Table of Contents

Overview of The Department of Student Life and Ministry .................................................. 3

Advisor’s Student Organization Guide

Section I: Introduction ........................................................................................................ 4
Section II: Advisor Selection & Eligibility Requirements .................................................. 4-5
Section III: The Role of an Advisor for a Student Organization ....................................... 5-8
Section IV: Event Planning and Risk Management .............................................................. 9-13
  Event Planning Timeline .................................................................................................. 10-12
  Advisor Frequently Asked Question .............................................................................. 12-14

Appendix

Student Organization Advisor Agreement ......................................................................... 14-16
Student Organization Advisor Expectations .................................................................... 17-18
Sample Event Report ........................................................................................................ 19
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.

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 an organization advisor, we challenge you to help your RSO 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 student organizations. We look forward to working with you!

Department of Student Life and Ministry
Location: Danna Student Center, Lower Level
Phone: (504)865-3622 or Text: (504)386-5900
Web address: https://studentaffairs.loyno.edu/student-life-ministry
E-mail: getinvolved@loyno.edu
HowlConnect: Student Life and Ministry
Facebook: @LoynoSLM
Instagram: @Loyno_SLM

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 and community service initiatives, worship, transition programs, campus events, Fraternity and Sorority Life, registered student organizations, social justice opportunities, sacraments and faith formation. In addition, SLM also oversees the Danna Student Center and Iggy’s Cupboard.

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

- Chartering and Renewal
- Student Organization Policies
- Leadership Development Workshops
- HowlConnect Administration
- Event Registration
- 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 their course curriculum 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. RSOs must have a full-time Loyola University faculty or staff member to serve as their advisor. The individual must not be on sabbatical leave. Organizations may choose to have more than one advisor. In the event that an organization cannot locate an advisor, Student Life and Ministry will seek persons to consider an advisory role for the un-supervised student organization.

2. The advisor role is a voluntary position and has no term limit, but all advisors must confirm their role during the annual registration process. To learn about the RSO registration process, review Loyola’s Student Organization Handbook.

3. An advisor accepts responsibility for keeping informed about the activities of the RSO and for advising officers on the appropriateness and general merits of policies and activities. In addition, the advisor must verify that the RSO’s initiatives are in line with Loyola’s Jesuit mission and values.

4. Faculty and staff may advise more than one RSO; however, they should consider how they will balance these responsibilities and if they will be able to fulfill all advisor requirements and RSO expectations.
5. Loyola faculty and staff, as well as fraternity and sorority alumni and club sport coaches, who agree to serve as advisors 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 RSO, 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 RSOs and/or members in order to reduce the potential for legal action to be taken.

6. The advisor must be well-informed and offer guidance to their RSO on university’s policies and procedures. Advisors should refer to the [Student Organization Handbook](#), this [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.

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 RSO can be a very rewarding experience. Working with students outside of the classroom allows faculty/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, ethics, teamwork, appreciation of diversity, and self-discovery that are invaluable to students when they leave Loyola.

**Responsibilities of the Advisor**

The advisor will:

- Offer guidance to the RSO to make sure the group is following proper university procedures and policies, including but not limited to the [Student Code of Conduct](#) and those shared in the [Student Organization Handbook](#). The advisor should also maintain regular communication with 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 RSO’s history, purpose and constitution. Documentation regarding these items should be found on the RSO’s HowlConnect portal. RSO Advisors have access to HowlConnect, simply sign on through the university’s SSO. The RSO advisor name and contact information is listed on the RSO’s HowlConnect portal. It is the responsibility of the RSO to maintain accurate records in their HowlConnect portal. In an effort to keep files current, RSO’s should update their HowlConnect portal within 10 business days of any changes (e.g., status, advisors, officers, phone number, web address, constitution and/or by-law changes). For step by step instructions on how to utilize Howlconnect, please review our HowlConnect Guide or click here.

