

Student Organization Advisor Guide

Version 2.1

Introduction

- ▶ As an advisor for a student organization at Bellevue college, you are embarking on a great adventure with our students.
- ▶ We begin by thanking you for your dedication and hard work. All student organization advisors are faculty and staff who generously donate their time and energy to our student organizations.
- ▶ We appreciate everything that you do for our students!

Introduction

In addition to this guide, advisors should familiarize themselves with the protocols for student organizations found in the Student Organization Handbook.

Included in this guide:

- ▶ What is a Student Organization at BC?
- ▶ What Does the Office of Student Engagement Do?
- ▶ What does the ASG Do?
- ▶ Working with the Office of Student Engagement
- ▶ The Student Organization Handbook
- ▶ Goals and Learning Outcomes
- ▶ Working with a Student Organization
- ▶ Advising styles
- ▶ Roles and Responsibilities
- ▶ Advisor's Role
 - ▶ Time Commitment and Expectations
 - ▶ Campus Security Authority Training
 - ▶ Emergency Protocols
 - ▶ Passing the Torch
- ▶ Tips for Success: the Do's and Don'ts of Advising a Student Organization

What is a Student Organization at BC?

- ▶ A Student Organization is student-led and student-driven.
- ▶ Students set the agenda for what the group will do, manage the group's events and activities, run their own officer elections and set the goals for themselves.
- ▶ Becoming a Chartered (aka registered) Student Organization means that the org has access to support and College resources. The student org's advisor, ASG, and the Office of Student Engagement support student organizations through a student-development-centered approach that fosters learning and personal growth for involved students.

What is a Student Organization at BC?

- ▶ To be an official student organization at BC, student organizations must charter (aka register) once per year to remain active through ASG and the Office of Student Engagement. Currently the method of chartering can be found on the Student Engagement website at <https://forms.bellevuecollege.edu/stupro/charter/>
- ▶ Student organizations at Bellevue College have no employment relationship with the College, as they do not have paid faculty or staff advisors, and student leadership positions are also voluntary.
- ▶ Other groups on campus may have student leaders and be part of a recognized program which is overseen by a staff or faculty member, but these are not considered student organizations at BC.

What Does the Office of Student Engagement Do? Our Mission and Vision:

- ▶ The Office of Student Engagement is committed to enriching student life by providing engagement and leadership opportunities that empower our students to find their passion, build community, and grow to be better world citizens who contribute to a vibrant and diverse campus.
- ▶ We work to support students and student organizations, with the goal of creating an inclusive environment that promotes cultural awareness, inclusivity, personal accountability, and respect. By helping students learn about themselves and actively engage with others, we believe this enhances the overall college experience.
- ▶ We also provide events, activities and outlets for purposeful involvement with a student development-centered approach, with the commitment to foster student success academically, personally and professionally.

What Does the Office of Student Engagement Do?

- ▶ The Office of Student Engagement provides an array of services to student organizations and to the study body of Bellevue College. Staff members plan and host events and activities for all BC students.
- ▶ Staff members also support Chartered Student Organizations, Student Affinity Coordinators, Associated Student Government and Campus Activities Board. Staff also oversee the Watchdog newspaper, the Bulldog Food Pantry (in conjunction with the Benefits Hub), the Student Business Center and more!
- ▶ We support student leaders and student organizations in the planning and execution of their events and activities. Our pledge to our students is that we will always do our best to make their great ideas happen and our job is to help students be successful.

What Does the Office of Student Engagement Do?

- ▶ The role of Student Engagement' team is to advise, educate and assist with access to College resources and troubleshooting as students plan for events and activities.
- ▶ Need help? You can contact us directly for assistance. We work with other staff and departments on your behalf, and will ensure you receive training, assistance with Project Plans, Funding Requests, and event planning.
- ▶ **The Student Engagement team will not plan your event, run your event for you, or do the “heavy lifting” to ensure your events happen - BUT they will assist and support you and student leaders as you learn and go through the process of recruiting members, planning and executing events.**

What Does the Associated Student Government of Bellevue College Do?

- ▶ The ASG per their Constitution, By-laws and Financial Code exercise oversight of all student organizations at Bellevue College.
- ▶ They have been in the past - and will continue to be involved in supporting student organizations they oversee, as well as approve charters and work with student organizations seeking funding from ASG.
- ▶ As the governing body of all students at BC, all student organizations are under the ASG Board of Directors.
- ▶ The ASG works in concert with the Office of Student Engagement which manages the administrative tasks and guidelines for how student organizations are run, plan events and incur expenses.

