student organizations that have received an exemption (MUST be 501c3, AKA Tax exempt, with confirmation/approval by SAE as per <http://www.sfsu.edu/~sicc/conduct.html#banking>) from the banking policy and do not bank with ASI, an exemption request must be submitted for annual review in lieu of the ASI banking form. This is a required PART of registration.
- Registration from previous academic year remains current until the Fall deadline of the following academic year or until the organization re-submits registration materials
- Instructions for registering using OrgSync are available at <http://www.sfsu.edu/~sicc/organizationregistration.html#process>
- Once approved, president must inform SAE of any changes in membership, officers, advisor and constitution



BENEFITS OF RECOGNIZED STUDENT ORGS.

- Recognized student organizations have the following rights and privileges on campus:
 - General use of facilities (classrooms, Student Center, Malcolm X Plaza, lawn areas) at little or no cost. Some specialized venues such as the Gym, Creative Arts facilities and the Seven Hills Conference Center do have costs associated with them
 - The right to request financial subsidy and other services from the Associated Students Incorporated (<http://asi.sfsu.edu>)
 - The right to use the University as a mailing address for the organization (mailboxes provided & maintained by SAE)
 - SF State email (@mail.sfsu.edu) and OrgSync website account
 - Banking with ASI while using OrgSync Treasurer module for transparency
 - Leadership development workshops and event planning resources provided by SAE



RESPONSIBILITIES OF RECOGNIZED ORGANIZATIONS

- Manages itself according to University policies and the organization's constitution/bylaws
- Conducts its fiscal operations in accordance with proper standards of business management set forth by the CSU, Auxiliary Accounting Office, and SAE
- Works with its selected advisor, SAE and the Associated Students Incorporated to enhance the purposes and plans of the organization for the benefit of its members and the University
- Ensures that its members, guests, speakers and performers conduct is also in accordance with University policies
- Pays for damages to University facility/facilities that may occur during its event. The organization is required to monitor guests and give due warning for risks.
- Use of University name, images, and copyright/trademark (the org is NOT a part of SF State)
- Organizations are responsible for all the information on the SAE website (<http://www.sfsu.edu/~sicc/>)



MAJOR POLICIES: STUDENT CONDUCT

- **Student Code of Conduct:**

<http://www.sfsu.edu/~bulletin/current/supp-reg.htm#ppg339>

- “The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.”



MAJOR POLICIES (CONTINUED)

- **Non-Discrimination Policy:** “No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups.” (CSU Executive Order 1068)
- **Open membership:** *“No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership.”* (CSU Executive Order 1068)
- **Time, Place and Manner (University Executive Directive 89-13):** All use of University properties and services by registered student organizations must comply with applicable campus time, place and manner regulations. The entire policy is available at <http://www.sfsu.edu/~sicc/conduct.html#time>
 1. Music/Band Example – No amplified sound unless registered with an event
 2. Freedom of Speech – student orgs CAN voice whatever opinion they like following 1st amendment.



MAJOR POLICIES: HAZING

- The State of California and San Francisco State University have expressly and repeatedly asserted their opposition to hazing and pre-initiation activities which do not contribute to the positive development and welfare of new members. Whether on or off campus, planned or spontaneous, California law makes it a criminal offense for anyone to participate in hazing. Students are entitled to be treated with consideration and respect. No individual shall perform an act that is likely to cause physical, psychological or social harm to any other person within the University community on or off campus.
- Additional information about definitions, policies and procedures related to hazing can be found at <http://www.sfsu.edu/~sicc/conduct.html#hazing>



MAJOR POLICIES: HAZING (CONTINUED)

Matt's Law Sec 3.245.6: Defining Hazing and Consequences

- As used in this section "hazing" or "haze" is conduct which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another person in the course of the other person's pre-initiation into, initiation into, affiliation with, holding office in, or maintaining membership in any organization. The terms "hazing" or "haze" do not include customary athletic, fire department, police department, military, or quasi-military training, conditioning, or similar events or activities.
- Any person who hazes or conspires to participate in hazing is guilty of a misdemeanor punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail not to exceed one year, or by both fine and imprisonment.
- Any person who hazes or conspires to participate in hazing which results in death, great bodily injury, or great psychological injury is guilty of a felony punishable by imprisonment in the state prison.



