

STUDENT ORGANIZATION ADVISOR MANUAL

NOVA SOUTHEASTERN UNIVERSITY

2017-
2018

**CAMPUS
LIFE** AND
STUDENT ENGAGEMENT
MAKING **NSU** YOURS

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Dear Student Organization Advisor,

On behalf of the Office of Campus Life and Student Engagement (CLSE), we would like to thank you for your important contribution of time and support to one of our student organizations. You are integral to the success of our students and enhancing student life at NSU. Through your intentional interactions with our students, you provide the needed guidance and resources to our student leaders. Together, CLSE and Advisors can create a solid learning environment where our students can develop important skills, strong networks, and educational experiences.

This reference guide will provide you with important information about policies and procedures, information about best practices for advisors, and the resources available for student organizations. As print materials go out of date quickly, we encourage you to visit our website for the most up-to-date information: www.nova.edu/campuslife.

Finally, the CLSE is here to serve you as a central resource for any questions you may have about working with your student organization. We have many services and valuable information that we can provide to both you and your students, such as event planning support, risk management protocol, technology support, and mediation and conflict resolution services.

If you have any questions, please do not hesitate to contact us within the Office of Campus Life and Student Engagement. We are more than willing to help you and your student organization succeed!

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LETTER TO ADVISORS

ABOUT THE OFFICE OF CAMPUS LIFE AND STUDENT ENGAGEMENT

The mission of the Office of Campus Life and Student Engagement (CLSE) is to operate as a catalyst for student development through nurturing and environment rich in learning, leadership, diversity, and service that empowers students to be engaged and participate in a wide array of opportunities. The Office of Campus Life and Student Engagement strives to celebrate the history, culture, and uniqueness that each student brings to the university.

CLSE is home to the Student Events and Activities (SEA) Board, Fraternity & Sorority Life, Undergraduate Student Government Association, Special Events & Projects, Homecoming, President's 64, Student Affairs Operations, and Registered Student Organizations.

Student Events and Activities Board (SEA Board)

As the premier student-run programming board at Nova Southeastern University, the mission of SEA Board is to be a student-led organization that enhances and engages the Nova Southeastern University community by providing a variety of social, cultural, and traditional events. SEA Board is dedicated to creating a strong campus community, by engaging students through diverse events and providing leadership opportunities.

Fraternity & Sorority Life

The community is comprised of 13 values based organizations governed by three distinct councils: Interfraternity Council, Panhellenic Council, and Unified Greek Council. Joining a Greek lettered organizations provides students with opportunities for academic support, social networking, service to the greater community, and a chance to be a part of NSU tradition.

Undergraduate Student Government Association

The mission of the Undergraduate Student Government Association is to promote a diverse and dynamic campus community. The Undergraduate Student Government Association is the representative body for the undergraduate students at Nova Southeastern University. SGA is the primary funding source for student organizations, a legislative body, and the voice of NSU students. SGA Representatives on the association work together to commit to change and make improvements for the student.

Special Events & Projects

Special Events & Projects provides university wide initiatives and events that are purposefully designed to link students to the university. The office hosts a number of special events on NSU's main campus throughout the academic year. Some of these events and initiatives include: Sharks on the Scene (S.O.S. trips), Weekend Programming, CommunityFest, the annual Student Life Achievement Awards (STUEYS), Laugh Your Fins Off Comedy Show, Constitution Day, and room reservations for undergraduate student organizations.

CAMPUS LIFE AND STUDENT ENGAGEMENT CONTACTS

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- **Michelle Jalali**, Graduate Assistant for Special Events and Projects: SA Operations & CommunityFest
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- **Tamara Lumsden**, Graduate Assistant for Special Events and Projects: Weekend Programming & STUEYS
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DIVISION OF STUDENT OF AFFAIRS – CONTACT INFORMATION

The **Division of Student Affairs (DOSA)** provides many services to students.

Campus Life and Student Engagement

Main Office/Front Desk	UC 1235	(954) 262-7288	campuslife@nova.edu
SOuRCe (Student Organization Resource Center)	ROS 201	(954) 262-7453	ioc@nova.edu
Fraternity and Sorority Life	UC 1220	(954) 262-2461	
Undergraduate Student Government Association (SGA)	UC 1224	(954) 262-7292	
Student Events and Activities (SEA) Board	UC 1234	(954) 262-7223	seaboard@nova.edu
Special Events and Projects	ROS 211	(954) 262-7492	specialprojects@nova.edu

Student Leadership and Civic Engagement (SLCE)

Main Office	ROS 207	(954) 262-7195	slce@nova.edu
Razor's Edge	ROS 207	(954) 262-7179	razorsedge@nova.edu

Room Reservation Information

Student Affairs Operations	ROS 211	(954) 262-7492	saoperations@nova.edu
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Student Media

Poster Printing	SAB 102B	(954) 262-7012	posterprinting@nova.edu
Radio X	ROS 140	(954) 262-8457	wnsu@nova.edu
The Current Newspaper	SAB 310	(954) 262-8455	nsunews@nova.edu
Sharks United Television (SUTV)	SAB 307	(954) 262-2602	sharktv@nova.edu

COLLEGE OF UNDERGRADUATE STUDIES – CONTACT INFORMATION

The **College of Undergraduate Studies (COUS)** provides additional services to students.

