# Section 6: Advisor Handbook

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The Source for Student Organization Advisors

Important Dates for Advisors to Know

For a full calendar of activities at Boise State, visit: http://events.boisestate.edu/

*Dates may be subject to change.*

### 2007

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<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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<td>August 25</td>
<td>Student Organization Fair and BBQ</td>
<td>4:30pm –7:00pm</td>
<td>Keiser Courtyard</td>
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<td>August 27</td>
<td>Fall semester starts</td>
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<td><strong>September 5</strong></td>
<td>Due date for applications for fall Organization Fairs.</td>
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<td></td>
<td>Organizations may participate in both fairs (check the online forms page for the application).</td>
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<tr>
<td>September 12</td>
<td>Org Fair 1,</td>
<td>10am - 2pm</td>
<td>Quad</td>
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<tr>
<td>September 19</td>
<td>Org Fair 2,</td>
<td>10am - 2pm</td>
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Getting Organized Meetings

Student organizations are REQUIRED to have one officer attend one of these meetings to maintain recognition. All the meetings are the same and are 90 minutes long—officers can choose any of them to attend. Advisors are strongly encouraged to attend one of these meetings as well, but it is not required. Club Sport groups do not have to attend one of these sessions, rather they must attend a different version held by Campus Recreation.

| September 18 | Noon, Farnsworth Room       |            |                        |
| September 18 | 2:00 pm, Farnsworth Room    |            |                        |
| September 19 | 10:40 am, Farnsworth Room   |            |                        |
| September 20 | 5:00 pm, Barnwell Room      |            |                        |
| September 21 | Noon, Barnwell Room         |            |                        |
| September 21 | 4:40 pm, Jordan B           |            |                        |

- **September 21** Due date for Officer Cards turned into the Student Organizations Office (check the online forms page for the card starting August 1.)  
  *Student organizations are REQUIRED to submit a new Officer Card within the first four weeks of school to maintain recognition. Even if there is no change in officers from the previous spring, a new card is required.*

- **September 30** Into the Streets, Volunteer Services Board, 8:30am-2:00pm, SUB Food Court

- **September 9 – 15** Homecoming Week

- **September 15** Homecoming Parade

- **September 12** “Can I Kiss You” lecture on healthy relationships, Noon, SUB Jordan Ballroom (free)

- **November 1** Due date for Leadership Quest nominations (check http://leadership.boisestate.edu/leadershipquest/ for more information).

- **November 19-25** Thanksgiving Break

- **December 1** ASBSU Budget Applications Available (check the on-line forms page for the application). Club Sports and Religious Organizations are not eligible for funding through ASBSU.

- **December 17-20** Finals
December 21  Fall Commencement

2008

January 21  Martin Luther King, Jr. Day (check http://mlk.boisestate.edu/ for a full listing of the week’s events.

January 22  Spring semester starts

ASBSU Budget Clinics
Student organizations are NOT required to attend these 45-minute trainings. However, if your organization would like some help completing the budget application, staff will be available to help explain the process. Club Sports and Religious organizations are not eligible for ASBSU funding. Dates for budget clinics have not yet been set; please contact ASBSU at 426-1440 for more information. Times and dates for the clinics are as follows:

1/23/2008  10:00 AM - 11:00 AM  FORUM
1/23/2008  2:00 PM -  3:00 PM  FORUM
1/24/2008  10:00 AM - 11:00 AM  FORUM
1/25/2008  10:00 AM - 11:00 AM  FORUM

January 19  Due date for applications for spring organization fairs. Organizations may participate in only one of the three days (check the online forms page for the application, starting January 1). All are held in the SUB Food Court

January 22  Org Fair 1, 10:00am - 2:00pm
January 23  Org Fair 2, 10:00am - 2:00pm
January 24  Org Fair 3, 10:00am - 2:00pm

January 31  ASBSU budgets due to the ASBSU Business Office, second floor, SUB. The student government Financial Advisor Board will hold 20-minute hearings with each organization in the months of February and March.

