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Advisors' Manual

A guide to being an effective student organization advisor

2009-2010

The guide is provided by the Office of Student Leadership & Service and the Student Government Association.

OSLS Staff Members

Cynthia Shaw

Assistant Dean for Campus Life and Director, Office of Student Leadership & Service
email: cshaw@emory.edu
ph.: 404-727-4148

Tanya Willard

Assistant Director, Office of Student Leadership & Service,
Co- Director, Freshman Orientation
email: tanya.willard@emory.edu
ph.: 404-727-7374

Matt Garrett

Assistant Director, Office of Student Leadership & Service
email: matt.garrett@emory.edu
ph.: 404-727-6169

Harold McNaron

Director of Volunteer Emory
email: hmcnar2@emory.edu
ph.: 404-727-6268

John Roberson, III

Program Development Specialist, Office of Student Leadership & Service
email: jwrober@emory.edu
Ph: 404-727-2787

Elise M. Albrecht

Site Manager, Jumpstart Program at Emory
email: emalbre@emory.edu
Ph: 404-727-2854

Linda Marson

Senior Secretary, Office of Student Leadership & Service
email: lmanson@emory.edu
ph.: 404-712-9283

SGA Staff Members

Meredith Honeycutt

Business Manager, Student Government Association
email: mhoney@emory.edu
ph.: 404-727-3513

Laura Rogers Reece

Administrative Assistant, Student Government Association
email: laura.reece@emory.edu
ph.: 404-727-6179

Greetings from the Office of Student Leadership & Service!

We would like to thank you for your continued service to the students of Emory University by serving as an advisor to a student organization on our campus. As advisors, you have a chance to affect young adults by facilitating lessons that will last them a lifetime.

Advising is more of an art, than a science. By agreeing to be a faculty or staff advisor to a student organization, you have agreed to go on a journey with students, outside of the normal confines of the classroom. For someone new to this process, that can be intimidating. Whatever your skill level, we hope to make your journey easier by providing information in this manual and scheduling regular workshops through the academic year. In this manual we hope to share some valuable information with you.

A small number of Advisor Manuals are printed at the start of each year. Should any changes or corrections be made to the policies or guidelines contained herein, updates will always be listed in the OSLS website: <http://www.osls.emory.edu>.

We hope that this will be the start of a beautiful partnership together. If there is an area that you think should be included in this manual or if you need additional assistance, do not hesitate to contact the Office of Student Leadership & Service or the Student Government Association office, directly.

Office of Student Leadership & Service (OSLS)

Phone: 404-727-6169

Email: osls@learnlink.emory.edu

Website: www.osls.emory.edu

Student Government Association (SGA)

Phone: 404-727-6179

Email: emorysga@gmail.com

Website: www.students.emory.edu/sga

TABLE OF CONTENTS

Welcome & Introduction	1
Role of OSLS and SGA	1
Roles of an Advisor	2
General expectations & roles	2
When to intervene	4
Role played in event planning	5
Event Planning	6
Contracts/ASP Alert Forms	7
Program Size and Requirements	8
Students and Guests with Disabilities.....	9
Fiscal Management	10
An Advisors' Role	10
Where does the money come from?	11
Duties of Club Treasurers.....	12
Duties of Divisional Treasurers	13
Forms & Policies Section	15
A Guide to Some Commonly Used Emory Acronyms	16

SUPPORTING PLAYERS

Role of the Student Government Association

The Student Government Association (SGA) presides over all, officially recognized student organizations at Emory University, graduate and undergraduate. Only groups recognized by SGA or one of its Divisions can reserve meeting space, reserve campus venues and directly use university funds, including the Student Activity Fee. In order to create a sense of ownership and reduce bureaucracy, SGA does not directly manage every organization. Instead, that task is given to divisional councils.

