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RSO Advisor Manual

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Introduction

Welcome!

This manual was created in order to assist you in advising your Registered Student Organization(s) (RSO's). Student Leadership & Involvement recognizes that you are taking time to serve as an advisor and we appreciate your dedication to our students inside and outside of the classroom.

RSO's provide a unique and rewarding opportunity for students to gain skills that enhance their lives and their academic experience. Advisors are fundamental to RSO's as they guide RSO leaders, act as mentors in both individual and organizational-related matters, keep knowledge about the RSO's history and tradition, and provide valuable life and professional experience to students.

We hope that this manual helps to assist you throughout your time as an RSO Advisor. For more information, please visit our website, email rso@mtu.edu, call 906.487.1963, or visit Student Leadership & Involvement, located in room 112 of the Memorial Union Building.

Student Leadership & Involvement

Mission

With a students-first philosophy, Student Leadership & Involvement provides an environment for engagement, connection, and growth. Through student organization involvement, programmatic experiences, and leadership development opportunities, we encourage and promote leadership, service, and active citizenship to empower students to become socially responsible members of our global community.

Connect with Us

- » [Blog for helpful articles](#)
- » [The Student Scoop](#) (RSO weekly newsletter)
- » [Instagram](#)
- » [Facebook](#)
- » [RSO Website](#)

Benefits of RSO's For Students

Student Leadership & Involvement collects data on student involvement regularly. Our most recent survey (2017) shows that participation in campus activities, such as student organizations, improves undergraduate student metrics within the following areas:

- *78% agree that self-confidence increased*
- *70% agree that their time-management has improved*
- *80% agree that their leadership skills have improved*
- *87% agree that their communication skills improved*
- *86% affirm that their ability to work as a team improved*

In addition, the percentage of students that agree that their involvement in campus activities, such as student organizations, has provided them with skills and abilities that will help them after university are:

- *72% of undergraduates*
- *77% of graduate students*
- *92% of fraternity and sorority life students*

Participation in Registered Student Organizations allows students to network, gain experiences, build relationships, and enhance their academic experience giving them both immediate and long term benefits. Advisors play a fundamental role in shaping student experience in RSO's.

Defining the Role of Advisor

Advisors must be full-time faculty or staff members of Michigan Technological University. Advisors take on different responsibilities depending on the needs of their organization. Some advisors are more involved in organizational planning and problem-solving, while others take more of a step back.

Advising is a developmental process. Advisors share ideas, give a varied perspective, and facilitate life-long learning for academic, personal, and professional development. An advisor serves as a support person, a role model for students, providing a sense of direction for the student organization, and promoting student and faculty/staff interaction in, and out of, the classroom.

An advisor also provides the support necessary for the student leaders to build, and maintain, a successful organization. An advisor provides continuity and keeps RSO members and the campus community informed of the history of the organization. The advisor does not control the RSO, and does not make all the decisions for the students, but instead provides a balanced perspective so students can make informed decisions.

Expectations

A few of the expectations of an advisor include:

- » *Maintaining regular contact and involvement with the officers of their RSO.*
 - » *The exact time commitment is up to you.*
- » *Being knowledgeable about the missions, goals, and purpose of the RSO.*
- » *Helping the RSO uphold [Michigan Tech's policies and guidelines](#).*
- » *Being familiar and involved with activities and events of the RSO.*
- » *Providing resources and support for events and usage of spaces.*
- » *Assisting with the administration of the financial affairs of the group.*

Benefits of Advising & Who Can Advise

- » *A fantastic opportunity to to get to know students outside of the classroom or lab*
- » *The reward of watching the group develop and grow into its potential*
- » *The enjoyment of watching students develop academically, personally, and professionally*
- » *The chance to informally share your knowledge and expertise in a more personal setting with students you may not work with in the classroom or in your role*
- » *Feeling satisfaction and accomplishment through making a special contribution to the RSO and to campus*
- » *Many more!*

Adapted from [Butler University Advisor Guide](#)

Becoming an advisor is a unique opportunity to contribute to the success of students and campus but it also provides you with opportunities for learning and development too!

