

STUDENT ORGANIZATION

Advisor
GUIDE

LOYOLA UNIVERSITY NEW ORLEANS

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Dear Student Organization Advisor,

This guide has been developed for faculty and staff members to provide guidelines and tips on how to be an effective advisor to one of Loyola's registered student organizations (RSOs). In addition to this guide, we highly suggest that you review the [Student Organization Handbook](#) and the [Student Code of Conduct](#). *(Please also refer to the Student Code of Conduct: COVID-19 Addendum for changes for the 2020-2021 academic year.)*

The Department of Student Life and Ministry (SLM) creates and sustains a vibrant campus experience for students that fosters personal and intellectual growth inside and outside of the classroom. Research shows that student involvement in co-curricular activities, such as registered student organizations, correlates positively with persistence, achievement, satisfaction, career advancement, and educational development. In addition, SLM supports the mission of Loyola by educating the whole student—*cura personalis*—and empowering students to become positive change agents through leadership development, faith formation, active engagement, and global citizenship.

As a student organization advisor, we challenge you to help your registered student organization develop programs that foster their commitment to academic excellence, social justice, and their growth as well-rounded, engaged citizens. We truly appreciate your commitment to our registered student organizations. We look forward to working with you!

Department of Student Life and Ministry

Office: Danna Student Center, Lower Level Phone: (504)
865-3622 <http://studentaffairs.loyno.edu/involvement>
Email us: getinvolved@loyno.edu

Overview of the Department of Student Life and Ministry (SLM)

SLM is committed to learning beyond the classroom by providing students opportunities to actively engage in: leadership development programs, student government, campus recreation, commuter services, Christian Life Communities, retreats, immersion programs, worship, transition programs, campus events, and registered student organizations.

SLM oversees the following student organization procedures, resources, and activities:

- Chartering and Renewal
- Student Organization Handbook
- Leadership Development Workshops
- HowlConnect Administration
- Event Registration
- Social Host Training
- Student Organization Travel
- Student Organization Fairs
- Allocations Processing

- Student Organization Advisor Support

Student Organization Advisor Guide

Loyola University New Orleans

Section I: Introduction

Loyola University New Orleans recognizes the impact and contributions that well-rounded students make in their communities today and will make in the future. Therefore, we encourage all students to nurture their talents through the course curriculum of their major and through the student organizations they join. Studies, such as those from Dr. George Kuh at the Center for Postsecondary Research at Indiana University, reveal that involved students:

- Develop advanced critical thinking skills
- Take a greater interest in the well-being of others
- Are more self-confident
- Build stronger decision-making skills
- Are better prepared for post-collegiate life

Advisors are critical in helping promote these areas of development. Because they often work on the “front lines” with students, advisors serve as conduits to the university, connecting students more closely with education and campus life.

Section II: Advisor Selection & Eligibility Requirements

- 1) Registered student organizations must have a faculty or staff member to serve as their advisor. Organizations may choose to have more than one advisor. In the event that an organization cannot locate an advisor, the Department of Student Life and Ministry will seek persons to consider an advisory role for the un-supervised student organization.
- 2) The advisor must be a full-time, Loyola University New Orleans faculty or staff member.
- 3) The advisor role is a voluntary position and has no term limit, but all advisors must confirm their role during the annual registration process each fall semester. To learn more about the student organization registration process, review Loyola’s [Student Organization Handbook](#).
- 4) An advisor accepts responsibility for keeping informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. In addition, the advisor should verify that the organization’s programs and initiatives are in line with Loyola’s Jesuit mission and values.
- 5) Faculty and staff may advise more than one organization; however, they should consider how they will balance these multiple responsibilities and if they will be able to fulfill all advisor requirements and organizational expectations.

- 6) Loyola faculty and staff, as well as fraternity and sorority alumni and club sport coaches, who agree to serve as advisors for a Registered Student Organization assume the potential risk of legal liability for actions of the student organization. While no specific statement can be made regarding an advisor's liability for a student organization, proven negligence is typically the basis for a judgment against a person serving in such a capacity. Legal action is rarely taken against an advisor; however, individuals should be made aware of the risks involved when serving in an advisory capacity. Advisors should adhere to University policies and procedures and should be well-informed concerning the plans, behavior, and actions of the student organizations and/or members in order to reduce the potential for legal action to be taken.
- 7) The advisor must be well-informed on the university's policies and procedures as well as the guidelines. The advisor must offer guidance to the organization in following university procedures and policies. In addition, the advisor must verify that the organization's programs and initiatives are in line with Loyola's Jesuit mission and values. Advisors should refer to the [Student Organization Handbook](#), [Student Organization Advisor's Guide](#), and the [Student Code of Conduct](#), as well as maintain regular communication with the Department of Student Life and Ministry. *Please also refer to the Student Code of Conduct: COVID-19 Addendum for changes for the 2020-2021 academic year.*
- 8) The Department of Student Life and Ministry approves all advisors.