Each college at Emory is called a *division* and has a *divisional council*. The divisions are:

- Allied Health
- Emory College
- Graduate Arts & Sciences (“The Graduate School”)
- Graduate Business
- Graduate Nursing
- Rollins School of Public Health
- School of Law
- School of Medicine
- Theology
- Oxford College
- Undergraduate Business
- Undergraduate Nursing

There are also University-wide divisions, which are open to all members of the University. The University-wide divisions are:

- Club Sports
- The Outdoors Council
- Media Council
- The Student Programming Council (SPC)
- Student Legal Services (SLS)
- SGA

Each time a student organization elects or appoints a new President or Treasurer, the SGA office must be made aware of this change. There is an online [Officers Registration form](#) on the OSLS and SGA websites. Officers of student organization must complete required training. Consult the Eagle Source, www.osls.emory.edu/eaglesource, page 8 for more specific information about training. SGA also has [Advisor Agreement form](#) that must be filled out each year by the leadership of the student. These

forms are also in the Eagle Source. This aid was specifically created to start a continuous dialogue between student leaders and their advisors

Role of the Office of Student Leadership and Service

The Office of Student Leadership and Service (OSLS) acts as a liaison and an advocate on behalf of students and organizations and other parties, both inside and outside of the University. The office is staffed by a Director, four full-time professionals and one support staff member. The Office of Student Leadership and Service tries to ensure that each group has a positive experience and does provide assistance to student groups when requested. We will coordinate ongoing educational workshops for advisors in order to help them be a strong resource to the students with whom you work.

Our office also provides several services that leaders within your student organizations may find helpful: signing and amending contracts, defensive driving certifications for student organizations, various ongoing leadership workshops, and event planning assistance.

ROLES & EXPECTATIONS OF AN ADVISOR

The level of activity an advisor can enjoy will depend on the development of the group with whom the advisor is working. For example, a group of relatively inexperienced students will likely need more input and advice from you, than a group who has experienced leadership. It is important to interact with the group in order to understand their needs.

There are expectations that we have for any alumni, or staff or faculty member who chooses to take on the responsibility of being an advisor. Those expectations are listed below in **bold**.

Communicate

We think that it is important that you communicate with the group(s) you advise as often as possible. If you have not done so already, setting up an introductory meeting with the group is always helpful. It is always good to put a face with the names you see on forms. If that is not possible, email is your next best option. We find that the most successful advisors are in communication with their groups at least once per month, some times more. You can employ a variety of communication methods: email, using the group's LearnLink conference, attending meetings, a chat over coffee or lunch, and anything else you that might accomplish this goal!

When introducing yourself, share a bit about what you do at the university, any skills or experiences you have that may assist them and anything else that you feel comfortable sharing outside of the university setting. This is also a great time to ask questions of the group to find out more about them and to start setting mutual expectations. After this introductory meeting, you will find that the three most valuable things you can do are **refrain from giving your opinion quickly, withhold judgment, and listen**. Take the time to establish a relationship that is truly collaborative. The more students get to know you and get to work with you, the more approachable you will become to them.

Honesty & Integrity

It is important that an advisor follow established university guidelines and local laws. Doing so will enable the advisor to serve as a role model for the students with whom they will work. It is also best to encourage the students to follow their own written policies and bylaws. If the group is connected to a professional or national organization, it is likely that there are ethical principles outlined by the national office. Encourage your group to become familiar with those principles

In your role as an advisor, you are attempting to assist student leaders with their activities while doing not encroaching on the authority of the leaders. You are also trying to ensure that the students do no harm to one another or the institution. Every interaction you have with students comes from this core principle. A student's personal development should be augmented or influenced positively from coming their interaction with their advisor. That does not mean that you must always tell them only what they wish to hear, it means that they experience growth.

Provide feedback

When necessary, provide feedback on a person's actions or the actions of the group. Consider first how it could be perceived and be proactive by addressing any perceptions that are not accurate. Also ask yourself, "If I were in their shoes, how would I like to receive this information?" Treat them as the intelligent adults they are.

We find that advisors are the best equipped to help group members reach a mutually beneficial solution when an interpersonal conflict arises and to hold students accountable for the decisions that they make.

One of the best ways to provide feedback is to challenge the student leaders that you work with! Why do the same program that they've always done, in the same exact way? Engaging in an activity may be a tradition, but over time, the individuals change; audience needs and expectations change; campus climates change; laws change. As 'a fresh set of eyes' advisors can play a valuable role in helping to students decide on ways to keep traditions alive and current.

Being a Resource

Familiarize yourself with guiding documents of the organization, their division and SGA. You should know the purpose and name of the organization as well as have contact information for group members. In the section entitled, "Forms" there is a worksheet entitled, "Advisor Information Worksheet." That worksheet contains information that every advisor should know. This is also information SGA needs to know since we keep a master database on all student organizations. Please remind your groups to register with SGA online each time they elect new leadership at www.osls.emory.edu/studentorganizationregistration. We would also encourage you to develop relationships with the students that you work with that extend beyond the scope of the student organization.

