# Section 6: Advisor Handbook

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The following forms are available from http://union.boisestate.edu/forms/index.html

Student Organization Forms
- Application for Student Organization Web Space
- Cash Box Request
- Fundraising Scheduling and Approval Form
- Officer Card - for recognized student organizations
- Advisor Card - for secondary student organization advisors
- Request for Exception by Recognized Student Organizations- University Dining & Catering Services

ASBSU Forms
- Service Project Report for Recognized Clubs
- Departmental Requisition
- Discretionary Funds Request Form
- Grant Funds Request Form
- Travel Request and Authorization Form
- Reimbursement Request for Entertainment, Food, Meals, and/or Meeting Expense
- Student Government Application
The Source for Student Organization Advisors

Services to Advisors

For student organization related business, Boise State, the Student Union, and Student Activities offer advisors a number of services. These services can be accessed by calling the Student Activities Office at (208) 426-5951. For advisors who are not Boise State employees, parking passes are available. When working in the course and scope of their duties, advisors are generally covered under the University’s insurance (Retained Risk Fund) for liability issues. For organization-related situations, attorney consultation can be made available.

Office support for organization business, such as use of a fax, postage and long distance access, is available. The Student Union has a library of books on leadership, diversity and other issues related to college students, and these books may be borrowed. ASBSU provides assistance to organizations and advisors with financial processing, as well as travel request forms. Finally, and perhaps most importantly, the Student Activities staff is ready to help you with whatever questions or problems may arise. Feel free to contact anyone on the staff to ask for help.

Student Organization Advisor Responsibilities

The relationship of the advisor to the group will vary, not only with each organization, but also from time to time within the group. A typical job description for a faculty advisor does not exist. Each organization has unique requirements and needs of its advisor.

Advisors have three main areas of responsibility:
1. To the organization
2. To the individual members
3. To Boise State University

Responsibility to the Organization

The following suggested job description is designed to help the advisor and student leaders arrive at clear and mutually agreed upon responsibilities. The program must justify the expenditure of students’ time, abilities, energy, and dues. In the designated responsibilities, there must be opportunities for the educational and personal development of students who participate as members of student organizations. An organization’s advisor:

- Should be well informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
- Should assist the officers in planning the scholastic achievement program for existing and new members.
- Should direct the organization and individual members to adopt academic goals.
- Should help to develop long-term plans for the future of the organization and communicate these plans to succeeding generations of members.
- Should assist the organization in developing good study habits and techniques for existing and new members.
- Should periodically review the organization’s Web site (if any) for appropriateness of content, professionalism (i.e., spelling) and accuracy of information.
- Should present or arrange with other faculty, staff, or the Student Organizations Office, special workshops on time management, preparing resumes, improving study habits, etc.
- Should relay information concerning University policies and regulations.
- Should discourage domination of the group by an individual or subgroup.
- Is responsible for providing long-term continuity within the group, and should be familiar with its history, including major changes in the group’s program.

http://union.boisestate.edu (208) 426-5951 The Source 6: Advisor Handbook 1
Responsibility to the Individual Members
The advisor usually acts as a mentor and guide toward the members of the organization.

- The advisor should encourage each individual to participate and plan group events.
- Group members may need guidance as they decide on their level of participation. The advisor should seek to assist the students in maintaining a balance between the academic and co-curricular aspects of student life.
- The advisor should be available to existing and new members needing assistance with scholastic achievement.
- The advisor should encourage students to accept responsibility for specific parts of the program, helping them recognize the importance of their role.

Role of the Advisor
There is no single method of advising an organization. Each group will have its own needs, purpose, and personality. Successful advisors will adapt their own style to meet the group's changing needs most effectively. Advisors may play a variety of roles at different times. A few descriptions follow:

Facilitator – one who keeps the momentum going, whether it is in conversations, goal setting, or events. The advisor will also present new options or ideas to encourage the group to think a situation through before making a decision. Facilitator is a role that is most successful when the group is stalled or in a conflict situation.

Counselor – it is not necessary to be a trained counselor to help students. The important thing is to listen carefully, then help the students work through their problems, determine alternate solutions, and allow them to decide which solution would be most appropriate. By showing care and concern for the individual members of the organization, the advisor can model behaviors that will encourage good working relationships among the members.

Observer – an advisor can often be most effective by providing objective views of the group process and progress.

Friend – each organization is composed of individuals with individual needs and reasons for being members. Advisors can aid each individual by providing him/her with support, encouragement, and care.

Responsibility to Boise State University
Advisors work with students and should not consider themselves as directors of the group’s programs and activities, but rather as guides for the group in accordance with the purposes and educational objectives of the University. An advisor should:

- Attend the organization’s meeting when deemed necessary or desirable by either the advisor or the organization’s members.
- Supervise the financial procedures followed by the organization in handling its funds.
- Be aware of the organization’s financial status and encourage the maintenance of efficient financial records.
- Assist the Student Organizations Office in implementing the policies for student organizations.
- Become familiar with the policies and procedures listed in The Source.
Teacher – as an educator, an advisor’s first concern is that students learn from their experiences. Advisors should take advantage of opportunities to allow students to learn. This may occur in both formal and informal situations. A means of formal education might consist of workshops in areas of personal development, such as communication and leadership; or organization development, such as discussion of advanced topics related to the organization’s purpose or a seminar in group management.

Participant – advisors will often become active participants in the organization and its programs. They are encouraged to do so, especially by attending meetings, programs, and functions. However, there is potential danger in becoming too active a participant, as advisors may find themselves losing their objectivity about the organization. It may also result in the group viewing the advisor as their leader. At no time should the advisor become the director of the group’s activities.

Mentor – this type of role can be very effective, especially for advisors who have limited time. The advisor who chooses this style will develop a close working relationship with the officers of the group, meeting regularly with them to discuss plans, problems, and processes of the organization.

Disciplinarian – advisors should not put themselves in a position where they are expected to provide judicial action. It is the group’s responsibility to work through mistakes, whether it is the result of an individual’s actions or that of a number of individuals. The advisor’s role is to work with the group to help them determine what their response should be.

Non-participant – some advisors prefer to establish a relationship with an organization whereby the members must come to them for advice. With well-organized groups having strong leaders, this arrangement can work. It is not a recommended style of advisement as it can be seen as a lack of concern for the group and students may come to the advisor very infrequently. Advisors should be honest with the group. If they do not have the time to give the organization proper attention, they should resign.

Authoritarian – this is seldom a successful role. Advisors should never force an organization to do something, especially when their motives are personal and will not benefit the group.

Resource – advisors should always serve as a resource to the organization. They should provide the group with information and ideas or be willing to help the organization’s members find identify and locate other appropriate resources when necessary.

