

2006-2007

Youngstown
STATE UNIVERSITY



**ADVISOR'S
MANUAL**

OFFICE OF STUDENT ACTIVITIES
Kilcawley Center - Room #2100
Office Phone: (330) 941-3575
Email: studact@cc.yzu.edu

DIVISION OF STUDENT AFFAIRS CREED

We are active members of the Division of Student Affairs, our professions, and our communities. Collectively and as individuals, we contribute to the success and development of Youngstown State University. The Division of Student Affairs promotes a climate of mutual respect in the workplace. We respect the worth, dignity, potential, and uniqueness of each individual within the University. We empower each other and encourage teamwork to benefit those we serve.

Respect

We value each other's efforts by:

- * respecting the ideas, opinions, dignity, and rights of all constituents
- * developing relationships that are built on trust
- * promoting a climate that is fair, supportive, and responsive
- * creating a welcoming environment through our words, actions, and physical surroundings

Integrity and Character

We value and promote integrity by:

- * encouraging ethical behavior
- * maintaining confidentiality
- * encouraging loyalty within offices, units, the Division of Student Affairs, and the University

Diversity

We recognize and value our differences as well as our similarities by:

- * providing a climate that is free of discriminating language and actions
- * striving to learn from differences in people, ideas, and opinions
- * encouraging open and honest communication
- * providing a climate that allows individuals to express themselves freely, yet allows for privacy
- * improving self-awareness and using this knowledge to understand and celebrate differences

Growth and Development

We empower ourselves and others by:

- * creating a climate where we are encouraged to develop our talents and ideas
- * giving individuals the responsibility, freedom, and resources to do their jobs
- * promoting the development of students and staff
- * providing opportunities for people to assume a variety of decision-making roles
- * taking pride in our work

Teamwork

We encourage teamwork by:

- * creating opportunities for individuals, offices, and units to work together to serve our customers
- * sharing and exchanging information and ideas
- * understanding how we collectively help the Division of Student Affairs and the University reach their mission

Excellence and Future Orientation

We strive for continuous evaluation and improvement by:

- * demonstrating a spirit of commitment to excellence
- * focusing on the current and future needs of our students and staff
- * envisioning what our University ought to be and working to make it happen



Student Activities
Office of the Director
(330) 941-3580
FAX: (330) 941-1440
Email: gmgulas@ysu.edu

Dear YSU Organizational Advisor:

Greetings and "Thank You" for agreeing to serve as an organizational Advisor for the 2004-05 school year! We greatly appreciate your commitment of service to our student and organizations. Your guidance and leadership are critical to the success of these future leaders. It is our hope to provide you with some basic information and tools in order to support you with this responsibility. This agenda includes the retention or re-enrollment of our students from one semester to the next.

Your dedicated service to these organizations will reap many benefits for our students:

- A better chance of staying in school
- A better chance of finding employment
- Networking opportunities with students and faculty
- Opportunities to learn about themselves and others
- Activities to develop well-rounded individuals
- Increased opportunities for positive experiences while in college
- And fun, fun, fun!

Statistics show that students who get involved in their campus community have a higher rate of success in college and after college.

Therefore, I encourage you to review this information carefully. The enclosed information should be most helpful to you as you gently guide your YSU student organization(s) to a successful completion of their mission for this school year. Through you and your service our students will come to know what makes the college experience one of the most exciting growth periods in their lives.

Again, thank you in advance for your service as an Advisor to one or more of our student organizations. If we can be of any assistance or provide any support to you, please do not hesitate to contact us in the Student Activities office, as indicated above.

Sincerely,

Greg Gulas, Assistant Director
Student Activities

STAFF

DIRECTORY

DR. CYNTHIA E. ANDERSON

Vice President of Student Affairs.....Ext. 3532

Tod Hall/Rm 203

JUDY GAINES

Executive Director/Student Life.....Ext. 4703

Kilcawley Ctr/Rm 2084

WILLIAM J. BLAKE

Director/Office of Student Diversity.....Ext. 2086

Kilcawley Ctr/Rm 2114

KAREN LLEWELLYN

Secretary/Office of Student Diversity.....Ext. 2087

Kilcawley Ctr/Rm 2114

GREG GULAS

Asst. Director/Student Activities.....Ext. 3580

Kilcawley Ctr/Rm 2100

CHAD MILLER

President/Student Government.....Ext. 2099

Kilcawley Ctr/Rm 3591

FINANCIAL SECRETARY

Student Government.....Ext. 3591

Kilcawley Ctr/Rm 3591

DR. MARTY MANNING

Associate Director/Student Life.....Ext. 4704

Kilcawley Ctr/Rm 2101

JONELLE BEATRICEAssociate Executive Director for Academic Support
Center for Student Progress.....Ext. 1450