Let the group know if you have any expertise or past experiences that can help them as they plan events. Help the group members stay within their budget. Realize that while the students you are working with may be inexperienced in some areas, the students may also possess knowledge in areas that you do not. Allow the students to make some mistakes, and maintain ownership in their decision-making. Above all, your role is to "do no harm."

Help your organization navigate Emory's policies. You do not need to memorize the alcohol policy or the reimbursement process but sharing information on where to find this information is important. [The Eagle Source](http://www.osls.emory.edu/eaglesource) (www.osls.emory.edu/eaglesource), [Student Government Association](http://www.students.emory.edu/SGA) (www.students.emory.edu/SGA)

websites and the [Office of Student Leadership & Service](http://www.osls.emory.edu) (www.osls.emory.edu) website can be useful tools. Check out the Office of Student Leadership and Service website. It is your one-stop shop for helpful information.

Challenge & Support

In order to be a successful student organization advisor, you should be prepared to challenge and support your student leaders. That means that while you support them in their decisions, and with the group's traditions, be prepared to challenge the status quo or the "but, we've always done it this way!" mindset. While you are being an advocate for the students, you are also playing a role in the creation of the environment in which future leaders will operate. This may call on you to be creative with your feedback (i.e. "Instead of dismantling a tradition, how can it be enhanced?"), or call on you to use humor to point out what you have observed.

Be involved!

The students whom you will work with need to know that you care and they will also need to get to know you in order to develop trust. This calls on an advisor to be visible and present. Once you learn about the basics of the group you will work with, decide how you can be most visible. If they has small groups of students meeting throughout the week, decide which one meeting can be most beneficial to you. Perhaps you can make an appearance at several types of meeting, over time. Be creative when it comes to your involvement and do not hesitate to ask for input from your student leaders.

Even if you are not present, make sure that your students have access to you. Share you work related contact information, including any office hours you may have. If you feel comfortable, you may share more personal contact information. In the event that you will need to contact members of the organization, get a copy of their membership roster which includes contact information for each member. You will likely find it helpful to know when, where and how often the group generally meets.

There may come a time when you feel comfortable socializing with students in the group, outside of club is helpful. An example might be inviting members of the organization to your house for a meal. It is important to remember that whenever you interact with them, whether it is on or off campus, you are "under a microscope." Exercising good judgment will help you maintain credibility with the group, while interacting in a more social setting. If you are unfamiliar with the University's definition of harassment or discrimination, please refer to the Equal Opportunity Programs website at: <http://www.emory.edu/EEO/>.

Above all else, be yourself and be enthusiastic about being their advisor!

WHEN TO INTERVENE...

This is an area where there is rarely one correct answer. Advisors should be as transparent as possibly with the leaders of an organization they work with. By doing so, you leave the reigns of the organization in their hands, make your intentions clear, and clarify roles. However, there may come a time when you'll have to be the voice of reason, resolution, or experience as well as the shield that steps in to protect the students, and the institution.

It is not always easy to know when to speak up or intervene. Most of the time, students will resent an advisor who is 'overly involved' in aspects of the organization. But there are times when they will wish they had help or find themselves over their heads.

It is okay to allow students to fail. As advisors, you can only offer advice, additional points of consideration, and help the students accept the current and future consequences of their decisions. The final decision should always lie with the student leadership. This can be difficult to do, especially if you personally disagree with a decision that the group has made.

Below, we've created a chart meant to make answering the question of "When to Intervene?" easier. It is not meant to be an all inclusive list, but a general guide.

<i>When to step in? Please step in if the answer is YES to any of the following questions.</i>	
<p>Programmatic disagreement</p> <ul style="list-style-type: none"> • If a task does not get done exactly as I've instructed, will the end result be impacted in a negative way? • Will this hurt the student(s)/end result? If so, how? Is the effect recoverable? • Is what they want to do unethical? • Is what the student group wants to do illegal? • Could someone get injured as a result of this decision? • What's the next logical outcome of this decision? • Could the end result involve alienation of any segment of the Emory community? 	<p>Interpersonal conflict</p> <ul style="list-style-type: none"> • Is the overall group morale being affected? • Are an increasing number of people being drawn into the conflict? • Is the disagreement getting personal (as opposed to being about a procedure, task, opinion, philosophy, etc.)? • Is the conflict impeding the progress of an event? Is the conflict impeding the ability for teamwork to take place? Is the conflict creating an uncomfortable or tense environment? • Have they directly or indirectly asked you for help? Have they shared that something troubling is going on within the organization?