February 29  Leadership Quest

March 2  Leadership Quest (check http://leadership.boisestate.edu/leadershipquest/ for more information).

April 9 & 10  ASBSU Student Government Elections

March 24 – March 30  Spring Break

TBD  Student Organization Awards Ceremony

May 12-15  Finals

May 17  Spring Commencement

Services to Advisors
For student organization related business, Boise State, the Student Union, and Student Activities offer advisors a number of services. Call the Student Activities Office at (208) 426-5951 to access these services. 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 encourage 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 relevant topics

• 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.

• Should assist in the orientation of new officers.

• Is encouraged to attend the events sponsored by the group.

• Should provide direct assistance in the planning and evaluating of programs.

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.

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.

Risk Management

As an advisor, one of your major duties is to help student organization leaders assess and mitigate the risks of proposed functions. The University expects you to help students practice “risk reduction” when planning activities. Webster’s dictionary defines risk as, “The chance of injury, damage or loss; a hazard,” and defines management as “The implementation of collaborative efforts to coordinate resources and planning that will establish the most effective climate for growth and development. It is not meant to be synonymous with control.” In other words, you as an advisor must collaboratively help students prevent injuries, loss, or damage to public reputation (either your own or Boise State’s).

Expectations

The first step in meeting this expectation is knowing what the student organization officers are doing. How can you effectively advise students of risks without knowing what is going on? As an advisor you should be engaged in every phase of event planning and preparation. How you do that is up to you and the students. The officers of the organization may need you to attend every meeting prior to the occurrence of an event, or, if the officers are very experienced, may only need to meet with you periodically for updates and guidance. If the students in your organization are not forthcoming with information about future events, you need to proactively go and get the information from them.

Reducing Risk

Once you know what the students are planning, the next step in risk management is to help them reflect on the event. While there is no such thing as a risk-free event, some things carry more risk than others. The simplest way to identify risky behavior is to ask, “Can someone get injured as a result of attending or participating in this event?” Or, “Would we want our name mentioned with this kind of event in the newspaper?” If the answer is yes, the event can be considered risky. For instance, events where alcohol is consumed, events promoting rough physical contact (i.e. sporting activities) or events sponsored in facilities of questionable safety pose high risks. Other kinds of events, such as staffing a marketing booth, conducting a meeting or retreat or sponsoring a luncheon, pose very little risk.

Most events can have their risk managed reasonably. However, there are certain kinds of function where no amount of planning can adequately address the risk and these functions must NEVER occur. These include, but are not limited to: underage drinking, hazing, fighting, sexist/racist/homophobic behavior. The University does not sanction any event where these kinds of activities take place, nor will any fundraising activity be approved containing these activities.

Your Role

When students propose a risky activity, don’t assume the University will veto it immediately. Help them see the risks involved by asking questions.

• “What would happen if someone fell during this event?”
• “How do you plan to address someone who is intoxicated?”
• “How do you plan to prevent underage students from drinking?”
• “Would we want to read about this in the newspaper?”

By helping them plan for worst-case scenarios, you are meeting your obligation as an advisor without telling them what to do. However, there are certain activities/behaviors you are honor-bound to stop, such as underage drinking, hazing, fighting (by calling the police, not by trying to break it up yourself), sexist behavior and racist behavior. Usually confronting such behaviors directly is enough to end them. While it may make you personally uncomfortable to confront these situations, both Boise State University policy and the law are on your side.

During risky events you need to be there! The presence of an advisor can have a moderating effect. Don’t assume that if you aren’t there things will go well or that your own personal liability will
be reduced. It won’t! Not that we are trying to scare you, but for risky events conducted by organizations you advise, there can be a level of personal liability involved. The University covers advisors under the state’s Retained Risk Fund, but that coverage has limitations—notably it covers advisors working in “the course and scope of their duty” in relation to events funded, supervised and sanctioned by the University. As noted, part of your duty as an advisor is to help mitigate risk associated with student organization events. Further, in civil liability cases, courts are applying “due diligence” standard when assessing personal liability of advisors. The courts will ask if an advisor did everything a reasonable person could do to prevent an injury from occurring. If the advisor did, then they are likely to win the civil suit.