Activity Fee Account Office	SAB 107	(954) 262-7290	studente@nova.edu
Orientation Office	SAB 106	(954) 262-8050	orientation@nova.edu
Tutoring and Testing	SAB 2nd floor	(954) 262-8350	tutoringservices@nova.edu
Student Mediation Services	ROS 100	(954) 262-7196	
Student Disability Services	ROS 121	(954) 262-7185	
Academic Advising	Horvitz Administration	(954) 262-7990	
Student Counseling Services	3538 University Park Plaza	(954) 262-7050	

BENEFITS OF STUDENT ORGANIZATIONS

Students benefit substantially from being engaged in campus activities and student organizations. NSU student organizations have a long history of providing academic support to their members, developing strong programs and activities for the NSU community, and participating in thousands of hours of community service. While student organizations provide major benefits to the university as a whole, they also provide many benefits for their members. Some of the benefits include:

- Increased student success (Astin, 1977, 1993; Kuh, 1993; Pascarella & Terenzini, 2005);
- Higher rates of retention, leadership skills, and institutional pride (Bettencourt, 2010);
- Increased skill development in communication, teamwork, decision making, and planning (Schuh & Laverty, 1983);
- More professional growth and likelihood to receive well-paying jobs (Albrecht, Carpenter, & Sivo, 1994; Heckman, 1999);
- Leads to increased multicultural competence (Astin & Sax, 1998);
- Involved students are far happier with their college experience than those who are not involved (Light, 2001).

BENEFITS OF BEING A STUDENT ORGANIZATION ADVISOR

There are many benefits associated with being an advisor to a student organization.

Here are a few:

- The satisfaction of seeing and helping students learn and develop new skills
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences
- Developing a personal relationship with students
- Furthering personal goals or interests by choosing to work with organization(s) that reflects one's interests
- Sharing one's knowledge with others

Adapted from ACPA's Advisor Manual

REGISTERED STUDENT ORGANIZATION OVERVIEW

A “**registered student organization**” (**RSO**) is defined as a registered group of 6 or more currently enrolled Nova Southeastern University students who unite to promote a common interest. Only enrolled students may serve as officers of the organization and vote on organizational matters. The University’s approval of a RSO should not be interpreted as an endorsement of its purpose and/or activities.

Requirements for all RSOs

- An up-to-date OrgSync page
- 1 president, 1 treasurer
- 1 full-time NSU faculty/staff or a Division of Student Affairs Graduate Assistant as the advisor
- 6 current active student members on OrgSync within 1 week of approval
- 51% undergraduate membership
- All organizations must maintain an on-campus account
- Any RSO must be open to all students
 - *Please note: All organizations must newly register or renew within the **1st 4 weeks of a term**. Students may not start an organization during the semester they are scheduled to graduate*

Privileges

- Access to funds and an RSO account
- Afforded right to utilize NSU’s tax exemption status for organization purchases
- Access and ability to seek funding from the Undergraduate SGA
- Ability to create an OrgSync Account
- Access to poster printing services
- Access to The SOuRCe
- Use of NSU facilities, equipment, and services
- Ability to promote and publicize organization events and activities
- Afforded discounted rates to advertise in The Current and on Radio X

Expectations

- Have a representative present at all IOC monthly meetings
- Hold at least 1 organization meeting per month
- Submit an updated membership roster each semester by requested deadline set by CLSE*
- Attend Student Organization Leadership Retreat every August*
- President One on One (Winter)*
- Be present at IOC Senator Elections
- Comply with all NSU policies and procedures, including but not limited to, this guide, the Student Handbook, the Student Activity Fee Manual, as well as local, state, and federal laws.
 - *Failure to do so may cause a revocation of RSO rights/privileges. If it is alleged that an RSO or any of its members have failed to comply with any of the University’s policies or procedures, an investigation may be conducted and appropriate sanctions may be imposed. The Office of the Dean of Students has final disciplinary jurisdiction. Sponsor and supervise programs in safe and responsible manner and ensure that these activities do not interfere with the normal operations of the University*
- Utilize NSU facilities for the purpose of which they were scheduled
- Reimburse the University or departments for damages to property or facilities
- Pay all student organization bills and debts in a timely manner
- Ensure that all Executive Board Officers are currently enrolled students and maintain a 2.5 cumulative GPA
- Keep the Office of Campus Life and Student Engagement informed of current contact information for all officers and advisors for the RSO
- Develop and maintain honest and open lines of communication with the organization’s advisor

***If this task is not met, the organization OrgSync portal will be disabled, hindering room reservation requests, event requests, etc. and those reservations will be released**

FUNDING FOR STUDENT ORGANIZATION: FIN POINTS

FIN Points were created by the Undergraduate Student Government Association in order to promote collaboration, communication, and campus community. FIN Points are allocated to events/activities that promote the growth of the 5 organization competencies (see below). Points are not awarded for individual participation or attendance in events or activities. FIN Point Allocations are given from May to May of the given school year.