Characteristics of Ethical Leaders
By Eric Harvey, President and Founder, Walk the Talk

- Ethical leaders build values and ethics awareness. They regularly communicate and discuss the organization’s shared values, operating principles and ethical standards, and they make sure they are understood, supported and accepted at all levels.
- Ethical leaders hold themselves and others accountable for ethical behavior. They have a zero tolerance for values violations because they know one bad apple can spoil the barrel.
- Ethical leaders lead by example. They recognize that they earn the right to expect others to perform with integrity when they themselves walk the talk.
- Leaders who walk the talk use the organization’s values and guiding principles to make decisions, whether big and strategic or small and seemingly insignificant. They realize that ethics are displayed in everything we do and that everything we do counts.
- Ethical leaders establish in-synch policies and practices—rules and standards that support the organization’s values and ethics at every level. And should an ethical dilemma occur, they welcome the opportunity to examine and resolve the issue quickly and without fear of reprisal.
- Leaders who walk the talk also provide values and ethics education. They take the time and devote resources to give employees the confidence and specific skills they need to translate good beliefs into good behaviors.
- Ethical leaders also pay close attention to perceptions—those feelings, opinions and attitudes of their colleagues, their employees and the customers they serve. Most importantly, when it comes to ethics they realize that perceptions are reality.
- Ethical leaders influence steady, incremental change. Emphasis is placed on lots of small improvements in many areas of the organization rather than quick-fix fads and programs-of-the-year.
- Ethical leaders select ethical employees. They use the organization’s values and guiding principles to hire and promote these in-
individuals and select only those who believe in these principles and behave with integrity.

- Leaders who walk the talk recognize and reward the ethical behaviors and values-driven practices of others, and they take the time to celebrate these successes.

## Choosing an Advising Style

The style an advisor uses to work effectively with a student organization should be dependent upon the development stage of the group. This is measured by their programming expertise, commitment to the organization, ability to take responsibility for their own actions, and interpersonal skills. As the group develops and gains greater maturity, the advisor must shift their style to match the needs of the group. Thus, aiding development. The common states of group development and matching advisory styles are described below.

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<th>Advisory Styles</th>
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<td>I. Infancy: Students demonstrate low levels of commitment to the organization, programming skills, and responsibility for their actions.</td>
<td>I. Program Director: High concern for product, low concern for process. The advisor takes the role of group member – takes part in group activities like a member; or a programmer – identifying, planning, and implementing programs and activities for the student group.</td>
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<td>II. Adolescence: Students demonstrate increasing programming skills, interest, commitment, and responsibility.</td>
<td>II. Teacher/Director: High concern for product, high concern for process. The advisor takes the role of advocate – persuading students on the appropriateness of activities; authority – monitoring students’ compliance with legal regulations; or expert – offering suggestions to students based on experience or specialized knowledge base.</td>
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<td>III. Young Adulthood: Students demonstrate competency in programming skills and an increase in commitment, plus a willingness to take responsibility for their own actions.</td>
<td>III. Advisor/Teacher: Low concern for product because students have taken over this concern, high concern for process. The advisor takes the role of educator – designing powerful experiences; resource – providing alternatives and suggestions; evaluator – assisting the group in collecting data to be used in decision making and program planning; or process consultant – assisting students with increasing the effectiveness of group functioning.</td>
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<td>IV. Maturity: Students demonstrate a high degree of competence in programming and group skills. A strong commitment to the group and a willingness to take responsibility for their own and their group’s actions.</td>
<td>IV. Consultant: Low concern for product and process because students assumed responsibility for both. The advisor takes the role of reflector – serving as a “sounding board” for students’ ideas and plans; or fact finder – providing information to students on request.</td>
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See Appendix 1 for a quiz that student organization officers and advisors can use to assess their perceptions of what role an advisor should play within the organization.
Tips for Advisors

1. Know the students with whom you're working. It's important to know your audience. Different groups require different approaches.
2. Have the goals or objectives of the group firmly in mind.
3. Know what the students expect of you as an advisor.
4. Express a sincere interest in the group and its mission.
5. Express a sincere interest in each individual within the group.
6. Assist the group in setting realistic, obtainable goals.
7. Assist the group in developing a system through which they can evaluate their progress.
8. Assist each individual in achieving his/her needs while helping the group achieve its goals.
   - Why do persons become involved?
   - How can each person grow through his/her involvement?
9. Assist the group in understanding the dynamics of the group and human interaction. Sometimes the process is more important than the content.
10. Realize the importance of the peer group and its affect on how each individual participates or fails to participate.
11. Assist the group in determining the needs of the people the group is serving.
12. Don't allow yourself to be placed in the position of the chairperson.
13. Develop a style that affects a balance between being an active and passive group member.
14. Be aware of the various roles you'll be filling from time to time:
   - Consultant
   - Information source
   - Clarifier
   - Counselor
   - Facilitator
15. Be aware of the institutional power structure – both formal and informal.
16. Provide continuity for the group from year to year.
17. Challenge the group to grow and develop.
18. Be creative and innovative.
19. Know how to access University resources.

University Archives For Your Organization’s Records

The University Archives, located in Albertsons Library, preserves the history of Boise State by collecting the records of University departments, offices, and organizations. Clubs and organizations can assist in several ways. First, add the Archives to the mailing list for your newsletter. (Campus mail address “Library-Archives” is sufficient). Second, at the end of each year, or when the officers change, call the Archives at (208) 426-1736 to arrange a time to drop off old unneeded records. These include: minutes of past meetings, handouts, brochures, project files, photos, scrapbooks, etc. If in doubt, let the Archives have it. The archives of your organization will always be here for you to consult—and provide inspiration for your successors.

Working With the Group

If the president, with the advisor’s assistance, has developed a good agenda, the advisor will have very little to do at group meetings. There are, however, occasions when active participation by the advisor may be necessary.

It is a challenge for the advisor to clarify for members what his/her role is in the organization. Students will have their own ideas and that is why the above assessment is so important. Following a discussion of everyone’s expectations, it is important to discuss what the advisor and his/her office staff can provide, such as how to communicate effectively among the members, the executive board and the advisor, and the time and stress management of the members, executive board, and advisor positions.
It is also a challenge to avoid becoming over-controlling in the organization's matters. The organization is for the students and students should make the decisions. Advisors must step back and allow the students the opportunity to run their organization, unless circumstances arise in which more directive action is necessary.

1. The following techniques are suggested, and should be used when an organization is planning a questionable activity:
   a. Offer other ideas that may be substituted for the one that is lacking.
   b. Ask leading questions of group members. The difficulties inherent to the plan often come to the surface through inquiry and facilitated discussion.
   c. The advisor may request that the group obtain the opinion of the individuals or agencies affected by the action.
   d. The Student Organizations Office is available for interpreting policies. When an advisor has questions about the advisability of an organization's plan, he/she may recommend the officers to refer the plan to the Student Union staff.

2. Is the group unnecessarily bound by tradition or noncreative thinking in their planning? Too often, the first thing a group will do in planning an event is to pull out the report from the previous year. This then becomes a blueprint. Instead of group members approaching a program creatively, they frequently tend to rely on approaches from the past with little or no deviation: namely those of last year's committee. What can be done to turn the group to its own resources? The following suggestions may encourage the group to develop more creative programming:
   a. Brainstorming is a technique generally used to promote creativity. It calls for the student officer to define a fairly broad problem area and throw it open for rapid-fire, uninhibited, "top-of-the-head" suggestions from all members. Studies have shown it works best for relatively unstructured tasks. Brainstorming creates an informal atmosphere in which even the most passive or withdrawn member feels free to contribute.
   b. Students may consult with the Student Activities Office staff. Program ideas are one of the many areas in which this office stands ready to assist.

3. The organization's constitution is the most important organizational document.
   a. It gives the organization and membership purpose, directions, and guidance. The document is not intended to be static; rather it should be reviewed periodically so that it fits the need of the contemporary student group. The language should be clear and concise, leaving little to interpretation. See The Source Section 1 for Organizational Recognition for specific details. To find an organization's constitution, visit http://union.boisestate.edu/organizations/constitutions/constitutions.html.

