Recognized Student Organizations Adviser Training

Kevin Merrill
Student Activities Center
Assistant Director for Student Organizations, Leadership, and Service
kmerrill@iastate.edu
515-294-4055

Student Activities Center
www.sac.iastate.edu
515-294-8081
sac@iastate.edu
Presentation Overview

- Student Activities Center
- University/Adviser Partnership
- Adviser Feedback
- Adviser Philosophy
- General Expectations
- Financial Expectations
- Events and Managing Risk
- Legal Expectations of Advisers
Student Activities Center

Resources for Student Organizations:

sac.iastate.edu/orgresources

Event Authorization
• Funding
• Marketing Resources
• Student Organization Marketplace
• Student Organization Recognition Policy (SORP)
• Student Organization Database (SODB)
Student Activities Center

Resources for Student Advisers:

[www.sac.iastate.edu/adviser](http://www.sac.iastate.edu/adviser)

- Overview and Training
- Adviser’s Role and Responsibilities
- Risk Management
- Travel
- All Student Organization Resources
University/Adviser Partnership

• We appreciate your time to mentor student leaders in ISU’s 900+ student organizations.

• SAC/Advisers keep each other informed about the organization and proactively communicate university policies.

• Support the organization by being involved in their events, activities and club meetings throughout the year.
Adviser Feedback

• What information or resources would you like to see from the Student Activities Center?

• What are you observing about your students and the obstacles they are repeatedly encountering?

• What questions do you have at this time?
Adviser Philosophy

Be a liaison between Iowa State University and your organization
• SAC and ISU will primarily communicate with you, the President and Treasurer.
• Forward relevant information and emails and to other officers and members.

Be knowledgeable about what your organization is doing
• Ask questions. The more you know, the better resource you will be.
• Empower officers to work independently while keeping you informed.
• Monitor and authorize financial transactions for organization.

Help the organization follow all university policies and procedures
• Help students plan ahead to meet deadlines.
• Encourage club members to review policies and receive proper training.
• Consider the risks, require event authorization for public events.

Help club leaders to develop an Operations Manual
• Concise document for SODB that details information of club activities and info.
General Expectations

• Serve as a Resource — Support student leadership, answer questions and guide the organization in the right direction.

• Uphold Officer Requirements — Intervene when contacted by the Student Activities Center with concerns regarding officer misconduct or poor academic performance (e.g. the officer falls below a 2.0 cumulative G.P.A.)

• Encourage Mandatory and Optional Trainings — Annual President & Treasurer trainings, workshops, and developmental opportunities
General Expectations

• **Encourage Compliance** – Understand and abide by the Student Organization Recognition Policy (SORP) and all applicable ISU Policies, local, state and federal laws.

• **Encourage Completion of Appropriate Processes and Policies** – compliance agreement, event authorization, travel authorization

• **Report any Problems or Concerns** – Let Student Activities Center know of any problems, report any harassment or crimes to ISU Police and Office of Equal Opportunity
Financial Expectations

• **Treasurer Training/Manual**– Campus Organization Accounting
  – [www.controller.iastate.edu/campusorg/treasurer_training.htm](http://www.controller.iastate.edu/campusorg/treasurer_training.htm)

• **Financial Management** – Encourage budget planning and financial management practices as recommended by Campus Organizations Accounting.

• **Authorize Spending** – The adviser is responsible for approving intramurals, vouchers and purchasing card transactions.

• **Due Diligence in Advance** – Determine authorized signature(s) prior to approving the organization’s procurement of services/acquisitions.

• **Fundraising** – May need to contact ISU Foundation when requesting sponsorship support from local or national organizations, seeking items to give away at events, or soliciting funds for any purpose.
Event Authorization

- Recognized student organizations must submit to hold an event on or off campus.
- Applies to any student org event that is open to the public (including students from outside your organization)
- Events that include any of the following will require additional efforts:
  - Alcohol (grad and professional orgs only)
  - Youth Participants (under the age of 18)
  - Animals
  - Food
  - Gambling/Raffles
  - Non-university vendors or performers
  - Parking and Security
  - Fireworks

- Steps:
  - Event Authorization Training required before gaining access to the system
  - Forms submitted at events.stuorg.iastate.edu
  - Form must be submitted at least 10 business days prior to the event
  - For larger events (e.g. theme weeks, fun runs, etc.), forms should be submitted at least 1 month in advance
  - Events must be approved by the Event Authorization Committee
Event Authorization Committee

Exists to ensure that proper guidelines are adhered to and to assist student organizations in the planning and preparation of their event.