- Guide the group in setting realistic goals & objectives, that include educational, personal and social development.

- Review annually advisor’s responsibilities and expectations with the RSO. 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 communication to stay informed about RSO operations.

- Work with student organization leaders to verify that members are enrolled students at Loyola and are COVID compliant with University Public Health. The student organization can submit a roster of members to University Public Health who can verify that all members are in compliance with health documentation.

- 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. The Office of Student Affairs can assist you with running these reports and answering any questions.

- 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 here. 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 law to report the occurrence of certain criminal offenses.

- 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, click here.

- 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.
- Assist officers with procedures and encourage them to maintain accurate records.
- Be visible and establish a regular attendance schedule for RSO and/or executive board meetings.
- Be present for any RSO event where attendance is over 50 individuals or programs that are controversial in nature.
- Attend at least one student organization program per semester.
- Help the RSO justify expenditures of students’ time, abilities, energy, and funds. If soliciting funds, the RSO must submit for approval to 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 fundraising guidelines, review the Student Organization Handbook.
- Advise RSO officers on budgets and other financial affairs. All advisors should become familiar with their RSO’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 RSO bank accounts, review the Student Organization Handbook.
- Co-sign, with the Assistant Vice President of Student Life and Ministry, all contracts involving the RSO. Please refer to the Student Organization Handbook for more information.
- Assist the RSO 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 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 with the executive team and members RSO roles and responsibilities and assist with the transition of officers.
- Encourage students to plan programs that are beneficial to students and inclusive.
- Provide constructive feedback and assist RSOs in evaluating programs.
- Keep official records, RSO paraphernalia, etc… during university breaks and between changeovers of officers.
● Recommend the RSO to cancel activities that are inadequately planned, violate policies or are unsafe.
● Be available, especially in emergency situations. The organization should contact the advisor immediately if someone is injured or breaches a university policy at an organization event.
● 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 Student Life & 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 and a proposed calendar of meetings and events to the 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 RSO 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 RSO meetings or events to discuss any disagreements or areas of concerns and offer suggestions on how to resolve them.

<table>
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<tr>
<th>Advising Do’s</th>
<th>Advising Don’ts</th>
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- Verify that the RSO is complying with federal, state and local laws, as well as campus policies
- Verify that the RSO's programs and initiatives are in line with Loyola's Jesuit mission
- Assist with procedural matters
- Guide the RSO in following their constitution
- Empower students to take action and satisfaction in seeing the RSO succeed
- Allow group to succeed; allow group to fail
- Develop 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 RSO
- Help to resolve intragroup conflict
- Be visible and choose to attend meetings and events; at the same time, know your limits
- Provide assistance regarding questions when members are not available
- Notify individuals when you are out of the office
- Encourage feedback and the evaluation process
- Be available in emergency situations

- 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 opinions
- 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 RSO be irresponsible with funding or risk management
- Become such an advocate that you lose an objective viewpoint
- Allow the RSO to become a one-person organization
- Be laissez-faire or autocratic
- Assume the group handles everything okay and doesn’t need you
- Assume the RSO’s attitudes or needs
- Fail to hold members responsible

**Section IV: Event Planning and Risk Management**

RSOs must create an event in HowlConnect at least 14 days prior to the event day. HowlConnect events must be created for all virtual and in person programs, both on and off campus. RSOs are prohibited from hosting events in private residences. Through this process, various entities at the university, including the RSO advisor can review the organization's proposed program. As a RSO advisor, you are the university's representative regarding the RSO's activities. As such, you are expected to give reasonable and sound advice to your RSO about such things as programs/initiatives, use of facilities and operational procedures. If you have reason to question an action taken by the RSO, express your concern directly to the RSO in writing, including the date, a suggested alternative to the questionable action, a warning, etc. In addition, please share with Dale O’Neill, PhD, Assistant Vice President of Student Life and Ministry your concerns. Although there is no way to completely eliminate risk and legal liability associated with a program, there are ways to reduce risk and provide a safer environment for program participants. Here are a few things that your RSO 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 RSO and talents and skills within the RSO 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 RSO.
• 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.
• If you have concerns about a situation unique to your RSO or to a specific event, please contact Dale O’Neill, PhD, Assistant Vice President, Student Life and Ministry.