Kilcawley Ctr – West

PAT SHIVELY

Associate Director/Center for Student Progress..Ext. 3197

Kilcawley Ctr – West

BERNIE CUMMINS

Career Services.....Ext. 3511

Jones Hall/Rm 1034

RICH DELISIO

Director/Materials Management.....Ext. 3165

Materials Management

ROBIN SAKONYI

Tutorial Services.....Ext. 2956

Kilcawley Ctr – West

MICHAEL BEVERLY

Multicultural Services.....Ext. 1441

Kilcawley Ctr – West

Adult Learning Center.....Ext. 3538

Kilcawley Ctr – West

Counseling Center.....Ext. 3057

College of Education

JACK RIGNEY

Director/Campus Recreation & IM.....Ext. 1909

Beegley Center/Rm 103

Accounts Payable.....Ext. 1710

Jones Hall/Rm 2013

MAYSOON ABDELRASULEditor-In-Chief/The Jambar.....Ext. 1991

Fedor Hall/Rm 0013



STUDENT ORGANIZATION ADVISOR'S RESPONSIBILITIES

- A. Appointed annually by the Vice President-Student Affairs, the advisor agrees to maintain contact with the organization and to be familiar with its programs and personnel. Each student organization is required to have a full-time faculty or staff member as an advisor **(Limited service faculty or staff may serve as an advisor upon the approval of the Director of Student Activities)**.
- B. The University expects an advisory as opposed to directive capacity:
1. Providing the officers with the elements of good organization and administrative practice, including records of the past three years of the organization's minutes and financial accounts;
 2. Assisting in the development of procedures and plans for action;
 3. Keeping the group focused on its goal;
 4. Fostering self-discipline and responsibility in the group; and
 5. Stimulating programming (e.g., speakers, workshops, ect.).
- C. Advisors should be available to the officers and members in order to share ideas about the organization affairs. Meet with the officers as a group monthly to discuss the progress and direction of the group. Attend meetings and functions of the group.
- D. Advisors should advise and consult with the organization and its officers in its financial affairs to see that proper budgets are formulated and that proper distribution of and accounting for funds of the organization are maintained. Co-signatures on all organization checking and savings transactions is recommended. Appropriate forms for all financial institution accounts should be updated whenever a new president/treasurer is elected or appointed.
- E. Advisors should sign or co-sign appropriate University forms such as the student organization registration forms.
- F. Advisors should monitor the organization's activities closely enough to ensure that the organization complies with University and state hazing regulations. Be familiar with University policies as they relate to student activities and serve as a resource and communication link for the group in relation to the University's regulations.
- G. If, for any reason, it is impossible to continue as advisor to the organization, advisors should serve until a successor is appointed.

INTRODUCTION...

As a student organization advisor, you have the opportunity to supplement the experience of students out of the classroom and have a tremendous impact on their development and education during one of the most dynamic periods in an individual's life. In fact, research in the Student Affairs area shows that: "The aim of education is to impel people into value-forming experiences...To ensure the survival of these qualities: an enterprising curiosity, and undefeatable spirit, tenacity in pursuit, readiness for sensible self-denial and above all, compassion." (Kurt Hahn, from "Leadership Development through Challenge Education," Challenge Education program, Bradford Woods, Martinsville, Indiana.)

Student involvement and interaction with faculty members, both inside and outside of the class, have been considered to be determining factors in a student's satisfaction, intellectual and personal development, and persistence in college (Astin and Panos, 1969; Chickering, 1972 Endo and Harpel, 1982; Pascare; and Terenzini, 1976). Astin (1984) in discussing his involvement theory, noted that "Frequent interaction with faculty is more strongly related to satisfaction with college than any other type of involvement or any other student or institutional characteristic...Thus finding ways to encourage greater student involvement with faculty (and vice versa) could be highly productive activity on most college campuses."

Faculty and staff acting in the role of a student organizational advisor:

- o Have the opportunity for informal and personal interaction with students.
- o Can act as an advocate and share knowledge of YSU's policies and procedures to make the feeling of institutional bureaucracy lessen.
- o Plan activities for student organizations that can support academic achievement by offering out-of-class field trips, speakers, conference participation and other valuable experiences
- o Provide a valuable role model demonstrating goal setting, motivation, strategies that lead to success, and life skills such as decision making, planning problem solving and effective communication in practice.
- o Can develop mentoring relationships with students.