The Student Organization Handbook (will be updated yearly)

- ▶ It is strongly recommended that you review the Handbook to get a good understanding of all the protocols and guidelines.
- ▶ <https://www.bellevuecollege.edu/organizations/resources/>
- ▶ The Handbook is designed for students who are running a student organization. It contains step by step instructions and guidelines for everything students (and their advisors!) need to know:
 - ▶ Chartering
 - ▶ Working with Student Engagement
 - ▶ Roles and Responsibilities
 - ▶ Approval of Activities
 - ▶ Planning and Hosting Events and Activities with color coded timelines for document submission and contracts processing
 - ▶ Promoting Events
 - ▶ Managing Finances

Advisor Goals and Learning Outcomes

- ▶ Student organizations and other student groups such as Associated Student Government, allow students with similar interests to contribute to student life at Bellevue College; gain transferable skills; promote school spirit and pride; and coordinate a wide range of social, recreational, educational, collaborative and community service activities and initiatives.
- ▶ As an advisor to a student organization, you help to enrich the college experience of all organization members, and those who attend their events and activities. This is all related to the College's commitment to student development.
- ▶ As a student organization advisor, you act as a mentor and help foster the culture of student engagement that leads to success in the classroom - AND helps prepare students for careers after college.
- ▶ You are providing valuable professional development opportunities for your student leaders and group members, and help them feel connected to each other, the college, the BC community, the greater Bellevue community.

Who can be an advisor?

- ▶ All student organizations are required to have at least one advisor who is a professional employee at Bellevue College - either staff or faculty. We recommend that you get approval from your supervisor in order to serve, especially if it has the potential to impact your work schedule.
- ▶ Student organizations may choose their own advisor, and as long as the person chosen is a professional employee (staff or faculty) of BC and has permission (if needed) from their supervisor, they can choose to advise a student organization.
- ▶ You do not have to be an expert in their field or from a certain cultural group. Students want and need an individual willing to be a mentor, no experience required!

Common Advisor Questions You May Have

- ▶ How do you know if advising a Student Organization is right for you?
- ▶ How active will the student org be? Weekly meetings? Monthly?
- ▶ Do they want the advisor to attend all meetings (it is not required by Student Engagement)?
- ▶ Do the members participate in lots of outdoor activities or other activities that may require an advisor to be present?
- ▶ Do you want to be more hands-on or just touch base a couple times a month?

Working With Your Student Organization

Building the Relationship

- ▶ Building a rapport with student leaders takes time. Every advisor has their own style of advising, and it may take time to “click” with students. Set up regular meetings with your org’s leadership team. Bring an agenda to discuss or questions that you may have.
- ▶ Remember open communication is the best way to avoid misunderstandings - be responsive to requests, keep meeting appointments, and show student leaders appreciation for their hard work! Be honest about questions or concerns you have.
- ▶ If there is ever an issue, reach out to Student Engagement - we are here to help you be successful, and that means helping you and student leaders build a relationship of trust and mutual respect that will lead to more success for every student organization!

Working With Your Student Organization

- ▶ Always remember: You are not the leader or supervisor of a student organization. You help support student leaders.
- ▶ You do not set expectations as to what the group does, or what their priorities are. The student leadership of the organization sets expectations and priorities with your input and guidance.
- ▶ Key is to help advise, mentor and help students grow personally and professionally.
- ▶ For example, if there is a cultural celebration that took place last year and a student org took the lead does not mean the new crop of officers are interested in leading this celebration.
- ▶ Too often in the past, student leaders have been told that the “campus expects XXX to happen.”
- ▶ Advisors may suggest and inform about past events, but the students should decide for themselves what they wish to do.

Advising Styles

- ▶ Whether you are new to advising student organizations, or a seasoned pro, take some time to examine your individual approach to advising.
- ▶ Remember that advising a student-run group is very different from advising and teaching students in an academic context, yet it still give us the opportunity to educate our students in different ways which complement academic endeavors.
- ▶ Advising a student organizations is also VERY different from supervising employees or running an organization yourself. Advisors are meant to guide, support and inspire - not dictate priorities or assign tasks.