Questions to ask the Organization Before Committing to Being an Advisor:

- How much involvement is expected or needed?
- How often does the group meet? What days and times 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?
- Is the Advisor expected to give feedback? How? When?

Section III: The Role of an Advisor for a Student Organization

Advising a student organization can be a very rewarding experience. Working with students outside of the classroom allows faculty and staff the ability to share resources and encourage the student's holistic development. This close interaction with students allows advisors the opportunity to promote skills such as leadership development,

ethics, teamwork, appreciation of diversity, self-discovery that are invaluable to students when they leave Loyola.

Responsibilities of the Advisor

The advisor will:

- Offer guidance to the registered student organization to make sure the group is following proper procedures and policies. Advisors are asked to refer to the [Student Organization Handbook](#) and maintain regular communication with the Department of Student Life and Ministry. In addition, the advisor should verify that the organization's initiatives are in line with Loyola's Jesuit mission. Sororities and Fraternities as well as Club Sports require additional requirements, documentation, and training. The advisors for these organizations can contact the Department of Student Life and Ministry for more information.
- Be knowledgeable of and help members adhere to the organization's history, purpose and constitution. In addition, an effort to keep files current, RSO's should notify the Department of Student Life and Ministry within 10 business days of changes in the organization's status (e.g., status, advisors, officers, phone number, web address, constitution and/or by-law changes). In addition, the organization should also update their HowIConnect portal.
- Guide the group in setting realistic goals & objectives, that include educational & personal development.
- Review annually advisor's responsibilities and expectations with the registered student organization. Have a conversation with the organization and agree on a set of expectations for one another from the onset, possibly even writing a list as a binding agreement.
- Maintain regular communication to stay well-informed about what is happening with the student organization.
- Verify that the organization's members are enrolled students. Confirm that student officers that are in good standing (not on academic or disciplinary probation as determined by the Office of Student Affairs) and have a minimum of a 2.5 cumulative GPA at the time of their election or appointment and throughout their term of office. Student officers must not have had a conduct violation in the semester prior to and throughout their term; you can e-mail Dr. Diana Ward at dmward@loyno.edu with questions or concerns related to this.
- Report to the Behavior Intervention Team (BIT) any student who may be experiencing any significant stressors, such as: Academic Difficulty, Alcohol or Drug Abuse, Changed Mood/Appearance, Disordered Eating, Excessive Absence from Class, Family Emergency, Family Illness, Financial Aid Concern, Grief and/or Loss, Injury/Illness, Missing Student, Personal Wellness, Relationship or Roommate Concern, Retention Concern, Self-injurious behavior, Social Adjustment/Involvement, Student Death, Suicide Ideation, Threat to Others, and Unusual Behavior. BIT will then coordinate University resources to assist the student. To report a student, visit: https://cm.maxient.com/reportingform.php?LoyolaUnivNO&layout_id=2 Please

note, as a part of this process, the Behavior Intervention Team works very hard to maintain confidentiality for students so they trust the work we're doing. As a result, if you submit a report, we don't generally report back or communicate with you about the details of how we'll be working with individual students.