Alcohol or Illegal Substances
The risk posed by events where alcohol is present cannot be overstated. Note, the University does NOT extend any coverage to you personally or the organization at any event where alcohol is present. No fundraising can come from the sale of alcohol. If students are proposing to host an event with alcohol present, no student organization funds can be used to fund the function. Remind them of these conditions. If they insist on moving forward with the event, call the Student Organization Office for tips on how to reduce risk at alcohol functions. UNDERSTAND: though the Student Organization Office will help you develop a risk reduction plan, we do not condone the event and do not consider it a Boise State sanctioned function. The primary concern of the Student Organization Office is the safety of students, and as such we are willing to provide you, as an advisor, support in developing a plan to mitigate risks.

If you and the student organization officers need help assessing the risk of any activity, contact the Student Organization’s Office at 426-5951 or Risk Management and Insurance at 426-5955. The professionals in these offices will be glad to meet with you and the student leaders to assess risk.

A Five-Step Plan for Assessing Risk

1. Identification
Prior to an event (or traveling), student organizations should work to identify the risks associated with that activity. Risks not only include situations that can lead to injury, but also include risks to the group’s reputation, personal feelings of members or participants, finances, and/or property (your own, the University’s or other’s).

2. Evaluation
Once a group has identified the risks, evaluate the potential consequences to the organization, individuals participating in the activity, and/or to the Boise State community should one of the risks occur. It is also important to think through the environment in which the event/activity is taking place and determine the likelihood of the risks occurring. A careful evaluation of risks prior to hosting an event will assist the organization in minimizing, eliminating potential problems.

3. Treatment
Next, the organization must decide how to manage each risk, or decide if the event is too much trouble to do at all. The answer should not always be to eliminate the activity simply because risk exists. Instead, organization leadership in conjunction with their advisor, the Student Activities Office and Risk Management should work to determine how to best manage and minimize the risks.

4. Implementation
It is not enough to identify and plan for potential problems. To be successful, an organization must follow through on the action items identified to mitigate and/or eliminate potential risks. Document your action plans and educate members of the organization as well other participants on what the plan is. Design steps in your plans that permit for monitoring potentially risky parts of the activity to assure that risk management plans are followed.

5. Assessment
Upon completion of an event the student organization’s leadership should evaluate it. Reflecting back on an event or activity and identifying both those things that went well and those that were not as successful will provide valuable information for future leaders. Write all these ideas down and include them in a notebook for next year’s officers.

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
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 her/his style to match the needs of the group. Thus, aiding development. The common states of group development and matching advisory styles are described below.

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-sync 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 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

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<td><strong>I. Infancy:</strong> Students demonstrate low levels of commitment to the organization, programming skills, and responsibility for their actions.</td>
<td><strong>I. Program Director:</strong> 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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<tr>
<td><strong>II. Adolescence:</strong> Students demonstrate increasing programming skills, interest, commitment, and responsibility.</td>
<td><strong>II. Teacher/Director:</strong> 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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<tr>
<td><strong>III. Young Adulthood:</strong> Students demonstrate competency in programming skills and an increase in commitment, plus a willingness to take responsibility for their own actions.</td>
<td><strong>III. Advisor/Teacher:</strong> 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><strong>IV. Maturity:</strong> Students demonstrate 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><strong>IV. Consultant:</strong> 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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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
guiding principles to hire and promote these 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.

See Appendix 1 for a survey 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 (see Risk Management on page 4).

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 action a group will take 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.
   c. During discussion, organization members should pretend the program area in which they wish to work has never been explored, and that the specific event for which they are preparing has never been attempted in any form (however contractual this proposition may be). What are the possibilities for theme, location, refreshments, etc.?