4. Understanding what motivates students may be your single most desirable skill. Some students have what appears to be an innate desire to become involved, work hard, and make a difference in the organization. Conversely, others do not seem overly ambitious. Understanding the range of motivating factors will enable the advisor to help individual students take on responsibilities and become involved. Recognition is used most frequently to motivate students. Whether extrinsic (recognition, money, and achievement) or intrinsic (desire, value, and approval), it is important to understand that no one item will be warmly received by all members and that it is necessary to be sensitive to each student's motives.

More appropriately, these techniques should be part of the officers' resources. If organization members do not recognize a situation in which the techniques may apply, then it is recommended the advisor make appropriate suggestions.

**Dealing with Conflicts and Other Problems**

Successful leaders have come to understand that conflict is not only inevitable in student organizations, but it is also beneficial and healthy, if properly managed. Conflict can stimulate new ideas, clarify elements of an issue, increase talk motivation, and lead to better solutions because of increased understanding of opposing perspectives.

How the members of a student organization choose to work with each other and with other organiza-
tions may be best described as politics. Politics is a collective term that for some student organizations serves as the basis of their purpose. For other organizations to function properly over an extended period of time, they must conscientiously refrain from practicing politics in any form. A student organization’s involvement in politics may lead to conflict and problems due to the fact that politics can be closely compared to power. When students take advantage of their position, their knowledge, their connections to other influential persons, or their ability to provide rewards, they are practicing a form of politics.

**Officer Transition**

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. As the stability of the organization, the advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the fall semester. Student Activities staff is here to help.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined.

There are a number of ways to conduct the officer transition. If the organization already has a good system in place, don’t change it. The following two methods are examples of two commonly used methods.

- Past records/notebooks for their office and updating those together
- Discussion topics should include:
  - Completed projects for the past year
  - Upcoming/incomplete projects
  - Challenges and setbacks
  - Anything the new officers need to know to do their job effectively

**The advisor’s role may be to:**

- Facilitate discussion and be a sounding board for ideas
- Organize and provide the structure of a retreat
- Offer suggestions on various questions
- NOT tell new officers what they should do
- “Fill in the blanks.” If an outgoing officer does not know how something was done, or does not have records to pass on to the new officer, you can help that officer by providing the information he or she does not have.

The structure of a team effort retreat can take many forms. The advisor’s role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on Boise State policies and procedures.

**This is an outline of a team effort retreat:**

1. Icebreakers and team-builders
2. Officer meetings
   a. New/old officers pair off (president with president, treasurer with treasurer)
   b. Update each section of notebooks, or talk about what should go in a new one. If officers do not have a notebook, take the time to create one.
   c. **Do not throw old materials away!** Send them by campus mail to Boise State Archives, Mail Stop 1430.
   d. Each pair of officers should discuss the following:
      (1) With whom did the outgoing officer interact most in Student Activities, the Student Union, Conference Services and Catering, ASBSU, other student organizations, Boise State University administration and in the community?
      (2) With the departments/areas listed above, in what capacity did the outgoing officer work with them?
(3) What University paperwork (either Student Union or ASBSU) is this position responsible for completing?

(4) What did the outgoing officer have to do with the organization’s ASBSU budget request (assuming this question applies to your group)?

(5) What University procedures did the outgoing officer have the most trouble with and how can the incoming officer avoid those troubles?

(6) What were the biggest challenges the outgoing officer faced and how did they overcome them?

(7) What goals did the outgoing officer have, and which were achieved and which were not?

3. Joint officer meeting
   a. Gather as a group; write everyone’s notes on a board or flip chart. Note similarities. For instance, the president and treasurer may always interact with the ASBSU financial technician.
   b. Generate a discussion on similarities, challenges and how challenges can be overcome.
   c. Review The Source. Have outgoing officers talk about helpful sections.

4. New officer meeting (this could be a separate meeting, or the next phase of the retreat)
   a. Goal review. What did the past officers accomplish?
   b. What is left to do from the past goal list? Revise list or eliminate it if the officers choose.
   c. Provide new officers time to list goals for their position on their own.
   d. Reassemble and share updated goals.
   e. Brainstorm new goals for the organization and ideas for programs, fundraisers, and social events.
      (1) Make an exhaustive list of everything the group could possibly accomplish.
      (2) Narrow down that list to what they can reasonably accomplish.
      (3) Assign tasks to specific officers. If no one wants to do it, take it off the list of goals.

**One-on-One Training, Advisor with Officers**

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers, as described in section 4 of the above outline. After that meeting, the advisor should meet individually with each officer; examine the notebook of the previous officer (or create a new one). Things to include in a new notebook:

- The Source
- Any forms the office may use, such as:
  - ASBSU budget forms
  - Fundraising forms
  - Catering exemption form
  - Travel authorization form
- Copies of previous meeting agendas
- A copy of the organization’s ASBSU budget, if applicable
- A copy of the organization’s constitution and bylaws

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer’s role in the organization. What are the expectations of each position? What are the student’s expectations of the position and his/her goals? If they deal with programming, go through guidelines in The Source for Event Planning.

**Official Student Absence Policy**

**Purpose**

To establish policy concerning student absences for official University-recognized activities.

**Policy Statement**

A student is permitted to be absent from class because she or he is participating in an official University-recognized activity. “Official absence” is defined as absence(s) from class because the student is representing Boise State University at an official University-recognized event. Such events include those scheduled by athletics, band, forensics, Mane Line Dancers, music, theatre, and other events designated as official by an authority as determined by the Faculty Senate and/or University administration.

**Responsibility and Procedures**

Students - The Official Student Absence Policy excuses students only from attending class or other formal instruction during the absence. Students have both the right and the responsibility:
To make up any work missed during their official absence
To make up examinations given during their official absence
To have the same privileges as other students in the class.

Students shall make sure the instructor is notified of the official absence in writing by the sponsoring organization at least 10 days in advance of the absence. Otherwise, official absence status can be jeopardized.

**Faculty** has the responsibility:

- To excuse a student from attending class or other formal instruction during the official absence
- To not penalize a student for such absences
- To allow a student to make up any work missed during his or her official absence
- To preserve the same privileges as other students have in the class

Times for make-up examinations and similar work are to be determined at the time the official notice of absence is provided, or as soon thereafter as the examination is scheduled. Make-up work or examinations will be scheduled at times mutually convenient for the student and the instructor.

**Activity Sponsors** – (athletics, band, dance, etc.) have the responsibility:

- To notify instructors, in writing, of official absences or anticipated absences by students at least 10 days in advance of the absence;
- To deliver the notice to the instructor via the student on official University stationery with dates and approximate departure and return times for official absences. Note that the activity sponsor and the student are jointly responsible for timely delivery of the notice. Failure to deliver the notice at least 10 days in advance can jeopardize the student’s official absence request.

**Department Heads and Deans** – Academic department heads and deans are responsible for ensuring that the faculty is apprised of this policy. Non-adherence to this policy will be reflected in the performance evaluation of administrative personnel responsible for distributing this policy, or faculty responsible for implementing it, as appropriate.

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**Source Excerpts**

The following are excerpts from other *Source* volumes on various topics. For a full list of policies and procedures, refer to *The Source* identified in each section.