The purpose of this publication is to provide advisors with further insights and assistance to help students make the most out of their involvement in student organizations. The



CLARIFYING GROUP EXPECTATIONS FOR ADVISORS

YSU campus advisors are initially chosen by the students in the organization and then that full-time faculty or staff member's name is forwarded through Student Activities to the Vice President of Student Affairs. The V.P. of Student Affairs then appoints that faculty or staff member to be an advisor and a letter is sent to that individual's personnel file, formally marking the commitment. An advisor may stay on to advise the student organization long after those first students approached him/her to help with the goals and functions of the organization. Because of the constant change of student organization membership and officers, each year a variety of areas need to be discussed, negotiated, and clarified for all members and the advisor(s):

- Shared responsibility for relationship building and goal setting with the organization.
- The importance of open, direct communication and fair rules of confrontation in dealing with conflicts between members.
- Recognition of additional commitments and the necessity of flexibility in planning.
- Focusing on human value systems and individual styles of interaction.

It is best if the group is willing to set aside a specific time or part of a meeting to discuss the role which the advisor is to play—the advisor should be able to express opinions candidly and the group leaders and members should be prepared to offer their ideas. This discussion might include such topics as attendance and participation and programs and meeting and signature authority on fiscal matters. For example, the advisor may be most comfortable making suggestions during a meeting, although the leaders and members may find this objectionable. If this difference is not resolved from the start, an unnecessary and perhaps irreconcilable breakdown may occur between the group and advisor. **The role of the advisor is one which should be *negotiated* and *understood* by all involved.**

The "Survey of Advisor Expectation" is an instrument that can help students and advisors identify and verbalize their basic assumptions about student/advisor relationships, and minimize confusion and miscommunication. The survey form can be found on page 7.

HOW ACTIVE SHOULD YOU BE?

The expectation that advisors must be involved with an organization as active as the student membership is unrealistic. Factors that influence faculty involvement include a heavy teaching load that requires advance preparation, heavy research requirements, family involvement, and professional and community organizational commitments. In short, the balance between students preferring a very active advisor and faculty load is tenuous. The level of participation an advisor gives should be discussed and clarified with the student leadership to recognize limits and areas of availability. The realistic role is that an advisor will: attend as many meetings and activities as possible, meet regularly with the student organization's leadership to check on progress toward goals, to offer advice and expertise, and to discuss ideas and problems. A willingness to help with the routine aspects of an organization's functioning, such as assisting with recruitment by distributing flyers to students during classes, can establish a rapport with the organization that allows the advisor to be more effective in their role.

ADVISOR AS A RESOURCE PERSON

In order to be effective, the advisor should serve as a resource person or consultant for the organization. It is the job of the advisor to have access to needed information and to be able to communicate it to the group in a timely and effective fashion. The most effective advisor is one who is able to convey his/her knowledge to the group in a way that allows the group to function independently and creatively. It is not desirable for the advisor to hold information in a manner which makes the leader and group dependent on the advisor to make decisions. In a sense, advisors provide information and training for the organization leaders that eventually eliminates the need for the advisory role. To be effective, the advisor should be creative in developing training sessions that take into account the group's willingness and ability to learn at various levels (much like teaching!). For instance, the group may be very interested in developing more effective communication skills but has absolutely no desire to know any other details about related topics, such as the administrative structure and directions of communication in an organization. Capturing student willingness and interest becomes doubly important when the organization membership is examined: they are all volunteers.

Most colleges and universities require student organizations to have faculty advisors. Some serve only as figureheads or check signers. But behind almost every successful student group is a faculty advisor with the "right stuff":

- A strong belief in the organization.
- The ability to serve as a role model.
- The desire to help students.
- The willingness to commit sufficient time.
- The willingness to work.
- The ability to teach leadership development.
- Familiarity with University rules and regulations governing organizations.
- The ability to motivate others.
- Enthusiasm.
- A sense of humor.
- Willingness to listen to students. An interest in the student's personal growth and development beyond the classroom.
- The ability to work with others.
- Some knowledge in legal business matters.

The role of the advisor is a most important one. The advisor provides a role model that students can follow and learn from. The advisor is an educator, helping students to learn by doing.

-Adapted from "The Right Stuff" by Linda Eldred



ADVISOR LIABILITY

Student organizations get involved in a variety of diverse and sometimes questionable activities. At times, advisors must question their role in terms of the level of personal responsibility or even legal liability for the organization's activities.

For some advisors it is helpful to understand the University's position on advisor liability.

The Vice-President of Student Affairs appoints advisors to student organizations and they are provided with a list of advisor's responsibilities (see page 16). Advisors do have a responsibility to communicate University regulations and concerns underlying those regulations, given the potential for liability, advisors are urged to exercise their responsibilities with prudence and reason in order to minimize the risk of harm or injury to others. If an advisor were named in a legal action related to the organization and he/she had been acting within the scope of their duties as an student organization advisor he/she would be covered by the State's immunity and indemnification statutes and/or the University's educator's legal liability insurance.

ADVISOR REIMBURSEMENT

The YSU/YSU-OEA contract calls for the establishment of an advisor reimbursement fund. A total of \$2,000 is available for full-time faculty advisors who advise registered student organizations. The reimbursement is to assist in out-of-pocket expenses.