How to Gain FIN Points

REQUIRED

- Completed OrgSync page: 15 points
- Constitution following campus template: 5 points
- Having an organization advisor: 5 points
- Attendance at Student Leadership Retreat: 10 points

TOTAL: 35 points

Fin Points Based on Organization Competencies

Management

- Attending IOC meetings: 3 pts per meeting *
- Host/co-host an event: 5 points per event

Foundation

- Checking in with SGA Senators during Office hours: 2 points
- Create/maintain a transition binder (must bring to SOuRCe Office for approval): 5 points per binder, 3 binders max

Recruitment/Retention

- Table at Sharkalooza: 5 points*
- Tabling at SEA Thursday: 2 points each/ 12 points total per year*
Summer Organization Fairs: 2 points each/6 points total per year

Communication

- OrgSync Training: 5 points
- Bringing a speaker to your organization meeting/event: 2 points per meeting/event

Engagement

- SERV volunteer hours: 1 point per hour that is on record (30 points max)
- NSU's Got Talent: 5 points*
- Community Fest: 10 points*
- Early Block Painting: 5 points
- Latex and Lace Fashion Show: 10 points
- Attending sports games with 2 or more members of your organization: 2 points
- Attending other organization events with 2 or more members of your organization
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Other Fin Point Opportunities:

- 100 SERV hours: additional 5 points
- 200 SERV Hours: additional 10 points
- 500 SERV Hours: additional 15 points
- Roll Over Points (Points added for the Fall term):
 - Gold Fin Status (120 pts): 20 points
 - Anything 121+: 30 points
 - Silver Fin Status (60-119 pts): 5 points

* These events do not need to be submitted on OrgSync. It is verified by sign-ups.

Blue Fin Status (30-59 points)

- Have an OrgSync Page
- For budget requests, SGA will take into account RSOs current point level
- Advertise on campus
- Recruit new members
- Table at all organizational fairs and Summer Orientation
- Reserve meeting rooms
- Hold campus events
- Request a Locker in Rosenthal

Silver Fin Status (60-119 points)

- All the benefits of Blue Fin Status
- For budget requests, SGA will take into account your current point level
- SGA considers requests for T-shirts and Conferences
 - T-shirts: \$300
 - Conferences: \$500

Gold Fin Status (120+ points)

- All the benefits of Blue and Silver Fin Status
- For budget requests, SGA will take into account your current point level
- SGA considers requests for high dollar and traditional events**

Please Note: All budget requests are subject to SGA approval, and this does not guarantee funding.

**FIN Point system is subject to change.*

*** High Dollar Event: Organization may request up to \$1500.*

***Traditional Event: An event that has been held for two consecutive years. An organization may request up to \$2000.*

ADVISOR RESPONSIBILITIES

Faculty/staff advisors are meant to serve as the first line of communication between the University and the students involved in each club and organization on campus. The goal of the faculty/staff advisor system is to give each student ready access to a designated individual at the University who can help maximize the benefits of their co-curricular experience and who can help with problems directly or refer them to an appropriate individual in the University or community.

1. Carry out the duties assigned to the advisor by the organization's approved constitution.
2. Serve as a liaison between the University and the student group, to interpret university policies and procedures and to be an official "guest" at the organization's functions.
3. Be aware of and assist the organization in the management of its financial operations.
4. Assist the organization in planning its programs and events and refer organizational leaders to appropriate University resources which may aid in the planning process.
5. Be aware of deadlines and announcements for registration, budgets, etc.
6. Approve the organization's room/event/meeting reservation requests on OrgSync and approve all financial and funding requests for the organization through the Student Activity Account Fee Office.
7. Consult periodically with the Director or Assistant Director of Campus Life and Student Engagement or designated staff concerning the student organization's direction, programs and function; notify designated staff in the event the organization has decided to disband or has ceased to function as a student organization.
8. Assist the organization in the periodic examination of its progress toward the goals specified in the organization's constitution and to suggest alternatives, which may aid in goal attainment.

Adapted from Office of Student Activities Christopher Newport University

THE ROLE OF AN ADVISOR

You have chosen to become involved with CLSE by accepting the position of Advisor to your organization. Advisors all have different styles and different relationships with student organizations. An Advisor is basically a consultant to an organization who assists the group in its growth and development. He/she provides direction through advice, understanding and clarification.