- Serve as a "Campus Security Authority." In holding this position, you are required by federal law (Clery) to report the occurrence of certain criminal offenses. To learn more about your role as a Campus Security Authority, visit <http://finance.loyno.edu/police/csa>
- Report Title IX violations immediately to the Title IX Coordinator or appropriate Deputy Title IX Coordinator. All University employees, other than counselors, pastors, and those employees legally regarded as confidential sources must report alleged Title IX violations, including sexual and gender-based harassment, assault and violence; the report should include the names of any involved parties. Private resources, like the trained advocates in the Women's Resource Center, must also report potential Title IX violations, including sexual and gender-based harassment, assault and violence; however, private resources are allowed to omit the names of any involved party at the request of the victim. To report, visit: https://cm.maxient.com/reportingform.php?LoyolaUnivNO&layout_id=8
- Filing a [Bias Incident Report](#), if you witness an act of discrimination, harassment, intimidation, or violence motivated by prejudice against a person's race, color, sex, national origin, age, religion, gender identity, transgender status, sexual orientation, ethnicity, disability status, marital status, citizenship status, or any other characteristic, prohibited by applicable law. The University will respond appropriately and in keeping with the law. To complete a report, visit: https://cm.maxient.com/reportingform.php?LoyolaUnivNO&layout_id=7
- Assist officers with procedural matters. Encourage the officers to maintain accurate records.
- Be visible and establish a regular attendance schedule for organizational and/or executive board meetings.
- Be present for any organization event where attendance is over 50 individuals or programs that are controversial in nature. (*Please refer to the Student Code of Conduct: COVID-19 Addendum for changes for the 2020-2021 academic year.*)
- Help the organization justify expenditures of students' time, abilities, energy, and funds. If soliciting funds, the RSO should submit for approval to the Department of Student Life and Ministry. This includes but is not limited to: scholarship, fundraising, endorsements, advertising or promotional items, such as t-shirts using the University name and logo. For more information about fundraising guidelines, please review the [Student Organization Handbook](#).
- Advise organization officers on budgets and other financial affairs. All advisors should become familiar with their registered student organization's fiscal account number and current balance. All organizational bank accounts must be maintained under the name of the university staff or faculty advisor. The advisor must be the signer on the account. For more information about organizational bank accounts, please review the [Student Organization Handbook](#).

- Co-sign, with the Director of Student Life and Ministry, all contracts involving the registered student organization. Please refer to the [Student Organization Handbook](#) for more information.
- Assist the registered student organization in constructing an agreement when co-sponsoring an event with another organization, referring to the [Student Organization Handbook](#).
- Be responsible for ensuring that organization events are paid for in a timely manner. Please consult the Department of Student Life and Ministry, Financial Affairs and Purchasing if you need assistance.
- Participate in the review of official correspondence before it is sent out to the public. This includes, but is not limited to: electronic correspondence (such as email and website), brochures, banners, fliers, event exhibits and program scripts.
- Provide continuity to the group by communicating the executive team and members roles and responsibilities and assist with the transition of officers each year.
- Guide students in adhering to policy, specifically in regards to hosting events with alcohol.
- Encourage students to plan programs that are beneficial to students and inclusive.
- Provide constructive feedback and assist organizations in evaluating programs and events.
- Keep official records, club paraphernalia, etc.during the summer and between changeovers of officers.
- Recommend groups cancel any activities that are inadequately planned, violate policies or are unsafe. (*Please refer to the Student Code of Conduct: COVID-19 Addendum for changes for the 2020-2021 academic year.*)
- Be available, especially in emergency situations.
- Be aware of the various roles advisors have: clarifier, mediator, counselor, consultant, educator, facilitator, friend, mentor, role model, information source, etc., and model the art of leadership.
- Notify the Department of Student Life and Ministry when the advisor role comes to a close.

The Responsibilities of Student Organizations to the Advisor include, but are not limited to:

- Notifying the advisor of all meetings, activities, programs, and problems.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with the advisor to discuss organizational matters.
- Submitting a current roster that lists executive board members, as well as a proposed calendar of meetings and events to their advisor at the beginning of each semester.
- Consulting the advisor prior to making significant changes to the structure or policy of the organization and before agreeing to any major projects.
- Showing respect to the advisor whom the organization has chosen to serve as a mentor.

- Not making any commitments on the advisor’s behalf without their consent.
- Understanding that although the advisor has no vote, they should be allowed speaking privileges.
- Remembering that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.
- Meeting with the advisor outside of organizational meetings or events to discuss any disagreements or areas of concerns and offer suggestions on how to resolve the situation.