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://sub.boisestate.edu/organizations/constitutions/constitutions.html](http://sub.boisestate.edu/organizations/constitutions/constitutions.html). Advisors are encouraged to help with the formation of the document, but MUST NOT dictate what goes in it. Students should take the initiative to write the constitution for themselves—advisors can give input and suggestions.

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, motivate discussion, 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 organizations 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 available 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. Or perhaps you’ll choose one of the following (more common) methods: The Team Effort and One-on-One Training.

The Team Effort
The team effort involves the out-going officer board, the advisor, and the incoming-officer board. This method involves a retreat or series of meetings where out-going officers work with incoming-officers on:

- 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) In what capacity did the outgoing officer work with the departments/areas listed above?

(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 number 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). Items 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.

Writing a Student Organization Constitution
Guidelines for Constitutions
The following outline and questions are designed to help write a constitution for an organization. The constitution should contain statements concerning enduring aspects of the organization.

PREMAMBLE
This section should be a statement of the group’s establishment and purpose of the Constitution. The preamble should contain the name of the organization.

ARTICLE I. NAME
Section 1. What is the exact title to be used in addressing this organization?
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.

Source Excerpts
The following excerpts are from other sections of The Source on various topics. For a full list of policies and procedures, refer to The Source identified under each heading.

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.
• Access to Select-A-Seat.

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 Promotion and Marketing for assistance with:
  o Press Releases
  o Public Service Announcements (PSAs)
  o Electronic Message Board (on Broadway Avenue)
• 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.

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

2. 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.

3. 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.
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://clubs.boisestate.edu/](http://clubs.boisestate.edu/).

**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 email, 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 [http://clubs.boisestate.edu](http://clubs.boisestate.edu), the 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 exercises, diversity education materials and virtually anything else you may need to have an outstanding retreat.

**Serving Non-University Dining Services 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 University Dining Services 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://clubs.boisestate.edu/](http://clubs.boisestate.edu/). 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/Security 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 li-
ability 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 proof 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.
  6415 Ustic Rd.
  Boise, ID 83704
  (208) 376-5252
  http://chowinsurance.com
- Marsh, Inc.
  225 N. 9th Street #300
  Boise, ID 83702
  (208) 342-6573, http://marsh.com

Private Security / Escort Services
A student organization may host events and activities that need security. The following companies provide such services:
- Boise Motor Escort Inc.   (208) 362-7630
- M&T Patrol Services       (208) 376-6853
- United Security System    (208) 336-7770

For all questions regarding insurance for events, contact the Department of Risk Management and Audit Services located at 1119 Denver Street.
  Risk Manager     (208) 426-3636
  HURT line        (208) 426-4878
  Fax              (208) 426-4976
  Mail Stop        1240

It is strongly recommended that advisors read all of Source 4: Financial Information

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

Fundraising
(From 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 or products of services. Projects may be for
the benefit of the student organizations themselves or for charitable groups. However, if you fundraise for a charitable group, the dollars cannot be placed in an ASBSU account, rather must go directly to the charity or to a Boise State Foundation account, and then given to the charity.

When planning any kind of fundraising, 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 Assistant Director, Student Activities, (208) 426-5951, 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.

**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”). The form can be downloaded from [http://clubs.boisestate.edu/](http://clubs.boisestate.edu/) and must be turned in at the Director of Student Development Office (second floor), or send the form via U.S. Mail:

Boise State University  
Director of Student Development  
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.

Depending on what you plan to do, the form may require the signatures of several different department directors. **The organization is not responsible for securing those signatures;** the Student Union will do that. Organization officers and advisors may be called if there are questions. Once the signatures have been received, the organization will get a copy of the form in their student organization mailbox, located in the Student Activities Office. It should take about a week. If a copy is not received in a week, call (208) 426-1551.

**Recognized** student organizations are the only student groups permitted to solicit monies on campus through the solicitation of donations, the charging of admission, or the selling of products or services. If you are planning a regularly scheduled fundraiser for more than one day (i.e., selling items every Tuesday at a marketing booth), you only have to submit one form. Note on the form when the fundraisers will cease.

