



Explore. Experience. Excel.

Office of Campus Life

Student

Organization

Faculty/Staff Advisors

Handbook

Foreword

Dear Colleague,

Thank you for your commitment to the development and growth of our student organizations! It is a true honor to be selected as an organization advisor. It indicates the trust and respect students have in you to hold the position of organization advisor. A strong advisor can make a difference in many ways, both for individual students and the entire organization. The position can be challenging at times, but can also be tremendously rewarding and fun!

The Campus Life office is committed to informing advisors to best manage many situations that arise among student organizations. This Guidebook provides important information that will help you be effective in your role as a student organization advisor. We hope that you find this Guidebook to be helpful and informative. If you require further assistance, please do not hesitate to reach out to Campus Life staff.

Regards,

Campus Life

Contact Information:

Office of Campus Life

1500 S Ave K, Station 39

Campus Union Building Room 104

575.562.2108

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Advisors' Guide

All registered student organization at Eastern New Mexico University (ENMU) are required to have an advisor who is a full-time ENMU faculty or staff employee. Student organizations appreciate the time and energy that advisors volunteer to the organizations. The Office of Campus Life is available to assist you as an advisor.

The Advisor Role and Purpose

The student organization advisor's primary concern should be to assist in the development of our students at the group and individual levels. Not only will an advisor be asked to meet the University's expectations, but also to serve as counselors, allies and liaisons, etc... This is a very influential position with our students. It is a chance to put the knowledge they are obtaining in the class to work. This creates an opportunity for the students to develop leadership skills, ethical decision-making skills and creativity.

The total scope of the advisor is determined in part by the advisor. He/she must decide the level of priority the organization will be given. Family commitments, time constraints, teaching load, research, community work, etc. are all considerations. An advisor should feel that the intrinsic rewards are sufficient to the merit the time and energy that are put for the organization.

Why advise?

Advising provides the opportunity to contribute to the growth and development of students. As an advisor, you will have the duty to see that the experiences within the organizations are meaningful and provide an atmosphere for the members to learn and evaluate. Advising also gives the opportunity to teach, to broaden a person's understanding, to help an individual examine a problem from several different point of views and to place the problem into context.

The Commitment and Responsibilities

All student organizations must have an active faculty/staff advisor. The advisor will help the group to achieve the organization's goals and purposes. The advisor must be familiar with the university policies. Such advisors accept this role with the understanding that they will:

- Become acquainted with the Student Organization Handbook and understand all university policies and procedures.
- Meet regularly with the organization's president.
- Take an active role in advising the Student Organization by attending social functions and meetings held by the organization.
- Give counsel and guidance when necessary.
- Remained informed of the organization's purpose, constitution, by-laws activities and current officers.
- Required to first approve and sign all request forms.

- Report immediately to the director of Campus Life in the case that any organization's activities violate university policies.
- In the case of an emergency, the advisor will assume the control of the organization and events.
- Ensure that their student organization are submitting mandatory paperwork to include registration packets, all documentation of leadership, professional development and community service.

Level of Involvements

The level of involvement of an advisor depends on the organization and its leaders. Attendance at every meeting may not be necessary, but is the best way to stay informed of the activities of the organization. If the advisor is welcomed at meetings, he/she should participate in advisory capacity, not run the meeting. An advisor should facilitate discussion, offer objective point of views, present alternative solutions to problems and encourage the organization and its leader. Pre-planning involving the organization and its advisor can minimize crisis in the situation.

Attendance at events should not be viewed as supervising but as an opportunity to show support and encouragement to the organization. An advisor may be called upon to handle crisis situations at an event. Advisors should enter their positions knowing that extra hours are spent working with organizations, their leaders and events. As an advisor, you should consider the following:

- Clarify between you and the organization what your role as an advisor will involve. With new officers and members each year, this role may change.
- Discuss with the organization what support and campus/department resources you can provide.
- Remember that the organization is for the students, and the students should make the decisions. There may be times when you will need to take a more directive role, but for the most part, it is the students' responsibility to run the organization and make (and be held accountable for) the decisions. It may be time to step in when you are concerned about legal/liability issues, financial dealings or issues that you know will lead to major problems. Advisors do have a responsibility to protect the best interests of the students and the university.
- Be aware of what is happening in the organization. Being aware is the only way in which you will be able to respond to questions, ensure issues are properly addressed and understand the climate and attitude of the organization and its members.
- Use patience. It may seem easier to answer questions and provide solutions for the organization, but they need to learn from their successes and mistakes. Remember to reward and support them through both processes. In recognizing and rewarding students, you are also doing something for the retention effort of the organization and the University.

