

STUDENT ORGANIZATION ADVISOR BOOKLET



MONTANA STATE UNIVERSITY

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Advisor Packet



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THANK YOU for agreeing to serve as an advisor to one or more of the student organizations on campus. Your willingness to get involved is meaningful and important to the student groups you advise, and to the Office of Student Activities as well. Your contributions, be they great or small, do not go unnoticed, and we appreciate you!

This Advisor booklet will give you a brief introduction to the registration process, as well as other important details with which the advisor is often involved.

WHAT IS THE ROLE OF AN ADVISOR?

What do YOU believe an advisor should do? What should you offer a student organization? How involved should you be? Listed below are several different roles which you may fill as an advisor for a student organization.

- ☐ a problem-solving agent
- ☐ an information resource person
- ☐ administration=s representative (advocate)
- ☐ students= representative (advocate)
- ☐ an interpreter of University policies and procedures
- ☐ an analyzer of the group process
- ☐ an attendee at student organization-sponsored events
- ☐ a sounding board
- ☐ a coordinator/advocate for a balanced student program
- ☐ a source of continuity between years
- ☐ an educator of program philosophy and program skills
- ☐ a developer of student volunteers
- ☐ an educator/trainer of organizational skills & leadership (i.e. ensure training happens, workshops, etc.)
- ☐ a maintainer@ of organizational records
- ☐ informed of issues that affect the group
- ☐ a financial supervisor
- ☐ knowledgeable in programming skills (i.e. legal issues, contract negotiation, etc.)
- ☐ a double-checker of program details
- ☐ an evaluator of programs
- ☐ a liaison between the student organization and the University

Following is an exact list of the information included in the **Student Organization Handbook**, which is issued to each registered student organization:

- <Student Organization Advisor responsibility, statement, and information
- <Policy for Student Organizations at MSU-Bozeman
- <Why Register Your Organization?
- <Use of University Name and Logos by Registered Student Organizations
- <Characteristics of a Successful and Effective Student Organization
- <Sample Constitution Outline
- <OSA Poster Policy
- <Advertising with Flyers
- <Proposed Events Guidelines
- <Insuring Off-Campus Programs
- <Release of Liability Form
- <Student Trip Itinerary and Emergency Contact List
- <Students' Emergency Contacts
- <Medical Consent Agreement
- <Strand Union Policies
 - <<Space Rental
 - <<Use of Easels/Banner Space/Display Case/Info Tables
 - <<Fund Raising/Merchandise Sales Policy
 - <<Merchandise/Service Sales Request Form
 - <<Distribution or Sale of Literature & Petition Policy
 - <<Food Policy
 - <<Outdoor Programming Policy
 - <<Repetitive Meeting Form

- <Student Activities Running Board
- <University Food Service Policy for Food Served on Campus
- <Facility Use Request (non-Strand Union facilities)
- <Other MSU Policies
- <Outdoor Program Agreement
- <Student Organization Support Fund
- <Student Organization Resource Directory
- <Campus Map
- <Volunteer Opportunities

The Office of Student Activities= policy is to work directly with students. We strongly encourage club advisors to have the student leadership of the clubs handle all the [Afootwork@](#) involved with registering and operating the clubs.

Once again, thank you! The efforts of all involved would be greatly diminished without your enthusiastic support of extracurricular student activities on campus.

**OFFICE OF STUDENT ACTIVITIES
MONTANA STATE UNIVERSITY-BOZEMAN
STUDENT ORGANIZATION ADVISOR RESPONSIBILITY
STATEMENT & INFORMATION**

STUDENT ORGANIZATION ADVISORS play a vital role in assuring that the organization experiences are meaningful to students, as well as playing a crucial role in managing institutional risk and liability. Consistently, the most successful student organizations are those in which the Advisor takes an active interest and plays an active role in the group.

It is therefore critical and essential that the organization Advisors are fully aware of their responsibilities which include, but are not limited to:

1. Providing continuity within the organization and assisting in the training of new officers each year;
2. Encouraging opportunities within the organization that will contribute to the student=s development and education;
3. Being well informed of all plans and activities of the group, and attending formal activities;
4. Providing direct assistance in the planning of the programs and indirect help in preparing for formal events by advising of additional resources available;
5. Regularly attending meetings and frequently consulting with the organization officers;
6. Assisting the organization in keeping their financial and organizational records current, and being aware of the expenditure of student time, abilities, duties, and finances within the program;
7. Being open to calls for assistance from the organization, and advising on compliance with State and MSU-Bozeman policies; and
8. Reviewing, evaluating, and approving the annual the Student Organization registration form, roster, and proposed event form to be submitted to the Office of Student Activities.

If you are concerned about advisor liability, please call the Office of Student Activities at 994-3591 for further information.

POLICY FOR STUDENT ORGANIZATIONS AT MONTANA STATE UNIVERSITY-BOZEMAN

The University recognizes the value of student organizations in campus life and, consequently, provides the opportunity for groups to be formed and to meet on campus. However, because their memberships are comprised of students at Montana State University-Bozeman, student organizations should have some relationship to the main educational mission of the University. Moreover, it is not the University=s intention nor responsibility to sponsor, endorse, or otherwise support particular student organizations. Consequently, the fact that a student organization has access to University facilities should not be construed, nor may a particular student organization represent, that Montana State University sponsors, endorses, or otherwise supports the organization or any of its views, philosophies, or activities.