When in doubt... ask questions!

Help your student leaders consider 'the other side' of the argument by seeing a situation from multiple points of view and also considering alternative solutions that can accomplish the same overall goals.

(Please feel free to seek advice from professionals in the Office of Student Leadership & Service.)

EVENT PLANNING: THE ROLE OF AN ADVISOR

Many student groups plan small and large-scale events during the course of a school year. Some have traditional, yearly events; some organizations do not hold any events at all and some groups hold very small events. Once you understand the purpose of the organization, it is always good to ask them what events that hold that are related to the group's purpose. You might find out that they sponsor a program that you have enjoyed attending for years. You may also realize that they have many ideas for what they **want** to do, but are not sure how to get started.

Be a resource

In any case, it is important to help the students you work with realize that they are responsible for any event they decide to undertake. You are there to help them find their way, utilize their resources more effectively, and help them cut through "red tape" whenever possible.

Help ensure that they are following university policies and guidelines

As student organizers, the students that you work with may only see what they want the event to be. As their advisor, your challenge is to ensure that they are following the guidelines for planning an event. Depending on the size, or the nature of the event, you may need to attend the event. This is particularly true when an event involves alcohol, is a large scale event or involves a controversial figure.

Again, you are not expected to memorize policies but knowing where to find the information that you, and your students, need will make your life easier. [The Eagle Source](#), [Student Government Association](#) website and the [Office of Student Leadership & Service](#) website can assist.

More specific guidelines on planning a Small, Medium or Large Scale event can be found in the Eagle Source. Please direct your students to the [Eagle Source: A Guide for Student Organizations](#). www.osls.emory.edu/eaglesource.

Ask questions

Asking questions of student leaders helps them realize that you are taking an active role in their events. It also helps them to slow down and think about the details that would likely be important to an audience member or student interested in attending their event. Any question that comes to mind will be perfect. This helps your student leaders to think proactively, creatively and critically about their event.

Some consistently good questions to ask include (but are not limited to):

- What are the goals of this event? How will you know if you have succeeded?
- How many volunteers will you need in order to make this event happen?
- Are there other events going on that will conflict with this one? Have you checked the university calendar?
- Are there any religious holidays going on at that time? (Check with the [Office of Religious Life](#) for this information.) Is there anything special listed on the academic calendars?
- Do we need to issue tickets for this event?
- Why would a student come to this event? What makes this event different from any other?
- How much will this cost? Have you completed the Budget Worksheet?

- Does the facility allow for handicapped accessibility? What other services could be provided to address disabilities?

The simple act of asking question will become increasingly important as an event draws closer. In order to help prepare the students you are working with, help your student group brainstorm “Worse Case Scenarios” and create a plan for dealing with each scenario. Questions, like the ones below, will always be helpful.

- What if the artist cancels?
- Do we have a rain location? Is it listed on all of the publicity?
- What happens if FEWER people than expected show up for the event? What happens if MORE people than expected show up for this event?

A good time for brainstorming worse case scenarios would be 4 weeks prior to the event for small/medium sized events and 8 weeks prior to the event for large sized events.

Remember, student organizations are completely responsible for their events from planning and set up to funding, execution, and clean up. Work with your student leaders to make sure that they have the people power and finances to hold the event before they make any commitments. The more thought they put into the front end of an event, the higher the likelihood that it will succeed!

For more specific guidelines on planning an event, a Small/Medium Scale Event Planner and a Large Scale Event Planner can be found in the, “Forms and Policies for Advisors” section of this manual, as well as on the [OSLS website](#).

Be present!

If your schedule permits, it is always a good idea to volunteer to attend an event sponsored by your organization. If you volunteer to attend an event, show up! An advisor must consider how many events the organization plans to implement, as well as the size and scope of those events.

It is understandable if you choose not to attend every event an organization does. If you are involved in the planning phase, your presence will be felt by everyone who does choose to attend.