Advising Styles

- ▶ Everyone has a different approach to advising student organizations.
- ▶ Remember, no matter what your style is, you are not a supervisor - you advise and guide but do not dictate, set the agenda, or tell students what events to do.
- ▶ Remember that the goal is to provide students with the opportunity to apply their knowledge acquired inside the classroom in a real-world context, and to help them gain and improve those valuable transferable skills.

Advising Style Types

- ▶ **Mentor/Motivator:** Involvement in the lives of students will mean they will seek career, academic, to personal advice. Be prepared to be a positive force of knowledgeable on various academic programs, resources, and services at the college. Have a good understanding of what services the college has to make referrals depending on student needs. The key is to demonstrate a genuine interest in the success of your students so they will continue to trust and respect you.

Advising Style Types

- ▶ **Team Builder/Conflict Mediator:** A challenge of working with groups is the development and maintenance of individual and community needs. Your role is to help officers of the organization inspire the group to develop a shared vision and mission for the organization. The spectrum of personalities present will create conflict and you will be needed to model a positive and open communication during contentious debates among group members.

Advising Style Types

- ▶ **Educator/Policy Interpreter:** You will guide students in reflection of their actions, and be there to answer questions about policy, procedures, and expectations. You are to help students learn the skills to be self-sufficient and manage their own responsibilities using nudges, reminders, and structure for organizing and accountability.

Roles and Responsibilities

- ▶ Complete this guide provided by the Office of Student Engagement.
- ▶ Complete Campus Security Authority training per Public Safety.
- ▶ Comply with the college's policies and procedures, local, state and federal laws at all times.
- ▶ Comply with protocols outlined in the Student Engagement' Student Organization Handbook at all times when working with student organizations.
- ▶ Provide guidance and support to the student organization officers and members, and aid students in promoting the mission of their student organizations.
- ▶ Approve documents such as project plans before they are sent to Student Engagement for processing.
- ▶ Keep the Student Engagement Team informed of any changes in the status of the group, officers or your status as advisor.

Roles and Responsibilities

- ▶ Be present OR designate another professional BC employee to be present for certain types of off-campus activities to ensure the safety of students. These include activities which would require a liability waiver, such as overnight travel, day trips, hiking, swimming, etc. Staff in the Office of Student Engagement, in consultation with the Bellevue College Risk Committee and Public Safety, will determine if a BC employee needs to be present.
- ▶ Professional staff and faculty who work in areas outside Student Engagement will need to work with their supervisor directly to determine whether they need to take leave if they are traveling with students.
- ▶ If you designate another professional staff or faculty to attend the event, inform the Student Involvement Specialist or the Student Engagement staff member who assisted your group before the event.

Roles and Responsibilities

- ▶ Be the professional point of contact OR designate another professional BC employee to be the point of contact for certain types of on-campus activities. This may include being the professional point of contact when Events/Dining Services is providing setup/food delivery/breakdown or other services.
- ▶ Professional staff and faculty who work in areas outside Student Engagement will need to work with their supervisor directly to determine whether they need to take leave if they are working with a student org during their regular work hours.
- ▶ Please note that staff from the Office of Student Engagement and Events Office assist with some aspects of planning for events and activities presented by student organizations, but will NOT usually be present to manage the event or activity.
- ▶ If you designate another professional staff or faculty to be the point of contact, inform the Student Engagement staff member who assisted your group before the event.

Time Commitment

- ▶ Accepting the role of a Student Program's Advisor is a commitment that demonstrates dedication and passion for student success. The engagement within Student Engagement provides advising and fosters trust through building a rapport among students. Some students may be beginning their first leadership role and will depend on guidance and mentorship from you as their advisor.
- ▶ The advisor operates within 3 quarters (fall, winter, and spring).
- ▶ **Advising a student group should take on average 1 to 3 hours per week, with additional time when groups are hosting events or traveling. You can always designate another staff or faculty member to attend events or travel if you are not able to do so. Reach out to your Student Engagement Team member for assistance.**

Time Commitment

Hours	Activity	Description
.5	Student Organization Meetings	Assisting the student program with annually setting goals and objectives, then helping to keep the group focused on tasks and activities they have chosen.
.5	Student Leadership Development	Providing direction/interpretation to student organization leaders and organization members on college policy while assisting in understanding and utilizing processes and procedures within the college.
1	Budget Assistance	Providing support for students who manage the organization budget and preparation and submission of funding requests, payment requests, etc.
1	Program Events Assistance	Assisting with planning and implementing of events and activities. Attending meetings and activities involving the organization as necessary.