Additional Suggestions

Orientation and Training

Although most new officers have had experience within the organization, there is a need for a structure training program. New members also need an orientation to the organization. The advisor should encourage the organization to develop these programs.

Professionalism

Every organization should develop and maintain a sense of professionalism. Proper planning should be encouraged so that quality programs are offered at all times.

Communication

Officers of the organization should be encouraged to maintain open communication lines with the members and advisor of the organization. Effective methods for written and verbal communication should be sought and utilized.

Development

There must be opportunities for personal, educational and professional development of students who participate as members and officers. The organization must justify the expenditure of each student's time, energy and abilities. The advisor, because of experience, background and education, should be a major resource in accomplishing student development.

Records

The advisor should encourage the organization to maintain good records, minutes, programs, scrapbooks, history, finances, social media, etc...

Finances

Proper financial procedures should be followed and records should be kept by every student organization.

Constitutions

The constitution is the document that maintains the structure and procedures of the organization. Advisors should encourage the organization to review and amend the constitution when necessary. When changes are made, a copy must be submitted to the Campus Life office (CUB 104).

Leadership

An advisor should encourage members with leadership potential to seek leadership positions within the organization. The organization should be encouraged to attend mandatory leadership events offered by LEAD ENMU and the Campus Life office.

Self-Evaluation

One of the best way to improve is to evaluate. Self-evaluation provides you with an opportunity to really focus on the positive ways you can contribute to the organization and the areas that may need improvement. Make sure to review each semester. How did the meetings, events and activities go? Are there questions still unanswered? Does communication need to be improved? An advisor's Self-Evaluation Checklist is located below. Remember, evaluation is a two-way street. The organization evaluates you and you evaluate the organization. You may want to consider having a year-end evaluation with members of the organizations. It can be formal, such as a written evaluation that asks for comments. It can also be a simple evaluation like a temperature reading: how does the group feel about my performance (100 degrees being positive). Share your insights and recommendations with the executive committee. Work on the suggestions and encourage the members to work on their part as well.

Advisor's Self-Evaluation Checklist

Please answer the following questions as they relate to your role as a student organization advisor.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I actively provide motivation and encouragement to members. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know the goals of the organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know the group's members. |
| <input type="checkbox"/> | <input type="checkbox"/> | I attend regularly scheduled executive board meetings. |
| <input type="checkbox"/> | <input type="checkbox"/> | I attend regularly scheduled organizational meetings. |
| <input type="checkbox"/> | <input type="checkbox"/> | I meet regularly with the officers of the organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | I attend the organization's special events. |
| <input type="checkbox"/> | <input type="checkbox"/> | I attend CORE workshops and meetings. |
| <input type="checkbox"/> | <input type="checkbox"/> | I assist with the orientation and training of new officers. |
| <input type="checkbox"/> | <input type="checkbox"/> | I help provide continuity for the organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | I confront the negative behavior of group members. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand the principles of group development. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read the group's constitution and by-laws. |
| <input type="checkbox"/> | <input type="checkbox"/> | I recommend and encourage without imposing my ideas and preferences. |
| <input type="checkbox"/> | <input type="checkbox"/> | I monitor the organization's financial records. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand the principles of good fund-raising. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand how the issues of diversity affect the organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | I attend conferences with the organization's members. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know the steps to follow in developing a program. |
| <input type="checkbox"/> | <input type="checkbox"/> | I can identify what members have learned by participating in the organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know where to find assistance when I encounter problems I cannot solve. |

Time to Move On

There comes a time when most advisors can no longer find the time or energy to continue advising their organizations in a positive manner. When that time comes, be honest with your feelings. The students will respect you for your honesty and probably be supportive of your need to pursue new interests. Changing advisors will not damage the organization nearly as much as having an advisor stay on after his or her interest has dwindled. Organizations need advisors, not sponsors. If and when you decide that you no longer want to act as an advisor to an organization, please send a letter to the Campus Organizations Office and the organization's officers. If you decide to step out of advising, get some rest. A new group, with a new purpose, may need you!

