



ACADEMIC YEAR 2019-2020

# STUDENT ORGANIZATION ADVISOR HANDBOOK

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# WELCOME

You have been asked to be an advisor to a student organization...what does that mean? First that means that a group of students consider you someone that would be supportive and reliable to advise them as an organization. It could be a student that you know from class, office environment or any involvement you and/or the student has with MSU that approached you about the advisor role.

That is amazing! That is a huge sign of trust in you that the organization would approach you to serve as their advisor.

The Office of Student Activities would like to thank you for considering this critical role in student involvement and the campus community. We recognize the crucial role that an advisor plays for student organizations and we appreciate your willingness to maybe step out of your comfort zone and become involved in the student's life.

Registered student organizations (RSO) provide many opportunities for our students, leadership, value exploration, critical thinking skills, management skills and an endless list of competencies that helps them build their foundation for the future.

Being part of the engagement of the student is also important to help the student identify their place and people here at MSU. For many students, the RSO is where they find their home and their people. The advisor is part of the feeling of welcome and connection through their involvements.

The path to serving as advisor can take many directions.

Advisors can be assigned to the role as a result of a position they hold at the institution. This is usually included in the job description, departmental regulations or chapter constitution or by-laws.

Advisors can also be invited by the student or group to serve in the role. You should talk with the group to get an understanding of the expectations and responsibility before you agree to serve in the role. If you feel you would be unable or unwilling to make that commitment you should be honest with the student or group as to why you feel you would not be a good fit in that position.

# WHAT IS AN ADVISOR?

An advisor plays many roles in the RSO and the most important may be support and guidance. Hopefully as an advisor you will invest your time to ensure the students you advise have an experience that may very well impact the rest of their lives.

The role of the advisor will vary depending on the organization itself. For some organizations, the advisor may seem to serve as someone that is simply a signature on a form. However, your role as advisor can be much more than that. When you agree to serve as advisor, you are assuming responsibility for the organization and their actions under the umbrella of Morehead State University.

For other types of organizations, the advisor serves as a key part of the organization and has functions that are critical to the success of the group.

There are many different types of advisors from one end of the spectrum to the other. Your responsibility is to determine where on the spectrum you are for that organization and serve in that capacity.

## MENTOR

For many students, they look as their advisor as someone who can provide them honest open advice and encourage them to grow as an individual. Your experience as an advisor can be immensely rewarding and can be a great opportunity for you to learn as well.

You could be asked to do many things as an advisor, look over a resume, answer questions about MSU, how processes work here at MSU, academic advice, career advice and the list goes on. However, one major responsibility as a mentor is to recognize what you can answer and for those questions you can't answer, connect them to the resources on campus that will enable them to get those answers.

Mentors must be able to communicate with the student, recognize when there is a need for additional assistance and seek to provide an avenue to get that assistance.

Mentors also should encourage the student to explore the world around them and be open to learning about the people they are interacting with in this community.

Mentoring can also come in the form of personal guidance. While an advisor should not assume the role of a professional counselor, you may be able to provide guidance in a

variety of areas that help the student(s) grow personally. Growth can come in many forms, educational, social, spiritual, emotional and mentally just to name a few. Through your role of advisor, you are tasked with having the ability to differentiate when you can serve as a mentor and when the student needs professional help that you cannot provide. You have a responsibility to the student to provide resources that will enable them to seek assistance that will support a healthy environment.

## **TEAM BUILDER**

Advisors often find themselves in role of building the team that is leading the organization. They can also play the role of team builder for the organizational membership. The organization itself functions optimally if the team is a cohesive group that is able to function well throughout the academic year.

Team building is key in helping the organization recognize common goals and the importance of compromise. While individuals will certainly have their own goals and expectations, teambuilding can serve as a tool to help those individuals realize that the organization itself has goals and expectations that should align with their own. This should mean an intentional portion of workshops the organization may hold should be used to train both new leaders and new members. Most organizations may find it helpful to have teambuilding activities built into new officer transitions and new member education activities.

## **MEDIATOR**

The advisor for a student organization can also find themselves in the role of conflict mediator. Every organization will have challenges particular to the personalities of the students that comprise the membership. Mediation can cover a variety of areas including but not limited to event management, budgeting, meetings and representation in the campus community. While conflict mediation can be challenging it is an essential part of being a great advisor.

## **EDUCATOR**

Being an advisor to a student organization can be overwhelming for faculty and staff. However, one of the most important roles you will have is to be an educator for your students. This means challenging them to think differently, being open minded and willing to grow through their experience with the organization. There may be times when it seems like your role may be the “voice of reason” in discussions and meetings, however as an

advisor you should be working toward empowering the students to critically think and reach sound conclusions.

## **POLICY INTERPRETER**

As a faculty or staff member, you are responsible for knowing the policies that student organizations must adhere to and follow through any function they have as an organization. If you are uncertain about a policy, rule or regulation, you should seek counsel or advice from a reputable source that you trust on campus. We recommend that you familiarize yourself with policies, rules and regulations particularly those in the risk management area.

The ultimate interpretation may fall with you as the advisor. Advisors may be seen as assuming responsibility for the actions and functions of the organization and ensure the members that are acting within the bounds of or representing the organization. All registered student organizations are under the umbrella of Morehead State University and are required to function within the guidelines and policies of the institution.

## **FINANCIAL ADVISOR**

Another important role of the advisor is to serve as the financial advisor for the organization. The expectation is the advisor has oversight of the budget for the organization. However, the advisor does not have sole unilateral rights to make financial decisions for the organization. The decisions of budget should be made by the members of the organization with reasonable advice from you. That may mean stepping in and discussing the way money is spent and the amount spent on events, activities or any purchase. The budget ultimately should benefit the organization as a whole and/or philanthropic effort rather than individual members.

The advisor should also be in close contact with the member of the organization that is designated either by executive appointment or election to be the financial manager of the organizational budget. You should meet with that individual on a regular basis to ensure appropriate procedures are being followed and that financial matters remain transparent to the organizational members.

## **ACCOUNTABILITY OVERSIGHT**

As the advisor for any registered student organization, you have the responsibility to hold the members and organization accountable for their actions and behavior. To ensure that individuals are acting with ethical purpose and aligning with the values of the organization, the advisor should address actions and behavior that may occur to impact the reputation of

the group and/or members. The best practice is to address the issues when they occur and help the individuals or groups understand how their actions reflect on the organization, department and institution.