Do:

- **Develop a strong working relationship with all the officers in order to help develop leadership potential within the group**
- **Discuss concerns with officers in private while praising them in public**
- **Encourage the e-board to release important statements, like the budget, to the general membership on a frequent basis**
- **Assist members in looking toward the future by developing long-term goals**
- **Encourage integrity among all involved members**
- **Be consistent with your actions and guidance**
- **Role model and encourage good communication and listening skills**
- **Learn the strengths and weaknesses of the group and offer support when necessary**
- **Allow people to learn from making their own mistakes**
- **Guide and assist students in becoming responsible**

Don't:

- **Do Everything**
- **Assume that the group handles everything well and does not need you**
- **Run the student organization meetings**
- **Assume ultimate responsibility for the group's decisions, problems, or failures**
- **Serve as primary recruiter for new group members**
- **Step in to solve problems; remember, mistakes can be good learning opportunities**
- **Be afraid to let the group try out new ideas**
- **Be absent for group meetings or events that you committed to attend**

An advisor should:

1. Clarify his/her role as an advisor to the group members to minimize misunderstandings regarding roles and responsibilities.
2. Become familiar with the group's constitution and by-laws and the University's policies and procedures. [See Student Handbook]
3. Be available to meet with the organization's president and executive board on a regular basis for consultation.
4. Be reasonably available to meet informally with members to maintain open lines of communication.
5. Attend organization meetings whenever possible and promote involvement.
6. Hold a goal-setting meeting for the executive board at the start of the term.
7. Monitor the progress of the student group and show genuine interest in their goals and work.
8. Advise through a process of challenge and support (challenge the students to strive for more, then support them in their efforts).
9. Provide constructive feedback where appropriate; it is generally preferable to provide such feedback after rather than during the club meetings.
10. Assist the organization with election concerns and help transition new officers.
11. Respect and encourage all organizational functions.
12. Assist with risk management decisions.
13. Incorporate classroom learning into group activities when possible.
14. Recognize that failure is as much of a learning process as success, in many instances.
15. Do not let personal goals interfere with or influence group decisions, activities or goals.

WHAT KIND OF ADVISOR DO YOU STRIVE TO BE?

The amount of attention student organizations need from their advisors will vary. It is helpful to discuss expectations that the organization has of you and vice versa. Below, please see descriptions of different types of advisors.

The American College Personnel Association (ACPA) Advisor Manual (www.myacpa.org) outlines some key roles and information for advisors of student organizations:

- **Mediator**
 - Conflict mediators work with students to resolve any conflict within the group or other university party. Successful mediators only get involved when students cannot resolve their issues on their own. It is important to remain as impartial as possible so as not to show a bias toward any one student within the organization. The ultimate goal is to reach a win-win situation for the students and the organization,
- **Mentor**
 - Mentors have the responsibility of creating a one-on-one learning relationship based on modeling behavior and an extended, shared dialogue. Students may look to mentors for advice regarding other aspects of their life (career, personal goals, etc). Good mentors exhibit enthusiasm, genuine interest, understanding, and an honest rapport, along with the desire to stimulate and expose others to new experiences.
- **Motivator**
 - Motivators are aware of their students' needs, wants, desires, and impulses. You can motivate students through recognizing their efforts, appealing to their desire to create change, and connecting their experiences at the university to the experiences they will have in the community.
- **Policy Interpreter**
 - A policy interpreter must adhere to policies and rules for Recognized Student Organizations. Advisors are to familiarize themselves with this document so that they can assist students in their understanding of how to work within university parameters. Being able to interpret policies and rules to the students is extremely valuable.
- **Reflective Agent**
 - Reflective agents encourage their students to engage in activities that contribute to everyone's ability to make meaning of his/her own experiences. Reflective agents ask probing and honest questions to challenge their students to really learn about themselves and the world around them. Remember to have students reflect on their success, and on their failures.
- **Team Builder**
 - Team Builders work with their new officers to establish relationships that will enhance the ability of the organization's leadership and members to work together. A team builder facilitates an environment in which he/she assists students in understanding their strengths, weaknesses, work styles, and goals.

LIABILITY CONCERNS FOR ADVISORS

When you accepted the position of Advisor to a student organization, you also accepted an added responsibility. There are some basic questions that arise concerning this added responsibility, which will be briefly covered below. One question often asked is, "What is my liability as an advisor to a student organization?"

With over 100 undergraduate student organizations on NSU's campus, the liability or risk will vary greatly depending upon the type of organization for which you are an advisor and what activities are involved.

The advisor is expected to be knowledgeable about federal, state, local laws and university policies and to dissuade organizational officers from activities that seem hazardous or would violate university policies or laws. As employees of the University, faculty/staff advisors are encouraged to act within the scope of their duties to minimize the potential liability.

