

Student Organizations



Advisor Training

Fall 2011

Student Leadership and Involvement Center
Student Life Pavilion, 301

2011 Advisor Training



❖Welcome & Introductions

- * Advisor Roles and Expectations
- * Student Organization Representative (SOR) Roles
- * Online Organization Registration (CollegiateLink)
- * Online Event Registration-EvR
- * Event Planning & Risk Management
- * Financial Considerations
- * Resources

Roles of the Advisor



Advisors facilitate active and collaborative relationships that empower students to realize their potential as ethical leaders

- Teaching and Coaching
- Consulting
- Counseling
- Mission of University

Advisors facilitate active and collaborative relationships by partnering with students in their educational experience.

- Providing Continuity
- Supervising programs and finances
- Attending Meetings

Students will be prepared to engage in independent thought, diverse experience and dynamic leadership development training.

- Assisting/ Partnering with the SOR to interpret university policy

Expectations



- Advises in a manner that is congruent with the mission of the University.
- Advisors are well versed and have done personal work to identify and address issues of inconsistency (specifically - social justice, inequity, inclusion, diversity, "isms") and can articulate their own values in relation to the mission.
- Advises students by the principle that values congruence is important. The focus is not about what we "do" in advising, but rather leading and modeling.
- Using other advisors as resources.

Role of the Student Organization Representative (SOR)



- Connect with all student groups in their assigned area.
- Meet with student leadership (and their advisor - at the determination of the SOR) of organizations that receive Associated Students funding in the month prior to their AS funded events.
- To ensure that logistics have been thought through, changes are consistent with the USD mission and that the event presented matches the event proposed.

Student Organization Representative-(SOR)



Mandy Womack, Greek Life & Overall
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Manda Sayedge, Budget/ Club Accounts
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Financial Considerations



Funding Opportunities for all Student Organizations

1. Associated Students Budget Committee (ASBC) approx. \$100,000/year
 - a. Committee meets once a week (appointment only)
 - b. Organization must be in good standing
 - c. Submit Budget Request Form online
2. Retrieving ASBC Allocated Funds
 - a. Get reimbursed
 - b. Request a check
 - c. Use AS credit card
 - d. Access forms online: <http://www.sandiego.edu/associatedstudents/finance/forms.php> or in SLP 307 (blue form)
3. Petty Cash & Check Requests
 - a. Petty cash voucher, under \$100
 - b. Check will be issued if above \$100

Financial Considerations



Things to keep in mind:

- Plan ahead
- Always keep original and itemized receipts
- Allow 7 business days for processing
- Complete all fields in Distribution of Funds Form
- Must show proof of purchase
- Funds are never deposited into club accounts once allocated

Accounts

- On campus accounts
- Off campus accounts (cannot use USD Tax ID numbers or name)

Online Budget Access

- POETS information and club account balance
- Email: msayegh@sandiego.edu, Ext: 6926, SLP 307

Resources



Policies & Forms

- www.sandiego.edu/slic/event.php
 - Event Planning
 - On/Off Campus
- www.sandiego.edu/eventplanning
 - Alcohol Policy
 - Liability Form
 - Guest Speaker Form
 - Food Request
- www.sandiego.edu/associatedstudents
 - Budget Forms

Roundtable



Comments/Questions?