Forms to Know

Facility/Activity Requests

Facility/Activity Requests are necessary when an organization is going to be hosting an event and/or needs to use the CUB facilities. Activities may range from regular events to major events depending on the amount of people attending and the time it takes to prepare a facility. Major activities include, but are not limited to, dances, concerts and large outdoor events. Regular activities may include weekly or monthly meetings. Facilities in the CUB include the Ballroom, Ground Zero, or any of the meeting rooms. Greek Park and other ENMU venues require reservation. Consult the office of Campus Life for complete reservation information.

The following form will need to be completed in order for approval. The form can be picked up in the CUB, Room 104 or accessed on the Internet at <http://www.enmu.edu/current-students/orgs/tools/forms/facility_request.pdf>. The form requires the organization Advisor's signature. Final approval of the Facility/Activity Request by a student organization remains with the director of Campus Life or coordinator of Campus Life.

Campus Union Equipment Rental

If additional equipment is needed for an activity outside of the CUB, in addition to the Facility/Activity Request, an equipment rental request form is necessary. This form will allow an organization to reserve any equipment needed including:

- Room dividers
- TV/VCR/DVD
- Projection Screen
- Flip Chart
- Dry Erase Board
- Easel
- Sign-in Table
- Tables
- Chairs
- Cow

Please notice that this request does not allow reservation for sound equipment

This form will need to be completed along with the Facility/Activity Request Form in order for approval. The form can be picked up in the CUB, Room 104. The form requires the organization Advisor's signature. Final approval of the Facility/Activity Request and Campus Union Equipment Rental Forms by a student organization remains with the director of Campus Life or coordinator of Campus Life.



Facility/Activity Request

Campus Union, ENMU Station 39, 575.562.2108

reservation #. _____

Today's date: _____

Submit this form to the Campus Union, ENMU Station 39, 1500 S Ave K, Portales, NM 88130 or fax to 575.562.4321.

Required Information (complete all information)

(Please print or type.)

Organization/department name: _____

Date of event: _____ Type of event (meeting, banquet, etc.): _____

Name of event: _____ Estimated attendance: _____

Time of event: _____ a.m./p.m. to _____ a.m./p.m. Client decoration time: _____ a.m./p.m. to _____ a.m./p.m.

Fundraiser for student organization? No Yes (If yes, please complete Solicitation Request Form.)

Is Sodexo Campus Services providing food and/or beverages for this event? No Yes (If yes, answer both questions below.)

Is this event catered? No Yes Going through the cafeteria line? No Yes (If yes to either, complete a Catering Request Form.)

Requesting Group

Please see the Office of Campus Life complete your corresponding contract.

University: any University related department/budgeted event, faculty, staff or organization

Private: any individual, group or business not affiliated with the University (weddings, parties, seminars, and/or banquets)

Civic organizations, public service events: FFA, drama fest, girls/boys state, science fair etc.

Facilities Required

Second floor

- Ballroom
- Ballroom foyer
- Zia

Main floor

- Sandia (Smart classroom)
- Aztec
- Pecos (Smart classroom)
- Mesquite
- Table in lobby
- Whole lobby

Basement

- Laguna
- Navajo
- Ground Zero
- Zuni

Outside

- Dallan Sanders Patio
- South patio
- Bus lane
- Greek Park

Room Set-Up

- Theatre
- Closed square
- Cleared out
- Banquet (8-foot tables)
- Conference
- As is
- Round tables (circle one) ^{6 or 8 chairs}
- U-shaped
- To be determined
- Open square
- U-shaped plus chairs inside
- Other (see attached diagram)

Additional Equipment Needed

- Room dividers
- TV/VCR/DVD
- Projection screen
- Smart supplies
- Flip chart
- Dry erase board
- Easel
- PA system
- Podium
- Podium with mic
- Tabletop podium
- COW
- Piano (Ballroom or Zia only)
- Sign-in table
- Extra tables: _____
- Extra chairs: _____

Requester Information (please print or type)

Requester's name: _____ Phone: _____

Requester's address: _____

Student organizations must have advisor signature and advisor must be present for entire event.