# DO'S AND DON'TS OF ADVISING

## DO'S OF ADVISING

As an advisor there are many DO's that you should provide:

- Do serve as a resource
- Do serve as a role model
- Do provide guidance when needed
- Do be fair and consistent
- Do interpret and clarify university policy, rules and regulations
- Do be familiar with the history and background of the organization
- Do hold the members and organization accountable
- Do challenge thoughts and perceptions to promote growth
- Do learn from your service to the students
- Do enjoy the experience

## DON'TS OF ADVISING

As there are some key DO's for advising, there are also some DON'Ts to advising:

- Don't micromanage or attempt to run the organization
- Don't use the organization for a personal agenda
- Don't set the meeting agendas, that is the role of the executive board
- Don't run meetings
- Don't have expectations that are unrealistic
- Don't bring personal issues into meetings
- Don't serve as the primary or sole recruiter
- Don't do the jobs of the leadership positions

# EXPECTATIONS AND RESPONSIBILITIES

The expectations of the advisor are dependent on the type of organization and how it functions.

If the organization is essentially a name only organization, the expectations of the advisor are very different than those of more active groups on campus. For some organizations that may be affiliated with a state, regional or national organization, there may be specific roles the advisor must fulfill to meet the obligations of the affiliated group.

Expectations from the organization and members should be discussed at the beginning of each academic year and revisited often to ensure that everyone is working in the same direction. It is a good practice to write out expectations from all sides (advisor, executive positions and members) to ensure that everyone involved is working toward the same goals.

The purpose of expectations is to guarantee that the relationship between advisor and members is one that is respectful and meaningful. Groups that do not recognize the importance of expectations can easily become fractured, disconnected and lose their focus.

## GENERAL EXPECTATIONS FOR ADVISORS

Although the organization itself will have a method of self-governance that will guide most decisions, there are some general expectations the Office of Student Activities has for advisors.

1. Be available for members to consult with you about matters that need attention. You are expected to share some form of contact with the students that are serving in executive roles, so they have access to you when they need assistance. The form of contact depends on you, what you are comfortable sharing with students, email may be the best practice for general contact. Cell phone numbers are the property of the person and are not required to be shared with members of the organizational leadership.
2. Assist with the transition of officers from old to new and provide continuity for the organization within reasonable scope. If you are new to the organization, you will not have historical knowledge but should research the history of the organization as much as possible to learn about the organization.

3. Ensure the organization is appropriately registered each academic year with the Office of Student Activities through Eagle Link. Organizations that are not officially registered are not eligible to submit funding packets through SGA, reserve space on campus or participate in events such as Eagle Fest or SOAR.
4. Ensure the organization is functioning within all policies, rules and regulations of Morehead State University.

## RESPONSIBILITY TO ORGANIZATION AND MEMBERSHIP

Serving as an advisor does come with some responsibility to the organization and its members. While you may be an advisor that seems to function in name only or be involved in every aspect of the organization, one of the main responsibilities to the members is to ensure they are maintaining a balance of involvement, academics and social life. It is very easy for students that are involved with RSOs to let it consume their life to the exclusion of their classes and social life. That is not the intention of being involved in an RSO. Their involvement should either compliment their academic mission or provide them something different that is an additional to what they receive from their classes.

General responsibilities of an advisor to the organization

- Ensure the organization is functioning within the policies, guidelines, rules and regulations of Morehead State University.
- Address any violations of policies, rules and regulations. Violations to university policy can and should be used as a learning experience for the students and can also be a learning experience for you as an advisor.
- Work with the executive council to ensure the organization is functioning in the capacity it should which is defined in the governing documents (constitution or by-laws).
- Hold the organization and financial controller accountable for the organizational budget. It falls to the advisor to ensure the budget is being handled appropriately.
- Ensure the organization is following proper room reservation policies and procedures. All reservations for campus spaces (including CHER) is maintained through Student Center and Event Services located in ADUC 324.

- Ensure the organization is following all food service policies and procedures. On campus events are required to be catered by Aramark unless a food waiver has been submitted and approved.

## RESPONSIBILITIES TO INDIVIDUAL MEMBERS

Ensure the individual members are performing academically within the standards set in governing documents (constitutions and by-laws). It is the responsibility of the advisor to contact the Office of Institutional Research with an updated roster of membership and request GPA by semester or cumulative. **Grades are proprietary information and are for advisors only, this information is protected under FERPA and should not be shared with anyone.**

Help the individual maintain that balance between involvement and academics. This may be particularly challenging if the student is involved in more than one RSO.

## RESPONSIBILITIES TO THE INSTITUTION

As the advisor, your role is to ensure the RSO is complying with all policies of the institution.

Some RSOs will be affiliated with a state, regional or national organization, however it is important as the advisor to understand the RSO functions under the jurisdiction of Morehead State University. Governing documents from affiliations do not in any way supersede the policies, guidelines and regulations of Morehead State University.

- Ensure the RSO is functioning in a manner that is safe for all members as well as guests at events.
- Understand the liability that comes along with the RSO hosting events, even events and activities that are considered a function of the organization but are not officially sanctioned events of the organization

- If an off-campus residence houses student that either belong or the majority of those students are members of the organization, events hosted at the location may be considered to be an unofficial activity of the organization. Any safety or security issues that occur at the location may be deemed the responsibility of the organization based on the affiliation of the residents of the location. The RSO may be seen as responsible for the event regardless if that was the intention or not by the members.
- Understand that it is the responsibility of the RSO to provide adequate risk management procedures and plans. For events that are of a large nature, it may be recommended that the RSO provide additional security such as hiring an off duty law enforcement official to help reduce and manage the risk for attendees. That would be responsibility of the RSO and the advisor will need to make sure that the risk management plan is being followed and enforced at the event.