**Requesting Cash Donations/Nonprofit 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) 426-3276. 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 nonprofit 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) 426-3276. 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 who 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.

**Keep in mind, you will need to record the name and Social Security number for all winners of prizes, of any kind (yes, as small as a t-shirt) as the IRS views all such items as “revenue.” The University is required to note who received what prize and the value of the prize REGARDLESS of where the prize came from or how it was given (see Source 4). ASBSU’s Business Office can help answer questions on this IRS requirement (426-1555), or see page 24 of this Source section.

**Other Fundraising**

Many types of fundraisers do not require donations from business or individuals. These “homegrown” 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 Conference Services 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 Conference Services Office at (208) 426-1677.
   c. The Education Building and Business Building Lobbies are excellent spaces for promotion and marketing purposes. Requests for tables to be set up in these or other campus locations are made to the Facilities Operations and Maintenance, (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 featuring the Boise State University marks, name or symbols must receive design approval prior to production. Call Kurt Apsey, 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).

**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 nonprofit 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. The maximum aggregate value of cash prize(s) that may be offered or paid for any one (1) raffle is one thousand dollars ($1,000) and if merchandise is used as a prize and it is not redeemable for cash, there shall be no limit on the maximum amount of value for the merchandise.

4. A charitable or nonprofit 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.

5. 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 does not sanction these kinds of events. Date auctions can perpetuate gender stereotypes, can lead to sexual harassment and degrade the image of an organization. Some organizations may assume that if men are used in date auctions, it does not constitute sexual harassment. This is incorrect. It is equally inappropriate to auction men as women. “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. At the auction, have the service, dollar amount of the service (if any) and limitations on time (if any) written down on a formal looking piece of paper. Read the paper at the auction and auction the paper like a certificate.
Third Party Solicitation--SUB
The following are policies to be followed by individuals or groups who reserve marketing booths in the Student Union.

- Signed applications for credit cards or other third party signed contracts cannot be collected in the Student Union.
- Gifts in exchange for completion of third party contracts or credit applications cannot be distributed.
- 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.
- 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.

Third Party Vendor Policy--Campus
The policies below are 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 consider getting sponsorships for events and programs, often they will ask academic departments for donations or cosponsorships. To understand the difficulties in implementing such sponsorships, students need to understand the two different kinds of accounts that exist 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 co-sponsor an event financially, they might not be able to. When students ask for co-sponsorships from departments, ask if the department has a Local account. If so, and if the department can spare money from that account, then co-sponsorship can happen easily. If not, then co-sponsorship 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 application must be made and approval granted through the Office of the Director of Student Development.
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 Development 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 Director of Student Development.
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 Student Development. They are also encouraged to advertise in *The Arbiter*.

**Licensing for Products Using Boise State Names, Marks and Symbols**

*(From *The Source 4, Financial Information)*

This policy may be revised periodically and reprinted.

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. In general, student organizations may not use the University's marks, slogans, official logos and other related insignia. Student Organizations may use the name "Boise State University" in their communication and names.

The University licenses only those products or goods which promote the image of Boise State and demonstrate quality and good taste.

The Bookstore Director is responsible for coordinating and approving commercial use of the University’s logo. **Student Organizations that want to produce clothing, novelties and other goods with University names and/or logos must receive PRIOR permission.** Items produced for 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:

Kim Thomas, Campus Services Director
Boise State University
1910 University Dr.
Boise, ID 83725-1335
Phone: (208) 426-3048

**Alcohol Policy**

Student organizations may not spend funds in their ASBSU accounts on alcohol or any related service (i.e. the renting of a facility serving alcohol during a student organization sponsored event). Events hosted or sponsored by the student organization, where alcohol is served, are not considered "sanctioned" functions of the University and hence no State of Idaho Retained Risk Fund liability insurance is extended to the organization’s officers, members, guest of the organization or advisors. In general, alcohol may not be served on campus and cannot be transported in State of Idaho vehicles or vehicles rented with student organization funds.