Advisor's name: _____ Phone: _____

Advisor's signature (Required for student organizations): _____

Facility Rental Charge (if non-University group)

Deposit fee, half rental fee and security fee due at time of reservation.

	Amount	Due	Paid	Received by
Deposit fee (refundable based on condition of facility and compliance with all rules and regulations.)	Due _____	Date _____	Date _____	Initial _____
Half of rental fee (non-refundable due at time of reservation)	Due _____	Date _____	Date _____	Initial _____
Half of rental fee (non-refundable two weeks prior to event)	Due _____	Date _____	Date _____	Initial _____
Security fee (refundable with minimum of 48 hours cancellation)	Due _____	Date _____	Date _____	Initial _____

Security needed: On-site number of officers _____ Close patrol requested

Signatures Required for Final Approval

Campus Union secretary

Date

Campus Union director

Date

Food Services

If you are providing food or drinks at your event, Sodexo catering has a contract to cater all events held on ENMU's campus. There are two options available for organizations, catering and the Crossroads Dining Hall. If requesting catering please contact the appropriate number to inform Sodexo of what food the organization wants, where and at what time. If requesting to eat in the dining hall, please provide a list so that the organization can sign their name before they get food.

To contact Sodexo:

Catering: 575.562.4050 or Dining Services: 575.562.2190

There is a limited amount of flexibility offered to student organizations. If your organization is serving simple snacks such as chips and soda, you must request a waiver from Sodexo Catering or Sodexo Dining Services located in the CUB Crossroads. If you are granted waiver for a cook-out or an event you are hosting where food is being cooked and served on site, your organization must obtain a health permit from the Environmental Department. It is your responsibility to meet all requirements.

New Mexico Environmental Department
100 East Mañana Unit 3
Clovis, NM 88101
575.762.3728

The following form will need to be completed in order for approval. The form can be picked up in the CUB, Room 104 or accessed on the Internet at <<http://inside.enmu.edu/forms/sodexo/cateringrequest.pdf>>. The form requires the organization advisor's signature. Final approval of the Sodexo Request Form by a student organization remains with the director of Campus Life or coordinator of Campus Life and the director of Sodexo.



ENMU Payment Authorization for Dining Services

Invoice No.: _____



Please submit 10 business days prior to event for best service.

Originating department/group: _____

Contact person: _____ Contact email: _____

Phone number: _____ FAX number: _____ Station number: _____

Date of activity: _____ Event name/Purpose: _____

Participants (check all applicable participants):

Faculty Staff Regent Public Other: _____

Acknowledgement

I understand Sodexo catering staff needs a **minimum of 10 business days** before an event in order to adequately prepare. Failure to submit this form with all required signatures to Sodexo **at least three business days** before the event could subject it to cancellation and/or may result in additional catering charges associated with the event.

Requestor signature

Dean/Department head signature

Accounts and Approvals

Department index and account number to be charged: _____ Billing station No. _____

Vice president signature

Vice president email

Catertrax Instructions

1. Complete this document in its entirety making sure to unclude all necessary approval signatures and account information. Incomplete Payment Authorization for Dining Services will no longer be accepted.
2. To order catering services please go to enmuflavours.catertrax.com. Existing customers may log in to complete their request. New customers will need to create a customer log in. If going through the line, please order using Catertrax. For assistance please call ENMU Flavours Catering at 575.562.2809.
3. After completing this form and submitting your online order through the Catertrax portal, please send this form to Donna.Cruz@sodexo.com or fax to 575.572.2173.

Thank you for assisting ENMU Dining Services in our efforts to reduce paper waste.

Flavours Catering by Sodexo
ENMU Station 51 | 1500 S Ave K | Portales NM, 88130
Phone: 575.562.2809 | Fax: 575.562.2173
ENMUFlavours.CaterTrax.com

Sales, Solicitation and Advertising

Most student organizations will want to advertise, sell, and solicit on campus. Sales, solicitation and advertising may include but is not limited to fliers, handbills, super-posters, chalking, and selling organization gear.

The following forms will need to be completed in order for approval. The forms can be picked up in the Campus Union Building Room 104 or accessed on the Internet at: http://www.enmu.edu/current-students/orgs/tools/forms/solicitation_request.pdf

The forms require the organization advisor's signature. Final approval of the Facility/Activity Request by a student organization remains with the director of Campus Life or coordinator of Campus Life.