**Summary of Services for Recognized Student Organizations**

*from The Source 1, Organization Recognition*

**Meetings and Events**

- Free use of Student Union meeting and conference rooms, academic space, and reservable public space throughout campus when available. Student organizations can also create series reservations for their regular meetings.
- The right to apply for student organization office space in the Student Organization Complex, located in the Student Union.
- The right to sponsor speakers and events on campus.
- Free parking for event participants.

**Financial Support**

- The right to request annual funding from ASBSU to help finance organization activities.
- Use of ASBSU telephones for long distance calls, mail services, and photocopier at a reduced rate.
- Use of the University’s bulk mail permit for authorized organization mailings billed to student organization account.
- Use of the University Print Shop and Campus Copy for organization printing billed to student organization account.
- Sales tax exemption for organizational purchases.
- Cash boxes
- The right to solicit monies on campus.
- Use of University vehicle rentals for authorized organization trips and conferences.

**Marketing and Promotion**

- Use of Boise State University Relations Office for assistance with:
  - Press Releases
Public Service Announcements (PSAs)
- The right to advertise as a Boise State University student organization.
- The right to promote your organization and activities on campus.
- Use of kiosks to display announcements.

Electronic Message Board (on Broadway Avenue)
- Failure to have a student officer attend the mandatory Getting Organized Meetings held during each fall semester.
- Failure to correct a negative balance in the organization’s ASBSU account within two months’ time.
- Failure to abide by the minimum Eligibility Requirements for Extracurricular Activities or enrollment standards membership.
- Failure to regularly pick up mail from the Student Activities mailbox during the academic year.
- Failure to comply with the ASBSU Judiciary’s written request to amend the organization’s constitution within two months’ time.

Either the Vice President for Student Affairs or the ASBSU Judiciary may withdraw a group's official recognition whenever the above conditions occur or the rules and policies of the ASBSU and/or the University are violated.

Prior to withdrawal of recognition, the group will be warned, given the opportunity to take corrective steps, and be allowed to speak on their behalf before the ASBSU Judiciary.

Maintaining Recognition
(From The Source 1, Organization Recognition)
Once a group is officially recognized, it is relatively simple to maintain recognition status. The privileges of Official Recognition Status will continue when organizations fulfill the following conditions:

1. Complete an Organization Officer Card within four weeks at the beginning of each fall semester and within 10 days of any election.
2. At least one student officer who is listed on the Organization Officer Card attends the mandatory Getting Organized meeting scheduled each fall semester.
3. Collect mail at least once a week from the organization's mailbox in the Student Activities Office.
4. Maintain a positive balance in the organization's financial account kept at the ASBSU Business Office.
5. Abide by the minimum Eligibility Requirements for Extracurricular Activities for officers and abide by enrollment standards for organization membership (at least 51% of the membership must be fee-paying students at Boise State University carrying a minimum of 3 credit hours).
6. Abide by the organization's constitution and stated purpose.

Other
- Consultation with the lawyer retained by ASBSU (during the academic year).
- Representation of your group’s concerns with the ASBSU Senate through Senate Liaison.
- Host organization Web site on the Boise State University server.
- Eligibility for awards and recognitions issued by ASBSU, Student Activities or Boise State University.
- 24-hour access to the Student Organization mailboxes.

Withdrawal of Recognition*
(From The Source 1, Organization Recognition)
1. The process of withdrawing a group’s official recognition begins when it has ceased to function as evidenced by any of the following:
   a. A notice of dissolution from officers and/or advisor.
   b. Failure to hold any meetings over a twelve-month period.
   c. Failure to submit an officer card within four weeks of the beginning of each fall semester or within 10 days of an election.
7. When requested to do so by the ASBSU Judiciary, the organization must amend its constitution to reflect current Boise State University policies, as well as local, state, and federal laws.

8. When the constitution is revised, submit three revised constitutions to the Student Activities Office for review and approval by the ASBSU Judiciary. (Copies of the most current constitution are kept on file in the Student Organizations Office. Should an issue or controversy arise, the most current constitution on file in the Student Organizations Office will be considered the official constitution).

9. Abide by Boise State University policies, and local, state, and federal laws.

Amending Constitutions
(From The Source 1, Organization Recognition)
Occasionally, existing student organizations are interested in updating their constitutions. As changes are being discussed, an officer is advised to pick up a sample constitution from Student Activities. If further clarification is desired, an organization representative can meet with the Assistant Director, Student Activities for assistance. To view a sample constitution or your own organization’s constitution, visit http://union.boisestate.edu/organizations/constitutions/constitutions.html.

Organization Defined
(From The Source 1, Organization Recognition)
1. Any group of students living or acting together, electing officers and/or assessing dues or fees for their mutual benefit as an organization.
2. The president or primary officer for an organization must be a full-fee paying student at Boise State University.
3. All voting members and remaining officers must be fee-paying students at this institution and carry a minimum of three credit hours.
4. The University through the ASBSU Judiciary must officially recognize all groups of students fitting the definition of an organization.

Recognition Agreement
(From The Source 1, Organization Recognition)
Recognition of a group or organization extends to them the privilege of identification with the University and the use of institutional facilities. The group agrees to accept those regulations and policies necessary for the protection of the University’s essential functions, for equal sharing of time and space and to assure the reasonable health and safety of the community.

Recognition of student organizations does not mean that the University supports or adheres to the views held or to positions taken by such groups. Responsibility for any actions that violate federal, state, or local laws must be assumed by the group itself.

Student Union Leadership Library
(From The Source 2, Services)
The Student Activities Office provides to student organization officers and their advisors, as well as Boise State University faculty and staff, a Leadership Library consisting of books, other publications and videos on various aspects, theories and approaches to leadership, multiculturalism and programming.

Only student organization officers and advisors listed on a Student Organization Officer Card and faculty and staff are eligible to check out a total of three items for up to two weeks at a time. Renewal of items may be made by phone or e-mail, unless there is a waiting list for an item. A maximum of three consecutive renewals may occur.

A person can make no further checkouts if he or she has not returned a resource. The person who checked out the resource is responsible for its return and safekeeping. Lost, stolen or damaged items may be billed to the student organization or department account. Items kept for more than two months will be presumed lost and the account may be charged.

Student Union Retreat Resources
(From The Source 2, Services)
On its web site, union.boisestate.edu, Student Activities Office provides to student organizations a list of regional retreat sites. The site includes costs of facilities, amenities and contact information.

In addition, there are sample retreat agendas, providing the novice retreat planner useful ideas on how to create a successful retreat. For advisors, three full presentations are available for download on: event planning, officer transition and goal setting. Advisors (or officers) can download the text of the lecture, as well as all handouts to provide attendees. The leadership library, outlined above, can provide icebreakers, team building exercise, diversity education materials and virtually anything else you may need to have an outstanding retreat.

Serving Non-ARAMARK Food at Organization Meetings
(From The Source 2, Services)
Many student organizations find that providing refreshments at meetings increases attendance; however, many organization budgets are limited. If an organization wishes to provide refreshments other than those available from ARAMARK at a group meeting, they may do so only if the following conditions are met:

- The student organization is officially recognized by the ASBSU.
- The meeting is a regularly scheduled meeting, not a special event.
- Only group members will be present at the meeting. No members of the public may be in attendance.