Each advisor of a registered student organization is sent a reminder to submit out-of-pocket expenses incurred quarterly during the academic year. The advisor reimbursement form is due at the end of each quarter (see important dates list).

Requests are submitted to the Office of the Vice President Student Affairs. Any questions or additional information can be sought by calling Ext. 3532.





ADVISOR EXPECTATION SURVEY

This form is designed to help advisors and student officers arrive at a clear and mutually agreed upon role of the advisor in club affairs.

Listed below are some expectations student leaders may have of their advisor. The advisor and each officer should respond to the following items, and meet to compare answers and "iron out" any differences. For some items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

Directions: For each of the following statements, respond on a scale of 1-5 how important this function is:

- 1 - Essential for the advisor to do.
- 2 - Helpful for the advisor to do.
- 3 - Nice but they don't have to.

- 4 - Would prefer they not do.
- 5 - Absolutely not an advisor's role.

The Advisor is Expected to:

- 1. Attend all general and executive meetings.
- 2. Attend all group activities.
- 3. Be one of the group except for voting and holding office.
- 4. Call meetings of executive committee when he/she believes it is necessary.
- 5. Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year.
- 6. Help the president prepare the agenda before each meeting.
- 7. Require the treasurer to clear all expenditures with him/her before financial commitments are made.
- 8. Request to see the treasurer's books at the end of each quarter.
- 9. Check the secretary's minutes before they are written in final form.
- 10. Check all official correspondence before it is sent and receive a copy of all correspondence.
- 11. Be custodian of all group paraphernalia, records, ect. during the semester and between change over of officers.

- 12. Keep the official files in her/her office.
- 13. Serve as parliamentarian for the group.
- 14. Explain University policy when relevant to the discussion.
- 15. Explain University policy to the executive committee and depend upon the officers to carry them out through their leadership.
- 16. Speak up during discussion when he/she has relevant information.
- 17. Take an active part in formulating the goals of the group.
- 18. Initiate ideas for discussion when he/she believes they will help the group.
- 19. Speak up during discussion when he/she believes the group is likely to make a poor decision.
- 20. Let the group work out its problems, including making mistakes and "doing it the hard way."
- 21. Inform the group of infractions of their bylaws, codes and standing rules.
- 22. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules or college policy.
- 23. Mediate interpersonal conflicts that arise.
- 24. Be responsible for planning leadership skills workshops.
- 25. Insist on an evaluation of each activity by those students responsible for planning it.
- 26. Take the initiative in creating teamwork and cooperation amount the officers' group.
- 27. Represent the group in any conflicts with members of the University staff.
- 28. Be familiar with University facilities, services, and procedures which affect group activities.
- 29. Recommend programs, speakers, etc.
- 30. Cancel any activities when he/she believes they have been inadequately planned.

THE RIGHT APPROACH

Student Recognition

Five of the most important words to use in everyday language are: **YOU DID A GOOD JOB!**

A well-deserved pat on the back goes a long way in improving member attitudes. Committee members know they are appreciated and are willing to do more when someone takes the time to smile and say, "You're doing a good job." Recognizing the valuable contributions someone has made can be done in a variety of ways. Group leaders should understand this also. It is important in the beginning stages of any planning to decide how this will be done because it sometimes involves budgeting a sufficient amount of money to cover expenses.

Advisors and groups should act wisely and plan carefully when considering tangible rewards, especially if the money involved comes from the population being served. Criticism will surely be leveled if overindulgence is a result. When the awards are given out, it is important to recognize only those who have carried out the responsibilities to the required expectations, otherwise the award appears to be less important to those deserving the honor.

Listed below are just a few suggestions on ways advisors can express appreciation for a job well done:

- Smile and say thank you (this cannot be done enough).
- Plan get-togethers and share time that is strictly social—pizza parties, picnics, ect.
- Get together on a one-to-one basis—treat members to a cup of coffee, Coke, or soda.
- Send articles to local or hometown newspapers about outstanding members/ accomplishments.
- Send birthday cards or get well cards to members.
- Plan a recognition event to honor members at the conclusion of a big program.
- Write members thank-you notes or make sure the president does.
- Encourage the group to send nominations for University annual awards.
- Write a letter of recommendation if requested.
- Award outstanding performances with recognition at the YSU Annual Awards Banquet.

-Adapted from The Program Planner's Workbook by Linda Eldred



Orion Award
YSU Pin
Arby's Scholarship
Libra Award
Who's Who
Vindicator Scholarship
Constellation Award
Gina Tenney Award
Multicultural Student Services

Outstanding Organization
Outstanding Senior Leaders
Outstanding Student Leaders
Outstanding Advisors
Noteworthy Student Leaders
Outstanding All Around Student
Outstanding Programs
Outstanding Sophomore
Outstanding Service & Community Involvement



THE RIGHT RESOURCES

Resource Packet Order Form

Student Activities resource packets are short handouts (1-2 pages) designed to provide quick answers for everyday problems and concerns to Student Organizations.

