Dear Faculty or Staff Member,

Thank you for serving as an adviser to a recognized student or campus organization. Iowa State University provides students with many opportunities to get involved on campus and in the local community.

ISU has 800 plus recognized student and campus organizations. These include social groups, honor societies, sports clubs, residence hall communities, sororities, fraternities, academic, athletic, cultural, religious, political, and special interest clubs.

This presentation is intended to be a tool for all advisers of recognized student organizations at Iowa State University. It includes helpful information for advisers about University policies, procedures, and operations to ensure a successful year for your student group.

George Micalone
John Taylor

Welcome
Recognized Student Organizations Adviser Training

Presented by:

John Taylor
Coordinator of Student Organizations
Student Activities Center, Memorial Union
Presentation Overview

- Student Activities Center
- University/Adviser Partnership
- Adviser Feedback
- Basic Adviser Responsibilities
- General Expectations for Advisers
- Financial Expectations of Advisers
- The Adviser’s Role in Managing Risk
- Legal Expectations of Advisers
Student Activities Center

- Website: www.sac.iastate.edu
- Phone: 294-8081
- Services for Student Organizations:
  - Student Organization Recognition Board (SORB)
    - Recognition of all student organizations
  - Student Organization Recognition Policy (SORP)
    - Governing Policies including tiering for all student organizations
      - [www.policy.iastate.edu/policy/sorp](http://www.policy.iastate.edu/policy/sorp)
  - Processing Signature Sheets and Constitutions for all student organizations
    - Signature Sheets (hard copy), Constitutions (upload to stu org database)
- Newsline - BE INFORMED
  - Bi-weekly e-newsletter that goes to officers/advisers of all organizations.
  - Used to advertise opportunities for involvement and resources for orgs
University/Adviser Partnership

- We appreciate that you are taking the time to help mentor student leaders in ISU’s 800 plus student organizations.
- The Student Activities Center and the Adviser should keep each other informed about what the organization is doing (or not doing) and proactively communicate university policies.
- The University relies upon Advisers for support as they are closest to the organization and are likely to attend some of the organization’s events, activities or club meetings throughout the year.
- Additional information regarding adviser resources and explanations about various adviser responsibilities can be found at: www.sac.iastate.edu/adviser
Basic Adviser Responsibilities

• Liaison between Iowa State University and your organization
  ➢ Ask questions. The more you know, the better resource you will be
  ➢ University will primarily communicate with you, the President and Treasurer
  ➢ Forward relevant club e-mails and information to other officers and members

• Be knowledgeable about what your organization is doing
  ➢ Consider the risks, require event authorization
  ➢ Monitor and authorize financial transactions for organization
  ➢ Empower officers to work independently while keeping you informed

• Help the organization follow all university policies and procedures
  ➢ Help students plan ahead in meeting deadlines
  ➢ Encourage club members to be safe and receive proper training

• Ask club leaders to develop an Operations Manual
  ➢ Create an Operations Manual According to Student Activities Center guidelines
  ➢ Refer to: http://www.sac.iastate.edu/index.cfm?nodeID=83755&audienceID=1
General Expectations

• **Communicate Policy**—Understand university expectations and direct members to appropriate sections of departmental websites and also to items contained in the ISU Policy Library

  A few examples:
  - [http://policy.iastate.edu/policy/sorp](http://policy.iastate.edu/policy/sorp)
  - [http://policy.iastate.edu/policy/student/organization/travel](http://policy.iastate.edu/policy/student/organization/travel)
  - [http://policy.iastate.edu/policy/sales/studentorgs](http://policy.iastate.edu/policy/sales/studentorgs)

• **Encourage Compliance**—Understand and abide by the Student Organization Recognition Policy (SORP) and all applicable ISU Policies, local, state and federal laws.
  - Encourage officers to complete annual President & Treasurer training
  - Ensure the organization appoints a risk management officer
  - Help student organizations operate within safe or established parameters
  - Deadline is always the second Friday in October (October 9, 2015)
General Expectations II

- **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.)

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

- **Encourage Completion of Appropriate Forms**—(e.g. compliance agreement form, event authorization form)

- **Remain Involved and Actively Engaged**—Stay up-to-date on current happenings of the organization & intervene as needed

- **Report any Problems or Concerns**—Let Student Activities Center know of any problems, report any harassment or crimes to ISU Police
Financial Expectations of Advisers

- **Due Diligence**—Determine authorized signature(s) prior to approving the organization’s procurement of services/acquisitions. This involves understanding, reviewing and approving expenditures based upon budget information.

- **Authorize Spending**—The adviser is responsible for encouraging budget planning and approving intramurals, vouchers and purchasing card transactions.

- **Financial Management**—Encourage budget planning; require or assist organizations in using sound financial management practices as recommended by Campus Organizations Accounting.

- **Treasurer Manual**—[http://www.controller.iastate.edu/campusorg/treasurer_training.htm](http://www.controller.iastate.edu/campusorg/treasurer_training.htm)

- **Fundraising**—In order to better assist student organizations that have a need to contact corporate representatives, current contact information can be requested from the ISU Foundation using the form below. Some examples of when this form should be submitted include: requesting sponsorship support from local or national organizations, seeking items to give away at events, or soliciting funds for any purpose.

Event Authorization

- **Event Authorization** — Advisers should review and approve requests to hold events on or off campus. Be knowledgeable of planning & attend your organization’s EAC Meeting, if possible.

- **The Event Authorization Committee** — exists to assist you in successfully planning and hosting on or off campus events.

- Committee Members represent: FP&M, DPS, DOR, SAC, ISU Dining, Rec Services, Risk Management, and MU Event Management. First step is to fill out the online event authorization request form: www.events.stuorg.iastate.edu

  - Student coordinator fills out an online Event Authorization form for any event that is open to more than just your club members, located on or off campus
  - Must be submitted at least 10 class days prior to the event
  - To receive more information or assistance with events, visit the Student Activities Center or e-mail eventauthorization@iastate.edu

  - If your event includes any of the following then additional efforts will be necessary:
    - Alcohol
    - Animals
    - Fireworks
    - Food
    - Gambling/Raffles
    - Youth Participants (under age 18)
    - Non-university vendors
    - Parking (4-3388) and Security (4-4428)
    - Transportation

  - **Events with Food** — Recently, there have been updates related to events with food. More information can be found at: http://riskmanagement.iastate.edu/students/food/

  - Denied events that occur will go to judicial affairs for review or could result in loss of organization recognition
The Adviser’s Role in Managing Risk

- **High Risk Activities**—Advisers of student organizations that have higher risk activities (as deemed by the university) must have demonstrated expertise in the student organization’s mission, objective or activity and must be frequently present during the activity to provide proper oversight and supervision.

- **Supervision**—The adviser should demonstrate a heightened sense of responsibility whenever a student organization is travelling abroad, using university vehicles, hosting activities where youth are present, engaging in higher risk activities, or submitting documentation during the event authorization process.

- **Oversee 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, public events.

- **Risk producing situations**—Recognize that autonomy in decision-making is highly desired by student leaders but that it may need to be curtailed in risk producing situations or in controversial matters. In these instances, the adviser may need to assume a more active role in guiding the organization.
Adviser’s Role in Travel Authorization

• **Domestic Travel**— Advisers are not directly responsible for attending all off-campus trips and activities, but have a responsibility to verify that the travel is in compliance with the Student Organization Travel Policy, the ISU Fleet Safety Policy and procedures related to use of University Vehicles.

  ○ Student/campus organizations and advisers should be mindful that the 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 of approved use include: 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 will have extensive planning and preparation responsibilities. Advisers must submit a completed Non-Credit Program form to the Education Abroad Committee and Office of Risk Management at a minimum of six months prior to travel for review and consideration for approval. After approval by the Education Abroad Committee the travel can be entered in the Student Organization Travel Authorization system
Adviser’s Role in Travel Authorization II

- All student travel must be approved by the adviser and treasurer before the keys may be handed out for a reservation.
- If your organization plans to use a fifteen passenger (15P) van or a vehicle towing a trailer, all drivers must complete the Large Passenger Van and Vehicles Towing Trailers training (offered by Transportation Services monthly).
- Advisers should be checking for the appropriateness of student trips.
- Advisers should encourage students to have updated emergency contact information.
- The process should begin at least one month before the trip. If you’re within this time period then contact ORM directly to see if your trip can be accommodated.
- Plan ahead when reserving university vehicles (especially for break trips).
- Only reserve vehicles your organization plans to use; a cancellation fee may apply.
Student Organization 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. https://www.stuorg.iastate.edu/take-training

Questions can be directed to the Director of Student Activities at sac@iastate.edu.
Legal Expectations of Advisers

- **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 to contractual terms. All entertainment contracts should be forwarded to the Director of Student Activities 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. As adviser I’m expected to ensure that my organization follows this requirement.
Personal Liability Protection for Approved Advisers

- **Liability**— Approved advisers to ISU student organizations are provided personal liability protection by the Iowa tort claims act, Iowa code chapter 669 while acting in the scope of their advising responsibilities. The State of Iowa will defend, indemnify, and hold ISU student organization advisers harmless against a tort claim caused by an act or omission of the adviser unless the act or omission of the adviser involves intentional or criminal misconduct, a knowing violation of the law, a transaction from which the adviser derives an improper personal benefit or the adviser does not cooperate with an investigation of the incident or transaction that leads to a claim involving the adviser.
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. LINK TO: http://policy.iastate.edu/policy/reporting Additionally, all advisers are campus security authorities under the Clery Act and must report incidents to ISU Police. Please e-mail Deb Larkin from ISU Police at dlarki@iastate.edu if a crime was reported to you under the following circumstances: (1) the person reporting the crime was the victim, (2) the situation occurred on or near campus, (3) the type of incident was either a:

- Homicide
- Sex Offenses (Forcible and Non-Forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Weapons Violations
- Drug Abuse Violations
- Liquor Law Violations
- Domestic Violence
- Dating Violence
- Stalking

Please 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.

Reference: http://www.securityoncampus.org/jeanne-clery-act

Campus Security Authorities — As someone who has significant responsibility for student and campus activities, all advisors to student groups are campus security authorities. Please e-mail Deb Larkin from ISU Police at dlarki@iastate.edu if a crime was reported to you under the following circumstances: 1) the person reporting the crime was the victim; 2) the crime happened during the 2013 calendar year; 3) the incident occurred on or near campus; 4) and the type of incident was either a sex offense, aggravated assault, burglary, motor vehicle theft, arson, hate crime, stalking, domestic or dating violence.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act of 1965. This act required all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her residence hall room in 1986. It is generally referred to as the Clery Act.

Although every institution wants its campus community to report criminal incidents to law enforcement, we know that this doesn't always happen. Even at institutions with a police department on campus, a student who is the victim of a crime may be more inclined to report it to someone other than the police. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be "campus security authorities."

Please include in your e-mail as much information as possible regarding the date, location and description of the incident. It is not the campus security authority's responsibility to determine definitively if a crime took place or if the incident fits the above categories. It is ISU Police's function to classify and review crimes for inclusion crime statistics. You are not being asked to disclose the victim's name or any identifying information about him/her.

Deb Larkin
Lieutenant
ISU Police
294-4523
Conclusion

- 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 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
- All of these competencies are invaluable to students when they leave Iowa State University.