Below is a checklist to help you and your RSO mitigate risks 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 calendars (i.e. university, HowlConnect, City of New Orleans 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 and 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 and open to individuals outside the organization, catering must be ordered through Sodexo. The organization must also 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 RSO travel and transportation, review the Student Organization Handbook.*

**Institutional Guidelines:**
- Have you reviewed your budget and purchasing guidelines as it relates to this activity? For more information, review the Student Organization Handbook.
- Is the RSO using a university logo or trademark in association with the event? If so, you will need to verify that they 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 the RSO 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 RSO better prepared to host more well-organized events.

**One Semester in Advance**
- Survey students.
  - What is the target audience? Use evaluations from prior events for ideas.
- Determine the audience: campus only, the general public, all ages, families, etc.
- Choose events: Does it meet the RSO’s purpose? Will it help the RSO progress? Does it serve/help the target audience?
- Check other calendars for conflicts.
- Contact performers. Collect 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 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 Assistant Vice President of Student Life and Ministry, all contracts involving the RSO.
- 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 HowlConnect portal.
- Order supplies.

**One Month in Advance**
- Reserve locations/venues. The earlier the RSO submits their event request through HowlConnect, the more likely they will get your first choice.
- Reserve a rain location for outdoor events.
- Start promotion for the event. 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, the RSO should note this request when submitting their organization event submission in HowlConnect.

- 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 and/or LUPD may need to be in attendance. The RSO 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 is introduced at the beginning and thanked at the end.
- 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 the performer 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. You should attend 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 on a regular basis and obtain a copy of the meeting minutes.

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. **Please note that the advisor must attend at least one event per semester and all events with over 50 individuals in attendance or if the event is controversial in nature.**

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

   It is up to you and the RSO to discuss what the RSO needs in an advisor. It is important that as an advisor you help the students understand University policies, follow constitution, resolve any potential conflicts, and transition and train officers. The potential advisor should review the [Student Organization Handbook](#) and this Organization Advisor Guide to determine if they have capacity to serve in the role.

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 a RSO meeting and present on the following topics: Managing a Meeting, Event Planning 101, Member Recruitment and Retention, HowlConnect, Creating and Sustaining and much more! In addition, the University Counseling Center is available to present to RSOs on conflict resolution, balance, equity and inclusion and more. SLM or the UCC can work with the student organization to tailor the presentation to fit the members’ needs. Please complete the [Student Life and Ministry Presentation Request Form](#) to schedule.

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 a RSO they work with. By doing so, you leave the reigns of the RSO 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 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 RSO. 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.

When to step in? Please step in if the answer is YES to any of the following questions.

<table>
<thead>
<tr>
<th>Programmatic Disagreement</th>
<th>Interpersonal Conflict</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If a task does not get done exactly as I’ve instructed, will the end result be impacted in a negative way?</td>
<td>• Is the group morale being affected?</td>
</tr>
<tr>
<td>• Will this hurt the student(s)/end result? If so, how?</td>
<td>• Are an increasing number of people being drawn into the conflict?</td>
</tr>
<tr>
<td>• Is what they want to do unethical? Is what the student group wants to do illegal?</td>
<td>• Is the disagreement getting personal?</td>
</tr>
<tr>
<td>• Could someone get injured?</td>
<td>• Is the conflict impeding the progress of the RSO?</td>
</tr>
<tr>
<td>• What’s the next logical outcome of this decision?</td>
<td>• Have they directly or indirectly asked you for help?</td>
</tr>
<tr>
<td>• Could the end result involve alienation of any segment of the Loyola community?</td>
<td>• Have they shared that something troubling is going on within the RSO?</td>
</tr>
</tbody>
</table>