Advising Do’s	Advising Don’ts
<ul style="list-style-type: none"> ● Comply with federal, state and local laws and ordinances, as well as campus policies ● Verify that the organization’s programs and initiatives are in line with Loyola’s Jesuit mission ● Assist with procedural matters ● Be knowledgeable of the organization’s purpose and constitution ● Empower students to take action and satisfaction in seeing the organization succeed ● Allow group to succeed; allow group to fail ● Develop clear expectations about the role of advisor ● Discuss concerns with officers in private and praise them in public ● Meet with the officers, help them set goals and hold themselves accountable to the organization ● Help to resolve intragroup conflict ● Be visible and choose to attend group meetings and events; at the same time, know your limits ● Provide assistance regarding questions when members are not available ● Let people know when you will be out of the office ● Encourage feedback and the evaluation process ● Be available in emergency situations 	<ul style="list-style-type: none"> ● Be the leader, goal set for the organization, “run” the meeting or plan and run the event ● Say “I told you so” ● Impose your own bias or opinion ● Manipulate the group, impose, or force your opinions ● Close communications ● Tell the group what to do, or do the work of the president or other members of the executive board ● Take ownership for the group, be the “parent” ● Be afraid to let the group try new ideas ● Let the organization be irresponsible with funding ● Become such an advocate that you lose an objective viewpoint ● Allow the organization to become a one-person organization ● Be laissez-faire or autocratic ● Assume the group handles everything okay and doesn’t need you ● Assume the organization’s attitudes or needs ● Fail to hold members responsible

Section IV: Event Planning and Risk Management

As an advisor of a student organization, you are the university's representative regarding the organization's activities. As such, you are expected to give reasonable

and sound advice to your organization about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc. Also, please make sure the Director of Student Life and Ministry is aware. The Director may assist you and the organization in next steps.

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Here are a few things that your organization can do to identify and reduce risk:

Identify risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel). Identify options for reducing risks by including, but not limited to:

- Identify resources outside of the organization and talents and skills within the organization to assess the capability of the group to manage risks.
- Hiring a third-party vendor or contractor.
- Purchasing additional liability insurance.
- Preparing liability waivers, if necessary.
- Providing advanced training.
- Assuming a 'worst case scenario' and preparing for it by creating a Risk Reduction Plan. This plan should be communicated to everyone involved, inside and outside of the organization.
- Communicating with everyone involved (officers, members, advisors, participants, facilities, and departments). For some programs that involve heightened risk or a distressing subject, University Police and/or a counselor from the University Counseling Center may need to be present.
- Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved.
- Abiding by guidelines in the Student Code of Conduct (*please also refer to the Student Code of Conduct: COVID-19 Addendum for changes for the 2020-2021 academic year*).
- If you have concerns about a situation unique to your organization or to a specific event sponsored by the organization you advise, please contact the Director of Student Life and Ministry, who can assist.

This section offers a checklist in order to mitigate potential risks for your organization when planning events.

External Activities:

- Are you contracting with a service from a non-university entity?
- Is this an open event? (Open to the general public, students from other universities, etc.) If so, police detail is required.
- Have you checked other campus calendars (i.e. university and HowIConnect calendars) to make sure there are no conflicting events?

Food/Alcohol:

- Will you be serving or handling any type of food product at your event?
- Do you have the appropriate food handling licenses?
- Will alcohol be served at your event? If so, please review the Event with Alcohol Policy in the [Student Organization Handbook](#); please also review the alcohol policy in the [Student Code of Conduct](#). Alcohol can not be purchased with university accounts.

Location/Venue:

- Are there any restrictions for the space? If the event is in the Danna Student Center, catering must be ordered through Sodexo. If your RSO is hosting an event in the Peace or Residential Quad, they must follow the amplified sound policy, which can be found in the [Student Organization Handbook](#).
- Is the space accessible to everyone?
- Consider attendees that may need special accommodations.

Safety:

- Does your event involve any type of physical activity?
- Are you using an assumption of risk/waiver, medical release, and emergency contact form?
- Is anyone under the age of 18 involved with your event?

Transportation:

- Will your event involve any transportation or travel?
- Does this event constitute using a college vehicle?
- If driving a college vehicle, are all potential drivers officially van certified?

**For more information on travel and transportation for student organizations, please review the [Student Organization Handbook](#).*

Institutional Guidelines:

- Have you reviewed your budget and purchasing guidelines as it relates to this event/activity? For more information, please review the [Student Organization Handbook](#).

- Are you using a university logo or trademark in association with your event? If so, you will need to verify that you are abiding by university marketing guidelines. Click [here](#) to view the university branding guidelines.