Campus student organizations, including social sororities and fraternities, and residence hall units, must comply with the criteria listed below to be eligible to use facilities of Montana State University-Bozeman under applicable regulations.

With the understanding that Montana State University is committed to a philosophy of non-discrimination under guidelines including, but not limited to, the Civil Rights Act, '504, Title IX, and the Montana Human Rights Act, and to the opportunity for individuals to assemble and associate under the First Amendment, the following guidelines will be used for granting access to and use of University facilities:

Student groups wishing to use University facilities for meetings or events will be required to do the following through the Student Activities office:

1. The student leader(s) of the group must complete a Student Organization Application **every year** to use University space for meetings for the academic year.
 - A. Complete the registration form - We ask that the student leader(s) of the group complete the registration either in the spring semester for the following academic year, or in the fall semester for the current academic year. Why? We need updated information to maintain accurate records. It also enables us to list the group in the Student Organization Booklet.
 - B. Pick up the group=s Student Organization card and review the handbook - Every year, a Student Organization card is issued to the group and members are required to read the handbook online. **There is a \$1.00 replacement charge for lost cards.**

The handbook contains policies and guidelines, as well as pointers on fundraising, and is updated yearly. The Office of Student Activities is required by law to make certain information available to all student organizations, and this information is included in the handbook at www.montana.edu/studentactivities.

The student organization card is the group=s "pass" to use rooms in the Strand Union (as long as the group is NOT charging an entry fee or taking up donations or dues on a regular basis), as well as advertising space. The SUB Reservationist will need to see the group card each time room or advertising reservations are made in the Strand Union.

2. Comply with all University regulations and state and federal laws regarding the use of University facilities. NOTE: STATE STATUTES SPECIFICALLY PROHIBIT THE USE OF THE NAMES "MSU", "MSU-BOZEMAN", "MONTANA STATE UNIVERSITY" OR "MONTANA STATE UNIVERSITY-BOZEMAN" ON **BANK ACCOUNT TITLES**. EXCEPTIONS ARE MADE ONLY WITH THE WRITTEN APPROVAL OF THE MSU BUSINESS OFFICE.
3. Restrict its membership to at least 80% students and the balance, if any, may be faculty, staff, spouses of faculty and staff, and community members.
4. If the group is athletic in nature and utilizes campus athletic facilities, membership must be 100% students, or if non-students participate, those individuals must purchase an **ALUMNI OR SPECIAL USE PASS** through Intramurals each semester, or be in possession of a **VALID ONE-CARD**. Please call the Office of Intramurals at 994-5000 for clarification.
5. Submit all revisions, such as alterations to organizational name or purpose, to the Office of Student Activities, 222 Strand Union.
6. Comply with specific written requests from the Office of Student Activities for evidence necessary to authenticate the information on file there.
7. List two (2) leaders who are registered students.
8. Each organization will be issued a registration card upon completion of the application process. The registration card must be shown whenever reserving University meeting space to ensure facility managers of organization=s registration. The registration card must be signed by the Director of Student Activities.
9. Provide the name and signature of a faculty or staff person located on campus who is employed by MSU, or a graduate student who is employed by MSU, at least half-time, who has agreed to act as a liaison for the organization and who is willing to agree to carry out the responsibilities of an advisor.

10. Sign an affirmation that the group complies with the University's commitment to and practice regarding nondiscrimination in the areas of race, creed, color, sex, national origin, age, handicap, marital status, and sexual orientation.

11. Include a roster of club members.

Additional University support might include limited financial program support allocated through the Office of Student Activities via an application process.

It is important to note that a group's eligibility to use campus facilities and receive additional University support depends not only on initial compliance with the foregoing requirements, but also on the continued compliance therewith. Consequently, failure of an organization to fully comply with any of the above-listed requirements may result in a denial of access and use of University support and assistance. Denial of access shall remain in effect until the organization has given adequate assurance that it is in full compliance with the above requirements.

Any requests for exception to this policy will be handled on a case-by-case basis. Such requests should be submitted in writing to the Director of Student Activities.

Student organizations should keep an accurate record of their financial transactions, if any.

ACCESS TO AND USE OF UNIVERSITY FACILITIES

A student organization which has met the following minimum requirements of the University would be considered a registered group.

a. **Requirements**

(1) Complete a student organization application each year. Applications MUST include: the names/current addresses/phone #s/e-mails of at least two student leaders within the club; club advisor information, plus the advisor's valid signature; a roster of club members; and a proposed program sheet listing actual/possible club events.

b. **Entitlement**

- (1) Use of Strand Union space as scheduled through the SUB Reservationist in Conference Services, 280F Strand Union (994-3081)
- (2) Advertising approval in the Strand Union (also scheduled through the SUB Reservationist)
- (3) Unlimited use of the weekly OSA flyer posting service
- (4) Limited access to the OSA Program Support Fund (by application)
- (5) Listing in Student Organization Booklet and on Student Activities web page
- (6) Access to information disseminated via e-mail from Student Activities
- (7) Potential co-sponsorship of events

WHY REGISTER AS A STUDENT ORGANIZATION?