MAJOR POLICIES: ALCOHOL & ILLEGAL DRUGS

- San Francisco State University expects the campus community as well as external groups to be aware of all state and local laws with reference to possession, serving and consuming of alcohol; to inform decisions about alcohol and drug use; and to be responsible for the consequences of those decisions.
- **Alcohol service is not permitted at student organization sponsored events on the SF State campus or any related properties.**
- Student organizations *should not* serve alcohol at events off campus.
- Additional information regarding alcohol and illegal drugs can be found at <http://www.sfsu.edu/~sicc/conduct.html#alcohol>



CONDUCT PROCESS FOR STUDENT ORGS.

- A complaint alleging non-academic misconduct by a student organization may be filed by anyone, but must be in writing, signed, dated and submitted to the Director of SAE. These complaints must be submitted within seven working days of the alleged violation, and include any supporting evidence, documentation and names of witnesses
- A complete description of the conduct process and procedures is available at <http://www.sfsu.edu/~sicc/socb.html>



EVENT PLANNING

- Recognized student organizations are able to use University facilities generally at no cost. Some specialized venues such as the Gym, Creative Arts facilities and the Seven Hills Conference Center do have costs associated with them.
- Timelines/Outlines
 - Event Proposal for large events may be required
 - Give at least 3 months notice for planning large events
- Cancellations/rained out events
 - Due to limited resources, the University cannot hold rain locations
 - If an event is cancelled, it does not automatically guarantee another date for the venue
- **SPACE is reserved by venues on campus, EVENTS are approved by SAE**
- The process for reserving space on campus depends on the venue. Below is a list of venues and instructions for how to reserve space in them:
 - Cesar Chavez Student Center: done electronically – information about the procedure is available at <http://asi.sfsu.edu>
 - Classrooms: requests are accepted online at <http://www.orgsync.com>
 - Outdoor Venues (Malcolm X Plaza, Centennial Walkway & lawn areas): reservations can be made online at <http://www.sfsu.edu/~sicc/outdoor.html>
 - All other venues: a guide for reserving all other possible venues on campus is available at <http://www.sfsu.edu/~sicc/facilities.html>



PUBLICITY & POSTING

- Ideas for publicity are available at <http://www.sfsu.edu/~sicc/eventplanning.html>
- Banners: indoor and outdoor
- Chalking – “Chalk Where You Walk”
- Posting
 - No publicity may be posted on walls, doors, windows, lamp posts, plants, garbage cans, phone booths, vehicles, etc.
 - Printed publicity must be written in English. Translation is required on postings/flyers that are written in a language other than English.
 - The name(s) of the sponsoring student organization(s) is/are required on all postings/flyers.
 - Unapproved postings/flyers will be removed.
- **Publicity & posting in the Residential Community, follow Housing policies**



FUNDING, FUNDRAISING, and CASH

- ASI: <http://asi.sfsu.edu>
- Vendor Sponsorship Program (coordinated by SAE, not available to Club Sports):

<http://www.sfsu.edu/~sicc/vendor.html>

- Tabling: Tabling Permits are good for one week at a time and are available starting on Thursday the week prior to the desired tabling week. Must follow the Banking/Cash handling policies
 - <http://www.sfsu.edu/~sicc/conduct.html#banking>
 - <http://www.sfsu.edu/~sicc/eventplanning.html#cash>



RESOURCES

- SAE's web site has a variety of resources that can be accessed by visiting <http://www.sfsu.edu/~sicc>
- Staff in SAE are happy to provide individual consultation to advisors and students; a complete listing of SAE staff is available at <http://www.sfsu.edu/~sicc/staffdirectory.html>
- Feedback from advisors, students and the University community is welcome and can be provided via email through sicc@sfsu.edu
- Please feel free to contact SAE with any ideas for additional resources that would be helpful



WE LOOK FORWARD TO WORKING WITH YOU.

Student Activities and Events (SAE)

SSB 206 | www.sfsu.edu/~sicc | 415.338.1761 | sicc@sfsu.edu