Event Planning Timeline

This timeline in no way suggests that each of the tasks included need to be completed in preparation for each and every event that an organization plans. It can, and should, be modified to fit each program. Also, some items can be completed before their deadline. This timeline is only a guide to get the organization better prepared to host more well-organized events.

One Semester in Advance

- Survey students
 - What is the target audience? Use event evaluations from prior events for ideas.
- Determine the audience: campus only, open to the general public, all ages, families, etc...
- Choose events
 - Does it meet the organization's purpose? Will it help the organization progress? Does it serve/help the target audience?
- Check other calendars for conflicts
- Contact agent/performers-collect all necessary information, but make no commitments.
- Consider liabilities and risks associated with the event.
- Identify possible co-sponsors. Once an organization(s), department(s), or off campus entity has agreed to be a co-sponsor, it is critical to have in writing the terms of the co-sponsorship. Both parties should agree to the terms and the presidents and advisors of both organizations should sign off on these terms.
- Create an event checklist with due dates and the people responsible.

Two-three months in Advance

- Contract performer **NOTE:** The advisor must co-sign, with the Director of Student Life and Ministry, all contracts involving the registered student organization.
- Submit a SGA Allocations request. ***This must be submitted 31 days prior to the event.*** For directions on how to submit an allocation request, review the "SGA Allocations Guidelines" file in SGA's HowIConnect portal.
- Order supplies.

One Month in Advance

- Reserve locations/venues. The earlier the organization submits their event request through HowIConnect, the more likely you'll get your first choice.
- Reserve a rain location for outdoor events.
- Start promotion for the event. The registered student organization can contact Student Life and Ministry to assist in reserving a window, access banner

making materials, publishing a slide on the Danna Student Center televisions and much more! To rent chalk to promote an event, to paint the windows in the Danna Student Center, to check out board games or to reserve Iggy, an organization should complete the [Student Organization Resource Form](#).

- Confirm catering.
- Arrange for performer payment.
- Arrange all technical considerations
 - Sound, lighting, special needs (projectors, etc.), furniture, etc.
 - Facilities can provide an outdoor stage, trash cans, electrical and access to a water spout.
- If LUPD detail or parking is needed, the RSO can request these on their event registration form.
- Depending on the event topic, a University Counseling Center counselor may need to be in attendance. The organization will be notified of this once the organization has submitted their event registration form.
- Create a staffing document for the day of the event which includes who is doing every task for the entire day.

Two Weeks in Advance

- Distribute promotional materials/advertising.
- Pick up supplies.
- Confirm all details with Student Life and Ministry, University Police, Physical Plant, University Counseling Center, and Parking Services.

Day of the Event

- Get to the location of the event early!
- Place signs and decorate.
- Make sure greeters are present to greet guests.
- Make sure the performer/speaker is introduced at the beginning and thanked at the end of the program.
- Keep the event on schedule.
- Clean-up following the performance.
- Inventory equipment, decorations, etc. and assess damage for repairs and reordering.

Post-Event

- Return all rented or borrowed equipment.
- Remove all advertising.
- Turn in receipts.
- The RSO should work with the advisor to make deposits immediately.
- Restock/reorder supplies if necessary.
- Thank members, volunteers, partners, etc.
- Send thank-you notes to performer/speaker along with photos from the event.

Advisor Frequently Asked Questions

1. **What is the time commitment for being an advisor?**

The time commitment is what you make of it. It would be helpful to the organization if you attended their weekly or monthly meetings, which could range anywhere from 1 to 4 hours per month on average. If it is impossible to attend a meeting, the advisor should meet with the president to obtain a copy of the meeting minutes. You may also want to attend events the group is hosting or allow students to stop by your office.

2. Is it important that I be at every event?

Often groups have many events during the semester. It is not necessary for you to be at every event. Work with the students to set up a reasonable schedule. **However, please note that the advisor must attend any event with over 50 individuals in attendance or if the event is controversial in nature.** Please also refer to the Student Code of Conduct: COVID-19 Addendum for changes for the 2020-2021 academic year.

3. What are the responsibilities associated with being an advisor?

We want advisors to strive to be more than just a name on a paper. However, it is up to you and the organization to discuss what the organization needs in an advisor. It is important that as an advisor you help the students understand University policies, resolve any potential conflicts, and transition and train officers.

4. What are the benefits to being an advisor?

Being an advisor will give you the opportunity to meet students that you may not have the chance to interact with on a regular basis. We hope you find the position rewarding as you help leaders grow and develop. This position will also give you a stronger connection with the university as you impact the lives of a greater number of students!