Advertisements posted on campus regarding student organization functions may not include references to alcohol or bar establishments.

Revenue-generating activities where alcohol will be present, or may be present, will not be approved.
Operating and Matching Fund Accounts

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 two dollars for each dollar you deposit, 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.

Organizations must be recognized by the ASBSU Judiciary and be in good standing with the Student Activities Office at the time of budget allocation and at the time of dispersal of funds.

Allocations made by ASBSU will be available to the group on July 1. Matching funds must be matched by June 30 of the following year, or they will be lost.

On July 1, the operating account will include the balance carried forward from the previous fiscal year and the first $250 of the group’s ASBSU allocation for the current year (provided that the organization was awarded at least $250 during the budget process). For example, if only $100 was awarded to the organization, that $100 will go into the operating account. The first $250 is given to the organization as non-matching funds. The matching fund account will contain the remainder of the allocated funds (the total allocation less $250).

Any cash donations amounting to $250 or more should be deposited with the Boise State Foundation for proper recording and recognition of the donation. Call 426-3276 for more information.

When checks are received from outside parties, they should be deposited immediately. By doing so, the possibility of having a check returned due to insufficient funds or account closure is minimized.

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 organization department ID (ASBSU account number) on the back. The Information Desk or the ASBSU Financial Technician can help you with this.

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 the Financial Advisory Board (FAB) to report community service and it can be picked up at the ASBSU desk, or downloaded from http://clubs.boisestate.edu/.

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 health care 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 two 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.

**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 on the same day and 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 4
- September 8
- November 10
- January 26, 2008
- February 16

For more information, call the VSB at (208) 426-4240 or email - vsbdirector@boisestate.edu.

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**Prohibited Expenses**

ASBSU shall not provide funding for:

- Illegal or unethical activities (as defined by, but not limited to, Title V)
- Tobacco
- Firearms 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

**Awards, Prizes and Gifts**

Under the Internal Revenue Service (IRS) any kind of award, memento, presentation/recognition item, door prize, gift, gift certificates, cash etc., may be taxable when given to any person (student, BSU employee or community member). Even if an item is donated to your club to give away, a person can still be taxed on it if they have accumulated $600 or more in such prizes in a given year from a single source.

Your organization may only be giving a person a $20 t-shirt, but if that person has collected $580 in other prizes from other departments at Boise State University, then she or he is taxed. The IRS makes no distinction between sub units of BSU—anything at BSU is considered one source.

For a club to be able to use its funds to purchase such items, two requirements must be met:

**Business purpose requirement.** A clear business purpose must be provided for the award. There is a section on the front of the payment request (Source 4) form to provide this information.
Meaningful presentation. The award must be given as part of a meaningful presentation. Generally, an award will be made or announced at an event or gathering. You will provide this information by completing the back of the payment request form. Every effort should be made to avoid the appearance of personal gift giving or favoritism.

When completing your payment request for such items, most of the required information can be provided on the payment request form. You will also need to submit the Accounts Payable Statement of Cash Award/Gift Payment (see Appendix 9). This form provides information about the recipient of the prize or award, for tax purposes.

Sales Tax
Because Boise State University is a nonprofit state organization, it is a nontaxable entity. Recognized student organizations should be sure they are not charged sales tax on purchases. The Boise State sales tax exemption number is available from the ASBSU Business Office. Sales tax must be collected when organizations sell items for fundraising purposes.

When making a deposit of funds from sales of any kind at the Student Union Information Desk, tell the Information Desk staff person that the deposit is from a sale. All sales are taxable in Idaho, and the Information Desk collects such tax. The only kinds of deposits exempt from tax are gifts or donations.

Awards
Visit http://clubs.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 for 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.