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 in 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 RSO advisors. The university recognizes service as a RSO advisor as a critical contribution to the community and involvement with university activities. In order to be a university-recognized, RSO, each group must have a faculty or staff advisor. It is important for the RSO 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 RSO 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 the individual plans to be absent for an extended period of time, it is their duty to assist the organization in finding a proxy.
2. Being aware of the RSO’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 on a regular basis and obtain a copy of the meeting minutes. In addition, the advisor must attend at least one organization event a semester.
Lastly, the advisor must attend any event with over 50 individuals in attendance or controversial in nature.

3. Meeting with the organization leaders regularly. Maintain regular communication to stay well-informed about what is happening with the RSO.

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.

5. Being knowledgeable of and helping members adhere to the RSO’s history, purpose and constitution. Documentation regarding these items can be found on the RSO’s HowlConnect portal. RSO Advisors have access to HowlConnect, simply sign on through the university’s SSO. The RSO’s advisor name and contact information is listed on the RSO’s HowlConnect portal. In an effort to keep files current, RSOs must update their HowlConnect portal within 10 business days of changes (e.g., status, advisors, officers, phone number, web address, constitution or by-law changes). It is the responsibility of the RSO to keep their HowlConnect portals accurate. For instructions on how to utilize HowlConnect, review our HowlConnect Guide or click here.

6. Verifying that the organization’s members are students at Loyola and are COVID compliant. Student organizations can contact University Public Health to conduct a compliance check.

7. Maintain 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 position term. Student leaders must not have had a conduct violation in the semester prior to and throughout their term. This applies to RSO officers, members of SGA and select positions in SLM. The advisor can contact the Office of Student Affairs to check GPA and conduct status.

8. 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.

9. Providing continuity to the group by communicating the executive team and members responsibilities and assisting with the transition of officers each year.

10. Providing constructive feedback and assisting the RSO in evaluating programs.

11. Recommending groups to cancel any activities that are inadequately planned, violate policies or are unsafe.

12. Being available, especially in emergency situations.

13. 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. Please note, as a part of this process, the Behavior Intervention Team works hard to maintain confidentiality. As a result, if you submit a report, BIT doesn't generally report back or communicate with you about the details of how the committee will be working with individual students.

14. Serving as a “Campus Security Authority.” In holding this position, you are required by federal law to report the occurrence of certain criminal offenses.

15. 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, click here.

16. 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. Being aware of the roles advisors have: clarifier, mediator, counselor, consultant, educator, facilitator, mentor, role model, information source, etc...

17. Understanding the added responsibility of being an RSO advisor. The type of liability or risk for the advisor varies greatly depending upon the type of organization. Loyola faculty and staff, as well as fraternity and sorority alumni and club sport coaches, who agree to serve as advisors for a RSO 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 RSO, 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. 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 as they affect RSOs.
• For more information about RSO risk management procedures, please review Section 11 of the Student Organization Handbook.

As a University employee, the advisor has a responsibility to both the university and the RSO. The advisor is expected to use their 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 Student Life and Ministry.

By agreeing to these terms, the Loyola University New Orleans’ faculty or staff member certifies that they will fulfill the duties of a RSO advisor to the best of their ability and that they have read, understands, and agrees to act in accordance with University policies and procedures.

*In order to serve as an advisor, the individual must accept these terms annually when the RSO registers/renews. Contact Dale O'Neill, PhD, Assistant Vice President, Student Life and Ministry, with any 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 an 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 the 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
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 Dale O’Neill, PhD, Assistant Vice President, 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.

Sample Event Report

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 Strengths and Weaknesses of the event? What are the Opportunities you had and what were the Threats to your success?)

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses</th>
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<table>
<thead>
<tr>
<th>Opportunities</th>
<th>Threats</th>
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</thead>
</table>
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: