Student Activities



Advisor Manual

Student Life Office

Beacon Hall BH- 317

203-332-5094

Advising Student Clubs

Thank you for agreeing to be a club advisor. Being a club advisor is an important task and we do not take your decision to become an advisor lightly. We are appreciative of your time and dedication. This packet is designed to help you succeed in the advisory role. The Student Life Office is here to support you and help every club be its best. This manual is not exhaustive and will be updated as needed. Its purpose to provide a framework to effectively advise student clubs at HCC!

The Student Life Office put together this handbook as a resource for you. If you have any questions feel free to contact the Student Life Office at 203-332-5094.



Advisor Requirements and Responsibilities

1. **Requirements for the Advisor**
2. Must be a Full-time or Part-time HCC faculty or staff member.
3. Must complete the advisor form committing to club advisement.
4. Must be able to attend Advisor meetings, club meetings and club events.
5. **Responsibilities**
6. Take an active role in advising the student club.
7. Know the general purpose of the club and the current members of the club.
8. Meet with the club president on a regular basis (at least once per month).
9. Remain informed of all activities sponsored and conducted by the student club.
10. Attend all on and off-campus meetings, events or designate a full or part time HCC faculty or staff chaperone.
11. Be knowledgeable about and adhere to the College policies and procedures listed in the Code of Student Rights (in the HCC Student handbook).
12. Provide guidance on how to set goals, plan programs, and problem solve.
13. Meet with the Executive Board regularly to establish an agenda for the upcoming meeting.
14. Be knowledgeable of college policies and Student Activities protocols.
15. Report concerns and activities to the Student Activities Director or Assistant Director.
16. Club advisors must submit a roster listing club members’ names, id numbers, and e-mails to The Office of Student Life by the 4th week of the academic semester.
17. Complete and sign off on proper paperwork as need. (see sections below)
18. Attend Club Day and New Student Orientation
19. Serve as an administrator on the club’s social networking sites (Facebook, Twitter, Linked In, Instagram, etc.)
20. Encourage club members to stop by the Student Life Office frequently.
21. Serve as a resource and mentor to club members.
22. Allow club members to make decisions. **Remember failing is a part of learning.** Help guide and foster critical thinking skills.

Advisor Role

**Serve as a resource \* Provide constructive criticism \*Provide positive reinforcement \* Provide guidance and direction**

The primary function of an advisor is to offer students opportunities to exercise initiative, judgment and leadership skills, and to enjoy a measure of autonomy in self-directed social, educational, cultural and recreational activities.

1. The role of the advisor is “passive”. Advisors should not control the group’s activities, but give guidance and scope of direction to the group.
2. As the advisor it is important to be familiar with the club’s constitution and procedures and the skills necessary for conducting effective meetings. Other procedural matters concerning Housatonic Community College’s guidelines for on and off campus activities should be understood as well.

1. The advisor should attend meetings and as many social functions of the organization as possible.
2. An advisor should discuss tactfully any student actions, which, in the advisor’s opinion, would discredit the organization and the College. In the event that the advisor deems it necessary to disapprove of some phase of the organization’s activities, the advisor should contact the Student Activities Office and describe the reasons for the disapproval of the activity.
3. In conjunction with the treasurer of the club, the advisor should ensure that the club is financially responsible. All clubs and organizations must handle funds through on-campus accounts. The advisor ultimately is responsible for balancing the budget.
4. Students should be encouraged to be involved actively to benefit from their experiences with the student organization, but they should be reminded of the priority of their academic responsibilities.
5. The advisor should assist with the organization of paperwork that is to be submitted to the Student Activities Office when needed. (For example, Current constitution, Contact information for club officers, Current list of members, club reports, Program notifications and evaluations, and Funding report)
6. The organization should be encouraged to meet on a regular basis.
7. The advisor should assist in the orientation of new officers.
8. The advisor should encourage the officers to delegate responsibilities to the organization members to help all members participate fully in the organization. [[1]](#endnote-1)
9. Encourage the group to keep records and evaluations on file. Procedures for passing this information on to future members should be developed.
10. Help the organization develop goals for each semester and prepare a plan to achieve them.
11. The advisor maybe asked to represent the organization and its interests in staff and faculty meetings.
12. The advisor should encourage students to participate in leadership development, social, cultural, spiritual, recreational, and diversity programs sponsored by the Student Life Office.
13. The advisor should consider the Student Life Office a valuable resource for help with any questions or concerns the advisor or the organization might have. Take advantage of the staff’s interest and experience!

Club Officer and Advisor Relationship

1. The advisor should assist the officers formulate long-range goals and steps to achieve them, and with planning and initiating short-term projects.
2. The advisor should assist the officers with College procedural matters.
3. Student officers should know the advisor will be available when emergency problems arise.
4. Respect each other. It is important to develop a trusting relationship with the organization officers.
5. Have a sense of humor. If the advisor finds humor in situations the students should relax and enjoy their roles in the organization.
6. The advisor should point out factors bearing on the ideas presented by the officers without imposing his/her own bias. If an idea is inappropriate, the advisor should encourage the officers to consider alternatives.
7. Open communication is critical for a successful advisor/officer relationship.
8. The officer should find the advisor able to assist with evaluation of projects, performance and progress.
9. The advisor should suggest ways in which meetings can be run effectively.
10. The advisor and the officers should discuss expectations of each other. This understanding and agreement is helpful as an accountability tool. [[2]](#endnote-2)

Planning an Event (On Campus)

All forms must be submitted at least **15** business days before scheduled event. A copy of your club minutes that clearly state and show a vote by the club to allocate money for the purchase must be attached. Hand in all forms to the Student Life Office at least 15 business days before proposed event. Be sure to keep a copy in your club binder.

**Event Planning ( No food or purchases being made)**

* **Step 1 Event Planning Form**

Fill out the Event Planning Form

* **Step 2 Space Request Form**

Fill out the Space Request Form (this form is to find out what space is available)

If the Space Request Form is approved proceed to step 3

If the Space Request Form is denied go back to step 1

* **Step 3 Facility Reservation Form**

Fill out the Facility Reservation Form and e-mail it to

[HousatonicStudentActivities@gmail.com](mailto:HousatonicStudentActivities@gmail.com)

**Event Planning (With On-Campus or On-line Purchases)**

* Follow steps 1 through 3 above **AND** Go to step 4
* **Step 4 Purchases from Johnny/ The Bookstore or On-line (i.e. Staples.com)**

**ONLY** If you are purchasing food from Johnny (HCC Café)

Get a written quote from Johnny

Complete a Purchase Requisition

**Event Planning (All Other Purchases)**

* Follow steps 1 through 3 above **AND** Go to step 5
* **Step 5 Off Campus Vendors**

Ask the Vendor if they will accept a Purchase Order (The vendor will not be paid until after the event)

If the Vendor will accept a Purchase Order you will need to get the following things:

1. Written Quote with detailed description
2. Vendor Federal Identification Number (FEIN)

Complete a Vendor Contract **allow 4-6 weeks to process**

Planning an Event (Off Campus)

All forms must be submitted to the Student Life Office at least 30 business days before scheduled event. **A Copy of Your Club Minutes are required!** Be sure to keep a copy of paperwork in your club binder.

**Event Planning ( No purchases being made)**

* **Step 1 Event Planning Form**

Fill out the Event Planning Form

* **Step 2 Assumption of Risk Form**

Every club member and guest must fill out an Assumption of Risk Form.

Club members can fill out one form to cover the club’s activities for the semester **if changes occur a new form must be submitted.** In lieu of completing new forms for each trip Advisors must submit a list of names of the students attending each trip/activity to. [HousatonicStudentActivities@gmail.com](mailto:HousatonicStudentActivities@gmail.com) . In the subject line write club name and Trip.

**Event Planning (All Other Purchases)**

* **Step 1 Event Planning Form**

Fill out the Event Planning Form

Proceed to Step 2 if you require bus or van rental

* **Step 2 Ordering Transportation**
* **Coach and Activity Buses**

In most cases activity and coach buses are pre-ordered a year in advance to go to CT, NYC, MA, NJ, PA

* **Vans**

Obtain a quote from Enterprise Car Rental and complete a Purchase Requisition

* **Step 3 Ordering Show Tickets**

Obtain a quote from from the site (i.e. museum, theater, etc.)

Complete a Purchase Requisiton

Attach club minutes showing the club’s allocation of the rental and be sure to include trip date(s), time and location

* **Step 4 Selling Tickets**

All tickets are sold out of the Student Life Office unless otherwise noted.

Planning an Event (Check-List)

|  |  |
| --- | --- |
| **Advisor Responsibility** | **Club Designate Responsibility** |
| * Sign off on Event Planning Form | * Check on space availability |
| * If purchasing items, complete Purchase Requistions for each vendor | * Complete Event Planning Form |
| * Complete and E-mail Facility Reservation Form or assist club members in completing | * Create flyers for event and submit to the Student Life Office 2 weeks prior to event |
| * Ensure each club member has filled out an Activty Waiver (Assumption of Risk) Form for off campus activities * Submit forms to the Student Life Office at least 1 day before the trip/activity | * Fill out Activit Waiver Forms for off campus events |
| * Work with Director or Assistant Director of Student Life to fill out Vendor Contracts | * Advertist events and ensure flyers are hung before event and removed after the event has ended |
| * Maintain open lines of communication with the club, Student Life Office, and maintenance staff to ensure event is successful | * Fill out Event Profit and Loss Summary **for** **every event** |

1. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)