5. My organization is not performing well. What should I do?

Remember that this is a student run organization. It is okay to let students fail sometimes. Encourage them to accomplish their goals, but don't do those things for them. Allow them to struggle for a while and aid where needed.

6. Does the university provide any workshops to student organizations?

Yes! A member of the SLM team can attend an organization meeting or training and present on the following topics: Managing a Meeting, Event Planning 101, Member Recruitment and Retention, HowIConnect, Creating and Sustaining an Inclusive Organization and much more! In addition, the University Counseling Center is available to present to organizations on conflict resolution, balance, and more. Feel free to contact the Director of Student Life and Ministry about a potential presentation. SLM or the UCC can work with the student organization to tailor the presentation to fit the members' needs.

7. When do I intervene as an advisor?

This is an area where there is rarely one correct answer. Advisors should be as transparent as possible with the leaders of an organization they work with. By doing so, you leave the reigns of the organization in their hands, make your intentions clear,

and clarify roles. However, there may come a time when you'll have to be the voice of reason, resolution, or experience as well as the shield that steps in to protect the students, and the institution.

It is not always easy to know when to speak up or intervene. Most of the time, students will resent an advisor who is 'overly involved' in aspects of the organization. But there are times when they will wish they had help or find themselves in over their heads. It is OK to allow students to fail. As advisors, you can only offer advice, additional points of consideration, play the 'Devil's Advocate' and help the students accept the current, and future, consequences of their decisions. The final decision should always lie with the student leadership. This can be difficult to do, especially if you personally disagree with a decision that the group has come to. Below, you will find a chart meant to make answering the question of "When to intervene?" easier. It is not meant to be an all-inclusive list but a general guide.

<i>When to step in?</i> Please step in if the answer is <i>YES</i> to any of the following questions.	
Programmatic Disagreement	Interpersonal Conflict
<ul style="list-style-type: none"> ● If a task does not get done exactly as I've instructed, will the end result be impacted in a negative way? ● Will this hurt the student(s)/end result? If so, how? ● Is what they want to do unethical? Is what the student group wants to do illegal? ● Could someone get injured? ● What's the next logical outcome of this decision? ● Could the end result involve alienation of any segment of the Loyno community? 	<ul style="list-style-type: none"> ● Is the group morale being affected? ● Are an increasing number of people being drawn into the conflict? ● Is the disagreement getting personal? ● Is the conflict impeding the progress of an event? ● Is the conflict impeding the ability for teamwork to occur? ● Is the conflict creating a tense environment? ● Have they directly or indirectly asked you for help? ● Have they shared that something troubling is going on within the organization?

When in doubt... ask questions! Help your student leaders consider 'the other side' of the argument, seeing a situation from multiple points of view, and also considering alternative solutions that can accomplish the same overall goals. In addition, you can always contact a staff member at the Department of Student Life and Ministry for guidance in the matter.

Appendix:

Student Organization Advisor Agreement

Department of Student Life and Ministry

Loyola University New Orleans encourages full-time faculty and staff to serve as organization advisors. The university recognizes service as an advisor to student groups as a critical contribution to the community and involvement with university activities. In order to be a university-recognized, registered student organization, each group must have a faculty or staff advisor. It is important for the student organization and the respective faculty and staff advisor to be cognizant of the responsibilities of the advisor and to be fully aware of the university's expectations of student organization advisors. The advisor agrees to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. By accepting this role, the advisor is agreeing to:

1. Being a full-time employee of Loyola University and not on sabbatical leave. If he or she plans to be absent for an extended period of time, it is his or her duty to assist the organization in finding a proxy.
2. Being aware of the organization's meetings and events, attending these as often as possible. If it is impossible to attend a meeting, the advisor should meet with the president to obtain a copy of the meeting minutes. In addition, the advisor must attend any event with over 50 individuals in attendance or if the event is controversial in nature.
3. Meeting with the organization leaders regularly. Maintain regular communication to stay well-informed about what is happening with the student organization.
4. Offering guidance to the organization to make sure the group is following university procedures and policies. In addition, the advisor should verify that the organization's programs and initiatives are in line with Loyola's Jesuit mission and values. Specifically, advisors are asked to refer to the [Student Organization Handbook](#), [Student Organization Advisor's Guide](#), and the [Student Code of Conduct](#), as well as maintain regular communication with the Department of Student Life and Ministry. *(Please also refer to the Student Code of Conduct: COVID-19 Addendum for changes for the 2020-2021 academic year.)*
5. Being knowledgeable of and helping members adhere to the organization's history, purpose and constitution. Assist officers with procedural matters and encourage the officers to maintain accurate records.
6. Verifying that the organization's members are enrolled at Loyola. Executive board members must also be in good academic standing.
7. Consulting organization officers on budgets and other financial affairs. All advisors must become familiar with their student organization's fiscal account number and current balance. All organizational bank accounts must be maintained under the name of the university staff or faculty advisor. The advisor must co-sign on any contracts made in the student organization's name.