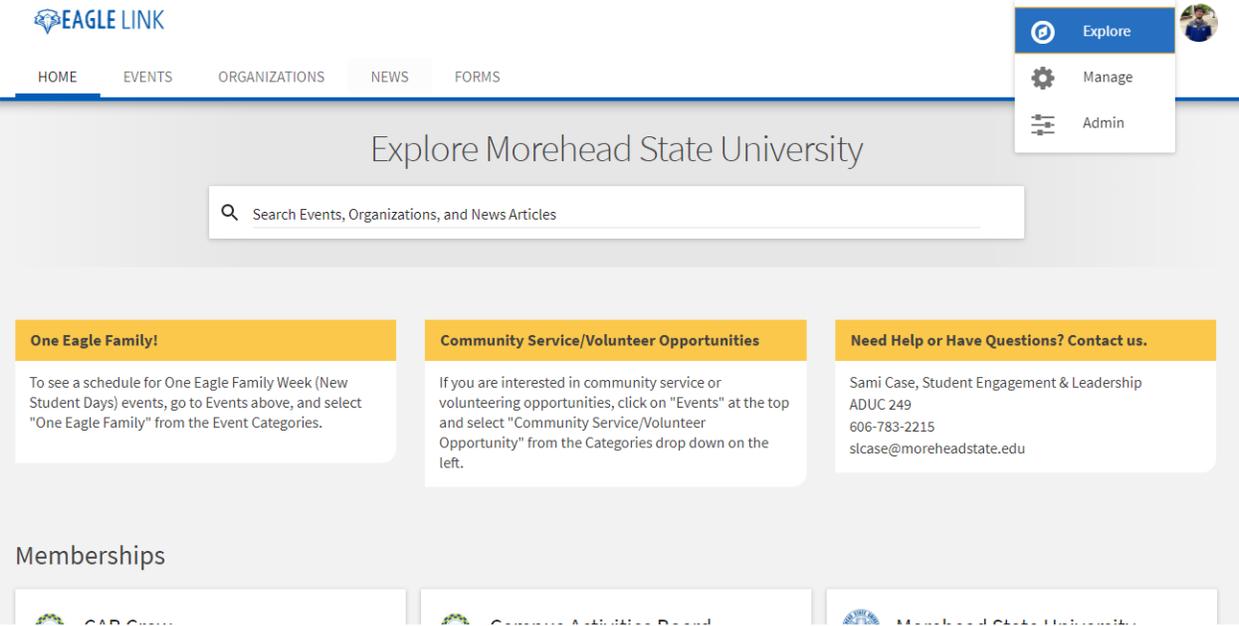
# EAGLE LINK

Eagle Link is Morehead State’s online platform that connects students with student organizations and campus programs. Each student organization receives a unique Eagle Link page where they have the ability to promote upcoming events, communicate to potential and current members, manage their organization’s event planning, and more. Student organizations are required to maintain an active Eagle Link page.

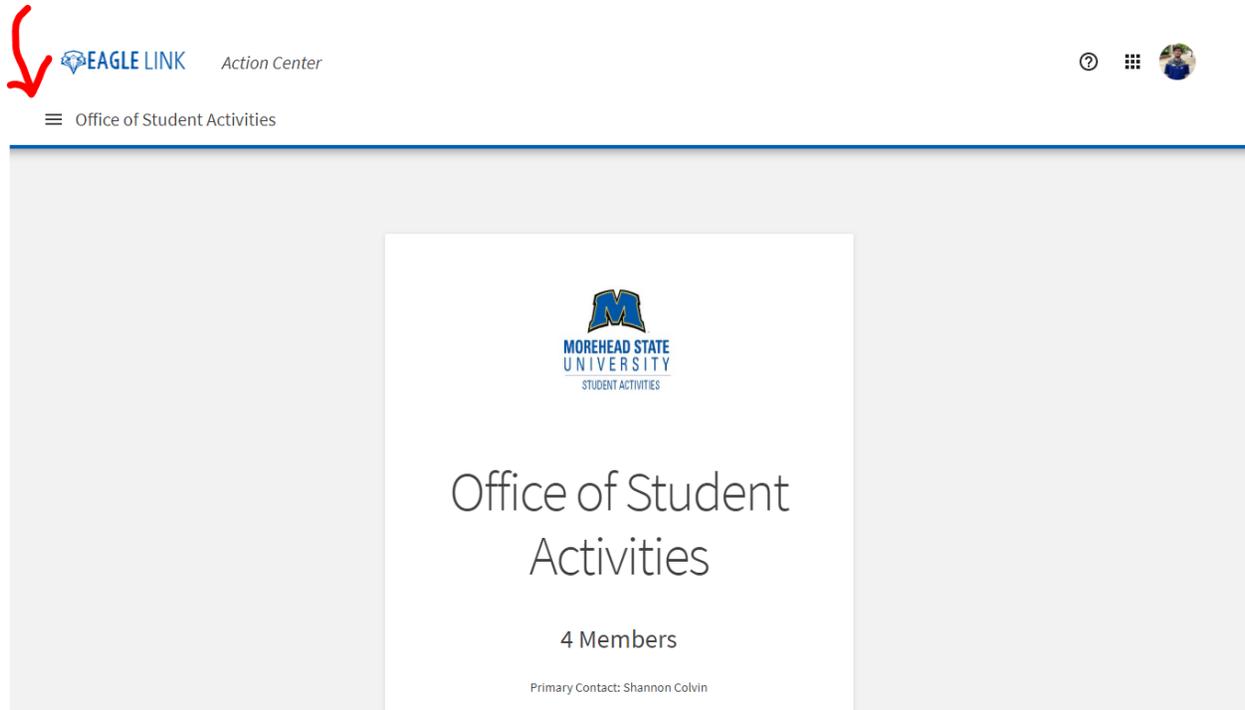
## ACCESS TO YOUR ORGANIZATION’S PAGE

Officers have managerial access to their organization’s Eagle Link page through the Action Center on Eagle Link.