(This information sheet is directed to the student leader(s) of a student organization)

A registered student organization receives many benefits (see "Access to and Use of University Facilities" on page 4). Following is an explanation of additional benefits:

- A. Post Office Box - If your group would like to have a post office box FREE OF CHARGE, please speak to the program coordinator in the Office of Student Activities at 994-3591.
- B. Tax Exemption Application - If your group wishes to achieve tax exempt status, please stop by the Office of Student Activities to pick up I.R.S. Form SS-4 (however, the Office of Student Activities cannot give out a tax exempt number).

Transportation Services Vehicle Use - Registered student organizations are eligible to rent Transportation Services vehicles. For more information and to fill out the approval form, please go to 222 SUB, Office of Student Activities (see last page of this booklet for "Vehicle Use Permission for Registered Student Organizations" form)

Note: Student Organizations wishing to open a bank account must acquire a tax ID number. This can be done on the internet, through any bank, or over the phone. It's encouraged for Student Organizations to put two signers names on all bank accounts. It is also discouraged to issue debit cards to any one individual.

PROPOSED EVENT STATEMENT & GUIDELINES

Montana State University-Bozeman is not responsible for bodily injury or personal property of students and others who participate in activities sponsored by student clubs, organizations, fraternities, or sororities.

Students who engage in these activities do so at their own risk and should assure that they have the appropriate disability and/or health insurance, training, and protective equipment, where applicable.

Each student organization shall take the time to formulate a list of proposed events, which should include the following aspects:

TOutline major activities to be sponsored by the club or organization that year.

TSpecify the approximate dates and locations of the proposed formal activities.

TIndicate what the student club or organization proposes to do to address risks associated with the activities.

TState that alcohol will not be used by students, unless served by a licensed vendor who provides appropriate insurance and is approved by the institution for the event.

INSURING OFF-CAMPUS PROGRAMS

If your organization plans to sponsor an off-campus event, and the off-campus facility to be used requests event insurance, your Student Organization may qualify for coverage under the University's liability and property insurance coverage. In order to qualify for this coverage, your Student Organization should be registered. **Additionally, there should be on file with the Office of Student Activities an annual Proposed Events Form submitted by your group, which lists the event to be insured.**

In order to obtain coverage for your off-campus event or program, your Student Organization will need to submit the following information to the Office of Safety and Risk Management and the Office of Student Activities, preferably **THREE WEEKS PRIOR** to your event:

1. The name of your organization
2. Name and address of the off-campus facility to be used
3. Title of event
4. Date & time of event (time should be start to finish, i.e., "from 6:00 p.m. to 10:00 p.m.")
5. Risk Management Plan for the event:
 - a. What will occur
 - b. How the event will be managed
 - c. Who will be in charge
 - d. What controls will be in place to reduce the possibility of injury to persons or damage to property
 - e. Address additional items of concern or key issues

Approximately one to two weeks after the above information has been submitted to our office, the MSU Safety and Risk Management office will forward a Certificate of Insurance directly to the facility owner. A copy of the Certificate will also be forwarded to the Office of Student Activities for our records.

Vehicle Use Permission for Registered Student Organizations

Note: This form is necessary for a student organization to reserve a vehicle through Transportation Services. If you need further information, please contact the Office of Student Activities at ext. 3591.

DATE : _____
 TO : Transportation Services
 FROM : _____
 (Advisor)

 (Student Organization)
 SUBJECT : Vehicle Request

IMPORTANT! PLEASE READ: Please be advised that University Transportation Services cars may be used only for official purposes in furtherance of University business. Registered student organizations may use University vehicles for activities that are clearly related to the purpose of the organization. Personal or private use is strictly prohibited. Transportation Services vehicles must be driven only by licensed drivers and drivers must obey all laws. The state automobile insurance covers drivers of Transportation Services vehicles, but there is no separate medical coverage on the individual drivers or passengers. The use of Transportation Services cars is considered a privilege and the right to use such cars will be revoked if the members of any registered student organization abuses this privilege.

The Advisor's signature on this form indicates that the use of the motor vehicle by the registered student organization is for official business and clearly related to the purpose of the organization.

_____, charge # _____ (available from the Business Office), is requesting
requesting organization
 one / two / three / four _____ to travel to _____ for
type of vehicle place
 on _____, 20____. The vehicle will be picked up at
purpose of travel date
 _____ am/pm on _____, and returned the morning / afternoon / evening of
day & date

day & date

Driver(s) will be:

Each driver is also required to complete a Vehicle Use Agreement.

Thank you.

Approved:

 Organization Advisor Signature

FOR STUDENET ACTIVITIES ONLY

Valid driver's license Use seat belts
 No alcohol Reporting an accident

Reviewed by: _____

Date: _____

DATE STAMP