Many advisors report that their experiences working in the RSO Advisor role is not an experience easy to find elsewhere and is particularly rewarding. Advising can re-energize your passion for your field or a personal interest, bring visibility to your department and your research, enhance your professional growth, and lead to networking opportunities you may not have had access to before.

Any full time faculty or staff member at Michigan Tech is eligible to serve as an advisor to a Registered Student Organization.

Common Advisor Roles

*Mentor • Team builder • Motivator • Role model
Educator • Institutional policy interpreter
Sources of information and ideas
Liaison between the organization and university administration
Delegator • Coach • Supporter • Director • Programmer*

Advising Styles

The Global Community for Academic Advising ([NACADA](#)), highlights three main types of advising in the academy. A description of each can be found below.

Developmental Advising

[Crookston \(1972\)](#) says,

‘Developmental counseling or advising is concerned not only with a specific personal or vocational decision but also with facilitating the student’s rational processes, environmental and interpersonal interactions, behavior awareness, and problem-solving, decision-making and evaluation skills’.

So how does this apply to RSO’s? Developmental advising:

- *Is concerned about human potential and growth.*
- *Requires establishing caring relationships with students.*
- *Encourages students to take responsibility for their actions.*
- *Provides opportunities for students to explore their ideas.*
- *Encourages values of volunteerism, civic engagement, and social responsibility.*
- *Builds connections between academic and student affairs to assist students in achieving goals.*
- *Engages the advisor and the student with both making equal contributions to the relationship.*

Adapted from Academic Advising for Student Success and Retention (M. Hovland et al., 1997).

Proactive Advising

“Give them what they need before they know they need it.”
—[Lee Noel and Randi Levitz](#)

Proactive Advising is centered around connecting with students before a situation occurs. This can be done via setting up weekly checkpoints with leaders, attending meetings and events, and/or ensuring that you meet with and get to know the members of your RSO's. Proactive Advising centers around active concern for students' academic and personal preparation and a willingness to assist students in exploration and increase their motivation for success.

Studies have emphasized the importance of relationship-building achieved through gaining students' trust. This study also found it was important for advisers to reach out to students rather than wait for the students to come to them.

Appreciative Advising

Appreciative Advising is centered around asking generative, open-ended questions in order to assist students in creating their experiences in the way that best achieves their dreams, goals, and potentials.

“Appreciative Advising is the intentional, collaborative practice of asking positive, open ended questions that help students optimize their educational experiences and achieve their dreams, goals, and potentials.”

—[*The Six Phases of Appreciative Advising*](#)

The centerpiece of Appreciative Advising are the 6 Phases:

- *Disarm*
 - Make positive first impression*
 - Warm, welcoming greeting*
- *Discover*
 - Build rapport*
 - Learn about strengths, skills, abilities*
- *Dream*
 - Elicit hopes and dreams*
 - Discussions that make them think of the future*
- *Design*
 - Create plans for the future together*
 - Students take ownership*
- *Deliver*
 - Students take responsibility for executing their plans.*
 - Advisors express confidence*
- *Don't settle*
 - Encourage continued improvement*
 - Set higher expectations*

Other Research Based Advising Styles

» [Advising as Teaching](#)

» [Strength Based Advising](#)

Communicating with RSO's

More often than not, miscommunication of expectations on the part of the advisor and the executive board can lead toward a lack of information and ultimately to tension in the relationship. Student Leadership & Involvement recommends that you meet with your RSO's leaders to discuss expectations both parties will have of one another.

Discussing modes of communication that will meet everyone's expectations can be instrumental in ensuring that communication is clear and timely. This may include conversations about how best to reach one another; contact information to be shared; agreeing upon when and how often to meet; and what forms of communication will not receive the best results.

SLI Tip

Fostering two-way communication between the RSO and the advisor allows for mutual understanding. Mutual understanding allows for growth, increases motivation, and improves relationships!