Copies of these packets are available in the Office of Student Activities, second floor, Kilcawley Center. The organizational handouts are located next to the student organization mailboxes.

Contact the Office of Student Activities at Extension 3575 to order the information listed below for campus delivery.

- How to Start a New Organization
- Financial Path (Handbook on University Funding)
- Your Organization Fundraiser Made Easy!!!
- Student Organization Fundraising Request form
- Hazing
- How to Prepare Your Organization's Constitution and Bylaws
- How to Advertise and Promote Your Organization's Programs
- How to Construct Your Organization's Programs
- Your Organization's Road Trip Made Easy!!!
- How to be a Successful Organization President
- Plan a Party in Peaberry's For Your Organization
- Using University Facilities
- YSU Annual Awards (student involvement recognition)
- Jambar Ads
- Guidelines for Planning Parties
- The Roll Call (attendance sheet for meeting)
- Regulations Governing the use of Kilcawley Center
- Changing of the Guard Form

The office of Student Activities Staff appreciates your commitment to student life and hope you find your advisor's role enjoyable and rewarding. We are available to assist you and your organization and look forward to working with you throughout the year.
Thanks!

The Office of Student Activities

Youngstown
STATE UNIVERSITY

HOW TO START A

NEW
STUDENT
ORGANIZATION

THAT'S OUT OF THIS WORLD!

It's very easy to start a new student organization on campus. Students may form a registered student organization for just about any purpose. Once you have officially completed the necessary paperwork with the Student Activities Office, there are many privileges and services available to your registered student organization.

BENEFITS OF A REGISTERED STUDENT ORGANIZATION

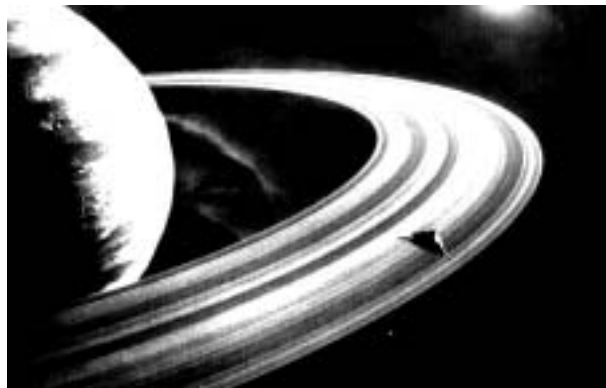
include...

- Use of University facilities, such as Kilcawley Center's meeting rooms.
- Assistance of faculty/staff advisor(s).
- Access to University funding.
- **A mailbox in the Student Activities office.**
- Programming...inviting guests and speakers to the University.
- Access to University publicity.
- Can apply for office space in Kilcawley Center.
- Permission to solicit or raise funds at the University upon Student Activities approval.
- Use of the services of the Student Activities Office.

A group shall become an *organization* when formally registered by the University. All groups which meet the following requirements may be registered:

REQUIREMENTS TO

1. Complete a “**Student Organization Registration Form**” with the Student Activities Office. The application must include a list of six students and at least one advisor. Students must be currently enrolled and intend on being active members of the organization. Officers listed must be in good standing and registered for 8 or more semester hours. The signatures of the president and advisor(s) of the organization are required.
2. Provide the Student Activities Office with a copy of a basic constitution and by-laws for the organization. (Don’t panic...we’ll provide you with step-by-step instructions on how to write up a simple constitution and bylaws!)
3. Secure a faculty or staff member to serve as advisor. Appointed annually by the Vice-President of Student Affairs, the advisor agrees to maintain contact with the organization and to be familiar with its programs and personnel. (*A list of specific responsibilities is available from the Student Activities Office.*)
4. Sign the statement on the back of the Student Organization Registration Application that your organization will **not discriminate**, either in its activities or membership practices on the basis of *race, color, religion, natural origin or sex. Hazing in any form is prohibited.*



That's it!

The registration process for forming student organizations is a breeze! Contacting the Student Activities Office, located on the upper level of Kilcawley, should be the first step you take towards officially forming a new student organization. We can help you start up an organization, be your friend for life and assist you in how to...

LET STUDENT ACTIVITIES ASSIST YOU IN

- ➔ Complete the registration process.
- ➔ Identify students interested in your organization.
- ➔ Secure an advisor (List available).
- ➔ Understand the University policies and procedures that affect student organizations.
- ➔ Understand University funding for student organizations and other privileges.
- ➔ Set up an organization meeting.
- ➔ Publicize your organization.

All it takes is a few students to get the ball rolling. Once you've begun having meetings, recruiting members and finding an advisor, Student Activities will place you on what is called "*Provisional Registration*." Provisional groups have all the rights and privileges of other University groups except the use of University funds and sponsoring of social programs. So get your dream group going and you'll go down in YSU history!!!! Stop in the Student Activities Office today and say..."I'd like to form a new student organization! Can I speak to the Student Activities staff?" **IT'S THAT EASY!**

LEADERSHIP TRAINING

FOR NEW OFFICERS

Advisor's Checklist of New Organization Officers:

- Set up a meeting with the president and top officers, preferably in September before stress of school sets in. Inviting top officers to attend with the president will help to strengthen communications and provide a building block next year when, hopefully, one of these officers will step in as the new president!
- Discuss how you envision your role as advisor!
- Discuss how actively you wish to be involved with the group.
- Consider using "**Survey of Advisor Expectations**" to accomplish this.
- Set bimonthly or monthly meetings with the president for the entire academic year.
- Stress that the president must notify you and the Student Activities Office of **ALL** officer changes. Please review the **Changing of the Guard Form** with the president.
- Encourage the president to plan to have a well-staffed table at the next **Organizational Fair!** The Organizational Fair is an excellent way to attract new members and establish campus identity for the group. The organization can reserve a table with the Student Activities Office.
- Review the **New Member Application** (available from Student Activities) and customize it to fit the group's needs. Suggest possible questions to add on the back of the form to target strong future members and their interests.
- Encourage the president to delegate as many responsibilities as possible to others in the group. This will reduce **Panic President Syndrome** which is often seen in our office!!
- Suggest that one active member organize an alphabetical 3-ring notebook of members' applications for easy reference and type their names on a mailing matrix. Then for all mailings to the group they need only have labels copied at the Copy Center and adhere them to flyers.
- Suggest the president delegate one member of the group to organize a phone campaign to remind members of all upcoming meetings.
- Have the president prepare a list of all organizational meetings for the entire semester including day, days, times and meeting rooms. He/she should have this typed and distributed to all new and old members. Establishing a regular meeting day and time is very helpful in keeping a strong group. Members who cannot make the meeting should be able to call someone (hopefully not the president) to find out what was missed.
- Suggest that the president have an active member complete the form of announcing any campus organization meetings and mail it to the Jambar. It's free!!!
- Encourage the president to develop a line chart listing him/herself and all officers for the academic year. Phone numbers of officers would be helpful to new members.
- Presidential success will be guaranteed if the organization begins by **PLANNING TWO MONTHS IN ADVANCE**. New presidents become quickly disillusioned and frustrated by not understanding the amount of paperwork required to do things at YSU. Successful presidents will begin by planning for November at the very first meeting!! Travel Requests and Speaker Contracts/Purchase Orders require several weeks to process **once they are completed correctly**. Often it may take two weeks to complete the forms correctly (getting all names, fees, dates). The successful president should be planning spring semester by late October or early November.
- All fundraisers (except bake sales) must be approved by our office no less than ten days in advance of the event. Forms are available through the Office of Student Life.

SURVEY OF LEADERSHIP TRAINING NEEDS

Listed below are areas in which specific training programs can be developed to help group leaders function more effectively. Rate the areas as to high, medium or low priority to your needs in becoming a better leader.

High	Medium	Low	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organization Structure/Responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Member Expectations/Commitments
			Communication Skills:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter Writing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listening
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speaking
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	History and Purpose of the Organization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organization Procedures/Policies, Rules/Regulations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	University Procedures/Policies, Rules/Regulations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resources Available
			Specific Skill Development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How to Avoid or Work Out Conflicts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How to Delegate Responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How to Make Decisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How to Manage Time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How to Motivate Myself and Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How to Plan Effectively
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How to Run Meetings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How to Solve Problems
			Techniques:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessing Needs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budgeting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluating Programs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Goal-Setting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Publicity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruitment and Retention of Members
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilities/Services Available to Organizations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of Equipment/Supplies—Office Procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other—Please list: _____

Have each member complete Leadership Training Needs. Tabulate the results. Use this data to prepare and conduct a training program to meet the needs of the committee members.

**-Adapted from The Program Planner's Workbook by Linda Eldred*



Student Organization OFFICE SPACE APPLICATION

Organization Name: _____

Number of Active Members: _____

President's Name: _____

President's Address: _____

Phone: _____

Advisor's Name: _____

Advisor's Extention: _____

Deadline: **Please return to Greg Gulas, Assistant Director, Student Activities/Kilcawley Center-Room #2100, by Weds., April 19, 2006 at 5:00 p.m.**

◆ PLEASE EXPLAIN WHY YOUR ORGANIZATION NEEDS OFFICE SPACE:

◆ WHAT WILL YOUR WEEKLY OFFICE HOURS BE?