Occasionally, your presence may be necessary for an event to occur. The two main reasons this would be necessary are:

- Alcohol is present at an event. (The Alcohol Policy dictates that an advisor be present as long as alcohol is present.) -OR-
- The event is a large scale event, possibly featuring a controversial figure.

CONTRACTS AND ASP ALERT FORMS

Many groups may plan events for their organizations of varying size. Sometimes, it becomes necessary for the students to work with someone outside of the University to provide a service that they need. There are three professional staff members in the Office of Student Leadership & Service who, on a

regular basis, work on contracts with the Office of the General Counsel. There are also professionals in the Office of Multicultural Programs & Services, Residence Life and Housing and the Office of Fraternity & Sorority Life knowledgeable about contracts. For more specific information about contracts, consult the Eagle Source at www.osls.emory.edu/eaglesource. Additionally, if your students are bringing a performer, artist or speaker who has agreed to perform free, the group must submit an **ASP Alert Form**. See page 28 of the Eagle Source for an explanation of the form and an actual copy of the form is on page 77 of the Eagle Source.

PROGRAM SIZE

All events are different but here are some general guidelines to keep in mind depending on the size of your group's event. Below is an excerpt from the Eagle Source, informing student leaders what constitutes and small, medium and large scale event.

Small Scale Events include fundraiser events, workshops, training activities, tabling for recruitment and information distribution, trips for members of your organization, and/or performance showcases. These events usually take 2-4 weeks to plan. Make sure that your treasurer is involved with planning your event. Use the **Small/Medium Scale Event Planner** & the **Budget Worksheet** to assist you in the creation of a successful event!

Medium scale events require some security and will have less than 200 people in attendance. Planning for a medium sized event can be aided by using the **Small/Medium Scale Event Planner** & the **Budget Worksheet**. Make sure that your treasurer is involved with planning your event.

Planning for such an event may require the signing of legally binding contracts. **Under no circumstances are students permitted to sign contracts on behalf of his/her organization or any part of Emory University.** It's important that you allow adequate time (*at least 4 weeks prior to your event*) to work with the appropriate office to get your contract signed. Only individuals in those offices may sign a contract for a student organization.

These events may also require special permitting. Please include Bridget Steele, Director of Fire Safety at Emory, in planning events that expect 250 or more persons in attendance, will use tents 201 square feet or more, or include a stage six inches or higher. A life safety evaluation from the Fire Safety Division must be conducted for these events and Bridget can help walk you through this process. Contact Bridget at 404-727-7378 or bridget.steele@emory.edu

Large Scale Events include events within the ordinary scope of the student organization (e.g. lectures, debates, or other programs) which require a significant amount of additional planning and coordination. Your Advisor, treasurer and a staff member from OSLS should be involved with the planning of your large-scale event

These events usually involved a well-known lecturer or performer (whom we will call ‘an ARTIST’) and have an expected attendance of more than 200 people. Planning for such an event may require the signing of legal contracts. **Under no circumstances are students permitted to sign contracts on behalf of their organization or any part of Emory University.** It’s important that you allow adequate time (**at least 6 weeks prior to your event**) to work with the appropriate office to get your contract signed.

Large-scale events require security. Artists who are considered high profile or controversial will likely require additional security. The leaders within the hosting student organizations must speak with the Emory Police Department **at least 6 weeks** before the event. This will help you budget for your event and ensure that your event can take place safely.

Planning for an event of this size usually requires work to begin at least 12 weeks (possibly more) prior to the event. **Work with a staff member from the OSLS to help make your event a success. Please see our Large Scale Event Planner & Budget Worksheet to get started working on your event.** For a large event, we recommend using that planner no less than **3-4 months** in advance.

These events will likely require special permitting. Please include Bridget Steele, Director of Fire Safety at Emory, in planning events that expect 250 or more persons in attendance, will use tents 201 square feet or more, or include a stage six inches or higher. A life safety evaluation from the Fire Safety Division must be conducted for these events and Bridget can help walk you through this process. Contact Bridget at 404-727-7378 or bridget.steele@emory.edu.

STUDENTS & GUESTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities.

Why should you be learning about this? Because more than likely, your students are not thinking about this. As the advisor, one of your primary roles is to help them learn to think about the diverse audiences that exist at Emory.

Why is this important for student organizations? Knowledge of the ADA is imperative for student organizations because it is very likely that individuals with disabilities will be in your audience! Accommodations for these individuals are expected and encouraged by the Student Government Association.