Here are some ways that you can be proactive with any liability and risk management concerns:

1. Keep the Assistant Director of Campus Life and Student Engagement abreast of major changes in your organization throughout the year. For advisors of Greek-letter social fraternities and sororities, regular contact with the Director of Campus Life and Student Engagement is essential.
2. Anticipate risks that may arise out of any decision or situation. Regardless of the organization or activity involved, there will always be an opportunity for something out of the ordinary to happen. If decisions are made consistently and in good faith and the reasonable precautions are taken, then the risk involved can be minimized.
3. Be aware of university policies and regulations as they affect student organizations. The Student Handbook is the source for university rules and regulations. (Some policies are included in this handbook for your review.) The Director or Assistant Director of Campus Life and Student Engagement can also serve as a resource if you have more specific questions. At times, it may be necessary for the Office of Campus Life and Student Engagement to intervene if an activity is deemed to conflict with the University's mission.
4. Be aware of the scope of your authority. The University grants student organization advisors the authority to make certain decisions or take certain actions within their slated responsibilities as an advisor. The University also reserves certain rights (for instance, the signing of any contracts). If you adhere to these designated responsibilities, you will be able to avoid many unnecessary risks.

Adapted from Office of Student Activities Christopher Newport University

STUDENT RESPONSIBILITIES

Students are ultimately responsible for maintaining a close relationship with the advisor and knowing the policies and requirements of their respective organization. In order to meet that goal, they are responsible for the following:

1. Conducting all activities in compliance with university policies and procedures and national, state, and local laws.
2. Providing an orientation to new advisors about all activities related to the organization and an opportunity to meet as many members as possible.
3. Inviting advisors to executive and organizational meetings.
4. Conferring with their faculty/staff advisor on a regular basis for an update on any proposed events/activities and the financial status of the organization.
5. Maintaining records, including the minutes of meetings as well as other materials.
6. Keeping the advisor informed about the organization's progress, interests, goals and problems.
7. Being considerate of advisors' busy schedules by arranging meetings ahead of time when possible and giving advanced notice of special events.
8. Being completely honest with the advisor.

Adapted from Office of Student Activities Christopher Newport University

QUESTIONS YOU MAY WANT TO ASK THE ORGANIZATION

- How much involvement is expected or needed?
- How often does the group meet?
- How many major activities does the group plan per semester?
- How experienced are the student leaders?
- How do your skills match the needs of the organization?
- What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
- What are some of the ways the Advisor can be more helpful to the group?
- Will the Advisor be a silent observer at meetings or an active participant?
- Should you interrupt during meetings if you think the group is getting off track? How? When?
- If things get unruly, should you interrupt or remain silent?
- Is the Advisor expected to give feedback? How? When?
- Are there areas of the organization that are "hands off" to the advisor?

Adapted from Office of Student Leadership Development Programs at East Carolina University

20 TIPS FOR ADVISORS TO INCREASE ORGANIZATIONAL PRODUCTIVITY

1. Know what the students expect of you as an Advisor.
2. Let the group and individual members know what you expect of them.
3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the group in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.
5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things will need to be accomplished to meet the goals.
6. Assist the group in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the group learn through involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different groups require different approaches.
8. Assist the group in determining the needs of the people the group is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the group's dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.
13. Use a reward system and recognition system for work well done.
14. Develop a style that balances active and passive group membership.
15. Be aware of the various roles that you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of chairperson.
17. Be aware of institutional power structure—both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the group from semester to semester (not mandatory but encouraged).
19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor!

Adapted from Office of Student Leadership Development at East Carolina University

RESOURCES FOR THE ORGANIZATIONS

Student Organization Resource Center (SOuRCe)

The SOuRCe is the center for providing all Registered Student Organizations with support and resources to succeed here at NSU. The SOuRCe also connects students with organizations that they may be interested in joining and they give the students an opportunity to create a new organization here at NSU.

Services Provided by the SOuRCe:

- **Access to computers**
- **Printing (up to 25 copies per day)**
- **Laminator**
- **Die-cut machine**
- **Art and craft supplies**
- **How-to Documents**
- **Trifolds (1 per organization for the academic year)**
- **Fin Point Information**
- **OrgSync Training**
- **Information about joining and starting an organization**
- **Information on supporting your organization**
- **Locker Rental**

Use of any lockers is subject to the approval by the Director of Campus Life and Student Engagement or designee. The assignment of lockers in the Rosenthal Student Center will be administered by the staff in the Student Organization Resource Center (SOuRCe). An application must be completed and submitted on OrgSync. Only registered clubs and organizations in good standing will be eligible to apply for and maintain their locker usage. Locker applications submitted will be assigned on a first come first serve basis. Once a locker request is approved, the Office of Campus Life and Student Engagement will assign a locker location and provide one key to an executive board officer of the organization.

