STUDENT ORGANIZATION ADVISOR ORIENTATION

Student Involvement and Career Center (SICC)
OVERVIEW OF ADVISOR ORIENTATION

• About SICC
• Advisor requirements, roles, benefits & tips
• Organization registration process
• Major Policies and the SICC Handbook
• Student organization benefits, rights and responsibilities
• Event planning
• Funding & fundraising
• Resources
ABOUT SICC

Mission: The Student Involvement & Career Center (SICC) is an integral campus resource for career services, leadership development opportunities, major programs, and events.

We support SF State students, faculty, and staff by providing leadership opportunities, student organization resources, and event coordination and consultation. We assist in the search process for part-time jobs, internships/co-op programs, and full-time professional employment, and collaborate with employers, faculty, staff, alumni, and student organizations to evaluate, develop and implement self-directed career, education, and employment decisions and plans.

The Student Involvement & Career Center facilitates transformative learning and student engagement by developing strong leaders, employees, and conscientious citizens within SF State's diverse community and beyond.

• More information about SICC is available at http://www.sfsu.edu/~sicc/about.html
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 SICC and the University in upholding University policy
ADVISOR REGISTRATION PROCESS

• Log on to Orgsync.com

• **IF YOU HAVE NOT CREATED AN ACCOUNT YET ➔** create your profile/log-in using the GREEN BUTTON 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.

• Hover on the words “Join An Org” in the menu at the top of your screen (See Next Slide)
Advisor Organization OrgSync Registration Process

• Submit the Advisor Agreement to SICC using Orgsync.com
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 SICC 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 SICC 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:
  o Attending organization meetings and/or events
  o Teaching and coaching student leaders when issues or conflicts arise
  o Serving as a resource for networking on and off campus
  o Mentoring students in the organization
  o Assisting the organization with goal-setting
  o 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 San Francisco State University. 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

- The following is a list of all requirements that must be met in order for an organization to obtain University recognition:
  - Fully complete and submit all registration materials and information using OrgSync.com. Detailed instructions and information about the registration process is online at [http://www.sfsu.edu/~sicc/organizationregistration.html](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.
  - 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 signs off on the registration form and completes an online advisor orientation.
  - Constitution/bylaws: all student organizations must keep their most recent constitution and/or bylaws on file with SICC in electronic format. In addition, all constitutions and/or bylaws must meet the requirements outlined in the constitution guideline available at [http://www.sfsu.edu/~sicc/constitutionguideline.html](http://www.sfsu.edu/~sicc/constitutionguideline.html).
  - 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. Dates for Student Leader Orientation sessions are posted at [http://www.sfsu.edu/~sicc/leaderorientation.html](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. Information about the Symposium is available at [http://www.sfsu.edu/~sicc/symposium.html](http://www.sfsu.edu/~sicc/symposium.html).
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.
  - The right to use the University as a mailing address for the organization (mailboxes provided & maintained by SICC).
  - SF State email and web account.
  - Banking at Patelco Credit Union.
  - Leadership development and event planning resources provided by SICC.
  - Eligibility for Annual Dean of Students Leadership Awards.
  - Consultation with SICC staff.
RESPONSIBILITIES OF RECOGNIZED ORGS.

• To manage the organization within the framework of the University and the Associated Students Incorporated policies and the provisions of the organization’s constitution and bylaws. This includes information on the SICC web site (www.sfsu.edu/~sicc) as well as information in the SICC Handbook (http://www.sfsu.edu/~sicc/conduct.html#handbook)

• To conduct its fiscal operations in accordance with proper standards of business management set forth by the Auxiliary Accounting Office.

• Manage all finances with Patelco Credit Union.

• To work with its selected faculty/staff advisor, SICC and the Associated Students Incorporated (ASI) to enhance the purposes and plans of the organization for the benefit of its members and the University.

• To be responsible for the conduct of members, guests, speakers and performers at events hosted by the organization.

• To be liable for any damage to University facility/facilities that may occur during their event. The organization is required to monitor guests and give due warning for risks.
MAJOR POLICIES

• Student Code of Conduct: it is important that advisors are familiar with the University’s Student Code of Conduct available at http://www.sfsu.edu/~bulletin/current/supp-reg.htm#ppg339

• Non-discrimination: 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.

• 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 1006)

• 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://sfsu.edu/~sicc/conduct.html#time
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: 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 SICC. 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.

• 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:
  o Cesar Chavez Student Center: done electronically – information about the procedure is available at http://www.sfsustudentcenter.com/services/scheduling.php
  o Classrooms: requests are accepted online through http://OrgSync.com and information is found here http://sfsu.edu/~sicc/facilities.html#classroom
  o Outdoor Venues (Malcolm X Plaza, Centennial Walkway & lawn areas): reservations can be made online at http://sfsu.edu/~sicc/outdoor.html
  o All other venues: a guide for reserving all other possible venues on campus is available at http://sfsu.edu/~sicc/facilities.html
FUNDING & FUNDRAISING

• Vendor Sponsorship Program: Student organizations may conduct vendor sponsored fundraising activities on campus, at designated areas and at specific times, during the fall and spring semesters. All fundraising activities shall be subject to the provisions of this policy and Executive Directive #89-13. Details about this program and how to participate are available at http://www.sfsu.edu/~sicc/vendor.html

• Additional fundraising resources are available at http://www.sfsu.edu/~sicc/fundraising.html
COLLABORATION

• Event Planning Meetings: student organizations planning major or complex events might be required to have an additional planning meeting to discuss details for the event with representatives from our University partners present at the event. This meeting will be coordinated by SICC.
RESOURCES

• SICC’s web site has a variety of resources that can be accessed by visiting http://www.sfsu.edu/~sicc

• Staff in SICC are happy to provide individual consultation to advisors and students; a complete listing of SICC 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 at sicc@sfsu.edu.

• Please feel free to contact SICC with any ideas for additional resources that would be helpful.
THANKS FOR SERVING AS AN ADVISOR TO A STUDENT ORGANIZATION. WE LOOK FORWARD TO WORKING WITH YOU.