When choosing and assessing your event location keep the following in mind:

- If your program is outdoors, you must keep all curb cuts open – no tables or obstructions – to prevent blocking the accessible route for people with disabilities. This includes the traffic circle.
- If your event is indoors, be certain that there is an accessible route from parking, from bus stops and within the facility for people with disabilities. This includes facilities off campus.
- If your event is outdoors and includes the rental of portable toilets, you must include portables that are accessible to people with disabilities.

The Office of Disability Services can provide assistive listening devices available for any student with a hearing impairments, at no cost to him or her. The student must be registered with the Office of Disability Services in order for this service to be provided.

ALL publicity (including tickets) for your organization's event must contain the name of the sponsoring organization, any cosponsors (if applicable) and an email address for any questions or requests for disability accommodations. So be sure to include the following statement on all your event materials: "If special accommodations are needed owing to a disability or chronic medical condition, contact the Disability Services Office at 404/727-9877 voice or 404/712-2049 TDD."

- If you are notified that attendees would like an American Sign Language interpreter at your event, please contact the Office of Disability Services at 404-727-6016.
- Only use the wheelchair logo on your advertising if the venue you are using has wheelchair accessibility.

The Office of Disability Services is always available to help. Contact them at 404-727-6016 or 404/727-9877 voice or 404/712-2049 TDD. When in doubt, always call the Office of Disability Services to get advice on the best way to be inclusive.

FISCAL MANAGEMENT: THE ROLE OF AN ADVISOR

A very important area where you can lend your expertise to student organizations is in the area of financial management. Newly elected treasurers are required to attend a workshop coordinated by the Student Government Association in order to learn financial policies and procedures.

Care should be taken to **avoid** mingling departmental/institutional funds with student organizational funds. It would be **completely unethical** for this money to be used without the knowledge or consent of the students and there can be very serious consequences for mishandling student funds and misuse of authority.

The funds that student groups have generally come from 2 sources: the Student Activity Fee or fundraising activities. Control over all funds, and how/if to use these funds, lies with the student leadership of the group.

Please note: the SGA office only shares account information with the club president or treasurer.

There are several roles that an Advisor should play when it comes to helping their groups stay 'in the black':

- Without being overbearing, try to remain involved and up-to-date on the financial status of your group. Student treasurers come and go, but if you may have a firmer grasp on how finances work at Emory, as well as the cyclical financial needs of the group.
- If you work with a student group that is part of a larger national organization, take the lead in ensuring that dues are paid in a timely manner. You can even offer to mail the payment on behalf of the group.
- You can help interpret University policy for the group. While some organizations (chapters of national groups, some sororities and some fraternities, etc.) may have a specific set of procedures for handling finances, the policies set forth from the Finance Division and the Student Government Association should be followed initially.
- Make sure that your treasurer is requesting and checking monthly reports from the SGA office, paying invoices in a timely manner, and that he or she is involved with program planning.
- If you have procedural questions about treasurer's training, please contact the SGA Office at 404-727-6179.

Please direct your student to the [Eagle Source: A Guide for Student Organizations](#). Page 47 in the Eagle Source is devoted to the procedures for the treasurer.

WHERE DOES A STUDENT ORGANIZATION'S MONEY COME FROM?

In 1983, the Student Government Association established the Student Activity Fee (SAF) in order to give students a more active voice in programming. The fee is collected with tuition and is split between the divisions of the University based on the percentages in the [Fee Split](#), a formula created and updated by the SGA. A percentage of this is given to a University wide account and divided between University wide organizations (SGA, the Student Programming Council, Graduate Division [only graduates contribute], the Club Sports Council, and Media Council). Budgeting occurs each spring; only groups that are perpetually chartered may apply for a budget.

At present, the SAF is \$86 per semester. Every four years, the SGA can adjust this fee in an attempt to keep pace with inflation and rising costs. The next time this fee can increase will be 2011.

The Student Activity Fee (SAF) is a fee directly collected from every student, graduate and undergraduate, who attends Emory University. The SAF is then divided between SGA, all of the university divisions. The amount each division gets is based on how many students are enrolled within the division. Money from students of the Oxford campus never mixes with money from the students of the Atlanta campus.

All SGA perpetually chartered organizations have the privilege to request SAF funds, but the funds cannot be exclusive to the organization. Any event held using SAF money must be open to the entire student body. The only exception is graduate school sponsored events with alcohol can not include undergraduates who are under 21.