Advisor of the Year Past Winners
<table>
<thead>
<tr>
<th>Year</th>
<th>Advisor Name</th>
<th>Club/organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>Dr. Caile Spear</td>
<td>Men’s Lacrosse</td>
</tr>
<tr>
<td>2006</td>
<td>Dr. Andrew Giacomazzi</td>
<td>Alpha Phi Sigma, Criminal Justice Honor Society</td>
</tr>
<tr>
<td>2005</td>
<td>Karen West</td>
<td>Alpha Xi Delta Sorority</td>
</tr>
<tr>
<td>2004</td>
<td>Nikki Hampton</td>
<td>Alpha Chi Omega Sorority</td>
</tr>
<tr>
<td>2003</td>
<td>Dr. Caile Spear</td>
<td>Men’s Lacrosse Club</td>
</tr>
<tr>
<td>2002</td>
<td>Dr. Helen Lojek</td>
<td>Sigma Tau Delta</td>
</tr>
<tr>
<td>2001</td>
<td>Lisa Jeran</td>
<td>Alpha Chi Omega Sorority</td>
</tr>
<tr>
<td>2000</td>
<td>Marvin Gabert</td>
<td>Construction Management Association</td>
</tr>
<tr>
<td>1999</td>
<td>Jason Schock</td>
<td>International Student Association</td>
</tr>
<tr>
<td>1998</td>
<td>Dr. Kevin Learned</td>
<td>College Entrepreneurs Organization</td>
</tr>
<tr>
<td>1997</td>
<td>Micheal Baltzell</td>
<td>Theatre Majors Association</td>
</tr>
<tr>
<td>1996</td>
<td>Dr. Mary Stohr</td>
<td>Alpha Phi Sigma</td>
</tr>
<tr>
<td>1995</td>
<td>Marshall Most &amp; Dr. Helen Lojek</td>
<td>Pi Kappa Delta &amp; Sigma Tau Delta</td>
</tr>
<tr>
<td>1994</td>
<td>Andrea Pomerance</td>
<td>Student Nurses Association</td>
</tr>
<tr>
<td>1993</td>
<td>Dr. Margie Cook</td>
<td>Black Student Union</td>
</tr>
<tr>
<td>1992</td>
<td>Dr. George Thomason</td>
<td>Guitar Society</td>
</tr>
<tr>
<td>1991</td>
<td>Dr. Sherman Button</td>
<td>Physical Education Majors &amp; Minors Club</td>
</tr>
<tr>
<td>1990</td>
<td>Dexter King</td>
<td>Rodeo Club</td>
</tr>
<tr>
<td>1989</td>
<td>Dr. Gundars Kaupins</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>1988</td>
<td>Marvin C. Gabert</td>
<td>Construction Management Club</td>
</tr>
<tr>
<td>1987</td>
<td>Larry Irvin</td>
<td>Alpha Kappa Psi</td>
</tr>
</tbody>
</table>
Online Resources

Student Organization Advising Resources Online
http://ul.studentaffairs.duke.edu/soar/index/html
http://www.isu.edu/stdorg/lead/manual/advisor.html
http://www.bgsu.edu/offices/sa/getinvolved/advising.pdf