- Org may be asked to meet with the committee to discuss event details and answer any questions.
  - Students should come prepared to these meetings with as much detailed information as possible so that the committee can have a good grasp of what they are planning

Assistance with Event Authorization

- For assistance completing the Event Authorization process, stop by the Student Activities Center or email eventauthorization@iastate.edu.
Student Org Marketplace

The Student Organization Marketplace [sac.iastate.edu/marketplace](sac.iastate.edu/marketplace)

Online marketplace where recognized student organizations can extend their business to the internet and more effectively reach the larger Iowa State community and beyond.

Student orgs may use the Marketplace to:

- Sell event registrations
- Collect membership dues
- Receive non-charitable donations

How It Works

- Student orgs manage stores on the Marketplace and post products that have been approved for sale by the Student Activities Center.
- All products posted on the Marketplace will only be available for a limited time.
- Customers can browse through all of the listed products and purchase items with a credit card (Visa, MasterCard, and Discover only).
- The funds collected through the Marketplace are deposited directly into the org’s on-campus account (minus a 5% administrative fee)

For assistance email: [market@iastate.edu](mailto:market@iastate.edu)
Managing Risk

sac.iastate.edu/risk

- **High Risk Activities/Organizations**
  - Advisers of orgs that have higher risk activities must have demonstrated expertise in the student organization’s mission, objective or activity and be frequently present during activity to provide proper oversight and supervision.

- **Planning Activities and Group Events**
  - Help student organizations operate within safe or established parameters through careful planning and execution of activities.
  - Monitor group actions, review Event Authorization requests, approve based upon level of appropriateness/fit prior to hosting any on or off campus.

- **Oversight and Supervision**
  - The adviser should demonstrate a heightened sense of responsibility and attention whenever a student organization is: travelling abroad, using university vehicles, hosting activities where youth are present.

- **Risk producing situations**
  - In more risky situations, although students may want to make all of the decisions, you should get more involved to step in as you see fit.
Travel Authorization

sac.iastate.edu/risk

- **Student travel must be approved by the adviser and treasurer in advance.**
  - Advisers should encourage students to have updated emergency contact information.

- **Student drivers must complete Student Org Driving Training on Canvas**
  - Separate Large Passenger Van and Vehicles Towing Trailers training is required for use of 15 passenger van.

- **Domestic Travel**
  - Student/campus organizations use of University vehicles needs to be:
    - for ISU business or for the benefit of ISU.
    - consistent with the mission of the student organization.
  - Examples: representing ISU at a conference/seminar; competing at a collegiate event on behalf of ISU; outreach on behalf on an ISU department, etc.

- **International Travel**
  - Advisers of student organizations that intend to participate in international travel should know that it takes a minimum of six months prior to travel for review and approval.
Student Org Website Policy

- Recognized Student Organizations and Campus Organizations may have a website. However, all websites are required to be on the iastate.edu domain and must be hosted on ISU property.
  - A web content management tool is available for your club to use through the student organization database.

- The Domain Name System policy explicitly states:
  - Domain names that are outside the iastate.edu domain and that imply association with Iowa State University cannot be registered, regardless of who is providing the DNS service.

- As a way to address concerns from this policy, the Student Activities Center offers free web space through the Student Organization Database (SODB). The President, Treasurer, Adviser or anyone they designate has access to update their website. There is a training available in the SODB that explains how to navigate the system.

- Questions can be directed to Student Activities at sac@iastate.edu.
Other Important Expectations

- **Contract Signature Authority** — Officers and Advisers of student organizations do not have legal contract signature authority to bind Iowa State University. An Adviser signature only has the authority to bind the student organization (and potentially themselves) to contractual terms. All vendor and entertainment contracts should be forwarded to the Student Activities staff for review.