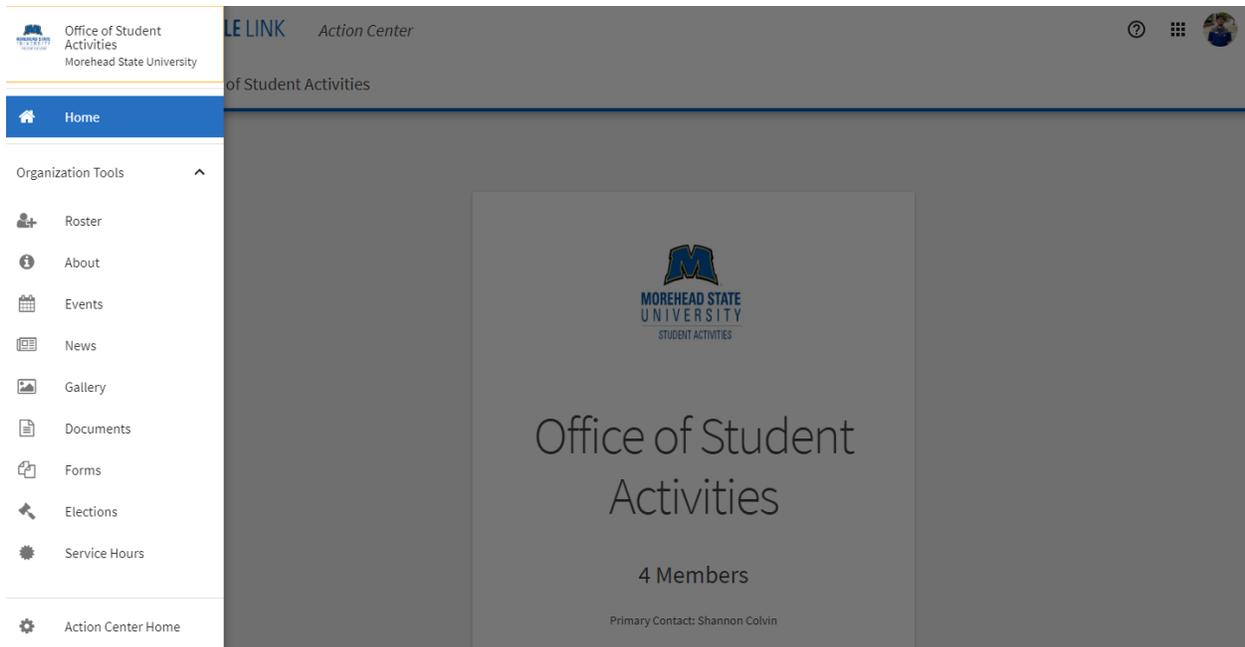
To access the organization’s Action Center: on the home page, click on the grid next to your initial and then select “Manage.”



Now you are in your Action Center. Once in your Action Center, click on the organization you want to manage under “My Memberships.” Then click on the “Manage Organization” button on the top right of your organization’s page.



Once you’ve clicked on the organization you’ll be taken to your Organization’s Action Center. Here you can hover over the three lines next to the organization name to access managerial functions for your organization.



## ACTION CENTER

Below is a description of each page within the Action Center. We suggest taking time to click around your Eagle Link page to become familiar with its many features.

- Home: This page is the management landing page for the organizations. During the Recognition Process this is where you will find the blue "Re-Register This Organization" button to submit the re-registration form.
- About: This page is where the organization's description, contact info, photo, and social media sites are updated.
- Events: This page is where you can submit an Event Form. Go to the "Create an Event" button at the top of this page to do so. Events can also be managed through this page once they are approved by Student Activities.
- News: This page allows officers to create news articles about their organization. When these news articles are published they are shown on the homepage of Eagle Link so this is a great publicity tool for organizations to use.
- Gallery: This page allows officers to upload pictures of the organizations
- Documents: This page allows officers to upload organization documents such as the organization's constitution. Uploading documents to this page aids in the officer transition process each year.
- Forms: This page allows officers to create forms such as sign-up forms, interest forms, etc.
- Elections: This page gives officers the option to hold elections via Eagle Link

## HOW TO:

### Invite and Accept Members

Inviting members happens from the Roster Page of your organization's Eagle Link page. To invite members, click on the blue "INVITE PEOPLE" button on the top of the Roster Page. On the next page, list the email addresses you are sending invites to. Click "ADD E-MAIL ADDRESS" and then click "SEND INVITATION." To respond to member requests, click on the Prospective tab on the Roster Page and respond to member requests.

### How to Update Rosters

Primary Contacts/Presidents have the ability to update rosters. When your organization transitions each year, the outgoing Primary Contact must update the roster to change the Primary Contact to the new President. Note: a person must be listed first as President in order to be the Primary Contact.

### How to Update Positions

On the Roster Page of your organization's Eagle Link page, you have the ability to create new positions. To do so, click on the "Manage Positions" button on the roster page, then click on "+ POSITION" to create a position. Note: the four required positions are already set (President, Vice President, Secretary, & Treasurer) and officers should be in those four set positions.

### To Assign People Positions

On the Roster Page, search for the person you are assigning a position to. Once you've located the person, click on the pencil icon next to their name. Then check the position they hold. Note: when updating rosters, you also need to remove people from their previous positions by following the same steps.

## NAVIGATION TO EVENT SUBMISSION PROCESS

1. Navigate to Eagle Link and log-in
2. Click on the grid at top right of screen and select manage
3. Click on your organization's name
4. Click on the Organizational Menu (square next to the org's name at top left of screen)
5. Select Events
6. Click on Create Event (top right of screen)

## EVENT SUBMISSION PROCESS

This process must be used for all events your organization is hosting (with the exception of general business meetings and tabling).

### Create Event

1. Event Title: Name of Event
2. Theme:
  - Arts and Music – movies, crafts, performing arts, etc.
  - Athletics – Club sports events, athletic events, etc.
  - Cultural – Diversity/inclusion-focused
  - Fundraising – only for events where groups are fundraising
  - Group Business – Organization meetings and/or business
  - Learning – Educational events, seminars, in-services, workshops, trainings, etc.
  - Service – Community service/volunteer opportunities only
  - Social – Entertainment events, receptions, games, etc.
  - Spirituality – religious/faith/spirituality-based services/events
3. Description: This is shown to students and is used primarily for advertising your event
4. Additional Organizations Co-hosting this event: If you are co-hosting an event, add those organizations here
5. Start/End Date and Time
  - If event is happening multiple times, please scroll down and select “Add Another Date”
6. Location
  - Click add location
  - Suggest clicking “No” at top and typing in “Building and Room Number” into the Location Name (e.g. – ADUC 311)
  - Most campus locations available on Rendezvous are added
  - Click on save

### Event Details

1. Shown to:
  - The Public: anyone anywhere in the world can see this event
  - Students & staff at Eagle Link: anyone with a MSU log-in can see this event (includes alumni, students, staff, faculty, MSU affiliates, etc.
  - Organization Members: Only members of your student organization can see this
    - i. Use this option for regular meetings so that all of campus
  - Invited Users Only: Only those you invite can see this event
    - i. Can be used for FSL standards meetings or Executive Board meetings
2. Allow attendance at this event to be shown on the Eagle Involve: Attendees can add this to their Co-curricular transcript
3. Allow anyone to self-report attendance: Anyone can say that they were at your event
4. Event Categories: Select all that apply.