Campus Security Authority Training

- ▶ All advisors are required to take Campus Security Authority Training once per year to remain compliant (once per academic year).
- ▶ The Office of Public Safety manages the training. Student Engagement provides a list of advisors annually to Public Safety and they will reach out to all identified CSA's when it comes time to take the updated training via an on line training system.
- ▶ To learn more about what a CSA is, go to:
<https://www.bellevuecollege.edu/publicsafety/campus-security-authority-identification/>

Emergency Protocols

- ▶ Student organization advisors and officers have a responsibility to report any incident involving violations of the BC Code of Student Conduct, injury, criminal activity or other incidents to the appropriate campus authorities and to the Director of the Office of Student Engagement.
- ▶ In the event of an emergency, always Dial 911.
- ▶ Report incidents to Public Safety at 425-564-2400.
- ▶ Office of Student Conduct,
<https://www.bellevuecollege.edu/studentconduct/>
- ▶ Report ALL incidents to Student Engagement,
studentengagement@bellevuecollege.edu
- ▶ You may also submit anonymous reports and concerns to the BC CARE team:
www.bellevuecollege.edu/reportconcerns

Passing the Torch

- ▶ Schedules and priorities may change quarter to quarter. Sometimes an advisor needs to step away from advising a student organization, and that is perfectly OK!
- ▶ Sometimes as the leadership in the student organization evolves, priorities and activities may change and a change in advisor may be considered.
- ▶ Students may at any time request to change their advisor and an advisor may at any time choose to step away from the group as well.
- ▶ The advising relationship is mutually agreed upon, which is why building that strong, positive working relationship is so important.

Passing the Torch

- ▶ When an advisor leaves an organization, the organization must find a new advisor and update the Office of Student Engagement.
- ▶ If the organization is without an advisor, the student org's charter will be put on hold until Office of Student Engagement receives the confirmation that a new advisor has been chosen.
- ▶ Whenever possible and appropriate, the outgoing advisor should assist in locating a new advisor.
- ▶ When applicable, the advisor should submit organizational records to the new advisor or the Student Involvement Specialist.
- ▶ An advisor may step away at any time. Suggestions for a replacement are welcome but not required. If you decide to step away, please contact your assigned Student Engagement Team member.
- ▶ A student org that seeks a new advisor should first schedule a meeting with their assigned Student Engagement Team Member.

Do's and Don'ts of Advising a Student Organization

Do...

- ▶ Encourage attendance at leadership training and provide students with resources for the training, such as ice breakers, important topics of discussion like values and ethics, ideas for downtime, etc.
- ▶ Allow the group to succeed, but remember that now is the time for them to learn from their mistakes.
- ▶ At the beginning, as well as periodically, be clear about the role of the advisor and your relationship to the organization.
- ▶ Be a sounding board for the organization. Assist the group in setting SMART goals (Specific, Measurable, Attainable, Relevant, and Timely) goals.
- ▶ Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments for assistance.

Do's and Don'ts of Advising a Student Organization

Do:...

- ▶ Keep your sense of humor and enthusiasm.
- ▶ Share creative and alternative suggestions.
- ▶ Provide progressive feedback for activities planned by students.
- ▶ Learn what the students want to get out of the organization. Support them in their journey of accomplishing these goals.
- ▶ Ask officers to assist with procedural matters. Be knowledgeable of the organization's purpose and constitution, upcoming deadlines, ongoing goals, national, state, or regional expectations or bylaws, and help give feedback.
- ▶ Ask the executive board to orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.

Do's and Don'ts of Advising a Student Organization

Don't:

- ▶ Be a Know it all
- ▶ Be the leader or “run” the meetings
- ▶ Manipulate the group, impose, or force your opinions on them
- ▶ Close communication
- ▶ 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,” or the smothering administrator
- ▶ Miss group meetings or functions which you have committed to attend

Do's and Don'ts of Advising a Student Organization

Don't:

- ▶ Be afraid to let the group try new ideas
- ▶ Become such an advocate that you lose an objective viewpoint
- ▶ Allow the organization to become a one-person organization
- ▶ Be too laissez-faire or autocratic
- ▶ Assume the group handles everything satisfactorily and doesn't need you
- ▶ Assume the organization's attitudes, needs and personalities will remain the same year to year

Questions?

- ▶ Reach out to us! Email studentengagement@bellevuecollege.edu