MONDAY: _____ THURSDAY: _____
TUESDAY: _____ FRIDAY: _____
WEDNESDAY: _____

◆ LIST ADDITIONAL OFFICERS WITH ADDRESSES AND PHONE NUMBERS:

Name: _____	Name: _____
Title: _____	Title: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____

OFFICE VERIFICATION ONLY:

Date Received: _____

Number: _____

Registration with Student Activities: _____



Student Organizations

OFFICE SPACE ASSIGNMENTS

<u>Office Space</u>	<u>Student Organization</u>	<u>Telephone</u>
1055 A	STUDENT DIVERSITY COUNCIL President – Joe Iesue (814-873-8245) Email – jiesue@yahoo.com CONSERVATIVE IDEALS CLUB President – Autumn McDonald (330-719-2603) Email – sloopygirl0h@yahoo.com	941-3595
1055 B	SIGMA CHI FRATERNITY President – Ben Kalaman (330-550-2389) Email – bgkalaman@student.yсу.edu	941-3595
1055 C	DELTA SIGMA THETA, INC. SORORITY President – Selina Hughes (330-559-1926) Email – linaluv01@yahoo.com	941-3595
1055 D	INTERFRATERNITY COUNCIL President – Ben Williamson (330-936-9114) Email – biwilliamson@student.yсу.edu PANHellenic COUNCIL President – Katie Fraley (330-770-6953) Email – indiansgrl33@aol.com	941-3596
1055 E	SISTA'S WITH A VISION (S.W.A.V.) President – Laura Neely (330-774-6634) Email – L-neely@sbcglobal.net	941-3596
1055 F	KAPPA ALPHA PSI, INC. FRATERNITY President – Jason Perry (330-832-8105) Email – jdperry@student.yсу.edu	941-3596
1055 G	THETA CHI FRATERNITY President – Jason Mays (330-533-5147) Email – jmays1856@zoominternet.net	941-3598
1055 H	ALPHA KAPPA ALPHA, INC. SORORITY President – Sparkil Alli (330-318-9153) Email – sparkilalli00@hotmail.com	941-3598
1055 I	COLLEGE REPUBLICANS President – Alex Mangie (330-702-0532) Email – asmangie@student.yсу.edu	941-3597
1055 J	EXECUTIVE COUNCIL President – Amanda Shina-Cutright (330-797-8670) Email – athena62600@hotmail.com STUDENT PROGRAMMING BOARD President – Joy Cutright (330-797-8670) or (330-559-9580) Email – athena1953@hotmail.com	941-3598
1055 K	AMERICAN MEDICAL STUDENTS ASSOCIATION (A.M.S.A.) President – David Neal (330-519-8893) Email – deneal@student.yсу.edu MUSLIM STUDENT ASSOCIATION President – Saher Mir Shafi (330-402-4753) Email – smshafi1@hotmail.com	941-3597

2006-07



KILCAWLEY CENTER SOCIAL EVENTS PROCEDURES

A “social event” is any form of on-campus entertainment scheduled after 8pm, sponsored by a registered YSU student organization, YSU Department, or *off-campus organization; or programs sponsored for YSU student attendees or the YSU community in general, which involves, but not limited to, active participation by non-seated attendees.

1. An event is to be scheduled at least one month in advance.
2. A police fee will be charged to the sponsoring organization. The fee is due **one week before the event**. Failure to pay any and all fees on time will result in the cancellation of the event automatically.

It is the sole responsibility of the sponsoring organization to know the deadline date and to pay on time.

Some events may require additional police fees or building fees. The Director of Kilcawley Center, Executive Director of Student Services and the YSU Police Department will determine these fees. The sponsoring organization will be responsible for any additional fees. Notice will be given to the sponsoring organization as soon as possible. ***It is strongly recommended that the organization meet with Room Reservations staff to discuss the event before publicity is done.**

3. Police fees are non-refundable
4. For functions in Peaberry's, there will be a service fee charged if Peaberry's is to provide refreshments for sale. (See Peaberry's manager for details of those fees.)
5. For evening functions in the Chestnut Room, the movable wall will remain open.
6. If you leave a dance/party scheduled in Kilcawley Center, you **cannot** re-enter the building.
7. Kilcawley Center reserves the right to have ID checks at social events. One guest will be allowed per person holding a validated Youngstown State University ID card. Guests will be required to sign in at the door. The holder of the ID card is responsible for the behavior of their guest. Kilcawley Center will honor other validated college IDs.

For further information on these procedures, contact the Room Reservations Office at 330-941-3577 or Matt Novotny, Director of Kilcawley Center at 330-941-3552.