5. Perks:
  - Free food: If there will be free food/drinks at an event (Keep in mind the food waiver policy through Auxiliary Services)
  - Free Stuff: If you are handing out swag or free items/prizes
  - Credit: If it is used for class credit or community service hours

Click "next" at bottom right of screen

## RSVP Settings

1. Who can RSVP:
  - Anyone: Anyone can RSVP to your event
  - Only invitees: only people you send an invitation to can RSVP
  - No one: Turns off the RSVP option for the event
2. Limit number of RSVP spots
  - Maximum number of RSVP spots allowed: Number of spots available
  - Show number of spots to public: lets users see how many spots are left
3. Allow Guests
  - Limit number of guests per RSVP: lets you choose how many guests each RSVP can bring
  - Count guests against remaining RSVP spots: makes guests count as part of the overall RSVP spots
4. You can also create custom questions, such as t-shirt sizes, a guest list, etc.

Click "next" at bottom right of screen

## Picture Uploader

1. Click on Choose File and upload a promotional image to attach to your event
  - Good for attaching a flier or catchy image to draw people into your event

Click "next" at bottom right of screen

## Space Reservation

1. Have you booked this event on Rendezvous?
  - Yes – you have submitted a space reservation on Rendezvous and the location/time/date matches the location/date/time on this form
  - No – you have not submitted a space reservation yet
  - N/A – this event does not take place on campus or does not need a reservation

Click "next" at bottom right of screen.

## Risk and Liability Management

1. Which of these types of risks may this event involve?
  - This section describes any risks that may be associated with the events
    - i. Emotional - Sexual harassment; diversity and inclusion; peer pressure; hazing; stress
    - ii. Facilities - Damage to property; damage to buildings
    - iii. Financial - Budget; money; theft; fraud; embezzlement
    - iv. Physical - Alcohol; travel; hazing; assault; food; physical labor (running, jumping, prolonged exertion, etc.)
    - v. Reputational - Lack of members; lack of leadership; recruitment concerns; organization and university policies and guidelines; national compliance (ADA, FERPA, HIPPA, etc.)
    - vi. Alcohol – This event includes the usage of alcohol
  - Select all that apply and click next
  - Depending on which ones you select, fill in the requested information

## Reviewer Options

1. Is this submission for a Fraternity and Sorority Life event?
2. Is this submission for a CAB Event?
3. Is this submission for a Community Service Opportunity?
4. Any additional comments/concerns: leave any comments for the reviewer (Sami Case) here

Click “next” at bottom right of screen.

Click “Submit” after reviewing details.

# MARKETING AND PROMOTIONS

Marketing and promoting your events can be one of the most challenging parts of a student organization. There are several ways to market and promote your events including meetings and interest sessions for your organization.

## SOCIAL MEDIA

RSOs can have social media accounts specific to that organization but must be careful in posting information to these accounts. Although MSU may not oversee the account, the fact the RSO is registered through the university brings another level of responsibility to the use of social media. Organizational social media accounts are expected to use the same principles as MSU when posting for their organization, respect and responsibility. If MSU is aware of a posting that is inappropriate in any way, the RSO will be contacted and could be asked to remove the posting as well as possibly face disciplinary actions. For more specific information about posting policies please refer to UAR (University Administrative Regulation) 704.01 <http://www.moreheadstate.edu/MSU/media/UARs/UAR-704-01-Communications,-Marketing,-Media-Relations,-and-Digital-Publishing-Policies.pdf>.

## PROMOTIONS IN ADUC

Promotions and marketing in ADUC will be limited to digital signage and information tables. Due to the different layout of the university center and communal spaces, hanging posters and flyers in specific areas are no longer permitted. RSOs can promote and market their events through digital signage throughout the facility and reservation of information tables in ADUC.

### **Digital Signage (More Info Coming Soon)**

RSOs desiring to submit items for digital signage must submit the material to the Office of Communications and Marketing (OCM) via the Request a Project Form. Material must include the following information:

- Beginning and ending date for the material
- Contact information for the person that will serve as the main contact for the event
- Date of event
- Time of event

- Location of event
- Any fees that are associated with the event such as an entrance fee

All materials must be submitted to the Office of Student Activities at least two weeks in advance of the event. The person submitting the request will be notified of the status of approved or not approved within 2 business days of the submission request. If additional time is required for the approval process, the person submitting the request will be notified.

## POSTERS AND FLYERS

Posters and Flyers are permitted to be posted on general use bulletin boards in campus facilities, with the exception of Residence Halls and ADUC. Posters and flyers must include the following information:

- Contact information for the person that will serve as the main contact for the event
- Date of event
- Time of event
- Location of event
- Any fees that are associated with the event such as an entrance fee

Posters and flyers are not permitted to be posted in residence halls as there are no general use boards in those facilities. For questions regarding postings in the residence halls, please contact Student Housing at 606-783-2060 or [housing@moreheadstate.edu](mailto:housing@moreheadstate.edu). Individual members of the organization may post material on the exterior of their assigned room exterior doors; however, the material must be appropriate for public viewing.

## INFORMATION TABLES

RSOs desiring to reserve an information table in ADUC must use the Rendezvous Reservation System.

Reservations are submitted through the Rendezvous Reservation System and must be submitted by a designated person from that student organization.

Once a reservation has been submitted, the RSO should check back in the Rendezvous system to ensure the reservation has been approved to move forward with planning the event.

For more information on scheduling an event on campus please visit the Student Center and Event Services site [www.moreheadstate.edu/Student-Affairs/Student-Center-and-Event-Services](http://www.moreheadstate.edu/Student-Affairs/Student-Center-and-Event-Services).

## CHALKING

Chalking on campus to promote RSO is permitted only on horizontal surfaces that are in the open air and therefore can be touched by rain. Sidewalk chalk is the only medium that is permitted, chalk paint is not permitted as it is sometimes hard to remove and rain does not usually remove it. Surfaces that are on the underside of surfaces such as doorways or in doorways are not permitted to be chalked on per the policy in the Student Handbook <http://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook/Regulations,-Policies-and-Guides/Chalking>.

# RISK MANAGEMENT

Risk management as a plan to manage any event that may have a risk of injury, loss or damage to property. Risk management also includes events that may pose a threat to public reputation of the individual, organization or institution (Morehead State University).