For full guidelines, please see:

- <http://www.nova.edu/campuslife/policies/lockers.html>

- **Board Game Rental**
 - RSOs can reserve up to (3) games for their respective on-campus organization meeting, social, or event for (1) day. The game(s) must be returned the following day by 1:00 p.m. to the SOuRCe office. Only the President, Vice-President, Treasurer, or Secretary can check out the board games on behalf of the organization. The request must be completed and submitted on OrgSync **at least (5) business days** in advance. If the games are lost or damaged while in the RSOs possession, then the organization will be charged for the repair or replacement of the game (full value) and it will be reflected on my organization's account. If the game(s) is turned in after the specific due date, there will only be a leniency period of (2) days. If it is not turned in after the (2) days, a \$5 fee will be charged per day it is late (up to the actual amount of the item)

The SOuRCe is located in Rosenthal Student Center, Room 201. The hours of operation are Monday – Thursday: 9:00 a.m. – 10:00 p.m. and Friday: 9:00 a.m. – 6:00 p.m. The office is closed on Saturday and Sunday. For more information, contact the SOuRCe at (954) 262-7548 or ioc@nova.edu.

OrgSync

OrgSync is where organizations can reserve meeting space, request an event, request a shuttle, submit a tabling request, advertise for events, and reregister their Registered Student Organization. OrgSync is also a platform for organization communication, creation of online forms, upload of files and photos, and allowing users to join organization portals that they are interested in. Advisors are required to approve OrgSync page renewals and room/event/meeting requests. They are also required to complete the Compliance Agreement form found on OrgSync. Most of all, this is a great resource to contact your students and stay in the know about events for both your organization and the rest of campus. To create an account, go to www.orgsync.com and register under Nova Southeastern University.

Poster Printing

Each RSO can request up to 15 posters per academic term (Fall, Winter). Any request beyond the quantity limit will be directed to NSU Copy Center where standard printing charges and payment procedures will apply. Poster sizes available are 24" x 36" and 36" x 48" with printing only (no lamination or foam boards mounting).

All requests from student organization require approval of appropriate approver; otherwise, the request will not be processed. Approvers are administrators, advisors, designated Student Affairs officer within the colleges/centers, or student organization president.

For complete information, please visit <http://www.nova.edu/asm/posterprinting.html>

Student Catering Menu

Chartwells is the on-campus food service provider, and as such, they provide the University with all dining and food services through catering, the food courts, kiosks, and more. In an effort to work with student organizations, Chartwells has a specific Student Menu for student organizations that offers student organizations with discount catering prices which equates to 20%. The Catering Department of Chartwells is also willing to provide food catered that is not included on the Student Menu for a student discounted price at your request. Please note that all student organizations are subject to the Catering Policy in the Student Activity Fee Manual. The Student Menu and Order Form can be found online at:

<https://nscatering.catertrax.com/>

Undergraduate Student Government Funding

To be eligible for funding through the Undergraduate Student Government Association, an undergraduate student organization must be a chartered organization and in "good standing" with the Office of Campus Life and Student Engagement. Membership to the student organization and programs hosted by the student organization must be open to all undergraduate students. Undergraduate Student Government Association funding represents a subsidy to organization expenditures. Organizations are strongly encouraged to seek alternative sources of funding (i.e. membership dues, sponsorships, co-programming, fundraisers, etc.) to increase the money available to them throughout the year.

The Undergraduate Student Government Association will allocate funding to organizations that consist of at least 51% undergraduate student membership. All unused funds allocated to student organizations are swept back into the SGA account at the end of each semester. All Undergraduate SGA funding is subject to the SGA Budget guidelines and must be approved by the SGA Senate before any monies are allocated.

Inter-Organizational Council

The Inter-Organizational Council (IOC), under the authority granted to them by the Undergraduate Student Government Association, is dedicated to serving student organizations and their members. It operates to: approve new student organizations; charters existing student organizations each year; implements, develops and improves services and resources for student organizations; enforces policies and procedures related to student organizations; and recognizes the achievements and accomplishments of student organizations. The IOC also facilitates an on-going professional development for student organizations.

Tabling Opportunities

RSOs can table on behalf of their organization to recruit members, promote a meeting/event, and inform the NSU community about their mission and purpose. These are some of the major tabling opportunities provided for RSOs throughout the academic year:

- **Sharkapalooza:** Sharkapalooza is one of the great traditions at NSU and it is the highlight of the University's Weeks of Welcome (WOW) during the beginning of the Fall term. It features a student organization fair, performances, great prizes, activity booths, and free food.
- **CommunityFest:** NSU CommunityFest is an annual festival that celebrates and connects NSU students, employees, and their families as well as community business and organization in a carnival like atmosphere.
- **SEA Thursday:** SEA Thursday is an opportunity for organizations to table in the Don Taft University Center Spine every other Thursday during the Fall and Winter semester. To sign up to table, the RSO must complete and submit the OrgSync form. Approval of the SEA Thursday request will be done on a first come first served basis.

RSOs can also table on any days other than SEA Thursday. To do so, they must submit the Event Request Form on OrgSync for a tabling request **at least 10 business days** in advance. The request will require an advisor's approval.

Room Reservations

Registered Student Organizations have access to room reservations for most of the buildings on-campus. In order to book any room, organizations must fill out the form located on OrgSync. Event request forms, room reservations, and work orders/AV requests must be placed **at least 10 business days in advance** and once the reservation has been received and processed, a confirmation email will be sent. The advisor of the organization **must** review the request and approve it on OrgSync. Without the advisor's approval, the request will not be finalized for the RSO.