GUIDELINES USING KILCAWLEY CENTER

YSU REGISTERED STUDENT ORGANIZATIONS:

Kilcawley Center facilities are available for use by registered Youngstown State University student organizations for the social, cultural, and recreational enjoyment of Youngstown State University students.

Reservations for events in Kilcawley Center may be made by contacting Kilcawley Center Room Reservations, Kilcawley Center Staff Offices, located on the second floor, Kilcawley Center, 330-941-3577.

To meet the growing needs of the Center and the student body, the following guidelines should be followed when programming student functions.

1. The reservation of any facility or equipment includes the assumption of total responsibility for negligent damage that might occur.
 - a. There will be no burning candles or incense at functions scheduled in Kilcawley Center.
2. The setup and dismantling of any equipment not supplied by the University must be accomplished during the hours reserved.
3. Advertise for the event at designated (bulletin boards) campus locations only. Off-campus advertising is prohibited.
4. Any charges incurred in regard to the use of the facilities or equipment are to be paid at least one week prior to the event.
5. No illegal drugs/alcohol are to be used on the premises. The sponsoring organization is responsible for the control of the event, the behavior of all persons in attendance, and for any illegal acts permitted by the organization. Organization officers shall be primarily responsible for compliance with University regulations.
6. Kilcawley Center accepts no responsibility for materials or equipment brought in to the center by an individual or group.
7. The group must help pick up litter in the reserved area after the event is over. Any signs or decorations must be removed immediately following the event.
8. If you have made a reservation for a program and your plans change, please contact the Room Reservations Office to cancel the space so that other groups may take advantage of using the room. If you have scheduled a meeting for a certain time and it ends before, please notify the Kilcawley Center staff on duty so the equipment may be removed and the room locked.
9. Admittance to Kilcawley Center facilities is open to Youngstown State University faculty, staff, and students. Kilcawley Center reserves the right to have ID checks at social events.



GUIDELINES USING UNIVERSITY FACILITIES

YSU REGISTERED STUDENT ORGANIZATIONS:

University facilities are available for use by registered Youngstown State University student organizations for the social, cultural, and recreational enjoyment of Youngstown State University students.

Reservations for events may be made by contacting the following individuals: Kilcawley Center and Residence Halls – contact the Room Reservations Office, Kilcawley Center Staff Offices, located on the second floor, Kilcawley Center, 330-941-3577; other buildings – contact Events Management, located on the first floor of Tod Hall, 330-941-2962.

The following guidelines should be followed when programming student functions:

1. Admittance to University facilities is open to Youngstown State University faculty, staff, and students. One guest will be allowed per person holding a validated Youngstown State University ID card. Guests will be required to sign in at the door. The holder of the ID card is responsible for the behavior of their guest. The University checks IDs on Friday and Saturday nights beginning at 8:30 pm.
2. Organizations must comply with the YSU Student Organization Social Events Procedures.
3. Advertise for the event at designated campus locations only (bulletin boards). Off-campus advertising is prohibited.
4. The reservation of any facility or equipment includes the assumption of total responsibility for any negligent damage that might occur.
5. The set up and dismantling of any equipment not supplied by the University must be accomplished during the hours reserved.
6. Any charges incurred in regard to the use of the facilities or equipment are to be paid at least one week prior to the event.
7. No illegal drugs/alcohol are to be used on the premises. The sponsoring organization is responsible for the control of the event, the behavior of all persons in attendance, and for any illegal acts permitted by the organization. Organization officers shall be primarily responsible for compliance with University regulations.
8. The University accepts no responsibility for materials or equipment brought in to University facilities by an individual or group.
9. The group must help pick up litter in the reserved area after the event is over. Any signs or decorations must be removed immediately following the event.
10. If you have made reservations for a program and your plans change, please contact either Room Reservations in Kilcawley Center or Events Management as soon as possible so that other groups may take advantage of using the room.
11. If you have a scheduled meeting for a certain time and it ends before, please notify the University staff on duty so that the equipment may be removed and the room locked.

“A Short Course...

IN HUMAN RELATIONS”

THE SIX MOST IMPORTANT WORDS...
“I ADMIT I MADE A MISTAKE”

THE FIVE MOST IMPORTANT WORDS...
“YOU DID A GOOD JOB”

THE FOUR MOST IMPORTANT WORDS...
“WHAT IS YOUR OPINION”

THE THREE MOST IMPORTANT WORDS...
“IF YOU PLEASE”

THE TWO MOST IMPORTANT WORDS...
“THANK YOU”

THE ONE MOST IMPORTANT WORD...
“WE”

THE LEAST IMPORTANT WORD...
“I”

LEADERSHIP

YSU



“A leader takes people where they want to go. A great leader takes people where they don’t necessarily want to go, but ought to be.”

-ROSALYNN CARTER

“It is a wonderful joy to become a leader, but it is a far more wonderful joy to help others become leaders.”

-UNKNOWN