A good risk management plan should include but is not limited to these considerations:

- Is there any chance that an individual may be injured or worse as a result of attending this event?
- Is there any chance that an individual may be injured or worse as a result of voluntary participation in this event?
- Is there any chance that this event presents a significant risk of injury, loss or worse through a required participation in activities planned for this event?
- Is there any chance this event may be harmful or detrimental to the reputation or public opinion to an individual, organization or institution (Morehead State University).

Organizers of all event should have a risk management plan in place during the planning phase of the event and share that plan with all members responsible for organizing the event as well as members in charge of risk management for the organization. Risk management plans should include but are not limited to:

- A list of contact numbers for emergency services and law enforcement agencies that may have to respond to the event.
- A list of contact numbers for individuals that may be directly responsible or accountable for the organization (advisors, department heads, Deans, etc.)
- A plan for crowd control in the event of a major impact such as fire, medical emergency etc.
- A comprehensive list of individuals either currently at the event or has previously checked into the event. This list is important in the case of something that would require a confirmation of who is and/or was at the event.
- Forms that may need to be submitted as a result of an incident at the event such as accident report (see forms section), risk management plan, permits, event registration form, etc.

# PROCESS FOR ASSESSING RISK

## 1. Identification

Prior to the event the organization should identify any possible risk factors that may occur during the event, this includes the set up for the event as well as the break down and clean-up of the event. Risk can be but is not limited to personal injury, loss, financial considerations, reputation and damage. Below are the five main types of risks:

- Emotional - Sexual harassment; diversity and inclusion; peer pressure; hazing; stress
- Facilities - Damage to property; damage to buildings
- Financial - Budget; money; theft; fraud; embezzlement
- Physical - Alcohol; travel; hazing; assault; food; physical labor (running, jumping, prolonged exertion, etc.)
- Reputational - Lack of members; lack of leadership; recruitment concerns; organization and university policies and guidelines; national compliance (ADA, FERPA, HIPPA, etc.)

## 2. Evaluation

Once possible or potential risks have been identified, it is the responsibility of the organization to take steps to mitigate those risks. This could include make significant changes to the event itself, changing activities planned for the event, hiring additional security for the event and any other reasonable step that can be taken to remove or reduce the risk.

## 3. Action

The next consideration for the organization should be what action the members can put into place that will manage the risk most effectively. The answer may not be to eliminate that activity because the risk exists, it may be to put other safety measures in place to best manage that risk.

## 4. Implementation

To effectively and efficiently manage any risk, the organization and its members have to be prepared and willing to implement the risk management plan and take the

appropriate steps to address the situation. This step should including any member that is a part of the risk management team and any other members of the organization that should be aware of the plan and can act according to manage the risk.

## **5. Assessment**

One of the most effective ways to manage risk is to assess the event in its entirety after the event has happened. Have a specific plan to ask questions to all involved to be prepared to assess the event honestly and effectively. If a risk occurred, what it managed appropriately and effectively? What was managed well? What could and should be improved on for the next event? This step should be a part of each risk management plan and should happen on a regular basis.

## **SECURITY**

Any organization that hosts or sponsors an event that requires security at the event is responsible for providing that security to ensure the safety of all attendees. If the event is scheduled on campus, the organization may be required to submit the event registration to the University Police Department as well as the Office of Environmental Health, Safety and Risk Management. Notification to additional offices for the purpose of security is the responsibility of the organizers of the event.

Additional offices such as the ones mentioned above should have at least 30 days of notification before the event to adequately respond and prepare for the event.

## **CONTRACTS**

Any event requiring a contract for a service or entertainer must follow the procedure to acquire and submit the contract through the appropriate channels. All contracts have to be approved and signed by all required personnel before the approval is given to the organization for the event.

## **ALCOHOL**

Alcohol is prohibited on university property for events sponsored and hosted by student organizations. Student organizations may not use club account funds to purchase alcohol for the organization or event. Organizations that have a governing board that is not an entity of Morehead State University are required to follow the procedures set forth in current

governing documents approved by that particular board. However the MSU alcohol policy prohibiting alcohol supersedes state, regional, and national policy if that policy is a violation of the Student Handbook. This especially applies to events on any university property.

## TRAVEL

For many RSOs travel to local, state, regional and national conferences are an integral part of the involvement experience.

All RSOs are required to complete a RSO Travel Form at least two weeks prior to the scheduled trip. Although the Office of Student Activities is not an approver for travel by RSOs, the office will serve as the central place that all travel information for RSOs are held.

Travel to conferences and events are the responsibility of the RSO and should be planned carefully to ensure all safety measures and risk management procedures are in place for the trip. The cost of the registration, travel and food fall to the RSO, MSU does not provide resources to cover costs of RSO trips. RSOs can apply for funding assistance through the Student Government Association, see the Student Government Association site for more information and details. <https://www.moreheadstate.edu/Student-Services/SGA>

Insurance for student travel is covered by the Office of Environmental Health and Safety. For more information please visit the following page [https://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety-\(1\)/Risk-Management-Insurance/Domestic-Trip-Travel-Insurance](https://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety-(1)/Risk-Management-Insurance/Domestic-Trip-Travel-Insurance).

## FORMS

### ACCIDENT FORM

To be completed and submitted to the Office of Environment Health and Safety anytime an injury occurs in the course of the function of the RSO.

[http://www.moreheadstate.edu/getattachment/Administration/Facilities-Management/Environmental-Health-Safety-\(1\)/Risk-Management-Insurance/Accident-Report-Form.pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Administration/Facilities-Management/Environmental-Health-Safety-(1)/Risk-Management-Insurance/Accident-Report-Form.pdf.aspx?lang=en-US)

### CHECK REQUEST FORM

Used to receive reimbursement from club accounts for purchases made for the organization.

[http://www.moreheadstate.edu/getattachment/Administration/Accounting-Financial-Services/Forms-Resources/checkrequest-edit-\(1\).pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Administration/Accounting-Financial-Services/Forms-Resources/checkrequest-edit-(1).pdf.aspx?lang=en-US)

## **CLUB ACCOUNT AUTHORIZATION FORM**

To be updated at the beginning of each academic year or when there has been a change in president, treasurer or advisor.