- **Student Conduct** — Officers and advisers should assist in ensuring that their organization follows all ISU policies concerning inappropriate behavior, including, but not limited to harassment, hazing and discrimination. If you have questions, refer to Student Disciplinary Regulations. [www.policy.iastate.edu/policy/SDR](http://www.policy.iastate.edu/policy/SDR)

- **Use of University Trademarks** — To promote and protect the University’s image, use of the University’s indicia (trademarks, service marks, logos, graphics, names, images, etc.) must be approved by the Trademark Licensing Office and is required to be produced by a licensed vendor. [www.trademark.iastate.edu/info/orgs](http://www.trademark.iastate.edu/info/orgs)
Personal Liability Protection for Approved Advisers

Liability Coverage

- Approved advisers to ISU student organizations are provided personal liability coverage by the Iowa Tort Claims Act (Iowa Code Chapter 669) while acting within the scope of their advising responsibilities.

- ISU is an agency of the State of Iowa and as such, the State will defend, indemnify, and hold harmless ISU employee student organization advisers against any and all tort claims caused by an act or omission of the adviser, unless it is determined that the conduct of the adviser upon which the tort claim is based constituted a willful and wanton act or omission or malfeasance in office or the adviser fails to cooperate in the investigation or defense of the claim.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

- Mandates that all post secondary educational institutions compile and report certain campus crimes.
  - This is a federal statute codified at 20 U.S.C. § 1092(f)

- Crime Reporting — All ISU employees are required to report any suspected violations of criminal laws to ISU Police.
  - www.policy.iastate.edu/policy/reporting

- Campus Security Authorities — As someone who has significant responsibility for student and campus activities, all advisors to student groups are campus security authorities and must report incidents to ISU Police.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

www.police.iastate.edu/services/crime-report-form

- File an official report if a crime was reported to you under the following circumstances:
  - The person reporting the crime was the victim.
  - The situation occurred on-campus, including areas immediately adjacent to campus or off-campus, if closely related to the university, for example at a university event or program.
  - The type of incident was either a:
    - Homicide
    - Hate Crimes
    - Sex Offenses (Forcible and Non-Forcible)
    - Weapons Violations
    - Robbery
    - Drug Abuse Violations
    - Aggravated Assault
    - Liquor Law Violations
    - Burglary
    - Domestic Violence
    - Motor Vehicle Theft
    - Dating Violence
    - Arson
    - Stalking

- Include as much information as possible regarding the date, location and description of the incident. You are not required to disclose the victim’s name, or any identifying information about him or her for Clery Act purposes.
Sexual Misconduct, Sexual Assault, Sexual Harassment, Stalking, and Intimate Partner Violence Involving Students Policy

Policy Updated February 15, 2018 and located: www.policy.iastate.edu/policy/students/sexualmisconduct

• Defined as any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment

• Advisers are considered “Responsible Employees” and required to promptly report incidents of Prohibited Conduct: Procedures, Applications, and Guidelines

• Sexual Misconduct & Sexual Assault Assistance Web site: www.sexualmisconduct.dso.iastate.edu

• Title IX Coordinator – Margo Foreman – Office of Equal Opportunity
  • Coordinates the university’s comprehensive response to incidents of Prohibited Conduct
  • 515-294-7612 eooffice@iastate.edu www.eoc.iastate.edu/

• Office of Student Assistance - Provides assistance in navigating processes and procedures at the university, and helps administer support and resources to students
  • 515-294-1020 studentassistance@iastate.edu www.studentassistance.dso.iastate.edu/
Conclusion

• Advising a student organization can be a rewarding experience.
• Working with students outside of the classroom allows faculty and staff the ability to share information and resources and encourage student development.
• This close interaction with students allows advisers the opportunity to promote skills such as:
  • Leadership
  • Teamwork
  • Self-discovery
  • Working with people from diverse backgrounds
• The best advisers balance student autonomy with the knowledge of what events, activities, and issues of their student organization.
• Help student avoid challenges by guiding them to the appropriate university resources.
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