A Request for Exception form is required and may be obtained from the Student Union Offices on the second floor or downloaded from http://union.boisestate.edu/forms/index.html. The form must be completed by the organization, signed by one representative of the Student Union and one representative of University Dining Services, and returned to the Student Union Offices no later than 48 hours before the event (one week’s notice would be appreciated).

Event Insurance Considerations
(From The Source 3, Event Planning)

Boise State University has liability coverage for recognized student organizations under the State of Idaho's Retained Risk Fund. Call the Boise State Office of Risk Management at (208) 426-5955 or 426-3636 or the Assistant Director, Student Activities at (208) 426-5951 to determine whether your organization is covered under the State’s liability program.

Any student organization not covered by Boise State’s Retained Risk Fund is required to obtain liability insurance for their event or activity. Boise State and the State of Idaho are to be listed as Additional Insureds on that liability insurance policy. A copy of the Certificate of Insurance is to be furnished to the Boise State Office of Risk Management and Insurance.

Events Hosted On Campus

The Idaho Retained Risk Fund covers all events sanctioned by Boise State. Therefore, no proof of liability coverage is necessary. A $2,000 deductible is absorbed by the University for each covered loss occurrence of Boise State property (building and/or contents).

Events Hosted Off Campus

Recognized student organizations are required to obtain liability insurance for all off-campus events, if the event is not sponsored, funded and supervised by the University. Where required, an event will not be sanctioned without proof of insurance, provide to the Office of Risk Management. The Student Organization Office provides assistance in obtaining insurance from local providers, where needed, but the cost is the responsibility of the student organization. The Boise State Office of Risk Management can also act as a resource in this process, if needed.

Individual Coverage

University employees advising recognized student organizations in the course and scope of their duties are covered by the State's liability program at all events. The same coverage also applies to non-employee advisors acting as “authorized volunteers” for the University, if there is a record of their approved or assigned duties with Student Organization Office. ASBSU members, while working in the course and scope of furthering University business, are also covered by the State; however, recognized student organization leaders are not.

Event Insurance Agencies

The following agencies provide event insurance, but are not the only ones that do so. They are listed for your convenience and their listing does not imply an endorsement or recommendation of them by Boise State University. You can also check with your own personal insurance agency for coverage.

- **Gales Creek Insurance**
  Union Station
  800 NW 6th Street, Suite 335
  Portland, OR 97209
  (503) 227-0491
  (503) 227-0927 fax
  info@galescreek.com
  http://www.galescreek.com

- **Chow & Company Insurance, Inc.**
  3143 North Cole
  P.O. Box 4186
  Boise, ID 83711
  (208) 376-5252
  http://www.cyberhighway.net/~chowins/

- **Marsh, Inc.**
  225 N. 9th Street
  Boise, ID 83702

http://union.boisestate.edu (208) 426-5951 The Source 6: Advisor Handbook
On-Campus Parking for Student Org. Events
(From The Source 3, Event Planning)
Student organizations hosting events on campus, my reserve visitor parking lots free of charge by calling Campus Parking at (208) 426-1681. If you have special needs (such as having a parking attendant), fees may be assessed.

Fundraising Scheduling and Approval Form
Whenever a student organization plans an activity, function or anything else where money will be involved, the organization is required to complete a fundraising form (officially called the “Fundraising Scheduling and Approval Form”). It is recommended the organization complete one and submit it at least three weeks prior to fundraising. The form can be downloaded from http://union.boisestate.edu/forms/index.html and must be turned in at the Student Union Director’s Office, on the second floor. Or U.S. Mail to can send it:

Boise State University
Director’s Office, Student Union
Fundraising Scheduling and Approvals
1910 University Dr.
Boise, ID 83725-1335

This form’s main purpose is informational—it lets the University know when fundraising is occurring. This also helps reduce fraud; occasionally, dishonest people say they represent Boise State when they do not. Should the University ever get a call from someone in the community, or on campus, asking if a group is authorized to fundraise, we can confirm if the form is on file.

Off Campus Accounts
No student organization may have an off-campus account.

Fundraising
(From The Source 4, Financial Information)
For the purposes of this policy, the term “fundraising” refers to those recognized student organizations that intend to raise additional monies not included in the ASBSU budget through the solicitation of donations, the charging of admission, or the selling of products or services. Projects may be for the benefit of the student organizations themselves or for charitable groups.

When planning any kind of fundraising, here are things to consider:

1. Be realistic when planning goals and consider all the costs involved, (promotion, personal time, initial investment of product).
2. Plan an activity that will give you the most profit per item and little risk. The Student Organization Program Coordinator, (208) 426-1223, has a file on fundraising ideas.
3. Develop a plan for the project, a calendar with deadlines, and a checklist of things to be done.
4. Fill out the Fundraising Scheduling and Approval Form.
5. Be sure the organization’s members understand why you are raising money and how the money will be used.

Requesting Cash Donations/Non-Profit Status
When requesting cash donations from community businesses or individual donor, a student group must work with the Boise State Foundation, which can be reached at (208) 426-2649. The Foundation is the fundraising organization of the University. The office staff coordinates all fundraising done in

the name of the University; this includes student organizations.

In and of themselves, **student organizations are not non-profit groups, and therefore donations to them are not tax-deductible.** However, when working with the Foundation, organizations can provide donors with tax-deductible receipts. The way this works is simple. Your organization receives authority from the Foundation to ask a business, or an individual, for a donation. The business or individual gives the requested monies to **the Boise State Foundation.**

The Foundation will provide the business or individual with a tax-deductible receipt and will transfer the money directly into a student organization’s ASBSU Account, where a group can use it. If an organization has matching funds, the donated dollars can be matched.

**Requesting Non-Cash Donations**

Non-cash donations are goods or services that are given to the organization for the group to either sell or use in some way. The University has specific guidelines regarding how student organizations can do this.

1. The first step is to contact the Boise State Foundation at (208) 426-2649. Not only can they help you complete the appropriate forms, but also they may be able to connect your organization with a company that wants to make a donation.

2. **List all businesses to be solicited** – In conjunction with Foundation staff, make a list of all businesses from which you will seek donations. Call the businesses and tell them you are sending correspondence from a Boise State University student organization to the manager or owner of the business. Verify correct address with zip code. Ask for the manager’s name, and ensure that you have the correct spelling and correct title. Make address labels or printed envelopes for each.

3. **Write a request letter** – Send the letter and then follow up with a phone call approximately one week later. Keep good records of when the letters are sent. When working with the Foundation, you can say in your letter that donations are tax-deductible.

4. **Send mass mailings to all businesses** – If you are approaching more than one business, send all requests simultaneously so the businesses are given equal time to respond, then call all the businesses.

5. **Compile a list of donators from responses and contacts** – Contact by phone and set up the best time for the business manager (or designee) to meet with you in person. Always visit in person, if possible. Thank managers for their help and the cooperation of their businesses. Set up or confirm when and how donations are to be acquired by organization members if they have not already been sent. Ask for the fair-market value of the donations. Receive, in person, as many donations as possible.

6. **Write and send letters of thanks** – thank donors for their time and contributions and explain how much their donations help make your program and your organization a success. Thank those who did not participate for their time and tell them you hope to work with them in the future.

7. **Rank donations/prizes** – List by importance (i.e., Grand prize, First, Second, etc.) and inventory donations for future use.