All perpetually chartered organizations have an allocated account and may request a self-generated account when they have funds to deposit. A self-generated account is created to hold money that the group raises and the existence of it varies from organization to organization. Both may have varied balances in them and both have strict rules regarding what the money in a specific account can be used for.

The students should be checking in monthly with Laura Rogers Reece to make sure that their organizations finances are in order. It is the Treasurer's responsibility to ensure that the organization remains in good financial standing. A good guide for your treasurer to review is the, "Treasurer's Handbook" portion of the Eagle Source.

One important note about the SAF:

Student organizations cannot make money off the Student Activity Fee. This means that groups receiving funding from their division, a different division, and/or SGA (SAF funds) for the event must deposit all ticket sale money into their allocated account. Once the amount given (in SAF funds) from these sources had been deposited into your allocated account, then **and only then** can the group begin to deposit the additional funds into their self-generated account. For example, if "Club A" is granted \$500 from their division and then collects \$2000 in ticket sales, then "Club A" would deposit \$500 into their allocated account and \$1500 into their self-generated account. The same applies for T-shirt sales, CD sales, bake sales, etc.

DUTIES OF CLUB TREASURERS

Student organizations have a lot of autonomy when it comes to planning their events and spending their money. Treasurers are responsible for ensuring that funds are handled responsibly. We have high expectations for our student treasurers and hope that you will take the job seriously. The following list is to help you understand our expectations and the Treasurer's responsibilities. A treasurer is/should:

1. The liaison for your organization to the Divisional treasurer
2. Responsible for submitting reimbursements and payments in a timely manner on behalf of the organization
3. Obtain or Submit all budget material (relines, supplemental funding forms, transfers) for your organization from/to the divisional treasurer
4. Keep accounts positive and balanced with the SGA ledger
5. Obtain copies of your account ledgers from the SGA VP for Finance or the SGA Administrative Assistant (e-mail laura.reece@emory.edu)

6. Make sure all expenditures within your organization adhere to the SGA Monetary Code.
7. Make sure all deposits are brought to the SGA Administrative Assistant within 48 hours of the fundraiser.

It is very important that the treasurer work with the individuals within their group responsible for event planning. They are the organizations expert on all things financial. They have been trained on the applicable policies and procedures, so make sure to share this information.

DUTIES OF DIVISIONAL TREASURERS

SGA counts on the divisional treasurers to communicate with the treasurers of the organizations chartered under their division; this includes training new treasurers throughout the year, handling questions about the process, and making sure that all deadlines are met. Since divisions are responsible for managing their portion of the student activity fee, divisional treasurers are accountable for a large amount of money. Hence, we have high expectations of divisional treasurers and rely on them to be effective partners. The following list is to help you understand our expectations of divisional treasurers and their responsibilities. A divisional treasurer is/should:

1. The liaison for your division to the SGA VP for Finance
2. Approve reimbursements, relines, supplemental funding, transfers, and budgeting within your division; answer any pertinent questions
3. The organizational treasurer for your divisional council
4. Attend SGA Finance Committee
5. Enforce the SGA monetary code among the organizations in your division
6. Approve fund-raisers for organizations within your division
7. Handle all p-card purchases (if you choose to have a p-card) for you divisional council and the clubs within your division (as you see fit); turn in original p-card receipts to the SGA Business Manager.

Student leaders are responsible for the money in their account- they are instructed not to share their account numbers with anyone.

CLOSING THOUGHTS

We hope that you have found this manual to be helpful. The information shared is meant to be a general guide- a starting point. As you develop more experience and comfort working with the student leaders and gain more familiarity with University policies, advising will become easier.

As stated in the beginning of this manual, it may become necessary to update the information shared in this document. When these updates occur, a record of them will be kept on the [OSLS](#) and [SGA](#) websites.

The Office of Student Leadership & Service, along with the Student Government Association, is here to help you! We are continually seeking input to make the advising experience a pleasant and fulfilling one. Let us hear from you. Your work as an advisor enhances the lives of the students with whom you work and the Emory community. Thank you.

FORMS & POLICIES

To save paper, we have uploaded all of the following forms, plus more, onto the Eagle Source website. Please visit www.osls.emory.edu/eaglesource to download all of these forms. If the website for a specific form is a different location, that website is indicated in parentheses.