Please note that business days are considered from Monday - Friday between the hours of 9 am – 5 pm. Requests that are submitted after 5 pm will be considered for the next business day.

Office of Student Leadership and Civic Engagement

The Office of Student Leadership and Civic Engagement is committed to providing all NSU students with opportunities to get involved with charitable and philanthropic organizations as well as opportunities to SERV hours which are community service hours. In order to request for funding through the Undergraduate Student Government Association, organizations must submit 30 service hours a semester within 10 days of service and have them approved by the SLCE office.

Student Media

The Office of Student Media provides student organizations with opportunities to publicize in The Current Newspaper and promote their organization and upcoming events on Radio X (88.FM). Moreover, The Current and Radio X offer discounted marketing opportunities to student organizations. In addition, Sharks United Television (SUTV) provides each student organization a chance to shoot a free 30 second commercial per academic year. For more information, please contact the Office of Student Media at (954) 262-7270.

New Student Orientation

The Office of Orientation provides student organizations with an opportunity to discuss about their organization to the new incoming freshman and transfer students during Summer Orientation. Student organizations can have a table at the organization fair which allows incoming freshman and transfer students to learn more about your student organization and help potentially recruit new members into the organization.

Mail

Each student organization has a student organization mailbox. It is recommended that student organizations check their mailboxes at least once per week. If a student organization needs to receive mail, they may use the addresses below to receive mail through the Office of Campus Life and Student Engagement:

For interoffice mail delivery:

Organization Name

Contact Name

Office of Campus Life and Student Engagement, University Center

Mail code: SAF

Package or U.S. mail delivery address:

Organization Name

Office of Campus Life and Student Engagement-Rosenthal Student Center

3301 College Avenue

Fort Lauderdale, FL 33314

CAMPUS LIFE AND STUDENT ENGAGEMENT RESOURCES

Chalking

To chalk on the sidewalks near both openings of the Don Taft University Center, RSOs must submit the NSU Chalking Request Form on OrgSync **at least (5) business days** in advance. Chalk is provided by the Office of Campus Life and Student Engagement and can be picked up once the form has been approved in the Office of Campus Life and Student Engagement. The chalk can be picked during the Hours of Operations for the office: Monday - Friday 8:30 am - 6:00 pm. The office is closed on Saturday and Sunday.

University Center Window Painting Request

RSOs can advertise their events on the University Center Windows by utilizing window paint. The form can be found on OrgSync and must be submitted **at least (5) business days** in advance. The Window Paint is provided by the Office of Campus Life and Student Engagement and can be picked up once form has been approved in the Office of Campus Life and Student Engagement. The window paint can be picked during the Hours of Operations for the office: Monday - Friday 8:30 am - 6:00 pm. The office is closed on Saturday and Sunday.

University Center Poster Advertising Request

RSOs can advertise their events by placing 24"x36" on the University Center Windows. The form can be found on OrgSync and it must be submitted **at least (5) business days** in advance. The advertisement can only be posted for a week (7 days). The posters will be hung up by Campus Life and Student Engagement staff during the hours of operations of the office. To print the posters, RSOs can submit a request through Poster Printing Services.

Popcorn, Sno Cone, and Cotton Candy Machine Request

All Registered Student Organizations can request the Popcorn, Sno Cone, and Candy Cotton Machine. The form can be found on OrgSync and must be submitted **at least (5) business days** in advance. If reserved, the equipment must be fully cleaned before returning to the Campus Life Office. Failure to do so will revoke future requests.

NSU POLICIES

It is essential to have knowledge of all these policies listed. Remember you're a reference tool for your club, and your student club members may have questions about these policies.

Overview of Policies

All Registered Student Organizations must comply fully with the NSU Student Handbook. The Student Handbook covers a range of policies and procedures. All RSOs must comply fully with the NSU Student Handbook. The Student Handbook covers a range of policies and procedures; however, special attention should be given to the policies regarding: Student Rights and Responsibilities, Hazing, Alcohol Use, Noise, Non-Discrimination, Grievance Procedures, Posting Policy, and Solicitation.

The NSU Student Handbook can be found online at:

http://www.nova.edu/studentaffairs/forms/studenthbk_aug2017.pdf.

Fundraising

When a student club and/or organization (undergraduate and/or graduate) is planning to raise any funds for their organization (i.e. bake sales, selling t-shirts, book sales, charging admission to events, etc.), the organization **MUST** register the fundraiser with the Student Activity Fee Accounts Office five (5) days **PRIOR TO** the commencement of the Fundraiser.

Deposits received from fundraising activities must be clearly identified as fundraising and must be submitted to the Student Activity Fee Accounts Office within 24-48 hours of the event.

Organizations raising funds are tangential to and reflect upon the name and reputation of Nova Southeastern University. Resultantly, the University requires that student organizations register all fundraising projects with the Student Activity Fee Accounts Office

Undergraduate Organizations can register their fundraiser through OrgSync when submitting the event request through their student organizations OrgSync account.