8. **Inform the Foundation** – Let the Foundation know the fair-market value of the donation so they can send the business a tax-deductible receipt. Be sure to provide the Foundation with the address of the business and the name of the person with whom you have been working.

9. **Thank you letter to businesses** – send another letter thanking them again and indicating the number of students that participated and were exposed to information about their business. Include an evaluation questionnaire for them to share their thoughts on the program and ask for any suggestions they might have for next year.

**Other Fundraising**

Many types of fundraisers do not require donations from business or individuals. These “home grown” fundraisers do not have to be done in coordination with the Boise State Foundation. The following are general policies regarding fundraising:

1. **Space for fundraising is available in a number of locations around campus, which must be reserved** in advance.
   
   a. **Student Union space** must be scheduled in the Student Union Reservations and Catering Office, (208) 426-1677. Marketing booths are available on the first floor of the Student Union and are scheduled in the same manner as rooms.
   
   b. **Outdoor spaces** are available. Call the Reservations and Catering Office at (208) 426-1677.
   
   c. The **Education Building and Business Building Lobbies** are excellent spaces for promotion and marketing purposes. Re-
requests for tables to be set up in these or other campus locations are made to the Facilities Operations and Management, (208) 426-1442, and there is a small charge for the services.

2. Any advertising and publicity materials must include the following:
   a. The name of the sponsoring organization
   b. The product or service being sold
   c. The purpose for which the profit will be used
   d. The location of the proposed activity
   e. Sponsor(s) must be clearly identified at the activity

3. Any distribution or solicitation must be done in accordance with the University Solicitation Policy (without individuals being harassed and free of individuals hawking or shouting).

4. Sponsorship of non-University groups by student organizations must provide a benefit to the organization equal to or greater than the regular rental costs of the space and equipment, etc. Specific dollar amount or percentage-of-sales agreements must be delineated on the Fundraising Form.

5. The sale of food and beverage is contracted by Boise State with vendors for purposes of sanitation compliance, housekeeping and liability concerns, therefore, on campus, no food or drink can be sold by a student organization. The ONLY EXCEPTION is during the fall Student Organization Fair.

6. Books or sportswear sales must have prior approval granted by the University Bookstore Director (Signature required on Fundraising Form).

7. Student organizations that wish to give away items that the Boise State University marks, name or symbols must receive design approval prior to production. Call Kurt Apsay, Boise State University, at (208) 426-1781 for approval. If these items are to be resold, they must be purchased through a vendor license through Collegiate Licensing Corporation (CLC), (770) 956-0520. CLC will obtain the design approval.

8. Fundraising in or around athletic facilities must have prior approval granted by the Intercollegiate Athletics Office (Signature required on Fundraising Form).

9. Fundraising in University residential facilities must have prior approval granted by the Office of Student Housing (Signature required on Fundraising Form).

10. Temporary Sellers permit (issued by Idaho State Tax Commission) is required if:
   a. Student organization is selling products or services off-campus
   b. Student organization is not depositing funds into ASBSU account
   To acquire a permit, call 334-7660. Filing the form itself is free and it must be filed within 15 days of the sale’s completion. A temporary permit is good for only one sale or function, so you must get a new one whenever you have another function.

Suggested Projects
The following is a starting point for ideas for fundraising projects. This list has only a sample of the creative or useful projects you might use.

- Sales
  - Rummage
  - Plants
  - T-shirts
  - Buttons
  - Jewelry
  - Art work

- Services
  - Local park clean-up
  - Car wash
  - University concessions*
  - Singing telegrams
  - “Tuck in” service for Residence Halls residents
  - Aluminum can recycling
  - Snow removal
  - Valentine’s Day item delivery

- Programs/Other
  - Talent show
  - Trips/tours
  - Opportunity drawing
  - Picnics
  - Fashion show
  - Games booth (Organization Fair)
  - Inventory at local stores
  - Dances

* Working in University Concessions is a great way to earn $250 for your organization. Contact ARAMARK at (208) 426-2049 for more information.

Book Sales
Book sales require prior written approval of the Boise State Bookstore Director. A list of all books to
be sold must be submitted with the written request. Request should be made at least 1-2 weeks in advance of the proposed sale. The event sponsor also must complete a fundraising approval form.

Raffles
1. When talking about fundraising within student organizations, the idea of doing raffles generally comes up. In the State of Idaho, state laws regulate raffles as well as bingo. Violation of these laws may result in a penalty of up to $10,000. Since raffles are considered gambling, all requirements must be met.
2. Raffles may be conducted only by non-profit or charitable organizations (those with 501(c)(3) status). Raffle tickets must include the phrase "Sponsored by the Boise State Foundation with all proceeds going to the XYZ Club."
3. A charitable or non-profit organization conducting a raffle is not required to obtain a license if the gross annual raffle sales are less than $10,000 and/or if the maximum aggregate value of merchandise does not exceed $1,000.
4. Additional information is available from the Gaming Department of the Idaho State Lottery Commission, (208) 334-2600, or online at http://www3.state.id.us/idstat/TOC/67077KTOC.html. Third party contracts are prohibited.

Why Not to Do a Date Auction
Occasionally when considering fundraising, student organizations want to have “date auctions” or “slave auctions.” The University discourages these kinds of events. Date auctions can perpetuate gender stereotypes, can lead to sexual harassment and degrade the image of an organization. “Slave auctions” are patently offensive to members of various groups and can be viewed as making light of America’s slave holding past.

An alternative to such activities is a “service auction.” Rather than auctioning off a person, an organization would auction off a service the person (or persons) will do. Examples are: painting a house, washing or fixing a car, mowing a lawn, creating a Web site, doing maintenance repair on a home (assuming the person has the skills), preparing a meal, singing a serenade, teaching a skill or staffing an event. Ask members of your organization to donate their skills. It is those skills you auction (for a specified time limit), not the person.

Campus-Wide Third Party Vendor Policy
The following are policies to be followed by individuals or groups who reserve space on campus.

1. Signed applications for credit cards or other third party signed contracts cannot be collected on campus.
2. Gifts in exchange for completion of third party contracts or credit applications cannot be distributed.
3. Booth users that solicit credit cards or require a third-party contract must provide and display credit card and/or debt education materials—this may include information provided by the University. The annual fees, interest rates and computation methods must be displayed.
4. Companies collaborating with student organizations or University-Affiliated groups for compensation must compensate that group in advance by payment of a flat fee, not per application.

Sponsorship from Academic Departments
When student organizations think about getting sponsorships for events and programs, often they will ask academic departments for donations or co-sponsorships. To understand the difficulties in implementing such sponsorships, students need to understand the two different kinds of accounts there are on campus. The first, “Appropriated” accounts (A accounts) are monies given by the State of Idaho. The second, “Local” accounts (L accounts) are monies that come from fees or non-state revenue (like sales of services or products). All student organization accounts are L accounts.

Money cannot be transferred between the two kinds of accounts. So when students ask a department to cosponsor an event, financially they might not be able to. When students ask for cosponsorships from departments, ask if the department has a Local account. If so, and if the department can spare money from that account, then cosponsorship can happen easily. If not, then cosponsorship likely cannot occur. Why? Interpretation of state law is such that it forbids spending A account money on anything other than academically related initiatives.