Sales, Solicitation and Advertising Form

Campus Union

www.enmu.edu

Return to Office of Student Activities and Organizations, Campus Union Office, Room 108, after completion.

Requestor's Information

Sponsoring organization: _____

Name: _____
Last First Middle

Mailing address: _____
Street City State ZIP

Email address: _____

Home phone: _____ Work phone: _____

Requestor's Solicitation

Event name: _____

Item to be sold: _____

Solicitation description: Flyer Poster Table tent Other: _____

Is any item to be sold on campus? Yes No

Amount to be charged: _____ per _____. Proceeds will be used for: _____

Note: Please attach exact copy of T-shirt/hat design or bring one for us to view if applicable.

Requested Location

Campus Union Building Other: _____

Starting date: _____ Ending date: _____

Sponsoring Organization

The sponsoring organization agrees to abide by all pertinent University conditions and regulations pertaining to solicitation at Eastern New Mexico University. I, _____, certify on behalf of _____ that this Solicitation Request meets the requirements of the University's Solicitation Policy.

Applicant's signature _____ Phone number _____ Date _____

Advisor's signature _____ Phone number _____ Date _____

Solicitation Review (official use only)

Solicitations will be reviewed weekly by the Office of Student Activities and Organizations which reserves the right to approve, change, deny or cancel requests through consultation with various ENMU departments/offices and in accordance with University policies. In accordance with University policies, appeals of Solicitation Requests must be submitted to the Office of Vice President for Student Affairs, Student Academic Services Building, Room 194.

Approved solicitation: Approved with conditions: _____ Denied solicitation

Signature of Director or Designee: _____ Date: _____

Student Travel

Forms to Know

Student Travel/Absence Form

Student Travel/Absence forms are necessary when students are traveling outside of the university. Activities may range from regular events to major events. Major activities may include, but are not limited to conferences, field trips, seminars, etc. Regular activities may include meetings, field trips, etc. The Student Travel/Absence form is to be submitted by the advisor or sponsor of the student organization. Upon completion of the form, the form must go through several levels of approval before the student travel is approved by the university. Forms should be filled out and submitted two-three weeks prior to the event, to ensure that the process moves smoothly. This form can be found and completed in the Advisor's, or Sponsor's portal, within the forms and downloads section, under the heading "Student Travel". There is not a paper version of this form; it can only be found online. Please note that every student that is an attendee of the trip **must** be indicated with a student ID on the form.

Procedure

To find the Student Travel/Absence Form, please follow these steps:

- 1.) Login to your *MyENMU* portal.
- 2.) Click "Forms and Downloads in the top, middle section of the page.
- 3.) Scroll all the way down to the heading "Student Travel" (the headings are in alphabetical order).
- 4.) Click "Student Travel" once more upon selecting the heading, where a new page for the Student Travel form will open.
- 5.) Fill out and complete every asterisk (*) provided on the webpage, and click "next" to confirm information on the form.
- 6.) Confirm that all entries are correct and submit for approval two-three weeks prior to traveling.

(For an example of what the online form looks like, please see the next page.)

Forms / Downloads - MyEN | ssb.enmu.edu | + | - | x

https://ssb.enmu.edu/PROD/stu_trv.p_Menu

Student Travel/Absence Form

This form is for the use of students with permissions for excused absences.

All fields are required.

Details on Destination (include route details) *:

List of Student IDs (Separate with commas) *:

Destination*:

Approving Office*:

Sponsor Making Trip*:

Emergency Phone (Sponsor)*:

Email Address (Sponsor)*:

Alt. Emergency Sponsor*:

Alt. Emergency Phone (Sponsor)*:

Alt. Email Address (Sponsor)*:

Departure Date (Format: MM/DD/YYYY)*:

Departure Time (MST)*:

Return Date (Format: MM/DD/YYYY)*:

Return Time (MST)*:

School Vehicle*:
 Yes
 No

Personal Vehicle*:
 Yes
 No

RELEASE: 1.01

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Please remember to complete **all** areas of the Student Travel/Absence Form before submission. All fields are required.

Notes