Advisor Do's & Don'ts

<i>Do's</i>	<i>Don'ts</i>
Assist officers with procedural matters. Be knowledgeable of the organization's purpose and constitution.	Tell the group what to do, or do the work of the president or other members of the executive board.
Meet with the officers and help them set goals. Encourage the Executive Board to disseminate reports to the general membership regularly.	Assume the group handles everything okay and doesn't need you.
Introduce new program ideas with educational flavor; point out new perspectives and directions to the group; and supply the knowledge and the insight of experience.	Assume the organization's attitudes, needs and personalities will remain the same year to year.
Allow the group to succeed, and allow the group to fail. Learn when to speak when not to speak. Remember to let the students make the decisions while you provide guidance and advice.	Take ownership of the group, be the "parent," or the smothering administrator.
Introduce new program ideas with educational flavor; point out new perspectives and directions to the group; and supply the knowledge and the insight of experience.	Assume the organization's attitudes, needs and personalities will remain the same year to year.
Allow the group to succeed, and allow the group to fail. Learn when to speak when not to speak. Remember to let the students make the decisions while you provide guidance and advice.	Take ownership of the group, be the "parent," or the smothering administrator.
Be available in emergency situations.	Say, "I told you so" or close off communications.
Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.	Manipulate the group, impose, or force your opinions.
Represent the group and its interests in staff and faculty meetings. Reach out to SLI with questions or concerns.	Become such an advocate that you lose an objective viewpoint.
Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.	Manipulate the group, impose, or force your opinions.

Adapted from [ACPA Advisors Manual](#)

Working With Officers & Members

Responsibilities of RSO's

Just as there are certain responsibilities for advisors of RSO's, there are responsibilities that rest on the leadership and membership of each organization. RSO's and their members should

- *Know and follow university policies and practices.*
- *Comply with federal, state and local laws.*
- *Adhere to organizational governing documents.*
- *Manage organization funds wisely and ethically with sound accounting practices.*
- *Actively communicate with advisors about meetings, events, and other organizational operations.*
- *Maintain the RSO's [Involvement Link](#) profile, roster, and documents.*
- *Consult advisors before changes in the structure of the RSO, or in the policies of the organization are made, and before major projects are undertaken.*
- *Discuss concerns and issues with advisors in a timely manner.*
- *Acknowledge and respect that the advisor's time and energy are donated.*
- *Be clear and open about any and all expectations of advisors.*
- *Understand that the health of the organization is ultimately the responsibility of the members and not the advisor.*

Leadership Development

Student Affairs and Student Leadership & Involvement encourages student involvement in leadership opportunities that promote individual and group development in the areas of interpersonal communication, teamwork, leadership, ethics, civic responsibility and global/cultural awareness.

Student leaders at Michigan Tech are distinguished by persistence, a positive attitude, high academic achievement, and pride in creating a sustainable and socially responsible world. To become the best leaders they can be, student leaders at Michigan Tech also need to understand the foundations of leadership, develop a set of personal leadership competencies, and accelerate leadership learning through active, hands-on leadership opportunities.

Assisting in leadership development within the organization can be an important part of serving as an advisor, and is often some of the most impactful on students long term.

Leadership Development Opportunities at Michigan Tech

Student Leadership & Involvement facilitates several opportunities for students, not just RSO leadership, to develop their skills during their time as Huskies.

HuskyLead

HuskyLead, a leadership development series for all Michigan Tech students. At Michigan Tech, we believe that leadership development is essential for all students to truly make an impact on campus and society. This program encourages all students from campus leaders and student organization officers, to individuals who just want to learn, to elevate their leadership skills by learning the best techniques, tips, and tricks for their personal, organizational, academic, and professional success.

More information and a schedule of upcoming HuskyLead programs can be found [here](#).

GRIT Leadership Workshop

G.R.I.T (Goals, Resilience, Individual, and Teams) is an interactive virtual leadership workshop designed for our amazing students to learn about their own leadership skills, develop in the areas of self motivation and perseverance, and how to identify challenges and overcome them as a team. This workshop combines synchronous and self-guided content, along with interactivity.