Annual Registration

- For the Organization (www.osls.emory.edu/studentorganizationregistration)
- Advisor Agreement Form
- Advisor Information Form

Alcohol

- Alcohol Policy
- Event Registration Form for Events with Alcohol – required for ALL student organizations hosting events with alcohol, including graduate student events

Defensive Driving

- Defensive Driving Policy
- Safe Driver Enrollment Form
- Defensive Driving Consent Form

Programming Resources

- Eagle Source
- Small/Medium Event Planning Checklist
- Large Event Planning Checklist
- Program Evaluation
- Performance Event Contract
- Budget Worksheet
- Speakers Policy
- Students & Guests with Disabilities

General Resources

- Movie Policy
- Gambling/Raffles/Games of Chance Policy

Understanding the alphabet soup: A Quick Guide to Some Commonly Used Emory Acronyms

ADA- Americans with Disabilities Act.

CC- [College Council](#), the student representation for students within Emory College .

DUC- the [Dobbs University Center](#)

ECCH- the [Emory Conference Center and Hotel](#). This is a great place for upscale events, retreats, and to use for guest accommodations.

EPD- the [Emory Police Department](#)

FDR- Faculty Dining Room, located within the DUC. SGA meetings are held here on Monday nights.

First Friday's- see free performances by some of Emory's most talented students on the first Friday of every month, outside of the DUC.

FMD/CS- FMD is the former name of [Campus Services](#) (CS). They can assist your club with electrical/ staging needs or event clean up and charge these services directly to your student account number. Call 404-727-7463.

F@10- Friday's at 10! free.fun.friday's. A programming series offered by SPC & OSLS.

Dooley- the "Spirit of Emory" and the unofficial mascot of the university. Dooley is a skeleton and is usually dressed in black. The name "Dooley" was given to the unofficial mascot in 1909. Each year in the spring, during Dooley's Week, Dooley roams Emory's campus with a team of bodyguards and lets students out of class with unscheduled appearances in their classrooms. He typically walks slowly with an exaggerated limp. He adopts the first name and middle initial of the University's current president. As such, Dooley's current full name is James W. Dooley. You can email him on LearnLink!

Swoops- the official Emory Eagle mascot.

GBS- Goizuetta Business School

GSAS/GSC- Graduate School of Arts & Sciences (now simply called, *The Graduate School*.) Students enrolled within the Graduate School of Arts and Sciences are represented by their divisional council of government, the Graduate Student Council.

ISSP- the office of International Student & Scholar Programs (<http://www.emory.edu/ISSP/>)

LL- LearnLink

ODS- the [Office of Disability Services](#)

OEO- [Outdoor Emory Organization](#)

OMPS- the [Office of Multicultural Programs and Services](#)

OSFL- the [Office of Sorority and Fraternity Life](#)

OSLS- the [Office of Student Leadership & Service](#) and one of the offices who cosponsored this manual.

RHA- the [Residence Hall Association](#)

RSPH- the Rollins School of Public Health

SAAC- the [Student Activities and Academic Center](#), on the Clairmont Campus; sometimes referred to as "the S-double A-C."

SAAAC- a student organization; Students in Alliance for Asian American Concerns

SAF- the Student Activity Fee. This is a fee that every student pays. SGA manages a portion of this money but gives most of it back to each division to manage in a way that best suits their needs. The current SAF is \$86 per semester. The fee is adjusted every 4 years in order to keep pace with costs. Items that the SAF has been used for: free newspapers for students, the Lennox Shuttles, the lights on McDonough Field and the Druid Hills High School Field, lights along Starvine Way, Emory Experience Shuttles, concerts, study breaks (just to name a few).

SGA- the [Student Government Association](#), the other cosponsor of this manual.

SPC- the [Student Program Council](#)

WPEC/WoodPEC- the [Woodruff Physical Education Center](#); where many students work out.

WW- Wonderful Wednesdays- the revived Emory tradition of having fun every other Wednesday. Read more about it here:

<http://emoryhistory.emory.edu/enigmas/wednesdays.htm>

"1525 building"- 1525 Clifton Road; where Student Health Services is housed.

"1599 building" – 1599 Clifton Road; where Payment Services is housed.

This list is, by no means all-inclusive. It is simply intended to make using the Eagle Source and facilitating communication between student leaders, faculty & administrators.