Icebreakers and Teambuilders Online
http://www.mindtools.com
Http://www.byu.edu/tma/arts-ed/home/games.htm
http://www.ag.ohio-state.edu/~bdg/
http://www.residentassistant.com/games/teambuilders.htm
http://www.residentassistant.com/games/namegames.htm
http://adulted.about.com/od/icebreakers.
## 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend all general meetings.</td>
<td>1</td>
</tr>
<tr>
<td>Attend all executive meetings.</td>
<td>1</td>
</tr>
<tr>
<td>Call executive meetings when he/she believes it is necessary.</td>
<td>1</td>
</tr>
<tr>
<td>Explain University policy when relevant to the discussion at meetings.</td>
<td>1</td>
</tr>
<tr>
<td>Explain University policy to the executive committee and depend on the officers to carry them out through leadership.</td>
<td>1</td>
</tr>
<tr>
<td>Explain University policy to the entire membership once a year.</td>
<td>1</td>
</tr>
<tr>
<td>Meet with the president once a week to discuss items related to the organization.</td>
<td>1</td>
</tr>
<tr>
<td>Help the president prepare an agenda before each meeting.</td>
<td>1</td>
</tr>
<tr>
<td>Serve as parliamentarian for the group.</td>
<td>1</td>
</tr>
<tr>
<td>Speak up during discussion at meetings when he/she has relevant information.</td>
<td>1</td>
</tr>
<tr>
<td>Speak up during discussion at meetings when he/she believes the group is making a poor decision.</td>
<td>1</td>
</tr>
<tr>
<td>Be quiet during the general meeting unless called upon.</td>
<td>1</td>
</tr>
<tr>
<td>Speak up during executive meetings when he/she has relevant information.</td>
<td>1</td>
</tr>
<tr>
<td>Exert his/her influence with others between meetings.</td>
<td>1</td>
</tr>
<tr>
<td>Take an active part in formulating goals with the group.</td>
<td>1</td>
</tr>
<tr>
<td>Be one of the group without voting or holding office.</td>
<td>1</td>
</tr>
<tr>
<td>Cancel any activities that he/she feels have been poorly planned or pose a considerable safety risk.</td>
<td>2</td>
</tr>
<tr>
<td>Require the treasurer to clear all transactions with him/her.</td>
<td>2</td>
</tr>
<tr>
<td>Request to see the treasurer’s books at the end of every semester.</td>
<td>2</td>
</tr>
<tr>
<td>Check the secretary’s minutes before they are written.</td>
<td>2</td>
</tr>
<tr>
<td>Check all official correspondence before it is sent.</td>
<td>2</td>
</tr>
<tr>
<td>Keep organization files in his/her office.</td>
<td>2</td>
</tr>
<tr>
<td>Inform the group of infractions that occur that violate the groups’ bylaws, constitution, or rules.</td>
<td>2</td>
</tr>
<tr>
<td>Mediate conflict that arises.</td>
<td>2</td>
</tr>
<tr>
<td>Plan and assist in the leadership development of all executive officers and general members.</td>
<td>2</td>
</tr>
<tr>
<td>Veto a decision when it violates the organization’s stated objectives.</td>
<td>2</td>
</tr>
<tr>
<td>Let the group work through its problems, including making mistakes and doing the tasks at hand the hard way.</td>
<td>2</td>
</tr>
<tr>
<td>Let the group thrive or decline on its own merits.</td>
<td>2</td>
</tr>
<tr>
<td>Represent the group in any conflict within the University community.</td>
<td>2</td>
</tr>
<tr>
<td>Recommend speakers, programs, and events that will benefit the group.</td>
<td>2</td>
</tr>
<tr>
<td>Approve all candidates for office in terms of scholastic standing/GPA and ensure those standards are maintained.</td>
<td>2</td>
</tr>
</tbody>
</table>
## All-Source Index

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Section number</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Policy, Official</td>
<td>Section 4</td>
<td>19</td>
</tr>
<tr>
<td>Accounts (Student Organizations, “ASBSU Accounts”)</td>
<td>Section 4</td>
<td>7</td>
</tr>
<tr>
<td>Accounts, Matching Fund (Student Organizations)</td>
<td>Section 4</td>
<td>7</td>
</tr>
<tr>
<td>Accounts, Operating (Student Organizations)</td>
<td>Section 4</td>
<td>7</td>
</tr>
<tr>
<td>Advertising Content</td>
<td>Section 2</td>
<td>4</td>
</tr>
<tr>
<td>Advertising</td>
<td>Section 2 &amp; 3</td>
<td>1 &amp; 10</td>
</tr>
<tr>
<td>Advisor of the Year Past Winners</td>
<td>Section 5</td>
<td>15</td>
</tr>
<tr>
<td>Alcohol Policy</td>
<td>Section 3 &amp; 4</td>
<td>12 &amp; 7</td>
</tr>
<tr>
<td>Amending Constitutions</td>
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