The Student Activity Fee Accounts Office offers students the option of building a customized fundraising campaign or store through IgniteCX that can be shared through Google+, Facebook, Twitter, and LinkedIn using:

<https://sharkstore.ignitecx.com/>. Here organizations can build their own webpage in one of three ways: sell products, accept donations, and both sell products AND accept donations.

*NOTE: This will be the only crowdsourcing system that NSU student organizations are authorized to use. Students are **NOT** allowed to use systems like Venmo, Square, Samsung Pay, Apple Pay, PayPal, GoFundMe, etc. and/or similar systems.*

Contracts

All contracts for services, products, or venues submitted to NSU student governments, clubs or organizations require ADVANCE approval from the Legal Department in NSU. When presented with a contract, please submit the contract to the Student Activity Fee Accounts Office via interoffice mail, facsimile, or email for review, approval, and signature.

- All Contracts must be submitted at least forty-five (45) days in advance.
- Contracts requiring a deposit need to be submitted at least forty-five (45) days in advance.

University policy dictates that only an authorized representative of NSU may sign the contract on behalf of NSU.

Students/Advisors are NOT authorized to sign contracts on behalf of NSU. Therefore, in order to request payment for the contracted services from a student activity/organization account, the contract must contain the signature of an appropriate university official. The student submitting the contract will require a memo detailing out the purpose of the contract and the cost to the university. An example of a memo can be found on pg. 6 of the "Student Activity Accounts Office Manual". For further information, please contact the Student Activity Accounts Office at (954) 262-7290.

Letterhead

Student organizations may create their own letterhead, but may not use the Nova Southeastern University corporate logo or seal. Student organization letterhead must include the organization's official name and the statement "A Student Organization of Nova Southeastern University." Student organizations may use the following address: 3301 College Avenue, Fort Lauderdale, Florida 33314-7796.

Outside Companies, Vendors and Speakers

When inviting any companies onto campus, student organizations must request \$1 million liability insurance from the company that specifically indemnifies Nova Southeastern University as an insured. For food vendors, they must also provide a copy of their current food license. All documents must be turned into the Office of Campus Life and Student Engagement at least 5 business days prior to the event taking place.

No student, group of students or student organization is permitted to invite or bring an outside vendor, organization or group on campus property or properties without the prior approval of the Office of Campus Life and Student Engagement. Any outside vendor, organization or group that is visiting campus property or properties without the prior approval of the Office of Campus Life and Student Engagement shall be escorted off the campus property by Public Safety.

Logos and Designs

All NSU Logos are the property of the University and may only be used in an appropriate and legal manner. Only official versions of the NSU logo should be used. Student organizations shall not alter or modify any of the logos in any manner. All student organization logos or designs for shirts, promotional items, web sites, etc. must be submitted to and approved by the Office of Campus Life and Student Engagement and/or Office of Administrative Services and Marketing in advance to ensure they are in compliance with University style guide, University contracts, and copyright laws. When requirements are met for the organization, they may ask Student Government Association to fund for organization shirts up to a certain

amount. The shirt must contain the student government design somewhere on the design for it to be passed which will be discussed in further detail later on.

You may refer to [Logo and Design Approval Guideline](#) for more information.

Sales Tax Exemption

Nova Southeastern University is exempt from state sales and use taxation for the purchase of items and/or services used during the normal course of University business. Since the exemption is for University business, the goods and services must be paid for with university funds in order to be granted the exemption by the vendor. According to Florida statute, "purchases by the exempt organization are only exempt when the Consumer's Certificate of Exemption is presented to the vendor and the payment is made directly by the organization. Purchases made by individuals on behalf of the organization are taxable, even if the individual is reimbursed by the organization." Therefore, in order to be exempt from tax, payment must be made with a University issued check or a purchase order. If a personal credit card or cash is used, the vendor is entitled to charge tax.

Event Policies

Registered Student Organizations have the right to hold both on campus and off campus events. These events must be registered with the Office of Campus Life and Student Engagement at least 10 business days prior to the event and it must comply with all university regulations and policies. Student organizations may request an array of services and spaces while completing the Event Request Form on OrgSync. A student organization must complete the form so that SA Operations can assist them with logistics and work orders. For all questions regarding forms and requests, the organization can email saoperations@nova.edu.

Advisors must approve all event/meeting/room reservations requests on OrgSync and he/she will be notified via email. The email will be sent from OrgSync as soon as the organization completes the Event Request Form.

For more information about the following policies please visit the web page to the corresponding policy:

- Event Policies and Procedures:
 - <http://www.nova.edu/campuslife/policies/events.html>
- Room Reservations Policies:
 - <http://www.nova.edu/campuslife/policies/rooms.html>
- Posting and Publicity Policies:
 - <http://www.nova.edu/campuslife/policies/publicity.html>