8. Providing continuity to the group by communicating the executive team and members responsibilities and assisting with the transition of officers each year.
9. Providing constructive feedback and assisting the organization in evaluating programs.
10. Recommending groups to cancel any activities that are inadequately planned, violate policies or are unsafe.
11. Being available, especially in emergency situations.
12. Reporting to the Behavior Intervention Team (BIT) any student who may be experiencing any significant stressors, such as: Academic Difficulty, Alcohol or Drug Abuse, Changed Mood/Appearance, Disordered Eating, Excessive Absence from Class, Family Emergency, Family Illness, Financial Aid Concern, Grief and/or Loss, Injury/Illness, Missing Student, Personal Wellness, Relationship or Roommate Concern, Retention Concern, Self-injurious behavior, Social Adjustment/Involvement, Student Death, Suicide Ideation, Threat to Others, and Unusual Behavior. BIT will then coordinate University resources to assist the student. To report a student, visit: https://cm.maxient.com/reportingform.php?LoyolaUnivNO&layout_id=2
Please note, as a part of this process, the Behavior Intervention Team works very hard to maintain confidentiality for students so they trust the work we're doing. As a result, if you submit a report, we don't generally report back or communicate with you about the details of how we'll be working with individual students.
13. Serving as a "Campus Security Authority." In holding this position, you are required by federal law (Clery) to report the occurrence of certain criminal offenses. To learn more about your role as a Campus Security Authority, visit <http://finance.loyno.edu/police/csa>
14. Report Title IX violations immediately to the Title IX Coordinator or appropriate Deputy Title IX Coordinator. All University employees, other than counselors, pastors, and those employees legally regarded as confidential sources must report alleged Title IX violations, including sexual and gender-based harassment, assault and violence; the report should include the names of any involved parties. Private resources, like the trained advocates in the Women's Resource Center, must also report potential Title IX violations, including sexual and gender-based harassment, assault and violence; however, private resources are allowed to omit the names of any involved party at the request of the victim . To report, visit: https://cm.maxient.com/reportingform.php?LoyolaUnivNO&layout_id=8
15. Filing a [Bias Incident Report](#), if you witness an act of discrimination, harassment, intimidation, or violence motivated by prejudice against a person's race, color, sex, national origin, age, religion, gender identity, transgender status, sexual orientation, ethnicity, disability status, marital status, citizenship status, or any other characteristic, prohibited by applicable law. The University will respond appropriately and in keeping with the law.

16. Being aware of the various roles advisors have: clarifier, mediator, counselor, consultant, educator, facilitator, friend, mentor, role model, information source, etc., and modeling the art of leadership.
17. Understanding the added responsibility of being an advisor to student organizations. The type of liability or risk for the advisor varies greatly depending upon the type of organization. What follows are some suggestions to assist with the advisor's responsibility in regards to liability. *Try to anticipate risks which may arise out of any decision or situation, and then discuss with the officers what they can do to minimize risks. *Regardless of what organization or activity is involved, there will always be an opportunity for something out of the ordinary to happen. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, then the risk involved can be minimized. *It is important to be aware of university policies and regulations as they affect student organizations.
18. Loyola faculty and staff, as well as fraternity and sorority alumni and club sport coaches, who agree to serve as advisors for a Registered Student Organization assume the potential risk of legal liability for actions of the student organization. While no specific statement can be made regarding an advisor's liability for a student organization, proven negligence is typically the basis for a judgment against a person serving in such a capacity. Legal action is rarely taken against an advisor; however, individuals should be made aware of the risks involved when serving in an advisory capacity. Advisors should adhere to University policies and procedures and should be well-informed concerning the plans, behavior, and actions of the student organizations and/or members in order to reduce the potential for legal action to be taken.