Additional Boise State Policies on Fundraising
1. The final authority to approve or disapprove all activities and requests involving the solicitation of funds or fundraising, for whatever purpose, is vested in the Vice President for Student Affairs. The Vice President for Student Affairs has delegated authority as follows:
   a. For all fundraising activities by recognized student organizations, prior appli-
licensure must be made and approval granted through the Office of the Director of Student Union.

2. For all fundraising activities within University residential facilities by residential organizations, prior application must be made and approval granted by the Director of Student Housing. Other recognized organizations conducting fundraising activities within the University residential facilities must obtain approval from the Director of Student Union and the Director of Student Housing. Residential organizations conducting fundraising activities outside of University residential facilities must obtain approval from the Director of Student Housing and the Union.

3. In all cases, a written application form is required and the following information must be included: the name of the sponsoring organization, the product or service being sold, the purpose for which the profits will be utilized and the location of the proposed activity.

4. Student organizations should check with city officials for off-campus solicitation regulations.

Soliciting

1. A Soliciting Agent is defined generally as any sales person selling a product or service for personal profit or gain. This definition includes religious proselytizer, charity, and donation representatives.

2. University Policy:
   a. All solicitation of students for funds for whatever purpose is prohibited on campus unless authorized by the Vice President for Student Affairs.
   b. No canvassing of the residence halls, Student Union or other University-owned buildings for potential customers is permitted. This includes door-to-door or person-to-person selling. An agent may visit or conduct business with a specific student only when invited or requested by that student.
   c. Sales representatives may use certain restricted facilities in the Student Union with the express written consent of the Director of the Student Union. They are also encouraged to advertise in The Arbiter.

As of the printing date of this edition of The Source, this policy is under review and may change during the academic year. For clarification, contact either: Kim Thomas, Bookstore Director 426-3048, Kurt Apsey 426-1781 or Mike Esposito, Assistant Director, Student Activities, 426-5951.

Boise State University has registered its names and logos to protect them from unauthorized use and to protect and control the use of the University’s names, marks, slogans, official logos and other related insignia. The University licenses only those products or goods, which promote the image of Boise State University and demonstrate quality and good taste.

The Bookstore Director is responsible for coordinating and approving commercial use of the university’s logo. The Associate Athletic Director is responsible for coordinating and approving commercial use of athletic logos. Boise State departments that want to produce clothing, novelties and other goods with university names and/or logos must receive PRIOR permission from one of these two people, depending on the logo in question. Items produced for and distributed without charge to campus departments or student organizations may be exempt from royalties.

In addition to commercial products, no individual or entity, except for authorized Boise State employees conducting university business, may use the university’s name, logos or any other proprietary marks without prior written permission.

For general information, contact:

Kurt Apsey
Boise State University
1910 University Dr.
Boise, ID 83725
(208) 426-1781

Boise State University Licensing Agent:
The Collegiate Licensing Company
320 Interstate North Suite 102
Atlanta, GA 30339
Phone: (770) 956-0520
Fax: (770) 955-4491

Bookstore
Kim Thomas, Director
Boise State University
Operating and Matching Fund Accounts
(From The Source 4, Financial Information)

Within each student organization's account (that is, those organizations that receive funding from ASBSU) are two "pools" of money, the operating account (where you deposit and spend money from) and the matching funds account. If your organization has been granted matching funds, those dollars will stay in the matching funds account. When a deposit is made, money will be moved from the matching funds account to the operating account, where it can be spent. The match is dollar for dollar, up to a specific limit set by the ASBSU Senate and is matched as it is deposited. Organizations need not deposit their total amount to begin receiving matching funds.

Deposits made by cash, cashier's check, or money order will make funds available immediately. Personal or organization checks must clear the bank before ASBSU can disburse funds. Checks must be endorsed by writing the club organization department ID (the ASBSU account number) on the back. The Information Desk or the ASBSU Financial Technician can help you with this.

The ASBSU Business Office administers all ASBSU accounts. The Business Office staff authorizes all expenditures. Groups should compare their records periodically to ensure accuracy.

Required Community Service Projects

Organizations receiving funds from ASBSU must complete two community service projects during the fiscal year in order to maintain eligibility for matching funds. A form has been created by FAB to report community service and it can be picked up at the ASBSU desk, or downloaded from http://union.boisestate.edu/forms/index.html.

Community service projects must be completed within the fiscal year (July 1 to June 30). Community service projects must meet the following criteria:

- community service projects shall preferably be held off campus and benefit public or private nonprofit organizations.
- community service projects shall not benefit for-profit organizations with the exception of proprietary healthcare agencies and other such agencies.
- community service projects shall not provide any monetary gain to the student organization.
- community service projects shall require that 51% of the members of each club must have completed at least 2 community service projects during the fiscal year. The percentage requirement will be dropped to 40% for clubs with a membership of 15 or more (as reported on the current officer card filed with Student Activities).

Exceptions to the community service requirement may be made with a two-thirds approval of the total membership of the Financial Advisory Board. Temporary and new organizations are exempt from the community service criteria. Organizations requesting $250 or less, or no funds at all, are exempt from community service requirements, as are ad hoc and sectarian organizations. Questions about what specific kinds of projects are acceptable must be directed to the ASBSU Judiciary through a request for opinion.
Boise State University wishes to encourage a chemically healthy environment for its students, guests, and employees. To this end, the University: (1) developed policies and procedures regarding a drug-free work place; (2) promotes education and training programs, both internally and externally, regarding alcohol and drug use/abuse; (3) implemented an Employee Assistance Program; (4) provides wellness programs and activities for employees and students; and (5) participates in numerous community support and resource based programs.

Failure of Compliance
ASBSU has strict requirements that student organizations complete at least two community service projects between July 1 and June 30. Organizations that complete only one community service project in one fiscal year will lose half their matching funds for the next fiscal year. Organizations that complete no community service project in a fiscal year will lose all but $250 of their matching funds for next year. Not turning in a community service reporting form is the same as not doing a service project.

Religious organizations, organizations receiving $250 or less from ASBSU, and ad hoc organizations are exempt from these requirements.

Service Saturdays
Service Saturdays are events held on one Saturday of every month. Four or five service projects will occur all at the same day at the same time. Volunteers gather at the Student Union, pick a project they would like to do and drive to the project. Once complete, the volunteers will evaluate the success of the program. Snacks and drinks will be provided.

Service Saturdays are a dependable, consistent way for student organizations to complete their community service requirements. Once completed, the student organization leaders need to remember to complete the service project reporting form.

The following is a list of Service Saturday dates.
- August 28
- September 18
- October 9 (Into the Streets)
- November 13
- January 22, 2005
- February 12
- March 12
- April 9
- April 30

For more information, call the VSB at (208) 426-4248.

Alcohol and Drug Policies
(From The Source 3, Event Planning)
No approval will be granted to fundraising activities where alcohol is present.

When it comes to clubs and alcohol, remember: 
THE ANSWER IS NO!

No matter the event or issue
Boise State and State Board of Education Alcohol Policy

The State Board of Education and ASBSU prohibit purchasing of alcohol with student organization funds.

Alcohol at Organization Activities

Boise State University does not support any student organization activity where alcohol is part of the function. Groups are always strongly encouraged to have their meetings and activities at locations open to all ages so students over and under the age of 21 may attend. No student organization money, from on or off-campus funds, should be used to purchase alcohol.

