RSO Advisor Resource Guide

2022-2023

RSO Resource Guide Table of Contents

SECTION 1: ADVISING BASICS

THANK YOU!

<u>The Expanded Roles of the Advisor</u>

Advisors wear many hats. They can act as supervisors, mentors, partners, role models, and teachers—all in a short period of time. It is important for the advisor to recognize when each of these roles is needed and to act accordingly.   It is also important to limit each role and find a steady equilibrium.

- <u>Educator</u>:
    - Use the outcome of events to enhance student knowledge for future events. Members can learn from successful and less than successful events.
    - Show patience and a positive disposition when helping members to learn.
    - Help students make meaning of their experiences through reflection.
- <u>Mentor</u>:
    - Be open and willing to talk to members of the organization when needed. Provide support to members when necessary.
    - Guide officers to fulfill mission of the organization.
    - Know campus resources to further aid students.
    - Provide assistance through areas of expertise.
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EXPECTATION CHECKLIST

When serving as an advisor to a student organization, it is important to discuss the expectations for the relationship between the advisor and student organization and its officers/members.   The following Expectation Checklist is meant to facilitate a conversation between advisor and students to help determine the role of the advisor:

1 = essential for the advisor to do
2 = helpful for the advisor to do
3 = nice, but the advisor doesn't have to do
4 = prefer the advisor not to do
5 = the advisor definitely should not do

	Attend regular meetings of the organization's officers/executive board.
	Attend regular general body meetings of the organization.

SECTION 2: STUDENT ORGANIZATIONS

Organizations must re-register with the Department of Student Activities every year. Your organization will be marked inactive if it is unable to successfully re-register by the initial or extended deadline.

2. If KSU denies or revokes an RSO's registration or designation, the student organization may appeal the decision in writing to KSU's Associate Dean of Students within five (5)

STUDENT ACTIVITIES BUDGET ADVISORY COMMITTEE (SABAC) FUNDING

Registered Student Organizations requesting financial support from KSU are required to complete and submit a Budget Request form to the Student Activities Budget Advisory Committee. All decisions made by SABAC are advisory recommendations to KSU's Vice President for Student Affairs (VPSA). SABAC and the VPSA are both bound by the funding decision-making criteria set forth in the SABAC Protocol Manual.

KSU will allocate a minimum starter amount of one hundred dollars ($100.00) to each RSO for its first year of operations as long as the RSO submits a request for the starter kit amount with its RSO application along with a brief written outline of its anticipated activities for the year. A first-year RSO may obtain additional funding beyond the starter kit amount by submitting requests for either an Annual Budget or Supplemental Funding using the processes and complying with the deadlines set forth below.

Items typically funded through SABAC include:
- Independent contractor fees for outside speakers and entertainers (which can include travel related expense, but flat-rate contracted fees are preferred)
- Required licensing and leasing fees and/or related support expenses for

- Furniture, fixtures, or equipment directly and specifically used related to serving students engaged in extra-curricular activities (with appropriate inventory control)
- Travel that is directly related to a student organization's purpose and through which the members traveling will represent KSU (see SABAC Protocol Manual for more details)

This list is not exhaustive, but is meant to establish baseline parameters within which SABAC will evaluate requests for funding. Some expenditure types are only appropriate organizations based on the purpose, mission, or goals of the organization. Inclusion on this list does not mean that every organization is guaranteed financial support for those items. All funded programs, events, and activities must be directly aligned with the primary RSO mission and purpose. Even when SABAC allocates funds to an organization for certain intended purposes, the actual expenditure of the funds is still governed by the

ROOM RESERVATIONS AND EVENT PLANNING

Reservations
All RSOs have the ability to request space for meetings and events on campus through KSU's Reservations portal at reservations.kennesaw.edu. Not all spaces are available for reservation by student groups (e.g. the Jolly Lodge). More information about how to access the KSU Reservations portal system, what spaces can be accessed, and what rules and regulations exist for space use can be found in the Kennesaw State University Reservations and Events Policy, the online training at campustraining.kennesaw.edu, and on the Department of Student Activities website.

Catering
All events held on campus that require setup and/or on site service (such as chafers, sterno or other heat source, banquet attendants, servers, etc.) or any food that requires temperature maintenance is considered catering and must go through KSU Catering or have an approved "Secondary External

RESOURCES

Helpful Offices and Websites for RSOs:
• Department of Student Activities: https://studentactivities.kennesaw.edu/
• Dean of Students: https://deanofstudents.kennesaw.edu/
• Division of Student Affairs: https://studentaffairs.kennesaw.edu/
• Department of Student Leadership and Service: leadserve.kennesaw.edu
• Student Conduct and Academic Integrity (SCAI): scai.kennesaw.edu
• Department of Public Safety (Campus Police): police.kennesaw.edu
• University Information Technology Services (UITS): uits.kennesaw.edu
• Campus Services (Card Services, Dining, Parking, Door Access, etc.):
campusservices.kennesaw.edu
• Environmental Health and Safety: ehs.kennesaw.edu
• KSU Reservations: reservations.kennesaw.edu
• Owl Life: owllife.kennesaw.edu

Applicable University Policies
All RSOs are bound by all applicable policies set forth by the Board of
Regents and Kennesaw State University. Policies that apply to RSOs include
but are not limited to the following:
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- Programs Serving Minors Policy:
  https://policy.kennesaw.edu/content/programs-serving-minors
- SABAC Protocol Manual: http://sabac.kennesaw.edu/forms.php
- Security Policy: https://events.kennesaw.edu/event-resources/GO%20701%20-%20Special%20Events.pdf
- Sexual Misconduct Policy:
  https://policy.kennesaw.edu/content/sexual-misconduct-policy
- Smoking Policy: https://smokefree.kennesaw.edu/
- Solicitation and Posting Policy:
  https://studentlife.kennesaw.edu/postings.php
- Tailgating Policy: http://www.ksuowls.com/sports/2016/8/10/football-gameday-central-tailgating.aspx
- Trademark Licensing Policy:
  https://trademarklicensing.kennesaw.edu/groups.php