As a University employee, the advisor has a responsibility to both the university and the organization. The advisor is expected to use his or her knowledge to inform the group and to discourage illegal, damaging or embarrassing behavior that would damage college facilities and/or the physical, financial, emotional reputation of the university. The advisor is duty-bound to report any inappropriate activities to the Department of Student Life and Ministry.

By agreeing to these terms, the Loyola University New Orleans' faculty or staff member certifies that he or she will fulfill the duties of a registered student organization advisor to the best of his or her ability and that he or she has read, understands, and agrees to act in accordance with University policies and procedures.

**In order to serve as an advisor, he or she must accept these terms during the annual registered student organization registration/renewal process. Please email Dr. Dale O'Neill, Director of Student Life and Ministry with any questions or concerns.*

Student Organization Advisor Expectations

ORGANIZATION NAME: _____

ADVISOR NAME: _____

The following is intended to clarify an advisor's role by providing both the organization and the advisor the opportunity to decide the extent to which the advisor will be involved with the student group. While not required to be completed, this document is beneficial as it can assist in clarifying expectations and student organization needs.

Directions

Using the scale below, the advisor and club/organization leaders should complete this activity individually. After completing the inventory, compare responses to develop a stronger relationship between the advisor and the club/organization. Answers which vary more than 2 points either way should be discussed immediately.

-2 Strongly Disagree -1 Disagree 0 Neutral +1 Agree +2 Strongly Agree

Organization Advisor Attendance

_____ Attend all regular meetings of the organization/club.

_____ Attend officer meetings.

_____ Attend club /organization's events, activities and travel.

Meeting Involvement

_____ Assist in the preparation of meeting agendas.

_____ Ability to call emergency meeting of officers, if deemed necessary.

_____ Interrupt during meetings to inform officer/members about violations in constitution/bylaws.

_____ Present personal point of view during discussions at meetings.

_____ Be quiet at meetings unless asked for input.

_____ Review meeting minutes for accuracy before distribution.

Goal Setting

_____ Participate in goal setting process.

_____ Provide feedback to officers on progress towards goals.

_____ Require committees to follow up with advisor on progress towards goals, with frequent updates.

Organization Development

_____ Coordinate leadership development workshops on topics created by officers.

_____ Research and present leadership development opportunities available on campus, etc.

_____ Explain university policies and procedures to organization membership.

_____ Cancel events when he/she believes they are poorly planned.

_____ Take the initiative to instill teamwork, cooperation and collaboration within the club.

____ Use influence with club officers between meetings to get things accomplished the right way.

Representation

____ Speak on behalf of the club/organization to the campus community.

____ Assist with mediating conflicts with the University, other clubs, offices, etc.

Elections

____ Attend all elections, auditions, etc.

____ Provide organization/club officers feedback on each candidate.

Additional Roles

____ Receive copies of all official correspondence.

____ Review/proofread all official correspondence (newsletters, proposals, letters, etc) before mailing

____ Other: _____

____ Other: _____

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties. They should be reviewed annually at a minimum.

Signatures:

I have met with the organization leadership to discuss the expectations/responsibilities and I have agreed to serve as the advisor for this academic year.

Advisor Signature Date

Organization President Date

It is recommended that the officers of the group maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the group and advisor should be directed to Dr. Dale O'Neill, Director of Student Life and Ministry.

This contract is effective for ____ (amount of time) and may be renewed each year thereafter upon the agreement of both parties.

Event Name: _____ Event Date: _____
Event Time: _____ Location: _____

Coordinators/Chairs: _____

Total Attendance: _____

Total Cost: _____ Cost (from Budget): _____ Cost to Students: _____

Was the event Co-Programmed? ____ yes ____ no

If yes, with whom:

SWOT Analysis (What were the **S**trengths and **W**eaknesses of the event? What are the **O**pportunities you had and what were the **T**hreats to your success?)

Strengths Weaknesses

Opportunities Threats

How did this program enhance Loyola's academic environment?

How did this program enhance Loyola's general social environment?

How is this program inclusive of all of Loyola's community members?

How do you feel the event went? What would you do differently?

Would you recommend this event to next year's Coordinator/Chair? Why?

Other Comments: