The RSO and You: The Basics of Advising a Student Organization

Advisor Training #1
September 17, 2015
Welcome & Introductions
Overview

• Student Activities Center
• Nole Central
• RSO Recognition
• SOAR Board
• RSO Review Board
• Peer Involvement Mentors
• Guest Services
• Event Permitting
• The Role of an Advisor
• Liability
• Finances
Student Activities Center (SAC)
Our Mission & Philosophy

The Student Activities Center at Florida State University is more than just a place. The Student Activities Center serves as a guide for Florida State students in molding and creating their FSU experience.

The Student Activities Center believes that student involvement outside of the classroom contributes to important learning gains and a well rounded college experience that prepares students for life after graduation.
Two Sides of the House

- **Organizations & Involvement**
  - SOAR Board
  - RSO Review Board
  - Peer Involvement Mentors
  - Recognition
  - Event Permitting
  - Advisor Training & Resources
  - Leadership Awards Night

- **Programming & Events**
  - Seminole Sensation Week
  - Haunted Harvest & Spring Fling
  - Homecoming
  - Jimbo’s True Seminole Tailgate
  - Dance Marathon
  - Union Productions Club Downunder
Our Resources

• Organizations and Involvement website
  (http://union.fsu.edu/sac/involvement/)
• RSO Handbook
  (http://union.fsu.edu/sac/involvement/student-organization-handbook)
• Advisor Handbook
  (http://union.fsu.edu/sac/involvement/advisor-resources/)
Nole Central
The New Nole Central

Nole Central (http://studentgroups.fsu.edu) is the hub for student involvement and RSOs at FSU.

- You are listed as the Advisor on the RSO’s Nole Central page
- Check out the upgraded features
- Use your FSU credentials to log in
Explore the Opportunities
RSO Recognition Process
Dates and Deadlines

• 2015-2016 Academic Year: **CLOSES September 30, 2015**
• 2016-2017 Academic Year: **OPENS April 1, 2016**
• All organizations that were previously recognized have until **September 30th** of every year to complete the process to re-recognize.
  • If this process is not completed by then, the organization will be deemed inactive, and therefore, will lose all benefits and privileges associated with recognition
• **NEW** organizations may recognize at *any* time during the year while the recognition process is open.
• **INACTIVE** organizations must meet with a Student Activities Center Staff member to become reactivated.
Recognition Requirements

Whether the RSO is a re-recognizing or new organization, they must follow these requirements to be a RSO at FSU:

✓ Complete **Get Recognized!** Workshop and Quiz
✓ Have *at least* 10 members (must be FSU students)
✓ Have *at least* 2 officers (must have at least a 2.0 GPA)
✓ Have a *full time* FSU faculty/staff advisor
✓ Create or revise a local constitution in compliance with all guidelines *with the exception of RSOs under the College of Medicine, College of Law, Student Government Association, Sport Clubs and the Office of Fraternity & Sorority Life*
✓ Submit the online application via **Nole Central**
✓ Submit the Student Organization Signature Packet to the Student Activities Center
RSOs are afforded many privileges. These privileges can help lead to a successful year of programs, events, and meetings. Some privileges include:

- Space reservations with Oglesby Union Guest Services & other campus departments
- Tabling at Market Wednesday
- Participation in campus-wide events
- Event Planning resources
- Funding through Student Government Association
- Printing through Student Publications
- Eligibility for Office Space, Storage, Mailbox, Copies, and more in the Student Activities Center (SAC)
Additional Resources
SOAR Board

• Student Organization Advisory and Resource Board
• Serves as a liaison group to all RSOs
• Provides valuable resources and events
  • Workshops
  • Presidents’ Mixers
  • Involvement Fairs
  • Market Wednesdays
  • New RSO Consultations
• Contact us: soar@admin.fsu.edu
RSO Review Board

• Recognized Student Organization (RSO) Review Board
• A panel of appointed student leaders
• Review process serves three main functions:
  • Education
  • Accountability
  • Protection
• RSO Incident Report Form
  • “If you see something, say something!”
Peer Involvement Mentors

• Help connect new and transfer students on campus to get involved in RSOs
• SAC Lunch
• Student Organization Spotlight
• Contact us: OU-peermentors@admin.fsu.edu
Leaders Listserv

• Opportunity for student leaders to promote RSO events, applications, etc.
• Presidents are automatically added to this
• Announcements sent out every Monday
• Contact: leaders@lists.fsu.edu
Guest Services
Event Planning for Student Organization Advisors
Event Permitting

• Event Permitting (EP) process was created to assist RSOs with event planning
• Various campus partners involved
  • Guest services
  • FSUPD
  • Environmental Health and Safety
• EPs inform all stakeholders
  • Weekly meetings
Why Do EPs Matter?

• Risk Management
• Campus Partners helps prevent
  • Food-borne illness
  • Injury
  • Financial risks
• Students are legally liable for actions at their events
How to Complete an EP Successfully

• Event Permits request are due at least (10) business days in advance of the event

• RSOs should have already reserved space

• More detail means better EP

• Advisors receive a copy of EPs
Food Permits

• Environmental Health and Services approve food requests
• Details about event planning, permitting, and food permitting can be found online
  • [http://union.fsu.edu/sac/event-permit/](http://union.fsu.edu/sac/event-permit/)
The Role & Responsibilities of an Advisor
Advising Philosophy

• We’ve identified specific knowledge and skills that are essential to the role of a student organization advisor:
  • Understand Group Dynamics
  • Provide Academic and Career Assistance
  • Represent Group and Institutional Interests
  • Financial Management and Budgeting
  • Keeping Up with Legal Issues
  • Dealing with Conflicts

The NASCAR Model of Advising

• You need a pit crew and you need a driver, BUT you’re not the driver!
Liability & Risk Management

• Can I be held liable for...?
  • YES!
    • By signing the *Student Organization Signature Packet*, you’ve essentially agreed to this.
Finances in RSOs
SGA Account vs. Off Campus Account

Benefits
• Money is Safe and Secure
• On Campus
• No additional steps for transitioning officers

Challenges
• Must follow SGA processes and procedures for requesting and spending funds

Benefits
• Money is Safe and Secure
• Less limitations for spending

Challenges
• Tied to someone’s social security number
• Additional steps for transitioning officers on and off account
• Harder for Advisors to track and maintain
SGA Funding Opportunities

• Program Allocation Committee (PAC)
• Resource Travel and Allocation Committee (RTAC)
• Organization Fund - $200 to help RSOs start up
• Organizations should utilize Organization Fund, PAC, & RTAC first!
• Senate – Bill Sponsorship

Visit sga.fsu.edu/ for more information or contact SGA Accounting at 644-1811
Questions?
Contact Us

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