[http://www.moreheadstate.edu/getattachment/Student-Services/Student-Organizations/Start-a-New-Org/clubaccountauthorization-\(1\).pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Student-Services/Student-Organizations/Start-a-New-Org/clubaccountauthorization-(1).pdf.aspx?lang=en-US)

## **FOOD WAIVER FORM**

To be used to ask for exemption from using Aramark for provision of food at events for RSOs.

<http://www.moreheadstate.edu/getattachment/Student-Affairs/Conference-Event-Services/Food-Waiver.pdf.aspx?lang=en-US>

## **LIABILITY WAIVER FORM**

To be used when events and/or activities by the student organization have risk or a potential to create risk.

<https://moreheadstate.campuslabs.com/engage/organization/studentactivities/documents/view/1004172>

# CONTACTS AND RESOURCES

## Accounting and Financial Services (Club Accounts)

Howell-McDowell 207

606-783-2019

[www.moreheadstate.edu/Administration/Accounting-Financial-Services](http://www.moreheadstate.edu/Administration/Accounting-Financial-Services)

## Catering (Aramark)

ADUC 316

606-783-2797

[msucatering.catertrax.com](http://msucatering.catertrax.com)

## Career Services

Camden-Carroll Library, Ground Floor

606-783-2233

[www.moreheadstate.edu/success/Career-Services](http://www.moreheadstate.edu/success/Career-Services)

## Communications and Marketing

Alumni Tower East

606-783-9328

<https://www.moreheadstate.edu/Administration/Communications-Marketing>

## Counseling and Health Services

Allie Young 112

606-783-9106

[www.moreheadstate.edu/Student-Affairs/Counseling-Health-Services](http://www.moreheadstate.edu/Student-Affairs/Counseling-Health-Services)

## Dean of Students

ADUC 227

606-783-2070

[www.moreheadstate.edu/Student-Affairs/Dean-of-Students](http://www.moreheadstate.edu/Student-Affairs/Dean-of-Students)

## Document Services

Allie Young 014

606-783-2032

<https://www.moreheadstate.edu/Administration/Auxiliary-Services/Document-Services>

### **Eagle Alerts (Weather Plans)**

[www.moreheadstate.edu/Administration/Eagle-Alerts](http://www.moreheadstate.edu/Administration/Eagle-Alerts)

### **Eagle Diversity Education Center**

ADUC 207

(606) 783-9569

[www.moreheadstate.edu/success/Diversity-Inclusion-Initiative](http://www.moreheadstate.edu/success/Diversity-Inclusion-Initiative)

### **Eagle Link**

[moreheadstate.campuslabs.com/engage](http://moreheadstate.campuslabs.com/engage)

### **Emergency Resources**

[www.moreheadstate.edu/Administration/Emergency-Resources](http://www.moreheadstate.edu/Administration/Emergency-Resources)

### **Environmental Health and Safety (Risk Management/Liability)**

Bert Combs 113B

(606) 783-2179

[www.moreheadstate.edu/Administration/Environmental-Health-Safety](http://www.moreheadstate.edu/Administration/Environmental-Health-Safety)

### **Ethical Concerns**

[www.moreheadstate.edu/Aministration/Procurement/A-Z-Index/Red-Flag-Reporting](http://www.moreheadstate.edu/Aministration/Procurement/A-Z-Index/Red-Flag-Reporting)

### **Facilities Management**

Rice Building

(606) 783-2066

[www.moreheadstate.edu/Administration/Facilities-Management](http://www.moreheadstate.edu/Administration/Facilities-Management)

### **Fraternity and Sorority Life**

ADUC 217

(606) 783-2071

[www.moreheadstate.edu/Greek](http://www.moreheadstate.edu/Greek)

### **Free Speech Area**

[www.moreheadstate.edu/Administration/Facilities-Management/Conference-Event-Services-\(1\)/Free-Speech-Area](http://www.moreheadstate.edu/Administration/Facilities-Management/Conference-Event-Services-(1)/Free-Speech-Area)

**Inclusion**

ADUC 217

606-783-2071

[www.moreheadstate.edu/Student-Affairs/Inclusion-Multicultural-Services](http://www.moreheadstate.edu/Student-Affairs/Inclusion-Multicultural-Services)

**International Student Services**

ADUC 234

606-783-2096

[www.moreheadstate.edu/success/International-Student-Info](http://www.moreheadstate.edu/success/International-Student-Info)

**Student Activities**

ADUC 217

606-783-2071

<https://www.moreheadstate.edu/Student-Affairs/Student-Activities>

**Student Affairs**

ADUC 227

606-783-2070

<https://www.moreheadstate.edu/Student-Affairs>

**Student Center & Event Services**

ADUC 324

606-783-2810

<https://www.moreheadstate.edu/Student-Affairs/Student-Center-and-Event-Services>

**Student Government Association**

ADUC 222

606-783-2071

<https://www.moreheadstate.edu/Student-Affairs/SGA>

**Student Organizations**

ADUC 249

606-783-2215

[www.moreheadstate.edu/Student-Affairs/Student-Activities/Student-Organizations](http://www.moreheadstate.edu/Student-Affairs/Student-Activities/Student-Organizations)

**Title IX**

Howell-McDowell 301F

606-783-2542

[www.moreheadstate.edu/Administration/Title-IX](http://www.moreheadstate.edu/Administration/Title-IX)

**University Police Department**

Laughlin Building 100

606-783-2035

[www.moreheadstate.edu/Administration/Police](http://www.moreheadstate.edu/Administration/Police)

**University Store (Bookstore)**

ADUC 1<sup>st</sup> Floor

606-783-2081

[www.bookstore.moreheadstate.edu](http://www.bookstore.moreheadstate.edu)

# ADVISOR TOOLKIT

## TEAMBUILDING

One part of advising that may be the challenging for advisors is the team building aspect.

There are tons of activities out there if you just search for *team building for college students* in the search engine!

While it may be beneficial to list some activities, it is better for the advisor and leadership of the organization to search for activities that would be suit your needs for your RSO.

Here are a few books that may be helpful for you and your student leaders:

*Exploring Leadership: For College Students Who Want to Make a Difference*

Susan R. Komives, 2013

*The Handbook for Student Leadership Development*

Susan R. Komives, John P. Dugan, 2011

*The Student Leadership Challenge: Activities Book*

James M Kouzes, Barry Z. Posner, 2014

*The Student Leadership Challenge: Student Workbook and Personal Leadership Journal*

James M. Kouzes, Barry Z. Posner, 2013

*Emotionally Intelligent Leadership: A Guide for Students*

Marcy Levy Shankman, Scott J. Allen, 2015

*The Student Leadership Competencies Guidebook: Designing Intentional Leadership and Learning Development*

Corey Seemiller, 2013

Again, it would be impossible to list all the resources available to you and your students.