In cases where student organizations hold an awards banquet in establishments where alcohol is sold, a licensed and insured provider must sell the alcohol. All laws must be followed. No approval will be granted to fundraising activities where alcohol is present. Disregard for these factors will greatly increase the risk to the student organization, the officers, AND the advisors to the organization. Officers should be aware they might be named in a lawsuit and held personally liable for judgments resulting from negligence at activities with alcohol.

The University will NOT support social events or activities where alcohol is sold or served. The University, as a self-insured entity, does NOT extend liability coverage to any organization advisor for an activity where alcohol is served or sold. Nor will Boise State accept conditions of liability exposure by organizations conducting activities in a venue where alcohol is sold or served.

The University does NOT extend liability coverage to any organization advisor for an activity where alcohol is served or sold.

Boise State University vehicles may not be used to transport alcohol.

Sexual Harassment

The University has the responsibility to maintain a harassment-free environment. Any student that believes that he/she has been sexually harassed (defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature) or harassed because of his/her gender by any Boise State student, staff, or faculty has a right to file a grievance with the Affirmative Action Committee and/or a Code of Conduct violation complaint with the Boise State Conduct Board. To lodge a complaint of sexual or gender harassment, contact the Affirmative Action Office and/or the ASBSU Judiciary.

Prohibited Expenses

ASBSU shall not provide funding for:

- Illegal or unethical activities (as defined by, but not limited to, Title V)
- Tobacco
- Fire arms and weapons
- Alcohol
- The purchase of parking permits for ASBSU personnel for employment and personal use
- An activity or event that has the primary purpose of satisfying the class requirements, projects, or assignments of any individual of the club or organization.
- Scholarships
- Equipment to be used outside of the club
- Salaries of permanent positions in the club
- Off campus telephone charges
- Educational expenses related to classroom or instructional expenses, or books.
- Cash awards, or cash gifts to any individual or institution outside the Boise State organization
- Organizational members not currently enrolled in Boise State University

Contents of Other Source Books

Only major areas are listed. See the specific Source volumes for a more detailed listing of contents.

The Source for Organization Recognition (Section 1)

- Types of Organizations
- Recognition Policies and Procedures
- Assorted Boise State policies pertaining to organizations

The Source for Services (Section 2)

- Advertising
- Office Support
- Policies for Student Organizations Web Sites on Boise State’s Server
- Student Organization Complex
- Student Union Services

The Source for Event Planning (Section 3)

- General Guidelines on How to Plan a Program
- Event Guidelines for the Student Union and the Special Events Center
- Boise State and State Board of Education Alcohol Policy
- Event Scheduling in Boise State Facilities and Grounds
- Other Boise State Policies

The Source for Financial Information (Section 4)
- Why Budget?
- Frequently Asked Questions
- Off-Campus Checking Accounts
- Fundraising
- Licensing for Products Using Boise State Names, Marks and Symbols
- ASBSU Accounts
- Alcohol at Organization Activities
- Travel and Boise State Vehicles
- Contracts
- Miscellaneous

The Source for Developing an Organization (Section 5)
- Ways to Improve Your Organization
- Recruiting and Retaining Members
- Getting to Know One Another
- Planning Effective Meetings
- Election Process
- Officer Transitions
- Handling Internal Disputes
- Disability Etiquette
- ASBSU Hall of Fame and Student Organization Recognition

Awards

Visit http://union.boisestate.edu to download applications for any of the following awards.

ASBSU Hall of Fame Awards
The ASBSU Student Hall of Fame Awards are given annually to graduating students in recognition of excellence at Boise State University. Alumni who graduated prior to August 2004 are also considered for the Hall of Fame award for their contribution to BSU.

Outstanding Student Organization Awards
The Outstanding Student Organization Awards were started in 1986 as a way to recognize exceptional student organizations. These awards have been presented to organizations that have shown leadership and involvement in the community and at Boise State University. These awards include the Religious, Greek, Academic/Professional, Honorary, Club Sports, Cultural/Ethnic, Special Interest, New Organization and Student Organization of the Year. Organizations may win only once every three years.

Student Organization Advisor Award
The Student Organization Advisor Award was created to recognize the efforts of those individuals who have made it possible for the organizations to thrive. Organization Advisors provide continuity and strength to the members. Advisor responsibilities include helping organizations reach their goals, providing a positive working relationship with club members, and demonstrating exceptional dedication and service to the organization. Individuals may win once every three years.

David S. Taylor Service to Students Award
The David S. Taylor Service to Students Award was created in honor of Boise State University Vice President of Student Affairs, Dr. David S. Taylor, whose work with students went above and beyond the call of duty. This award honors the lifetime achievements of an outstanding Boise State administrator, faculty, advisor, alumni, or employee who demonstrates ongoing commitment and dedication to the service of students, student learning outside of the classroom, and to the quality of student life at Boise State University. Nominees must have served for at least five years to be considered. A person may win only once.
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<td>1999</td>
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<td>1998</td>
<td>Dr. Kevin Learned</td>
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Appendix 1: Assessing Students’ Expectations of Advisors

It is very important for the advisor and the student leaders of student organizations to agree on what the advisor is expected to do. Below is a quiz to help facilitate this discussion. The advisor and each executive officer should respond to the following items and discuss the similarities and differences in their responses, assigning responsibilities as necessary. **There are no right or wrong answers.** This is a tool to help advisors and officers gain a clear understanding of the advisor’s role and the expectations of the group.

Evaluate each of the following items on a scale from 1 to 4:

1 - Essential for the advisor to do
2 - Nice, but they don't have to
3 - Absolutely not an advisor’s role
4 - Does not apply to our organization

An advisor should:

- Attend all general meetings.
- Attend all executive meetings.
- Call executive meetings when he/she believes it is necessary.
- Explain University policy when relevant to the discussion at meetings.
- Explain University policy to the executive committee and depend on the officers to carry them out through leadership.
- Explain University policy to the entire membership once a year.
- Meet with the president once a week to discuss items related to the organization.
- Help the president prepare an agenda before each meeting.
- Serve as parliamentarian for the group.
- Speak up during discussion at meetings when he/she has relevant information.
- Speak up during discussion at meetings when he/she believes the group is making a poor decision.
- Be quiet during the general meeting unless called upon.
- Speak up during executive meetings when he/she has relevant information.
- Exert his/her influence with others between meetings.
- Take an active part in formulating goals with the group.
- Be one of the group without voting or holding office.
- Cancel any activities that he/she feels have been poorly planned or pose a considerable safety risk.
- Require the treasurer to clear all transactions with him/her.
- Request to see the treasurer’s books at the end of every semester.
- Check the secretary’s minutes before they are written.
- Check all official correspondence before it is sent.
- Keep organization files in his/her office.
- Inform the group of infractions that occur that violate the groups’ bylaws, constitution, or rules.
- Mediate conflict that arises.
- Plan and assist in the leadership development of all executive officers and general members.
- Veto a decision when it violates the organization’s stated objectives.
- Let the group work through its problems, including making mistakes and doing the tasks at hand the hard way.
- Let the group thrive or decline on its own merits.
- Represent the group in any conflict within the University community.
- Recommend speakers, programs, and events that will benefit the group.
- Approve all candidates for office in terms of scholastic standing/GPA and ensure those standards are maintained.
# All-Source Index

To help you in your role as an advisor, Student Activities has created this list of all topics in Source Sections 1-5.

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http://union.boisestate.edu   (208) 426-5951   The Source 6: Advisor Handbook
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