More information and a schedule of upcoming G.R.I.T programs can be found [here](#).

LeaderShape & Catalyst

The LeaderShape® Institute is an intensive week-long leadership development experience that is designed to help young leaders learn to “lead with integrity”. This highly interactive and energizing program provides the tools for individuals to:

- *Act consistently with core ethical values, personal values, and convictions*
- *Develop and enrich relationships*
- *Respect the dignity and contribution of all people*
- *Believe in a healthy disregard for the impossible*
- *Produce extraordinary results*

Utilizing highly interactive program methods rather than classroom lectures, everyone is a teacher and everyone is a learner.

The Michigan Tech LeaderShape® Institute takes place in early January (at the end of winter break) at the Ford Center in Alberta, MI. There is a minimal cost to attend, however students must be selected through an application process to become a participant.

In addition to the LeaderShape® Institute, Michigan Tech offers Catalyst™. Catalyst™

is great entry into the LeaderShape® community. It is a one-day program focused on learning to develop your own authentic path, connect to groups and causes you care about, and commit to a plan to be a catalyst for yourself and the groups you're part of.

You'll consider powerful questions that move you towards action:

- » *Am I on the right path?*
- » *Who do I want to be?*
- » *How can I connect with other like-minded individuals?*
- » *In small-group dialogue, large group interaction, and personal reflection, you'll learn alongside others who also want to start something extraordinary.*

More information on LeaderShape & Catalyst can be found [here](#).

Recognizing Students

For most RSO members and advisors, money and personal gain are not core motivations. People get involved in student organizations in order to meet intrinsic needs such as community, personal growth, and enjoyment!

Some ways that advisors can assist students in meeting their needs are by:

- » *Giving Praise*
 - » *In order to reinforce continual achievement and to work to ensure that recognition (both public and 1-1) is given when due, make sure to offer praise early and often.*
- » *Making Students Feel Important*
 - » *See people as worthwhile human beings loaded with untapped potential; go out of your way to express this attitude.*
- » *Communicate*
 - » *People like to know what is going on in the organization. They want to be told about problems, objectives, and "inside information." They feel recognized and important when they are kept informed.*
- » *Give Security*
 - » *Students will look to you for intrinsic security. For example, they must know that you are interested in them, respect them, appreciate them, seek to understand, and accept them not only for their strong points, but also for their weaknesses.*
- » *Understand That People Need People*
 - » *As an advisor, you serve as a motivator –a person who gets things done through others. Students look to you to provide a level of motivation and*

support. When these needs are fulfilled they will flourish.

- » *Work to Create Environments Where Students Belong*
 - » *People like to belong. Those who feel like they belong will more likely invest themselves, their community, and others.*
 - » *Creating an environment where students can feel a sense of belonging is instrumental to personal and organizational development and the betterment of Michigan Tech as a whole.*
- » *Encourage Participation in Group Goal Development*
 - » *Include all members when planning goals. Consider and follow through on members' suggestions. Remember that we support that which we help to create.*
- » *Develop Purpose*
 - » *Huskies seek the answer to the question "why?" Explaining the "why" to policies, decisions, and concepts instills in the members that their assistance is vital for success.*
 - » *Share ways that participation can encourage personal growth.*
- » *Give Status*

The more status and prestige you can build into RSO structure and operations, the more motivated the members become. There are many ways you can make RSO membership feel important. For example, develop a "Member of the Week/Month", formally acknowledge an outstanding program or event within the organization, and/or nominate your organization for a Student Leadership Award.

 - » *In addition, treating students with interest, respect, and care is a way of giving them status.*

Adapted from [ACPA Advisors Manual](#)

Student Leadership Awards

The Student Leadership Awards celebrate and reward the individual and group efforts of students involved in organizations across campus. There are awards for student employees, student organizations, programs, and more.

To view current student award recipients, student award archives, award descriptions and requirements, and to learn more about the next Student Leadership Award season click [here](#).