The best advice is to do some research and also ask your student leaders to do some of the research to identify activities and resources that may be beneficial for your members and organization.

## CONFLICT RESOLUTION AND MEDIATION

As an advisor it may become necessary during the life cycle of the organization to help resolve conflict in the organization. This could be conflict between members of the leadership of the organization, members of the general body of the organization or conflict between the leadership and the general body members of the organization. Wherever the conflict lies, it is recommended to resolve the conflict to keep the organization healthy and focused in a common direction.

Here is a basic guide to conflict resolution that may be helpful!

### **Conflict Resolution**

Conflict is a normal part of any healthy relationship, family, social or professional. The key to healthy relationships is to know how to manage that conflict when it arises.

Resolving conflicts is not the fun part of any relationship but can support everyone involved by reaching understanding and compromise in a fair and equal manner.

To understand the best way to resolve conflicts is to have a plan to reach the resolution.

### **Understanding the Conflict**

1. Understand what your conflict is and how you reached this point.
  - a. Is the conflict a personal reaction to a situation?
  - b. Is the conflict a professional reaction to a situation?
2. Recognize that your conflict may not be the same as the other's conflict.
3. Recognize that others have the same right to have an opinion about the circumstances as you do even if their opinion is different, very often it will be different.
4. Don't go into the resolution with the intent of making it into a personal situation. That never works to resolve anything.

### **Resolving the Conflict**

1. Reach out to the person or group and ask to meet at a time and place that is convenient for all involved. The place should be a neutral place that is not someone's

“territory” such as the workplace of one person. Everyone involved should enter the area on equal ground.

2. Prepare yourself by recognizing what the conflict truly is and where the trip buttons are in the situation.
  - a. Everyone has personal baggage that may and often will impact the way they react in a situation. Recognize that and take that into account when resolving an issue.
3. Leave egos outside the space and focus on the conflict and not the person.
4. Do not make the conflict personal but situational.
5. Use “I” statements that express thoughts and feelings. This will give ownership of thoughts and feelings to the person but also makes them responsible for their thoughts and feelings.
6. Voice tones should stay normal as much as possible, this may be the hardest part of conflict resolution for many people as their voice tends to correspond to the emotions and feelings.
7. Give everyone involved the opportunity to step back and regroup for a few minutes if emotions are beginning to take control of the discussion.
8. Expect honest discussion but in a respectful and appropriate manner.
9. Try to empathetic to the thoughts and feelings of others but don’t discount thoughts and feelings.
10. Try to reach a solution that is a compromise for everyone involved, although that is not always possible.

### Moving forward

1. After the discussion, recognize that everyone may need some time to process and that a change in behavior or thoughts will not be immediate.
2. Recognize that sometimes there may need to be more than one discussion to reach a resolution or compromise.

3. Commit to working toward an environment where everyone is respected and heard and feels respected and heard.
4. Let go of the baggage that brought everyone to this point, MOVE ON!

### What happens next?

So, what happens if the discussion did not resolve anything? The next step is to go to someone that can act as a mediator to help mediate future discussion. That person should be someone that can be objective and impartial.

# POLICIES, GUIDELINES, AND REGULATIONS

There are some critical pieces that advisors are responsible for having a working knowledge of and ensuring the RSO also has a working knowledge of in order to make sure everyone is functioning with all the knowledge they need to best support the organization.

The main source of information is the Student Handbook, the main document that serves as the guide for all students.

<https://www.moreheadstate.edu/Student-Affairs/Dean-of-Students/Student-Handbook>

The first piece is the Student Conduct Code embedded in the Student Handbook. This is critical information for you and the organization.

<https://www.moreheadstate.edu/Student-Affairs/Dean-of-Students/Student-Handbook/Conduct-Code>

The second piece are the regulations, policies and guides that is also embedded in the Student Handbook and contains critical information for you and the organization.

<https://www.moreheadstate.edu/Student-Affairs/Dean-of-Students/Student-Handbook/Regulations,-Policies-and-Guides>

Along with these documents there are also some University Administrative Regulations (UAR) that may be beneficial for you as an advisor. All Personnel Guidelines (PGs) can be found on the Human Resources page under the Personnel Policies link.

<https://www.moreheadstate.edu/Administration/Human-Resources/Personnel-Policies>

PG 55 – Acceptable Use of Technology Resources

<https://www.moreheadstate.edu/Administration/Human-Resources/Personnel-Policies/MSU-Personnel-Policies/PG-55-Technology-Resource-Acceptable-Use>

All UARs can be found on the A to Z index under University Administrative Regulations (UARs).

UAR 503.01 – Conference Services

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-503-01-Conference-Services.pdf>

UAR 312.03 – Procedures for Collection of Cash Receipts for Campus Events Requiring Ticket Sales

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-312-03-Procedures-for-Collection-and-Control-of-Cash-Receipts-for-Campus-Events-Requiring-Ticket-Sales.pdf>

UAR 313.03 – Technology Acquisitions and Management

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-313-03-Technology-Acquisitions-and-Management.pdf>

UAR 330.02 – MSU Passenger Van Usage Policy

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-330-02-Morehead-State-University-Passenger-Van-Usage-Policy.pdf>

UAR 332.02 – Food Service Policy

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-332-02-Food-Service-Policy.pdf>

UAR 337.02 – Sexual Misconduct

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-337-02-Sexual-Misconduct.pdf>

UAR 400.02 – Wireless Network Policy and Procedure

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-400-02-Wireless-Network-Policy-and-Procedure.pdf>

UAR 401.02 – Cellular Telephones and Other Wireless Communications Devices

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-401-02-Cellular-Telephones-and-Other-Wireless-Communications-Devices.pdf>

UAR 404.11 – Technology Account Policies and Procedures

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-404-01-Technology-Account-Policies-and-Procedures.pdf>

UAR 704.01 – Communications, Marketing, Media Relations and Digital (Web/Social Media) Publishing Policies

<https://www.moreheadstate.edu/MSU/media/UARs/UAR-704-01-Communications,-Marketing,-Media-Relations,-and-Digital-Publishing-Policies.pdf>