

STUDENT ORGANIZATION ADVISOR GUIDE

Each campus organization is required to have an advisor and to register their name at the Department of Student Life in order to be recognized. The advisor must sign the Student Organization Registration form each semester. In addition, the advisor's duty is to advise the officers and members of the organization.

A Student Organization Advisor is a resource for the organization and can offer support and guidance in several broad areas:

- Helping with the growth and development of students within the organization
- Serving as a source of information and continuity to the organization as members transition
- Serving as a liaison between the College and the organization
- Advising the organization regarding program/event content and purpose
- Traveling with students to college approved conferences and competitions
- Filing appropriate paperwork for travel and budgetary transactions

HOW ADVISORS SUPPORT STUDENT ORGANIZATIONS

1. Organizational Maintenance

These sometimes "routine" engagements are essential to the ultimate success of an organization and may include:

ROOM RESERVATIONS:

Conference rooms and Rm 1101: Samantha Gomez: sgomez8@mdc.edu / Chief Stephanie Fernandez: sfernan9@mdc.edu

Classrooms: Lily Calderon: lcaldero@mdc.edu / Leyandra Martinez: lmartin5@mdc.edu

EVENT REQUEST FORMS: <http://www.mdc.edu/hialeah/campus-information/campus-services.aspx>

SHARKNET: Adding events to SharkNet upon approval.

TRAVEL PACKET: It is the Advisor's responsibility to fully complete the Travel Packet for Student Travel which can be found on the Student Life webpage. The Advisor must meet with Director of Student Life post travel to reconcile trip expenses and finalize/sign forms.

- Ensuring organizational continuity by periodically reviewing the constitution, minutes, files, and/or traditions with students;
- Serving as a resource for students, especially regarding college policies, regulations, and procedures;
- Helping officers to fully register their group each semester (Adhere to requirements of Registered Student Organizations)



2. Organizational Growth

One of the most rewarding aspects of working with student organizations is assisting an organization in setting its vision for the future. Your experience and guidance can prove invaluable by:

- Keeping the group focused on its development and goals;
- Remembering and assisting groups as they develop and mature;
- Pointing out new opportunities, perspectives and directions to the group;
- Developing self-discipline and responsibility among group members.

3. Motivation

Many students need nothing more than encouragement from someone who has an active interest in what they are doing. Advisors can motivate students in ways that ensure that they are learning and having fun. Advisors can encourage and support an organization by:

- Attending organizational meetings, retreats, and events whenever possible;
- Remaining as available as possible to assist the organization;
- Supplying expert knowledge and insight through experience;
- Providing problem-solving suggestions;
- Serving as a role model for creative decision-making and flexibility, because problems can create stressful circumstances for students.

SHARKNET

SharkNet is MDC's newest tool that expands campus engagement to the web for all students.

From the site, students can:

- Join or start a student organization
- See all events and programs at all MDC campuses and centers
- RSVP for special events
- Track their involvement at MDC – Service hours and events



APPLICABLE COLLEGE POLICIES AND PROCEDURES

Policy IV-3 - Student Organizations

Procedure 4072 - Formation of Student Organizations

Procedure 4028 - Hazing

Procedure 4073 - Suspension of Student Organizations

Procedure 4097 - Student Life Guest Speakers

Procedure 4009 - Student Rights and Responsibilities

Procedure 4025 - Student Code of Conduct

Procedure 4067 - Contractual Agreements with Individuals or Organizations for Professional and Technical Services

Procedure 6001, Part B, Section 4. - Allowable Expenditures of the College

This is applicable to Club Advisors, as club accounts are housed in Fund 6 Agency Accounts.

Procedure 3280 - Reimbursement to College Employees for College-Related Purchases Not Exceeding \$500

Procedure 3270 - Petty Cash

Procedure 3110 - Cash Collection Other Than at the Bursar's Office

Procedure 4096 - Student Travel

Procedure 3450 - Travel Advances for Estimated Expenses Pertaining to Student Activity and Athletic Funds

Procedure 3400 - Travel Reimbursement for the District Board of Trustees, the President, College Employees, and Other Authorized Persons