Officer Transitions

Advisors may be the only consistent member of the RSO and this means that the advisor has seen the organization develop over time, knows what has worked in the past, and plays a key role in assisting RSO leadership during times of transition. Spending time and energy in facilitating a strong officer transition sets you up for success as you will spend less time helping to bridge knowledge gaps throughout the academic year.

Before the newly-elected officers of your organization officially assume their responsibilities, it is recommended for the old and new officers to get together for a “transition meeting.” This meeting can be conducted in person or digitally in order to allow the new officers to learn from the experience of the outgoing officers.

Officer continuity is a key to growth for your organization and having a casual, open atmosphere is encouraged. This type of meeting allows for an honest evaluation of the accomplishments and problems of the previous year. The key to a successful transition is making sure new officers know their responsibilities before they take office.

For transition resources, visit the [RSO Transitions page](#).

SLI Tip

Before elections, meet with RSO leaders to review transition goals, plans for the next academic year, and general housekeeping in order to create a smooth path to transitions.

Recruitment

Recruitment should happen year round. Take advantage of the recruitment events already happening, such as K-Day, Spring RSO Fair, and Spring Fling but remember that every meeting, event, social media post, etc is an opportunity to reach new members and build your organization!

You can find more information on recruitment at the resources below:

- » [How to Recruit Gen Z](#)
- » [Recruitment & Retention of RSO Membership](#)
- » [What to Say: Text & Social Media Opening Lines](#)
- » [How to Keep the Members You Recruit](#)
- » [50 Great Recruitment Ideas](#)

RSO Administrative Operations

SLI provides helpful resources on a host of RSO operations. Please visit the links below to learn more about:

- » [Reserving Campus Space \(Indoors\)](#)
- » [Email Lists and RSO Emails](#)
- » [MUB 106: Student Organization Space](#)
 - » *Student Organization Offices*
 - » *RSO Mail*
 - » *Computers*
 - » *Meeting Space*
 - » *Copier*
- » [Storage Spaces](#)
- » [Planning Events & Activities](#)
 - » [Marketing](#)

Involvement Link

[Involvement Link](#), our RSO database, includes organization portals, an events calendar, and organizational news.

Current students, faculty, and staff may:

- » *Request to join any open organization*
- » *Be invited by one of the officers*
- » *Search for orgs that meet their interests*
- » *Find upcoming events on & off campus*
- » *Manage their past & present memberships*
- » *Receive updates from organizations*
- » *Record service hours*
- » *Students may vote in organization and campus wide elections*

RSO's can utilize Involvement Link portal to:

- » *Manage their profile*
- » *Maintain membership & officer rosters*
- » *Advertise meetings and events*
- » *Create online forms*
- » *Send messages to members*
- » *Hold elections*
- » *Store documents & photos*
- » *Track service hours*

Officer & Advisor Titles

Student Leadership & and Involvement uses [Involvement Link](#) data for official University business to verify members involvement on University documents, or to send important messages to officers and advisors.

For these reasons, it is important for RSO's to update their [Involvement Link](#) page frequently. All RSO's are required to have an Advisor, President, Vice President, Secretary, and Treasurer listed at all times. SLI understands that some RSO's have a variety of titles for these positions, SLI uses these five positions to send important messages to RSO officers.

In instances where RSO's would like to give alternate titles to these positions, officers must also list the five required titles. While five designated positions are required, an RSO may choose to have only three individual students fulfill these roles. All RSO's must have three individual student officers and one full-time faculty or staff advisor, in order to remain in compliance with RSO policy.

Creating an Involvement Link Account

If you have never logged into [Involvement Link](#), creating an account is simple. Simply click the "Sign-In" button in the upper right hand corner and log in with your Michigan Tech SSO. [Involvement Link](#) will then generate you an account with your name and Michigan Tech email address.

Please ensure that you have created your [Involvement Link](#) account as without it, you can not be listed as an advisor for any Registered Student Organizations, receive important advisor emails, or access your yearly training.

Using Involvement Link

Involvement Link can be one of the best ways to keep up to date with your organization's officers and membership, serving as a one stop portal for your RSO's. Therefore, we highly encourage advisors to spend time learning about the platform and familiarizing themselves with all the features available.

For helpful tutorials on utilizing all of Involvement Link's features, visit the [SLI Blog](#).

Advising Risk & Liability

Advisor Liability

As an advisor of a student organization, you are the university's representative regarding the RSO's operations. As such, you are expected to give reasonable advice to your RSO about such things as events, use of spaces, and organizational development.

According to the University, in most cases Advisors are not held liable for RSO operations.

"Coverage includes any alleged error, misstatement, misleading statement, act, omission, neglect, or breach of duty arising while acting in good faith during performance of duties."

If you have reason to question an action, express your concern directly to the organization and if they do not address the situation or if you have concerns about a situation unique to your RSO/an event please contact Student Leadership & Involvement and the [Office of Risk Management and Compliance](#).

SLI Tip

Check out our [Risk Management Page](#) for more resources.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. The U.S. Department of Education conducts reviews to evaluate an institution's compliance with the Clery Act requirements. ([Federal Student Aid Data Center](#))

Here at Michigan Tech, all faculty and staff receive training on the Clery Act via Public Safety and Police Services yearly. To file a report visit the [Campus Security Authority Crime & Incident Report Form](#) or contact [Public Safety and Police Services](#).

To view Clery Act data for Michigan Tech, see the [Annual Security & Fire Safety Report](#).

Risk & Liability During RSO Events

Risk management is something your RSO you should be thinking about for all of your events, on or off-campus. For any on-campus event that contains risk, a risk management plan should be submitted to Student Leadership & Involvement, in advance in order to check for compliance with University policies. This is always a requirement for events

occurring on-campus, and is not necessary for events occurring off-campus, unless it is part of an official University tradition, such as K-Day.

It is important to note that in most cases, all liability for student organization events will fall on the organization's officers and members, and it is vital to have safety protocols and risk management plans in place as needed, even for off-campus events.

For lower-risk events, Student Leadership & Involvement may not require you to submit a risk plan. For other events, you may be asked to turn in additional documentation upon request to the Office of Risk Management & Compliance. It's also possible that certain events contain too much risk to occur at Michigan Tech as originally planned and Student Leadership & Involvement may ask you to rework your plans.

If your event will include participants who are not members of your RSO or your general operations may be considered to have risk associated, you may consider having participants and members sign a Liability Waiver Form.

Student Leadership & Involvement offers a liability waiver form template for your use. Keep in mind that a liability waiver does not replace a risk management plan. For more information on [risk management](#) and creating a risk management plan, please see the Student Leadership & Involvement website or email rso@mtu.edu.

SLI Tip

Liability Waivers do not cover negligence. You need a risk management plan to support good risk management plans.

Policies & Procedures

Student Leadership & Involvement maintains a helpful [webpage of policies and procedures](#) that pertain to RSO's at Michigan Tech. Below are just some of the policies as they pertain to Registered Student Organizations. Checking

Student Conduct

Student organization officers and members are required to follow the Standards of Conduct as outlined in the [Student Code of Community Conduct](#). Some forms of prohibited behavior are more difficult to identify, such as making a threat either verbally or via text. Such behavior could be considered bullying, and any sort of bullying or cyberbullying is prohibited by the Student Code of Community Conduct.

Student organizations must follow the code of conduct in order to not cause any sort of disruptive behavior on the university premises or surrounding community. If you or your organization would like to discuss topics or concerns pertaining to conduct The Office of Academic and Community Conduct is happy to help.

Contact studentconduct@mtu.edu or visit their website!

Hazing

Michigan Tech's [Hazing Policy](#) states that all forms of hazing by any student group or organization or individual are strictly forbidden at all times on and off the campus of Michigan Technological University.

Hazing Resources

» [Report a Concern](#)

Use this form to report general misconduct incidents. This may include, but not limited to the following:

- » Alcohol or drugs
- » COVID-19 conduct issues
- » Disruptive behavior
- » Bullying
- » **Hazing or Hazing activities**
- » Physical assault, endangerment, and threats
- » Student organizational violations
- » Retaliation

» [Dangers of Hazing TED Talk](#)

» [Hazing Prevention](#)

While Representing Michigan Tech

Michigan Tech expects all student organization officers and members to follow all University and Board of Trustees Policies, including those outlined in Chapter 7.5. No matter where your organization members are, you are representing Michigan Tech and, student organization members should practice

“accepted standards of good taste and should observe all university policies in the social conduct of an organization.”

Although Student Leadership & and Involvement and your advisors are here to guide you, the ultimate responsibility for your organization lies with the officers and members themselves.

Non-discrimination Policy

In compliance with Michigan Technological University’s Board of Trustees Equal Opportunity Policy, effective February 24, 2011: Student Organizations will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information or marital status. The organization is also committed to the policy of not discriminating against disabled individuals or veterans. All RSOs are required to include this policy in their organization’s constitution.

Food & Alcohol Policies

Student Organization events often involve food. [*The University Food Policy*](#) and [*The Alcohol Policy for Registered Student Organizations*](#) must be followed at all times.

Dining Services staff understand that student organizations have unique needs and are happy to help. Simply visit [*Dining’s Webpage*](#) to read all policies and to request assistance.

All RSO Policies & Procedures

The [*SLI Policy Page*](#) provides information on the following:

- » [*Academic Requirements for RSO Officers*](#)
- » [*Alcohol Policy for RSO’s*](#)
- » [*Bake Sales Chalking Policy*](#)
- » [*Date Auctions*](#)
- » [*Hazing Policy*](#)
- » [*MUB Kiosk*](#)

- » [Postings and Table Tent Procedures](#)
- » [Promotional Table Reservations](#)
- » [Risk Management for RSO's](#)
- » [Room Reservations](#)
- » [Sandwich Board Signs](#)
- » [Swipe Access to the Student Organizations Office \(MUB 106\)](#)
- » [Travel Policy](#)
- » [Use of Outside Grounds & Distribution of Promotional Materials](#)
- » [Verified Absence Letter](#)

Student Organization Travel

Advisors serve as the emergency contact for RSO's while they travel. This means that you should work with RSO leadership to familiarize yourself with the travel plans of the organization each academic year.

RSO members traveling on behalf of RSO's must comply with the [Travel Policy](#) and adhere to the Student Code of Community Conduct. Travel Policy Forms must be submitted to Student Leadership & Involvement at least two days prior to their departure.

Organizations that fail to comply with the travel policy may be denied funding for travel from the Undergraduate Student Government and may no longer be able to rent from Husky Motors.

- » [Travel Webpage](#)
- » [Travel Checklist](#)
- » [Travel Policy](#)
- » [Travel Policy Form](#)
- » [Husky Motors Form](#)

SLI Tip

Encouraging your RSO to keep a google calendar of organization operations, including travel, can assist advisors in staying up to date with travel plans and help you ensure deadlines are met.

Yearly Re-Registration

Each Fall, RSO Presidents are required to complete RSO Re-registration within [Involvement Link](#). Re-registration allows organizations to update their profile, submit mandatory re-registration paperwork, and maintain active status for the academic year. As part of the RSO Re-registration process, Advisors and Officers are required to complete a training (see following section) before the re-registration forms are submitted via Involvement Link.

In preparation for yearly re-registration, it is important to assist officers in ensuring that the organization's Involvement Link roster is up to date and that new officers are given the appropriate roles. Administrative control over the roster is given the President, Vice President, Secretary, and Treasurer listed and outgoing officers are responsible for adding the new officers and removing themselves at the end of Spring Semester.

If you have any questions pertaining to the responsibilities of Advisors in the re-registration process, please contact rso@mtu.edu.

SLI Tip

Michigan Tech only allows Presidents to complete the re-registration process. Make sure you touch base with your RSO's President in the beginning of the Fall semester about re-registration.

Yearly Advisor & Officer Training

In order to fulfill the registration mandate laid out in Board of Trustees Chapter 7, Section 7.5 Student Organizations RSO advisors and all officers are required to complete a yearly training pertaining to their roles each Fall semester. This training, which is part of the re-registration process, is updated yearly in order to provide the most accurate information for advisors. Your required training will occur in [Involvement Link](#) alongside the RSO officers.

In [Involvement Link](#), you will be guided through each training topic inside the Advisor Training Path. Each item you complete moves your organization one step closer to completing the re-registration process. Occasionally, you will be prompted to complete reflections or experience reports in order to acknowledge receipt of training and/or provide feedback. Many of the training items include links to campus resources all across campus to assist you in advising your RSO's.

SLI Tip

Training is available beginning in early August. Completing training before students return allows advisors to assist officers and reduce workload during the first weeks of classes.

Financial Management

RSO's finance their operations in a variety of ways including but not limited to: Student Activity Fee, Member Dues, Fundraising, External Donations & Sponsorships, Campus Funds, and Departmental funding. For more resources pertaining to RSO fiscal management, visit the [RSO Finances page](#).

Student Activity Fee

The Student Activity Fee (SAF) is charged to all students in both the Fall and Spring semesters. The SAF is administered by the [Undergraduate Student Government](#) (USG) which distributes the funds to the different student organizations. The student activity fee is divided into four categories: RSO operations, university traditions, Special Budgetary Group operations, and campus initiatives. The portion used for RSO operations is further divided into RSO yearly allocations, the SAF Reserve Fund.

Starting in the fall, your RSO may access the SAF funding granted in the spring. All RSO treasurers will receive communication from the USG Treasurer on ways to access funding during this funding cycle. The Opportunity Fund is money set aside from the Student Activity Fee for new student organizations, or for existing organizations who learned of a new opportunity and did not include it in last spring's budget hearing process.

Organizations can also apply to the Reserve Fund for new or replacement equipment, or an emergency within your organization, especially emergencies having to do with the safety of students. Note: all SAF funding checks will be made out to the RSO and not an individual.

Please contact usg-treasurer@mtu.edu with any questions about SAF Funding

Banking

All RSO's with SAF funding and even many without SAF funding hold an off campus bank account. It is important to know where this account is in order to assist with leadership turnover for your RSO.

It is the choice of each advisor to be named on the RSO bank account or to provide assistance with banking such as helping your RSO set up an IRS Employer Identification Number- needed to open or make changes to an off campus bank account.

Special Budgetary Group Finances

If you serve as an advisor to one of MTU's Special Budgetary Groups it is important to

keep in mind that yearly SAF funding is deposited into your SBG's University Index and that many invoices will be channeled through Financial Services.

SBG's are not held to the same spending restrictions as RSO's and therefore have more freedom and more responsibility in money management.

SBG's may also have an off-campus bank account so remember to touch base with students about all monies held by the organization regardless of where those funds are held.

Donations

Advisors may serve as important networking connections to donors, including industry contacts and alumni. This type of donation to your organization requires special consideration. Generally, donors are looking to make a tax-sheltered contribution and will require a charitable deduction tax receipt.

That is why the donations from individuals, businesses, or corporations must be processed through the Michigan Tech Fund. Donors should send checks to the Michigan Tech Fund, Fund 3252, and then list the name of your organization OR visit [Giving's webpage](#).

Officer Responsibility

Student Organization Officers are responsible for requesting, maintaining, and appropriately using funding from any source. Student Organization Officers are required to adhere to a variety of rules when using funding and these rules vary depending on the source of the funding. Advisors may help with finance questions and seeking funding opportunities, however, this responsibility ultimately falls to the students.

SLI Tip

Working with students to maintain a year round budgeting system can alleviate some of the stress that comes from rushing to balance the budget before RSO or SBG Budget Hearings.

Conclusion

Thank you for your time and dedication to Michigan Tech's Registered Student Organizations! We appreciate all advisors and are here to provide resources and support. Please feel free to reach out to [*Student Leadership & Involvement*](#) with any questions.

» Email: [*rso@mtu.edu*](mailto:rso@mtu.edu)

» Call: 906.487.1963

» Visit: MUB 112

